



Pauahi Foundation

SY2025-2026

PreK-12 Scholarship Disbursement Guidelines & Instructions

Mahalo for your participation in our PreK-12 Pauahi Foundation Scholarship Program. To ensure timely and accurate disbursement of scholarship funds directly to your 'ohana, please complete the following form in full. Processing of funds is contingent upon the information provided and your confirmation of how the funds will be used.

If you have multiple keiki receiving a PreK-12 Pauahi Foundation scholarship, a separate form must be submitted for each student.

Important Guidelines

- **Funds may only be disbursed to an individual listed as the Applicant or Co-applicant on the keiki's scholarship application in FACTS.**
 - Please designate one applicant as the payee on this form.
- **If applicants live in separate households and were required to submit individual applications, each must complete and submit their own form.**
 - In this case, only one applicant individual may be designated as the payee.
 - Discrepancies in payee information or submission of only one form will result in payment delays until resolved.
- **For students who are Wards of the State:**
 - Please contact us at scholarships@pauahi.org for assistance in completing this form.
- **Split payments between applicants are not permitted.**
- **The designated applicant payee must remain the same throughout the school year, unless a valid and justifiable reason for change is provided.**

Submission Instructions & Deadline

To ensure timely disbursement of funds, please complete this form in full and submit in FACTS by **July 6, 2025**.

Submit this form by uploading to your 2025-2026 FACTS application:

- Log in to the FACTS account used for your keiki's scholarship application
- Click on 'Upload your required documents'
- Select 'Scholarship Payment Form'
- Upload the file

Need help? Call us at 808-534-8080 or email us at scholarships@pauahi.org

Note: Late submissions may delay payments. Applicants are responsible for any late fees or charges incurred from your keiki's school.



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PreK-12 Scholarship Disbursement Form

Section 1: Student Information

Student Full Name	
School Attending	
Current Grade Level	

Section 2: Payee Information

The payee must be an individual listed as the applicant or co-applicant on the keiki's scholarship application in FACTS. Please provide accurate mailing details for disbursement purposes.

Payee Full Name (First and Last)	
Relationship to Student	
Mailing Address:	
Street Address (include building number and street name)	
Apartment/Suite # (if applicable)	
City	
State	
Zip Code	

Reminder: Please ensure your mailing address, email and phone number on your FACTS application are kept up to date so that we can contact you.

Section 3: Applicant(s) Attestation

Instructions: If an applicant and co-applicant were listed on your keiki's application, both must sign below to certify the information provided and authorize the payee listed above to receive and manage scholarship funds on behalf of the student.

Attestation Statement

We, the undersigned, affirm that:

- We are the applicant(s) of the student named above.
- The information provided on this form is accurate to the best of our knowledge.

- We authorize the disbursement of scholarship funds to the identified payee, who is an applicant or co-applicant of the student's scholarship.
- We understand and agree that funds are to be used solely for educational purposes as outlined by the scholarship program's terms and conditions.

Applicant:

Full Name: _____

Signature: _____

Date: _____

Co-applicant (if applicable):

Full Name: _____

Signature: _____

Date: _____