



KAMEHAMEHA SCHOOLS®

Welina! E komo mai i Kamehameha! (Welcome to Kamehameha!),

We are honored to have your keiki attend Kamehameha Schools where we strive to empower our haumāna in a safe and nurturing environment to be confident `ōiwi leaders. Experienced, knowledgeable, and caring kumu – together with a professional staff in counseling, health care, and academic support – provide a nurturing and dynamic educational environment where haumāna thrive. They develop academic, social and leadership skills that enable them to create personalized journeys leading to college and career readiness and lifelong success.

Our enrollment and re-enrollment are now open. Information gathered in the process helps us to prepare for a successful academic and social transition that includes a suitable schedule, requested services, and assigned resources. Delays in completing any portion of the enrollment process may result in interruptions in scheduling, services and/or resources, so please consider completing the process as soon as possible.

Tuition for the SY 25-26 is summarized in the table below:

Grade Level	Approximate Annual Per Student Cost of Education at KS	Cost of Education Covered <u>by</u> KS	2025-2026 Tuition
Kapālama K-6, Maui & Hawai`i K-5	\$53,946	\$48,270	\$5,676
Maui 6-12 Hawai`i 6-12 Kapālama 7-12 Day	\$58,738	\$51,755	\$6,983
Kapālama 7-12 Boarder	\$73,081	\$60,687	\$12,394

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 are 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 75-80 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 also offers financial assistance to eligible families who are unable to cover the cost of tuition. 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, call toll free at 1-200-842-IMUA (4682) extension 48080, or directly at 808-534-8080.

We encourage ALL families to apply for financial aid as early as possible. Financial Aid does not cover the \$100 minimum family contribution. The application deadline for the 2025-2026 school year is **May 31, 2025**.

Me ke aloha pumehana,

Kamehameha Schools

Kamehameha Schools Enrollment Process ENROLLMENT CHECKLIST

The deadline for completing the enrollment process is:

Returning students grades K-11:	April 30, 2025
Middle School or High School New Invitee Student:	April 30, 2025
Elementary New Invitee Student	May 31, 2025

Hawai'i Campus unit office contact information

Hawai'i Elementary School:	Dancyne Kama	knkama@ksbe.edu	(808) 982-0200
Hawai'i Middle School:	Kayla Pacheco	kapachec@ksbe.edu	(808) 982-0279
Hawai'i High School:	Joy McCollum	jomccoll@ksbe.edu	(808) 982-0608
Hawai'i High School:	Shyann Loa	shloa@ksbe.edu	(808) 982-0669
Elementary School Office:	(808) 982-0200	16-714 Volcano Road, Keaau, HI 96749	
Middle School Office:	(808) 982-0400	16-712 Volcano Road, Keaau, HI 96749	
High School Office:	(808) 982-0600	16-716 Volcano Road, Keaau, HI 96749	

Items 1-6 listed below must be completed in order for your child to be cleared to attend school:

Please log into your KS Account <https://ohana.ksbe.edu> to access the Infinite Campus Parent Portal app, click on Documents to complete steps 1 - 4 listed below in the Enrollment Process. (Refer to attached instructions for details).

- ☐ 1- Enrollment Agreement/General Release, Waiver of Liability, and Indemnity Agreement Form
 - *Must be signed by **ALL** parent/legal guardians.*
- ☐ 2- KS Tuition Agreement (Contact Liane Seto 808-842-8084 for assistance)
 - *Must be signed by **ALL** parent/legal guardians.*
- ☐ 3- Online Registration (OLR) (*Only 1 parent/legal guardian is required to complete this step*)
 - **New Invitees:**
 - The 1st parent/legal guardian has submitted demographic and contact information for parents/legal guardians, students, and emergency contacts in a previous step.
 - Please do not complete the online registration through the Infinite Campus Parent Portal, this step was already completed through the Online Registration link.
 - **Returning Students:**
 - One parent needs to complete the Online Registration
 - In the Infinite Campus Parent Portal Home Page, please click on More to access the Online Registration tab. Please review and update any changes.
- ☐ 4- Student Signature (Grades 6-12) - Student Handbook only.
 - **Returning Students:** Log into: <https://ohana.ksbe.edu>, click on the Infinite Campus app/icon.
 - Go to documents, click on Student Handbook Acknowledgement to sign.
 - **New Students:** Student login information will be emailed to a parent/legal guardian within 7 days, once the Online Registration has been completed and approved.
- ☐ 5- Financial Clearance – Returning Students
 - Current school year balances must be cleared by May 16, 2025, to avoid a delay to your child's enrollment and/or course registration for the 25-26 school year and/or possible rescission of his/her invitation.
 - If you have a balance due, the financial clearance field will say **No** in the Enrollment Clearance section in Infinite Campus.
 - Please log into FACTS Management Company at <https://online.factsmtg.com> to clear any financial obligation.
 - Call the KS Cashier's Office at (808) 842-8084 if you have any questions or need assistance with FACTS.
- ☐ 6- Medical Requirement – Please click on the Mo'omō'ali Olakino (EHR) app icon in KS Account or if in the Infinite Campus Parent Portal, click on More, then find the link to EHR in the Quick Links section. Please log into the Mo'omō'ali Olakino (EHR) system to complete the medical clearance requirements.
 - K-8 Health Room: (808) 982-0411 kshmalamaola@ksbe.edu
 - High School Health Room: (808) 982-0611 kshmalamaola@ksbe.edu

The following are not required to receive your child's schedule:

- ☐ 7- Update/Verify Parent Information
 - For the 2nd parent/legal guardian (if applicable), please review and update your information.
 - In the Infinite Campus Parent Portal Home Page, please click on More and verify and update the following information:
 - Address Information
 - Demographics (Emergency Contacts/Authorized Pick-Up)
 - Family Information

☐ 8- Bus Transportation Service

Please click on the following Transportation link to access the bus application:

<https://apps.ksbe.edu/forms/MHSTransportation/busconduct.php>.

The link to transportation can also be accessed from the Quick Links in Infinite Campus or from the campus enrollment website.

Note: after completing the bus application you will need to click on the "Submit" button twice – once to confirm that what you have completed is correct and twice to submit the application. You will receive a confirmation e-mail once the application is submitted.

- Returning Students: the bus application is currently open. The deadline to apply is 11:59 pm on April 30, 2025.
- New Students: the bus application will open on the date of your child's New Student Orientation:
 - Grade 9: March 28, 2025
 - Grades 6: March 29, 2025
 - Grades Kindergarten and Grade 4: May 3, 2025

You must complete a new bus application each school year. Bus Transportation is based on a first-come, first-serve basis for all students. Bus Transportation Approval Letters and bus passes will be mailed out in July.

