



KE ALI'I PAUAHI FOUNDATION

Advancing educational opportunities for more Hawaiians

COLLEGE
SCHOLARSHIP
APPLICATION GUIDE

ACADEMIC YEAR 2010–2011

APPLY ONLINE

February 17 – April 1, 2010 at www.pauahi.org



KE ALI'I PAUAHI FOUNDATION

Princess Bernice Pauahi Bishop's personal insignia identifies the Foundation created in her name and stands for her exemplary vision, generosity and unwavering support of education.

Ke Ali'i Pauahi Foundation is a non-profit support organization of Kamehameha Schools charged with generating new sources of income to help Kamehameha extend educational opportunities to more Hawaiians. In addition to overseeing several fund-raising programs, the Foundation also manages more than 100 scholarships. Awards offered are for undergraduate and graduate work and cover a wide range of academic and cultural disciplines. Many of the endowments have been established by alumni and parent groups, school clubs and organizations and individual donors.

567 South King Street, Suite 160
Honolulu, Hawai'i 96813
Phone: (808) 534-3966
Fax: (808) 534-3890
Neighbor Islands (toll-free):
1-800-842-4682, press 9,
then dial extension 43966

Email: scholarships@pauahi.org
www.pauahi.org



TABLE OF CONTENTS

Scholarship Program Information	2
How to Apply.....	3-4
Hawaiian Ancestry Verification	5
Frequently Asked Questions	6-7
Your Contact Information.....	7
Timeline	8
Checklist.....	9

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SCHOLARSHIP PROGRAM

Ke Ali'i Pauahi Foundation (Foundation) administers scholarships that have been created by private donors. The Foundation awards scholarships and grants supporting college level areas of study, as well as trade and vocational courses. Many awards may be determined based on merit, while some are restricted for those students who demonstrate a financial need or for students applying from specific geographic regions.

Scholarship applications are open to the general public, including students who are not graduates of Kamehameha Schools. However, it is the policy of Ke Ali'i Pauahi Foundation to give preference to applicants of Hawaiian ancestry to the extent permitted by law.

Foundation scholarships or grants are supplemental and may not cover the full cost of education. Students may also apply for educational financial assistance from state, federal and private funds and contribute from their own earnings. Awards are subject to the availability of funds.

WHO CAN APPLY?

Applicants must meet the following requirements:

1. Be enrolled full-time in an accredited post-high program. Some scholarships allow for part-time or half-time enrollment; check eligibility criteria. Documentation of acceptance will be required to receive an award.

Full-time enrollment is defined as:

- Undergraduate: 12 credits per term
- Graduate or Doctoral Programs: 6-9 credits per term or the minimum number of credits required by the degree program

2. The Foundation administers scholarships that have various eligibility requirements. Any special requirements for specific scholarships are listed at www.pauahi.org.

APPLICATION DEADLINE - THURSDAY, APRIL 1, 2010, 4:00 P.M. (HST)

Your online application, supporting documents, mailed documents and hand-delivered documents must be completed, submitted or postmarked by the above deadline date.

THERE ARE NO EXCEPTIONS.

AWARD NOTIFICATION

Notification letters will be mailed in June and July 2010 to the current address provided. If you are selected to receive a scholarship or grant, you must formally accept the funds by signing and returning a scholarship agreement form within the stated period. Unclaimed awards will be re-awarded to the next eligible applicant.

USE OF THE AWARD

Funds should be used for educational expenses such as tuition, fees, books supplies, room and board. Some awards may be used for other educational expenses as designated by the donor.

HOW TO APPLY

STEP ONE:

REVIEW Ke Ali'i Pauahi Foundation scholarships available online at www.pauahi.org

In addition to our general application requirements, some scholarship funds have specific requirements defined by the donor such as letters of recommendation or essays. Read carefully! We recommend the use of Internet Explorer versions 6 or 7 to complete your online application.

STEP TWO:

REGISTER with Ho'oulu Hawaiian Data Center (See page 5 for details).

If you would like to be considered under our preference policy you must contact the Kamehameha Schools' Ho'oulu Hawaiian Data Center to complete the Hawaiian ancestry verification process. Start early, as this process may take up to ten weeks.

