KAMEHAMEHA SCHOOLS FINANCIAL AID AND SCHOLARSHIP SERVICES

2022-2023 STEP-BY-STEP GUIDE

COLLEGE SCHOLARSHIPS APPLICATION PROCESS

SIMPLIFIED APPLICATION FOR AY2021-2022 AWARDEES

Eligible students notified on October 1, 2021

- **Disbursement made by December 31, 2021**
- **Meet Max Funding Guidelines**

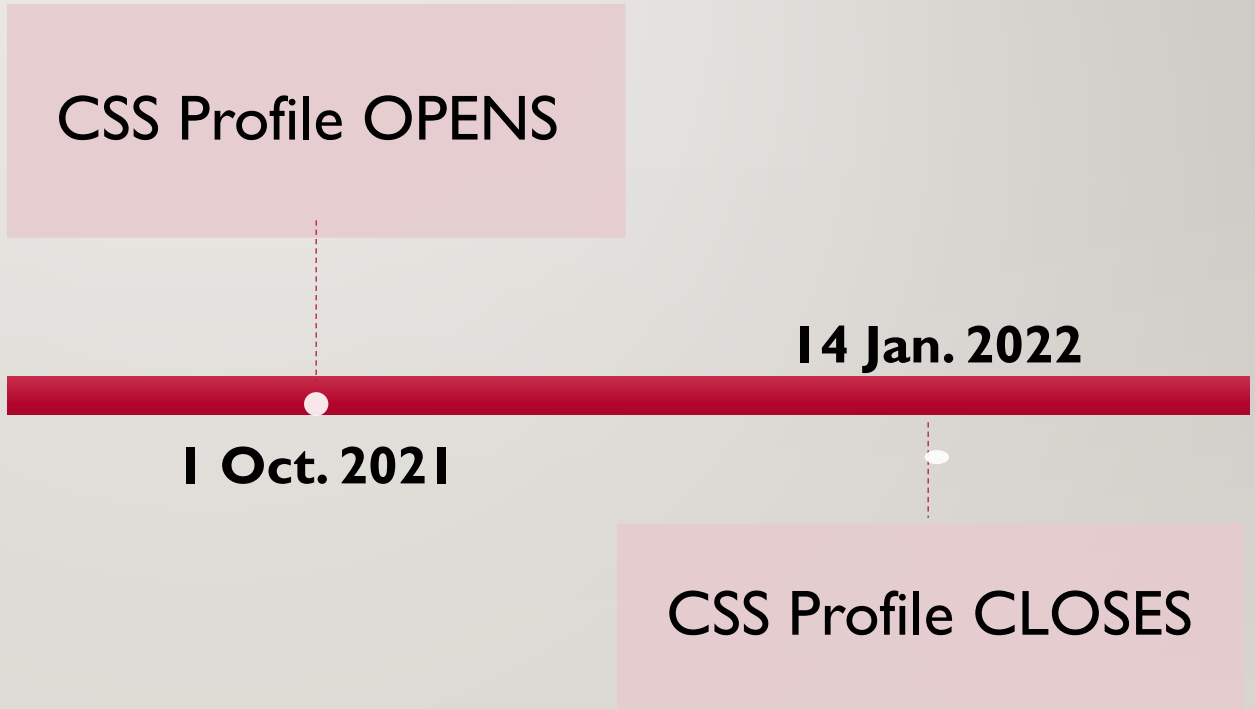
1 Oct. 2021

14 Jan. 2022

Complete Renewal Questionnaire in KS NPSP 2022-2023 SY

- A Financial Aid Analyst will contact you for clarification and/or request supplemental documents

NEW APPLICATION FOR AY2022-2023



www.ksbe.edu/college

For New Applicants:

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

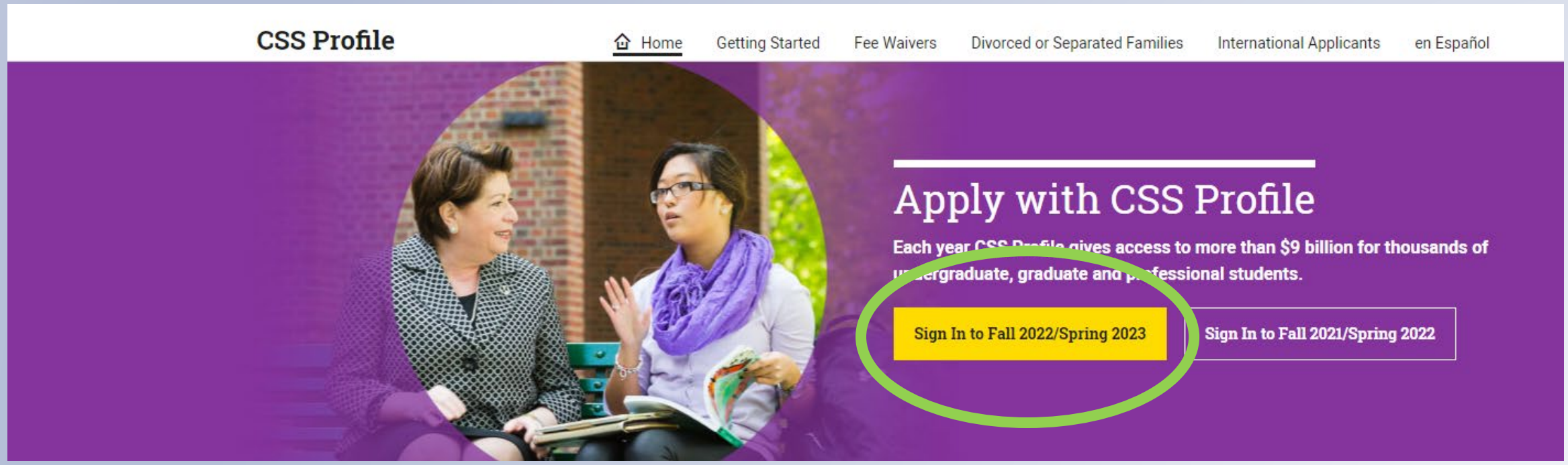
Step Three

College Board (IDOC)

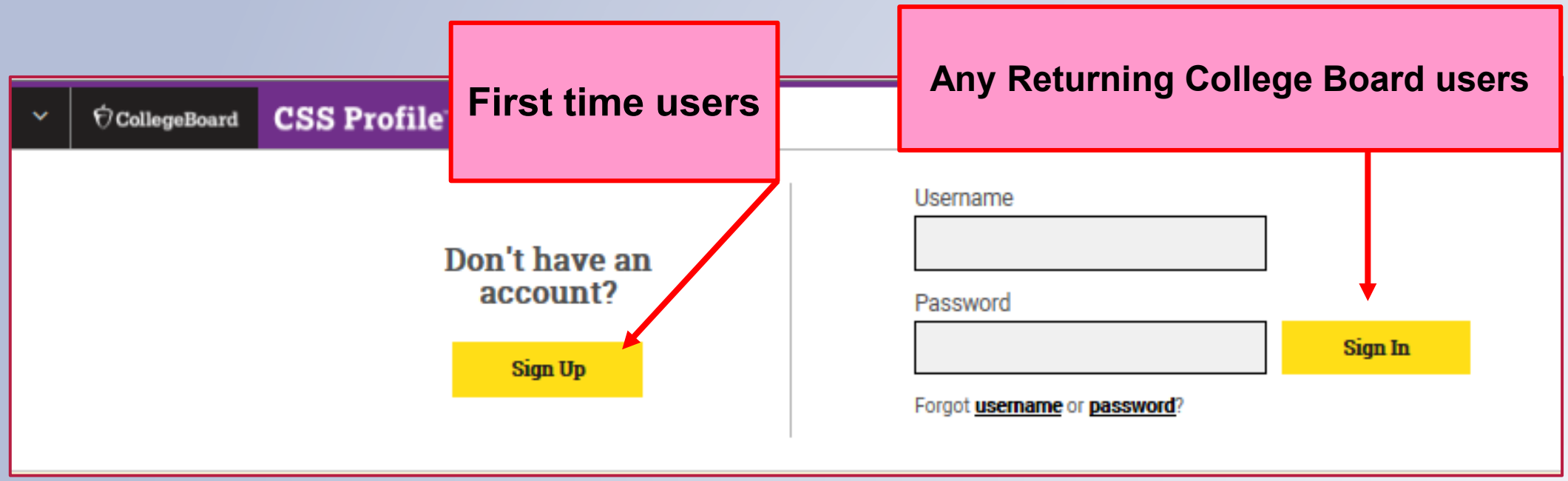
- Upload your required tax documents

Means of Support** form is required if you did not file a tax return. Form fillable is available on KS NPSP and sent to KS RC.

