Application Packet Checklist:

☐ Completed & signed Participant Application form.

☐ Completed & signed Parent Application form. (Two-sided)

☐ Release form signed by student and parent/guardian.

☐ Student Questionnaire


☐ Counselor Recommendation form. (Two-sided)

☐ Transcripts & Grades:

- 8th & 9th graders: copy of your middle school transcript and copy of your current school report card.
- 10th & 11th graders: copy of your high school transcript (including HSA, PSAT & PLAN scores) and a copy of your current school report card.

Please turn in completed packet in person at the next Upward Bound Meeting or mail to:

Windward Community College Upward Bound, 45-720 Kea‘ahala Rd, Kaneohe, HI, 96744

If you have any questions, please email Kayleen Sur, Upward Bound Guidance Advisor, at ksur@hawaii.edu or call 808-235-7486.

**Family Interviews will be scheduled on receipt of your complete application (If all requirements are met)**

This institution is an equal opportunity provider and employer.
What is Upward Bound?
Upward Bound is a free college preparation program funded by the U.S. Department of Education. Upward Bound is a supportive program that identifies, motivates and prepares eligible students to complete high school, enroll in, and graduate from institutions of post-secondary education. Students who complete the Upward Bound program have a higher graduation rate from college when compared to students who do not participate in Upward Bound.

What commitments must I make?
You must be willing to actively participate in both the academic year and summer components of the Upward Bound program until graduation from high school. See more details below.

Academic Year (August through May)
During the academic year, students are responsible for attending school visits at their respective high schools and monthly Saturday Academies here at Windward Community College. During school visits and Saturday Academies, students begin setting personal, academic, and career goals that include planning for college, study skills, test preparations, and career exploration. Students also have the opportunity to increase their knowledge in math, science, English, and standardized testing such as the ACT and SAT.

6 Week Summer Residential Program (June through July):
The summer component is what makes Upward Bound so memorable! The summer program is an academically intensive six-week program that provides unique opportunities to experience a wide range of educational, personal development, and social activities. Typically, the first two weeks are non-residential and the last four weeks are residential (students stay overnight at residence halls). During the day, students attend classes in science, English, math, a foreign language, and other enrichment courses. Students who are eligible will be enrolled in the summer college credit courses that will be offered specifically to Upward Bound students. On Fridays, students will go on fun academic field trips ranging from college tours, hike, beaches, cultural activities, etc. Students also develop long-lasting relationships with other students from the Windward District.

What does it cost to join Upward Bound?
Upward Bound is FREE of cost. This includes but is not limited to: tutoring sessions, classroom instruction, college visits, and counseling assistance. The Upward Bound program is 100% federally funded by the U.S. Department of Education.
How can I become eligible to participate in Upward Bound
1. A desire to attend college and a willingness to do whatever it takes to make this dream come true;
2. Classification as a rising 8th, 9th, 10th, or 11th grade student.
3. The willingness to make a long-term commitment to the program. You are expected to remain involved until your graduation from high school;
4. Demonstration of high academic ability and/or potential (minimum 2.8 GPA);
5. Completion of Algebra I or the intention to complete Algebra I by the end of your 9th grade year;
6. Ability to secure transportation to all required academic year Saturday sessions and summer sessions at Windward Community College;
7. You MUST meet at least one of the two criteria below to be eligible for membership:
   - Be a potential first generation college student. A student is considered first generation if neither parent has completed a four year college degree;
   - The student’s family meets low-income federal guidelines. The guidelines consider the “taxable income” of the parent/guardian that the student currently lives with, and the number of people in the household. **Note:** Any student applicant that is currently in foster care is automatically eligible for Upward Bound. **Please see below for eligible income levels.**

### Federal TRIO Programs
**Current-Year Low-Income Levels**
(Effective January 18, 2018 until further notice)

<table>
<thead>
<tr>
<th>Size of Family Unit</th>
<th>48 Contiguous States, D.C., and Outlying Jurisdictions</th>
<th>Alaska</th>
<th>Hawaii</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$18,210</td>
<td>$22,770</td>
<td>$20,940</td>
</tr>
<tr>
<td>2</td>
<td>$24,690</td>
<td>$30,670</td>
<td>$28,395</td>
</tr>
<tr>
<td>3</td>
<td>$31,170</td>
<td>$38,970</td>
<td>$35,850</td>
</tr>
<tr>
<td>4</td>
<td>$37,650</td>
<td>$47,070</td>
<td>$43,305</td>
</tr>
<tr>
<td>5</td>
<td>$44,130</td>
<td>$55,170</td>
<td>$53,760</td>
</tr>
<tr>
<td>6</td>
<td>$50,610</td>
<td>$63,270</td>
<td>$58,215</td>
</tr>
<tr>
<td>7</td>
<td>$57,090</td>
<td>$71,370</td>
<td>$65,670</td>
</tr>
<tr>
<td>8</td>
<td>$63,570</td>
<td>$79,470</td>
<td>$73,125</td>
</tr>
</tbody>
</table>

For family units with more than eight members, add the following amount for each additional family member: $5,480 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; $6,100 for Alaska; and $7,455 for Hawaii.

