

**Kamehameha Schools Enrollment Process
ENROLLMENT CHECKLIST**

The deadline for completing the online enrollment process is April 28, 2017

Requirements:

- ☐ A computer, smart phone or mobile device with Internet access
- ☐ A valid email address AND an active KS Connect Account.
 - If you do not have a KS Connect Account, contact your respective unit office via email to request set up. Be sure to include your student's name.

Unit office contact information

Maui Elementary School:	Kauko Kane	kakane@ksbe.edu
Maui Middle School:	Jamie Kawamoto	jakawamo@ksbe.edu
Maui High School Gr 9&10:	Charla Helm	chhelm@ksbe.edu
Maui High School Gr 11&12:	Andie Simon	ansimon@ksbe.edu

- ☐ Tuition deposit payment is due to FACTS by April 28, 2017. Payment may be made by ACH, invoice, or Visa, Master Card, Discover or American Express credit card. A 2.85% convenience fee will be applied to credit card payments.
- ☐ Tuition Contract signed via KS Connect. PLEASE REFER TO THE ATTACHED E-SIGN and PAYMENT INSTRUCTIONS TO LOG ON TO KS CONNECT AND TO COMPLETE THE ENROLLMENT PROCESS.

The Primary Payer on FACTS for the current 2016-2017 school year will automatically carry over to the 2017-2018 school year. If you wish to change the Primary Payer, please contact Liane Seto at (808) 842-8084 or liseto@ksbe.edu

If you have any questions regarding the tuition enrollment process, please contact Verna Takakura, Administrative Coordinator at 573-7452 or vetakaku@ksbe.edu prior to April 28, 2017.

- ☐ K-12 Student Parent Handbook Acknowledgement form by April 28, 2017
- ☐ Athletic Student Parent Handbook Acknowledgement form by July 1, 2017
- ☐ Athletic Participation Agreement and Release form by July 1, 2017

Kamehameha Schools Enrollment Process FREQUENTLY ASKED QUESTIONS (FAQ's)

FACTS MANAGEMENT & TUITION PAYMENTS

Q: What are the fees charged by FACTS?

A: This year, all enrollment fees will be covered by Kamehameha Schools. However, parents will continue to be responsible for the following:

- \$30.00 for each payment returned by the bank or for insufficient funds;
- 1% Late Charge Fee computed on all outstanding past due amounts;
- Optional \$17 Peace of Mind (POM) benefit (refer to the “Protection Plan” tab on the FACTS Web site for more information)

Q: What payment plans are available, when are they due and how do I avoid the 1% late fee?

A: Unless otherwise requested, all students are set-up in a monthly payment plan with FACTS and will receive electronic (email) invoices over an eight month period.

Accordingly, payments will be due as follows:

- **Monthly** - Eight payments beginning August 1, 2017 through March 30, 2018
 - 1st monthly payment due no later than 6:00p.m. Hawaii Time, August 31, 2017 with last payment due no later than 6:00p.m. Hawaii Time, March 30, 2018

For those families electing alternate payment plans, payments will be due as follows:

- **Annual** - One payment
 - Due no later than 6:00p.m. Hawaii Time, August 31, 2017
- **Semi-Annual** - Two payments
 - 1st payment due no later than 6:00p.m. Hawaii Time, August 31, 2017
 - 2nd payment due no later than 6:00p.m. Hawaii Time, January 31, 2018

To change your payment plan from Monthly to either Annual or Semi-Annual, please contact FACTS Management directly **AFTER** July 28, 2017 at 1-866-441-4637 to set this up.

All payments must be received no later than the last business day of the month to avoid the late fee. Payments received after 6:00p.m. Hawaii Time, the last business day of the month will be billed the 1% late fee. The 1% late fee will be computed on the outstanding balance on your account.

Q: What are my payment options for tuition and bus fees?

A: All students are enrolled with FACTS and will receive electronic (email) monthly invoices over an eight month payment plan beginning August 1, 2017 through March 30, 2018. The following methods of payment are available through FACTS: Invoice Statements, Automatic Bank Payment (ACH), or Credit Card Payment.

Invoice Statements:

Invoice statements will be emailed to the Primary Payer set up on FACTS. Payments in the form of checks or money orders should be remitted with payment stub directly to FACTS. Payments can also be made electronically by logging on to <https://online.factsmgt.com>.

If you wish to receive a paper invoice, please contact FACTS Management directly after July 28, 2017 at 1-866-441-4637 to make this change.