Bus Financial Aid: You must apply for financial aid in order to be considered for financial assistance. If you applied for financial aid, please refer to the Financial Aid Award Letter which will specifically state if financial aid has been awarded for bus transportation. You must complete a bus application form in addition to applying for financial aid – a financial aid award **does not** guarantee a seat on the bus.

☐ 9- Parent Internet Safety

- At least 1 parent/legal guardian is required to complete the laptop training module.
 - Elementary School (808) 982-0200
 - Middle School Leslie Ortiz (808) 982-0456 leortiz@ksbe.edu
 - High School: HPK (808) 982-0768 hpk@ksbe.edu
- The link to this training is in the Infinite Campus Parent Portal. Click on More, then find it in the Quick Links section.

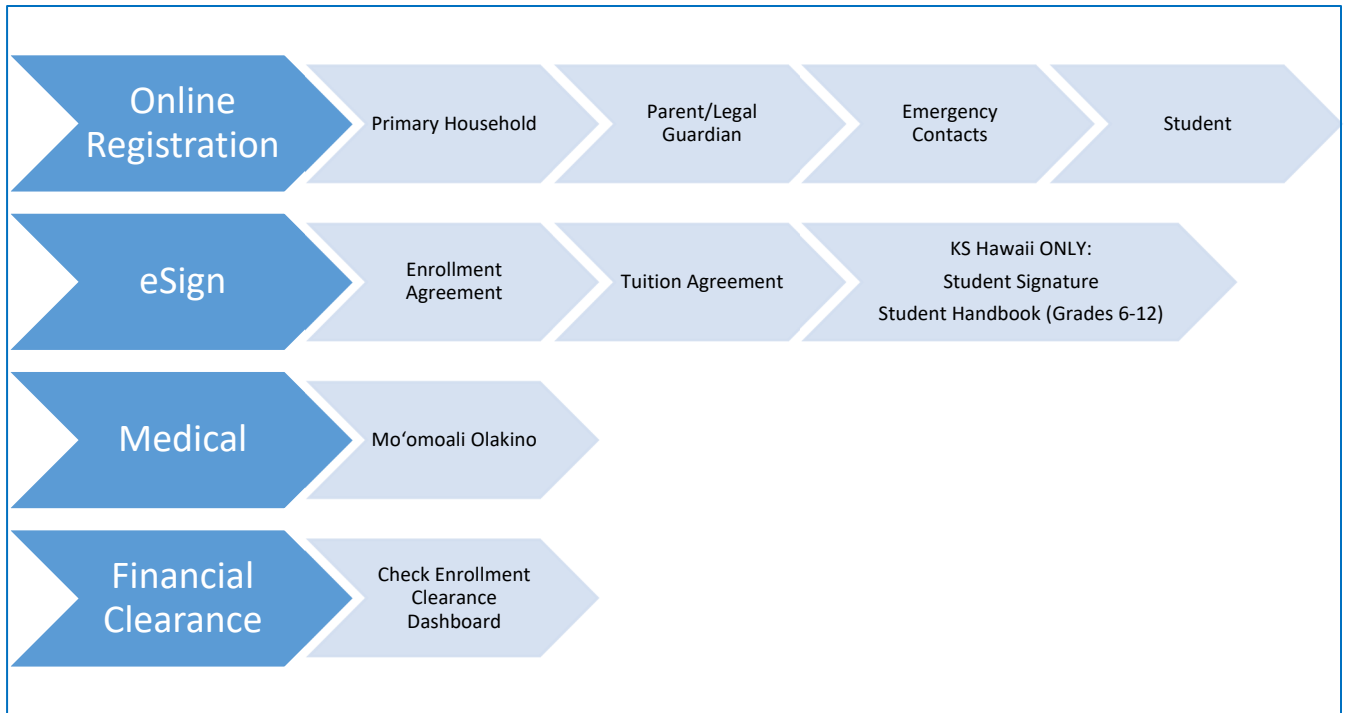
☐ 10- Student Internet Safety

- All students are required to complete the laptop training module with the embedded assessment form. Student laptop assessment must be completed by the student.
- The link to this training is in the Infinite Campus Parent Portal. Click on More, then find it in the Quick Links section.

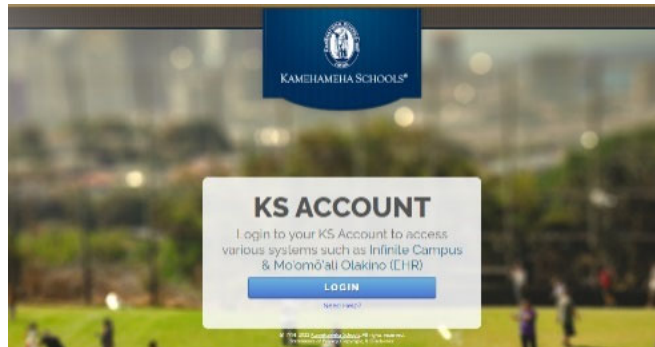
You can track your enrollment requirements progress in the Infinite Campus parent portal by clicking on More, then on Enrollment Clearance. You will be able to monitor if you have any outstanding items.

2025-2026 School Year Re-Enrollment Instruction Guide

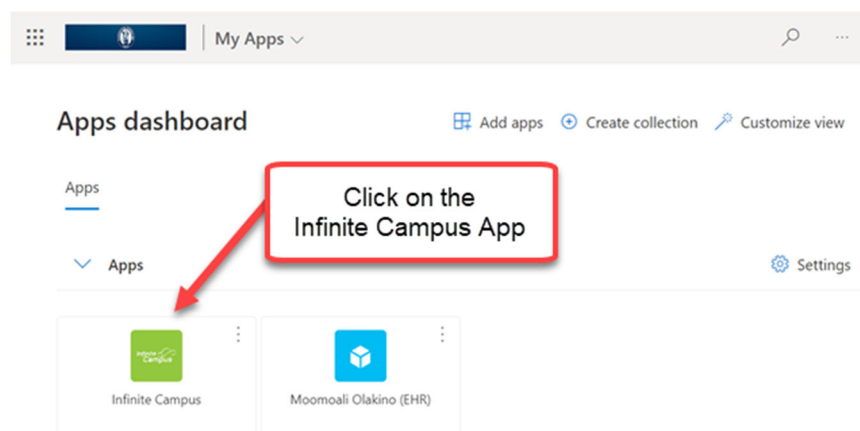
The following steps below must be completed in order for your child to be cleared to attend school.



