



HANAHAU'OLI SCHOOL

Dear Financial Aid Applicant:

Hanahau'oli School is committed to maintaining a diverse student body reflecting a broad economic mix. While financial aid resources are limited, every effort is made to make a Hanahau'oli education affordable for all who wish to enroll.

Hanahau'oli awards financial aid based upon the financial need of the family. Financial need is the difference between the family's resources and the student's educational expenses. To determine need, Hanahau'oli uses the services of the School and Student Service (SSS) for Financial Aid. All applicants are required to provide information to SSS using the Parent Financial Statement (PFS), which is used to determine the family's contribution toward the student's educational expenses. While Hanahau'oli has a well-funded financial aid budget, we are unable to assist all families who apply. Submittal of a complete PFS, with all supporting documentation, will ensure that your application will be given full consideration. **It is especially important to provide explanations for all "noted" items on the PFS.** Further, we strongly encourage families to write a letter to the Financial Aid Committee providing a more personal explanation of your financial needs. All inquiries and applications are kept in strictest confidence.

Please note the following:

- Supporting documents may be mailed to SSS (accompanied by a "Required Documents Coversheet") or scanned and electronically uploaded to the SSS website (instructions are on the SSS website).
Please do not submit supporting documents to Hanahau'oli School.
- Missing the deadline, improper submissions, or submitting an incomplete application may cause a family to experience a reduction in aid or be denied aid completely.
- In order to ensure your application be given full consideration it is important that your PFS contains complete and accurate information. It is especially important that all noted items on the PFS and any unusual circumstances require explanations. **Lack of explanations may result in an application being considered incomplete or not receiving full consideration.**

The completed Parents' Financial Statement and all supporting documents must be received by SSS on or before
March 1, 2012

When parents are separated, divorced, or never married, the assets of both natural parents are considered. Both parents must complete a Parent Financial Statement (PFS). If a parent has remarried, the current spouse's information and documentation are to be included with the application.

The information received will guide the Financial Aid Committee in making its decision, but is by no means the sole factor used in making a decision about financial aid. Complexities and unusual circumstances of each family situation are acknowledged and considered in the final decision. In this way, we feel all families will be treated equitably according to the information available. Please be assured that all information is kept confidential. If you have any questions concerning the application process for financial aid, please feel free to call or email me.

Darlene N. Blakeney
 Director of Finance & Operations
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HANAHAU`OLI SCHOOL
FINANCIAL AID PROGRAM
2012-2013



HANAHAU`OLI SCHOOL

Financial Aid Policy

Academic Year 2012-2013

The School believes that students from varied economic backgrounds should have the opportunity to experience a Hanahau`oli education. The purpose of our financial aid program is to provide financial assistance to families whose children would not otherwise be able to attend Hanahau`oli.

Financial aid, awarded in the form of grants, is available through the generosity of current and past parents, alumni, and various friends who have made contributions throughout the year. Hanahau`oli also receives grants for the financial aid program from the McInerny Foundation and G.N. Wilcox Trust. Additional funding for financial aid comes from the School's portion of the proceeds from the Malama Na Keiki fundraising event as well as the income generated by the School's named scholarship endowment funds.

Once a student has been accepted for admission, financial need and the availability of school funds determine the amount the family is expected to pay. Determination of financial need of a family is based on an analysis of a standard confidential application with detailed financial information requested.

Since Hanahau`oli believes that parental investment is an essential element in a child's education, parents are expected to contribute according to their means, taking into account total income, assets, number of dependents and other appropriate information. As a result, financial aid grants will always be less than 100% of tuition costs. Student grants are considered gifts. When financially able, parents and/or students may wish to contribute to the School's financial aid program. This cycle of generosity will enable other families receive assistance.

Financial aid at Hanahau`oli is awarded on a year-to-year basis. Each year parents must complete a new financial statement if they wish financial aid for the coming school year.

Determination of Need

Hanahau`oli School is committed to need-based financial aid and is a member of the School and Student Service for Financial Aid (SSS), a not-for-profit organization that assists independent schools in determining financial need. The Report of Financial Need (RFN), which is computed by SSS, is reviewed by Hanahau`oli's financial aid committee and is used as a guideline to assist Hanahau`oli in making financial aid decisions. The RFN is used only as a guideline and is in no way binding on Hanahau`oli School.

Consideration is given to a family's net income before taxes and to some extent its net worth. These figures are balanced against taxes, educational expenses of other children, unusual debts, medical expenses, cost of living, etc. **Therefore, families must fully explain all items marked on the PFS in the space provided under Section F and detail any unusual circumstances that they feel the Financial Aid Committee should be aware of when making award decisions.**

School and Student Services does not make decisions about recipients or the amount of financial aid awarded. This decision rests solely with the Financial Aid Committee of Hanahau`oli, which takes into consideration all family circumstances.

Divorced and Separated Families: When parents are separated, divorced or never married, the assets of both natural or adoptive parents are considered. **Both the custodial and non-custodial parents must file the Parents' Financial Statement (PFS). Supporting documents, including tax returns, are required from all parents, including current spouses (stepparents) of each natural or adoptive parent.** If a parent has remarried, the current spouse's information and support documents are considered pertinent and are to be included in the application.

Hanahau`oli School will not be bound by any divorce agreement specifying a parent's responsibility for education expenses since we were not a party to the agreement nor were we represented at the hearing. Likewise, Hanahau`oli cannot be bound by the assertion that one parent has disclaimed responsibility for the student.

Hanahau`oli considers the obligations of the parents to their new family situations in determining the award, but will not become involved in allocating the award on a proportional basis to the families involved. The responsibility for all communications and payments ultimately lies with the custodial parent. In cases where one parent has had no contact with the student for more than seven years, the requirement that both parents apply for assistance may be waived. The guiding principle is 'lack of contact,' which must be documented by the custodial parent.

In cases where the involvement of the non-custodial parent is not in the best interest of the student (child abuse, incest, spouse abuse, addiction), the requirement will be waived upon receipt of acceptable documentation from a disinterested third party.

Required Documents to be submitted to SSS by March 1, 2012:

1. Completed SSS Parents' Financial Statement (PFS) based on actual 2011 information
2. Copy of completed and signed Federal Tax Form (IRS 1040) as filed for the calendar year 2011.

Attach all schedules, including but not limited to, the following:

- Itemized Deductions
- Interest and Dividend Income
- Profit and Loss from Business(es)
- Capital Gains and Losses
- Supplemental Income and Loss

3. Copy of Wage and Tax Statement/s (Form W-2) for the calendar year 2011
4. Copy of most recent Property Assessment Card/s, if real estate is owned
5. Completed, signed, but **UNDATED** IRS Form 4506-T, Request for Transcript of Tax Form
6. Additional documentation, as requested, to substantiate the application.

Hanahau`oli reserves the right to alter the financial aid award if the figures presented on the PFS are significantly different from the IRS 1040. In cases where the 1040 is incomplete, Hanahau`oli reserves the right to receive the forms directly from the IRS, which is authorized by the parents by their signing the PFS.

Confidentiality: All information related to the parent's financial position and the identity of all children on financial aid will be held in confidence and restricted to the smallest number of persons possible.

Financial Policies: Applications for financial aid cannot be considered unless all past School bills have been paid in full. Financial Aid awards are to be applied to tuition only. Any optional charges e.g. After School Care, School lunch, birthday books, instrumental program, are the financial responsibility of the parent.