



Kamehameha Schools
PRESCHOOLS

Kamehameha Schools 2024-2025 School Year Enrollment

Frequently Asked Questions (“FAQs”)

Q: Do families with more than one child attending Kamehameha Schools receive a discount for the second and/or third child?

A: Kamehameha Schools does not offer discounts for multiple children. However, families who demonstrate financial need are encouraged to apply for assistance through our financial aid program.

Q: What is the minimum family (tuition deposit) \$100 contribution?

A: Kamehameha Schools **requires** a minimum family contribution (tuition deposit) of \$100.00. This \$100 represents a family’s minimal financial investment in their child’s education at Kamehameha and is required for participation in our preschool program. This non-refundable family contribution is mandatory and is **not** covered by financial aid. If there is an extenuating circumstance, contact your child’s regional preschool office.

Q: Does Kamehameha Schools accept government preschool tuition subsidies, such as, but not limited to, Preschool Open Doors and Child Care Connection?

A: It is our policy as a private organization not to accept any form of government assistance. We do, however, encourage you to apply for KS need-based financial aid as an alternative means of financing your child’s education at Kamehameha Schools.

FACTS Management:

Q: Why does Kamehameha Schools use FACTS Management and what are the fees charged by FACTS?

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.

All enrollment fees will be covered by Kamehameha Schools. However, parents will be responsible for the following:

- \$30.00 for each payment returned by the bank or for insufficient funds.
- 1% Late Charge 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 a Primary Payer?

A: 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 and will have the ability to make online or telephone payments on the account.

RETURNING STUDENTS: The Primary Payer and login (username and password) for the 2023-2024 school year will automatically roll-over to the 2024-2025 school year.

NEW STUDENTS: KS will select a parent/guardian as the Primary Payer on your behalf. If you would like to add on other authorized users to have online access to the account, please refer to the FACTS page in the Infinite Campus parent portal to access instructions on how to add other authorized users. ****Please note that the Primary Payer selected does not mean this person is solely responsible for the financial obligation.**

Q: When will my FACTS account be ready for the 2024-2025 school year and how do I set it up for a new student?

A: Kamehameha Schools will set up your FACTS account at the beginning of August. The primary payer indicated will receive a Payment Plan Confirmation email with the applicable tuition amount and monthly payment schedule breakdown. There will be a link in that email to click on, which will then allow you to create your user profile (username and password) as well as security questions.

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

- 1- Click on the link in that email to log into FACTS or to create your username and password if you haven’t set it up yet.
- 2- The tuition charge has been placed on your billing account’s invoice plan (the first invoice will still be emailed on August 5, 2024, and will be due August 25, 2024).
 - a. The Invoice Plan is defaulted to an eight-month payment plan, which is reflected in the payment schedule displayed in the email.
 - b. You can start making payments towards your child’s tuition balance.
 - c. 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, 2024.

Q: What are the payments amounts 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 minimum family contribution (tuition deposit).

SY 2024-2025

	Annual	Semi-Annual	Monthly
Due Dates	August 25, 2024 Less \$100 deposit	August 25, 2024 and January 25, 2025	August 25, 2024– March 25, 2025
Modified Day Kahalu‘u (O‘ahu), Kahuku (O‘ahu), Kalama‘ula (Moloka‘i) Hōnaunau (Hawai‘i), Kea‘au (Hawai‘i)	\$2,614	\$1,307	\$326.75
Full Day <i>All preschools except for those listed above</i>	\$3,972	\$1,986	\$496.50

**Note: If your child starts preschool after August 31st and you would like to know how much your monthly tuition payments will be, please call our Cashier’s Office at (808) 842-8084.*

Q: What payment plans (billing frequency) are available and when are they due?

A: Unless otherwise requested, all students are set-up on a monthly payment plan with FACTS and will receive electronic (email) invoices over an eight-month period. 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, 2024, through March 5, 2025.
 - 1st monthly payment due no later than August 25, 2024, with last payment due no later than March 25, 2025.
- **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, 2024
- **Semi-Annual plan** – Two payments
 - Once tuition has been posted to your account, call FACTS **before August 4, 2024**, to be billed in 2 installments (August and January)
 - 1st payment due no later than August 25, 2024 via online or telephone to FACTS.
 - 2nd payment due no later than January 25, 2025 via online or telephone to FACTS.

Q: What are my online payment options?

A: Payment Plan Monthly Invoices:

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 at 1-866-441-4637. 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.

If you would like to make a non-online (cash or personal check/money order) payment, see below for other options.

All payments must be **received and processed** before the 25th day of the month in order to avoid the 1% late fee.

Automatic Payments:

- **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 for the transaction to take place or the transaction will not occur, and FACTS will charge a \$30.00 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.**

Please DO NOT set up automatic ACH or credit card payment if you have applied and are waiting to hear from Financial Aid

Q: How do I make non-electronic 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).
 - 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. See attached instructions on how to print the payment stub.
 - 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).
 - No credit card payments will be accepted at the bank.
 - The top portion of the invoice (payment stub) is **REQUIRED** in order to make a payment at any FHB branch. See attached instructions on how to print the payment stub.

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

FINANCIAL AID

Kamehameha Schools provides financial assistance to families who cannot cover their portion of the cost to attend our preschool and demonstrate financial need through an application process with our KS Financial Aid and Scholarship Services program. **We encourage ALL families to apply for financial aid as early as possible.** Financial Aid does **NOT** cover the \$100 minimum family contribution (tuition deposit).

To complete an application for the 2024-2025 school year:

- Use your 2022 federal taxes and W2s to get started
- Go to <https://online.factsmgt.com>
- Login to your FACTS Billing Account with your username and password to access the Grant & Aid application.
- There is a non-refundable application fee of \$35 (increasing to \$40 effective August 15, 2024) which is payable electronically by credit card or through your checking or savings bank account.

Final application deadline for the 2024-2025 school year is **June 30, 2024**

Students invited after June 30, 2024 have a deadline of **30 days from the date on your Admission's invitation letter** to complete an application. Please be sure to submit a copy of your letter of invitation with your application.

If you need assistance in completing the application, please do not hesitate to call our O'ahu Resource Center at 534-8080 or toll-free 1-800-842-4682, then 3. You can also book at appointment to work with our staff to complete the application at bookings.ksbe.edu/ksrc.

GENERAL INFORMATION

If you have any questions regarding FACTS Management, your child's billing account or payment questions, please contact the Cashier's Office at (808) 842-8084 or (808) 842-8309.

FACTS Customer Service: 1-866-441-4637 (Open 24 hours, 7 days a week)