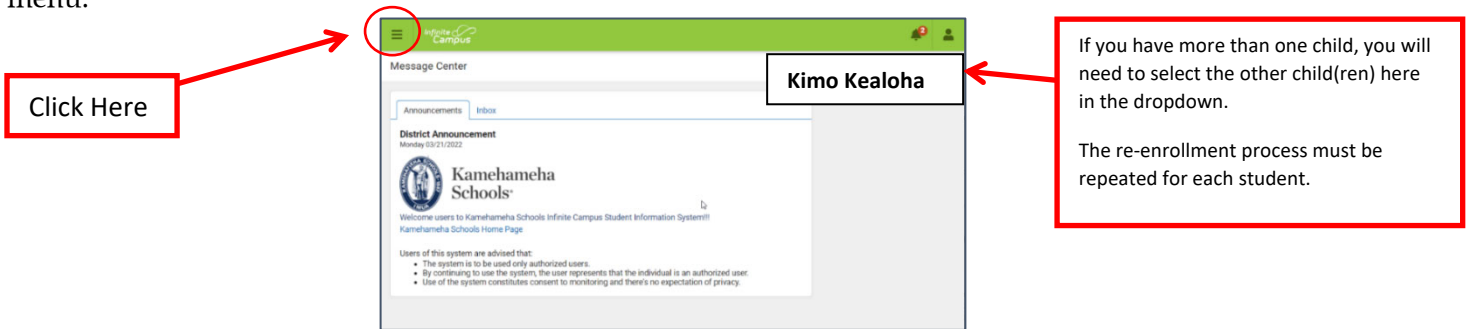
Step 1: Log into your KS Account at <https://ohana.ksbe.edu> Please contact your campus unit office if you need assistance with your login.



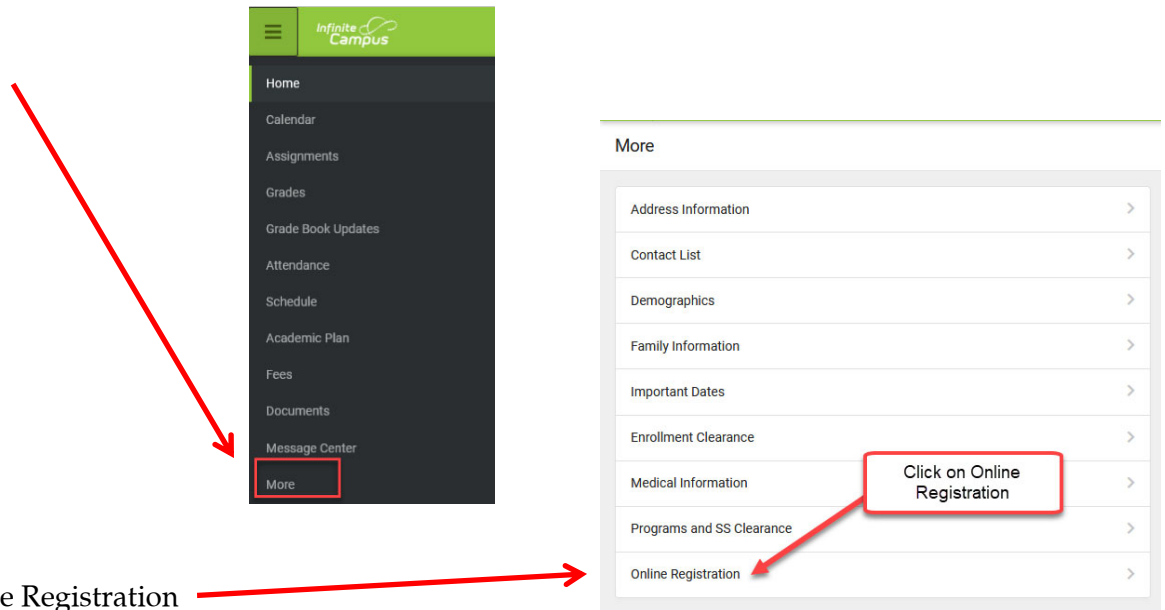
Step 2: Click on the Infinite Campus App



Step 3: Click on the “menu” icon (three horizontal bars) on the top-left to access the portal options. Select student by clicking on student name from drop list in the top-right for student specific information in the menu.



Step 4: Click on More



Step 5: Click on Online Registration

ONLINE REGISTRATION (OLR) – **Only ONE parent/guardian** is allowed to complete and submit the OLR. Please read all directions for each section and allow at least 10 minutes to complete. You will be able to save and continue where you stopped as needed.

Please complete the following:

- Primary household: Verify household phone #, physical & mailing address and validate that the information is correct.
- Parent/legal guardian: All legal guardians should be listed here.
 - i. Please contact the school’s unit office directly if the person(s) listed are in error.
- Emergency Contact and Authorized Pickup: These people will be called in an emergency if a parent/guardian can’t be reached and are also the only people that will have authorization to pick up a child.
 - i. Minimum of three; do not include parent/legal guardians here.
 - 1. Before starting OLR, gather contact information (phone numbers & addresses) for each contact.
 - 2. Please use legal names for contacts.
 - ii. Parent/Legal Guardians are #1 and #2 in Contact sequence and cannot be changed. The school will always contact parent/legal guardians first. If none can be reached, the school will use the emergency contacts sequence order.
- Student: complete all required fields
 - i. **KS MAUI CAMPUS ONLY:** Bus Transportation Applications must be made in this section.

Click on Start

Existing Student Online Enrollment Registration

NAME	STATUS	ACTION
Kapalama 2025-2026	NOT STARTED	Start

Click on Begin Online Registration

Online Enrollment Registration | Existing Student Online Enrollment Registration

This editor is to update data for students who are currently enrolled at Kamehameha Schools for School Year 24-25.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE ENROLLMENT REGISTRATION SUBMITTED?
Kimo Kealoha	12	Yes	Included	No

Begin Online Enrollment Registration

Click on Begin Online Enrollment Registration

Type your full name and sign the form using your cursor and click on Submit.

Infinite Campus Online Registration

Aloha and Welcome Maia Kealoha! Please type your first and last name in the box below.

By typing and signing your name below you attest that you are the legal guardian of this student and the data you are entering/verifying is accurate and true to the best of your knowledge.

If you are NOT the legal guardian of this student, please immediately contact your school unit office. All information submitted by a non-legal guardian will be deemed invalid and will delay the student's enrollment.

Please sign on the line below.

1

2

3

4

Online Enrollment Registration Number XXXX

1- Enter Parent/Guardian's Full Name
2- Sign Parent/Guardian's name using cursor.
3- Click on Submit
4- Write down the OLR Registration Number if you need assistance with the OLR.

Clear Submit

Infinite Campus Online Registration

Click on Begin

Kamehameha Schools®

Aloha and welcome to Kamehameha Schools' Online Enrollment Registration for School Year 25-26!

If this student is a new invitee to Kamehameha Schools submission of only one Online Registration form is required.