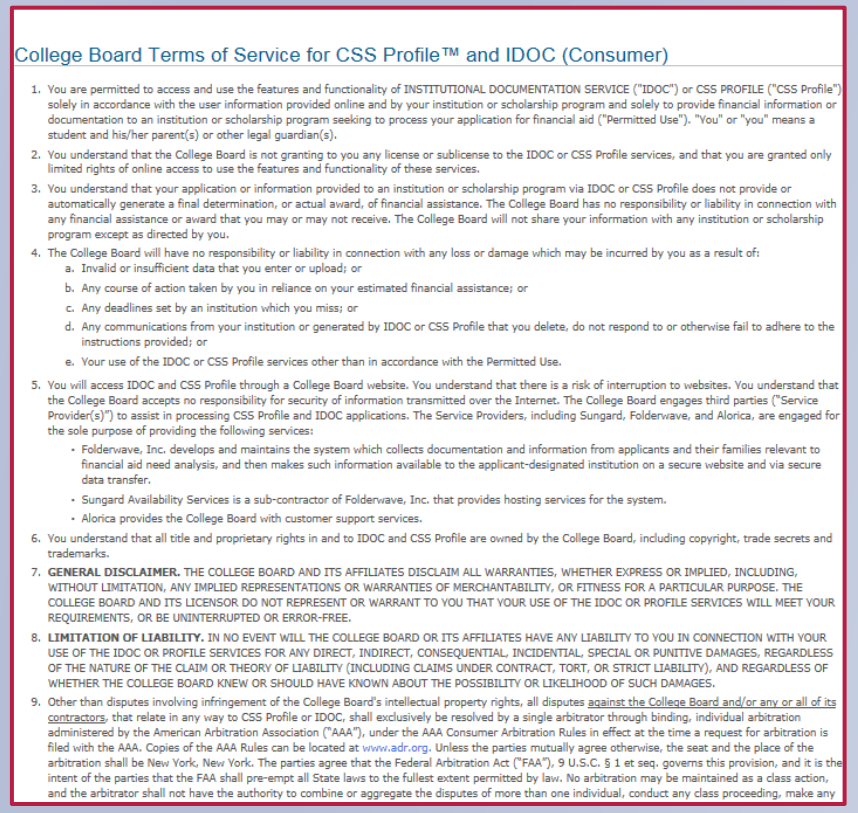
STEP 1: CSS PROFILE – LOGIN TO CSSPROFILE.COLLEGEBOARD.ORG



CSS PROFILE – SIGN IN OR CREATE AN ACCOUNT

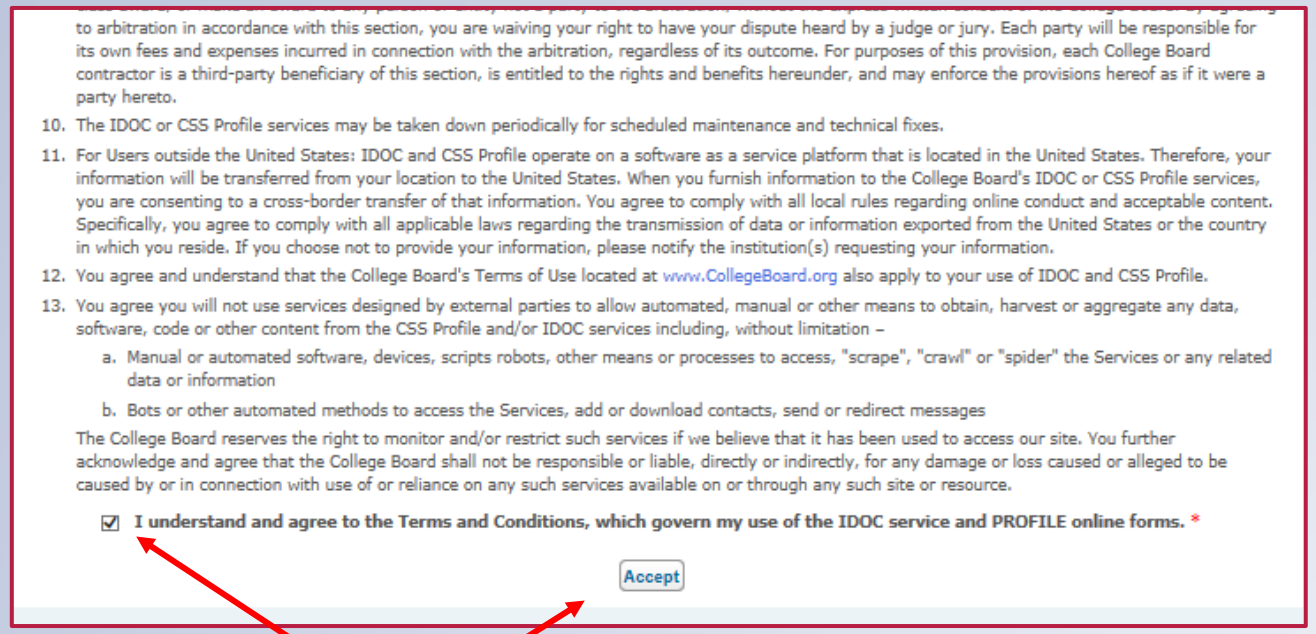


CSS PROFILE – AGREE TO TERMS OF SERVICE



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 LICENSOR 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, INCIDENTIAL, 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



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
    b. Bots or other automated methods to access the Services, add or download contacts, send or redirect messages

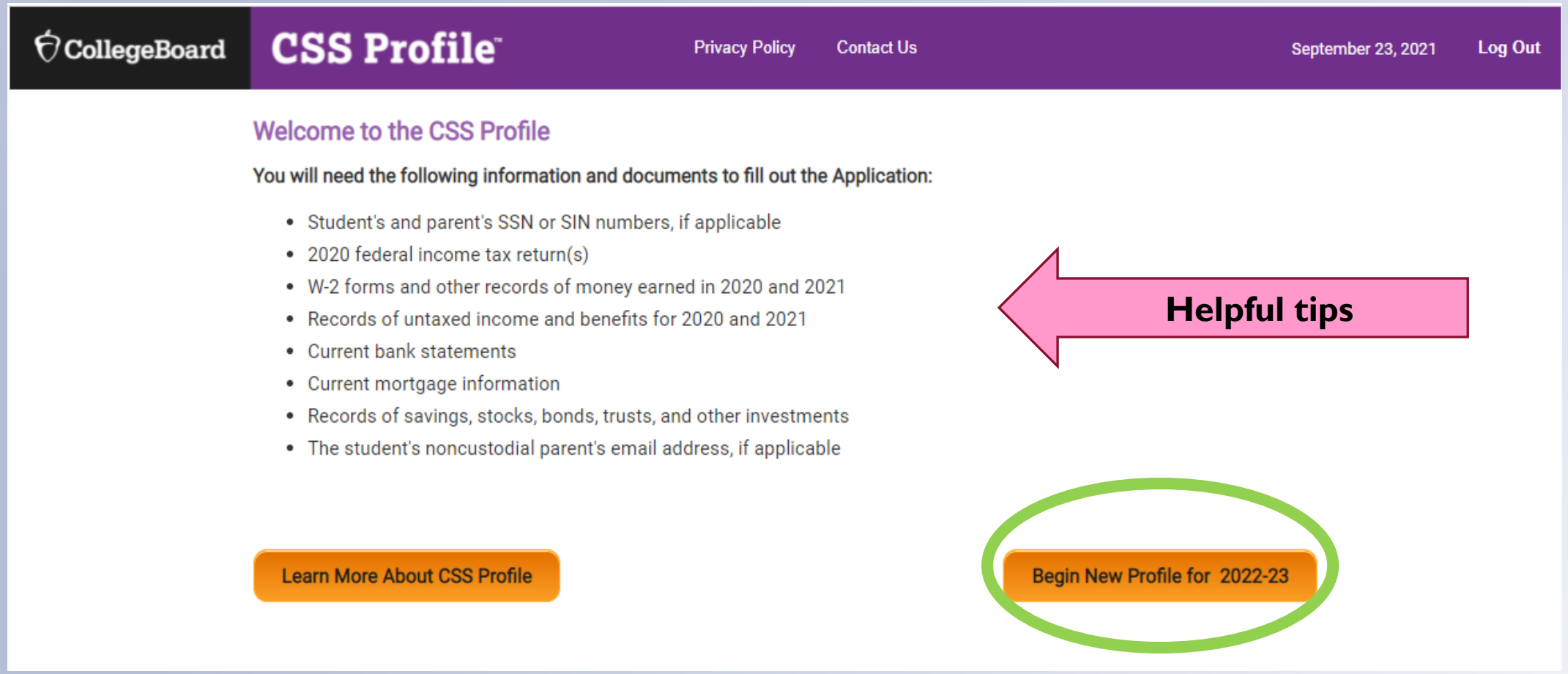
The College Board reserves the right to monitor and/or restrict such services if we believe that it has been used to access our site. You further acknowledge and agree that the College Board shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused 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.** *

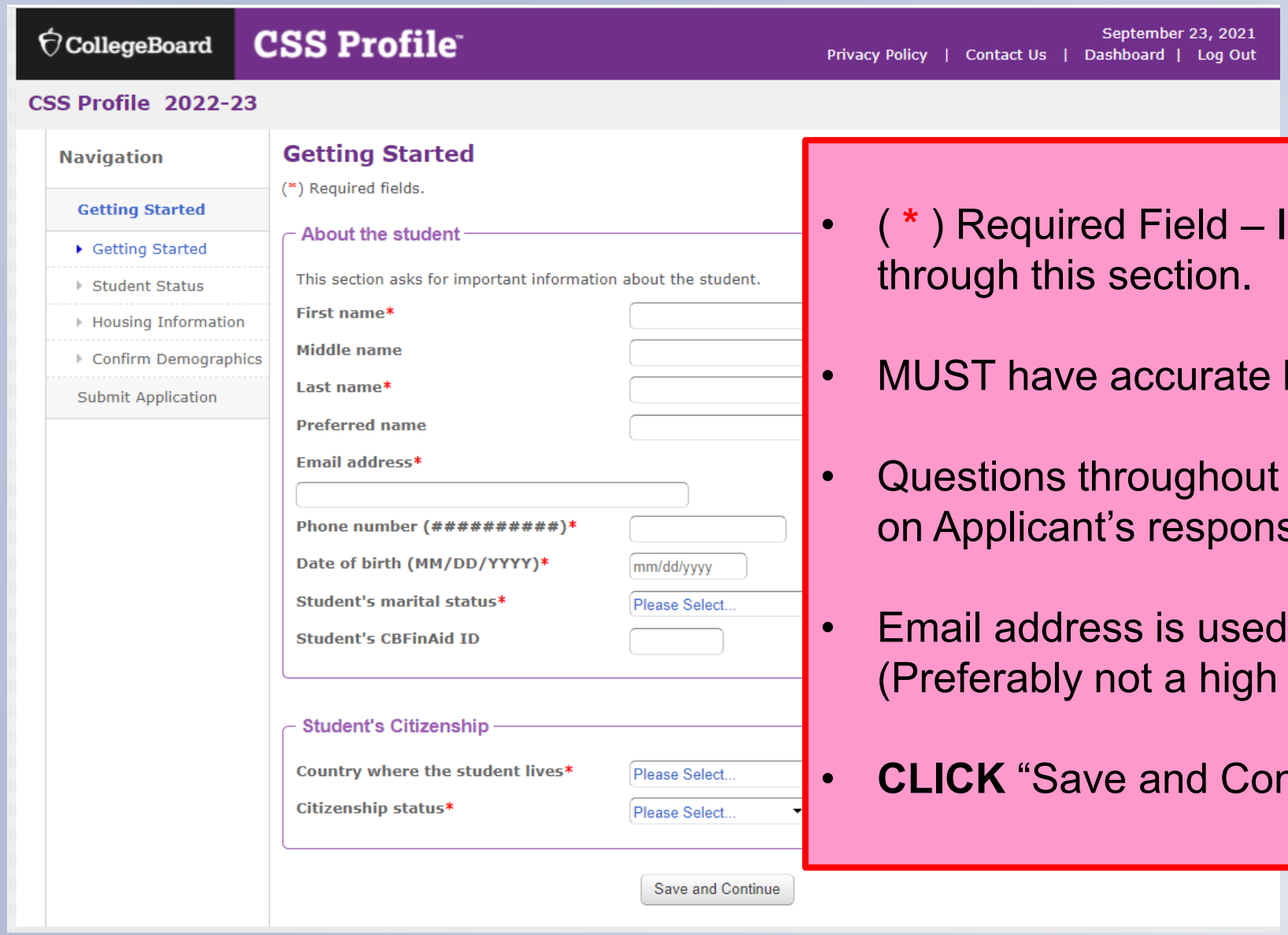
Accept

- Read the Terms of Service.
- If you agree, **“CHECK”** the box and “Accept”

