

Applicant Name:

Semester of application:

**International Work Opportunity
Returnability Kuleana (IWORK)
Brigham Young University–Hawaii**

Please carefully read the requirements of the IWORK program below and initial that you are willing to abide by each of the program requirements of this program.

The IWORK program is to assist students from Oceania and the Asian Rim in obtaining a quality education at BYU–Hawaii. It is built on the principle of self-reliance and its goal is to provide the necessary financial assistance to worthy members of the Church of Jesus Christ of Latter-day Saints so they can return home to their countries and regions debt-free and qualified to provide leadership roles in an international church, in civic and social affiliations, and within their families. The IWORK Program is a unique and generous opportunity available only at BYU–Hawaii. Through the IWORK program, BYU–Hawaii pays all university tuition, class fees, insurance, room and board in excess of the student contribution and payroll deduction from their work at either Polynesian Cultural Center (PCC) or BYU–Hawaii. IWORK program participation is limited to a maximum equivalent of 12 semesters in residence (approximately 4 years of attendance). Transfer student's maximum eligibility will be determined based on the number of transfer credits accepted toward their degree requirements.

When a student is selected to participate in the IWORK program, the student, his/her family and/or sponsor(s) are expected to honor the financial commitment made on behalf of the student during the student's entire enrollment whether or not the student gets married while attending BYU–Hawaii. The student will be required to contribute to his/her own education by working at the nearby PCC or BYU–Hawaii and paying a portion of his/her wages toward the student's own educational cost. The student's family and/or sponsor will have to help provide on a yearly basis, a fair student contribution in line with the economy of the student's country and the family's income, along with assisting the student with cost of books and supplies.

Furthermore, student needs to identify any substantial costs that you expect to have while in school which could include:

- Child support
- Cover other financial obligations that are not covered by IWORK funding
- Conditions not covered by SMB

Upon graduation from BYU–Hawaii, it is expected that the student will return to their home country or region qualified to provide leadership roles in an international Church, in civic and social affiliations, and within their families.

If you are selected to participate in the IWORK program the following are requirements of all participants. Please read each item below, then type your initials on the line indicating that you have read and understand and agree to abide by each requirement.

STUDY

Students on the IWORK program are expected to maintain good academic standing

They are expected to be enrolled in at least 12 credits in fall and winter, and 8 credits in spring. In case of a reduced course load, students cannot be enrolled in less than their half-time status. Summer is not an official term as it is only meant for internship enrollment, therefore no merit or departmental scholarships are available.

There are many resources at BYU–Hawaii that students may utilize in order to help them develop good study habits and to be successful as a student.

We encourage all IWORK students to take advantage of these academic support services, such as the [Center for Academic Success](#) and peer mentoring to help them maintain good grades and receive assistance when necessary.

Initial: _____

WORK

Students on the IWORK program are required to work. These jobs are all located at the Polynesian Cultural Center (PCC) and BYU–Hawaii. Most of these positions are physically demanding and occur in a challenging work environment that includes loud noise, wet slippery surfaces, water, and fire. While performing the duties of these jobs, the employee is regularly required to stand for long periods of time, sit, dance, talk, hear, and use arms and hands to operate the equipment. Light to moderate lifting is required. The ability to handle the stress or participating in regular performances in front of large audiences is required. A limited number of positions are available that do not require the physical requirements noted above.

More information is provided on the [Employment at the Polynesian Cultural Center](#) page.

All students on the IWORK program generally are expected to work 19 hours per week at their given place of employment while classes are in session and 40 hours per week during school breaks. A portion of the student's paycheck will be deducted each pay period to help pay for the student's educational costs. Accommodations based on disability are provided according to the [University's Accommodations of Persons with Disabilities policy](#).

Initial: _____

FINANCIAL COMMITMENTS

A “Family Contribution” (FC) is the amount that the student, family, or sponsor is required to pay as their contribution to the educational cost each year. Students are responsible to coordinate with their family/sponsor to make sure these payments are made in a timely manner.

Students must meet their payback obligations each semester/term. Any outstanding charges on the student's account that are not qualifying charges to be paid by IWORK will be the responsibility of the student to pay and must be paid prior to the tuition deadline.

Initial: _____

UNIVERSITY HONOR CODE

Each year, students on the IWORK program must obtain an endorsement from their university bishop. Students must obey the University Honor Code on and off campus. Students who do not observe the Honor Code may be dismissed from BYU–Hawaii.

Please note that the Honor Code includes academic honesty, dress and grooming standards, residential living standards, and the Word of Wisdom. This also includes being honest with any academic and financial information the student provides to BYU–Hawaii. Students are encouraged to continue to observe the Honor Code and attend church so that they will qualify for a continuing bishop's endorsement.

Initial: _____

HOUSING

Students are required to live in university housing and abide by the housing rules. Housing contracts are determined by Residential Life.

Please see BYU–Hawaii's [Residential Life page](#) for more information on housing.

Initial: _____

LOAN FORGIVENESS

Updated IWORK Loan Policy

Effective Spring 2021 Semester, the forgivable loan portion of the IWORK program has been discontinued. Total IWORK funding will not change, but the amount that was allocated as a loan will instead be issued as a grant. **This change applies only to IWORK funding allocated for the Spring 2021 Semester and after. All loans from semesters prior to the Spring 2021 Semester remain under the former IWORK program guidelines and commitments.** In other words, loans accrued before the Spring 2021 Semester may be forgiven at a rate of one-fourth every year for four years for those who meet returnability criteria; otherwise, they must be repaid. Funds allocated for the Spring 2021 Semester or after have no repayment obligation.