Assistance is available with the Online Registration (Enrollment) Support at (800) 842-4682 (IMUA) Press 7, M-F, 7:30am to 4:30pm except school holidays, or leave a message and a representative will return your call the next business day.

Before you begin, please gather the following:

- Household address and phone numbers
- Parent/Legal Guardian phone numbers and email addresses
- Student demographic information
- Emergency Contact addresses and phone numbers.

Notes:

- Required fields are marked with a red asterisk, and Kamehameha Schools will receive the data exactly as it is entered.
- Please be careful of spelling, capitalization and punctuation.
- Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

E KALA MAI: This system is not currently enabled to accept the input and display of Hawaiian diacritical markings (i.e., okina and kahako). We respectfully request refraining from entering these marks commonly associated with Hawaiian names and places. Mahalo nuihi for your understanding.

Begin

Online Enrollment Registration Number 17369

Review the information for each of these sections below:



When all sections are completed, click on Submit. A notification will be sent to the school staff to proceed with the review and approval process of the information provided in the Online Registration.

It is recommended that you download a copy of the OLR summary for your records using the PDF link.

The screenshot shows the 'Infinite Campus Online Registration' progress bar with five steps: Student(s) Primary Household, Parent/Legal Guardian, Emergency Contact and Authorized Pickup, Student, and Completed (marked with a '5'). Below the progress bar, a 'PLEASE NOTE' section explains that information is not submitted until the submit button is clicked. At the bottom, there are three buttons: 'Back', 'Online Enrollment Registration Summary PDF', and 'Submit'. A red box highlights the 'Submit' button with an arrow pointing to it, and a text label 'Click on Submit' is next to it.

You may close the window for this section and return to the Infinite Campus Parent Portal.

The screenshot shows the Infinite Campus Parent Portal. On the left, a red box highlights the 'Message Center' tab in the sidebar menu, with a red arrow pointing to it and a text label 'Click Here to continue to the next step'. On the right, a red box highlights the 'Documents' tab in the sidebar menu, with a red arrow pointing to it and a text label 'Click on Documents to access the forms to sign'. Below the sidebar menu, the 'Documents' section is visible, showing a list of documents with a 'NEEDS ATTENTION' button next to each one. A red box highlights the 'NEEDS ATTENTION' button, with a red arrow pointing to it and a text label 'Click on each form that "NEEDS ATTENTION"'.

Step 6: Click on Documents to access the forms to sign

Step 7: Change the school year to 25-26. Select the first form to sign:

The screenshot shows the 'Infinite Campus Documents' page. At the top, there is a 'School Year' dropdown menu with '25-26' selected. A red box highlights the dropdown menu, with a red arrow pointing to it and a text label 'Click on this drop down to change the school year to 25-26'. Below the dropdown menu, there is a list of documents under the heading 'Enrollment Required Documents'. The first document is 'K12 Enrollment Agreement and General Waiver' with a 'NEEDS ATTENTION' button next to it. The second document is 'K12 Tuition Contract' with a 'NEEDS ATTENTION' button next to it. A red box highlights the 'NEEDS ATTENTION' button, with a red arrow pointing to it and a text label 'Click on each form that "NEEDS ATTENTION"'.

Step 8:

The document will open.

Read the Enrollment Agreement, scroll down and sign the form.

Step 9:

Sign your document

Click on the **blue** Sign button to electronically sign the document.

Please note that if you select “Decline,” it will prevent anyone else from signing the form.

Kamehameha Schools requires **ALL** parent or guardians listed to sign **ALL** forms. Failure to comply will delay the enrollment process and will exclude student from first day of school activities.

Step 10:

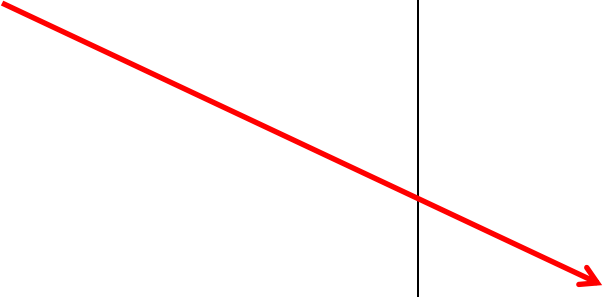
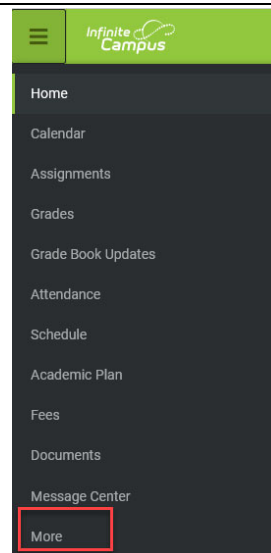
Submit your signature.

Click on the **blue** Submit button on the bottom of the page to complete the eSignature process for this form. Be sure to go back and repeat this process for any additional required forms that needs to be signed.

Step 11a:**Click on More**

This step is to be done by the 2nd Parent/Legal Guardian who **DID NOT** complete the Online Registration (Step 5 above)

Click on More


**Step 11b:**

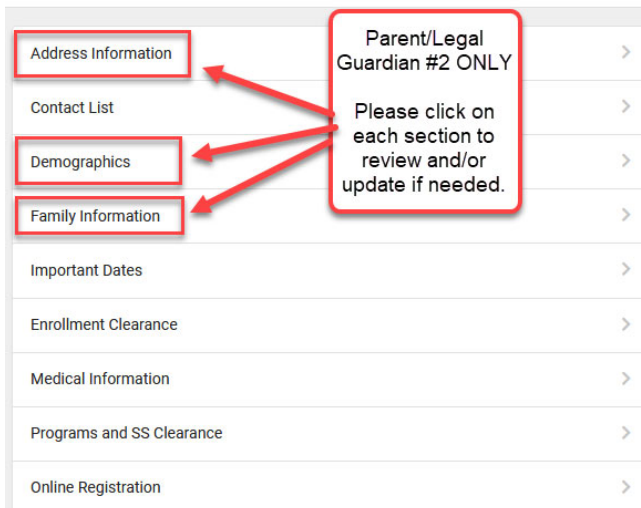
Review/Update:

(2nd Parent/Legal Guardian)

Review and update:

