

Dear Applicant and Guardian(s):

Thank you for your interest in the TRIO Upward Bound Program at Howard College. Let me take this opportunity to introduce our program, Upward Bound. Upward Bound is a federally funded college preparatory program for high school students. We offer services to a selected group of high school students who meet our criteria. Our services include Saturday academies during the school year, trips to a college campus, tutoring, a six-week summer program, and parent workshops. We provide academic advisement as well as academic instruction for students throughout high school in order to prepare them for college curriculum, and we track each student until they graduate from college. The program is 100% federally funded by the U.S. Department of Education and all services are FREE to participants.

All information you provide in the application will be used to determine your eligibility for the TRIO Upward Bound Program and will be kept under strict privacy. If you are accepted in the program, you will receive services which include, but are not limited to:

• Academic Advising	• Saturday Academy at HC campus	• College Admission/Financial Aid Application Assistance
• Weekly Tutoring	• College Tours	• SAT/ACT Preparation
• Academic & College Advising	• Educational/Cultural Activities	• Scholarship Search and Workshop
• Academic, Personal & Professional Skills Building Workshops		

To be eligible for the TRIO Upward Bound Program, you must:

- Be a United States citizen or Permanent Resident.
- Meet federal income criteria and/or be a potential first-generation college student (neither parent/guardian have graduated with a 4-year baccalaureate degree);
- Be an eligible student at Big Spring High School:
- Have desire and motivation to attend college after high school.

We welcome your interest in our program. Enclosed in this application are forms for you and your parents/guardians to complete. It is essential that all forms be completed accurately before they are returned to Upward Bound. These forms are an important part of the process to give you fair consideration for admission. Incomplete applications will not be processed. Providing false information will be grounds for denying admission to Howard College, Upward Bound.

We will contact you for an interview with your parents and will be happy to answer any questions you may have regarding Upward Bound. We look forward to meeting you and thank you for your interest in Upward Bound at Howard College. Please turn all documents into the counselor's office at Big Spring High School.

Sincerely,

Tommie Alvarez

Upward Bound Project Director

432-264-5156





## Application Checklist:

- Completed Application
- Student Post-Secondary Plans
- Income Verification
  - Signed Copy of IRS Tax Return (pages 1-2 of 1040, 1040A, or 1040EZ tax form)
- OR
  - Income Verification Statement (ONLY IF YOU DID NOT FILE TAX)
- Copy of Birth Certificate
- Copy of Social Security Card
- Parent/Guardian and Student Contract
- Record and Release Authorization Form
- Official high school transcript
- Copy of most recent report card



## **UPWARD BOUND**

### **HOWARD COLLEGE, BIG SPRING**

**This application is valid for the Howard College, Big Spring, Upward Bound program. Upward Bound is a federally funded TRIO program. There is no cost to participate.**

Upward Bound is a year-round program geared toward students who are currently in 9<sup>th</sup>-12<sup>th</sup> grades with academic potential who are interested in pursuing a college education.

The program provides fundamental support to participants in their preparation for college entrance through tutoring, workshops, and a mandatory six-week summer program at Howard College.

Applications are accepted at all times.

This application will be processed for services to start spring 2023.

Application Deadline: November 18, 2022

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**UPWARD BOUND PROGRAM**

**Student Application**

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Full Name:

\_\_\_\_\_

*Last*

\_\_\_\_\_

*First*

\_\_\_\_\_

*M.I.*

Address:

\_\_\_\_\_

*Street address*

\_\_\_\_\_

*State*

\_\_\_\_\_

*ZIP Code*

Student's ID #: \_\_\_\_\_

Current Grade: 9 10 11 12

Home Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Gender:  Male  Female  Other

**Please provide copy of Birth Certificate and Social Security Card**

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**Student Ethnicity**

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**Ethnicity: (more than one race may be reported)**

Black or African-American  Asian  Native American or Alaskan Native  Hispanic/Latino

Native Hawaiian or Pacific Islander  White/Caucasian

Other: \_\_\_\_\_

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**Student Citizenship**

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Are you a U.S. Citizen/Permanent Resident?  Yes  No

**NOTE:** You must be a US citizen or legal resident of the United States in order to participate in and receive services from Upward Bound.

Permanent Resident #: \_\_\_\_\_

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**Student Marital Status and Language**

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What is **your** marital status?

Single

Married

Separated

Divorced

Do **you** have any dependents (children)? \_\_\_\_\_

Is English spoken as the primary language in your home?

If no, please specify the primary language: \_\_\_\_\_

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### High School Information

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Current grade in school: 9 10 11 12 Student ID# \_\_\_\_\_ GPA \_\_\_\_\_ Counselor Name: \_\_\_\_\_

Please list any extracurricular activities you are involved with:

- 1) \_\_\_\_\_ 2) \_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_

If you have attended any other high schools, please provide information below:

1) \_\_\_\_\_

School name

City/State

Grade attended

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### Personal Needs

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Please list, in order, the careers or occupations you are most interested in:

- 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Please list, in order, the colleges, universities or technical schools you may be interested in attending:

- 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Please check all the academic areas you need assistance with (you may check more than one):

- English/Literature    Mathematics    Science    Foreign language  
 Social Studies \_\_\_\_\_    Other (specify) \_\_\_\_\_

Please check from the following list so that we may assess your needs along with your strengths and weaknesses in order to develop an individualized plan for you.