Parents who do not wish to receive invoice statements have the option to select an alternate method of payment via automatic bank payment (ACH) or credit card. All payments must be received before the last business day of the month in order to avoid the 1% late fee.

Automatic Bank Payments (ACH):

DO NOT elect ACH if you have applied and expect to receive Financial Aid.

ACH refers to an automatic transaction set up with your financial institution to deduct regularly scheduled payments from your checking or savings account. Be sure to check with your financial institution to verify that they allow ACH prior to selecting this option. Deductions are scheduled to occur on either the 5th or 20th of each month. Sufficient funds must be available in your account on the day the ACH is scheduled to occur for the transaction to take place. If there's not enough available funds in your account, the transaction will not occur, and FACTS will charge a \$30.00 non-sufficient funds fee for each payment returned by your financial institution.

Credit Card Payment:

DO NOT elect automatic credit card payment if you have applied and expect to receive Financial Aid.

Tuition payments by credit card (Visa, MasterCard, Amex or Discover) will be subject to an additional 2.85% convenience fee per transaction.

Q: What about other school billings?

A: FACTS will bill all other incidental charges such as lost student ID cards, library fines, lost books and lost/damaged computer equipment using **invoice** statements. If you select an ACH payment option, these other charges are not included in the automatic monthly debit and will be billed separately by invoice. These charges are due upon receipt and are not covered by Financial Aid.

Q: What are the payments for annual, semi-annual and monthly plans?

A: FACTS will automatically calculate the amount of your payment online, based on the payment plan selected. You can also use the following chart to determine the balance due, number of payments, and scheduled payment amount less the mandatory \$100 reservation deposit.

SY 2017-2018

Grade	Annual	Semi-Annual	Monthly
Due Dates	August 31, 2017	August 31, 2017 and January 31, 2018	August 31, 2017– March 30, 2018
Kapālama K-6, Maui & Hawai`i K-5	\$4,274.00	\$2,137.00	\$534.25
Maui & Hawai`i Gr. 6	\$4,404.00	\$2,202.00	\$550.50
7 – 12 Day	\$5,281.00	\$2,640.50	\$660.13
7 – 12 Boarder	\$9,451.00	\$4,725.50	\$1,181.38

FACTS MANAGEMENT & FINANCIAL AID

Q: I've applied for Financial Aid. How will this work?

A: Financial Aid is awarded on a monthly basis, from June 2017 through December 2017. If your application is complete, KS will review for award eligibility as early as June 22, 2017. We **HIGHLY** encourage you to submit a complete application as soon as possible, in order for an award to post to your balance before the 1st billing cycle in August 2017.

Q: Do I need to complete my 2016 tax returns in order to apply for Financial Aid?

A: No, Financial Aid will utilize your 2015 Federal income tax returns for the 2017-2018 school year, so apply now to receive early notification.

Q: Do I need to notify FACTS that I applied for Financial Aid?

A: No, contacting FACTS is not necessary since KS sends financial aid award information to them on a scheduled basis. If your FACTS account does not show your award it may be due to the following:

- **Application is incomplete and pending additional information,**
- **Completed application was received after May 31, 2017**
 - Applications received after May 31, 2017 are not guaranteed to receive award eligibility notification before the first billing cycle in August 2017.

We advise you to call KS' Financial Aid and Scholarship Services office (534-8080) to find out the status of your financial aid application. **Note that you are responsible for payments even if a financial aid application has been submitted.** In the event an award is granted, any excess payments made by you will be refunded by KS.

Q: I received a Financial Aid award notification. How do I know what my balance is and how much are my payment amounts?

A: FACTS allows you to review your account activity and balance online. Your recalculated payment amount will also be reflected on your account. Simply go to <https://online.factsmgt.com> and log on to your consumer portal using your username and password to get new payment information. If you wish to speak directly with a FACTS customer service representative, call toll free 1-866-441-4637. Please allow up to 2-3 weeks for payment recalculations to be reflected.

GENERAL ENROLLMENT INFORMATION

Q: When is the \$100 reservation deposit due?

A: FACTS will include the \$100 non-refundable deposit in the April 2017 invoice for currently enrolled students. Payment should be received by FACTS no later than April 28, 2017 to avoid a 1% late fee finance charge.

Keep in mind that **all outstanding account balances held by you with Kamehameha Schools must be cleared by May 19, 2017** to avoid potential disenrollment of your child and/or rescission of his/her invitation.

Q: What if I cannot afford the \$100 reservation deposit?

A: If there are extenuating circumstances, please contact Debbie Kato, campus Fiscal Administrator at 573-7035 or dekato@ksbe.edu prior to April 28, 2017.