March 28, 2013

Aloha mai kākou e nā mākua,

E komo mai i Kamehameha! For our returning ʻohana, welcome back! To all, we continue to be honored and privileged to serve your children.

Ke Aliʻi Bernice Pauahi Bishop gave the Hawaiian people a very special gift: a school to help children become good and industrious men and women. Her gift has helped educate more than 22,000 students over the past 120 years and is one that will last in perpetuity, educating thousands more. Through a Kamehameha Schools education, your child receives the best in academics, spiritual, physical, social and leadership development within an environment rich in heritage, spirituality, and Hawaiian culture.

Such an experience at Kamehameha Schools does not come without considerable costs which are summarized in the table below.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Approximate Annual Per Student Cost of Education at KS</th>
<th>Cost of Education Covered by KS</th>
<th>2013-2014 Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K-5</td>
<td>$19,640</td>
<td>$16,364</td>
<td>$3,276</td>
</tr>
<tr>
<td>Grade 6</td>
<td>$19,640</td>
<td>$16,254</td>
<td>$3,386</td>
</tr>
<tr>
<td>Grades 7-12 Day</td>
<td>$19,640</td>
<td>$15,512</td>
<td>$4,128</td>
</tr>
</tbody>
</table>

Clearly, tuition charges for students enrolled in full-time Kamehameha Schools’ campus programs continue to constitute a small percentage of the overall per student cost to provide these program services. As shown in the table, all Kamehameha students receive financial assistance through a KS subsidy that covers approximately 79-83 percent of total program costs.

For families who feel they cannot cover their portion/balance of the cost to attend Kamehameha, we will continue to provide generous financial aid to those who demonstrate financial need. Financial aid applications can be accessed through our Financial Aid and Scholarship Services Web page at www.ksbe.edu/finaid or requested by calling 534-8080.

All families, even those who qualify for full financial aid, are required to pay a $100 reservation deposit toward their child’s education. This non-refundable deposit commits students to attend next year and obligates the school to reserve a space. Classroom seats are at a premium as there are many deserving children wait listed for admission.

The deposit will be added to the existing account of all returning students and billed accordingly in April 1, 2013 by FACTS Management. Payment should be received by FACTS no later than April 30, 2013. A 1% finance charge will be assessed on all deposit payments received after April 30, 2013. Parents of newly invited students are required to mail their reservation deposit in the envelope provided by the applicable deadline stated in their child’s orientation packet.
KAMEHAMEHA SCHOOLS
Hawai‘i
Office of the Head of School

All existing accounts at Kamehameha Schools must be current by May 24, 2013 unless other arrangements have been made with your Campus Fiscal Officer. If past due amounts remain unpaid after May 24, 2013 and you have not sought assistance through your Campus Fiscal Officer, KS reserves the right to give your child’s seat to the next child on the waiting list.

Enclosed with this letter is an enrollment packet consisting of a Tuition Contract, Enrollment Instructions, and Frequently Asked Questions (FAQs) related to enrollment. All KS billing and collection activities for students enrolled in grades K – 12 will be provided by FACTS Management. All students are automatically enrolled with FACTS and will receive monthly invoices over an eight month payment plan.

Kamehameha Schools will continue to offer a premier education program at low cost to our families. Your continued love and support of your child at home and at school are much appreciated. We understand that your child is a precious gift we hold in our hands, a child whom we have promised our Princess to serve well.

If you have any questions or concerns regarding your child’s enrollment for the 2013-2014 school year, please contact Peter Fuchs at 982-0038 or at pefuchs@ksbe.edu.

Me ke aloha pumehana,

[Signature]

Holoua Stender, Ed.D.
Head of School
Kamehameha Schools
Hawai‘i Campus
KAMEHAMEHA SCHOOLS
TUITION CONTRACT
2013-2014 School Year

Student Name: ________________________________ Campus: ________________________________

Student ID #: ________________________________ Grade: ________________________________

This Tuition Contract is made between The Kamehameha Schools (“KS”) and the undersigned parent(s) and/or
guardian(s) (“I/we”). In consideration for KS’s enrollment of my/our child named above (“Student”) for the
2013-2014 school year, I/we agree to the following:

1. **Payment of All Amounts Due.** I/We agree to pay KS tuition for the entire school year by payment to
FACTS Management Company (“FACTS”). I/We understand that FACTS is an independent company
separate and distinct from KS that provides various financial services including low-cost, automated
payment plans for families and students as well as information management technology.