- \_\_\_\_\_ Study skills                      \_\_\_\_\_ Time management  
\_\_\_\_\_ Test-taking skills                \_\_\_\_\_ Career Development  
\_\_\_\_\_ College planning                 \_\_\_\_\_ ACT/SAT Preparation  
\_\_\_\_\_ Scholarship/Financial Aid        \_\_\_\_\_ Using the Internet  
\_\_\_\_\_ Tutoring **LIST SUBJECT AREAS!**

1. \_\_\_\_\_                      Comments: \_\_\_\_\_  
2. \_\_\_\_\_                      \_\_\_\_\_  
3. \_\_\_\_\_                      \_\_\_\_\_

For office use only:

#### Eligibility

- Low income    First generation college student    Low income & first generation    At risk

## Parent and Financial Eligibility Information

**To parent or legal guardian:** The personal information, including financial status and educational levels, given to the Upward Bound Projects is used for reporting purposes with the United States Department of Education. No one may access, view or utilize the information unless they work with or for Upward Bound Projects at Howard College, Big Spring or unless they are given specific or legal authorization to said information. This information is required to determine if your child meets federal eligibility guidelines established by regulations of the United States Department of Education. All information is protected under the Family Educational Rights and Privacy Act (FERPA, 20 USC 1231a).

### To Be Completed by Parent/Guardian

Student resides with:  Both Birth parents  Single Parent  Adoptive Parents  Foster Parents or ward of the court  
 Other \_\_\_\_\_

Name of Student: \_\_\_\_\_  

Last
First
M.I.

Father/Guardian Name: \_\_\_\_\_  

Last
First
M.I.

Occupation \_\_\_\_\_ Phone# \_\_\_\_\_

Highest Level of Education Completed:

\_\_\_ Junior High \_\_\_ 6 \_\_\_ 7 \_\_\_ 8 High School \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_ GED  
 \_\_\_ Some college \_\_\_ Associates Degree \_\_\_ Bachelor's Degree

Mother/Guardian Name: \_\_\_\_\_  

Last
First
M.I.

Employer \_\_\_\_\_ Phone# \_\_\_\_\_

Highest Level of Education Completed:

\_\_\_ Junior High \_\_\_ 6 \_\_\_ 7 \_\_\_ 8 High School \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_ GED  
 \_\_\_ Some college \_\_\_ Associates Degree \_\_\_ Bachelor's Degree

### List other children, starting with the oldest

Name	Sex	Age	Where living	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Use additional page, if necessary.

**List other family/people living with you**

Name	Sex	Age	Relationship	Grade Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Income information**

Please attach a copy of your most recent tax return forms.

**Page1-2 with TAXABLE Income amount.**

Filing status: \_\_\_ Single \_\_\_ Married, filing jointly \_\_\_ Married, filing separately \_\_\_ Head of Household \_\_\_ Qualifying widow

Total number in household \_\_\_\_\_

Please check your TAXABLE family income for most recent tax year

- |                           |                           |                           |
|---------------------------|---------------------------|---------------------------|
| _____ \$13,470 or less    | _____ \$22,891 - \$27,600 | _____ \$37,021 - \$41,730 |
| _____ \$13,470 - \$18,180 | _____ \$27,601 - \$32,310 | _____ \$41,731 - \$46,440 |
| _____ \$18,181 - \$22,890 | _____ \$32,311 - \$37,020 | _____ \$46,441 or more    |

**Income Verification information if federal taxes were NOT filed**

Please complete this page if you do not attach a current income tax form.

Federal regulations require that verification of family income must be submitted as part of the application/admission process for Upward Bound. If you were not required to file an income tax return for the last calendar year, you must complete this form and sign it.

Source of Income	Amount
_____ Salary & Wages	\$ _____
_____ Self-Employment Income	_____
_____ Social Security	_____
_____ Disability Income	_____
_____ Veterans Benefits	_____
_____ Child Support	_____
_____ Aid for Dependent Children (AFDC)	_____
_____ Food Stamps	_____
_____ Unemployment Insurance	_____
_____ Retirement	_____
_____ Other	_____
Total Yearly Income	\$ _____

I certify that the above information and income is accurate and correct to the best of my knowledge. I agree to provide any documents necessary to verify any information reported on this form.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





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**RECORD AND RELEASE AUTHORIZATION**

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Application must be completed in black or blue ink only.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Student ID # \_\_\_\_\_

The person(s) signing below gives consent for their daughter's/son's/ward's to be occasionally called out from class for academic and/or college advising, college application and enrollment, and FAFSA submission.

