



KAMEHAMEHA SCHOOLS®

KAMEHAMEHA SCHOOLS MAUI
KE KE'ENA O KE PO'O KULA (OFFICE OF THE HEAD OF SCHOOL)

April 2, 2018

Aloha iā 'oukou e nā mākua a me nā kahu hānai,

E komo mai i Kamehameha! We are honored and privileged to continue to shape your child's academic, Hawaiian, Christian, fine arts and physical education as well as social and leadership development in a nurturing and dynamic educational environment.

Enclosed with this letter is an enrollment packet which includes a SY 18-19 Enrollment Checklist of Requirements, Frequently Asked Questions (FAQs) and FACTS Enrollment Instructions. All billing and collection activities for students enrolled in grades K – 12 will be provided by FACTS Management, a tuition management and payment processing provider. Unless otherwise elected, all student accounts are set up to receive monthly invoices from FACTS over a period of eight months.

Tuition for the SY18-19 is summarized in the table below:

Grade Level	Approximate Annual Per Student Cost of Education at KS	Cost of Education Covered by <u>KS</u>	2018-2019 Tuition
Grades K-5	\$25,057	\$20,529	\$4,528
Grade 6	\$25,057	\$20,395	\$4,662
Grades 7-12	\$25,057	\$19,487	\$5,570

Kamehameha Schools is committed to the use of technology to support learning in and beyond the classroom and has invested in the technology and infrastructure for a one-to-one computer program learning environment. All students will once again be assigned an Apple laptop or iPad with a customized software package to support the secure and robust integration of technology for students at every grade level. The equipment and technology maintenance costs associated with this program are included in the cost of tuition.

Every student at Kamehameha Schools receives financial assistance through a subsidy that covers approximately 80 percent of total program costs. Although the cost of your child's K-12 tuition constitutes a smaller percentage of the overall cost per student, Kamehameha continues to offer financial aid to eligible families who are unable to cover the full tuition cost. To learn more about eligibility requirements or to complete a financial aid application, please visit our Financial Aid

and Scholarship Services website at www.ksbe.edu/finaid or call them toll free at 1-800-842-IMUA (4682), extension 48080 or directly at 808-534-8080.

All families, including those who qualify for full financial aid, are required to pay a **\$100 minimum family contribution** toward their child's enrollment, which will be included in the tuition amount on the first billing invoice in August. This minimum family contribution is mandatory and is **not covered by financial aid**, regardless of financial status.

Existing accounts with Kamehameha Schools for which you are responsible **must be fully paid by 5/18/2018**. If *past due amounts* remain unpaid after 5/18/2018 and you have not sought assistance through the campus Fiscal Administrator, Kamehameha reserves the right to rescind this offer of enrollment.

If you have any questions or concerns regarding your child's enrollment for the 2018-2019 school year, please contact Debbie Kato, Fiscal Administrator at 573-7035 or at dekato@ksbe.edu.

Me ke aloha pumehana,



Dr. Scott K. Parker
Po'o Kula (Head of School)
Kamehameha Schools Maui

Kamehameha Schools Maui Enrollment Process ENROLLMENT CHECKLIST

The deadline for completing the enrollment process is April 30, 2018.

REQUIREMENTS:

- ☐ A computer, smart phone, or mobile device with internet access.
- ☐ A valid email address AND an active KS Connect Account.
 - If you currently have a student attending KS or have attended summer school, you may use the same account login.
 - 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

Items 1-4 listed below must be completed in order for your child to be cleared to attend school:

PLEASE REFER TO THE ATTACHED INSTRUCTIONS TO LOG ON TO KS CONNECT AND TO COMPLETE ITEMS 1-5 IN THE ENROLLMENT PROCESS.

