



Kamehameha Schools

Financial Aid and Scholarship Services

2021-2022 STEP-BY-STEP GUIDE

COLLEGE SCHOLARSHIPS APPLICATION PROCESS

SHORTENED PROCESS FOR 2020-2021 AWARDEES

Do I need to complete the CSS Profile?

Yes, if you meet any of these conditions:

- Awarded in 2020-2021, but did not take a disbursement
- Awarded in 2020-2021 and will be matriculating to another degree
- First time applicant

No, if you meet all conditions:

- Received notification from KS to proceed to the KS Net Partner site
- Are a 2020-2021 awardee (Nā Ho`okama, Ho`okawowo or Mauō Scholarships)
- Received a disbursement in the 2020-2021 AY
- Will be graduating after Fall21
- Will be enrolled in the same degree
- Meet Maximum Years of Funding Guidelines

Next Steps for Renewal Students

- Complete the Renewal Questionnaire in Net Partner
 - URL:
<https://webapp.ksbe.edu/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fNetPartnerStudent>
 - Use your previous year login and password
- If there are any questions regarding your responses, a Financial Aid Analyst will contact you for clarification and/or request supplemental documents



Aloha! Welcome to KS Net Partner

Kamehameha Schools (KS) Net Partner is used for KS College Scholarships including Na Ho'okama a Pauahi and Ho'okawowo.

New to KS Net Partner?

KS Outreach Support Services will send you an email after we receive your CSS Profile application.

[Learn More](#)

Are you a Renewal student? We have a simplified application process!

Eligible Renewal students can login to KS Net Partner to submit the Renewal Questionnaire. Eligible Renewal students will receive an email from KS to confirm eligibility for this application process. No CSS Profile is required for the 2021-2022 school year!

Login using the same Student ID and Password used in the 2020-2021 academic year.

Need kokua? Contact us for help.

Please contact a KS Resource Center by email at ksrc@ksbe.edu.

LOG IN

Student ID

Please enter your Student ID

Password

Please enter your Password

[Forgot Your Student ID](#)

[Forgot Your Password](#)

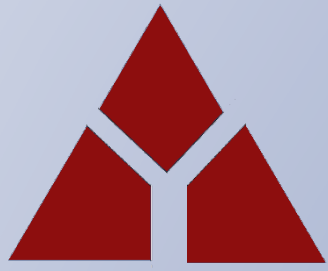
[New Users: Activate Your Account](#)

System Information

2021-2022 Application Info

We will begin processing applications in October. For detailed information on the application process, click the link below.

[Learn More](#)



Don't Meet the Renewal Criteria? 3 Steps to Apply



Step
One

Complete CSS PROFILE Online Application



Step
Two

KS Net Partner

- Submit the KS Certification
- Submit the KS Affirmation Statement
- Submit your response to the short answer question



Step
Three

College Board (IDOC)


- Upload your required documents



CSS PROFILE – LOGIN TO CSSPROFILE.COLLEGEBOARD.ORG

CSS Profile

[Home](#) [Getting Started](#) [Fee Waivers](#) [Divorced or Separated Families](#) [International Applicants](#)



Apply with CSS Profile

Each year CSS Profile gives access to more than \$9 billion for thousands of undergraduate, graduate and professional students.

[Sign In to Fall 2021/Spring 2022](#) [Sign In to Fall 2020/Spring 2021](#)

CLICK “Apply for
Fall 2021/Spring
2022”.

CSS PROFILE – SIGN IN OR CREATE AN ACCOUNT

The image shows a screenshot of the CSS Profile sign-in/sign-up page. The page has a dark header with the CollegeBoard logo and 'CSS Profile' text. The main content area is split into two sections. The left section is titled 'Don't have an account?' and contains a yellow 'Sign Up' button. The right section contains a sign-in form with 'Username' and 'Password' input fields, a yellow 'Sign In' button, and a link for 'Forgot username or password?'. Three yellow callout boxes with red borders and arrows point to the 'Sign Up' button, the 'Sign In' button, and the top right corner of the page.

- First time users, **“SIGN UP”** for an account, here.
- Returning users, **“SIGN IN”**, here.



CSS PROFILE – AGREE TO TERMS OF SERVICE

College Board Terms of Service for CSS Profile™ and IDOC (Consumer)

