SUMMER SESSION 2008
BRIDGE TO HOPE

DATE: April 17, 2008

TO: Bridge to Hope Participants
FROM: Teresa Bill, UH System-wide Coordinator  Ph: 956-9313  Email: bth@hawaii.edu

OVERVIEW

✓ You must be enrolled full-time to participate in BTH summer employment. BTH Spring semester employment ends with Finals Week on May 16th. You typically have 30 days after any change in employment status to meet the 32-hour work activities (includes volunteer & paid employment) required for First-to-Work (FTW).

✓ Bridge to Hope students are encouraged to enroll in Summer Session to maximize educational achievement during TANF eligibility. 6 credit hours per summer session is considered full-time.

✓ If you were enrolled fulltime in both Fall 2007 & Spring 2008, summer financial aid is not available and you qualify to use the “Standard Denial of Aid Letter” (attached). Print out your Fall’07 & Spring’08 financial aid award to verify you received PELL tuition assistance for these semesters.

✓ If Financial Aid is not available, First to Work should be available to pay for tuition, books & fees that are appropriate for your educational plan/degree completion. You need to request Summer School assistance from your FTW case manager who will request a Purchase Order. See details below. Expect 2 weeks for PO to move through DHS to UH Cashier.

✓ Summer Session is an accelerated and intensive schedule. Part-time summer enrollment may be more appropriate, however if you are not enrolled fulltime you will need to fulfill FTW work requirements of 32 hours/week.

✓ Stay in contact with your FTW case manager. Discuss your educational plans & activities.
✓ Always give your case manager COPIES of your paperwork; keep a copy for your files too.

STEP BY STEP:

✓ Register online via MyUH for Summer Classes
✓ PRINT “THIS REGISTRATION SESSION IS NOW COMPLETE” page with the Tuition & Fees, Total Charges
✓ PRINT the “CLASS SCHEDULE” including “Weekly Class Schedule”
✓ PRINT Financial Aid Account Summary by Term for Fall’07 & Spring’08
✓ Copy of Educational / Graduation Plan or Student Advising Sheet
✓ Copy of current transcript or grades to indicate “academic progress”
✓ Write your Request to your Caseworker
✓ Attach copies of all documents
Sample Request for Summer School Assistance

DATE: April 17, 2008

TO: Ms. First to Work Caseworker,

FROM: Ms. Excellent Student
Social security number
Contact phone number

RE: Summer School Assistance for Tuition & Books

I am writing to request First to Work assistance with summer school tuition, fees and books per DHS PC02-052. All courses will fulfill program requirements or electives. Attending summer school will allow me to finish my degree earlier.

I am providing a copy of my:
  - Student Registration Form
  - Verification of tuition & fees
  - Standard “Denial of Financial Aid letter” -- Interim Vice President for Student Affairs, Karen Lee**(you need to get a copy of this letter from your BTH campus contact) A signed copy on letterhead is not included in this packet.
  - Copy of Financial Aid Award Info “Account Summary” for Spring 2008 & Fall 2007
  - Current Student Advising or Education Plan
  - Cover Sheet for Tuition by Fax at UH Manoa

Please note that exact textbook purchases are not available from the bookstore until after the 1st week of May. I will be submitting a list of courses & required textbooks separately.

Two Purchase Orders are needed–
1) For tuition and fees: Indicate Summer Session I, Summer Session II, or both and my name

2) For books: The bookstore says the book orders for Summer will be available the first week of May.

Purchase Orders for tuition need to be faxed by April 29th, 2008 to: Your campus Cashier (see attached list) @ FAX number__. Cover Sheet, “UHM Summer Sessions 2008 Credit Course Payment Form” with student information is included & should be faxed with PO for tuition at UH Manoa.

If a Purchase Order cannot be processed by April 29, I request a statement on DHS letterhead to the UH Cashier indicating that Purchase Order 12345 has been submitted for the amount of $ ________. UH Cashier has agreed to accept such a memo to avoid expulsion for non-payment.

Thank you for your assistance. Please call me @ (xxx-xxxx) to let me know when you have faxed the purchase orders so I can follow up.
DETAILS & FINE PRINT
What is “Fulltime” During Summer?