- ☐ 1- Student Directory Information (SDI)
- ☐ 2 - Enrollment Agreement Form
- ☐ 3- General Release, Waiver of Liability, and Indemnity Agreement Form
- ☐ 4- KS Tuition Contract
 - *The Primary Payer on FACTS for the current 2017-2018 school year will automatically carry over to the 2018-2019 school year. If you wish to change the Primary Payer, please contact Liane Seto at (808) 842-8084 or liseto@ksbe.edu.*
- ☐ 5- Athletic Participation Agreement and Release Form (K-12 athletic participants only), If your uncertain of athletic participation, this form may be completed anytime during the school year although we prefer if you could complete by April 30th.
- ☐ 6- Medical Requirement – A new Electronic Health Record system will be used to complete this requirement. Detailed information on how to access this system will be distributed separately from Health Services/Hale Ola.

If you have any questions regarding this process, please contact Verna Takakura, Administrative Coordinator at 573-7452 or vetakaku@ksbe.edu prior to April 30, 2018

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

FACTS MANAGEMENT & TUITION PAYMENTS

Q: Why does Kamehameha Schools use FACTS Management?

A: FACTS specializes in the billing and collection of tuition and serves more than 3,000 schools including over 60 schools in Hawai'i. They are more efficient and cost effective in this specialized area and can reduce expenses for both the School and parents.

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, 2018 through March 29, 2019
 - 1st monthly payment due no later than 6:00p.m. Hawaii Time, August 31, 2018 with last payment due no later than 6:00p.m. Hawaii Time, March 29, 2019

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, 2018
- **Semi-Annual** - Two payments
 - 1st payment due no later than 6:00p.m. Hawaii Time, August 31, 2018
 - 2nd payment due no later than 6:00p.m. Hawaii Time, January 31, 2019

To change your payment plan from Monthly to either Annual or Semi-Annual, please contact FACTS Management directly **AFTER** July 30, 2018 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, 2018 through March 29, 2019. 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 30, 2018 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, lost/damaged computer equipment and boarder airfare 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.

SY 2018-2019

Grade	Annual	Semi-Annual	Monthly
Due Dates	August 31, 2018	August 31, 2018 and January 31, 2019	August 31, 2018– March 29, 2019
Kapālama K-6, Maui & Hawai'i K-5	\$4,528.00	\$2,264.00	\$566.00

Maui & Hawai'i Gr. 6	\$4,662.00	\$2,331.00	\$582.75
7 – 12 Day	\$5,570.00	\$2,785.00	\$696.25
7 – 12 Boarder	\$9,886.00	\$4,943.00	\$1,235.75

FACTS MANAGEMENT & FINANCIAL AID

Q: Do I need to complete my 2017 tax returns in order to apply for Financial Aid?

A: No, Financial Aid will utilize your 2016 Federal income tax returns for the 2018-2019 school year, so apply and **complete** your application no later than April 30, 2018 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 April 30, 2018**
 - Applications that are completed after April 30, 2018 are not guaranteed to receive award eligibility notification before the first billing cycle in August 2018.

We advise you to call KS' Financial Aid and Scholarship Services office (808-534-8080) 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?