1. You are permitted to access and use the features and functionality of INSTITUTIONAL DOCUMENTATION SERVICE ("IDOC") or CSS PROFILE ("CSS Profile") solely in accordance with the user information provided online and by your institution or scholarship program and solely to provide financial information or documentation to an institution or scholarship program seeking to process your application for financial aid ("Permitted Use"). "You" or "you" means a student and his/her parent(s) or other legal guardian(s).
2. You understand that the College Board is not granting to you any license or sublicense to the IDOC or CSS Profile services; and that you are granted only limited rights of online access to use the features and functionality of these services.
3. You understand that your application or information provided to an institution or scholarship program via IDOC or CSS Profile does not provide or automatically generate a final determination, or actual award, of financial assistance. The College Board has no responsibility or liability in connection with any financial assistance or award that you may or may not receive. The College Board will not share your information with any institution or scholarship program except as directed by you.
4. The College Board will have no responsibility or liability in connection with any loss or damage which may be incurred by you as a result of:
 - a. Invalid or insufficient data that you enter or upload; or
 - b. Any course of action taken by you in reliance on your estimated financial assistance; or
 - c. Any deadlines set by an institution which you miss; or
 - d. Any communications from your institution or generated by IDOC or CSS Profile that you delete, do not respond to or otherwise fail to adhere to the instructions provided; or
 - e. Your use of the IDOC or CSS Profile services other than in accordance with the Permitted Use.
5. You will access IDOC and CSS Profile through a College Board website. You understand that there is a risk of interruption to websites. You understand that the College Board accepts no responsibility for security of information transmitted over the Internet. The College Board engages third parties ("Service Provider(s)") to assist in processing CSS Profile and IDOC applications. The Service Providers, including Sungard, Folderwave, and Alorica, are engaged for the sole purpose of providing the following services:
 - Folderwave, Inc. develops and maintains the system which collects documentation and information from applicants and their families relevant to financial aid need analysis, and then makes such information available to the applicant-designated institution on a secure website and via secure data transfer.
 - Sungard Availability Services is a sub-contractor of Folderwave, Inc. that provides hosting services for the system.
 - Alorica provides the College Board with customer support services.
6. You understand that all title and proprietary rights in and to IDOC and CSS Profile are owned by the College Board, including copyright, trade secrets and trademarks.
7. **GENERAL DISCLAIMER.** THE COLLEGE BOARD AND ITS AFFILIATES DISCLAIM ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED REPRESENTATIONS OR WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. THE COLLEGE BOARD AND ITS LICENSORS DO NOT REPRESENT OR WARRANT TO YOU THAT YOUR USE OF THE IDOC OR PROFILE SERVICES WILL MEET YOUR REQUIREMENTS, OR BE UNINTERRUPTED OR ERROR-FREE.
8. **LIMITATION OF LIABILITY.** IN NO EVENT WILL THE COLLEGE BOARD OR ITS AFFILIATES HAVE ANY LIABILITY TO YOU IN CONNECTION WITH YOUR USE OF THE IDOC OR PROFILE SERVICES FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM OR THEORY OF LIABILITY (INCLUDING CLAIMS UNDER CONTRACT, TORT, OR STRICT LIABILITY), AND REGARDLESS OF WHETHER THE COLLEGE BOARD KNEW OR SHOULD HAVE KNOWN ABOUT THE POSSIBILITY OR LIKELIHOOD OF SUCH DAMAGES.
9. Other than disputes involving infringement of the College Board's intellectual property rights, all disputes against the College Board and/or any or all of its contractors, that relate in any way to CSS Profile or IDOC, shall exclusively be resolved by a single arbitrator through binding, individual arbitration administered by the American Arbitration Association ("AAA"), under the AAA Consumer Arbitration Rules in effect at the time a request for arbitration is filed with the AAA. Copies of the AAA Rules can be located at www.adr.org. Unless the parties mutually agree otherwise, the seat and the place of the arbitration shall be New York, New York. The parties agree that the Federal Arbitration Act ("FAA"), 9 U.S.C. § 1 et seq. governs this provision, and it is the intent of the parties that the FAA shall pre-empt all State laws to the fullest extent permitted by law. No arbitration may be maintained as a class action, and the arbitrator shall not have the authority to combine or aggregate the disputes of more than one individual, conduct any class proceeding, make any class award, or make an award to any person or entity not a party to the arbitration, without the express written consent of the College Board. By agreeing to arbitration in accordance with this section, you are waiving your right to have your dispute heard by a judge or jury. Each party will be responsible for its own fees and expenses incurred in connection with the arbitration, regardless of its outcome. For purposes of this provision, each College Board contractor is a third-party beneficiary of this section, is entitled to the rights and benefits hereunder, and may enforce the provisions hereof as if it were a party hereto.
10. The IDOC or CSS Profile services may be taken down periodically for scheduled maintenance and technical fixes.
11. For Users outside the United States: IDOC and CSS Profile operate on a software as a service platform that is located in the United States. Therefore, your information will be transferred from your location to the United States. When you furnish information to the College Board's IDOC or CSS Profile services, you are consenting to a cross-border transfer of that information. You agree to comply with all local rules regarding online conduct and acceptable content. Specifically, you agree to comply with all applicable laws regarding the transmission of data or information exported from the United States or the country in which you reside. If you choose not to provide your information, please notify the institution(s) requesting your information.
12. You agree and understand that the College Board's Terms of Use located at www.CollegeBoard.org also apply to your use of IDOC and CSS Profile.
13. You agree you will not use services designed by external parties to allow automated, manual or other means to obtain, harvest or aggregate any data, software, code or other content from the CSS Profile and/or IDOC services including, without limitation -
 - a. Manual or automated software, devices, scripts robots, other means or processes to access, "scrape", "crawl" or "spider" the Services or any related data or information

- Read the Terms of Service.
- "CHECK" the box, if you agree.
- CLICK "Accept".

to arbitration in accordance with its own fees and expenses. Each party will be responsible for its own fees and expenses. If a contractor is a third party hereto, the contractor shall be responsible for the provisions hereof as if it were a party hereto.

10. The IDOC or CSS Profile services may be taken down periodically for scheduled maintenance and technical fixes.

11. For Users outside the United States: IDOC and CSS Profile operate on a software as a service platform that is located in the United States. Therefore, your information will be transferred from your location to the United States. When you furnish information to the College Board's IDOC or CSS Profile services, you are consenting to a cross-border transfer of that information. You agree to comply with all local rules regarding online conduct and acceptable content. Specifically, you agree to comply with all applicable laws regarding the transmission of data or information exported from the United States or the country in which you reside. If you choose not to provide your information, please notify the institution(s) requesting your information.

12. You agree and understand that the College Board's Terms of Use located at www.CollegeBoard.org also apply to your use of IDOC and CSS Profile.

13. You agree you will not use services designed by external parties to allow automated, manual or other means to obtain, harvest or aggregate any data, software, code or other content from the CSS Profile and/or IDOC services including, without limitation -

- a. Manual or automated software, devices, scripts robots, other means or processes to access, "scrape", "crawl" or "spider" the Services or any related data or information
- b. Bots or other automated methods to access the Services, add or download contacts, send or redirect messages

The College Board reserves the right to monitor and/or restrict such services if we believe that it has been used to access our site. You further acknowledge and agree that the College Board shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such services available on or through any such site or resource.