CSS PROFILE – BEGIN THE APPLICATION PROCESS

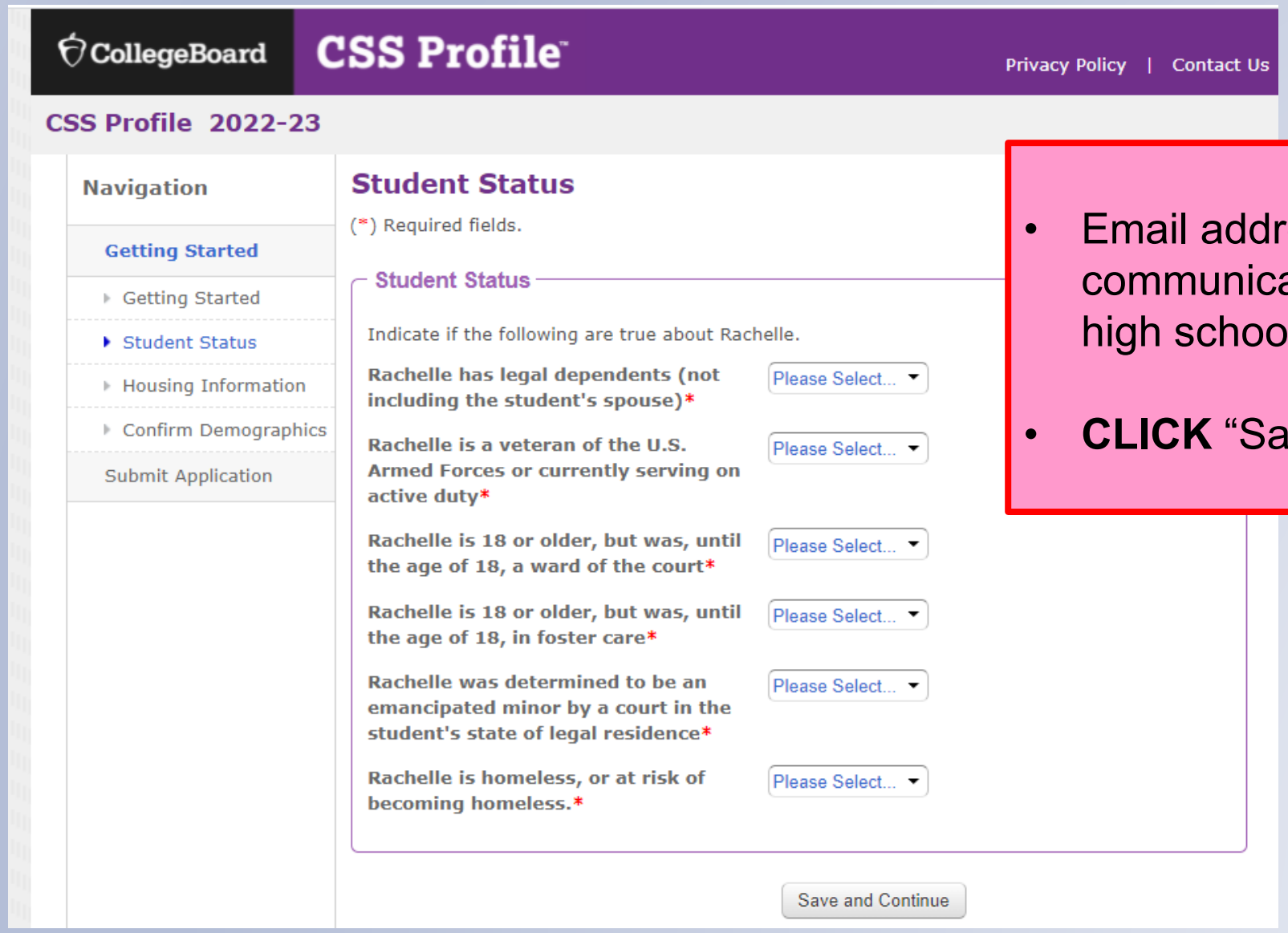


CSS PROFILE – DEMOGRAPHIC INFORMATION



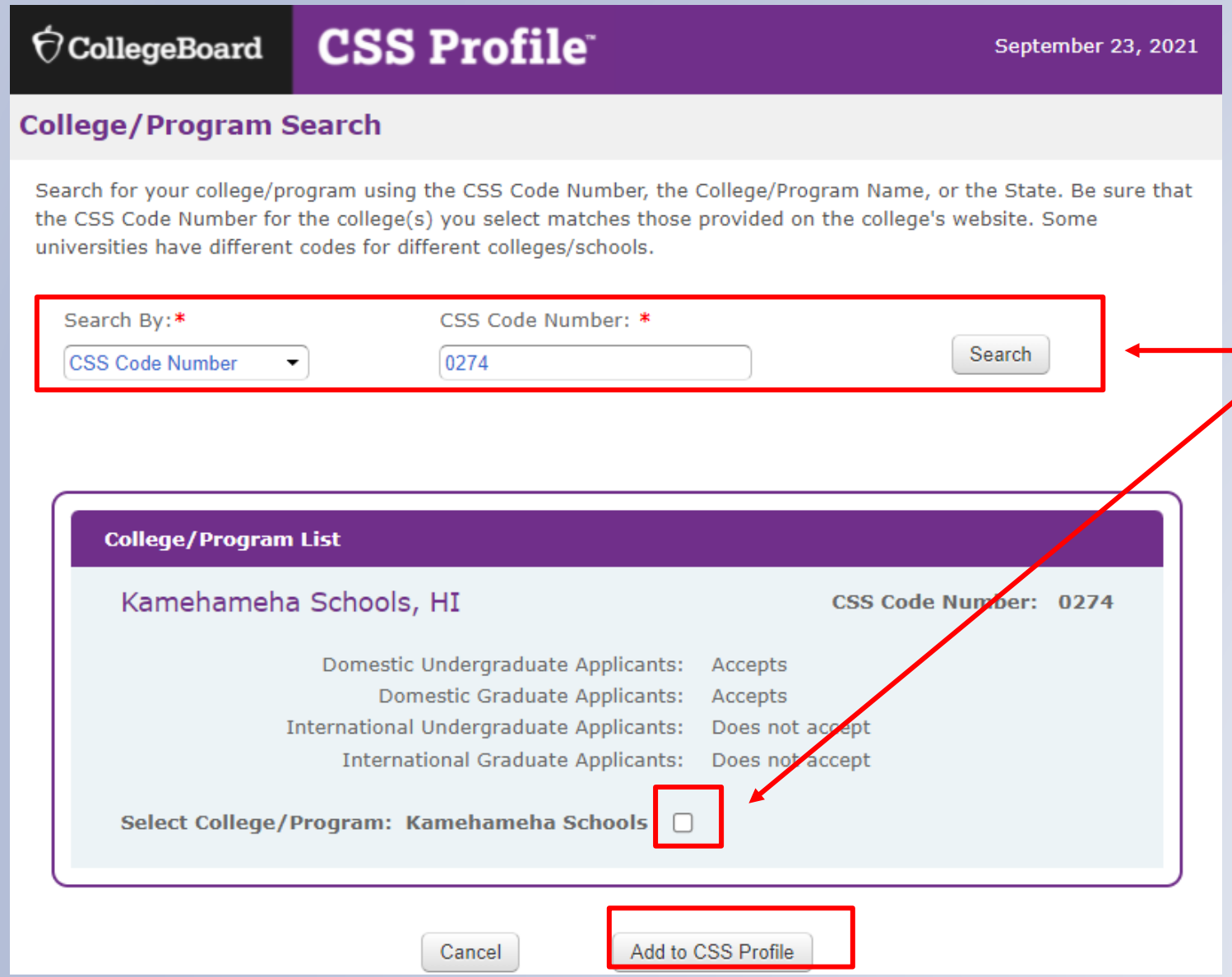
- (*) Required Field – IMPORTANT, Do not rush through this section.
- MUST have accurate DOB and SSN.
- Questions throughout the application are based on Applicant's response.
- Email address is used for communication. (Preferably not a high school email)
- **CLICK** "Save and Continue".

CSS PROFILE – DEPENDENCY STATUS



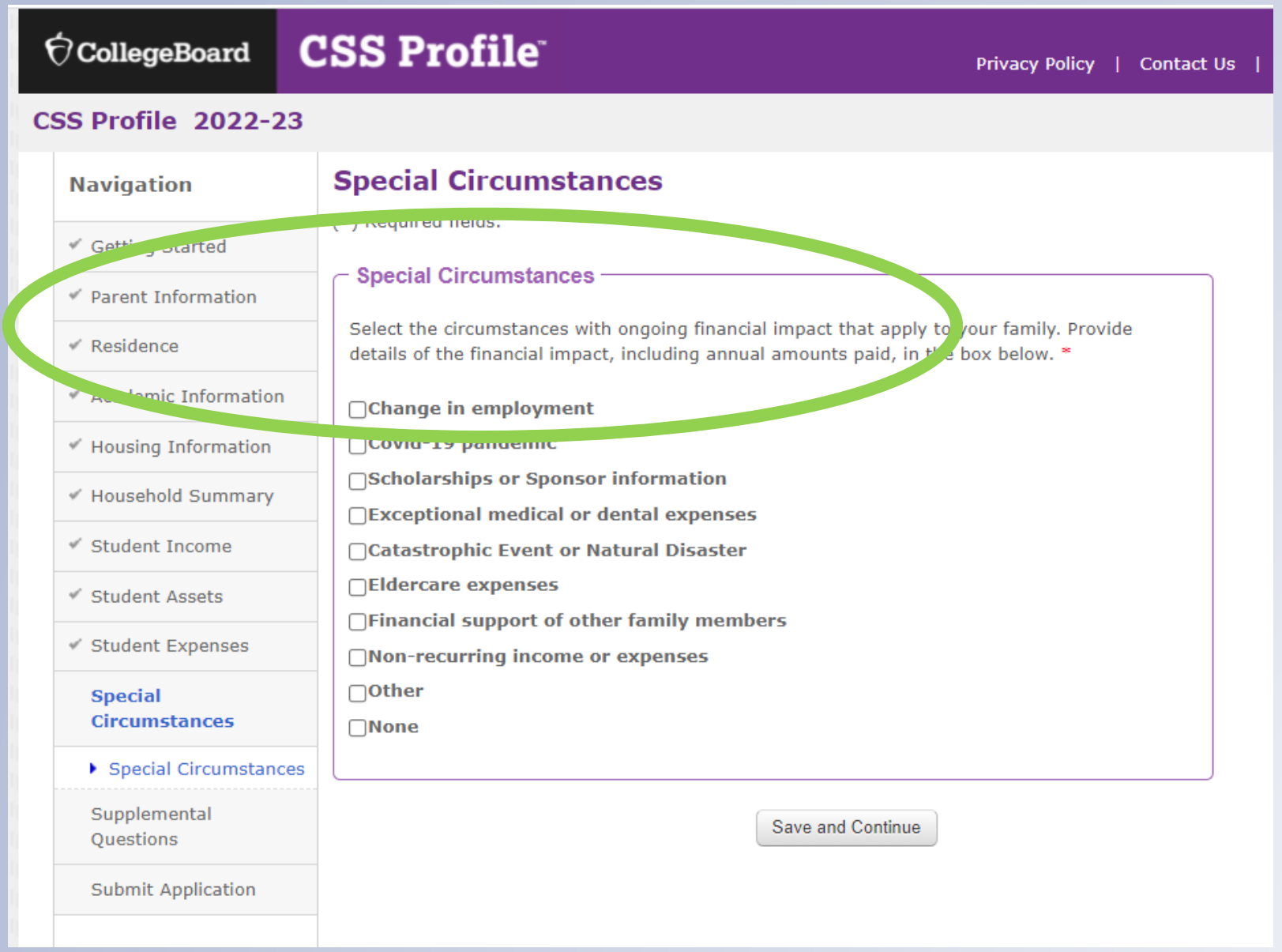
- Email address is used for communication. (Preferably not a high school email)
- **CLICK** "Save and Continue".