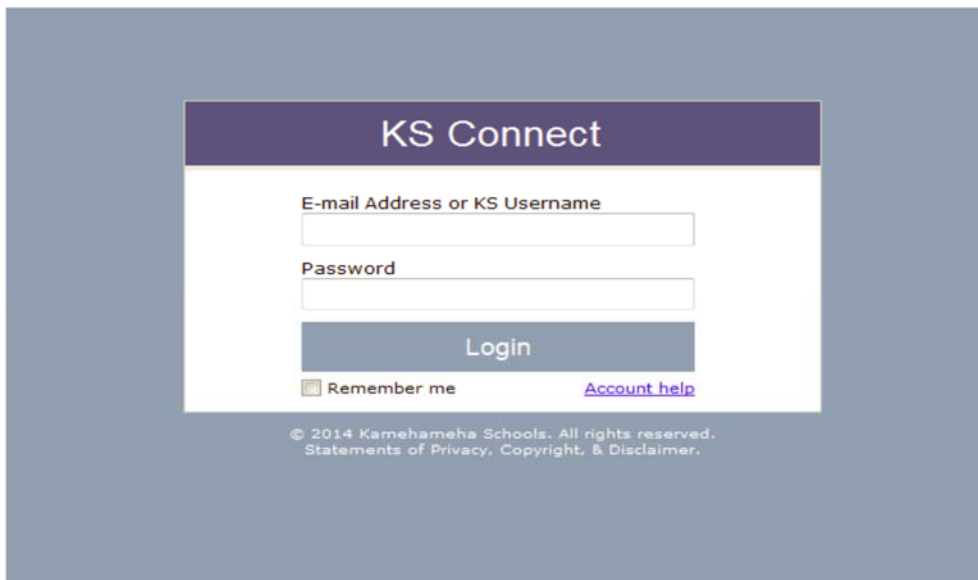
A: FACTS allows you to review your account activity and balance online. Your recalculated payment amount will also be reflected on your account. Simply go to <https://online.factsmgt.com> and log on to your consumer portal using your username and password to get new payment information. If you wish to 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

Keep in mind that **all outstanding account balances held by you with Kamehameha Schools must be cleared by May 18, 2018** to avoid potential disenrollment of your child and/or rescission of his/her invitation. If you are faced with extenuating circumstances that require financial assistance, please contact Debbie Kato, campus Fiscal Administrator at 573-7035 or dekato@ksbe.edu prior to April 30, 2018.

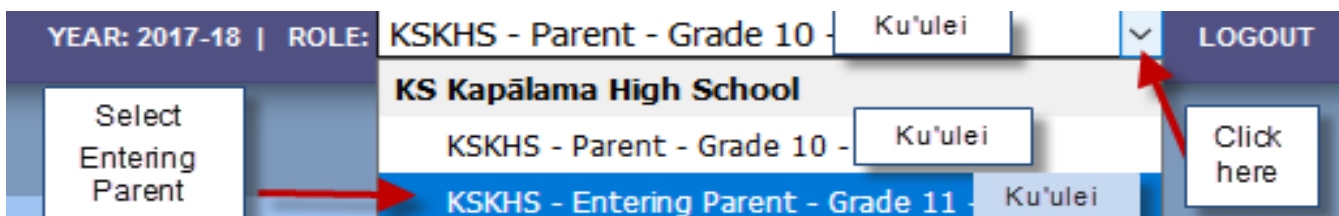
KS Connect Instructions – Directory Information, School and Athletic Forms, Tuition Payment

1. Log in to KS Connect (<http://connect.ksbe.edu/>)
 - a. For assistance accessing your KS Connect Account, please contact your respective school unit office:
 - i. Elementary School: Kauko Kane, ph. 572-3108
 - ii. Middle School: Jamie Kawamoto, ph. 573-7282
 - iii. High School Gr. 9-10: Charla Helm, ph. 573-7228
 - iv. High School Gr. 11-12: Andie Simon, ph. 572-3223