I understand and agree to the Terms and Conditions, which govern my use of the IDOC service and PROFILE online forms. *

Accept



CSS PROFILE – BEGIN THE APPLICATION PROCESS

Welcome to the CSS/Financial Aid Profile (CSS Profile)

You will need the following information and documents to fill out the Application:

- Student's and parent's SSN or SIN numbers, if applicable
- 2017 federal income tax return(s)
- W-2 forms and other records of money earned in 2017 and 2018
- Records of untaxed income and benefits for 2017 and 2018
- Current bank statements
- Current mortgage information
- Records of savings, stocks, bonds, trusts, and other investments
- The student's noncustodial parent's email address, if applicable

[LEARN MORE ABOUT CSS PROFILE](#)

[Begin New PROFILE for 2021-2022](#)

- **GATHER** all your 2019 financial documents.
- **CLICK** “Begin New PROFILE for 2021-2022” to continue.



CSS PROFILE – DEMOGRAPHIC INFORMATION

Getting Started

(*) Required fields.

About the student

This section asks for important information about the student.

First name*

Middle name

Last name*

Preferred name

Email address*

Phone number (#####)*

Date of birth (MM/DD/YYYY)*

Student's marital status*

Student's CBFInAid ID

Student's Citizenship

Country where the student lives*

Citizenship status*

Student's Social Security Number (US) or Social Insurance Number (Canada). Please Note: Many institutions use the SSN/SIN as a primary student identifier. If this field is left blank, or an incorrect number is entered, financial aid processing may be delayed.

Select "U.S. eligible noncitizen" if the student:
-is a U.S. permanent resident (I-551)
-is a conditional permanent resident (I-551C)
-holds an I-94 with a designation of "Refugee," "Asylum Granted," "Parolee," T-Visa holder, or "Cuban-Haitian Entrant," "Victim of human trafficking," or
-is a citizen of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia.

Select "other" if the student is not a citizen or permanent resident of the U.S. or Canada and does not meet the above criteria, including having been granted Deferred Action for Childhood Arrivals (DACA) status or having an F1, F2, J1, J2, or G series visa.

If the student has dual citizenship, select U.S. citizen.

- Application is custom-made for the Student.
- Questions throughout the application are based on the Student's response.
- **FILL-OUT** all required fields completely.
- **CLICK** "Save and Continue".



CSS PROFILE – STUDENT STATUS

Student Status

(*) Required fields.

Student Status

Indicate if the following are true about the student.

The student has legal dependents (not including the student's spouse)*

The student is a veteran of the U.S. Armed Forces or currently serving on active duty*

The student is 18 or older, but was, until the age of 18, a ward of the court*

The student is 18 or older, but was, until the age of 18, in foster care*

The student was determined to be an emancipated minor by a court in the student's state of legal residence*

The student is homeless, or at risk of becoming homeless.*

Select "Yes" only if:

- the student has children for whom the student provides most (more than 50%) of their support or
- the student provides most of the support (more than 50%) for people who live with the student (other than the student's spouse) and will continue to provide this level of support during the 2018-19 academic year.

- **FILL-OUT** each question as it pertains to the Student.
- **CLICK** “Save and Continue”.



CSS PROFILE – KS COLLEGE BOARD CODE

College/Program Search

Search for your college/program using the CSS Code Number, the College/Program Name, or the State. Be sure that the CSS Code Number for the college(s) you select matches those provided on the college's website. Some universities have different codes for different colleges/schools.

Search By: * CSS Code Number: *

CSS Code Number 0274 Search

College/Program List

Kamehameha Schools, HI	CSS Code Number: 0274
Domestic Undergraduate Applicants:	Accepts
Domestic Graduate Applicants:	Accepts
International Undergraduate Applicants:	Does not accept
International Graduate Applicants:	Does not accept

Select College/Program: **Kamehameha Schools**

Cancel Add to CSS Profile

1. **SEARCH** and find KS CSS Code Number: 0274
2. **SELECT** College/Program and **CHECK** the box: "Kamehameha Schools"
3. **CLICK** "Add to CSS Profile".



CSS PROFILE – SPECIAL CIRCUMSTANCES

Special Circumstances

(*) Required fields.

Special Circumstances

Select the circumstances with ongoing financial impact that apply to your family. Provide details in the box below.*

- Change in employment
- Scholarships or Sponsor information
- Exceptional medical or dental expenses
- Siblings in private school
- Catastrophic Event or Natural Disaster
- Eldercare expenses
- Financial support of other family members
- Non-recurring income or expenses
- Other
- None

Save and Continue

- If there are any special circumstances that KS should be aware of when reviewing your application, please inform us in this section.
- **CLICK** “Save and Continue”.



CSS PROFILE – SUPPLEMENTAL QUESTIONS

Supplemental Questions

(*) Required fields.

Student Information

Enter the student's proposed major field of study.

Requested by: Kamehameha Schools

Select the student's type of high school (HS) education. *

Requested by: Kamehameha Schools

Is the student graduating from high school in 2019? *

Requested by: Kamehameha Schools

If the student's permanent residential address is different from his/her mailing address, enter the student's permanent residential physical address (e.g. 1234 South King St., Honolulu, HI 96813). If it is the same, enter "same." *

Requested by: Kamehameha Schools

Will the student be enrolled in a distance- learning or online program during the 2019-20 academic year? *

Requested by: Kamehameha Schools

Is the student applying to a Western Undergraduate Exchange (WUE) Program at his/her first choice of college/university? *

Requested by: Kamehameha Schools

If the student is non-traditional, select one. (For the listing of acceptable supporting documents, please refer to the 2019-20 Nā Ho'okama Scholarship Web Site by visiting www.ksbe.edu/finaid.) *

- **COMPLETE** ALL Supplemental Questions.
- Questions left blank may cause a delay in the processing of your application.
- Be sure to complete the **FOR KAMEHAMEHA USE ONLY** section with your first choice of college & campus (e.g. ASU – Tempe Campus)
- **CLICK** “Save and Continue”.

