

# HUALALAI 'OHANA FOUNDATION



## 2019 Educational Opportunities Off-Island Award Application

Aloha Off-Island Learning Applicant:

Mahalo for applying for an educational award through the Hualalai 'Ohana Foundation. We are happy that you wish to invest in your education or that of a family member. Quality education is the best investment we can make. This award is available to employees, spouses or children of the Hualalai Community, which include Hualalai Investors LLC, Four Seasons Hualalai, and Hualalai Resort contractor employees.

Award amounts are equal to 50% of the eligible costs applied for; not to exceed \$3,000 per recipient per calendar year. The Off-Island Learning Award 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, intern or specialty classes on college campuses, Curriculum based club programs, pre-college programs and credited study abroad programs and software education are eligible to all employees and family members, regardless of job position. Limited to three awards per family, per calendar year.

Following the completion of your chosen program, award recipients will need to provide a brief letter or essay, along with a picture, which describes what you felt was valuable about your program and how it enhanced your education.

The Hualalai 'Ohana Foundation has established an Off-Island Learning award amount of:

**50% of the cost of eligible program(s) applied for: not to exceed \$3,000  
per award recipient per calendar year; and limited to 3 awards per  
family per year.**

Off-Island Learning award applications can be submitted any time before the program or within 30 days of the program's last day. Once your application is received, you will be notified of its status within two weeks.

Please contact our office with any questions. We look forward to hearing from you.

Much aloha,

A handwritten signature in black ink that reads 'Ed Mueller'.

Ed Mueller, 2019 Board President



# HUALALAI 'OHANA FOUNDATION

## OFF-ISLAND LEARNING AWARD APPLICATION GUIDELINES

Individuals are eligible to apply for the Off-Island Learning Award under the following conditions:

- You have been employed part-time or full-time as a Hualalai community employee for at least one year as of the date of application;
- Your combined family annual gross income\*\* does not exceed \$195,000.

### Eligible Recipients:

Hualalai community employees\*, their spouses and legal dependent children up to age 21. Employees who are not parents of children they are applying for must provide documentation of legal guardianship. If the child does not reside with the employee, financial information for the custodial parent will be required.

### To apply for this award, the applicant or parent/guardian:

- Must **write a brief statement** regarding his or her motivation to take course work. Please describe how this coursework will benefit you or your child. All information in your application will be confidential;
- Must **complete the attached application form**

### To submit application:

Please submit the completed application, using the attached checklist. Your application may be submitted at any time, but must be submitted within 30 days of program completion. Incomplete applications left over 30 days will be closed. All eligible applicants will be notified within two weeks regarding the status of their application.

### Program Restrictions:

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. Eligible recipients may apply multiple times throughout the year, but total award amounts are not to exceed \$3,000 per calendar year.

### Eligible Travel Expenses

The cost to travel to approved workshop/trainings may be included in the total cost of the programs. Eligible travel expenses are as follows:

- Coach Airfare
- Hotel Lodging – up to \$125/day
- Rental Car – up to a mid-size car
- Ground Transportation by Uber or Taxi

Award Payments:

Awards are paid directly to the designated service provider or reimbursed to the award recipient with a qualifying receipt.

If you receive an award and have not already paid the cost, please ask your designated service provider to provide an invoice directly to the Hualalai 'Ohana Foundation.

If you have already paid at least one-half the cost of the program, please submit a receipt for payment, which clearly shows the amount you paid. The foundation cannot reimburse third-party individuals who pay on your behalf.

DEFINITIONS

**\*Hualalai Community Employee** includes employees of Hualalai Investors, LLC or Four Seasons Hualalai; and any Hualalai Resort contractor, which means an employee or independent contractor of another company who provide services to the resort, hotel or resident homeowner for a minimum of 20 hours per week for over one year.

Hualalai Resort contractors must provide two (2) verification letters of eligibility – from your employer, hotel or resort verification or homeowner – with their application.

**\*\*Annual gross income** is a total of all forms of gross income, prior to deductions, including pre-tax adjustments or deductions, contributions to retirement accounts or cafeteria plans, i.e., Social Security wages per W-2 form, and includes any self-employment or rental property income

# OFF-ISLAND LEARNING AWARD APPLICATION

Please type or print clearly.

Is this your first time applying for this award?  
YES NO

How did you hear about this award?

Program Fair    Ambassador    HR

Website    Other: \_\_\_\_\_

Name of Hualalai Community Employee: \_\_\_\_\_

Name of Employer:    Four Seasons Hualalai    Hualalai Investors, LLC    Resort Contractor

Job Title & Department \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Name of Student (actual person to receive award): \_\_\_\_\_

Your Relationship to Student (self, parent/guardian, spouse): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you on Facebook or Instagram? (Circle One) Yes No If Yes, Name: \_\_\_\_\_

Please fill in name of the program:

Program Name: \_\_\_\_\_ Provider Name: \_\_\_\_\_

What is the cost of the program? \_\_\_\_\_

Have you already applied for the program?    Yes    No

*Include brochure (or photocopy of brochure)*

When will you/your child start the program? \_\_\_\_\_

I request special consideration for financial assistance due to: *(circle all that apply)*

- Employed at multiple jobs
- Household with more than 2 children
- Recent financial hardship
- Reduction of wages
- Single income household
- Single parent

By signing this application, I, the Hualalai Resort employee, hereby certify that I understand the terms of the award and that my annual household income does not exceed \$195,000 which would make me ineligible per the terms and conditions.

**I also understand that I will be asked to submit a brief essay and photograph to describe how the program enhanced my education.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## OFF-ISLAND LEARNING AWARD APPLICATION CHECK LIST

Please use the attached checklist to complete your application process.  
*Awards will remain pending until all items listed below are received by the foundation.  
Incomplete applications will be closed after 30 days.*

- Completed Award Application**
- Hualalai Resort Contractors only** –  
Two (2) letters verifying employment at Hualalai Resort
- Personal Letter with description of:**
  - educational goals and special needs (if any)
- Program Information** (flyer, brochure, printed web page)
- Proof of enrollment** (payment receipt)
- Invoice or original receipt of payment by applicant**

To submit completed application packet, you may:

- Drop off in person to HOF office at mauka trailers
- Send by inter-office mail to Hualalai 'Ohana Foundation
- Drop off in person to your Human Resources department
- Mail to the address listed below
- **Faxed applications or documents will not be accepted.**

Any questions? Contact our office or visit [www.hualalaiohanafoundation.org](http://www.hualalaiohanafoundation.org)

P.O. Box 5227    Kailua-Kona, Hawaii 96745    (808) 325-4701 office

# HUALALAI 'OHANA FOUNDATION

## OFF-ISLAND LEARNING AWARD SUMMARY

*\*Please keep this form and submit after completing the program*

1. This program has helped me by:

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2. The most meaningful part of this program was:

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3. I will be able to enrich Hualalai and/or my community by:

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4. Any additional comments:

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