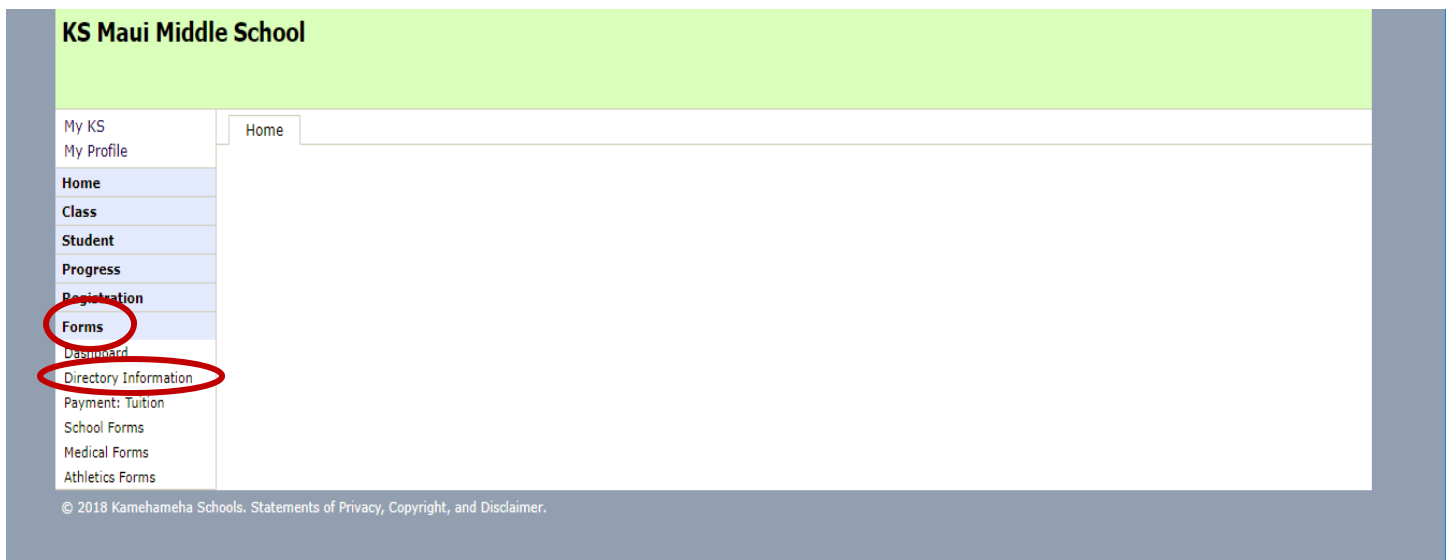
The image shows the KS Connect login page. It has a purple header with the text "KS Connect". Below the header, there are two input fields: "E-mail Address or KS Username" and "Password". Below these fields is a blue "Login" button. To the left of the "Login" button is a checkbox labeled "Remember me". To the right of the "Login" button is a link labeled "Account help". At the bottom of the page, there is a copyright notice: "© 2014 Kamehameha Schools. All rights reserved. Statements of Privacy, Copyright, & Disclaimer."

2. In the upper right corner, switch your role to Entering Parent



The image shows the KS Connect user interface. At the top, there is a header bar with the text "YEAR: 2017-18 | ROLE: KSKHS - Parent - Grade 10 - Ku'ulei". To the right of the header bar is a "LOGOUT" button. Below the header bar, there is a dropdown menu with a downward arrow. A red arrow points to the dropdown menu, and another red arrow points to the "Click here" button. Below the dropdown menu, there is a list of roles: "KS Kapālama High School", "KSKHS - Parent - Grade 10 - Ku'ulei", and "KSKHS - Entering Parent - Grade 11 - Ku'ulei". A red arrow points to the "KSKHS - Entering Parent - Grade 11 - Ku'ulei" role.

- Using the navigation bar on the left, click on FORMS then DIRECTORY INFORMATION



- Review the Instructions then click on SDI Forms tab



Student Directory Information (SDI) Forms

Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.

Forms

[Refresh table](#) to view updated status

Forms (click a form to edit)	Completed
Student	
Parent/Guardian	
Father	
Mother	
Household	
Sibling	
Religious Affiliation	
SDI Process Finished	

Status Message

Your SDI Forms are not complete. Review the table to see which forms need to be completed. Click on a form to begin.

[Refresh table](#) to view updated status

Click on the different forms in blue (Student, Father, Mother, etc.). Forms will be pre-populated with information we currently have on file. Make changes within the form as necessary.

Don't forget to click "SUBMIT" at the bottom of each form! Forms are not considered completed until they have been submitted.

5. When all forms are completed, the screen should look like this:


Instructions








SDI Forms

Student Directory Information (SDI) Forms

Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.