The term “low-income individual” means an individual whose family’s taxable income for the preceding year did not exceed 150 percent of the poverty level amount.

The figures shown under family income represent amounts equal to 150 percent of the family income levels established by the Census Bureau for determining poverty status. The poverty guidelines were published by the U.S. Department of Health and Human Services in the Federal Register on January 18, 2018.
Windward Community College, Upward Bound Program  
Participant Application Form - PLEASE PRINT

1. Name: _______________________________________________________________________________
   Last  First  Middle

2. Address: ____________________________________________
   Street  City  Zip

3. Contact Info:
   Home Phone  Student Cell  Student Email Address
   ____________________________________________  ____________________________________________  ____________________________________________
   Mom Cell  Dad cell  Parent email address

4. Birthday: ___________________  Age: _______  SSN: __ __ __ – __ __ __ – __ __ __ __
   Month/Day/Year

5. Gender: □ Male  School: ________________  Grade: ______  Counselor: ________________
   □ Female

6. Student's Citizenship Status (Check 1 Only):
   □ Citizen of the US  □ National of the US
   □ Permanent Resident of the US  □ None of these apply

If you are a permanent or conditional resident of the US please provide your alien registration number:
   A- ____________________________ (Green card)

7. Are you a ward of the state, foster child, or receive services from the Department of Human Services?
   □ YES  If yes, case worker's name: ____________________________________________
   □ NO  Case worker's phone number: ____________________________________________

8. Ethnic / Racial background (check all that apply):
   _____ American Indian/Alaskan Native   _____ Hispanic or Latino
   _____ Asian                   _____ White
   _____ Black or African American  _____ Native Hawaiian
   _____ Pacific Islander

READ CAREFULLY: I am applying for the Windward Upward Bound Program. I understand that the purpose of the program is to help me succeed in school and to plan and prepare to enroll in a post-secondary institution (college). If accepted, I will participate in mandatory academic year sessions and activities provided by the Windward Upward Bound Program as well as the summer college residential program. I am expected to stay a member of this program until I graduate high school. I understand that unsatisfactory behavior or failure to participate in all aspects of the program can result in my dismissal.

________________________________________          ______________________________
Applicant's Signature                           Date

Windward Community College Upward Bound, 45-720 Kea'ahala Rd, Kaneohe, HI, 96744  
Phone: (808)235-7488  Fax: (808) 247- 5362  Email: ubwcc@hawaii.edu
**Parent Application Form - PLEASE PRINT**

Name of Student

To parent or legal guardian: the Privacy Act protects the personal information given to Windward Upward Bound. The U.S. Dept. of Education has the authority to gather such information (20USC 1231a). No one may see the information unless they work with or for the Windward Upward Bound Program or are specifically authorized to see it. The information is necessary to determine if your child is eligible to participate in the Windward Upward Bound Program and helps the U.S. Dept. of Education measure his / her success. Your child is not eligible for any services unless the information is provided.

♦ Father / Male Guardian

Name: ________________________________

Last First Middle

Employer ________________________________

Info: Employer Occupation

Work Phone: _______________________

Please identify type of college degree completed by father/adopted parent.

☐ Bachelor’s Degree or higher

☐ Associate’s Degree

☐ None of the Above

♦ Mother / Female Guardian

Name: ________________________________

Last First Middle

Employer ________________________________

Info: Employer Occupation

Work Phone: _______________________

Please identify type of college degree completed by mother/adopted parent.

☐ Bachelor’s Degree or higher

☐ Associate’s Degree

☐ None of the Above

4. Is your child eligible for free or reduced lunch? ☐ Yes ☐ No ☐ Not Sure

5. What federal (not Hawaii) income tax form did you file for year 2018?

**Federal Tax Form:**

☐ 1040 ☐ 1040A ☐ 1040EZ ☐ Telefile

☐ Did Not File (Please submit statement as to why you did not file income tax. (This can be as simple as:

*I did not file federal taxes in 2016 because I did not earn enough money.*

)

6. What was your family’s 2017 or 2018 taxable income? (line 42 of 1040 form, line 7 of 1040a, line 6 of 1040EZ)

$ ________________________________

**A copy of your Federal (not Hawaii) tax form is required by the U.S. Department of Education.**

If taxes were not filed, verification of monthly benefits from appropriate agency such as TANF or social security should be included. You may bring these to the interview at Windward Community College.