I/We have received information pertaining to the Student’s tuition amount that I/we must pay for the
2013-2014 school year. I/We further agree to pay such tuition in accordance with a payment plan
consisting of eight (8) monthly installments of tuition and authorize FACTS to bill us to that effect,
commencing on **August 1, 2013**.

In addition to the above, I/we will pay all charges, incurred by the Student to the KS Student Account
during the school year, by the due date shown on the statement sent to me/us by FACTS. I/We will call
the Campus Fiscal Office for more information or for inquiries.

2. **Financial Aid.** I/WE UNDERSTAND THAT I/WE MUST MAKE PAYMENTS EVEN IF I/WE ARE
APPLICATION FOR FINANCIAL AID; I/we will call (808) 534-8080 if I/we need an application form.
I/We agree that the payment plan will apply to any portion of the tuition not covered by financial aid.

3. **Reservation Deposit (Minimum Tuition Contribution).** I/We understand that I/we must submit this
Tuition Contract and reservation deposit of $100.00 on or before **May 24, 2013**. The reservation deposit
will be applied toward payment of the tuition. I/We understand and agree that the reservation deposit is
nonrefundable and nontransferable if the Student does not enroll for any reason. Failure to pay the
deposit with this Tuition Contract may cause the withholding of class schedules, barring student
attendance on campus, or rescinding admission invitations for new invitees.

4. **Withdrawals or Dismissals.** I/We agree that I/we will pay all adjusted tuition amounts calculated to
the partial (15th day of the month) or whole month (end of the month) of our Student’s withdrawal or
dismissal. If this adjustment results in a credit on our Student’s account, I/we will receive a refund
within 90 days of the withdrawal or dismissal. I/We understand and agree that fees and bus
transportation charges are NOT adjusted, reduced or refunded, including fees assessed. I/We also
understand and agree that no reduction in tuition or fees will be made for late entrance or absence.
The Student’s release from KS will not release me/us from my/our obligations under this Tuition Contract.

5. **Late Charge.** I/We agree to pay a late charge at the rate of 1% per month (12% per annum) on any and
all past due amounts under our payment plan and on other past due charges at least 30 days past due
made by the Student to the Student’s account during the year.
6. **Enforcement.** I/we agree to abide by KS’s policies and procedures set forth in the current Student and Parent Handbook, (as amended). In addition, if I/we do not make payments as required by this Tuition Contract, I/we understand that KS will follow its policy governing unpaid student accounts which provides for the following non-exclusive remedies; a) late charges; b) suspension of enrollment; c) denial of registration of my/our child(ren)/ward(s) who has/have applied for admission into KS programs; d) denial of graduation ceremonies attendance privileges to seniors; and e) disqualification from receiving any post-high school financial aid.

7. **Costs and Expenses.** I/we agree to pay to KS the amounts due under this Tuition Contract. If KS must pursue a legal remedy, I/we agree to pay all costs and expenses including reasonable attorney’s fees paid or incurred by KS to enforce any of my/our promises under this Tuition Contract.

8. **General Terms.** I/we agree that this Tuition Contract shall be construed and enforced under the laws of the State of Hawai‘i. I/we further agree that if any portion of this Tuition Contract is deemed illegal or invalid, then only such portion shall be deemed omitted. I/we further agree that if either KS or I/we fail to enforce any of the terms of this Tuition Contract, such failure shall not be construed to be a waiver of such term.

9. **Payment Responsibility.** KS may rely on the following information in administering this Tuition Contract:

<table>
<thead>
<tr>
<th>Print Name of Mother or Legal Guardian</th>
<th>Print Name of Father or Legal Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>Phone: Home/Business</td>
<td>Phone: Home/Business</td>
</tr>
</tbody>
</table>
   | City/State/Zip Code                                         | City/State/Zip Code                                         

I/WE HAVE READ AND UNDERSTAND THE TERMS OF THIS TUITION CONTRACT, AND AGREE TO BE BOUND BY ITS TERMS.

