



Kamehameha Schools®
PRESCHOOLS

Kamehameha Schools 2025-2026 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:

- \$25.00 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 and how do I set up my FACTS account for a new student? When will my FACTS account be ready for the 2025-2026 school year?

A: **RETURNING STUDENTS:** The Primary Payer and login (username and password) for the 2024-2025 school year will automatically roll-over to the 2025-2026 school year. Kamehameha Schools will set up your FACTS account at the beginning of August.

NEW INVITEE STUDENTS: 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, will have the ability to make online or telephone payments, as well as add on other authorized users to have online access to the account. The Primary Payer selected **does not mean** this person is solely responsible for the financial obligation. The Primary Payer selected during the Online Registration (OLR) will be used to set up the FACTS billing account. If you would like to add on other authorized users to have online access to the account, please refer to the FACTS Management Information in the Infinite Campus parent portal (click on Documents) to access instructions on how to add other authorized users.

Kamehameha Schools will set up your FACTS account at the beginning of August. The primary payer selected will receive a Payment Plan Confirmation email (via the email address provided in Infinite Campus), with the 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, password, and security questions).

Q: What do I need to know about the FACTS payment plan confirmation email?

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

- 1- Please click on the FACTS link in that email (below the payment schedule):
 - a. Sign into your FACTS account to view the details of the charge(s) on your child’s billing account.
 - b. This will allow you to create a username/password if you don’t have one created yet.
 - c. Click on this link, login with your username/password created if you applied for financial aid and it will link the FACTS billing account to your FACTS financial aid account (provided it’s the same email being used).
 - d. Click on this link, login with your username/password and it will link your new invitee student with your other returning students on your FACTS account (provided it’s the same email being used for all children).
- 2- This notification is just letting you know that tuition has been placed on your billing account’s invoice plan (the first invoice will still be sent on August 5, 2025, and will be due August 25, 2025).
 - a. The Invoice Plan is defaulted to an eight-month payment plan, which is reflected in the payment schedule on the email.
 - b. 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, 2025, by calling FACTS, see FAQs below.

This is an example of what the payment plan email looks like and where to find the FACTS link:

PAYMENT SCHEDULE

PAYMENT DATE	DESCRIPTION	AMOUNT
08/25/25	Invoice	\$516.88
09/25/25	Invoice	\$516.88
10/25/25	Invoice	\$516.88
11/25/25	Invoice	\$516.88
12/25/25	Invoice	\$516.88
01/25/26	Invoice	\$516.88
02/25/26	Invoice	\$516.88
02/25/26	Invoice	\$516.84

Additional information about your plan:

If a payment is returned, a \$25.00 FACTS returned payment fee will be assessed.

Any balance remaining unpaid after the due date shall incur a late fee of 1.00% per month.

Go to [FACTS](#) to view and manage your information online. You may also access the [terms and conditions](#) online.

Click on this link

BALANCE DETAILS:

NAME	DESCRIPTION	AMOUNT
Kimo Kealoha	Tuition-Preschool - Charges Added - 2025-2026 SY Tuition	\$4,135.00

Please contact Kamehameha Schools PreK-12 if you have any questions about your

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 2025-2026

	Annual	Semi-Annual	Monthly
Due Dates	August 25, 2025 Less \$100 deposit	August 25, 2025 and January 25, 2026	August 25, 2025– March 25, 2026
Modified Day Kahalu‘u (O‘ahu), Kahuku (O‘ahu), Kalama‘ula (Moloka‘i) Hōnaunau (Hawai‘i), Kea‘au (Hawai‘i)	\$2,723	\$1,361.50	\$340.38
Full Day <i>All preschools except for those listed above</i>	\$4,135	\$2,067.50	\$516.88

**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, 2025, through March 5, 2026.
 - 1st monthly payment due no later than August 25, 2025, with last payment due no later than March 25, 2026.
- **Annual** - One payment (Due no later than August 25, 2025)
 - 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.
- **Semi-Annual plan** – Two payments (August and January)
 - Once tuition has been posted to your account, call FACTS **before August 4, 2025**, to be billed in 2 installments
 - 1st payment due no later than August 25, 2025 via online or telephone to FACTS.
 - 2nd payment due no later than January 25, 2026 via online or telephone to FACTS.

All payments must be **received and processed** no later than the 25th day of the month to avoid the late fee. Payments received after the 25th day of the month will be assessed the 1% late fee which will be computed on the outstanding balance on your account.

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.factsmgmt.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.

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 \$25.00 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 **WILL NOT** rollover from prior school year. **This must be set up each school year.**

Please DO NOT set up automatic payments 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 instructions pages 6-7 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 extra 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 pages 6-7 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 2025-2026 school year:

- Use your 2023 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 \$40 which is payable electronically by credit card or through your checking or savings bank account.

Final application deadline for the 2025-2026 school year is May 31, 2025

Students invited after May 31, 2025, 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)

Q: What is the Prepay Accounts box that I see on FACTS?

A: This is solely used for our Kapālama Campus Elementary School breakfast program which parents can add funds to their child's breakfast account. Unfortunately, because all students attending a Kamehameha Schools Preschool or K-12 campus are set up on FACTS in the same institution, we are not able to hide this box and is visible for everyone.

Below is an example of what the FACTS page looks like, when you set up your login for your billing account.