- 1- Address Information
- 2- Demographics
- 3- Family Information

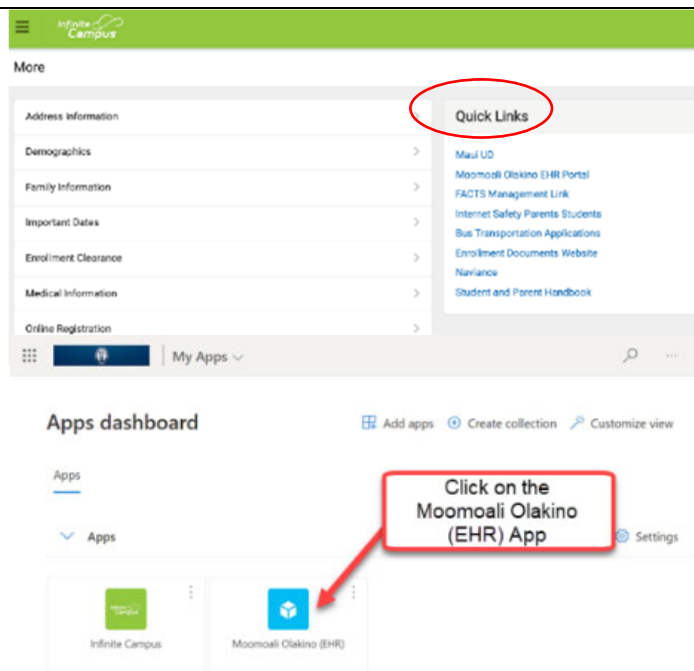
More

**Step 12:****Medical Requirement**

Click on the Mo'omō'ali Olakino (EHR) link in the Quick Links box

OR

Go back to the KS Account Apps and select the Mo'omō'ali Olakino (EHR) App to complete the medical requirements



Step 13:**Check your Enrollment Clearance**

1. Go back to the KS Account Apps and select Infinite Campus
2. Click on More
3. Click on Enrollment Clearance
4. Check your Enrollment Clearance
 - **Enrollment Agreement Gen Release Form**
 - **Tuition Agreement**
 - **Online Registration**
 - **Financial Clearance**
 - a. If **No**, there is a balance due for the 2024-2025 school year. Please log into FACTS to make your payment.
 - b. If you need help with FACTS, call the Cashier's Office at (808) 842-8084
Monday – Friday
7:00 a.m. – 4:00 p.m.
5. Malama Ola Medical Clearance

Cleared Status: Y:

Yes, indicates that you have completed all requirements for enrollment. Your child will be allowed to attend school and receive his/her school schedule.

Cleared Status N:

No, there is an outstanding item that needs to be completed.

Cleared Status NA:

This item is not applicable for your student.

****If you feel there is an error on the Enrollment Clearance Dashboard, please contact your child's campus unit office immediately.**

The screenshots illustrate the process of checking enrollment clearance through the Infinite Campus app. The first screenshot shows the 'Apps dashboard' with a red box and arrow pointing to the 'Infinite Campus' app icon, labeled with a red circle '1'. The second screenshot shows the 'More' menu with a red box around the 'Enrollment Clearance' option, labeled with a red circle '2'. The third screenshot shows the 'Enrollment Clearance' screen with a red box around the 'Enrollment Clearance' option, labeled with a red circle '3'. The fourth screenshot shows the 'Back | Enrollment Clearance' screen with a red box around the 'Back' button, labeled with a red circle '4'. The final screenshot shows the 'Enrollment Clearance' details for 03/17/2025 at 2:43 PM, listing various clearance items and their status.

Apps dashboard

Click on the Infinite Campus App 1

More

Enrollment Clearance 3

Back | Enrollment Clearance 4

03/17/2025
2:43 PM

Calendar Name:
25-26 Kapalama HS

Cleared:
N: No

OLR Approved:
N: No

Enrollment Agreement Gen Release:
N: No

Tuition Contract:
N: No

Malama Ola Medical Clearance:
N: No

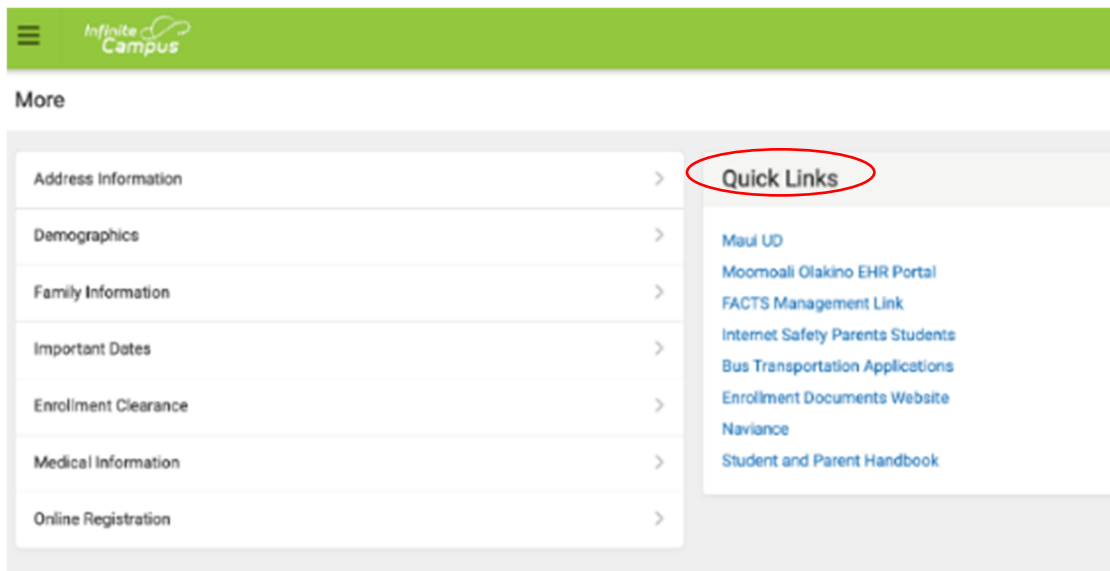
Financial Clearance:
Y: Yes

Summer School Financial Clearance:
Y: Yes

Parent Internet Safety:
N: No

Student Internet Safety:
N: No

Other Enrollment Items



Internet Safety Parents Students link:

- Click on the link to complete the Internet Safety Training.
- This step must be completed by **both a parent and the student** before students are issued their electronic devices.

Bus Transportation Applications:

- **Kapālama and Hawai'i Campuses ONLY** (Click on the link to apply for bus service.)
 - o Note: after completing the bus application you will need to click on the "Submit" button twice – (First) to confirm that what you have completed is correct and (second) to submit the application. You will receive a confirmation e-mail once the application is submitted.
 - o You must complete a new bus application each school year.
 - o If you are interested in financial assistance for bus service, you must complete BOTH a bus application as well as a financial aid application. A Financial Aid award **DOES NOT** guarantee a seat on the bus.
 - o **Financial Aid deadline is May 31, 2025**, for the 2025-2026 school year.
 - o Bus Transportation is based on a first-come, first serviced basis. Delays in submitting applications will impact bus request.
- **Maui Campus Only:**
 - o Bus Transportation application request must be made within the Online Registration (see Step 5 above).