CSS PROFILE – KS COLLEGE BOARD CODE

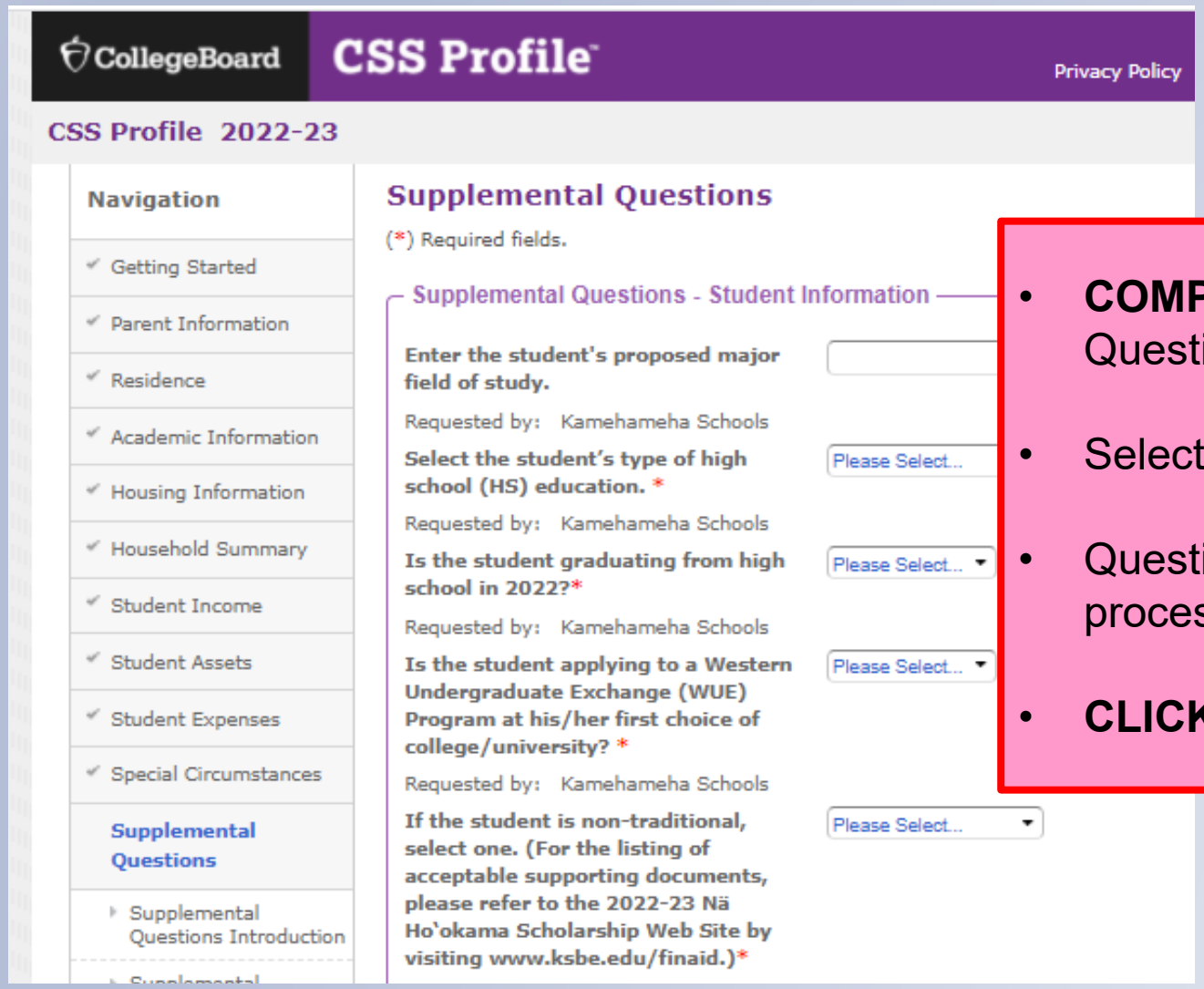


1. **SEARCH** and find KS CSS Code Number: <u>0274</u>
2. **SELECT** College/Program and CHECK the box: "Kamehameha Schools"
3. **CLICK** "Add to CSS Profile".

CSS PROFILE – SPECIAL CIRCUMSTANCES



CSS PROFILE – SUPPLEMENTAL QUESTIONS

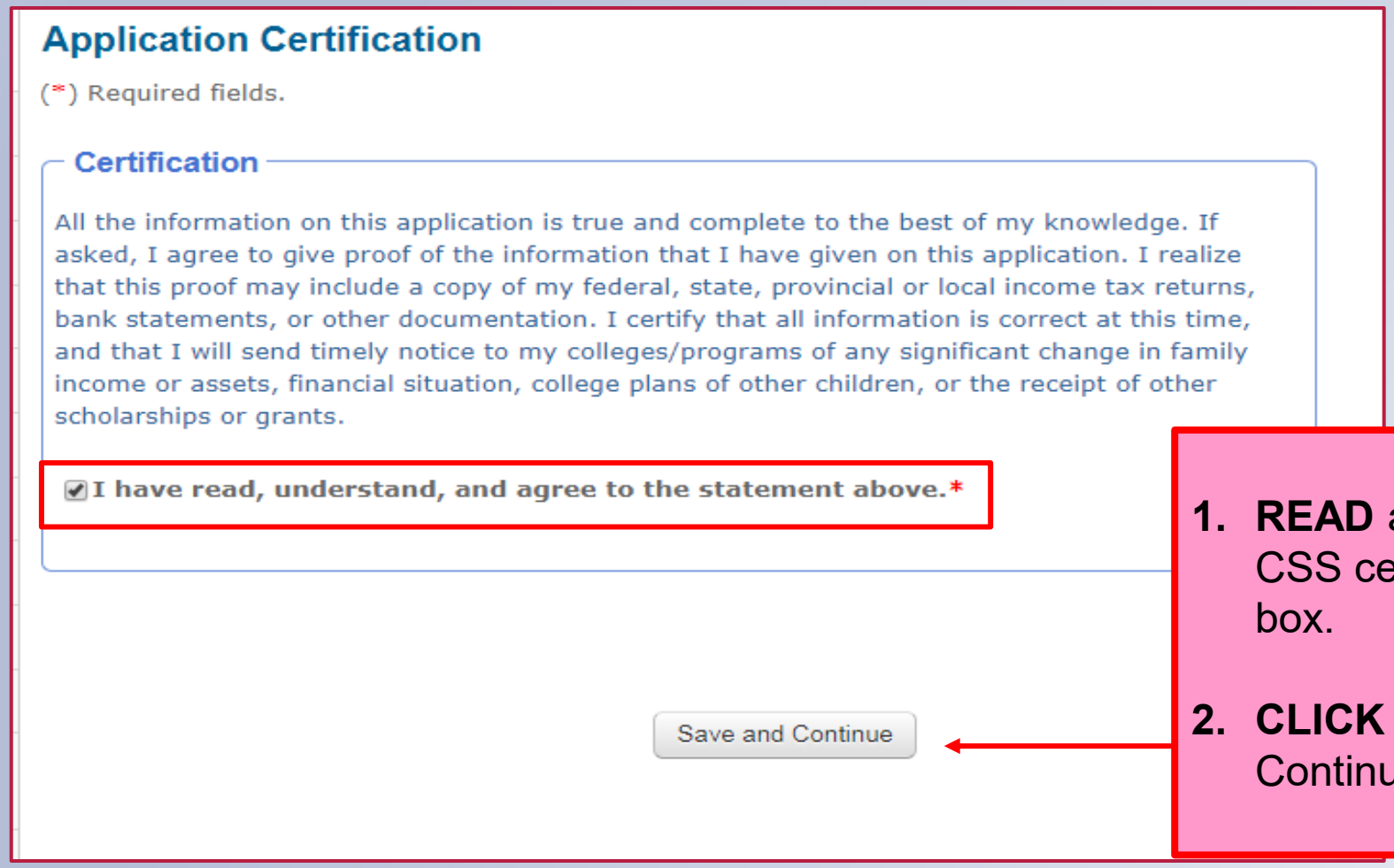


- **COMPLETE** ALL Supplemental Questions.
- Select 1st School Choice
- Questions left blank may cause a delay in processing your application.
- **CLICK** "Save and Continue".

CSS PROFILE – DATA CHECK

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

CSS PROFILE – CERTIFICATION



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 fee will be waived for all undergraduate applicants that reported AGI less than $100,000.**
- **Added fees for additional schools will also be waived.**
- 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 pa
information is processed. Do not close your browser until you see your Dashboard to ensure that your applicatio
information is fully processed.

