

## 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](mailto: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 30<sup>th</sup>.
- ☐ 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.factsmtg.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 5<sup>th</sup> or 20<sup>th</sup> 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**

| <b>Grade</b>                     | <b>Annual</b>   | <b>Semi-Annual</b>                      | <b>Monthly</b>                     |
|----------------------------------|-----------------|---|------------------------------------|
| <b>Due Dates</b>                 | August 31, 2018 | August 31, 2018 and<br>January 31, 2019 | August 31, 2018–<br>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](mailto:dekato@ksbe.edu) prior to April 30, 2018.