STEP THREE:

COMPLETE your Free Application for Federal Student Aid (FAFSA)

The FAFSA represents one way to determine financial need and is required for federal student aid, most state and college aid, and some supplemental scholarship applications. FAFSA processing takes at least two days. Plan accordingly. For more information and to apply online, visit www.fafsa.ed.gov. Once your FAFSA application has been processed, you will need a copy of the Student Aid Report (SAR), available at the FAFSA web site by clicking on the link to "view and print your Student Aid Report." The SAR is required for all Ke Ali'i Pauahi Foundation Scholarship applicants and must be submitted by **Thursday, April 1, 2010**. Refer to our website, www.pauahi.org, for instructions on how to receive your SAR.

STEP FOUR:

REQUEST an official transcript of grades to be sent directly to Ke Ali'i Pauahi Foundation

Current college students

All transcripts must be postmarked by **Thursday, April 1, 2010**. Do not wait for semester grades to post. This process may take 2 to 3 weeks processing time so plan ahead.

GED students

Applicants who received their GED should submit a copy of their diploma.

High school seniors

Graduating high school seniors must submit official high school transcripts.

All others

All other students should request official transcripts of the most current post-high institution attended. Copies and online print outs are **not** considered official and will not be accepted.

REQUEST Your Letters of Recommendation

Some scholarships may require applicants to submit letters of recommendation from teachers, professors, counselors, employers or community members who can comment on your overall character, achievement and promise. You can get a head start by contacting your recommenders even before you apply online.

Download the recommendation letter cover sheet at www.pauahi.org and give it to the person you've asked to write a letter of recommendation for you.

STEP FIVE:

FULFILL any special requirements for certain scholarships as applicable:

Prepare any additional personal essays

Follow up with requests for letters of recommendation

Prepare an artist hard-copy portfolio as applicable (Portfolio will be returned only upon request).

STEP SIX:

PREPARE to apply online

You will be required to provide personal information, academic information (your college and chosen field of study for the 2010-2011 academic year) and select the scholarships that you are eligible to apply for. Online application link will be open from **Wednesday, February 17, 2010, 8:00am (HST) and will close Thursday, April 1, 2010, 4:00pm (HST)**. In addition, please be prepared to answer the following questions during the online application:

- *Describe the qualities and characteristics you possess that make you a worthy scholarship recipient.*
- *What are your reasons for attending college and your chosen field(s) of study, and how would you relate those reasons to seeking and achieving a career goal?*
- *In receiving a scholarship, how will your college experience benefit the Hawaiian community in particular and the Hawaiian community at-large when you complete your education?*
- *Share anything special you would like the selection committee to know about yourself including participation in extra curricular activities, community service, volunteering and awards.*

NOTE: Take special care in answering these essay questions. This is your opportunity to provide background about yourself, share your experiences and challenges, and distinguish yourself from other applicants!

STEP SEVEN:

APPLY online at www.pauahi.org between February 17 – April 1, 2010.

Be sure to select only scholarships you are eligible for and pay special attention to the specific information being asked, i.e. using full LEGAL names, etc.

Once you press the “submit” button a confirmation e-mail will be sent to the e-mail address(s) supplied in your application. Review the contents of the confirmation e-mail. If there are any corrections, edits or additions, contact us at scholarships@pauahi.org prior to the deadline.

STEP EIGHT:

SUBMIT the following required documents by April 1, 2010:

- A copy of your college acceptance letter, for first year college students or students changing schools/programs.
- A copy of your Student Aid Report (SAR) from your completed Free Application for Federal Student Aid.
- Letters of recommendation (sent directly from writer), personal essays and artist portfolio *as applicable*.
- Official transcript of grades sent directly from the school (current college students), official high schools transcripts (recent 2010 high school graduates) or GED diploma.

Note: Requests for documents submitted to the Foundation that you want shared with KS' Financial Aid and Scholarship Services (Nā Ho'okama a Pauahi program or 'Imi Na'auao program) must be submitted in writing.