Forms

 [Refresh table](#) to view updated status

Forms (click a form to edit)	Completed
Student	
Parent/Guardian	
Mother	
Father	
Household	
Sibling	
Religious Affiliation	
SDI Process Finished	

Status Message

All forms complete. Click the button below to submit your information and finish your SDI forms.

Finish SDI Forms 

Click on Finish SDI Forms once all forms on have the green circle & check mark.

Once you do this, the last green circle & check mark will appear here.

6. Once the SDI has been completd, use navigation bar on the left, click on FORMS then on SCHOOL FORMS

KS Maui Middle School

My KS

My Profile

Home

Class

Student

Progress

Registration

Forms

Dashboard

Directory Information

Payment/Tuition

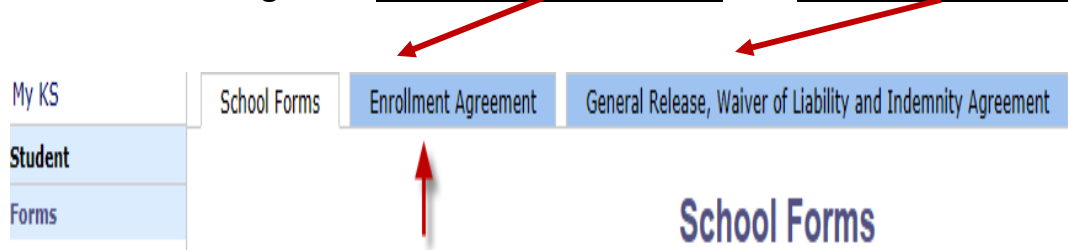
School Forms

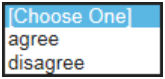
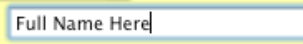
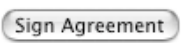
Medical Forms

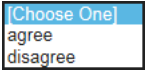
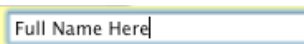

Athletics Forms

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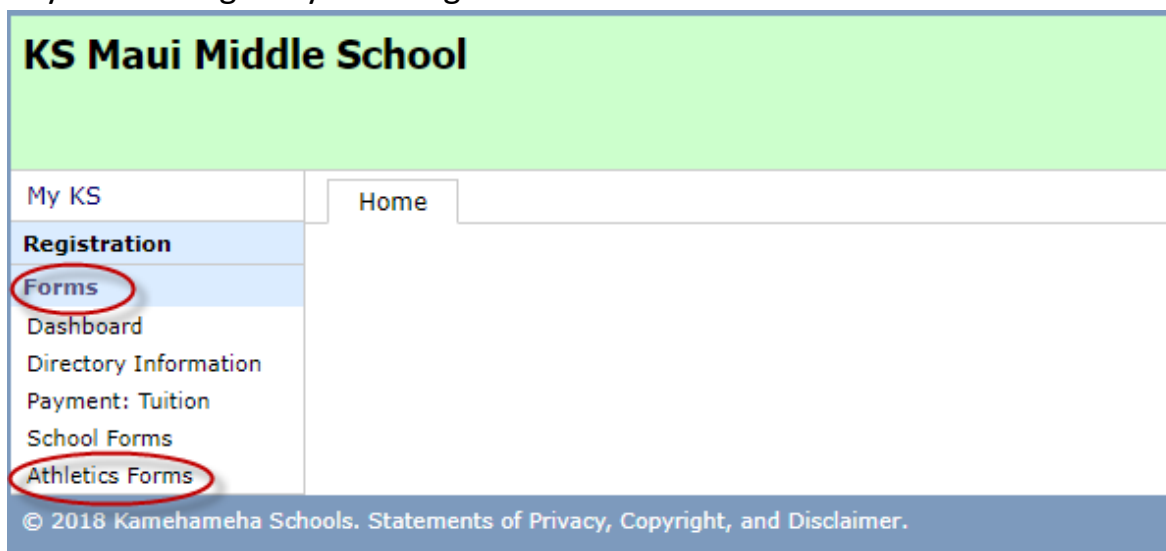
7. Use tabs to navigate to Enrollment Agreement and General Release forms.