Pay by Credit or Debit Card

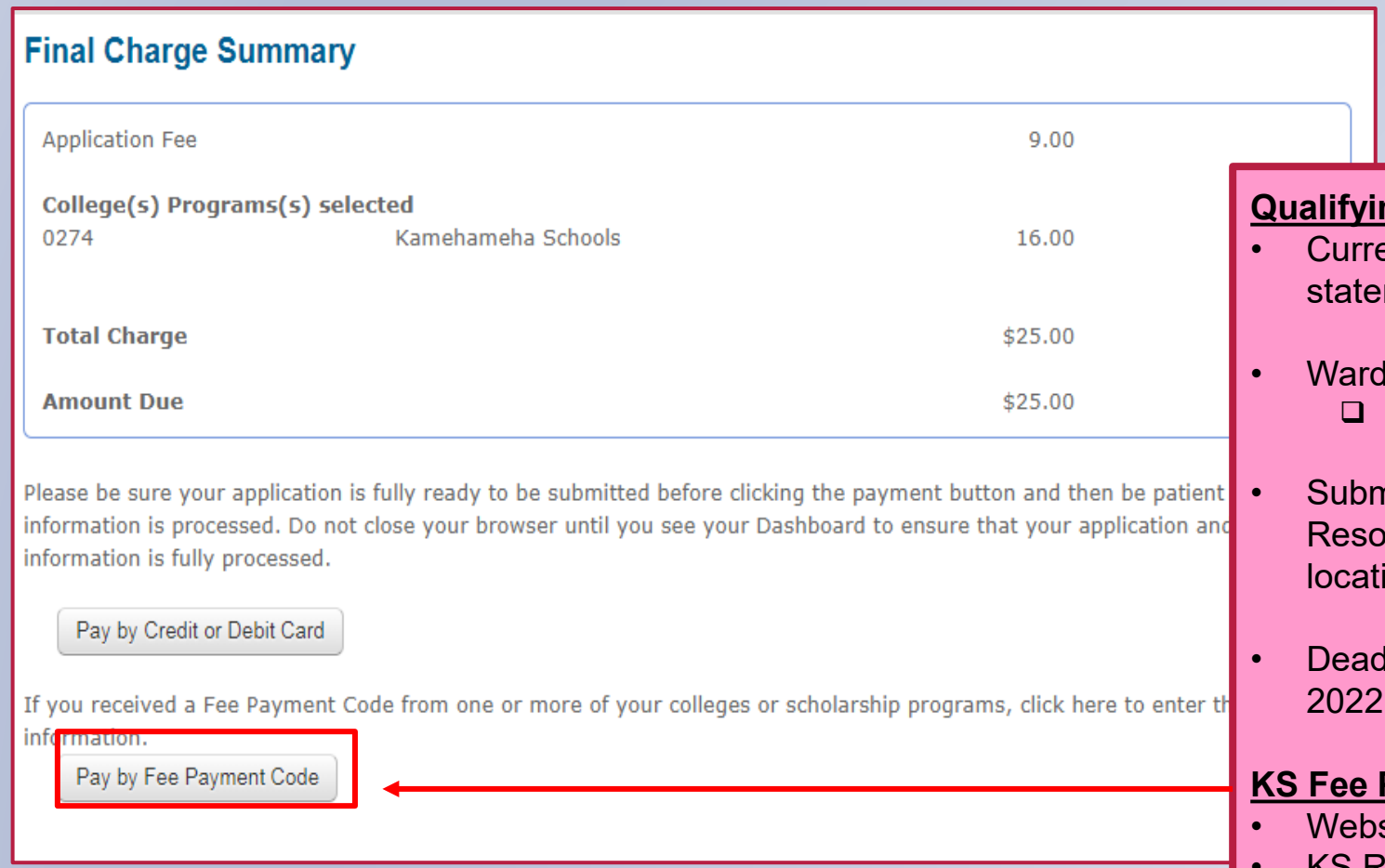
If you received a Fee Payment Code from one or more of your colleges or scholarship programs, click here to enter the information.

Pay by Fee Payment Code

Credit/Debit Card:

- Follow instructions after clicking

PAYMENT OPTION 2 – COLLEGE BOARD FEE WAIVER



Qualifying for KS Fee Payment Code:

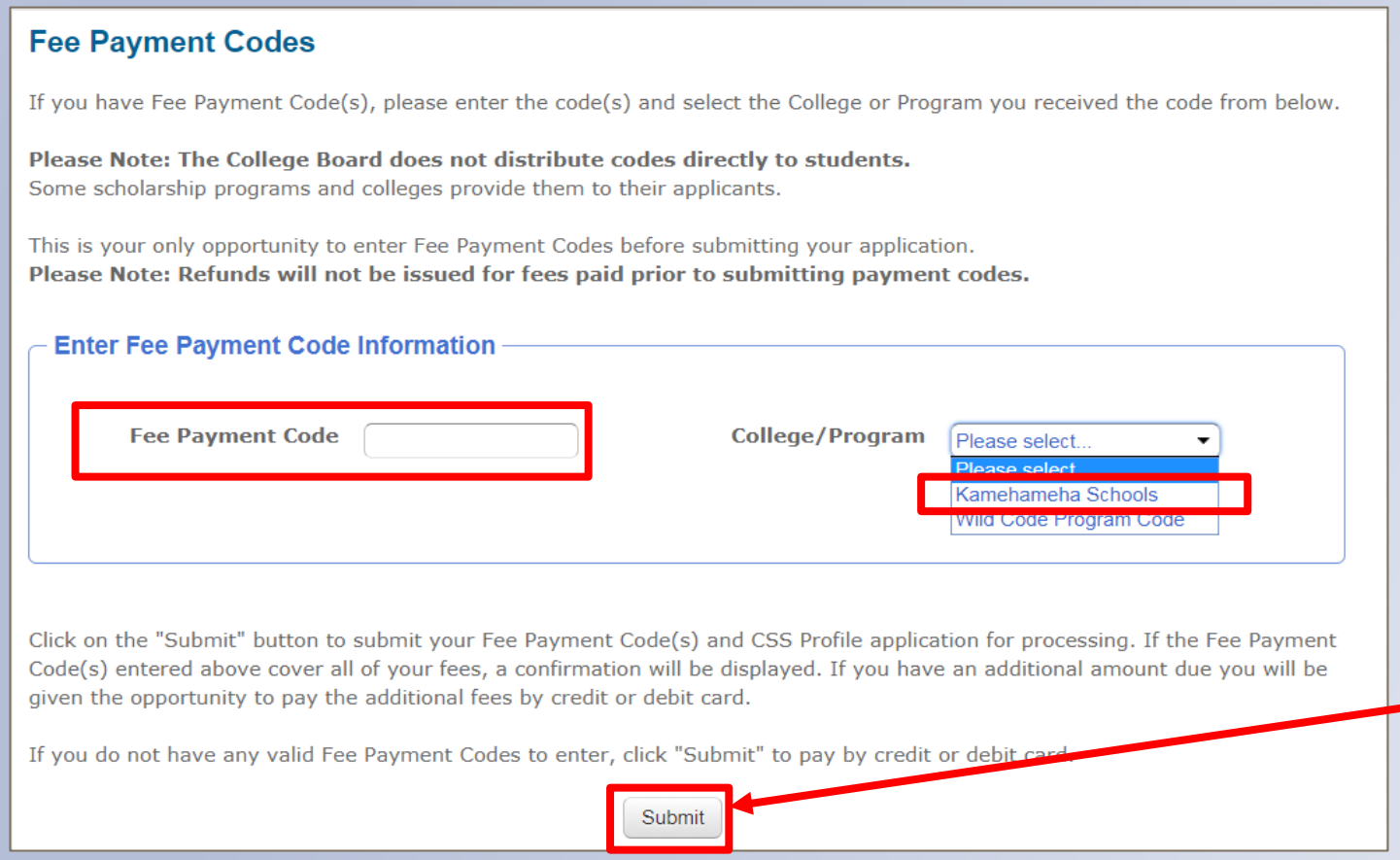
- Current AFDC/TANF beneficiaries (cash benefits only, statement dated within the last 6 months).
- Ward of the Court and meets all the following criteria:
  - ❑ Under the age of 24 years old
- Submit your Fee Payment Code Request to KS Resource Center (KSRC) or a KS Resource Center location near you.
- Deadline date to submit KS Fee Waiver is January 4, 2022.

KS Fee Payment Code Request form is available at:

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

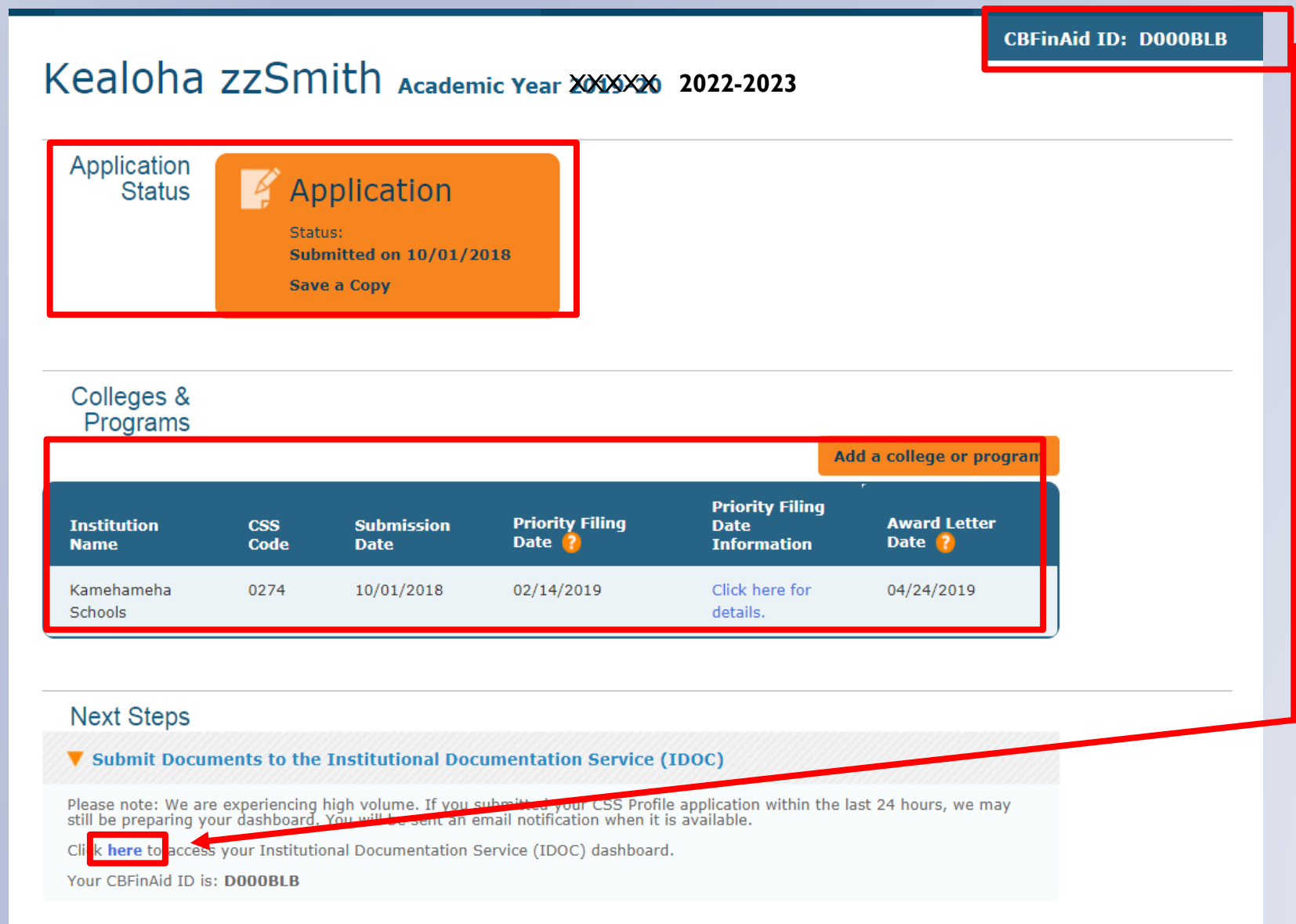
PAYMENT OPTION 3 – PRE-PAID FEE PAYMENT CODES FROM KS

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).



