

# SUMMER SESSION 2018

## BRIDGE TO HOPE

DATE: March 23, 2018  
TO: Bridge to Hope Participants  
FROM: Teresa Bill, UH System-wide Coordinator Ph: 956-9313 Email: [bth@hawaii.edu](mailto:bth@hawaii.edu)

### OVERVIEW

- ❖ You must be **enrolled full-time** to participate in BTH summer employment. BTH Spring semester employment ends after Finals Week on May 15<sup>th</sup>. 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).
- ❖ Undergraduate 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.
- ❖ Tell **both** your BTH Campus Contact and UH Systemwide Coordinator, Teresa Bill ([bth@hawaii.edu](mailto:bth@hawaii.edu)) your intentions for Summer School enrollment. Email T. Bill & include: 1) your Name; 2) Number of Credits at which campus, for Each Summer Session; 3) Your Case Manager's Name & First-to-work Unit.  
Financial Aid & requesting tuition assistance from First-to-Work are more complicated this year. Your BTH Campus Contact & BTH Coordinator T. Bill can assist you but clear communication is vital. Please make your plans ASAP; once you determine if the classes you need are offered.
- ❖ Federal PELL awards are available for a 3<sup>rd</sup> Summer Session for 2018. If you received a PELL Award in either Fall 2017 or Spring 2018, you will *most likely* be eligible for PELL for summer based on your enrollment at your **HOME Campus**. Financial Aid is not available for classes taken at other campuses, but can be requested from First-to-Work (undergraduates only).  
Print out your Summer 2018 financial aid award ASAP to verify if you received PELL assistance for Summer 2018. (Some campuses will not award FinAid until after Summer starts, which is why FTW is offering to front tuition. See below.)
- ❖ First to Work has agreed to pay upfront for Summer School tuition, fees and books while waiting for your Financial Aid package. First-to-Work will require students sign a Promissory Note indicating that any PELL or other grant funds (not loans) you receive for Summer 2018 will be repaid to First-to-Work. First-to-Work will pay for tuition, fees and books not covered by PELL & other grant (not loans) financial aid for Summer 2018. See attached DHS Program Clarification with details.
- ❖ You need to apply for Financial Aid from your home campus **and** request summer school assistance from your FTW Case manager. You must be "in compliance" with all paperwork and showing academic progress for First-to-Work to consider paying summer tuition. See details below. Expect 2 weeks for PO to move through DHS to UH Cashier. (So don't wait until Finals Week).
- ❖ Stay in touch with your campus Cashier and request they "do not purge" you for non-payment while waiting for your "3<sup>rd</sup> Party Payment" which is a PO from First-to-Work. (Connect with your BTH Campus Contact about this also). Note: If **you do not receive approval from First-to-Work for summer school costs, you must drop your courses immediately or pay for them yourself**. Which is why it is important to request assistance from First-to-Work early and stay in touch with your case manager.

- ❖ BTH Coordinator works closely with UHManoa Summer Session. Be sure to email T.Bill ([bth@hawaii.edu](mailto:bth@hawaii.edu)) by **April 16** to be included in the Manoa Summer “Do not purge” list for BTH.
- ❖ If you work with “Goodwill First-to-Work,” PACT or another sub-contractor, these offices do not issue Purchase Orders. Funds will go to the students’ EBT card, and receipts for tuition and books will be required to verify payment was made. They will also issue a Promissory Note requiring repayment of Pell grant FinAid. If clients have cash assistance payments direct deposited to your checking account, you will avoid ATM withdrawal fees for EBT.
- ❖ 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 20-30 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 DO NOT PAY for the Class at this time
- ✓ **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 Award Summary by Aid Year for Fall ‘17 & Spring ‘18 & also Summer ‘18 when available.
- ✓ **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
- ✓ Print & Submit Summer 2018 FinAid Award (when awarded & available)
- ✓ Repay FTW for any PELL / grant funds awarded for Summer 2018 (once reimbursed).