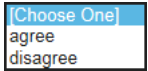
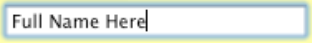



8. Click on Enrollment Agreement and review all terms and conditions. Select  in the drop down menu at the bottom of the screen, and type your full name in the text box ( (your signa). Click the  button.

9. Click on General Release, Waiver of Liability and Indemnity Agreement and review the terms and conditions. Select  in the drop down menu at the bottom of the screen, and type your full name in the text box ( (your signa). Click the  button.

10. Once the General Release, Waiver of Liability and Indemnity Agreement has been completed, use navigation bar on the left, click on FORMS then on ATHLETIC FORMS. If your child will participate in any athletic events/teams, this form must be completed. If you are uncertain if your child will participate in athletics you may log into KS Connect anytime during the year to sign this form. For all athletes K-12.



11. Use tabs to navigate to Agreement and Release. Click on this tab and review the terms and conditions. Select  in the drop down menu at the bottom of the screen, and type your full name in the text box ( (your signa)). Click the  button.

KS Maui Middle School

My KS Athletics Forms **Agreement and Release** 

Registration

Forms

Dashboard

Directory Information

Payment: Tuition

School Forms

Athletics Forms

Athletics Forms

Athletic Forms	Status
Athletic Participation Agreement and Release	Not started
Physical Exam	Completed (May 1, 2017)

*For separated households, both parent signatures are required on all forms.

NOTE: ONLY STUDENT ATHLETES AND THEIR PARENTS NEED TO COMPLETE THIS FORM.

Steps to Complete

1. Sign the Athletic Participation Agreement and Release form

Review and sign the form by clicking the tab above.

This completes the Directory Information & School Forms sections.

To complete your Tuition Contract.

1. Click on Payment: Tuition


My KS

Student

Forms

Dashboard

Directory Information

Payment: Tuition 

School Forms

Athletics Forms

2. Click on the Tuition Contract tab.

My KS

Student

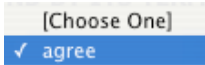
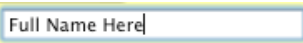
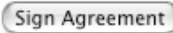

Forms

Dashboard

Instructions **1. Tuition Contract** 2. Primary Payer FACTS



Tuition Payment Instructions

3. Review the terms and conditions of the Tuition Contract. Select  in the drop down menu at the bottom of the screen, and type your full name in the text box ( (your signature)). Click the  button.
4. Click the  button to continue. Print the next screen for your records.
5. Click on the Primary Payer tab
If your FACTS account has a Primary Payer from last school year, it will carry over to next school year and the person will be identified as below:



Instructions 1. Tuition Contract 2. Primary Payer FACTS Settings

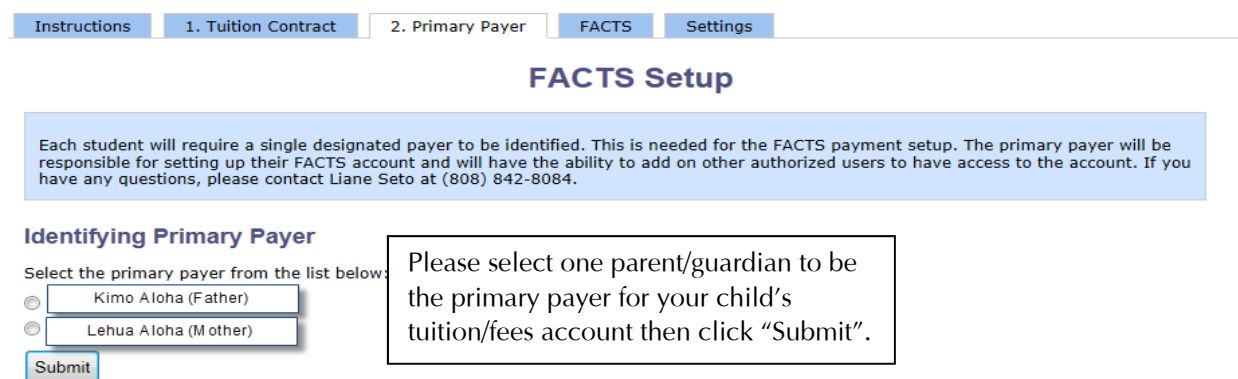
FACTS Setup

For returning students, the Primary Payer (and associated email address) listed on the FACTS account that was set up for last school year will carry-over to this upcoming 17-18 school year. Account User ID and Password will remain the same. If you wish to change the Primary Payer, please contact Liane Seto at (808) 842-8084.

Identifying Primary Payer

Primary Payer saved as 

If your FACTS account did not have a Primary Payer from last school year, you will need to select one (see example below)



Instructions 1. Tuition Contract 2. Primary Payer FACTS Settings

FACTS Setup


Each student will require a single designated payer to be identified. This is needed for the FACTS payment setup. The primary payer will be responsible for setting up their FACTS account and will have the ability to add on other authorized users to have access to the account. If you have any questions, please contact Liane Seto at (808) 842-8084.

Identifying Primary Payer

Select the primary payer from the list below:

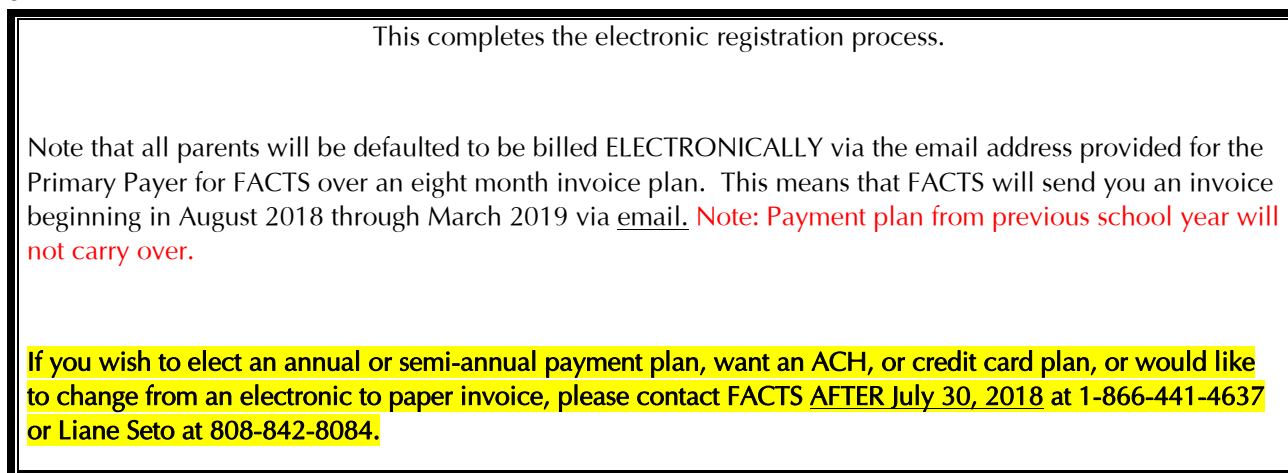
☐ Kimo Aloha (Father)

☐ Lehua Aloha (Mother)



Please select one parent/guardian to be the primary payer for your child's tuition/fees account then click "Submit".

6.



This completes the electronic registration process.

Note that all parents will be defaulted to be billed ELECTRONICALLY via the email address provided for the Primary Payer for FACTS over an eight month invoice plan. This means that FACTS will send you an invoice beginning in August 2018 through March 2019 via email. **Note: Payment plan from previous school year will not carry over.**

If you wish to elect an annual or semi-annual payment plan, want an ACH, or credit card plan, or would like to change from an electronic to paper invoice, please contact FACTS AFTER July 30, 2018 at 1-866-441-4637 or Liane Seto at 808-842-8084.