

September 2, 2010

Dear Applicant:

Thank you for your interest in the Southwest Tennessee Community College Upward Bound Program. Please find attached to this letter an application packet, which you must complete and return to the guidance counselor. All information provided by you and your parents will be kept confidential and is protected by the Privacy Act under Federal Law.

Upward Bound is a pre-college educational program funded by the U.S. Department of Education. The goal of Upward Bound is to assist eligible students in their efforts to successfully complete high school and obtain a college education.

If you wish to be seriously considered for any current vacancies in our program, you must submit a **completed application, a copy of your social security card and a copy of your parent's most recent 1040 tax return or any additional tax information as requested to verify income**). Your completion and return of the requested materials will help us to determine if you are eligible for participation. **Applications without tax returns or income information will not be processed.**

If you have any questions regarding our program or need assistance in properly executing the attached admission application, please call 333-5117.

Again, thanks for taking an interest in the Southwest Tennessee Community College Upward Bound Program. We look forward to reviewing your application for possible acceptance into the program.

Sincerely,

A handwritten signature in blue ink that reads "Willie D. Clark, Jr." with a stylized flourish at the end.

Willie D. Clark, Jr., Director
Upward Bound Program

wmb

STUDENT ELIGIBILITY REQUIREMENTS

Participant's Eligibility

- A. A student is eligible to participate in the program if, at the time of initial selection, the parent(s) is low-income and/or if the student is a potential first generation college student, which means neither of parents has received a bachelor's degree.
- B. The student must have completed the 8th grade but not entered the 11th grade and must be enrolled in one of the following high schools: Carver, Frayser, Hamilton and Manassas.
- C. The student must be at least 13 years old but not older than 18.
- D. The student must possess an academic need.
- E. The student must have a total of 4 recommendations from:
 - 1) Guidance Counselor
 - 2) English Instructor
 - 3) Math Instructor
 - 4) Science Instructor
- F. The student must demonstrate and exhibit an interest in preparing for college while in high school and attending college upon graduation. Upward Bound focuses on college tours, including information, cultural/enrichment trips, and searching the web for college/university information.
- G. **The student must maintain good academic standing and must not drop to a letter grade of D or F. UB staff will take into consideration the participant's exhibition of attitude, behavior, desire, effort and family situation before determining termination. All students must maintain a cumulative GPA of 2.0 ("C" average) or better while enrolled in the UB Program.**
- H. The student must have a sincere desire to improve grades and must be willing to take the necessary courses to get into college.
- I. The student must be in good standing with his or her high school. The student's record must show overall good conduct and behavior.
- J. The student's high school transcript must reflect a cumulative grade point average not less than a 2.0 ("C" average) at the time of submission of application. Once enrolled, the student's academic performance must indicate significant improvement
- K. The student's failure to obey rules and regulations will result in a letter to the parent describing the particular incident that occurred and should it occur again, the student may be prohibited from participation in extracurricular activities, his/her stipend may be reduced or as a final result, terminated.

Parent Terms and Conditions

- A. Parent grants permission for the above-mentioned student, pending selection, to completely participate in all scheduled activities.
- B. Parent understands that if the above mentioned student is accepted in the program, he or she must adhere to the program rules and regulations concerning student's responsibility and behavior.
- C. Parent understands that precautions will be taken by the Upward Bound Program to ensure their child's safety and well being and will not hold the UB Program liable should their child become injured or have an accident in any way, if student has disobeyed Upward Bound rules and regulations.
- D. Parents/students must inform program of all medical conditions (such as asthma, allergies, epilepsy, etc.) that may limit activities or prevent participation in trips. These trips may require prolonged walking, climbing stairs and exposure to extreme temperatures (heat/cold). Therefore, medication must be provided for all trips.
MEDICATION(S) MUST BE PROVIDED FOR STUDENT(S) TO ATTEND ALL TRIPS.
- E. should provide information of any medical illnesses that require prescription drug
- F. Parent grants permission for the student to live away from home during the six-week summer program.
- G. Parent agrees to abide by and insure that both parent and student adhere to all Student Terms and Conditions in order to participate in the Upward Bound Program.

Upward Bound Terms and Conditions

- A. Upward Bound staff will assure that participants are involved in constructive activities designed to help participants improve academic performance and prepare participants for successful college life.
- B. Upward Bound Staff will issue disciplinary actions equally to all participants and enforce program policies consistently and fairly.
- C. Upward Bound Staff will adequately supervise and advise participants during classroom instruction, tutorials, recreation and other UB activities.
- D. The Upward Bound Director has the right to terminate any student whose behavior is incompatible with the goals and standards of the program.