Requested by: Kamehameha Schools

FOR KAMEHAMEHA USE ONLY: Enter the college/university the student plans to attend during the 2019-20 academic year. If applicable, specify campus (e.g. UH Manoa).

Requested by: Kamehameha Schools



CSS PROFILE – DATA CHECK

Data Checks

The following information provided in the application has been identified as possibly incorrect. If the information provided should be changed, click the link next to the message to return to the section to update the information.

WARNING: Many institutions use the SSN/SIN as a primary student identifier. If you do not provide an SSN/SIN, or an incorrect number is entered, financial aid processing may be delayed. Click [About the Student](#) to provide the student's SSN.

Save and Continue

- Data checks ensure all Student information is accurate and complete.
- Be sure to include your SSN for processing.
- **CLICK** “Save and Continue”.



CSS PROFILE – CERTIFICATION

Application Certification

(*) Required fields.

Certification

All the information on this application is true and complete to the best of my knowledge. If asked, I agree to give proof of the information that I have given on this application. I realize that this proof may include a copy of my federal, state, provincial or local income tax returns, bank statements, or other documentation. I certify that all information is correct at this time, and that I will send timely notice to my colleges/programs of any significant change in family income or assets, financial situation, college plans of other children, or the receipt of other scholarships or grants.

I have read, understand, and agree to the statement above.*

Save and Continue

1. **READ** and **CHECK** the CSS certification statement box.
2. **CLICK** “Save and Continue”.



APPLICATION FEE AND PAYMENT OPTIONS

CSS Profile Online Application Fee:

- The cost for the CSS Profile online application is \$25, payable upon submission of your application.
- This covers the cost of creating your CSS Profile online application of \$9 and \$16 for sending your information to a scholarship program.

A charge of \$16 will be added for each additional college or program to which your information is sent.

Payment Options Accepted:

1. Credit/Debit Cards
2. College Board Fee Waivers (auto-determined by College Board)
3. Pre-Paid Fee Payment Codes from KS



PAYMENT OPTION 1 – CREDIT/DEBIT CARD

Final Charge Summary

Application Fee	9.00
College(s) Programs(s) selected	
0274 Kamehameha Schools	16.00
Total Charge	\$25.00
Amount Due	\$25.00

Please be sure your application is fully ready to be submitted before clicking the payment button and then be patient as your information is processed. Do not close your browser until you see your Dashboard to ensure that your application and payment information is fully processed.

[Pay by Credit or Debit Card](#)

If you received a Fee Payment Code from one or more of your colleges or scholarship programs, click here to enter the information.

[Pay by Fee Payment Code](#)

Credit/Debit Card:

- Follow instructions after clicking



PAYMENT OPTION 2 – COLLEGE BOARD FEE WAIVER

Final Charge Summary

Application Fee	9.00
College(s) Programs(s) selected	
0274 Kamehameha Schools	16.00
Total Charge	\$25.00
Amount Due	\$25.00

Please be sure your application is fully ready to be submitted before clicking the payment button and then be patient as your information is processed. Do not close your browser until you see your Dashboard to ensure that your application and payment information is fully processed.

If you received a Fee Payment Code from one or more of your colleges or scholarship programs, click here to enter the information.

Qualifying for KS Fee Payment Code:

- Current AFDC/TANF beneficiaries (cash benefits only, statement dated within the last 6 months).
- Ward of the Court and meets all the following criteria:
 - Under the age of 24 years old
- Submit your Fee Payment Code Request to KS Resource Center (KSRC) or a KS Resource Center location near you.

KS Fee Payment Code Request form is available at:

- Website: www.ksbe.edu/college.
- KS Resource Center (KSRC).
- KS Resource Center (Statewide locations available).



PAYMENT OPTION 3 – PRE-PAID FEE PAYMENT CODES FROM KS

KS will provide Pre-Paid Fee Payment Codes with receipt of CASH or credit or debit card payments. Visit our KS Resource Center (KSRC) or a KS Resource Center location near you for kōkua (see our website for a location near you at: www.ksbe.edu/college).

Fee Payment Codes

If you have Fee Payment Code(s), please enter the code(s) and select the College or Program you received the code from below.

Please Note: The College Board does not distribute codes directly to students.

Some scholarship programs and colleges provide them to their applicants.

This is your only opportunity to enter Fee Payment Codes before submitting your application.

Please Note: Refunds will not be issued for fees paid prior to submitting payment codes.

Enter Fee Payment Code Information

Fee Payment Code

College/Program

Please select...
Please select...
Kamehameha Schools
Wild Code Program Code

Click on the "Submit" button to submit your Fee Payment Code(s) and CSS Profile application for processing. If the Fee Payment Code(s) entered above cover all of your fees, a confirmation will be displayed. If you have an additional amount due you will be given the opportunity to pay the additional fees by credit or debit card.

If you do not have any valid Fee Payment Codes to enter, click "Submit" to pay by credit or debit card.

Submit

1. **ENTER** "Fee Payment Code".
2. **SELECT** the College/Program "Kamehameha Schools" in drop-down list box.
3. **CLICK** "Submit".

