



## KAMEHAMEHA SCHOOLS®

### PAUAHI KEIKI SCHOLARS (PKS) SCHOLARSHIP PROGRAM SCHOOL YEAR 2025-2026 SCHOOL COLLABORATOR EXPECTATIONS

Preschools will adhere to the following conditions for continued participation in the Kamehameha Schools' (KS) Pauahi Keiki Scholars (PKS) Scholarship Program administered by PreK-12 Financial Aid and Scholarship Services (FASS):

#### Licensing and Accreditation

1. Preschools must be currently licensed by the State of Hawai'i Department of Human Services (DHS) or the United States Department of Defense (DOD).
2. Preschools must be confirmed members in good standing and accredited by a KS recognized accreditation system. Schools are responsible for providing documents that support licensing and accreditation (i.e., certificate(s) of licensing/accreditation and/or letters of approval). If preschool is non-accredited, preschool must be approved to participate through KS' PKS expansion program.
3. Preschools approved as a school collaborator in school year 2024-2025, do not have to reapply to participate in the 2025-2026 PKS Scholarship program. However, preschools under the PKS expansion program must complete annual review and monitoring through the expansion team for continued participation.
4. Preschools understand that KS may remove any preschool from the School Collaborators List at any time or may elect not to list a preschool.

#### Tuition Rates and School Information

5. Preschools must submit their **published** tuition rates for the current school year upon request by KS by the communicated deadline. 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. At KS' request, preschools will provide academic, optional, extended day, enrichment, summer, and school break/intercession program brochures and published rates.
8. Preschools should notify Financial Aid and Scholarship Services (FASS) in writing of any changes in the school's PKS contact's address, phone number(s), and/or email addresses within 30 days of noted change.

#### Enrollment Information and Refunds

9. Preschools must update enrollment confirmation and submit information regarding any non-KS subsidies (i.e. Preschool Open Doors, Child Care Connections, etc.) a student may be receiving to KS on a timely basis.
  - If the total of a keiki's PKS award disbursement and other subsidy being received exceeds monthly tuition cost, KS will adjust awards accordingly and preschools must reimburse KS any overpayment within 30 days.

10. Preschools 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.
11. Upon a student's withdrawal or dis-enrollment, preschools must reimburse KS any allowable funds (per the school's student/parent handbook), within 30 days. Note, a student must be actively enrolled in a given month to be eligible to receive PKS funds.
  - If the preschool 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.
12. In the event a refund check is lost in transit, preschools are responsible for any incurred fees (i.e. postage, stop payment, etc.).
13. Student retention in preschool program is the responsibility of the parents/legal guardians and the preschool.
14. Preschools will allow KS staff to assess students in the scholarship program for academic progress and evaluation of program success. Additional data and information may be requested.

### **Award Disbursements**

15. Award disbursements are contingent upon the timeliness of:
  - The receipt of enrollment confirmation from the preschool
  - Parents/legal guardians' acceptance of the award and its Terms and Conditions
  - The completion of all program requirements (e.g. Parent Quarterly Report [PQR])
  - The receipt of any refunds due to overpayment of a balance owed by prior school.
16. PKS awards are paid to preschools on behalf of the student. Parents/Legal Guardians determine which preschool will receive their child's award.
17. Awards are disbursed to preschools quarterly (typically August, October, January and May). Award disbursements are contingent upon timely completion of all program requirements.
18. Initial award disbursement will be effective the first month of the enrollment start date reported by the preschool. Enrollment start date is defined as the first day the recipient is physically or virtually present at the preschool.
19. Final award disbursements for each school year are made no later than September 30th. Any payments delayed because of failure to complete enrollment confirmation or PQRs will not be paid after September 30th. All unpaid charges incurred are the responsibility of the parents/legal guardians.
20. The award cannot be used to reserve a spot at the preschool. Student must be attending preschool physically or virtually.
21. Students transitioning from preschool to kindergarten will only receive disbursement if the program they are attending is a preschool program. Kindergarten summer programs are not funded.
22. PKS returnee awards are not disbursed if prior year's PQR requirements have not been fulfilled by the parents/legal guardians.
23. Awards can be used for distance learning, so long as the preschool is providing active instruction.

### **Volunteer Opportunities, Representation, and Media**

24. Preschools must provide adequate volunteer opportunities to parents/legal guardians to fulfill their PQR requirements.
25. Volunteer opportunities will be clearly communicated and are strictly voluntary. Preschools should not expect families to perform volunteer hours at the discretion of the preschool or assign volunteer duties to parents/legal guardians.
26. Preschools 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.
27. Participation in volunteer work should not impact preschool's established business practices.
28. 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 preschools or to secure continued preschool operations through student awards.
29. Families have obligations to fulfill as participants in the PKS program. If they do not complete the required conditions, the award may be terminated. KS will notify preschools of any termination and families will be responsible for unpaid tuition and fees to the school for any terminated awards.
30. Preschools are not agents (implied, inferred, or by association) of KS, nor do they have right to make public statements about the PKS Scholarship program.
31. The use of the KS name, logo, or the PKS name in any print, online, or media advertising is strictly prohibited.
32. Preschools are not allowed to market KS, its logo or any likeness in their print, online, or media advertisements. Schools may refer families to the PKS website at [https://www.ksbe.edu/apply/financial\\_aid/preschool/pauahi\\_keiki\\_scholars/](https://www.ksbe.edu/apply/financial_aid/preschool/pauahi_keiki_scholars/) as a link on the school's website.
33. Schools will allow KS to take photos of scholarship recipients at the schools for marketing and communication purposes. KS will arrange with parents/legal guardians and the school prior to taking any photos.