

**Kamehameha Schools Electronic Enrollment Process
ENROLLMENT CHECKLIST**

The deadline for completing the enrollment process is [April 30, 2015](#)

Requirements:

- A computer with Internet access
- A valid email address AND an active KS Connect Account.
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

- A checking or savings account at a financial institution that allows electronic funds transfers if electing an alternate method of payment via EFT/ACH (see FAQs).
- A VISA, Master Card, Discover, or American Express credit card if electing an alternate method of payment via credit card (see FAQs). Parents using this method will be assessed an additional convenience fee of 2.75%.

PLEASE REFER TO THE ATTACHED PAYMENT INSTRUCTIONS TO LOG ON TO KS CONNECT.

If you are unable to enroll electronically or meet any of the above requirements, please complete the SY 15-16 Tuition Contract and mail to the following address by April 30, 2015: Attn: Fiscal Administrator, Kamehameha Schools Maui, 260 `A`apueo Parkway, Pukalani HI 96768.

If you have any questions on this matter or would like to select an alternate payment method (see FAQs), please contact Verna Takakura, Administrative Coordinator at 573-7452 or vetakaku@ksbe.edu by the deadline stated above.

Kamehameha Schools Electronic Enrollment Process FREQUENTLY ASKED QUESTIONS (FAQ's)

ELECTRONIC SECURITY AND ELECTRONIC FUND TRANSFERS (EFTs)

Q: Is the electronic enrollment process secure?

A: Yes, systems are in place to provide safeguards to protect your security. No information will be shared with unauthorized third parties other than FACTS.

Q: What is an electronic funds transfer?

A: Electronic funds transfer or EFT is a computer based system used to perform financial transactions electronically. Please check with your financial institution to ensure that it allows EFT.

Q: Does this mean that the School or FACTS has direct access to my account?

A: No one other than you and your financial institution has access to your account.

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 missed payment or for insufficient funds;
- 1% Late Charge Fee computed on all outstanding past due amounts;
- Optional \$14 Peace of Mind (POM) benefit (refer to the "Protection Plan" tab on the FACTS Web site for more information)

Q: When are payments due and how do I avoid the 1% late fee?

A: Unless otherwise requested, all students are automatically enrolled with FACTS and will receive monthly invoices over an eight month payment plan. Accordingly, payments will be due as follows:

- **Monthly** - Eight payments
 - 1st monthly payment due no later than 6:00p.m. Hawaii Time, August 31, 2015 with last payment due no later than 6:00p.m. Hawaii Time, March 31, 2016.

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, 2015
- **Semi-Annual** - Two payments
 - 1st payment due no later than 6:00p.m. Hawaii Time, August 31, 2015
 - 2nd payment due no later than 6:00p.m. Hawaii Time, January 29, 2016

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 payment plans are available?

A: All returning students are automatically enrolled with FACTS and will receive monthly invoices over an eight month payment plan. Annual (single payment) and semi-annual (two equal payments) payment plans are also available, but you must contact Verna Takakura at vetakaku@ksbe.edu no later than April 30, 2015 to make this change.

Q: What are my payment options for tuition and fees?

A: For the SY 2015-2016, invoice statements will automatically be mailed to the student’s home address on file **unless an alternate method of payment is selected by April 30, 2015.** Parents should send their check or money order directly to FACTS with the remittance stub attached to the statement. Parents can also pay their bills electronically at www.factspayment.com

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.

ACH is an automatic debit to your checking or savings account regularly scheduled for either the 5th or 20th of each month. While this method is convenient, parents selecting this option must insure that sufficient funds are available in order to avoid the \$30.00 fee for missed payments. Please check with your financial institution to ensure that it allows ACH. **Do not elect ACH if you expect to receive Financial Aid.**

Parents may pay by credit card (Visa, MasterCard, Amex or Discover) but will incur an additional 2.75% convenience fee.

Q: What about other school billings?

A: FACTS will bill all other charges such as bus fees, lost student ID cards, library fines, lost books and boarder airfare using **invoice** statements. These charges are due upon receipt.

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 less the mandatory \$100 reservation deposit.

SY 2015-2016

Grade	Annual	Semi-Annual	Monthly
Due Dates	August 31, 2015	August 31, 2015 and January 29, 2016	August 31, 2015– March 31, 2016
Kapālama K-6, Maui & Hawai`i K-5	\$3,983.00	\$1,991.50	\$497.88
Maui & Hawai`i Gr. 6	\$4,105.00	\$2,052.50	\$513.13
7 – 12 Day	\$4,923.00	\$2,461.50	\$615.38

FACTS MANAGEMENT & FINANCIAL AID

Q: I’ve applied for Financial Aid. How will this work?

A: If you applied for Financial Aid and meet the April 30, 2015 early notification deadline date, your application will be processed and reviewed for award eligibility by July 31. Once the award amount is determined, KS will send this information to FACTS to reduce your outstanding balance. FACTS will recalculate your new payment amount.

Q: I've applied for Financial Aid but I don't know how much financial aid I will get and how much I might have to pay. What payment plan should I choose?

A: Your payment plan and payment frequency should be selected on the basis that no award will be received. Financial Aid awards will be credited to your account, and FACTS will recalculate the new payment amount. This means all applications for Financial Aid must be completed and submitted by April 30, 2015 in order for an award to post to your balance before the 1st billing cycle in August 2015.

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, 2015**

We advise you to call KS' Financial Aid and Scholarship Services office (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 www.factsmtg.com and log on to My FACTS Web site using your access code to get new payment information. If you wish to speak directly with a FACTS customer service representative, call toll free 1-800-624-7092. Please allow up to 2-3 weeks for payment recalculations to be reflected.

GENERAL ENROLLMENT INFORMATION

Q: When is the \$100 reservation deposit due?

A: FACTS will include the \$100 non-refundable deposit in the April 2015 invoice for currently enrolled students. Payment should be received by FACTS no later than April 30, 2015 to avoid a 1% late fee finance charge. The applicable payment deadline for new invites can be found in your child's student orientation packet.

Keep in mind that **all outstanding account balances held by you with Kamehameha Schools must be cleared by May 21, 2015** to avoid potential disenrollment of your child and/or rescission of his/her invitation.

Q: What if I cannot afford the \$100 reservation deposit?

A: If there are extenuating circumstances, please send letter explaining your situation along with supporting documentation to Debbie Kato, *Interim* Director of Operations at dekato@ksbe.edu or 260 'A'apueo Parkway, Pukalani, HI 96768 prior to April 30, 2015.