APPLICATION & PAYMENT ACKNOWLEDGEMENT

Kealoha zzSmith Academic Year 2019-20

CBFinAid ID: D000BLB

Application Status

Application

Status:
Submitted on 10/01/2018
Save a Copy

Colleges & Programs

Add a college or program

Institution Name	CSS Code	Submission Date	Priority Filing Date ?	Priority Filing Date Information	Award Letter Date ?
Kamehameha Schools	0274	10/01/2018	02/14/2019	Click here for details.	04/24/2019

Next Steps

▼ **Submit Documents to the Institutional Documentation Service (IDOC)**

Please note: We are experiencing high volume. If you submitted your CSS Profile application within the last 24 hours, we may still be populating your dashboard. You will be sent an email notification when it is available.

Click [here](#) to access your Institutional Documentation Service (IDOC) dashboard.

Your CBFinAid ID is: D000BLB

- After submitting your application payment, you'll be directed to the CSS Dashboard.
- The Dashboard will display:
 - CBFinAid ID
 - Application status
 - Colleges & Programs
 - Deadline Date
 - Award Date
 - Next Steps (Uploading documents to IDOC)
- **CLICK** "here" to access Student IDOC dashboard to upload Financial Documents.

KS Net Partner

After submitting the CSS PROFILE Online Application your login information will be sent to you via email.

Login to: <https://webapp.ksbe.edu/NetPartnerStudent>

KS College Scholarships



Aloha! Welcome to KS Net Partner

Kamehameha Schools (KS) Net Partner is used for KS College Scholarships including Na Ho'okama a Pauahi and Ho'okawowo.

New to KS Net Partner?

KS Outreach Support Services will send you an email after we receive your CSS Profile application.

[Learn More](#)

Are you a Renewal student? We have a simplified application process!

Eligible Renewal students can login to KS Net Partner to submit the Renewal Questionnaire. Eligible Renewal students will receive an email from KS to confirm eligibility for this application process. No CSS Profile is required for the 2021-2022 school year!

Login using the same Student ID and Password used in the 2020-2021 academic year.

Need kookua? Contact us for help.

Please contact a KS Resource Center by email at ksrc@ksbe.edu.

LOG IN

Student ID

Please enter your Student ID.

Password

Please enter your Password.

[Forgot Your Student ID?](#)

[Forgot Your Password?](#)

[New Users: Activate Your Account](#)

System Information

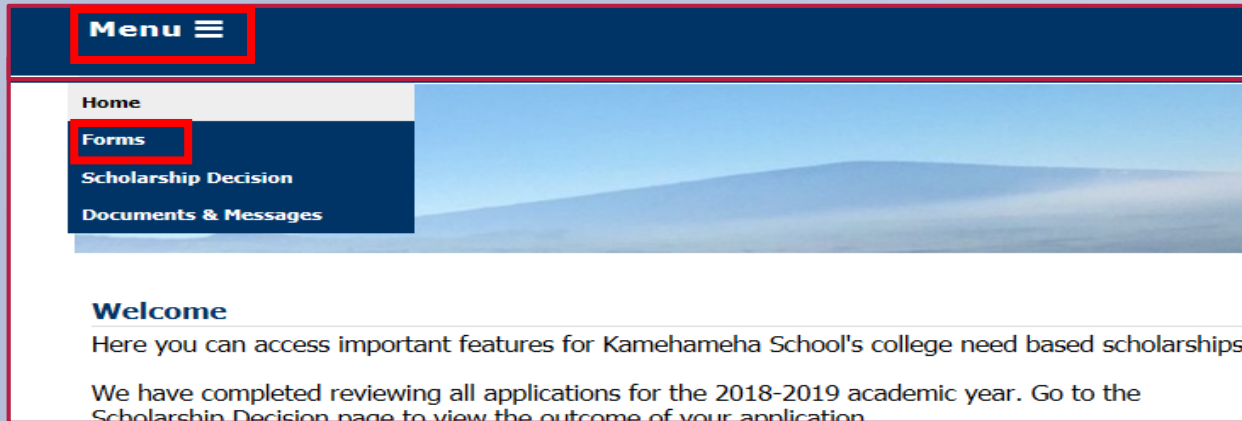
2021-2022 Application Info

We will begin processing applications in October. For detailed information on the application process, click the link below.

[Learn More](#)

1. ENTER "Student ID" and "Password".
2. CLICK "Submit".

KS NET PARTNER



Menu ☰

- Home
- Forms**
- Scholarship Decision
- Documents & Messages

Welcome
Here you can access important features for Kamehameha School's college need based scholarships.
We have completed reviewing all applications for the 2018-2019 academic year. Go to the [Scholarship Decision page](#) to view the outcome of your application.

Forms

Your Forms	
Application	Application Description
KS Certification Statement	REQUIRED - Submit this form to complete your application.
KS Affirmation Statement	REQUIRED - Submit this form to complete your application.
Essay Question	REQUIRED - Submit this form to complete your application.
Internship Interest	OPTIONAL - Interested in internship opportunities? Submit this form!

1. **SELECT** “Menu” at the top.
2. **SCROLL DOWN** and **CLICK** “Forms”.
3. **CLICK** on each link and follow the prompts.



KS NET PARTNER – CERTIFICATION & AFFIRMATION STATEMENTS

KS Certification Statement

I hereby certify that the statements in the College Board CSS/Financial Aid PROFILE application are true to the best of my knowledge and agree to furnish proof and other documentation as requested. I acknowledge that failure to disclose any requested information, or providing inaccurate, incomplete and/or false or misleading information, may result in disqualification or disenrollment.

