

# HUALALAI 'OHANA FOUNDATION



## 2020 Work for College Match Award Application

Aloha Applicant:

Mahalo for applying for an educational award through the Hualalai 'Ohana Foundation.

This award was established to provide incentive and recognize students who are attending a higher education institution. This award rewards the hard work and dedication toward their continuing education and is not based on need or tuition cost. This award is paid directly to the student's college/university to be credited towards students' tuition, fees, room and board.

It is available to children of the Hualalai Community, which include Hualalai Investors LLC, Four Seasons Hualalai, and Hualalai Resort contractor employees. Fulltime resort employees who are students are not eligible for this program.

Applicants for this award must be a Higher Education student and must be enrolled full-time in an accredited educational institution. Student must also maintain a minimum GPA of 2.0.

**The application deadline: 5:00pm, Friday, September 25, 2020.**

Even if your ohana has received educational awards in the past, please apply again as this program is independent of the other Foundation educational opportunities and programs.

If you have any questions, please contact our office at 808-325-4701. We look forward to hearing from you.

Much aloha,

A handwritten signature in black ink that reads "Ed Mueller". The signature is fluid and cursive.

Ed Mueller, 2020 Board President

### WORK FOR COLLEGE MATCH AWARD APPLICATION GUIDELINES

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

1. Applicant must be a child of a Hualalai Community 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.
2. The Hualalai community employee must be employed with the resort at least one year as of the application deadline.
3. Families earning a combined annual gross income\*\* of \$195,000 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 under the \$195,000 threshold are eligible to apply.*
4. To be eligible for **Work for College Match Award**, the applicant:
  - Submit **verification** of fulltime enrollment at an accredited college or university. A minimum of 24 units per academic year.
  - Student must submit a personal letter outlining their educational goals and accomplishments.
  - **Official transcripts** must be submitted and the publish date must be within the application period. *\*Official transcripts from previous Foundation applications cannot be used.*
  - Be employed in a legitimate business\*\*\* between May 15 and September 15 prior to the upcoming school year.
  - Complete **Request for Verification of Employment** form.
  - Provide **Proof of earnings**.
5. This award matches verifiable summer employment earnings between May 15 – September 15, up to \$1,500.00.

#### Award Payments

After application approval, the student will receive an award acknowledgement letter that must be returned to the Foundation. Once returned, the payments are made directly to the school within 45 days.

#### 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.

*For Independent Contractors - two (2) verification letters of eligibility – from your employer, hotel or resort verification or homeowner - must accompany your 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

*\*\*\*Legitimate business* is licensed entity that is licensed to do business. Examples: summer work at the resorts, working in retail stores, working in restaurants.

# WORK FOR COLLEGE MATCH AWARD

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): \_\_\_\_\_ Age: \_\_\_\_\_

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

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

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

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

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

College or University student is attending \_\_\_\_\_

School Address: \_\_\_\_\_

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

Student Identification Number: \_\_\_\_\_

## Student Summer Employment Information:

Company or Employer Name: \_\_\_\_\_

Company/Employer Address: \_\_\_\_\_

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

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

Does this student receive the Higher Education Scholarship? Yes No

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

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

# 2020 Work for College Match Award Request for Verification of Employment



Employee/Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date of Hire: _____	Last Day Worked: _____
Wage/Salary: \$ _____	<input type="checkbox"/> hourly <input type="checkbox"/> weekly <input type="checkbox"/> biweekly <input type="checkbox"/> other _____
_____ Employer Signature	_____ Title

Company Name: \_\_\_\_\_

Date of Hire: _____	Last Day Worked: _____
Wage/Salary: \$ _____	<input type="checkbox"/> hourly <input type="checkbox"/> weekly <input type="checkbox"/> biweekly <input type="checkbox"/> other _____
_____ Employer Signature	_____ Title

Company Name: \_\_\_\_\_

Date of Hire: _____	Last Day Worked: _____
Wage/Salary: \$ _____	<input type="checkbox"/> hourly <input type="checkbox"/> weekly <input type="checkbox"/> biweekly <input type="checkbox"/> other _____
_____ Employer Signature	_____ Title

# WORK FOR COLLEGE MATCH AWARD APPLICATION CHECK LIST



Please use the attached checklist to complete your application process.

- Completed Award Application Sheet.**
- Hualalai Resort contractors only –**  
Two (2) letters verifying employment at Hualalai Resort
- Personal Letter with description of educational goals and accomplishments.**
- Official transcript – showing cumulative GPA**  
Publish date must be within the application period.  
*\*Official transcripts from current or previous Foundation applications cannot be used.*
- Complete “Request for Verification of Employment” form.**
- Proof of earnings – pay stubs for each pay period worked for multiple jobs or last pay stub if single employer.**

- Drop off in person to Hualalai Ohana Foundation office
- Send by inter-office mail to Hualalai 'Ohana Foundation
- Mail to the address listed below
- **Faxed and emailed copies will not be accepted.**

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

**DEADLINE: 5:00pm Friday, September 25, 2020. No extensions**  
**Application packet must include all documents; completed application sheet, personal letter and official transcript, employer information and proof of earnings. Incomplete packets, late applications, faxed or emailed copies will not be accepted.**