Frequently Asked Questions

Enrollment Process

1. Where can I find documents and information about the OLR and KS enrollment process?
Please click on the link below to the appropriate web page that your child is enrolling:

Hawai'i Campus enrollment: <https://www.ksbe.edu/hawaii-campus-enrollment>

Kapālama Campus enrollment: <https://www.ksbe.edu/kapalama-campus-enrollment>

Maui Campus enrollment: <https://www.ksbe.edu/maui-campus-enrollment>

2. How do I complete medical requirements?
From your KS Account, <https://ohana.ksbe.edu>, you can access Moomoali Olakino application that will provide all the information and forms you need to complete medical requirements. Some requirements are specific to grade levels.
3. My child and I have already completed Internet Safety for summer school. Do we have to complete this again for the new school year?
New Invitees and their parents who completed the modules for summer programs 2025, will not have to complete another set for SY 2025-26.
4. I noticed that the new handbook is not yet posted; I only see the 2024-2025 one. How am I supposed to sign the form when I cannot review the updated handbook?
When the new handbook is completed, the link will be refreshed. You can wait for the updated version to be uploaded before signing the Enrollment Agreement/General Waiver. Otherwise, you can sign the form now.

Online Registration (OLR)

1. Do all Parent/Guardians fill out the Online Registration?
Only one parent/guardian is required to complete online registration forms even if your child resides in two separate households.
2. Why did I receive more than one Online Registration email?
If you have more than one child that is a new invitee, you will receive an email for each new invitee.
3. Who do I notify about my new email address?
If the new email address was included in OLR, then there is no further action. You will receive an email to set up your KS Account. If your email address changes anytime during the school year, then request the change via the Infinite Campus parent portal. Click on More for the menu, then select "Family Information".
4. My husband/wife does not have an email account. May I use my email address when I am filling in his/her email field?
Each parent/legal guardian must have their own unique email address. This unique email is used to create an Infinite Campus parent portal account, which is needed to **electronically sign** all required enrollment forms.
5. My child does not have a cell phone. May I use my cell number when filling in my child's cell phone number?
Students should have their own contact information that is not shared with parents or others. If the student does not have a cell phone number, leave this field blank.

Emergency Contact

1. What if I don't have three emergency contacts?
Contact the school's unit office and the staff will assist you.
2. Can my high school child be an emergency contact/authorized pick up for my child in elementary school?
Students should remain in school, so it is not recommended to have a high school student with this kuleana.
3. What is the difference between "Emergency Contact" and "Emergency Contact/ Authorized Pick Up"?
Students are released only to individuals who are identified as "Authorized Pickup". These people must also have identification at the time of pickup.
4. Why am I required to produce an address for these contacts?
Addresses provide additional information that can be used to avoid duplicate persons in the system. It can also assist in establishing accurate relationships for persons with same/similar names.

2025-2026 School Year Finance Information & FAQs

FREQUENTLY ASKED QUESTIONS (FAQ's) FACTS MANAGEMENT & TUITION PAYMENTS

Q: When will my FACTS account be ready for the 2025-2026 school year and how do I set it up?

A: RETURNING STUDENTS: The Primary Payer and login (username and password) for the 2024-2025 school year will automatically roll-over to the 2025-2026 school year. Billing accounts will be set up starting the beginning of May 2025 and there will be a Payment Plan Confirmation email sent with the new tuition amount and monthly payment schedule breakdown.

NEW INVITEE STUDENTS: FACTS accounts for new invitee students will be set up starting the beginning of May (dependent on the timing of completion ALL Enrollment Requirements on the Infinite Campus Enrollment Dashboard). Each student is required to have a single designated parent/guardian to be identified as the Primary Payer on the FACTS billing account. This person will receive all communication (invoices/statements/past due notices) from FACTS via email, will have the ability to make online or telephone payments, as well as add on other authorized users to have online access to the account. The Primary Payer selected **does not mean** this person is solely responsible for the financial obligation. The Primary Payer selected during the Online Registration (OLR) will be used to create the FACTS billing account. FACTS set up is dependent on the timing of completion the OLR.

Billing accounts will be set up starting the beginning of May 2025. A Payment Plan Confirmation email (via the email address provided in Infinite Campus), with the tuition amount and monthly payment schedule breakdown will be sent from FACTS. There will be a link in that email to click on, which will then allow you to create your user profile (username, password, and security questions). If you would like to add on other authorized users to have online access to the account, please refer to the FACTS Management Information in the Infinite Campus parent portal (click on Documents) to access instructions on how to add other authorized users.

If you have more than one child attending Kamehameha Schools and would like to link the accounts on FACTS, please contact the Cashier's Office at (808) 842-8084 for assistance.

Q: What do I need to know about the FACTS payment plan confirmation email?

A: Once the payment plan confirmation email has been sent by FACTS:

- 1- Please click on the link in that email to log into FACTS.
 - a. This will allow you to view the details of the charge(s) on your child's billing account.
 - b. This will allow you to create a username/password if you don't have one created yet.
 - c. Click on this link, login with your username/password created if you applied for financial aid and it will link the FACTS billing account to your FACTS financial aid account (as long as it's the same email being used).
 - d. Click on this link, login with your username/password and it will link your new invitee student with your other returning students on your FACTS account.
- 2- The tuition charge has been placed on your billing account's invoice plan (the first invoice will still be sent on August 5, 2025, and will be due August 25, 2025).
 - a. The Invoice Plan is defaulted to an eight-month payment plan, which is reflected in the payment schedule displayed on the email.
 - b. You can start making payments towards your child's tuition balance earlier than August.
 - c. If any payments are made prior to the first invoice, the remaining balance will be recalculated and spread over the 8-month payment plan.
 - d. If you wish to change your payment plan from monthly to either Semi-Annual or Annual, this change must be made **BEFORE** the first invoice is generated on August 5, 2025, by calling FACTS, see FAQs below.
 - e. Bus charges will be added at the beginning of August prior to the first tuition/bus invoice. Once added, the invoice plan will be recalculated, and the 8-month payment schedule **will change** if you add bus service.
- 3- The \$100 minimum family contribution (Tuition Deposit) has been set up as an Incidental Expense.
 - a. You will be able to make your \$100 payment at this time. This is **NOT** covered by Financial Aid.

4- This is an example of what the payment plan email looks like and where to find the FACTS link:

PAYMENT SCHEDULE

PAYMENT DATE	DESCRIPTION	AMOUNT
08/25/2024	Invoice	\$826.75
09/25/2024	Invoice	\$826.75
10/25/2024	Invoice	\$826.75
11/25/2024	Invoice	\$826.75
12/25/2024	Invoice	\$826.75
01/25/2025	Invoice	\$826.75
02/25/2025	Invoice	\$826.75
03/25/2025	Invoice	\$826.75

Additional information about your plan:

If a payment is returned, a \$30.00 FACTS returned payment fee will be assessed.