By accepting this agreement, I certify the following:

1. I am 18 years of age or older, or a parent or guardian, and am competent to enter into this Agreement.
2. I further agree that any lawsuit or claim against KS arising from or related to this application must be brought exclusively in the U.S. District Court for the District of Hawaii or in the state courts of the State of Hawaii. I hereby waive any jurisdictional, venue, or inconvenient forum objections to such courts. I further agree that any federal claims arising from or related to this application shall be governed exclusively by the federal law applied by the U.S. District Court for the District of Hawaii, and any state law claims shall be governed exclusively by the laws of the State of Hawaii, without reference to its conflict of law rules.

All fields marked with an asterisk are required.

CERTIFICATION STATEMENT

Do you Agree or Disagree with the KS Certification Statement?*

1. **READ** the Statements.
2. **SELECT** “Agree” or “Disagree”.
3. **CLICK** “Submit”.

Palapala Ho`oia i ka Lahui Hawai`i Affirmation to Hawai`i

We preface this affirmation with Mary Kawena Puku`i's `olelo no`eau:

I ulu no ka lala i ke kumu
The branches grow because of the trunk.
Without our ancestors we would not be here.

Giving honor to our founder, Ke Ali`i Pauahi and her undying aloha for her people; we would not be here if not for her foresight in providing these opportunities that span the generations.

- I affirm the importance of the Hawaiian culture and I pledge to elevate Hawai`i and the Lahui through my education.
- I affirm that Hawaiian values will guide my present and future contributions as a community member and leader, locally and globally.
- I affirm my commitment to honor my past, my ancestors and all that they have given to preserve resources for future generations.
- I affirm my intent to practice Hawaiian values and to share this knowledge through word and deed.

All fields marked with an asterisk are required.

AFFIRMATION STATEMENT

Do you Agree or Disagree with the KS Affirmation Statement?*

KS NET PARTNER – ESSAY QUESTION

Short Answer - Award Year 2021/2022

Aloha e

Please read the statement below. Provide your response to the statement in 750 characters or less. Due to automated system timeout, you may want to take a moment and compose your response on paper or in a Word document, then complete the form below and click submit. Once you submit this form, you will not be able to revise your response.

All fields marked with an asterisk are required.

SHORT ANSWER

One of the main concepts of Keali'i Bernice Pauahi Bishop's vision was to develop industrious men and women of Hawaii by providing them with quality educational opportunities.

In turn, these men and women would help establish and maintain a thriving community with a commitment to uplifting those around them.

With that in mind, tell us how you have and will contribute to your family, community, and/or the lahui.

Please describe specific details of the contributions you have made and intend to make in the future (e.g. length of time committed to helping others, tasks performed, etc.).

1. Enter your response below *

Submit

1. **READ** the question.
2. **COMPOSE** your response in a Word document, then cut and paste into the box.
3. **ENLARGE** the box by grabbing & pulling on the corner.
4. **CLICK** "Submit".

KS NET PARTNER – INTERNSHIP INTEREST

Internship Interest

Aloha e Joe,

The Kapili 'Oihana Internship Program (KOIP) offers college students internship opportunities during the school year and in the summer. If you are interested in an internship opportunity, please answer 'Yes' to the question below and click submit. For more information on KOIP, visit: <https://apps.ksbe.edu/careerpathways/>.

All fields marked with an asterisk are required.

1. Would you like KS to contact you regarding the Kapili 'Oihana Internship Program?

Choose... ▼

Submit

1. **READ** the question.
2. **SELECT** your response from the drop down box.
3. **CLICK** "Submit".

KS NET PARTNER – CHECK DOCUMENT RECEIPT

The screenshot shows the top navigation menu of the KS Net Partner website. The 'Menu' button is highlighted with a red box. Below it, the 'Documents & Messages' option is also highlighted with a red box. The main content area features a 'Welcome' message and a link to the 'Scholarship Decision' page.

Menu ☰

- Home
- Forms
- Scholarship Decision
- Documents & Messages**

Welcome -----
Here you can access important features for Kamehameha School's college need based scholarships.
We have completed reviewing all applications for the 2018-2019 academic year. Go to the [Scholarship Decision page](#) to view the outcome of your application.

SELECT "Documents & Messages" from the Menu at the top.
-Submitted documents will be "grayed" out.
-Outstanding documents will be bolded.

As you review your required documents, here are a few reminders:

- All of your 2017 financial documents are required to review your application.
- Documents with a "Not Received" status requires your immediate attention. Please contact us with any questions.
- We encourage you to check this page regularly. Required documents may change as your application is reviewed.

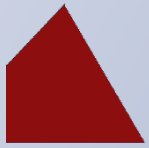
Required Documents

Your Required Documents		
Document	Status	Message
2017 Student W2 (Copy)	Not Received	
College Acceptance Letter	Not Received	Click to View Message
Certification Statement (Net Partner)	Received	
CSS PROFILE	Received	



IDOC – REQUIRED DOCUMENTS

College Board (IDOC) Documents	
Upload Documents at: https://idoc.collegeboard.org	
<input type="checkbox"/>	Filed 2019 Federal Income Tax Return
<input type="checkbox"/>	All 2019 W-2s (employer-issued) and/or 1099s <i>– Total amount of all W-2s must equal wages reported on federal income tax return</i>
<input type="checkbox"/>	All Schedules filed with 2019 Federal Income Tax Return
Additional Documents	Independent Students: <ul style="list-style-type: none"> • Submit your and/or your Spouse’s (Significant Other) 2019 financial documents (if applicable) • Means of Support Form (must be completed if you were not required to file a 2019 Federal Income Tax Return). Dependent Students: <ul style="list-style-type: none"> • Submit your and/or your Parent(s)/Step-parent 2019 financial documents (if applicable) • If parents file separately, submit 2019 tax returns for both parents • If parents were not required to file a 2019 Federal Income Tax Return, submit the Means of Support Form • Applicants who are considered dependents by KS guidelines and were not required to file a 2019 Federal Income Tax Return, DO NOT need to submit a Student Non-Tax Filer Form
KS Resource Center (KSRC) Documents	
<u>Mail Documents to:</u> KS Resource Center - OR - 567 S King St, Ste 102 Honolulu, HI 96813	<u>Email Documents to:</u> ksrc@ksbe.edu
<u>Need assistance? Please contact:</u> KS Resource Center (808) 534-8080 or +1 (800) 842-4682, press 2 Email: ksrc@ksbe.edu	
<input type="checkbox"/>	Court Documents (TANF/AFDC benefit statement, Ward of the Court, Legal Adoption)
<input type="checkbox"/>	2021-2022 Authorization for Release of Information (ARI) Form available in Net Partner (Optional)