### **Sample Request for Summer School Assistance**

DATE: March 27, 2018

TO: Ms. First to Work Caseworker,

FROM: Ms. Excellent Student  
Social security number / case ID  
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 PC:18-10. 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

- ❑ Copy of Financial Aid Award Info “Account Summary” for Fall 2017 & Spring 2018 (indicates likely Pell eligibility); Update with Summer 2018 when available
- ❑ Current Student Advising or Education Plan
- ❑ Cover Sheet for Tuition by Fax or Mail at UH Manoa Outreach College / Summer Session
- ❑ List of Books required & cost (separate Purchase Order to Bookstore)

Please note that exact textbook purchases are not available from the bookstore until after the 1<sup>st</sup> 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 \_\_\_\_\_ and UH ID:\_\_\_\_\_.
- 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 27, 2018 to:  
Your campus Cashier (see attached list) at \_\_\_\_\_ FAX number\_\_\_\_\_.

Thank you for your assistance. Please call me at (xxx-xxxx/ Your Phone#) to let me know when you have faxed the purchase orders so I can follow up. My course enrollment has been “protected” beyond the due date of April 27, 2018 but I need to know when payment is expected.

Cover Sheet, “UHM Summer Sessions 2018 Credit Course Payment Form” with student information is included & should be faxed with PO **for tuition at UH Manoa.**

**UHMānoa Summer Session Options for “3<sup>rd</sup> Party Payments” – which is what PO is:**

[http://www.outreach.hawaii.edu/summer/myuh/payment\\_policy.asp](http://www.outreach.hawaii.edu/summer/myuh/payment_policy.asp)

**Third Party Sponsor Payment.**

- Submit a written financial guarantee document to the Outreach College Cashier at Sinclair Library Room 301 by the payment deadline. Documents that will be accepted include, but are not limited to, purchase orders. . . Documents can also be submitted by email to [ocfiscal@hawaii.edu](mailto:ocfiscal@hawaii.edu). Contact the Outreach College Cashier at (808) 956-6878 with any questions regarding third-party payments.

\*\* Be sure to Email BTH Coordinator TBill ([bth@hawaii.edu](mailto:bth@hawaii.edu)) by April 16 if you are enrolling in UHMānoa Summer Session & need to be included in the UHManoa BTH “do not purge” list.

## **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.
  - UH Hilo has summer sessions from May 23 - July 29 for 2016
  - Maui College has multiple Sessions within a single session from 5/23 – 8/13 for 2016
  - Kauai'i CC has a single summer session (6/13 – 7/22).
- For Graduate students, four graduate level credits per term constitute “full-time” for employment purposes, but FTW does not assist with Graduate tuition.

- 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, Science and Language courses are **not** recommended for a 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:

- Federal FinAid is available for a 3<sup>rd</sup> Session (Summer) for 2018. Apply for Financial Aid for your campus to receive a Financial Aid award based on enrollment at your HOME Campus. (Classes at other campuses are not considered when calculating full-time/part-time enrollment & FinAid awards.
- You will submit a copy of your Summer 2018 Financial Aid Award to First-to-Work. Any Pell award is expected to be applied to your tuition & books. Costs in excess of PELL or costs at other campuses not covered by PELL award are eligible for assistance from First-to-Work.

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

- If your FinAid award for Summer 2018 does not cover all your tuition, fees and books; First-to-Work assistance should be available to pay the difference.
- 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
  - Copy of FinAid Award for Summer 2018 (include FinAid for Fall 2017 & Spring 2018 to indicate likely PELL award/eligibility.
  - 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).
    - 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.
  - 1<sup>st</sup> PO payable to the campus cashier (e.g. U.H. Manoa Cashier’s Office) indicating which terms (e.g. SummerI; SummerII or both) for tuition; Use the UHM Summer 2016 “Credit Course Payment Form - For Web Registration” to ensure accurate payments.
  - 2<sup>nd</sup> PO payable to the campus bookstore (e.g. UH Manoa bookstore) for books.
- Use <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.hawaii.edu](http://www.bookstore.hawaii.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. (Although UH Mānoa Summer Session Cashier has indicated that they will not be purging for non-payment by May 1). All UH campuses receive payments for people via PO from a number of different programs, not only FTW. They should have a system in place.

