Application Packet Checklist:

☐ Completed & signed Participant Application form

☐ Student Contract

☐ Completed & signed Parent Application form

☐ Release form signed by student and parent/guardian

☐ Risk & Release Form

☐ Student Questionnaire


☐ Needs Assessment

☐ Counselor Recommendation form. (Two-sided)

☐ Transcripts & Grades:

➢ 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.

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

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.

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.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alysa Tomasa, Director</td>
<td><a href="mailto:alysai@hawaii.edu">alysai@hawaii.edu</a></td>
<td>808-235-7488</td>
</tr>
<tr>
<td>Kayleen Sur, Guidance Advisor</td>
<td><a href="mailto:ksur@hawaii.edu">ksur@hawaii.edu</a></td>
<td>808-235-7486</td>
</tr>
<tr>
<td>Kelli Acopan, Program Assistant</td>
<td><a href="mailto:kacopan@hawaii.edu">kacopan@hawaii.edu</a></td>
<td>808-235-7420</td>
</tr>
<tr>
<td>Makana Tani, Outreach Specialist</td>
<td><a href="mailto:tanimaka@hawaii.edu">tanimaka@hawaii.edu</a></td>
<td>808-462-4715</td>
</tr>
</tbody>
</table>
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 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 11, 2019 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>$16,735</td>
<td>$23,400</td>
<td>$21,570</td>
</tr>
<tr>
<td>2</td>
<td>$25,365</td>
<td>$31,695</td>
<td>$29,190</td>
</tr>
<tr>
<td>3</td>
<td>$31,995</td>
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<td>$59,670</td>
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<tr>
<td>7</td>
<td>$58,515</td>
<td>$73,170</td>
<td>$67,290</td>
</tr>
<tr>
<td>8</td>
<td>$65,145</td>
<td>$81,465</td>
<td>$74,910</td>
</tr>
</tbody>
</table>

For family units with more than eight members, add the following amount for each additional family member: $6,630 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; $8,295 for Alaska; and $7,620 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 2019 poverty guidelines are in effect as of January 11, 2019. Federal Register notice forthcoming. Publication is delayed due to temporary closure of federal offices.
Windward Community College, Upward Bound Program
Participant Application Form - PLEASE PRINT

Name: ____________________________________________
   Last         First         Middle

Address: ____________________________________________
   Street    City    Zip Code

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

Birthday: ______________ Age: _______ SSN: _____ - _____ - ______
   Month/Day/Year

Gender: ☐ Male       ☐ Female

School: __________________ Grade: _____ Counselor: ____________

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)

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: __________________________

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

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
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Student Contract

NAME OF STUDENT: ____________________________________________________________

High School (please circle): Kailua  Kalaeloa  Castle  Kahuku

As a member of the Windward Community College Upward Bound Program, I accept and agree to the following responsibilities as a condition to my participation status in the program:

1. Attend all Upward Bound Saturday Academies and scheduled activities unless I provide a written valid excuse, as outlined in the Addendum.
2. Follow all Upward Bound, & Windward Community College rules, policies, and guidelines.
3. Conduct myself as a responsible young adult at all times.
4. Strive for academic excellence, satisfactorily completing my yearly participation requirement of maintaining a minimum cumulative GPA of 2.8 or higher and other specified academic requirements in the Addendum.
5. Strive to develop qualities of a responsible citizen

As a member of the Windward Community College Upward Bound Program,

• I accept responsibility for the fulfillment of the above obligations.
• I understand that failure to fulfill the requirements of this contract could result in my dismissal from the program or prohibition from participating in the Summer Program.
• I further understand that the following behaviors may result in dismissal from the Upward Bound program and I WILL NOT engage in any of the following:
  Ø Possession of or being under the influence of alcohol, illegal drugs, tobacco, or cigarettes (including electronic)
  Ø Sexual misconduct and/or public display of affection
  Ø Physical, verbal, or cyber abuse and/or harassment of staff or students
  Ø Possession of weapons or fireworks
  Ø Stealing, shoplifting, or intentional damage of any property
  Ø Cheating on tests or class assignments, including plagiarism

____________________________________________  ________________
Signature of Upward Bound Student               Date

____________________________________________  ________________
Signature of Upward Bound Parent/Guardian        Date
**Student Contract Addendum**

**Attendance:**

- “Work” is not a valid excuse because we give you the schedule for Saturday Academies in advance for the entire school year. It is your responsibility to show your commitment to this program by communicating to your employer that you are not available that ONE Saturday morning a month.
- If you can at least come for part of the Saturday Academy, it is better than not coming at all.
- Communicating with UB staff regarding attendance is very important. Lack of participation and/or communication is interpreted as lack of caring and we will ask if you would like to be dismissed from the program.
- Students who do not have a 70% attendance rate (excused absences do not count against you) of attending Saturday Academies will not be permitted to participate in the Summer Program and may be dismissed from the program altogether, depending on the severity of the absenteeism.

“Valid excuses” for Saturday Academy absences include the following:

- “Emergency’ doctor appointments due to unforeseen circumstances
- Illness (please do not come and spread germs if you are not feeling well!)
- Athletic or extracurricular events* that are directly during the time of the Saturday Academy
  o e.g. Having a game at 4 PM is not a valid excuse for missing a Saturday Academy
  o *Those involved in sports or extracurriculars that have a set schedule MUST submit an official schedule and team roster to Miss Kay at the beginning of the season
- Family emergency

**Academic Excellence:**

*Upward Bound students are required to maintain a minimum 2.8 cumulative GPA. Students who fall below a 2.8 will be put on probationary status for one semester to raise their GPA. The UB staff will help provide tutoring services to assist the student. Students who fail to raise their GPA back up after their semester probationary period will be released from the program, or will not be invited to participate in the Summer Program.

Students who fail core courses (math, science, English, or history/social studies), will also be put on probationary status, even if it does not drop their cumulative GPA below a 2.8, and offered tutoring services. Students who fail core classes may not participate in college credit courses through the Upward Bound program. Students need to show their motivation and ability to take their academic responsibilities seriously; the program will not pay for students to earn free college credits if they are not succeeding in their high school courses.

**Sexual Misconduct/Inappropriate Public Display of Affection**

ALL participants of the program are expected to respect physical space and boundaries while on campus and with the program. The program aims to teach students about professionalism and appropriateness (i.e. time and place for everything) that will allow them to be successful adults. Whether between friends or in romantic relationships, students must be mindful of physical contact.

Public Display of Affection is defined as any physical contact between couples in a public setting. INAPPROPRIATE public displays of affection would be physical contact that is sexual and should not be done in the presence of others.

Upward Bound considers the following to be appropriate public displays of affection:

- Friendly hugs (non-lingering)
- Pats on the back or other non-private areas
- Linking arms or holding hands
- Leaning your head on another’s shoulder

Basically, if you are doing something that you wouldn’t want us to take a picture of and send to your parent(s) or grandparent(s), refrain from doing so until you are not with the program. If you have questions, please feel free to ask!
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 ___________________ Occupation ___________________

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

Name of Institution

♦ Mother / Female Guardian

Name:__________________________________________

Last First Middle

Employer ___________________ Occupation ___________________

Info: Employer ___________________ Occupation ___________________

Work Phone: __________________________

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

☐ Bachelor's Degree of higher
☐ Associate's Degree
☐ None of the Above

Name of Institution

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 2017?

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 2017 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
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

__________________________________
Print Name

__________________________________
Date
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?
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
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.