7. I am the foster parent of this child (circle) ☐ Yes ☐ No

8. What is the primary language spoken at home? __________________ Secondary? ______________________

Windward Community College Upward Bound, 45-720 Kea’ahala Rd, Kaneohe, HI, 96744
Phone: (808)235-7488 Fax: (808) 247- 5362 Email: ubwcc@hawaii.edu
Parent Consent for Student Participation

I fully support my child’s application for admission into the Windward Upward Bound Program. I agree to participate in Upward Bound events with my child. I further agree that if my child is admitted to the program, I will participate in the meetings organized by the program, as required, and aid my child in attending all Windward Upward Bound functions.

I hereby grant permission to the personnel of my child’s school, including college, to provide copies of transcripts, test scores, and academic progress reports to the staff of the Windward Upward Bound Program.

I hereby grant permission to use photo and video of my child taken at Upward Bound events to help promote Upward Bound activities to the community, including the WCC Upward Bound website and Instagram Account.

I certify that the above information true and complete to the best of my knowledge. I am also aware that that information provided must be verified upon request. I will provide documentation of income (i.e. copies of tax returns, TANF benefits, etc.) to comply with federal guidelines of the Windward Upward Bound Program.

I understand that the Upward Bound Director has the final word on whether any student is accepted or continues in the program.

Father (Guardian) Signature: ___________________________ Date: ______________

Mother (Guardian) Signature: ___________________________ Date: ______________

Office Use Only

☐ LIFG ☐ LI ☐ FG ☐ OTHER Initials: ______________ Date: ______________

Current Grade: 9 10 11 12 Class of: __________

_______ Interview Date

_______ Accepted (Staff signature & Date: ____________________________)

_______ Not accepted (Staff signature & Date: ____________________________)

Windward Community College Upward Bound, 45-720 Kea’ahala Rd, Kaneohe, HI, 96744
Phone: (808)235-7488 Fax: (808) 247-5362 Email: ubwcc@hawaii.edu
Windward Community College Upward Bound
Academic Release Form

Release
Signed by Parents or Guardians

____________________________________
Name of Student

____________________________________
Student Social Security Number

____________________________________
High School has my permission to release to Windward Community College's Upward Bound Program information concerning my son / daughter, including copies or his / her academic records and test scores.

Signature (Parent or Guardian) ___________________________________________

Date ______________________________________

Release
Signed by Student

I understand the Upward Bound Program is required by the U.S. Department of Education to track my progress as a college student until I graduate from college.

The Windward Community College Upward Bound Program has my permission to access my college academic record to the extent necessary to comply with federal follow-up requirements. This will involve looking at my college admissions, registration and transcripts each year.

Signature of student ___________________________________________

Date ______________________________________
UNIVERSITY OF HAWAI`I
WINDWARD COMMUNITY COLLEGE
UPWARD BOUND PROGRAM

ASSUMPTION OF RISK AND RELEASE AGREEMENT

Please read carefully before signing.
This is a release of liability and a waiver of rights.

Name of Student: _______________________________

First Name ___________________________ Middle Initial _______ Last Name ___________

The above-named Student ("Student") wishes to participate in the Upward Bound Program ("Program"), at the University of Hawai`i, Windward Community College ("WCC") campus.

As part of the Program, the Student will participate in various activities throughout the school year and summer involving physical exercise, transportation and exposure to the elements including field trips, sports, campus events, picnics and hikes. Some of these activities involve inherent risks and dangers which can result in serious bodily injury or death.

Please read this form carefully. By signing this Agreement, you, as the parent or legal guardian of the Student, acknowledge that you understand this Agreement and consent to its terms on your behalf as well as on behalf of your child.

- I know my child’s experience and capabilities and believe him/her to be physically able to participate in the Program.
- I understand that there are inherent dangers involved in some of the activities in this Program. These risks may include, but are not limited to: possible exposure to heat and strong sun, possible exposure to cool, windy or rainy weather, walking across slippery surfaces or rough ground with rocks and sharp edges, possible exposure to pathogens (such as leptospirosis) that are found in Hawai`i’s streams and soils and transportation accidents.
- I understand that my child should be covered by a private medical and liability policy during my child’s participation in the Program.
- I understand that the University of Hawai`i, which includes Windward Community College, is not in a position to guarantee the personal health or safety of the Student while participating in the Program. I understand that the University of Hawai`i does not provide health insurance or otherwise indemnify individuals with respect to injuries or other liabilities arising from participation in this Program.
- Student shall read any and all written materials setting forth the requirements for participation and safety procedures and guidelines. Student shall strictly observe these written materials as well as those explained by instructors.