- Six credits per 6-week summer session or twelve credits over the course of the multiple summer terms are considered by most University of Hawai‘i campuses to be “full-time enrollment” for undergraduates. Some campuses have only 1 single summer term.
- For Graduate students, four graduate level credits per term constitute “full-time.”
- For Summer session, contact hours or the number of hours in class or lab will be counted. Use the attached “Sample Weekly Schedule” to indicate to your caseworker the number of hours you are in class.
- Accelerated classes typically meet M-F for 1 hour 15 minutes. This equals 6.25 hours per week. 2 classes would equal 12.5 hours and then require 8 hours of paid employment; or 12 hours if you need 24 hours to maximize childcare reimbursement.
- Caution: Math and Science courses are not recommended for the Summer accelerated schedule. You might need to take electives over the summer session to fulfill your degree or certificate requirements.

Financial Aid for Summer Session:

- If you qualified for and received Financial Aid for both Fall 2007 and Spring 2008, your Financial Aid for the academic year has been used. You will need to ask First to Work to assist with summer session.
- If you recently returned to school and did not attend both Fall 2007 and Spring 2008, you must apply for Financial Aid and ask your Financial Aid office for assistance with Summer tuition. If they do not have Federal Financial Aid funds available, they will issue you a “Denial of Financial Aid document.” You will give the “denial of financial aid” to your FTW case manager and proceed with the same instructions below.

Request Summer School Tuition from First-to-Work (Paid by Purchase Order):

- Because Financial Aid is not available, First to Work assistance should be available for tuition, fees and books for summer school.
- With your request for summer school assistance you need to provide COPIES of:
  - Your Education Plan with required courses & electives needed
  - Verification of tuition, & fees
  - Verification of books required for classes (see http://www.bookstore.hawaii.edu)
  - Registration Form indicating class schedule & meeting times
    - Using MyUH” for UHM Summer Session:
      - PRINT the “THIS REGISTRATION SESSION IS NOW COMPLETE” page with the Tuition & Fees, Total Charges for your Caseworker. (see attached sample).
      - PRINT the “CLASS SCHEDULE” including “Weekly Class Schedule” (see attached sample).
    - Copy of “Standard Denial of Aid” letter
      - Include a copy of the “Summer Sessions Payment Deadlines, Policy & Procedures” page (attached)
    - Make and keep a copy of your request & supporting documents for your files.
You must request two Purchase Orders from your FTW case manager.

- One, payable to the campus cashier (e.g. U.H. Manoa Cashier’s Office) indicating which terms (e.g. SummerI; SummerII or both) for tuition;
- the other to the campus bookstore (e.g. UH Manoa bookstore) for books.

Use [http://www.bookstore.hawaii.edu](http://www.bookstore.hawaii.edu) to determine the books required for your courses & their cost. Almost every campus has their courses listed at this website. DO NOT ORDER your books from the website, merely determine the texts required and their cost. You can visit the bookstore in person as well. **Bookstore does not expect all textbooks to be online until first week of May.** Request that your caseworker process and approve your request for assistance and you will provide textbook info as soon as available. You will need to follow up in a timely way.

**Register & Request P.O.**

- Register for your necessary classes (6 credits per session) to determine tuition
- Double check what office your Purchase Order should be faxed to & their fax number
- Check the Bookstore or website (www.bookstore.hawai'i.edu) for the titles and cost of books for courses.
- Meet with FTW case manager and request P.O. for summer tuition and books. **Have your academic plan with you to verify course requirements and electives.**

CHECK with campus cashier’s office if your Purchase Order will not be processed before your PAYMENT DEADLINE date. **You will be purged from the courses in MyUH if you do not pay in time, so you need to get your file “flagged” as a 3rd Party payee, so you will not be purged for lack of payment by the deadline.** The UH campuses receive payments for people via PO for a number of different programs, not only FTW. They should have a system in place.

For UHM Summer Session, see Outreach College student services (956-7221; Krauss 101) to ask for your registration to be “flagged” as a 3rd party payment & not to be purged. They will need a letter of “Intent to pay” from your caseworker which indicates the student’s name & social security number – preferably on DHS letterhead. Have DHS fax the Purchase Order to: Cashier – Summer Session (Patrick Laoron); Fax: 956-3752; Phone: 956-6878

**Campus Calendars:**

- If your campus does not have enough or the correct classes, you can enroll at more than one campus. You need separate Purchase Orders for each campus & bookstore.
- But don’t forget to make room for commuting time between campuses. It’s difficult to get from one campus, park & get to the 2nd class.
- If your campus has a single summer session, FTW caseworker should grant a “good cause” for 8 hours of BTH paid employment only for that time period between school sessions.