Student

Date

Parent/Guardian

Date

Director

Date

FOR OFFICE USE ONLY

Taxable Income _____ Total Income _____ Total # in Household _____ Low-Income Yes No
1st Gen. College Student Yes No Eligible Yes No Accepted Denied Declined
Date Processed _____ Date Interviewed _____ Start Date _____
Termination Date _____ HS Graduation Date _____ UB Graduation Date _____



STUDENT APPLICATION

Name: _____
Last First Middle

Permanent Mailing Address City State Zip

Home Phone No.: _____ Alternate Phone No.: _____

Social Security Number: _____ Sex: Male Female

Date of Birth: _____ / _____ / _____ Age: _____ U.S. Citizen: Yes No
Month Day Year

Student's Cell Phone No.: _____ Parent's Cell Phone No.: _____

Student's Email: _____ Parent's Email: _____

Ethnic Background: Black White Other (Specify): _____

High School: _____ Grade: _____ Section: _____ GPA: _____

Mother's Name: _____ Occupation: _____

Address: _____ Phone No.: _____

Place of Employment: _____ Phone No.: _____

Father's Name: _____ Occupation: _____

Address: _____ Phone No.: _____

Place of Employment: _____ Phone No.: _____

Parent's Marital Status: Single Married Separated Divorced Remarried (M) (F) Widowed

IF NOT LIVING WITH EITHER PARENT, WITH WHOM DO YOU RESIDE?

Name: _____ Relationship: _____

Address: _____ Phone: _____

_____ Work Place: _____

Place of Employment: _____ Phone No.: _____

WRITING ASSESSMENT

Directions: In the space below, please write a brief statement in 50-100 words on what you hope to gain from participating in the Upward Bound Program. Print neatly, use correct grammar, language, syntax and punctuation. **(Please practice before writing statement on this page).**

PLEASE LIST ALL ACTIVITIES, CLUBS AND ORGANIZATIONS YOU ARE A MEMBER OF:

_____	_____
_____	_____
_____	_____
_____	_____

TO BE COMPLETED BY PARENT OR GUARDIAN

Name of person completing section: _____

Relationship to Applicant: _____

	Mother	Father	Guardian
High School Graduate /GED			
Associate Degree			
Bachelors Degree			
Other (Specify)			

Please check all types of benefits received, amounts and submit a copy of the award letter for each type of aid or benefit received for 2008.

<input type="checkbox"/>	Wages/Salary	\$ _____	<input type="checkbox"/>	Unemployment	\$ _____
<input type="checkbox"/>	Veteran Benefits	\$ _____	<input type="checkbox"/>	Child Support	\$ _____
<input type="checkbox"/>	Social Security	\$ _____	<input type="checkbox"/>	SSI	\$ _____
<input type="checkbox"/>	TANF	\$ _____	<input type="checkbox"/>	Food Stamps	\$ _____

of Dependents _____ # in Household _____ TOTAL INCOME \$ _____

Check here if you did not file an income tax form for 2009. (Please contact IRS by phone at 1-800-829-3676 or visit them at 22 N. Front Street for a 1722 form and/or a transcript of your taxes for the year for income verification.)

TAX INFORMATION

A Signed Copy Of Your Most Recent 1040 Federal Income Tax Return That Includes The Name Of The Child That Is Applying To The Program Must Be Submitted With This Application. You may contact IRS located at 22 N. Front Street (in the Falls Building) for a transcript of your taxes.
(W-2 Forms and check stubs are not acceptable.)

HEALTH DATA

Does the applicant possess any severe medical problems (such as asthma, ear trouble, allergies to foods, drugs environmental stimulants, epilepsy, physical handicaps, etc.)? Yes No If yes, please describe below:

What medications are prescribed for the above-mentioned medical problems? _____

Will the medical problems limit or prevent full and complete participation in any Upward Bound activities during the Academic/Summer Year? Yes No If yes, explain: _____

Person(s) to be notified in case of emergency:

Name: _____ Relationship: _____ Phone No: _____

Name: _____ Relationship: _____ Phone No: _____

PLEASE NOTE: PARTICIPANTS WITH MEDICAL PROBLEMS WILL NOT BE ABLE TO PARTICIPATE IN ANY OUT-OF-TOWN TRIPS UNLESS MEDICATION IS PROVIDED FOR THE TRIP.