_________________________  ______________________
Signature Mother/Legal Guardian Date

_________________________  ______________________
Signature Father/Legal Guardian Date

*Return this Tuition Contract by **May 24, 2013** to the respective Kamehameha Schools Campus Fiscal Office.*
1. Log into KS Connect (http://connect.ksbe.edu/) with your Email Address as your Username (Non-KS Addresses) and Password. (Email the Elementary, Middle or High School Office to setup an account if you don’t have one – email addresses are listed on the FAQ’s).

2. In the upper-right corner, switch your role to:

3. Click on the Direct Information, then Payment.

4. Verify the student name, ID number, grade, status and tuition amount listed. Contact Brian Chang, Fiscal Administrator at 842-8663 if there are any discrepancies. If the information is correct, review the instructions on this screen.

5. Click on the [Click Here To Get Started] button.

6. Review the terms and conditions of the Tuition Contract. Select [agree] in the drop down menu at the bottom of the screen, and type your full name in the text box {Full Name Here} (your signature). Click the [Sign Agreement] button.

7. Click the [Submit Agreement] button to continue. Print the next screen for your records.

This completes the electronic registration process. Note that all parents will automatically be setup on an eight month invoice plan with FACTS. This means that FACTS will send you an invoice beginning in August 2013 through March 2014. If you wish to elect an annual or semester plan, contact your Fiscal Officer, if you want an ACH, or credit card plan, continue to Step 8.

8. Review the instructions for FACTS. Click on the [Take Me To FACTS] button.

9. Review the information on the Facts eCashier Automatic Payment Program. Click on the menu bars for additional information as required. Click the [Proceed] button.

10. Student name, student ID number, parent name, address and phone and email address for billing party is pre-populated. Verify and update if necessary. Select Peace of Mind Option (Yes/No), set FACTS Access Code and enter Additional Authorized Party if applicable. Click the [Proceed] button.

☐ June 15, 11. Select a payment date (either the 5th or the 20th of each month) AND a payment frequency – monthly (8 payments), semi-annual (2 payments) or annual (full) payment. **Note you must select the 5th if you elect to receive invoice statements.**
12. FACTS automatically calculates your payment amount in the next screen, based on the payment frequency you selected. Use the “Reset Form” button to make changes; otherwise click the Proceed button.

<table>
<thead>
<tr>
<th>Amount to be paid through FACTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount: $4028.00</td>
</tr>
<tr>
<td>Down payment (PROCESSED IMMEDIATELY): $0.00</td>
</tr>
<tr>
<td>Amount to be budgeted: $4028.00</td>
</tr>
<tr>
<td>Number of monthly payments: 18</td>
</tr>
<tr>
<td>First 7 monthly payments: $503.50</td>
</tr>
<tr>
<td>Last payment: $503.50</td>
</tr>
<tr>
<td>Month of first payment: August</td>
</tr>
<tr>
<td>Payment date: 5th of the month</td>
</tr>
</tbody>
</table>

13. Select a payment method on the next screen. 63% of our parents use the invoice option, 33% use ACH and 4% use credit card. 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 fee for missed payments. Please check with your financial institution to insure that they allow ACH. Note there is a 2.5% convenience fee for credit cards and VISA is not accepted.

The options listed on this page are:
- ACH - tuition either monthly, semi-annually or annually via regularly scheduled EFT payments
- Credit card - tuition either monthly, semi-annually or annually via credit card
- Invoice Option - invoice statements mailed to your address either monthly, semi-annually or annually (Note this is the default plan for all parents)

Select one of the three payment methods and click the Proceed button.

14. The next screen depends on the payment method selected. Most parents will see a screen requesting Bank Information. Others will see a screen for credit cards. Fill in all fields and click the Proceed button.

15. Confirm all information on the Final Review Screen. This is the last opportunity to change personal information, payment plan, and account information. Review the terms and conditions click on the checkbox and click the Submit and Activate button.