**For UHMānoa Summer Session – April 16 deadline** - You must email Teresa Bill, BTH Coordinator ([bth@hawaii.edu](mailto:bth@hawaii.edu)) to add you to the “Do Not Purge” list for UHManoa Summer Session. Include: your Name, UH ID and courses you are registered for in each summer session. Also include your case manager's name and contact info for follow up.

If you register later, contact Outreach College Student services (956-7221; Sinclair Lib 301) to ask for your registration to be “flagged” as a 3<sup>rd</sup> party payment & not to be purged (& cc [bth@hawaii.edu](mailto:bth@hawaii.edu)).

UHM Summer Session has asked the BTH Coordinator to confirm which students are expecting 3<sup>rd</sup> party payments for their tuition. Have First-to-Work fax the Purchase Order to:

Cashier – Summer Session, Attn: Patrick Laoron; Fax: 956-3752; Phone: 956-6878.

For UH Mānoa Bookstore – You should have emailed Teresa Bill your summer session enrollment. Teresa works with UH Manoa Bookstore to establish a process for charging approved textbooks while waiting for PO. If your course enrollment changes, you MUST contact Teresa. Bookstore is restricted to charging textbooks on approved list (yes, this gets messy sometimes).

#### 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 2<sup>nd</sup> class.
- If your campus has a single summer session, and you are full-time enrolled, Bridge to Hope will offer paid summer employment for the weeks you are enrolled. Paid employment for the “interim weeks” between summer sessions will need to be discussed with BTH Coordinator.

**UH Manoa Summer Session Option:** <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: Monday, May 21 - Friday, June 29**

**Term 2: Monday, July 2 - Friday, August 10**

## 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 fulltime 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>
- or at Keller Hall 105
- Once you have a UH ITS id, you may job search at <http://sece.hawaii.edu>

### Exempt (Bridge to Hope) Employment vs. Campus employment:

Because DHS now uses a 6 month verification of income and earnings, your BTH (or other) earnings are not usually counted against your DHS check or food stamps as long as you remain under the monthly “income eligibility” amount indicated by your case manager (which is determined by family size). If you are employed off-campus, see the “[Exempt vs. Campus Employment Estimate Form](#)” on the BTH Downloads page to estimate how off-campus earnings may impact your cash assistance.

### Graduating with an AA? Transferring to UH Manoa or UH West Oahu?

If you are graduating from a Community College and plan to attend UH Mānoa or UHWO, you should enroll as planned for Summer and see Teresa Bill at UH Mānoa (956-8059) regarding transfer to UH Mānoa or UH West O’ahu.

**CAMPUS****Phone & Fax****UH Mānoa**

Outreach College - Summer Session (Patrick Laoron) Phone: 956-6878 Fax: 956-3752  
 Bookstore (Jing Yuan or Suzanne Stalter) Phone: 956-4797 Fax: 956-4323

**UH Hilo**

Cashier's Office Phone: 932-7025 Fax: 932-7586  
 Bookstore – (Attn: Stephanie) Phone: 932-7394 Fax: 932-7392

**UH West O'ahu**

Cashier's Office (Attn: Tracy Higa) Phone: 689-2888 Fax: 689-2891  
 Bookstore: Kory Uramoto-Wong Phone: 689-2556  
 Prefers Email: [uhwobkst@hawaii.edu](mailto:uhwobkst@hawaii.edu) Fax doesn't always work Fax: 689-2551