The screenshot shows the FACTS Management website interface for a user named Liane. The interface includes a navigation bar with the Kamehameha Schools logo and a Notifications icon. The main content area is divided into several sections:

- Payment Plan & Billing:** Displays the current balance of \$3,264.73 and a "Make a Payment" button. A callout box points to this button with the text "Click here to make a payment". Below this, a table shows the 2024-2025 school year amounts due: Payment Plan (\$2,915.94) and Incidental Expenses (\$348.79). A callout box points to the "Actions" dropdown for the Payment Plan with the text "Click here to set up an automatic payment plan for Tuition/Bus".
- Prepay Accounts:** Features an "Add Funds" button. A callout box points to this button with the text "This is **ONLY** for Kapalama Campus Elementary School students (Grades K-6) to add funds for their breakfast program."
- FACTS Grant & Aid:** Shows the 2025-2026 application status as "Application Complete" with a "View FACTS Application" button.
- User Profile:** Displays the user's name (Liane Seto), email (liseto@ksbe.edu), and bank information (Kamehameha Federal Credit Union - 1234). A callout box points to the "Incidental Expenses" section with the text "We **DO NOT** recommend you set up an automatic payment for Incidental Expenses".

How to print my invoice to either mail in a payment or make a payment at the bank

If you are receiving your invoices via email, you can still print a copy of your invoice to mail in your payment or walk in at any First Hawaiian Bank branch. Log into FACTS You can access your account by clicking on the link from your invoice or via <https://online.factsmgt.com>.

Step 1


KAMEHAMEHA SCHOOLS®

Home My Profile Financial Accounts

Select a Different Institution

Hello Kimo

\$ Payment Plan & Billing [View Details](#)

Kimo Kealoha #5555555555
For Malia Kealoha

Current Balance
\$301.25

Make a Payment

2019-2020 SCHOOL YEAR	AMOUNT DUE
Payment Plan (112 810 791) Actions	\$61.25
Incidental Expenses Actions	\$240.00

Enroll In Auto Pay

Mail In Payment

View Details

Click on the Actions drop down arrow

Click on Mail In Payment

Invoice

Kimo Kealoha
Customer Number #5555555555

Kamehameha Schools
2019-2020 School Year

Step 2

Summary

Amount Due
\$1,324.65

Invoice Past Due

Make A Payment

[View Sent Invoice](#)

Invoice Date: 05 Feb 2020

Invoice #: 1234567

Due Date: 25 Feb 2020

[Mail In Payment](#)

If you get this screen,
Click here.
Please **DO NOT** print this screen to mail in.

Important Information

You can convert your invoice agreement to automatic payments (ACH or credit card) by logging into your FACTS family portal.

Payments returned by your financial institution will be assessed a \$30.00 FACTS returned payment fee.

Any balance remaining unpaid after the due date shall incur a late fee of 1.00 % per month.

If you have questions about the details of the balance, please contact Kamehameha Schools.

Transaction Details

DATE	NAME	DESCRIPTION	AMOUNT
29 Jan 2020	Malia Kealoha	Transportation-KSH - Charges Added - KSH One-Way Bus-Eff 01/09/20	\$152.35
17 Jan 2020	Malia Kealoha	Tuition-Middle School KSH	\$1,172.30

Mail In Payment

Step 3

Step 1

Click on the Print link next to each invoice for which you will be mailing in a payment. Print out the invoice(s).

Step 2

Cut off the payment stub along the dashed line.

Step 3

Mail your check and payment stub to the address on the printed invoice.

Please Note: For a more timely receipt of payments and to avoid mail delays, we encourage you to pay online.

Invoices

Click on the Print button

Due Date	Term	Invoice Number	Description	Original Amount	Remaining Amount	
25 Feb 2020	2019-2020 School Year	217027754	Budgeted Invoice	\$1,324.65	\$1,324.65	
25 Feb 2020	2019-2020 School Year	217223684	Incidental Expenses Invoice	\$100.00	\$100.00	

Step 4

Customer Number: #5555555555

Payment due \$1,424.65

When mailing payment, please include the customer number on your check and make payable to:

Kimo Kealoha
PO BOX ABC
Honolulu, HI 96825

Kamehameha Schools
PO Box 30580
Honolulu, HI 96820

5167399525 0217027754 0000000000 000000000 0

PLEASE DETACH AND ENCLOSE THIS PORTION WITH PAYMENT. FAILURE TO DO SO MAY DELAY PROCESSING

KAMEHAMEHA SCHOOLS
2019-2020 SCHOOL YEAR

Kimo Kealoha (Customer Number 5555555555 Agreement #: 123456789)

Students: Malia Kealoha (8th, ID: 1234567)

INVOICE SUMMARY
Past Due Amount
Total due

- 1-Print this page
- 2-Cut the top portion of the payment stub (dotted line) and mail to:
Kamehameha Schools
PO Box 30580
Honolulu, HI 96820
- 3- Make your check/money order/cashier's check payable to Kamehameha Schools
- 4- Write your customer # on the memo line

- You can convert your invoice to a payment plan through the FACTS family portal.
- Your remaining payment balance will be updated in the FACTS family portal.
- Payments returned by your bank will be processed as a credit to your account.
- Any balance remaining on your account will be added to your next invoice.

The bank needs this stub to identify who to apply the payment to.

You can write 1 check if you have both a tuition balance and an incidental balance.

OR

You can physically make a payment (cash/personal check/money order/cashier's check) to any First Hawaiian Bank branch WITH this payment stub. The teller **WILL NOT** accept the payment without this stub.