

# Financial Aid Procedures for Hanalani Schools



form **FI-02**

year **10-11**

## Financial Aid Overview

Thank you for your interest in Hanalani Schools for the 2010-11 school year. You may begin to apply for financial aid starting on November 1, 2009, as described below. To be eligible for consideration for financial aid at Hanalani Schools, you must complete your application by March 15th, 2010. We will communicate decisions about financial aid by mid April.

FOR ANY SSS Questions:

Call 800-344-8328 (Mon – Fri: 9am -8pm EST. Sat: 9am-4pm EST)

## How Do I Apply For Financial Aid?

**School and Student Services (SSS)** will process our financial aid applications. SSS is a service of National Association of Independent Schools (NAIS). Based on the financial information you provide, SSS will report to us an estimated amount your family can contribute towards tuition. This helps us make fair and objective financial aid decisions. To begin your financial aid application for the coming school year, please follow the steps below. For more information on financial aid at Hanalani Schools go to [www.hanalani.org](http://www.hanalani.org) or call (808) 625-0737, ext. 456.

## Application Process

Paperwork Due	Due Date	Send To
Parents' Financial Statement (PFS) SSS Code: <i>Hanalani 4821</i> (see above)	March 15, 2010	SSS online or mail <a href="http://sss.nais.org">http://sss.nais.org</a>
FI-03 PFS Cover Sheet (include with all documentation listed below)	March 31, 2010	SSS by mail
Hanalani Schools Financial Assistance Application (FI-01)	March 31, 2010	SSS by mail
Copies of documents indicating amounts of financial aid received for 2009-2010 from other private institutions (if applicable)	March 31, 2010	SSS by mail
2009 W-2 forms and 1040 Federal Tax Forms, including all schedules.	March 31, 2010	SSS by mail
Form 4506-T (Request for Transcript of Tax Return) signed, but undated	March 31, 2010	SSS by mail
Statement from State Welfare Office certifying financial support (if applicable)	March 31, 2010	SSS by mail
Copy of most recent Property Assessment statement (if applicable)	March 31, 2010	SSS by mail
Copies of 2 most recent pay stubs	March 31, 2010	SSS by mail

## Financial Aid Policies & Guidelines

Hanalani is pleased to annually award several tuition assistance scholarships worth up to half of regular tuition. To enable us to do this, with finite resources available, the following policies and guidelines have been adopted. If your child is offered admission and you believe this is the best school for your child, we will do all that we can to understand and meet your financial need and to set a fair and affordable tuition.

New student admission decision letters and enrollment contracts for those who have completed the application process, will be mailed by March 10, 2010. The parent reply date for holding a space for new students is April 15, 2010. The signed enrollment contract and the deposit are due by the parent reply date to reserve and confirm your acceptance of your child's place at Hanalani.

Financial aid decisions will be mailed in mid-April. If Hanalani is able to provide an award, the provisional award letter will detail the amounts of the award.

If your child's tuition assistance application is not complete by our deadlines, and we have not heard from you, your child's assistance may be at risk. It is the applicants responsibility to submit all requested documents to SSS.

regular postal address:

**SSS by NAIS**  
Application Processing Center  
P.O. Box 449  
Randolph, MA 02368-0049

overnight mail address:

**SSS by NAIS**  
Application Processing Center  
437 Turnpike Street  
Canton, MA 02021

### Admissions Office

94-294 Anania Dr.  
Mililani, HI 96789  
(808) 625-0737 Ext. 456  
[admissions@hanalani.org](mailto:admissions@hanalani.org)

**PLEASE SEE REVERSE SIDE.**



Visit us online at [www.hanalani.org](http://www.hanalani.org)  
P: (808) 625-0737 F: (808) 625-0691

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1. If the parents are separated or divorced, all paperwork, including tax documentation, is requested from both parents.
2. If there are stepparents, the Committee will consider all partners' assets and liabilities as we review the student's financial situation. Non-custodial parents must also submit a financial aid application to help complete the student's financial options.
3. Any student currently enrolled in or applying for admission to Hanalani Schools may apply for financial aid. However, **financial assistance will only be given to students who are accepted and enrolled in the school.**
4. If multiple children attend tuition-charging schools or colleges, it is expected that the family will be applying for financial aid at all schools. Hanalani should not be expected to implicitly subsidize tuition at other schools or colleges.
5. If a parent elects to return to school or to change jobs, or a sibling elects to enroll in a 5th year advanced degree program resulting in a decrease in family financial resources, Hanalani cannot underwrite this family choice with greater financial assistance.
6. If one parent is temporarily unemployed and not disabled, the Committee will review past years of employment history and may recommend educational loans before considering a financial aid award. If a financial aid award is made, the unemployed parent must participate in quarterly financial aid reviews to report on and demonstrate a continued job search.
7. Financial aid grants are annual; a family must re-apply each year they seek financial assistance. When there are dramatic changes in a family's financial situation due to a significant financial set back, we will do all we can to make it possible for the child to receive the financial assistance needed to continue at Hanalani. At the same time, we expect a family in this situation to make other adjustments to their family expenditures, in addition to seeking financial aid, to help cover the costs of private education. Likewise, when a family's financial situation improves greatly, the family is responsible to notify the school regarding the change in financial status. The annual grant will then be adjusted to reflect the positive gain.
8. The Financial Assistance award is contingent upon at least 3 hours of on campus voluntary service by you or your child. Parents of Early Childhood and elementary students will be expected to volunteer in their child's place.
9. Due to limited funds, the Financial Assistance award will be reduced if your child receives a scholarship from another source. This will allow Hanalani Schools to provide for other families in need of financial assistance.

## NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

All information received by Hanalani Schools Admissions office is held in the strictest of confidence. Financial information is never shared with faculty members, donors, or among family members who maintain separate households.

Hanalani Schools does not discriminate on the basis of race, color, ancestry, religion, national and ethnic origin, gender, or disability, in the administration of its admissions and educational policies and financial aid programs.