16. The final screen provides a confirmation number. Print this screen for your records. Click on the Exit e-Cashier button and close the browser window.
Kamehameha Schools
Annual Enrollment Process

The deadline for completing the enrollment process is **May 24, 2013**.

Choose ONE method:
☐ Option 1 - Electronic Enrollment OR
☐ Option 2 – Paper-based Enrollment

**Option 1 - Electronic Enrollment**
To enroll electronically, you will need the following:
☐ 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**
- Hawai‘i Elementary School: Barbara Tampon batampon@ksbe.edu
- Hawai‘i Middle School: Kristen Iida kriida@ksbe.edu
- Hawai‘i High School: Kim Hayashida kihayash@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 below),

☐ A Master Card, Discover, or American Express charge card if electing an alternate method of payment via credit card (see below). Parents using these credit cards will be assessed an additional convenience fee of 2.50%. **VISA is not accepted.**

**FOLLOW THE PAYMENT INSTRUCTIONS ATTACHED TO LOG ON TO KS CONNECT TO COMPLETE THE ENROLLMENT PROCESS.**

**Option 2 – Paper-based Enrollment**

☐ **Complete** the Tuition Contract and return to the respective Kamehameha Schools Campus Fiscal Office listed below **no later than May 24, 2013**. A return envelope is provided.

☐ Print student name, ID number, campus and grade clearly on page 1 of the Tuition Contract for each student.
➢ Print the mother’s, father’s or legal guardian’s name(s), home and business phone(s), and addresses on page 2 of the Tuition Contract.

➢ Sign and date the Tuition Contract (one per student).

☐ Remit the $100 reservation deposit made payable to FACTS Management Services no later than April 30, 2013 to avoid a 1% late fee finance charge. Complete and include the remittance slip of your April 2013 invoice with payment.

If you have questions regarding either option above, contact Peter Fuchs, Fiscal Administrator at 982-0038 prior to May 24, 2013.
Electronic Security and Electronic Fund Transfers

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

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 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 will be automatically enrolled with FACTS to 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 30, 2013
  - with last payment due no later than 6:00p.m. Hawaii Time, March 31, 2014.
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 30, 2013

- **Semi-Annual** - Two payments
  - 1st payment due no later than 6:00p.m. Hawaii Time, August 30, 2013
  - 2nd payment due no later than 6:00p.m. Hawaii Time, January 31, 2014

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 will automatically be enrolled with FACTS to receive monthly invoices over an eight month payment plan. The $100 non-refundable deposit will be billed directly by FACTS in April 2013.

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

**A:** For the SY 2013-2014 invoice statements will automatically be mailed to the student’s home address on file **unless an alternate method of payment is selected.** 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 (MasterCard, Amex or Discover only) but will incur an additional 2.50% convenience fee. VISA is not accepted.

**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 on-line, 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 2013-2014

<table>
<thead>
<tr>
<th>Grade</th>
<th>Annual</th>
<th>Semi-Annual</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kapalama K-6, Maui &amp; Hawai‘i K-5</td>
<td>$3,176.00</td>
<td>$1,588.00</td>
<td>$397.00</td>
</tr>
<tr>
<td>Maui &amp; Hawai‘i Gr. 6</td>
<td>$3,286.00</td>
<td>$1,643.00</td>
<td>$410.75</td>
</tr>
<tr>
<td>7 – 12 Day</td>
<td>$4,028.00</td>
<td>$2,014.00</td>
<td>$503.50</td>
</tr>
<tr>
<td>7 – 12 Boarder</td>
<td>$7,558.00</td>
<td>$3,779.00</td>
<td>$944.75</td>
</tr>
</tbody>
</table>

### FACTS & 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, 2013, early notification deadline date, your application is being processed and reviewed for award eligibility by July 31. Once the award amount is determined, Financial Aid 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. Awards from Financial Aid 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, 2013, in order for an award to post to your balance before the 1st billing cycle in August 2013.