Prior Spring 2021

For an IWORK loan to be entirely forgiven, the student recipient must return to their home country/region and reside there for four years following their leaving or graduating from BYU–Hawaii. The loan will be forgiven as follows:

For each year that a former IWORK student resides in their home country/region following their leave or graduation from BYU–Hawaii, 25% of their IWORK loan will be forgiven. Each year, former IWORK students must submit documentation to BYU–Hawaii Financial Services verifying that they are indeed living in their home country. Any of the following documents will be acceptable:

- [IWORK Loan and Forgiveness Verification Form](#)
- Bishop's Endorsement/Letter
- Local tax form indicating residency in the country for the past year

If an IWORK student decides not to return to his/her home country/region or target area, (Pacific Rim & Far East Asia), he/she will become subject to the repayment terms and conditions of the loan agreement. The following are the basis loan terms:

- Interest accrues on loan balances at the rate of 4% per year.
- The loan may be amortized over a period of no more than 8 years.
- There is a 6-month grace period that begins as soon as the student is no longer enrolled at BYU–Hawaii.

During the grace period, no interest accrues and the student is not required to make any monthly payments.

Initial: _____

TRAVEL

All travel must first be approved by an IWORK counselor BEFORE tickets are purchased. Travel information and reasons for travel should be explained using the IWORK Request for Travel Form. A flight itinerary must be submitted to confirm the dates of travel after approval has been received. Students are responsible for their own travel costs. (NO Buddy passes allowed) In order for students to travel they will need to meet 7 criteria:

1. Must complete two consecutive semesters BEFORE they can request to travel.
2. Must get approval signature from their employment supervisor/manager and HR.
3. Must be current with their BYU–Hawaii financial student account.
4. Must be in good academic standing.
5. Travel must not interfere with scheduled classes.
6. Must meet with SMB representative for clearance.
7. Must pay for the daily empty room rate (the IWORK program will NOT pay for students' housing and meal plans during any student traveling).

Traveling for more than two weeks is highly discouraged for several reasons.

Please refer to the [IWORK Travel Terms & Conditions](#) page for more detailed information.

Initial: _____

VEHICLES

Student on IWORK should not plan to bring or acquire a vehicle while at BYU–Hawaii. Insurance, gasoline, repairs, liability, and the legal requirements of owning a vehicle are costly and parking facilities on campus are limited; therefore, it is recommended that IWORK students do not own a vehicle.

In order for students to drive any motorized vehicle, the student must:

1. Verify that he/she is legally able to drive in the U.S. (e.g. valid driver's license)
2. Verify that the vehicle is legally registered and insured, and
3. Ensure the vehicle is registered on campus with Campus Safety & Security.

Initial: _____

CHANGE OF STATUS

IWORK students will fill out a [Change in Income or Circumstance \(CIC\)](#) Form on a need basis. If there is any change in the student's status financially, academically, or if the student is planning to get married they must come into Financial Aid & Scholarship to discuss how the change affects their FC or eligibility in the program.

Students that marry a U.S. citizen may remain on the IWORK program for up to one year to give them the time necessary to apply for U.S. Permanent Residency so that they may qualify for U.S. Federal Student Aid.

Initial: _____

OBLIGATIONS AND SANCTIONS

Students on the IWORK program integrate spiritual and secular learning to provide a foundation for a lifetime of learning. The IWORK program assists young men and young women in developing character and integrity so they can provide leadership in all aspects of their lives. It also provides a significant group of faithful and committed church leaders who will assist in building the kingdom, particularly in the Pacific and Asia regions.

As a participant in the International Work Opportunity Returnability Kuleana (IWORK) program, students promise that upon completion of their educational experience, the student will return to their home country/region to reside for a minimum of four years.

Sanctions

Students should understand that adherence to all the Terms and Conditions of the IWORK program are required to maintain eligibility for the program. Violation of any of the Terms and Conditions may result in the following progressive discipline:

- First Offense: Warning letter placed in the student's file
- Second Offense: Doubling of the required Family Contribution (FC)
- Third Offense: Removal from the IWORK program

However, the IWORK committee has the discretion to determine the severity of the sanction. Once removed from the IWORK program eligibility, the student

1. Must apply for a change of status to a "self-funded" category,
2. Will no longer be eligible to re-apply for IWORK.

Initial: _____

I have read, understood, and agree to comply with the Terms and Conditions provided above.

I, promise that upon completion of my educational experience, I will return home to my home country/region to serve. I have discussed this promise with my parents and church leaders and we all have a clear understanding of my commitment to return home and serve. BYU–Hawaii reserves the right to confirm the financial information provided in this application with your ecclesiastical leader.

Ecclesiastical Leader's Name: _____

Unit Name: _____

Ecclesiastical Leader Contact Information (Email, phone number, etc):

Student's signature: _____

Please attach to an email along with your required documents, in order to complete your International Student Aid (ISA) Application for the IWORK program. Send documents to iwork@byuh.edu
For any questions, you may contact us via email at iwork@byuh.edu or by phone at (808) 675-3720.