IDOC – LOGIN

Log into IDOC at: <https://idoc.collegeboard.org>

Institutional Documentation Service (IDOC)

Through the Institutional Documentation Service (IDOC), the College Board collects families' federal tax returns and other documents on behalf of participating colleges and programs. The College Board notifies students selected by participating institutions when to submit the required documents.

Click on the "IDOC" button below to:

- Login to IDOC
- Identify family members submitting documents
- View your Document Management Dashboard, including deadlines and a list of required documents
- Complete an IDOC document, including:
 - A Verification Statement
 - An Institution Specific document
- Check the status of your submitted IDOC documents
- Get information from the IDOC Help Desk

IDOC is only available to students that participating colleges and programs select and the College Board notifies for participation. Do not enter the site unless the College Board notified you that at least one of your colleges or programs participates in the IDOC Service.

This [IDOC tutorial](#) will give you useful tips and help you complete the IDOC process.

Log into IDOC

CLICK "Log into IDOC".



IDOC – DASHBOARD SIGN-IN

Welcome to IDOC!

[IDOC Sign-in](#)

Please select the academic year for which you are applying for financial aid and enter two of the following:

Academic Year you will attend:

I have read and agree to the [Site Terms and Conditions](#)

1. **CONFIRM** the correct year
2. **ENTER two** of the following:
 - CBFinAid/IDOC ID
 - Social Security
 - Date of Birth
3. **CHECK** “Terms and Conditions” box.
4. **CLICK** “Sign In”.



IDOC - UPLOADING REQUIRED DOCUMENTS

What do I need to do?

- Collect the required documents listed below
- Verify they aren't encrypted or password protected
- Complete the required forms
- Submit your documents below or through the mail

Learn or do more:

- [Get Forms](#)
- [FAQs](#)
- [International Applicant FAQs](#)
- [Security and Confidentiality](#)
- [IDOC Tutorial](#)
- [Update your family information](#)
- [View Sample Forms](#)

Institution Code	Institution Requesting Documents	Deadline (ET)
0274	Kamehameha Schools	Click here for additional deadline information.

Required Documents

A document requirement is not satisfied until the document is processed and verified as readable and complete. **It may take 3-5 business days to process your documents.**

Documents - Required by Institution(s)	Owner	Institution Requesting
2017 U.S. Federal Tax Return Click here if you did not, and do not expect to, submit a federal tax return for this year.	Student	0274
2017 W-2 Form Click here if you did not, and do not expect to, receive a W-2 for this year.	Student	0274

[Upload Document\(s\)](#)

Processed Documents

Documents - Processed	Owner	Step 2: Processed	Step 3: Data Available	Status
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Uploaded Documents

Below are file(s) you have uploaded. **Please do not upload your file(s) more than once.**

File Name	Step 1: Uploaded
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- If the Student and/or Parent were not required to file a 2019 Federal Tax Return, then click on the link provided. A personalized Non-Tax filer statement will appear.
- **CLICK** "Upload Document(s)" to begin the upload process.



IDOC – TAX FORMS

Student and/or Parent/Spouse Non-Tax Filer Required Document(s)

Non-tax Filer's Statement
 IDOC ID: _____ Name: _____

If you are not required to file a 2015* federal tax return, enter the information below, print and sign, and submit with supporting documentation such as W-2 form(s), 1099 form(s), or statements from your employer.

List below all of the sources and amounts of money received from January 1, 2015 through December 31, 2015. Include all untaxed income (e.g., AFDC, SSI, military living allowance) and earnings.

Source of Income*	Amount*
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total:	\$

I certify that I did not and am not required to file a 2015 U.S. federal tax return. In addition, I certify that all of the information reported on this form is complete and correct.

Student's Signature _____ Date _____
 Spouse's Signature _____ Date _____ (if applicable)
 Mother's Signature _____ Date _____
 Father's Signature _____ Date _____

*If your country's tax year does not follow the calendar year you should enter the information requested above for your country's last tax year that ended or will end before April 1, 2015

Student Non-tax Filer Statement

Non-tax Filer's Statement
 IDOC ID: _____ Name: _____

If you are not required to file a 2015* federal tax return, enter the information below, print and sign, and submit with supporting documentation such as W-2 form(s), 1099 form(s), or statements from your employer.

List below all of the sources and amounts of money received from January 1, 2015 through December 31, 2015. Include all untaxed income (e.g., AFDC, SSI, military living allowance) and earnings.

Parent completing this form: Mother Father Both Mother and Father

Source of Income*	Amount*
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total:	\$

I certify that I did not and am not required to file a 2015 U.S. federal tax return. In addition, I certify that all of the information reported on this form is complete and correct.