**UH Manoa Summer Session Option:** [http://www.outreach.hawaii.edu/summer](http://www.outreach.hawaii.edu/summer)

- UHM Summer Session / MyUH accepts students from any campus, including all Community colleges

**UH Manoa Six-week Terms:**

**Term 1:** Tuesday, May 27 - Thursday, July 3
**Term 2:** Monday, July 7 - Thursday, August 14
Bridge to Hope Summer Employment:
- To continue Bridge to Hope employment, students **must** be enrolled **full-time** in Summer session.
- If you find other campus employment, you can fulfill your hours with that work. Campuses have different work available for students enrolled and returning in the Fall. Check with your BTH campus coordinator or campus student employment office.
- If you are enrolled full-time at UH Manoa Summer Session, you will qualify for student employment at the UHM campus. See Teresa Bill at UHM or your campus BTH contact to coordinate your work with Bridge to Hope.

UH Manoa Student Employment (for Community College Students):
- You must be enrolled full-time (6 credits Summer)
- Once registered, you may apply for a UH ITS user id either online at [http://www.hawaii.edu/help/accounts/idreqinfo.html](http://www.hawaii.edu/help/accounts/idreqinfo.html)
- or at Keller Hall 105
- Once you have a UH ITS id, you may job search at [http://sece.hawaii.edu](http://sece.hawaii.edu)

Exempt (Bridge to Hope) Employment vs. Campus employment:
Bridge to Hope funds are not counted against your DHS check. However, if Bridge to Hope funds are not available and you work other campus employment, even after DHS deductions, you will still be ahead financially. EXAMPLE:

\[
\begin{align*}
20 \text{ hrs} \times $6.85 &= $137 \times 4 \text{ weeks} = 548.00 \text{ gross pay} \\
\text{Deduct 20\% exempt} &= $109.60 \\
\text{Deduct $200 exempt} &= $200.00 \\
\text{Deduct 36\% of balance exempt} &= 85.82 \\
\text{Exempt Income} &= $395.42 \\
\text{Income Deducted from DHS Check} &= $152.58
\end{align*}
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*Income deducted from Food Stamps = $164.00
Increased income results in a decrease in food stamps. For every $3 net wages, food stamps are reduced $1. Rule: Maximum allotment of Food stamps allocated on family size; - 30\% of net monthly income.

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\begin{align*}
$570.00 \text{ Sample stipend (3 persons)} \\
- 152.58 \text{ Income deducted} \\
+ 548.00 \text{ wages} \\
\text{= 965.42 total monthly income} \\
- 164.00 \text{ Food stamp deduction*} \\
\text{$801.42 + $360 food stamps ($524-164=360)}
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Graduating with an AA? Transferring to UH Manoa or UH West Oahu?
If you are graduating from a Community College and plan to attend UHM or UHWO, you should enroll as planned for Summer and see either Christine Quemuel at UH Manoa (956-8059) or Joyce Chinen at UH West Oahu (454-4720).
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<tr>
<th>CAMPUS</th>
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<tr>
<td><strong>UH Manoa</strong></td>
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<tr>
<td>Cashier – Summer Session (Patrick Laoron)</td>
<td>Phone: 956-6878 Fax: 956-3752</td>
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<tr>
<td>Bookstore (Attn: Jang Yuan)</td>
<td>Phone: 956-4797 Fax: 956-4323</td>
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<td><strong>UH Hilo</strong></td>
<td>Phone: 974-7404 Fax: 974-7713</td>
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<td>Business Office (Kirk)</td>
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<td>UH-Hilo Book store – Send PO to UH Manoa Bookstore Attn: Jang Yuan</td>
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<td>Clearly indicate UH Hilo Student</td>
<td>UHM Phone: 956-4797 UHM Fax: 956-4323</td>
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<td>UH Hilo Phone: 974-7348</td>
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<td><strong>UH West Oahu</strong></td>
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<td>Business Office</td>
<td>Phone: 454-4742 Fax: 453-6176</td>
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<td>Bookstore: Leeward CC (Attn: Louis)</td>
<td>Phone: 455-0205 Fax: 456-5331</td>
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<td><strong>Hawai‘i CC</strong></td>
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<td>Cashiers Office (Attn: Andrea)</td>
<td>Phone: 974-7415 Fax: 933-0568</td>
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<td>HI CC Book store – Send PO to UH Manoa Bookstore Attn: Jang Yuan</td>
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<td>HI CC Phone: 974-7348</td>
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<td><strong>Honolulu CC</strong></td>
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<td>Business Office (Attn: Derek Inasuku)</td>
<td>Phone: 845-9103 Fax: 844-2341</td>
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<td>Phone: 845-9105 Fax: 847-6021</td>
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<td>Business Office (Attn: Cashier’s Office)</td>
<td>Phone: 734-9524 Fax: 734-9545</td>
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<td>Bookstore (Attn: Cheryl)</td>
<td>Phone: 734-9589 Fax: 734-9452</td>
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<td>Business Office (Attn: Greg Enos)</td>
<td>Phone: 245-8227 Fax: 245-8220</td>
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<td>Bookstore</td>
<td>Phone: 245-8273 Fax: 245-8296</td>
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<td><strong>Leeward CC</strong></td>
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<td>Business Office (Attn: Joy)</td>
<td>Phone: 455-0308 Fax: 455-0229</td>
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<td><strong>Maui CC</strong></td>
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<td>Business Office: (Attn: Talia)</td>
<td>Phone: 984-3257 Fax 984-3201</td>
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<td>Bookstore:</td>
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<td><strong>Windward CC</strong></td>
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<td>Business Office (Attn: Kauai)</td>
<td>Phone: 235-7410 Fax: 235-7423</td>
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<td>Bookstore (Attn: Tricia)</td>
<td>Phone: 235-7418 Fax: 247-9330</td>
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### SAMPLE WEEKLY SCHEDULE -- Summer Session