**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 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, 2013

We advise you to call the KS Financial Aid office (534-8080) to find out the status on 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 on-line. Your recalculated payment amount will also be reflected on your account. Simply go to [wwwFACTSmgmt.com](http://www.factsmgmt.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 2-3 weeks for payment recalculation information.

**General FACTS & Enrollment Information**

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

**A:** FACTS will include the $100 non-refundable deposit in the [April 2013] invoice for currently enrolled students. Payment should be received by FACTS no later than [April 30, 2013] 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 24, 2013] 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 contact your Campus Fiscal Officer as soon as possible:

Hawaii Campus: Peter Fuchs, 982-0038, pefuchs@ksbe.edu
16-716 Volcano Road
Kea'au, Hawaii 96749
March 1, 2013

KAMEHAMEHA SCHOOLS
KAMEHAMEHA SCHOOLS HAWAI‘I
TRANSPORTATION DEPARTMENT

STUDENT BUS TRANSPORTATION FOR School Year 2013-2014
TRANSPORTATION APPLICATION DEADLINE IS TUESDAY, APRIL 30, 2013

Kamehameha Schools Hawai‘i is pleased to provide bus transportation to all students. Each year we receive more requests than we can accommodate and therefore offer transportation on a "First-come, First-served" basis due to available seats. Transportation will include morning pick-up and afternoon drop-off bus transportation to and from locations in Hilo, Waimea, Ka‘u, and Pahoa. Even if your child rode the bus during the 2012-2013 school year, parents/guardians must complete a new bus application form. Forms will NOT be carried over from the previous school year.

BUS STOPS: The following is a list of bus stops that are currently available. The Transportation Department reserves the right to modify or cancel the bus routes, stops, and schedule as necessary.

Hamakua
Waimea - KS Pre-School
Honoka‘a Sports Complex
Pa‘a’uilo - Earl’s Store
Laupahoehoe Pool (AM Only)
Laupahoehoe – Minl Stop (PM Only)
Honomu - Ed’s Bakery
Pepe‘ekoe - Yoshizawa Store (AM Only)
Hamakua Coast FCU (PM Only)
Papa‘ikou Community Center

Pahoa
Pahoa Market Place
Orchidland Wilikiki Mart
Kea‘au HFS Credit Union (PM Only)

Hilo Muni Golf Course

Wong Stadium

Prince Kuhio Plaza

Ka‘u
Hawaiian Ocean View
Waiolimu – Kaua‘a‘o Church
Na‘alehu Theatre
Pahala Shopping Center
Volcano Store
Glenwood Park
St. Theresa’s Church
J. Hara Store

EVENING ACTIVITIES/SPORTS BUS: Provided for Middle and High School bus riders participating in after-school activities or sports. Riders that are issued a PM (afternoon) or RT (round-trip) bus pass may utilize this service at no extra charge.

<table>
<thead>
<tr>
<th>Route</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prince Kuhio Plaza, Pahoa and Volcano</td>
<td>Monday, Tuesday and Wednesday</td>
</tr>
<tr>
<td>Waimea</td>
<td>Wednesday and Thursday</td>
</tr>
</tbody>
</table>

NOTICE OF USE OF VIDEO AND AUDIO RECORDING DEVICES IN BUSES: For the safety of the passengers and driver, buses utilized by Kamehameha Schools are equipped with video cameras that also record oral communications in the interior of the buses.

16-716 Volcano Highway • Kea‘au, Hawai‘i 96749
Phone 808-982-0026 • Fax 808-982-0010

Founded and Endowed by the Legacy of Princess Bernice Pauahi Bishop
BUS APPLICATION: Please consider application carefully. The bus fee is non-refundable once bus service is used. Our priority is to ensure that we can provide primary transportation for students. Therefore, only one AM and/or PM route will be accepted for the initial application. After the first week of school, parents may request any changes or alternate routes, on a space-available basis. All change requests must be made in writing. To avoid any confusion and delay in receiving, DO NOT submit your Bus Application with enrollment forms or other documents. To ensure that the Transportation Department receives your completed application, please mail or drop off to:

Kamehameha Schools Hawai‘i
16-716 Volcano Road
Kea‘au, HI 96749
Attn: Transportation Department

