

PROCEDURES AND GUIDELINES FOR STUDENT TRAVEL ASSISTANCE

REV. 2026

Ukwanshin Kabudan is committed to supporting students who wish to attend our **Loochoo Identity Summit (LIS)**, but find the travel costs restrictive. We have allocated a fund to provide financial assistance to students traveling to O'ahu for the LIS. The funds are limited, so it will be made available to qualifying students in the order their requests are received with full required documentation.

Please carefully read the following guidelines to see if you qualify for travel assistance. However, please bear in mind that funding is limited so please request funding only if travel expenses are a real impediment to your participation in the LIS.

1. Funding is intended to defray travel and lodging costs for full-time students who are considered legal adults in the State of Hawai'i; therefore:

A. All applicants must be full-time students in an accredited educational institution including vocational training programs or community-based indigenous educational programs OR active enrollment in a post-graduate degree granting program (e.g. Ph.D).

B. Applicants must be 18 years of age or older at the time of travel.

C. Applicants must reside outside the island of O'ahu.

D. Each applicant must provide official documentation of full-time enrollment in an educational program OR enrollment in a post-graduate degree granting program (e.g. Ph.D).

i. Documentation must include confirmation of "full-time" status as defined by the institution.

ii. For institutions that do not have a traditional credit-hour system, the LIS organizers will make the determination for qualification. Documentation includes:

a. Registration confirmation for current or immediately upcoming education term (screen shots must include URL of educational institution).

b. Signed letter of enrollment confirmation from the educational institution, including the term of enrollment.

c. Students in community-based indigenous educational programs should provide a description of the program and the leaders/mentors.

2. Funds will be released as a reimbursement for travel and lodging expenses after the conclusion of the LIS.

A. Qualifying expenses are limited to travel to the island of O'ahu, lodging costs during the LIS (Friday thru Monday by 11:00 a.m. HST), and ground transportation to and from the airport and the LIS site.

B. Applicants must provide written quotes or proof of purchase for travel and lodging arrangements from reputable service providers at the time of funding request.

C. We cannot release funds to pay friends or relatives who provide transportation or lodging unless they provide those services as a business and can provide a quote or invoice.

D. We can only offer reimbursements for monetary payments; in other words, we cannot issue reimbursements for non-cash equivalents such as discount or mileage points.

E. We cannot guarantee coverage of all expenses, however, we will try our best to provide as much assistance as possible within the limitations of our budget.

F. Qualified students must provide receipts for all reimbursable expenses by 5:00 p.m. Hawai'i Standard Time on the Monday after the LIS. Failure to meet the deadline could result in forfeiture of funds.

G. All payments will be calculated and issued in U.S. dollars.

i. Students who make payments in foreign currency for airfare must attach a copy of the U.S. dollar conversion rate on the date of purchase (screenshots are acceptable).

ii. All international students will be responsible for exchanging the dollar payments to their own domestic currency.

3. Students must be registered and committed to attending all scheduled activities of the LIS.

A. Funding requests will be denied to students who cannot commit to all scheduled, non-optional activities of the LIS.

B. Students who qualify for assistance must notify the LIS organizers immediately if they will miss any portions of the LIS due to emergencies or other circumstances beyond their control.

C. The LIS organizers hold the sole authority to revoke or withhold funding to qualified students for excessive absences or tardiness to scheduled events or for disruptive behavior that leads to expulsion from the facilities

If you are qualified for and require student travel assistance, please complete the following 3 steps on this checklist.

- 1. Register for the LIS as a student at: <https://forms.gle/2nkGyyYniDiMNpKk9>
- 2. Complete the application for the Ukwashin Kabudan Student Financial Assistance Program at: <https://forms.gle/WwsLkbguUH2qJP4K6>
- 3. Send a single email to events@ukwanshinkabudan.org that include the 3 following items:
 - a. Attached documentation verifying your full-time enrollment or candidacy in an advanced degree program (see section 1D above).
 - b. An itemized budget of estimated travel and lodging expenses with the total.
 - c. Attached documentation of published rates and/or estimates to support the budgeted items (if you have booked any flights or lodging, please provide the receipt)

Requests will be accepted until February 10, 2026. We will contact you thereafter to let you know if you qualify and the maximum amount of assistance we can provide you. If you have any questions, please send us an email at events@ukwanshinkabudan.org. Thank you.