**Hawai'i CC**

Cashier's Office (Attn: Nadine Uina) Phone: 934-2740 Fax: 934-2741  
 HICC uses UH Hilo Bookstore – (Attn: Stephanie) Phone: 932-7394 Fax: 932-7392

**Honolulu CC**

Business Office (Attn: Cindy) Phone: 845-9102 Fax: 844-2341  
 Bookstore (Attn: Annie or Cory) Phone: 845-9105 Fax: 847-6021

**Kapiolani CC**

Cashier's Office (Attn: Melanie) Phone: 734-9524 Fax: 734-9579  
 Bookstore (Attn: Tiffany) Phone: 734-9589  
 Prefers Email: [kccbooks@hawaii.edu](mailto:kccbooks@hawaii.edu) Fax doesn't always work Fax: 734-9452

**Kaua'i CC**

Business Office (Attn: Kim Date) Phone: 245-8311 Fax: 245-8220  
 Bookstore (Attn: Noel Mock) Phone: 245-8273 Fax: 245-8296

**Leeward CC**

Cashier's Office (Attn:Patty Umetsu) Phone: 455-0308 Fax: 455-0229 (tuition only)  
 Bookstore (Attn: Lois Iwasaki) Phone: 455-0205 Fax: 456-5331

**Maui CC**

Business Office: (Talia Purdy) Phone: 984-3257 Fax: 984-3201  
 Bookstore: Phone: 984-3248 Fax: 242-8951

**Windward CC**

Cashier's Office (Attn: Elizabeth Hale) Phone: 235-7411 Fax: 235-7423  
 Bookstore (Attn: Jerri Samura) Phone: 235-7418 Fax: 247-9330

**SAMPLE -WEEKLY SCHEDULE -- Summer Session**

**OR print out your weekly schedule from MyUH**

	<b>Sunday</b>	<b>Monday</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat</b>
<b>7:00 a.m.</b>							
<b>7:30 a.m.</b>							
<b>8:00 a.m.</b>							
<b>8:30 a.m.</b>							
<b>9:00 a.m.</b>							
<b>9:30 a.m.</b>							
<b>10:00 a.m</b>							
<b>10:30 am</b>							
<b>11:00 am</b>							
<b>11:30 am</b>							
<b>12:00</b>							
<b>12:30pm</b>							
<b>1:00 p.m.</b>							
<b>1:30 pm</b>							
<b>2:00 pm</b>							
<b>2:30 pm</b>							
<b>3:00 pm</b>							
<b>3:30 pm</b>							
<b>4:00 pm</b>							
<b>4:30 pm</b>							
<b>5:00 pm</b>							
<b>5:30 pm</b>							
<b>6:00 pm</b>							
<b>6:30 pm</b>							

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: \_\_\_\_\_



## PROGRAM CLARIFICATION

PC NO.: 18-10  
SUBJECT: UNIVERSITY OF HAWAII SYSTEM-WIDE SUMMER SESSION  
SECTION(S): §§17-794.1-29; 17-794.1-30 and 17-794.1-35  
ORIGINATOR(S): S. Tonouchi  
EFFECTIVE DATE: Immediately  
ISSUE DATE: 3/19/18

INFORMATION ONLY:

FS  FA  CCCH  CCL  FTW  E&T

ACTION REQUIRED:

FS  FA  CCCH  CCL  FTW  E&T

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FOR INFORMATION:

The University of Hawaii (UH) system informed the Department that a “3<sup>rd</sup> term of Financial Aid” funds will be available for Summer 2018. However, the 3<sup>rd</sup> term funding will be administered late and often after the first day of Summer Session I which starts on 5/20/18, when it is too late for students to drop a class without a fee. Therefore, the Department has determined First-To-Work (FTW) students shall apply for this 3<sup>rd</sup> term of Financial Aid. While students await their award decision, FTW agreed to assist them with their educational expenses for tuition, fees, and books. The Bridge to Hope (BTH) coordinator will also engage with campus cashiers’ offices to request that students are not “purged” for non-payment, while awaiting assistance from FTW.