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

APPLICATION & PAYMENT ACKNOWLEDGEMENT

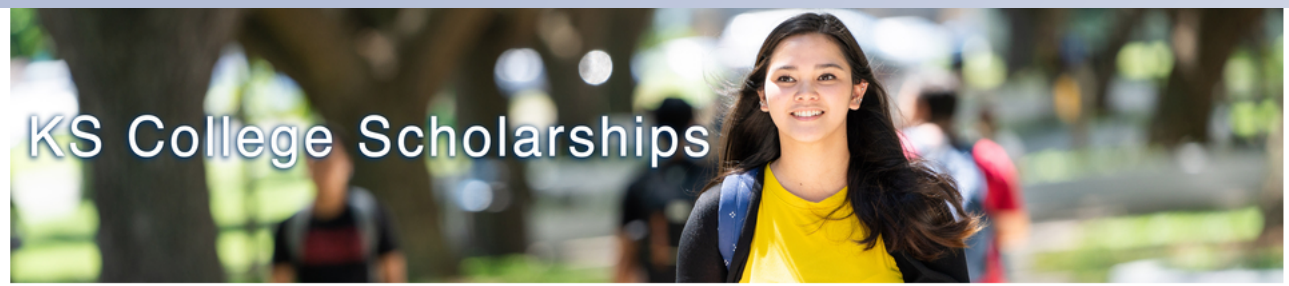


- After submitting your application payment, you'll be directed to the CSS Dashboard.
- The Dashboard will display:
  - ❑ CBFinAid ID
  - ❑ Application status
  - ❑ Colleges & Programs
  - ❑ Deadline Date
  - ❑ Award Date
  - ❑ Next Steps (Uploading documents to IDOC)
- **CLICK** "here" to access Student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

Step 2: KS Net Partner Student Portal (NPSP)

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

Login to: **https://webapp.ksbe.edu/NetPartnerStudent/PgHome.aspx**



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.

Submit

Forgot Your Student ID?
Forgot Your Password?
New Users: Activate Your Account

System Information

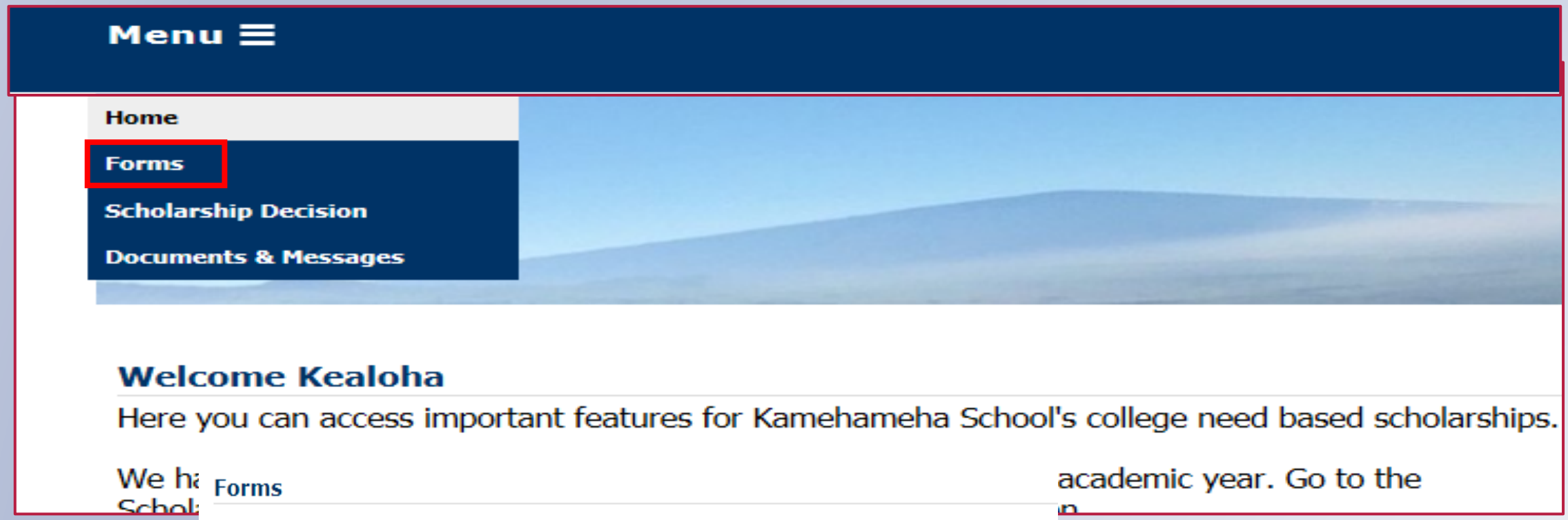
2021-2022 Application Info

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

Learn More

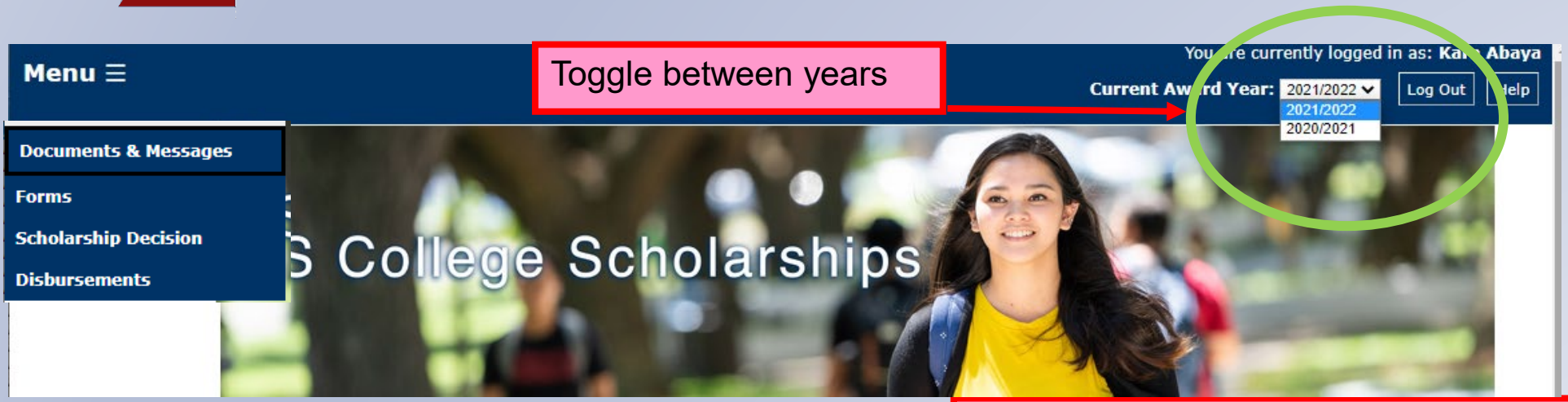
1. **ENTER** "Web ID" and "Password". This is NOT the high school student ID.
2. **CLICK** "Submit".

KS NPSP



"Forms" - CLICK on each link and follow the prompts.

KS NPSP– CHECK DOCUMENT RECEIPT



Required Documents

Your Required Documents

Document	Status
2019 Parent Federal Tax Form (Copy)	Not Received
2019 Parent W2 (Copy)	Not Received
Certification Statement (Net Partner)	Not Received
Affirmation Statement (Net Partner)	Not Received
CSS PROFILE	Received
Short Answer	Waived

From the Menu at the top:

"Documents & Messages"

-Submitted documents will be "grayed" out.

-Outstanding documents will be bolded.

"Scholarship Decision"

-Will be available once award notifications go out. Usually last week in April.

KS NPSP– CERTIFICATION STATEMENT

Please read the KS Certification Statement below.

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

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

Choose...

REQUIRED TO COMPLETE ON STUDENT PORTAL

KS NPSP– AFFIRMATION STATEMENT

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 th 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

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

Choose...

REQUIRED TO COMPLETE ON STUDENT PORTAL

KS NPSP– SHORT ANSWER

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.).

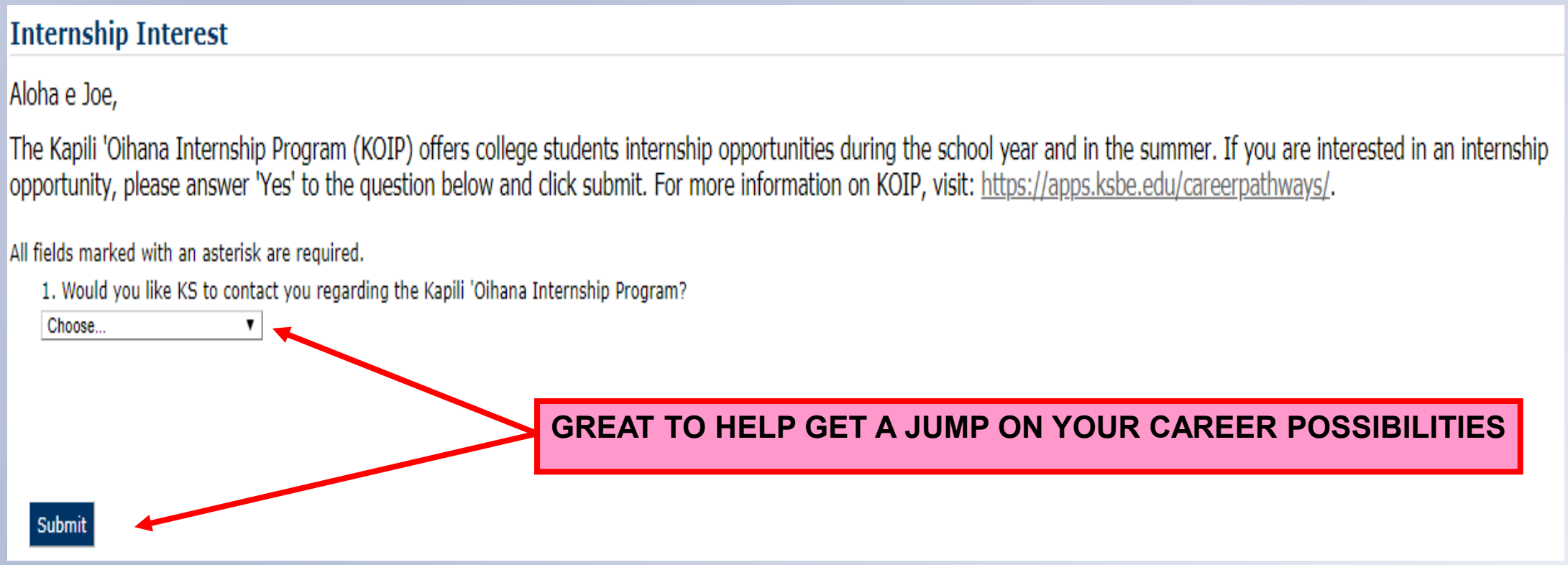
1. Enter your response below *

Submit

REQUIRED TO COMPLETE ON KS NPSP

1. **READ** the question.
2. **COMPOSE** your response in a Word document, then cut and paste into the box.
   REMINDER: Can not exceed 750 characters. Emails will NOT be accepted.

