



KAMEHAMEHA SCHOOLS®

**KIPONA SCHOLARSHIP PROGRAM
SCHOOL YEAR 2025-2026
SCHOOL COLLABORATOR EXPECTATIONS**

Schools will adhere to the following conditions for continued participation in the Kamehameha Schools' (KS) Kipona Scholarship Program administered by Financial Aid and Scholarship Services (FASS):

Licensing and Accreditation

1. Schools must be licensed under the Hawai'i Council of Private Schools (HCPS) or accredited by a KS recognized accreditation institution. Schools that are not HCPS licensed, are responsible for providing documents that supports accreditation (i.e. certificate(s) of licensing/accreditation and/or letters of approval).
2. Schools must align strategically with KS' mission, vision, Hawaiian cultural-based education, academic rigor, systems of support.
3. Schools approved as a school collaborator in school year 2024-2025, do not have to reapply to participate in the 2025-2026 Kipona Scholarship program.
4. Schools understand that KS may remove any school from the School Collaborators List at any time or may elect not to list a school.

Tuition Rates and School Information

5. Schools must submit their **published** tuition rates for the current school year upon request by KS. KS will calculate the potential scholarship award for the entire year based on the Cost of Attendance (COA). Award calculations applied will default to the most recent tuition information provided to KS (even if the school cannot provide the current rates).
6. KS will not make any adjustments to awards if tuition rates increase after the deadline.
7. Schools must allow parents to apply to any/all school affiliated scholarships or financial aid programs.
8. At KS' request, schools must provide student academic assessment results to verify academic progress and evaluation of program success. Additional data and information may be requested.
9. Schools should notify Financial Aid and Scholarship Services (FASS) in writing of any changes in school's Kipona contact's address, phone number(s), and/or email addresses within 30 days of noted change.

Enrollment Information and Refunds

10. Schools must complete the enrollment confirmation and provide any school financial aid or scholarship award information by the requested deadline. Award disbursements for Kipona Scholarship program schools are made in one installment beginning in August. Failure to complete the enrollment confirmation process by the annual deadline will result in a delay of the award for the school year.
11. Schools should notify Financial Aid and Scholarship Services (FASS) of any changes in a student's enrollment or non-KS subsidies within 30 days of noted change.

12. Upon a student's withdrawal or dis-enrollment, schools must reimburse KS any allowable funds (per the school's parent/student handbook), within 30 days.
 - If the school pro-rates tuition due to a keiki being enrolled for a partial month, the pro-rated tuition amount must be reported within 30 days of the pro-rated month. KS will calculate the refund required.
13. In the event a refund check is lost in transit, schools are responsible for any incurred fees (i.e. postage, stop payment, etc.).
14. Student retention in school program is the responsibility of the parent/legal guardian and the school.

Award Disbursements

15. Award disbursements are contingent upon the timeliness of:
 - The receipt of enrollment confirmation from the school
 - Parents/legal guardians' acceptance of the award and its Terms and Conditions
 - The completion of all program requirements (e.g. Ho'oulu Kaiāulu service hours, etc.)
 - The receipt of any refunds due to overpayment of a balance owed by prior school.
16. Kipona scholarships are paid to schools on behalf of the student. Parents/Legal Guardians determine which school will receive their child's award.
17. The award cannot be used to reserve a spot at the school. Student must be attending school physically or virtually.
18. Kipona returnee awards are not disbursed if prior year's requirements have not been fulfilled by the parents/legal guardians.
19. Final award disbursements for each school year are made no later than May 31st. Any payments delayed because of failure to complete School Collaborator or parent requirements will not be paid after May 31st. All unpaid charges incurred are the responsibility of the parents/legal guardians.
20. Awards can be used for distance learning, so long as the school is providing active instruction.

Volunteer Requirements, Representation, and Media

21. Schools are not provided access to family online FACTS Requirement Portal accounts. Schools may request from families on their behalf a copy of their submitted report.
22. Participation in volunteer work should not impact school's established business practices.
23. KS expects all schools to use best business practices in planning their annual budget and enrollment. KS is not responsible for providing working capital to schools or to secure continued school operations through student awards.
24. Families have obligations to fulfill as participants in the Kipona Scholarship program. If they do not complete the required conditions, the award may be terminated. KS will notify schools of any termination and families will be responsible for unpaid tuition and fees to the school for any terminated awards.
25. Schools are not agents (implied, inferred, or by association) of KS, nor do they have right to make public statements about the Kipona Scholarship program.
26. The use of the KS name, logo, or the Kipona Scholarship program name in any print, online, or media advertising is strictly prohibited.

27. Schools are not allowed to market KS, its logo or any likeness in their print, online, or media advertisements. Schools may refer families to the Outreach Support Services website at https://www.ksbe.edu/apply/financial_aid/kipona/ as a link on the school's web site.
28. Schools will allow KS to take photos of scholarship recipients at the schools for marketing and communication purposes. KS will make arrangements with parents/legal guardians and the school prior to taking any photos.