HAWAIIAN ANCESTRY VERIFICATION

Ke Ali'i Pauahi Foundation's policy is to give preference to applicants of Hawaiian ancestry to the extent permitted by law. Ke Ali'i Pauahi Foundation utilizes the services of **Kamehameha Schools' Ho'oulu Hawaiian Data Center** (Data Center) to verify Hawaiian ancestry of those applicants who wish to be considered under the Foundation's preference policy.

Upon receipt of your completed scholarship application, if you have not previously registered with the Data Center, you will receive a *Hawaiian Ancestry Registration (HAR) form which you should complete if you wish to be considered under the Foundation's preference policy*. This process may take up to ten weeks.

All questions regarding Hawaiian ancestry registration and verification should be directed to the Data Center.

CONTACT THE DATA CENTER

Ho'oulu Hawaiian Data Center
567 South King Street, Suite 102
Honolulu, Hawai'i 96813

Phone: (808) 523-6228 or toll-free 1-800-842-4682, press 9, then dial extension 36228
Web site: www.ksbe.edu/datacenter

FREQUENTLY ASKED QUESTIONS

How many Foundation scholarships are available this year?

Over forty scholarship funds are available and each fund varies in the number of awards distributed. Please visit our web site, www.pauahi.org, to reference all scholarships currently available and their specific requirements.

Do I have to be a state of Hawai'i resident and/or attend a college/university in Hawai'i to apply?

No, not necessarily. A majority of scholarships are not restricted to Hawai'i residents. However, there are some scholarships that do require applicants to be Hawai'i residents or require you to attend a college/university in Hawai'i. Refer to the scholarship listing for specific criteria.

Is there a difference between the Ke Ali'i Pauahi Foundation scholarship program and the Kamehameha Schools Post-High Financial Aid Nā Ho'okama a Pauahi Program?

Yes, there is and you may want to consider applying for both. Foundation scholarships are funded by private donors and are awarded on the basis of academic merit and/or donor specified criteria. Kamehameha Schools (KS) scholarships are funded annually by the KS endowment through the KS budgeting process, which is separate from the Foundation's funds. Therefore, the programs are different as is the application process. We advise that you review both programs and, if you are eligible, apply for both. Visit Kamehameha Schools' Financial Aid web site at www.ksbe.edu/finaid for details or call 808.534.8080.

Do I need to be a Kamehameha Schools graduate to apply?

No, most scholarships are available to all eligible applicants of Hawaiian ancestry. However, there are a few scholarships that are designated for or give preference to Kamehameha Schools' graduates.

Do I need to be of Hawaiian ancestry to apply?

Applications are open to the general public. However, it is the policy of Ke Ali'i Pauahi Foundation to give preference to applicants of Hawaiian ancestry to the extent permitted by law.

Do I need to reapply if I received a scholarship last year?

Yes. All students must reapply each year in order to be considered for an award.

May I make changes to my online application once it has been submitted?

No, once your online application is completed, request for changes must be submitted in writing by the deadline to Ke Ali'i Pauahi Foundation via mail, fax or e-mail (scholarships@pauahi.org).

For scholarships that have special requirements, how can I find cover sheets to use?

Required PDF documents for the letter of recommendation request and other forms can be found online at www.pauahi.org under the "Scholarships" link. You must use these forms because those recommending you will need to identify their title and relationship in respect to the "type" of letter they are writing for you.

Can I apply for more than one Ke Ali'i Pauahi Foundation scholarship?

Yes, as long as you fulfill the eligibility requirements for all scholarships you apply for.

Can the same letter of recommendation be used for multiple scholarships?

Yes, as long as it satisfies the specific type of recommendation required for each scholarship.

If I am applying for an art scholarship requiring samples of work, how should I submit my portfolio?

Only hardcopy portfolios with high quality color prints and/or copies of work will be accepted for review. CDs and digital copies of your work will not be accepted. Include a cover page with your full name, contact information and Ke Ali`i Pauahi Foundation applicant I.D. number. Portfolios will be returned only upon request and must be received by **April 1, 2010**.

Where do I submit my official transcripts, SAR and other documents?

Once you complete your online application, note your confirmation number and keep a copy for your reference. All documents must be postmarked or hand-delivered by **April 1, 2010, 4:00pm**:

Ke Ali`i Pauahi Foundation
567 South King Street, Suite 160
Honolulu, Hawai`i 96813

Who selects the scholarship recipients?