KS NPSP– INTERNSHIP INTEREST



KS NPSP - SUPPLEMENTAL DOCUMENTS

Submit the following documents, if applicable:

- TANF/AFDC benefit statement, Ward of Court/State, and Adoption Decree
- Means of Support (form fillable available on your KS NPSP)

Submit to KS Resource Center (KSRC)

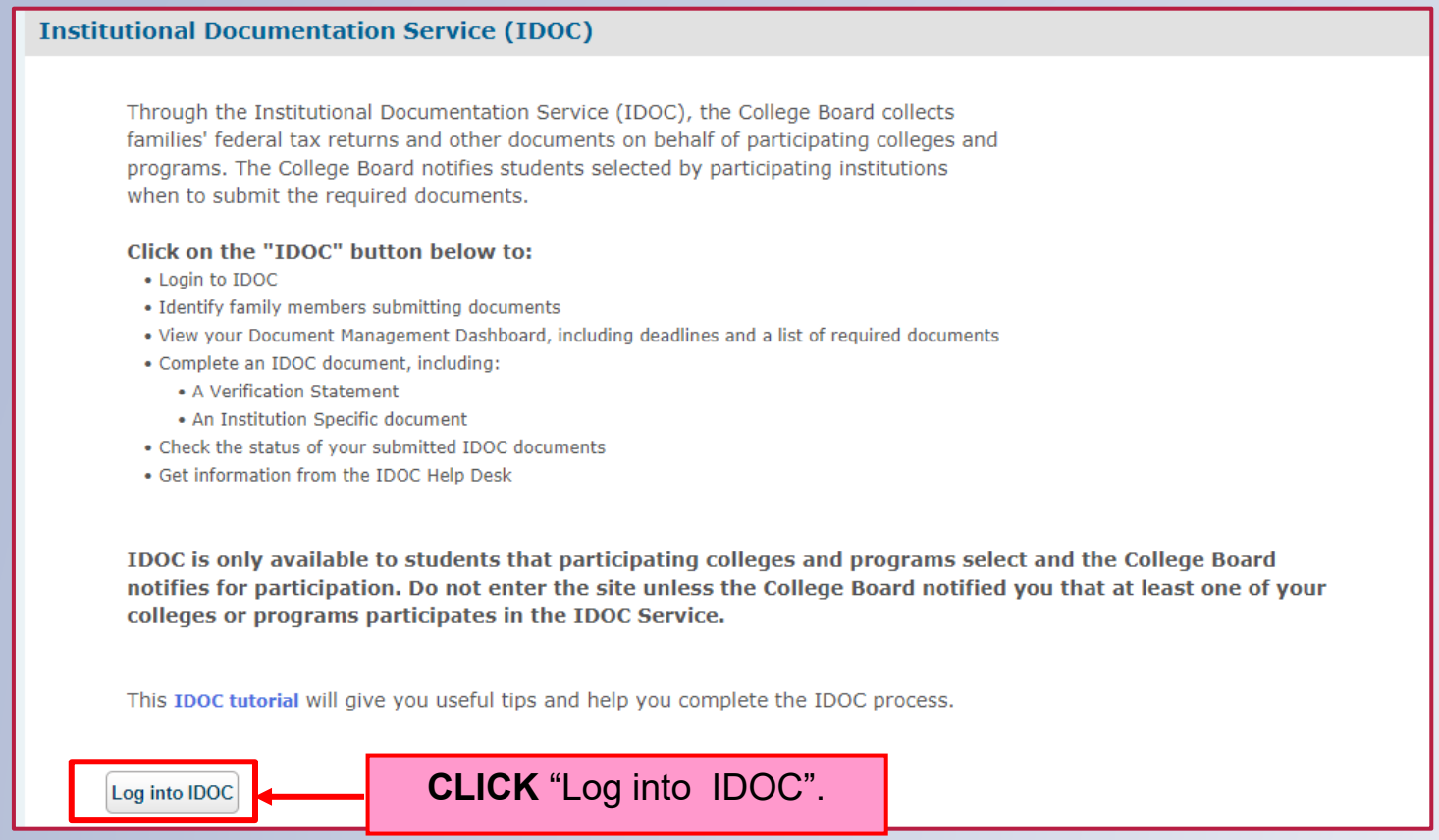
- By e-mail at: ksrc@ksbe.edu
- By mail: 567 South King Street, Suite 102
  Honolulu, HI 96813

Submit via KS NPSP (Optional)

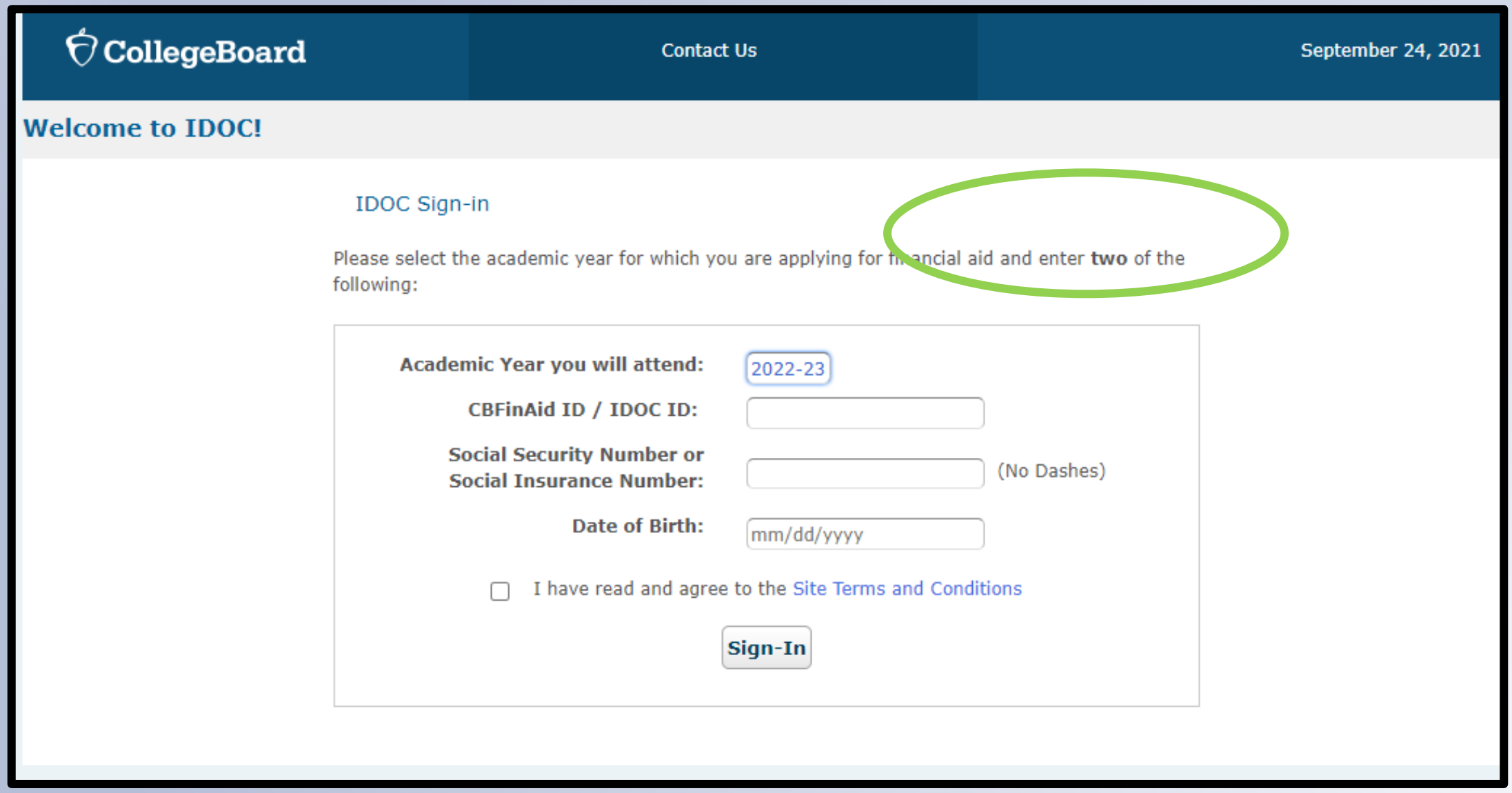
- ARI Authorization to Release Information form – Applicants 18 years of age and older must give consent to release information regarding their application to others, including parents/guardian.

STEP 3: IDOC – LOGIN

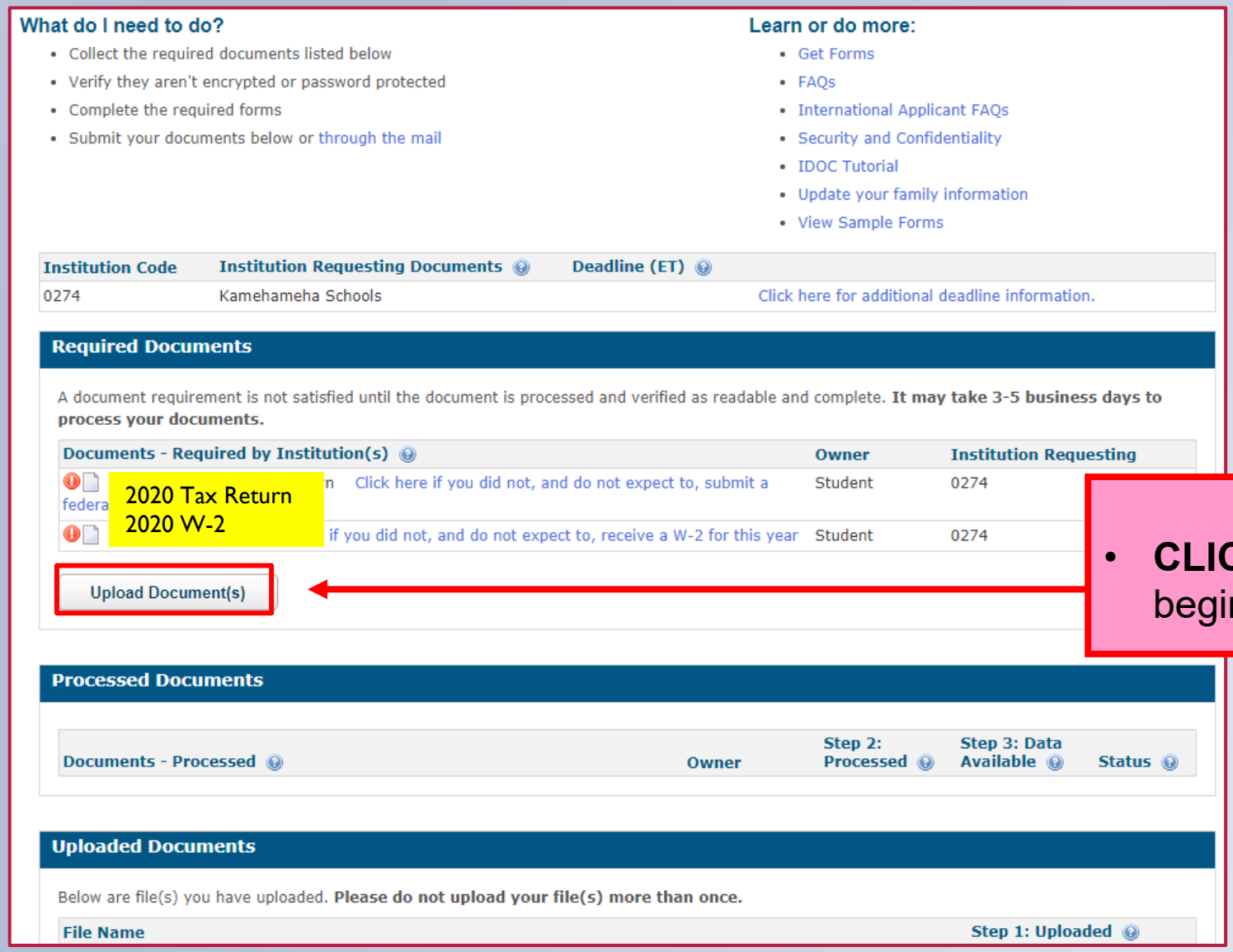
Log into IDOC at: https://idoc.collegeboard.org



