

### About The Award

The Learning Enrichment Award Program is not designed for acquiring an academic degree, rather should be relevant to the applicant's chosen (or aspiring) career path; or toward gaining a greater understanding of Hawaiian culture and our island community. Core skills, including, but not limited to leadership, life management, personal and inter-personal development, foreign languages, and software education are eligible to all employees and family members, regardless of job position.

### What is the meaning of LIFELONG LEARNING (personal/professional development)?

Lifelong learning is the "ongoing, voluntary, and self-motivated" pursuit of knowledge for either personal or professional reasons. It is important for an individual's competitiveness and employability, but also enhances social inclusion, active citizenship, and personal development.

The Lifelong Learning Award offered through the Hualalai 'Ohana Foundation is designed to support the personal and professional interests of Hualalai's workforce. The award covers vocational training and lifelong learning requests. Eligible program requests must be structured, have a tangible outcome (certificate, award, degree), and be provided by an accredited program or otherwise professionally organized institution or school designed to support the individual's personal or professional competitiveness and employability.

The following types of programs/training are not eligible: personal hobbies, athletic, religious, spiritual training, or more than one career change per recipient. The Foundation reserves the right to determine the eligibility of all programs.

Disclaimer: The Foundation reserves the right to approve or deny requests based on eligibility parameters and available funds.

| <b>Examples of an Eligible Request</b>                     | <b>Examples of an Ineligible Request</b> |
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| Pilates Certification – Level 1                            | A Pilates class                          |
| Shiatsu Massage Certificate from Aloha Massage Academy     | A shiatsu massage                        |
| Level 1 Sommelier Test and Certificate                     | Wine tasting class in Italy              |
| Boat Captain's License                                     | Fishing charter tour                     |
| Young Leaders Conference to DC through a high school class | A family vacation to DC                  |
| World Aquaculture Society Conference in Texas              | An aquaculture farm tour based in Texas  |

### Eligibility Guidelines

1. Must be a Hualālai Community Employee\*, the spouse or child(ren) of the employee. Children over the age of 18, must be a dependent of the employee, a full-time student, and eligible up to the age of 24 years. Employees who are legal guardians of children they are applying for must provide documentation of legal guardianship.

- Hualālai Community Employee\* includes Hualālai Investors LLC, Four Seasons Hualālai, and Hualālai Resort contractor employees.
- Hualālai Resort contractor employees must provide (2) two employment references with their application.

## LEAP – Lifelong Learning

2. The Hualālai Community employee must be employed with the resort for a minimum of six (6) months (effective March 1, 2023) at the time of the application deadline.
3. The Hualālai Community employee must work a minimum average 20 hours a week or more.
4. Families earning a combined annual gross income\*\* of \$230,000 or more are not eligible.
  - Annual gross income is defined as the total of all forms of gross income, prior to any deductions, including pre-tax adjustments, contributions to retirement accounts or cafeteria plans, and includes any self-employment, unemployment or rental property income. Withdrawals from retirement accounts are not included.
  - *All employees who earn under the \$230,000 threshold are eligible to apply.*

### Eligible Recipients

1. Any Hualālai Community Employee\*, the spouse or child(ren) of the employee.
  - Children over the age of 18, must be a dependent of the employee and eligible up to the age of 24 years. Employees who are legal guardians of children they are applying for must provide documentation of legal guardianship.

### Application Requirements

1. Submit an online application on 'Ohana Online and complete all required tasks.
2. Upload a personal statement regarding yours or your child's motivation to take the coursework and describe how this coursework will benefit you or your child
3. Upload program information
4. Upload proof of enrollment
5. Upload an invoice or original receipt of payment

### Award Levels

The Hualālai 'Ohana Foundation has established a LEAP - Lifelong Learning Award amount of:

- Award amounts are equal to or between 50-90% of the cost of eligible program(s) applied for
- Awards range from \$1,000 to \$3,000
- Limited to 3 awards per family per calendar year

### Award Procedures:

After application approval, the student will receive an award notification letter and an award agreement contract form that must be returned to the Foundation. Once returned, the award payments are paid directly to the designated service provider or reimbursed to the award recipient with a proof of payment. The Foundation cannot reimburse third-party individuals who pay on your behalf.

All information in your application will be kept confidential.

If the employee ends employment within the Hualālai community during the school year, this will disqualify all award payments.