**MEDICAL RELEASE FORM**

In the event of an illness or accident, the person(s) signing below authorizes Cosumnes River College Upward Bound to take all necessary steps to provide first aid, medical, and psychological treatment to my son/daughter/ward. This includes authorization for hospital and medical facilities outside of the Howard College campus to administer medical care. I/We authorize the release of medical treatment and information to the Howard College Upward Bound Personnel. I/We further agree to use my son's/daughter's/ward's insurance coverage, in paying medical bills which may be incurred. I/We understand that balance not covered by insurance will be my/our responsibility to pay. I/We agree to release Howard College Upward Bound from all legal claims and from any liability except those claims and rights that arise from gross negligence or willful misconduct on the part of Howard College personnel.

I/We have read the above information and agree to allow (Print name of Applicant) \_\_\_\_\_ to participate in the Howard College Upward Bound program as well as all excursions taking place as of this date, based on the conditions indicated above.

**MEDIA RELEASE FORM**

The person(s) signing below permit the Howard College Upward Bound representative and/or news media to photograph, videotape, audiotape, duplicate, and transfer to any present or future agents. Howard College Upward Bound and/or the news media may use the photographs, videotapes, and audiotapes that show program participants and/or their likeness, as appropriate to promote Howard College Upward Bound program as well as related objectives, and activities. I release the Howard College Upward Bound of any obligation to compensate my son/daughter/ward, myself and/or any party acting, on my behalf, for the use of the above-mentioned media.

**ACADEMIC RECORDS RELEASE STATEMENT**

The person(s) signing below give consent and authorize Howard College Upward Bound staff and representatives

- To have access to and make and receive copies of my son's/daughter's/ward's academic records such as report cards, school transcripts, State standardized test scores, disciplinary records, class schedule, and SAT/ACT or GED scores.
- I/We understand that these records will be kept in strict confidence and will be used solely to: a) assess need/eligibility for program services; b) monitor my son's/daughter's/ward's academic progress; c) evaluate the effectiveness of program activities; and d) fulfill program reporting.
- I/We consent to the disclosure of any personally identifiable (e.g. Social Security, Birthdate, etc.) information as defined by FERPA or my education records to the Howard College Upward Bound staff for the purpose of confirmation of the student's post-secondary enrollment status as reported on the National Clearinghouse Student Tracker.
- This authorization will remain in effect for six years following high school graduation.
- I/We authorize the release and exchange of student financial aid information from colleges/universities and the federal government to the Howard College Upward Bound.
- I/We authorized the Howard College TRIO Upward Bound program to share and discuss information with school personnel in support of my son's/daughter's/ward's academic success.

**PLEASE READ AND SIGN BELOW**

I/We hereby certify that the information reported in this application packet is true, complete, and accurate to the best of my/our knowledge. I/We understand that a false statement or misrepresentation will make the applicant ineligible for Howard College TRIO Upward Bound.

\_\_\_\_\_  
PRINT STUDENT

\_\_\_\_\_  
NAME STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT PARENT/GUARDIAN NAME

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

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## PARENT/GUARDIAN CONTRACT

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**Please read carefully**

If accepted to Howard College College TRIO Upward Bound Program, I, the parent/guardian, agree to:

- Encourage my son/daughter/ward to successfully graduate from high school and pursue higher education.
- Support the Upward Bound goals set for my son/daughter/ward.
- Require my son/daughter/ward to attend all Upward Bound activities, that are identified to assist the participant in reaching their academic goals which may include tutoring, workshops, Saturday Academies, and more.
- Require my son/daughter to attend the MANDATORY six-week summer academy program.
- Attend and participate in Upward Bound event(s) that require my presence.
- Understand that if my son/daughter/ward does not meet the goals and expectations of the program or fully use the services provided, he or she may be dismissed from the programs.
- Understand that if my son/daughter/ward does not adhere to Big Spring Independent School District rules and expectations, he or she may be dismissed from the program.

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Parent/Guardian Name

Parent/Guardian Signature

Date

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## STUDENT CONTRACT

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I understand the purpose of the Howard College TRIO Upward Bound (UB) program, is to prepare participants to successfully complete a program of post-secondary education. As part of my personal effort in this preparation, I am signing this contract and commit to the following:

- Successfully graduate high school and enroll in a college of my choice the semester/quarter after high school.
- Make every attempt to complete a post-secondary educational program
- Maintain at least 2.5 GPA.
- Apply for college and financial aid during my senior year.
- Participate in Howard College Upward Bound through the completion of my high school education and/or Summer Bridge Program.
- Actively participate in all Upward Bound activities, which includes tutoring, workshops, Saturday Academy, field trips, educational and cultural activities, etc.
- Actively participate in the 6-week Summer Program while I am a part of the Upward Bound program.
- Communicate with Upward Bound Staff about educational and/or personal goals and attend all appointments arranged by Upward Bound Staff.
- Grant Upward Bound access to my college enrollment, retention, and completion information.
- Grant Upward Bound access to my financial aid information from colleges and the federal government.
- I will comply with all the rules and regulations of Howard College Upward Bound, and I am aware that my failure to comply could result in dismissal from the program.
- Understand that if I do not meet the goals and expectations of the program or fully use the services outlined for me, I may be dismissed from the program.
- Understand that if I do not adhere to Big Spring Independent School District rules and expectations, I may be dismissed from the program.

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Student Name

Student Signature

Date