Student's Signature _____ Date _____
 Spouse's Signature _____ Date _____ (if applicable)
 Mother's Signature _____ Date _____
 Father's Signature _____ Date _____

*If your country's tax year does not follow the calendar year you should enter the information requested above for your country's last tax year that ended or will end before April 1, 2015

Parent Non-tax Filer Statement

- If you were not required to file Federal income taxes in 2019, **COMPLETE** the Non-tax Filer Statement for Student/Spouse/Parent(s):
- 1. COMPLETE** the correct form (Spouse/Parent(s) will have a separate form from Student).
 - 2. CLICK** Print and Close
 - 3. SIGN** the form
 - 4. SUBMIT** via upload
 - 5. MEANS OF SUPPORT** Form will also be required (available on the KS website)



IDOC - UPLOADING

Back Cancel

Step 1 Confirm Family Information

Step 2 Review Guidelines

Step 3 Select Your Files

Step 4 Review Your Files

Upload Files

Select Your Files

There are two ways you can select your files for uploading: "Drag and Drop" your file(s) or click the "Choose Files" button to "browse" to select your file(s).

Drag files here to upload*
or

*Drag and drop functionality is supported by the following browsers:
Firefox 4+, Chrome 28+, IE 10+ and Mac Safari 5+

File

Confirm Selected File(s) and Upload

- If the file list is correct and complete, click "Upload Files".
- If the file list is incorrect, remove a selected file by clicking "Remove" next to the file name or remove all files by clicking "Remove All Files."
- If you wish to terminate the upload process without uploading, click "Cancel" to remove all files and close the upload screen.

2017 Tax Return.pdf	137.28 KB	<input type="button" value="Remove"/>
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1. **CLICK** "Choose File(s)", for documents that will be uploaded.
2. **CLICK** "Upload Files".



IDOC – UPLOADING

Back **Cancel**

Step 1 Confirm Family Information **Step 2** Review Guidelines **Step 3** Select Your Files **Step 4** Review Your Files

Submit

Review Your Uploaded Files

Please review your uploaded files to verify they are complete, readable, and contain only what you want to provide to IDOC. We cannot delete a file once it's been submitted.

1. Click the file name or icon to view the file.
2. If you need to remove a file from the upload, click the "Remove" button associated with the specific file.
3. If you have more files to upload, click the "Submit and add more files" button to return to the selection screen.
4. If you are satisfied with your files, click the "Submit" button. Your files are not sent for processing until you click the "Submit" or "Submit and add more files" button.

Submit and add more files

Successful Uploads

PDF 2017 Tax Return.pdf Remove

1. If you need to add more files, **CLICK** "Submit and add more files".
2. Be sure you can **VIEW** all your "Successful Uploads".
3. After uploading all required documents, **CLICK** "Submit".



IDOC – UPLOADING



Return to Dashboard

CLICK “Return to Dashboard” to check on the status of your uploads.

Next Steps

Your file(s) have been successfully uploaded and sent for processing. Processing usually takes 3-5 business days. Next:

1. Click "Update your family information" on your Document Management dashboard to verify that you have entered the names and SSNs/SINs for each person for whom you submitted documents. **If you do not provide complete and accurate family information, your documents cannot be accurately processed.**
2. Review your dashboard.
3. Collect any remaining documents and submit them as soon as possible – Remember, if a tax return or transcript is required by your school, your documents will not be reported to your school until a tax return or equivalent (Non-tax Filer's Statement, tax transcript) is processed.
4. Complete any remaining online forms.



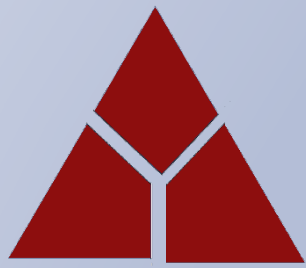
IDOC – SUPPLEMENTAL DOCUMENTS

Submit the following documents, if applicable:

- TANF/AFDC benefit statement, Ward of Court/State, and Adoption Decree
- Authorization for Release of Information (ARI) form: Applicants who are 18 years and older can complete the ARI form to designate individuals who may obtain information from KS on the application status.
 - Form is available at: www.ksbe.edu/college

Submit to KS Resource Center (KSRC)

- By e-mail at: ksrc@ksbe.edu
- By mail: 567 South King Street, Suite 102
Honolulu, HI 96813



NEED HELP?

KŌKUA IS AVAILABLE BY PHONE, E-MAIL, AND IN-PERSON!

For program and application questions, please visit or contact the Kamehameha Schools Resource Center (KSRC) or a Resource Center location near you.

Schedule An Appointment at: bookings.ksbe.edu/ksrc

KSRC

By phone:

(808) 534-8080 or (808) 541-5300

By e-mail:

ksrc@ksbe.edu

Visit us at:

Kawaiaha'ō Plaza, Hale Mauka
567 South King St., Suite 102
Honolulu, HI 96813

Hours of Operation:

Mon. – Fri.: 7a – 5p

**closed on KS-observed holidays*

KS Resource Centers Locations

Please contact for hours of operation, mahalo.

O'ahu

Community Learning Center of Nānākuli (CLCN)

89-101 Farrington Hwy, Wai'anae, HI 96792

(808) 668-1517

Windward Mall - 2nd Floor by Macy's

(808) 235-2329

Kaua'i

2970 Halekō Rd. #101, Līhu'e, HI 96766

(808) 245-8070

Moloka'i

612 Maunaloa Hwy Bldg. A, Kalama'ula, HI

96748

(808) 553-3673

Maui

175 N. Market St., Wailuku, HI 96793

(808) 242-1891

East Hawai'i

1226 Kamehameha Ave, Ste. A5-A6

Hilo, HI 96720

(808) 982-0851

West Hawai'i

Keauhou Shopping Center, Phase II

78-6831 Ali'i Dr. Ste. 429, Kailua-Kona, HI

96740

(808) 322-5402