Any balance remaining unpaid after the due date shall incur a late fee of 1.00% per month.

Go to [FACTS](#) to view and manage your information online. You may also access the [terms and conditions](#) online.

Click on this link

BALANCE DETAILS:

NAME	DESCRIPTION	AMOUNT
Kimo Kealoha	Tuition-High School KSK - Charges Added - 2024-2025 SY Tuition	\$6,614.00

Please contact Kamehameha Schools PreK-12 if you have any questions about your

Q: What is the \$100 minimum family contribution?

A: Kamehameha Schools requires a mandatory, non-refundable, minimum family contribution (tuition deposit) of \$100.00, which will be billed on the August 6th incidental invoice and is **due by August 25, 2025**. This \$100 represents a family’s minimal financial investment in their child’s education at Kamehameha Schools and is **NOT COVERED** by financial aid.

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

A: FACTS will automatically calculate the amount of your payment due, 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 minimum family contribution.

SY 2025-2026			
Grade	Annual	Semi-Annual	Monthly
Due Dates	August 25, 2025 Less \$100 Deposit	August 25, 2025 and January 25, 2026	August 25, 2025– March 25, 2026
Maui & Hawai‘i Kapālama Grades K-5 Grades K-6	\$5,576	\$2,788	\$697.00
Maui & Hawai‘i Grades 6-12 Kapālama Grades 7-12 Day	\$6,883	\$3,441.50	\$860.38
Kapālama Grades 7 – 12 Boarder	\$12,294	\$6,147	\$1,536.75
Bus Service (Roundtrip)	\$1,821	\$910.50	\$227.63

Q: What payment plans (billing frequency) are available for tuition and/or bus fees, when are they due?

A: FACTS offers 3 payment plan options and invoices are sent electronically by (email) beginning August 5, 2025. Accordingly, payments will be due as follows:

- **Monthly** - Eight payments (default)
 - All students are set-up on a monthly payment plan with FACTS each school year and will receive electronic (email) invoices over an eight-month period beginning August 5, 2025, through March 5, 2026.
 - 1st monthly payment due no later than August 25, 2025, with last payment due no later than March 25, 2026.
- **Annual** - One payment
 - You will receive an email, once tuition has been posted to your account. Log in and pre-select all 8 invoices to pay at once OR call FACTS **AFTER** you receive your email to pay by telephone.
 - Due no later than August 25, 2025.
- **Semi-Annual plan** – Two payments
 - Once tuition has been posted to your account, call FACTS **before August 4, 2025**, to be billed in 2 installments (August and January)
 - 1st payment due no later than August 25, 2025 via online or telephone to FACTS.
 - 2nd payment due no later than January 25, 2026 via online or telephone to FACTS.

All payments must be **received and processed** no later than the 25th day of the month to avoid the late fee. Payments received after the 25th day of the month will be assessed the 1% late fee which will be computed on the outstanding balance on your account.

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

A: Payment Plan Monthly Invoice:

Invoices will be emailed monthly to the Primary Payer. Payments can be made electronically by logging on to <https://online.factsmgt.com> or by telephone by calling FACTS. If you wish to receive a paper invoice by postal mail, please contact FACTS Management directly to make this change.

- Credit Card payments: Please note there is a 2.95% service fee applied for each payment.
- Savings or checking account payments: There is no service fee for this option.

Parents who do not wish to receive monthly invoices have the option to select an alternate method of payment via automatic bank payment (ACH) or automatic credit card payment which the Primary Payer can set up through their FACTS account.

Automatic Tuition and/or Bus Payments (DO NOT sign up if you applied for financial aid)

- **Checking or savings bank account electronic payment (ACH):**

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 can be scheduled to occur between the 5th through the 25th of each month. Sufficient funds must be available in your account on the day the ACH is scheduled to occur, or the transaction will be returned, and FACTS will charge a **\$25.00** non-sufficient funds fee for each payment returned by your financial institution.

- **Credit Card Payment:**

Tuition payments by credit card (Visa, MasterCard, Amex or Discover) will be subject to an additional 2.95% convenience fee per transaction. Deductions can be scheduled to occur between the 5th through the 25th of each month.

Automatic Payment Plans (ACH/Credit Card) **WILL NOT** rollover from prior school year. **This must be set up each school year.**

Q: How do I make non-electronic monthly payments and how do I avoid the 1% late fee?

A: If paying by check or money order:

- Mail directly with payment stub to the lockbox (address on payment stub).
Kamehameha Schools
PO BOX 30580
Honolulu, HI 96820
- Only payments made by personal check, cashier's check, or money order (made payable to Kamehameha Schools) can be processed. Please **DO NOT** mail cash.
- The top portion of the invoice (payment stub) is **REQUIRED** in order to process a payment sent by mail.
- Please write your FACTS customer number and student's name on the check or money order.
- We highly recommend that you do not use the online check payment option offered by your financial institution since those checks are mailed without the payment stub and we may not be able to identify who the payment is intended for.

If paying by cash:

- In person at any First Hawaiian Bank branch (FHB) with your payment stub. (There is no charge for this service)
 - FHB will only accept the following methods of payment at the branch: Cash, personal check, cashier's check, or money order (made payable to Kamehameha Schools).
- The top portion of the invoice (payment stub) is **REQUIRED** in order to make a payment at any FHB branch.

Please refer to the FACTS Information in the Infinite Campus parent portal (click on Documents) to access instructions on how to print the payment stub.

All payments must be **received and processed** no later than the 25th day of the month to avoid the late fee. Payments received at FACTS or First Hawaiian Bank AFTER the 25th day of the month will be assessed the 1% late fee which will be computed on the outstanding balance on your account.

Q: What about other school billings?

A: FACTS will email an Incidental Expense Invoice on the 6th of the month starting on August 2025 for non-tuition/bus charges such as the minimum family contribution (tuition deposit), lost student ID cards, library fines, lost books, lost/damaged computer equipment and boarder airfare. This Incidental invoice is separate from the tuition/bus payment plan invoice. If you select an automatic tuition ACH or automatic tuition credit card payment option, these incidental charges **WILL NOT** be included in that automatic monthly payment. These charges are due upon receipt and are **NOT covered** by Financial Aid.

*We highly recommend that you **DO NOT** sign up for automatic payment for incidental invoices.*

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:

- \$25.00 for each payment returned by the bank.
- 1% Late fee computed on all outstanding past due amounts.
- Optional \$22.50 Peace of Mind (POM) benefit (refer to the "Protection Plan" tab on the FACTS Web site for more information)

Q: What is the Prepay Accounts box that I see on FACTS?