IDOC – DASHBOARD SIGN-IN

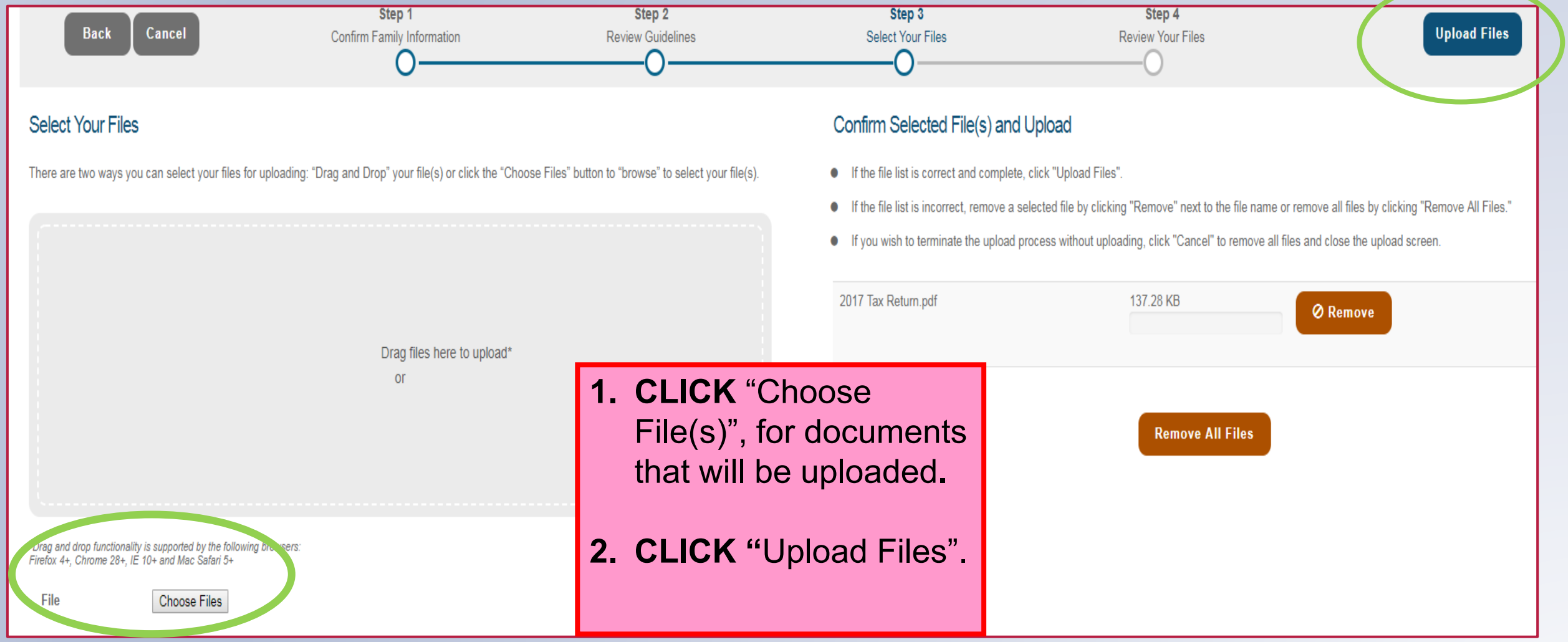


IDOC - UPLOADING REQUIRED DOCUMENTS



- **CLICK** "Upload Document(s)" to begin the upload process.

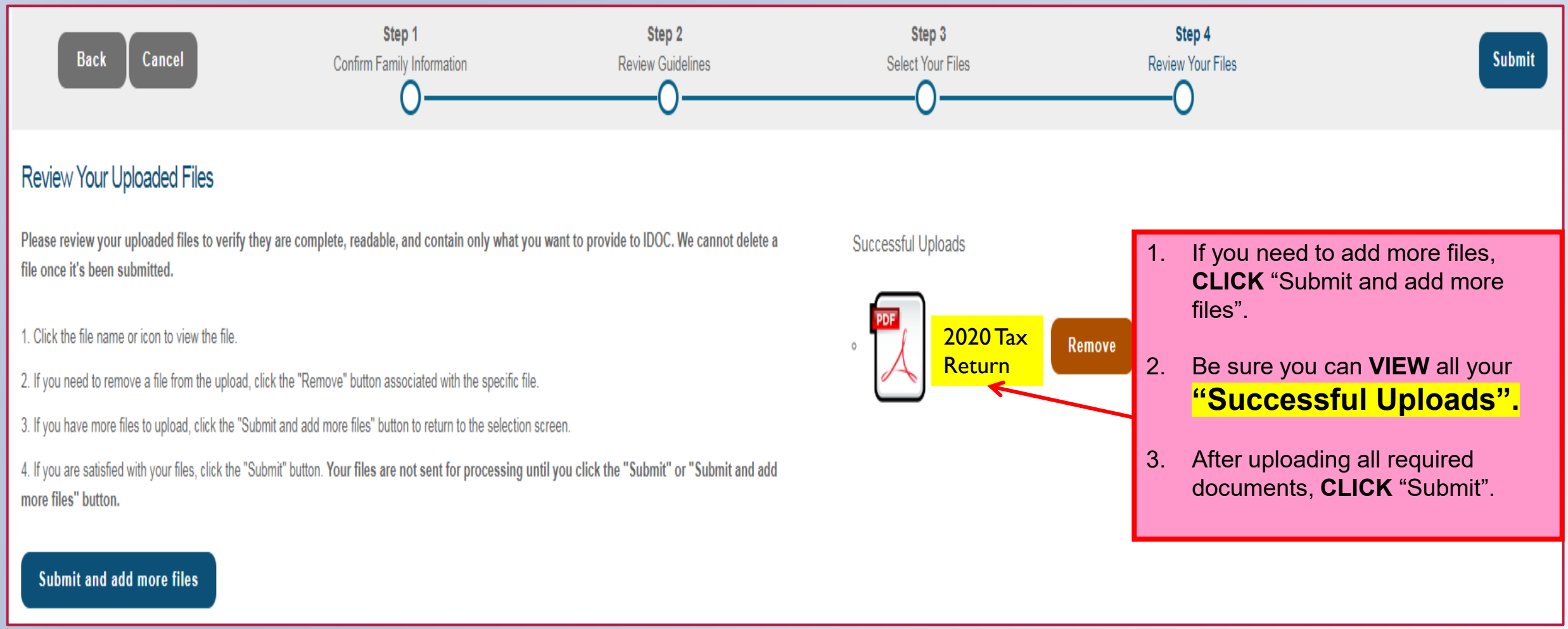
IDOC - UPLOADING



1. **CLICK** "Choose File(s)", for documents that will be uploaded.

2. **CLICK** "Upload Files".

IDOC – UPLOADING



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 ([redacted], tax transcript) is processed.

4. Complete any remaining online forms.

APPLICATION CHECKLIST

College Board (IDOC) Documents	
Upload Documents at: https://idoc.collegeboard.org	
☐	Filed 2020 Federal Income Tax Return
☐	**All** 2020 W-2s (employer-issued) and/or 1099s *– Total amount of all W-2s must equal wages (line 1) reported on federal income tax return*
☐	**All** Schedules filed with 2020 Federal Income Tax Return
Additional Documents	**Independent Students:** • Submit your and/or your Spouse's (Significant Other's) 2020 financial documents (if applicable) • Means of Support Form (must be completed if you were **not required** to file a 2020 Federal Income Tax Return). **Dependent Students:** • Submit your and/or your Parent(s)/Step-parent's 2020 financial documents (if applicable) • If parents file separately, submit 2020 tax returns for both parents • If parents were **not required** to file a 2020 Federal Income Tax Return, submit the Means of Support Form • Applicants who are considered dependents by KS guidelines and who were **not required** to file a 2020 Federal Income Tax Return, **DO NOT** need to submit a Student Non-Tax Filer Form
KS Resource Center (KSRC) Documents	
Mail Documents to: KS Resource Center 567 S King St, Ste 102 Honolulu, HI 96813 - OR - Email Documents to: ksrc@ksbe.edu	Need assistance? Please contact: KS Resource Center (808) 534-8080 or +1 (800) 842-4682, press 2 Email: ksrc@ksbe.edu
☐	Court Documents (TANF/AFDC benefit statement, Ward of the Court, Legal Adoption)
☐	2022-2023 Authorization for Release of Information (**ARI**) Form available in Net Partner (Optional)

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
Mon – Fri – 7:30 am – 4:30 pm

By e-mail:
ksrc@ksbe.edu

Visit us at:
Kawaiahaʻo Plaza, Hale Mauka
567 South King St., Suite 102
Honolulu, HI 96813

Hours of Operation:
Mon. – Fri.: 8:00 am – 3:30 pm
**closed on KS-observed holidays*

KS Resource Centers Locations

Please contact for hours of operation, mahalo.

Oʻahu
Community Learning Center at Māʻili (CLCM)
87- 790 Kulauku St, Waiʻanae, HI 96792
(808) 668-1517

Windward Mall - 2nd Floor by Macy's
(808) 235-2329

Kauaʻi
3201 Akahi St, Līhuʻe, HI 96766
(808) 245-8070

Molokaʻi
612 Maunaloa Hwy Bldg. A, Kalamaʻula, HI 96748
(808) 553-3673

Maui
175 N. Market St., Wailuku, HI 96793
(808) 242-1891

East Hawaiʻi
16-545 Old Volcano Rd, Keaʻau, HI 96749
(808) 982-0851

West Hawaiʻi
Keauhou Shopping Center, Phase II
78-6831 Aliʻi Dr. Ste. 429, Kailua-Kona, HI 96740
(808) 322-5402