In consideration of Student being permitted to participate in the Program, I voluntarily assume full responsibility for any loss, property damage or personal injury, including death that may be sustained as a result of Student’s participation. Further, for myself and Student, our heirs, personal representatives or assigns, I hereby release, waive, discharge the University of Hawai`i, Windward Community College, their officers, employees, agents, assigns and members from any and all claims or actions for property damage, personal injury and/or death arising from Student’s participation in this Program or growing out of or caused by any acts or omissions of the Student during participation in this Program.
I have read this Assumption of Risk and Release Agreement and I understand that I am giving up substantial rights, including the right to sue. I acknowledge that I am signing this Agreement freely and voluntarily.

I agree that if any portion of this Agreement is held invalid, the remainder will continue in full force and effect.

_____ (Please initial) I understand this Agreement lasts the duration of my child’s enrollment in the Upward Bound Program and is in effect year-round.

_____ (Please initial) I understand transportation on Upward Bound field trips may be via WCC school van, private school bus company, and/or Upward Bound staff private vehicles. I give permission for these modes of transportation.

**PARENT/LEGAL GUARDIAN CONSENT**

As the Parent/Legal Guardian of the Student named above, I hereby give my consent for him/her to participate in the Program and I consent to the terms of this Agreement.

__________________________________  __________________
Parent/Legal Guardian Signature       Date

__________________________________
Print Name
Student Questionnaire

Please answer each question honestly and clearly. Use additional paper if needed.

1. How did you hear about Upward Bound?

________________________________________________________________________
________________________________________________________________________

2. Why would you like to participate in the Windward Upward Bound Program?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Would you be interested / would your schedule allow you to attend monthly Saturday Academies from 8:30am to 1pm at Windward Community College?

________________________________________________________________________

4. Would you attend a six week summer program? (You live in the UH Manoa dorms for three of the six weeks, and attend classes at Windward Community College Monday to Thursday with Friday Field Trips)

________________________________________________________________________
________________________________________________________________________

4. Do you presently have a part-time job? (Circle) Yes No

If yes, number of hours per week _____ What days do you work? __________

5. What are your career goals?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. Do you want to go to college? If so, where? What might you want to study?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
PLEASE RETURN TO STUDENT TO INCLUDE IN APPLICATION PACKET. A SEALED ENVELOPE MAY BE USED.

Windward Upward Bound

Counselor Recommendation Form (page 1)

Rolling Admission

Dear counselor:
The Windward Community College Upward Bound program wishes to select individuals whose personal attributes and abilities indicate that they have the potential for success in our program and ultimately attend and graduate from college. We would appreciate your candid assessment of the applicant. You may attach additional sheets to this recommendation.

Student: ____________________ Phone #: ___________ School: ______________ Grade: ____

This recommendation completed by: ___________________________ Phone #: ____________________________

1 Please indicate student’s PRIMARY academic need by marking one of the choices below.

____ Low high school grade point average  ___ Limited proficiency in English
____ Low achievement test scores  ___ Rural isolation
____ Low educational aspirations  ___ Predominately low income community
____ Interest in careers in math and science
____ Lack of confidence, self-esteem, and / or social skills
____ Low achievement test scores and low educational aspirations
____ Low high school grade point average and low educational aspirations
____ Lack of career goals and / or need for accurate information on careers
____ Low high school grade point average and low achievement test scores
____ Lack of opportunity, support, and / or guidance to take challenging college preparation courses

2 Please list student’s cumulative GPA: __________________________

3 Please include a copy of student’s current grade report.

4 Please include a copy of student’s school transcript (middle school transcript if 8th or 9th grader; high school transcript if 10th or 11th grader) and if applicable scores for HSA, PLAN & PSAT.
This form has two sides. Please complete side 2

Counselor Recommendation Form (page 2)

6 Please rate student in the following areas:

How long have you known the student: [ ] One Semester [ ] One Year [ ] Other

The student's attendance record is: [ ] Excellent [ ] Good [ ] Poor

The student's overall classroom behavior is: [ ] Excellent [ ] Good [ ] Poor

Please check one:

[ ] Highly recommend [ ] Recommend with reservation [ ] Do not recommend

that this student be admitted to the Upward Bound Program at Windward Community College.

Counselor's Statement
Special consideration should be given to this student because:

Signature ____________________________ Date ____________________

Please include a copy of student’s current grade report and school transcript.

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