Between May and June, scholarship committees established by the Foundation will evaluate all qualified applicants for each scholarship and select the awardees based on the requirements established by donors.

When will I know if I have been selected to receive a scholarship?

During the months of June and July, notification letters will be sent to the current mailing address provided in your application. Applicants who have been selected will also be invited to attend a reception along with scholarship sponsors in mid-July.

If selected to receive a scholarship, when will I receive the check?

The dual-party checks will be disbursed in August to your designated institution. You will need to sign for it at your institution's financial aid office or business office. Check with your institution for their disbursement policy.

If I am awarded a scholarship and decide to change institutions from the stated institution on my application, am I still eligible?

Awards are based on the information provided from the applicant and according to the criteria set forth by the donors. A re-evaluation of the new information will be made and you will be notified of the decision.

If selected, can I defer the awarding of my scholarship?

No. The Foundation has a strict spend policy that we adhere to. If you are unable to utilize the funds for the academic year it is being awarded for, you will forfeit the scholarship.

YOUR CONTACT INFORMATION IS IMPORTANT!

It may be necessary before, during and after the application, selection, and check disbursement process for our staff to contact you directly either via phone, e-mail, or regular mail. Please keep the following in mind when providing contact information on your application:

- Your e-mail address should be an account you use on a regular basis and that you check frequently. It should also have adequate space to receive new mail.
- Contact numbers should be direct lines to you. To protect your privacy, we will not leave detailed messages with friends, family, or co-workers.
- Any correspondence sent through the U.S. Postal Service will be sent to your current mailing address. In the event of returned mail, your permanent address will then be used.
- Please contact our office if you need to change contact information.

TIMELINE

All documents must be postmarked by, or received at the Ke Ali'i Pauahi Foundation office by **4 p.m. on Thursday, April 1, 2010**. Applications and/or supporting documents arriving after this date and time will be late and not be considered. ***There are no exceptions.***

January – February 2010	<ul style="list-style-type: none"> • REVIEW scholarships available online at www.pauahi.org for eligibility criteria and additional requirements (i.e. essays or letters of recommendation). • REGISTER with Ho'oulu Hawaiian Data Center if you would like to be considered under our preference policy. Start early, as this process may take up to ten weeks.. • COMPLETE your Free Application for Federal Student Aid (FAFSA) which is available online at www.fafsa.ed.gov. Apply early, as it may take several weeks to receive your Student Aid Report (SAR). • REQUEST official transcript of grades and letters of recommendation (as applicable).
February 17, 2010, 8:00 a.m.	Ke Ali'i Pauahi Foundation scholarship application available online at www.pauahi.org .
April 1, 2010, 4:00 p.m.	DEADLINE for completion of scholarship application and required documents to be hand-delivered or postmarked.
April – June 2010	Scholarship selection committees meet to determine awardees.
July 2010	Applicants are notified of scholarship selection committee decisions.

APPLY ONLINE February 17– April 1, 2010 at www.pauahi.org



KE ALI'Ī PAUAHI FOUNDATION SCHOLARSHIP APPLICATION CHECKLIST

APPLICATION DEADLINE

Your online application must be completed and submitted by **Thursday, April 1, 2010**.

All required documents must either be postmarked or hand-delivered to the Foundation office by **Thursday, April 1, 2010, 4:00 p.m.**

- Official Transcript of Grades**
- A copy of your College Acceptance Letter**
For first-year college students or students changing schools/programs.
- A copy of your Student Aid Report (SAR)** from the Free Application for Federal Student Aid (FAFSA). Complete your FAFSA online at www.fafsa.ed.gov. Access your SAR by clicking on “view and print your Student Aid Report.”
- Hawaiian Ancestry Verification**
Apply through the Ho‘oulu Hawaiian Data Center.
- Letters of Recommendation**—*as applicable*
Download required request cover sheet at www.pauahi.org
- Personal Essays**—*as applicable*
Download required request cover sheet at www.pauahi.org
- Artist Portfolios**—*as applicable*

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