A: This is solely used for our Kapālama Campus Elementary School breakfast program which parents/guardians can add funds to their child's breakfast account. Unfortunately, because all students attending a Kamehameha Schools Preschool or K-12 campus are set up on FACTS on the same institution, we are not able to hide this box and is visible for everyone. Please do not add funds if your child is NOT a student at the Kapālama Campus Elementary School.

Below is an example of what the FACTS page looks like, when you set up your login for your billing account.

The screenshot shows the FACTS Billing Account interface for Liane Seto. The interface includes a header with the Kamehameha Schools logo and a Notifications bell icon. The main content area is divided into several sections: 'Hello Liane', 'Payment Plan & Billing', 'Prepay Accounts', and 'FACTS Grant & Aid'. The 'Payment Plan & Billing' section shows a current balance of \$3,264.73 and a 'Make a Payment' button. The 'Prepay Accounts' section shows a balance of \$0.00 and an 'Add Funds' button. The 'FACTS Grant & Aid' section shows an application ID of 987654321 and a 'View FACTS Application' button. Annotations with red boxes and arrows point to specific features: 'Click here to make a payment' points to the 'Make a Payment' button; 'Click here to set up an automatic payment plan for Tuition/Bus' points to the 'Actions' dropdown menu; 'We DO NOT recommend you set up an automatic payment for Incidental Expenses' points to the 'Incidental Expenses' section; and 'This is ONLY for Kapalama Campus Elementary School students (Grades K-6) to add funds for their breakfast program.' points to the 'Add Funds' button.

Notifications

Hello Liane

Payment Plan & Billing View Details

Liane Seto #123456789
For Kamaka Seto

Current Balance
\$3,264.73

Make a Payment

2024-2025 SCHOOL YEAR AMOUNT DUE

Payment Plan (123 456 789) Actions **\$2,915.94**

Plan owned by Liane Seto

Incidental Expenses Actions **\$348.79**

Prepay Accounts View Details

Liane Seto #123456789
For Kamaka Seto

Add Funds

2024-2025 SCHOOL YEAR BALANCE

Kapalama Campus Elementary (Grade K-6 Only) Breakf **\$0.00**
For Kamaka Seto

FACTS Grant & Aid

2025-2026

Application ID 987654321 Application Complete

Your application is complete. Please note that award decisions are not made by FACTS but the organization providing the scholarship.

View FACTS Application

PRIOR APPLICATION

2024-2025 School Year - Application ID 876543210

Liane Seto

liseto@ksbe.edu

Kamehameha Federal Credit Union - 1234

Want to allow a friend or family member to pay toward your balance?
Add an Authorized Party.

Have another activity you want to link?

FINANCIAL AID

FINAL Financial Aid **DEADLINE** is **May 31, 2025** to complete an application for the 2025-2026 school year.

- Gather your 2023 federal taxes and W2s to get started.
- Go to <https://online.factsmgt.com>, login to your child's FACTS Billing Account with your username and password to access the Grant & Aid application.
- There is a non-refundable application fee of \$40 which is payable electronically by credit card or through your checking or savings bank account.
- It takes time to process an application, so we **HIGHLY ENCOURAGE** you to submit your application as soon as possible to get an award determination before the first invoice is due.
- Financial Aid awards do not carry over from year to year. You must submit a new application for the 2025-2026 schoolyear if you need financial assistance.

Please call the O'ahu Resource Center at (808)-534-8080 or toll free at (800) 842-4682, press 3 to check on the status of your financial aid application.

GENERAL INFORMATION

Current school year balances for returning students must be cleared by May 16, 2025, 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:

Kapālama Campus:	Jaz Balberdi, Senior Analyst, Kapālama Finance (808) 842-8694 or jsbalber@ksbe.edu
Maui Campus:	Debbie Kato, Campus Fiscal Administrator (808) 573-7035 or dekato@ksbe.edu
Hawai'i Campus:	Jeri-Lynn Spain, Director, Campus Finance (808) 982-0038 or jespain@ksbe.edu

If you have any questions regarding FACTS Management, your child's billing account or payment questions, please contact Liane Seto at (808) 842-8084 or liseto@ksbe.edu or FACTS Customer Service: 1-866-441-4637 (Open 24 hours, 7 days a week)

Campus Contact Information



For assistance with Online Registration Enrollment or KS Account login please contact the Kamehameha Schools Resource Center at (808) 534-8080 or toll free (800) 842-4682 (IMUA), press 7 or your campus unit office.

Hawai`i Campus Unit Office

Hawai`i Elementary School:	Dancyne Kama	knkama@ksbe.edu	(808) 982-0200
Hawai`i Middle School:	Kayla Pacheco	kapachec@ksbe.edu	(808) 982-0279
Hawai`i High School:	Joy McCollum	jomccoll@ksbe.edu	(808) 982-0608
Hawai`i High School:	Shyann Loa	shloa@ksbe.edu	(808) 982-0669

Elementary School Office:	(808) 982-0200	16-714 Volcano Road, Keaau, HI 96749
Middle School Office:	(808) 982-0400	16-712 Volcano Road, Keaau, HI 96749
High School Office:	(808) 982-0600	16-716 Volcano Road, Keaau, HI 96749

Kapālama Campus Unit Office

Kapālama Elementary School:	Melissa Maeda	memaeda@ksbe.edu	(808) 842-8383
Kapālama Elementary School:	Rachel Lee	ralee@ksbe.edu	(808) 842-8564
Kapālama Middle School:	Hoku Ho'ohuli	hohoohul@ksbe.edu	(808) 842-8366
Kapālama Middle School:	Steve Cuyno	stcuyno@ksbe.edu	(808) 843-3567
Kapālama High School Grade 9:	Myra Vinta	myvinta@ksbe.edu	(808) 842-8137
Kapālama High School Grade 10:	Kumakaleikini Soon	kisoon@ksbe.edu	(808) 842-8431
Kapālama High School Grade 11:	Carol Anguay	caanguay@ksbe.edu	(808) 842-8751
Kapālama High School Grade 12:	Jeanelle Kaleopaa	jakaleop@ksbe.edu	(808) 842-8982

Maui Campus Unit Office

Māhele Lalo Gr K-5 Office	Sunny Kim	sukim@ksbe.edu	(808) 572-3300
Māhele Luna G 6-8 Office:	Vaea Rodrigues	varodrig@ksbe.edu	(808) 572-4200
Māhele Luna G 9-12 Office:	Charlene Brown	chbrown@ksbe.edu	(808) 573-7000

Preschool Office

Jodi Shimabukuro	(808) 534-8308
Lehua Wright	(808) 534-8321

For assistance with FACTS or billing questions, contact Liane Seto liseto@ksbe.edu (808) 842-8084