OR print out your weekly schedule from MyUH

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Recommended Study Time: 2 hours minimum for every classroom hour. $1.25 \times 5 \text{ m-f} = 6.25 \times 2 \text{ hrs} = 12.4 \times 2 \text{ classes} = 25 \text{ hours for class prep and assignments}$. Because the schedule is accelerated, papers & projects are accelerated too.

Class Contact Hours: __________________

Work Hours & Schedule: ______________________________________
March 28, 2008

Case Managers
State of Hawai‘i Department of Human Services
Benefit Employment Support Services Division
820 Mililani Street #606
Honolulu, HI 96813

Dear Case Managers:

I am writing to inform you that financial aid funding is not available for the Summer 2008 session, if a student attended full-time in both Fall 2007 and Spring 2008 semesters. It is my understanding that First to Work (FTW) has agreed to accept this letter, and copies thereof, as a standard Denial of Financial Aid document for this group of students. Students who were not enrolled full-time in both fall and spring semesters will look into the availability of Federal Pell Grant funds.

Full-time First to Work students enrolling in the Summer 2008 session will need to request tuition, fees and books from First to Work. Tuition and fees vary from campus to campus and depend upon the number of credits enrolled. Because of limited summer session offerings, some students may need to enroll at more than one campus to maintain full-time enrollment over the course of the summer session.

As you may know, summer sessions are conducted on an accelerated schedule, typically in six week terms. While campus policies may vary, six credits per six-week summer session or twelve credits over the course of the multiple summer terms are considered by most University of Hawai‘i campuses to be “full-time enrollment” for undergraduates. UH-Hilo is an exception, which considers 6 credits within their official summer session, between May 22 – Aug. 11, to be full-time enrollment. For graduate students, four graduate level credits per term constitute full-time enrollment.

The FTW Education Policy states, “…classroom hours will continue to be counted as contact hours within the educational activity.” During the accelerated summer session, a 3-credit course will typically meet for 6.25 hours (e.g. M-F, 10-11:15 a.m.) in a week. Thus, two three-credit courses would equal 12 hours per week contact hours. The students’ registration forms will clearly indicate the meeting times of the courses. Inasmuch as academic advisors do not recommend that required math and science courses be taken on an accelerated schedule, students often need to fulfill their electives during the summer.
As a reminder to program officers and FTW case managers, federal financial aid is calculated and awarded to students based on full-time enrollment during the fall and spring semesters. The award letter clearly states that funds are to be used for educational expenses for those two semesters. Therefore, it is neither appropriate nor financially feasible for students to save money from financial aid awards for Fall 2007 and Spring 2008 to be applied to summer tuition and expenses.

Thank you for your assistance with this matter. Processing and producing multiple “denials of aid” is cumbersome when we know in advance there is no financial aid available for full-time enrolled students. If you have any questions or concerns, please contact Teresa Bill, U.H. System-wide Coordinator for Bridge to Hope at 956-9313 or via email bth@hawaii.edu. You may also contact your client’s financial aid officer for detailed and specific financial aid questions.

Sincerely,

Karen C. Lee
Interim Associate Vice President for Student Affairs
University of Hawai‘i System

c: Teresa Bill
   U.H. Financial Aid Directors
   Bridge to Hope Campus Contacts
   Bridge to Hope student participants