FEES AND TIMELINE: Applications must be postmarked or received in our office no later than Tuesday, April 30, 2013. All applications received are date and time stamped. A late fee will be charged for applications received after the deadline. The fees and timelines are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Round-Trip</th>
<th>One-Way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received By April 30, 2013</td>
<td>$1,008.00</td>
<td>$504.00</td>
</tr>
<tr>
<td>Received After April 30, 2013</td>
<td>$1,188.00</td>
<td>$604.00</td>
</tr>
</tbody>
</table>

FINANCIAL AID: Financial Aid continues to be available to all who qualify. We urge you to submit your bus application before the April 30th deadline, regardless of whether or not you have applied for financial aid. This will avoid being denied a seat for late applications or having the bus filled by earlier applicants. The Financial Aid Bus Award sets aside monies should you request a seat on a bus. It does not “guarantee” a seat. If you receive a Bus Award, please keep in mind that you still need to submit a bus application in order to request a seat on the bus.

RECEIPT CONFIRMATION: Families can check if their child’s bus application has been received on the Transportation Blog page: [http://blogs.ksbe.edu/hawaiitransportation/](http://blogs.ksbe.edu/hawaiitransportation/). A link to this blog page can also be accessed through the Elementary, Middle and High School websites.

BUS SEAT AWARD LETTER: A bus seat award letter will be mailed to families in July. It will also include the student’s bus pass, bus schedule, and other important information about our student transportation program.

PAYMENT: DO NOT SUBMIT PAYMENT WITH YOUR BUS APPLICATION. You will be billed for service through FACTS Management. Change to this year’s billing: The total amount due will be payable in one LUMP SUM, charged to your child’s account in October 2013. Bus Fees will not be prorated.

If you have any questions, please contact the Transportation Department at 982-0026 between 7:30am and 3:30pm, or email: rlyo@ksbe.edu. Please visit our blog page: [http://blogs.ksbe.edu/hawaiitransportation/](http://blogs.ksbe.edu/hawaiitransportation/)

Mahalo,

[Signature]

Ray K. Iyo
Transportation Coordinator, Transportation Department

Enclosure
Bus Application SY 2013-2014
KAMEHAMEHA SCHOOLS HAWAI‘I
BUS TRANSPORTATION APPLICATION
SY 2013-2014

DEADLINE:
Monday, April 30, 2013
All applications received after the
deadline, will be wait-listed.

Mail or Drop Off to:
Kamehameha Schools Hawai‘i
Transportation Dept.
16-716 Volcano Road
Keaau, HI 96749

USE SEPARATE FORM FOR EACH STUDENT • PLEASE FILL IN ALL BLANKS • PRINT LEGIBLY

<table>
<thead>
<tr>
<th>SY 2013-14</th>
<th>Grade:</th>
<th>Male</th>
<th>Female</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Home Phone</td>
<td>Alternate Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father/Guardian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother/Guardian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested Bus Stop</td>
<td>AM Bus Stop (or write “NONE”)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PM Bus Stop (or write “NONE”)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DO NOT SEND PAYMENT

By affixing my signature below, I acknowledge that:
I have been informed that, for the safety of the passengers and driver, buses utilized by Kamehameha Schools have video cameras installed that also record oral communications in the interior of the buses; I have discussed this fact with my child/children; and I consent on behalf of my child/children to the use of such video and audio devices.

Print Parent/Guardian Name ____________________________
Signature Parent/Guardian ____________________________
Date __________________

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Input Date:</th>
<th>AM Route:</th>
<th>AM Bus Stop:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ List □ SMS</td>
<td>PM Route:</td>
<td>PM Bus Stop:</td>
</tr>
<tr>
<td>Input Date:</td>
<td>AM Route:</td>
<td>AM Bus Stop:</td>
</tr>
<tr>
<td>□ List □ SMS</td>
<td>PM Route:</td>
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</tr>
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<td>Input Date:</td>
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16-716 Volcano Road · Kea’au, Hawai‘i 96749 · Phone 808.982.0026 · Fax 808.982.0010
Founded and Endowed by the Legacy of Princess Bernice Pauahi Bishop