In previous years, the BTH program has prepared a standard “Denial of Financial Aid” letter for full-time students wishing to enroll in the summer session(s). The Department will not accept this standard denial letter as verification of absence of financial aid. Instead, the onus is on the students to produce their initial award letter showing the periods of approved funding and if applicable an individualized denial letter showing they do not qualify for the 3<sup>rd</sup> term.

FTW students involved with the BTH program must maintain full-time status (minimum of six credits per session) during the summer sessions in order to sustain BTH employment. There are three (3) exceptions: Hilo, Maui, and Kauai. These campuses consider six (6) credits within their official summer sessions to be full-time enrollment. For any period void of educational activity, students must be engaged in other allowable activities during that period of time.

FOR ACTION:

The FTW student requesting assistance shall:

1. Submit a copy of his/her summer registration form to the FTW worker so that part-time or full-time status may be determined.

2. Provide a copy of his/her individualized financial aid package or statement from the UH validating his/her denial for financial aid.
3. Provide his/her FTW worker with verification of cost for tuition and fees.
4. Provide his/her FTW worker with verification of cost for required summer session books; and
5. Sign a promissory note, attachment to PC 18-10, indicating repayment to the Department for fronting the educational assistance. BTH students will not be required to use loans to pay for tuition and books and the refunded portion to the department against the promissory note would be the "PELL" and other grants/scholarship aid.

FTW staff shall establish that the participant:

1. Is making satisfactory progress toward the completion of the curriculum components in a timely manner as prescribed by the educational institution.
2. Has selected courses in-line with the graduation plan on file in the participant's case record; and
3. Is not delinquent with educational financial obligations toward the Department.

If the participant meets all the requirements stated above, the FTW staff shall issue two (2) separate purchase orders for tuition/fees, and books. Contract FTW units shall process payments for tuition/fees and books via EBT and shall require the FTW student to submit receipts. Documentations shall be filed and recorded in both the electronic case record and in HANA, respectively.

Questions may be submitted to ETPO through appropriate channels.



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ABESSDA

Attachment(s) Educational Promissory Note

Historical Reference: PC 17-013, 16-010, 15-010, 14-016, 13-010, 12-024

Educational Promissory Note

Client ID: \_\_\_\_\_

**Educational Expenses**

I, \_\_\_\_\_, hereby agree to submit a copy of my student financial aid award/denial letter to my case manager or designated worker upon receipt. I also agree to repay the Department for tuition and/or other educational expenses advanced to me, within 5-working days of receiving my student financial aid check, grants and/or tuition waiver.

I understand that failure to repay the applicable amount advanced by the Department may disqualify me from participating in some educational activities in the future.

Educational Institution: \_\_\_\_\_ Semester/Year: \_\_\_\_\_ Amount Advanced: \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_ Dept. Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Repayment Plan**

Amount Advanced: \$ \_\_\_\_\_ Financial Aid Award \$ \_\_\_\_\_

I, \_\_\_\_\_, hereby agree to repay \$ \_\_\_\_\_, the total financial aid award, the to the Department of Human Services for an upfront educational payment for period from \_\_\_\_\_ to \_\_\_\_\_.

I agree to repay the full payment in one (1) installment.

◆ Check or money order made payable to: **Director of Finance**

Mailing Address: DHS / FMO / ACCTG  
COLLECTIONS/RECOVERY  
P.O. Box 4147  
Honolulu, HI 96812

Site Address: 1390 Miller St. Rm. 110  
Honolulu, HI 96813  
(In person: 7-45 - 4:00 pm)

Should my First-To-Work participation end before my repayment is paid, I understand that I am still responsible for the remaining balance and will make payments directly to the Department's Fiscal Management Office.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_ Dept. Designee Signature \_\_\_\_\_ Date \_\_\_\_\_