CERTIFICATION

I am aware of my child's interest in the Upward Bound Program at Southwest Tennessee Community College and approve of his/her application. I understand that the information stated on this application will be held in strict confidence. Any falsified or incomplete information will result in the applicant being ineligible for the program. I also certify that the information given on this form is complete and accurate to the best of my knowledge. Any medical information not provided at the time of entry or upon onset may cause participant to be barred from participation in any and all out-of-town trips unless medications are provided for the trip.

Signature of Student

Date

Signature of Parent/Guardian

Date

GRADE RELEASE FORM

I do hereby give permission for my high school/college to release to the Southwest Tennessee Community College Upward Bound staff a copy of my secondary/postsecondary grades/transcripts, standardized test or college entrance exam scores and copies of other academic records, as they become available or necessary for documentation purposes.

Student's Signature

Social Security Number

Date

Parent/Guardian's Signature

Date

COLLEGE TRANSCRIPT RELEASE FORM

(SECTION TO BE COMPLETED BY STUDENT AND SIGNED BY PARENT)

College/University _____

Address _____

City/State/Zip _____

Phone Number _____ Fax Number _____

Student's Signature

Social Security Number

Date

Parent/Guardian's Signature

Date

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE
UPWARD BOUND PROGRAM**

ENGLISH INSTRUCTOR RECOMMENDATION

TO THE APPLICANT: After completing the information below, please give this form to your current English Instructor.

Applicant's Name: _____ SSN: _____

Preferred Name: _____ Date of Birth: _____

Sex: _____ Current Age: _____ Current Grade: _____

Home Address/Zip Code: _____

TO THE INSTRUCTOR: Upward Bound is a federally funded program designed to prepare high school students for post-secondary education. Your candid evaluation of this student's academic ability will assist our staff in making an informed decision.

How long have you taught the applicant? _____

In which course? _____ regular _____ honors _____

Please evaluate the applicant in the following areas by placing a check in the appropriate column:

Academic Qualities	Truly Outstanding	Excellent	Good	Average	Below Average	No Basis For Judgement
Intellectual Curiosity						
Academic Potential						
Academic Achievement						
Academic Self-Confidence						
Reading Ability						
Written Expression						
Verbal Expression						
Creativity / Imagination						
Analytical Ability						
Ability to Work Without Supervision						
Organizational Ability						
Initiative						

(Please turn over)

In your view, what are the applicant's particular academic strengths and weaknesses? Please feel free to attach any supporting documentation such as a sample of the applicant's class work.

Please make any further comments you feel are appropriate.

Your Name _____ Date _____

Name of School _____ Subject _____

School Address _____

Office Telephone _____

Signature _____

Thank you for completing this form. Please return recommendation form to applicant or mail to the following address:

***Southwest Tennessee Community College
Upward Bound Program
P.O. Box 780 - Union Avenue Campus
Memphis, TN 38101-0780***

PLEASE VISIT OUR WEBSITE AT www.southwest.tn.edu/upward

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE
UPWARD BOUND PROGRAM**

MATH INSTRUCTOR RECOMMENDATION

TO THE APPLICANT: After completing the information below, please give this form to your current Math Instructor.

Applicant's Name: _____ SSN: _____

Preferred Name: _____ Date of Birth: _____

Sex: _____ Current Age: _____ Current Grade: _____

Home Address/Zip Code: _____

TO THE INSTRUCTOR: Upward Bound is a federally funded program designed to prepare high school students for post-secondary education. Your candid evaluation of this student's academic ability will assist our staff in making an informed decision.

How long have you taught the applicant? _____

In which course? _____ regular _____ honors _____

Please evaluate the applicant in the following areas by placing a check in the appropriate column:

Academic Qualities	Truly Outstanding	Excellent	Good	Average	Below Average	No Basis For Judgement
Intellectual Curiosity						
Academic Potential						
Academic Achievement						
Academic Self-Confidence						
Reading Ability						
Written Expression						
Verbal Expression						
Creativity / Imagination						
Analytical Ability						
Ability to Work Without Supervision						
Organizational Ability						
Initiative						

(Please turn over)

In your view, what are the applicant's particular academic strengths and weaknesses? Please feel free to attach any supporting documentation such as a sample of the applicant's class work.

Please make any further comments you feel are appropriate.

Your Name _____ Date _____

Name of School _____ Subject _____

School Address _____

Office Telephone _____

Signature _____

Thank you for completing this form. Please return recommendation form to applicant or mail to the following address:

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**SOUTHWEST TENNESSEE COMMUNITY COLLEGE
UPWARD BOUND PROGRAM
SCIENCE INSTRUCTOR RECOMMENDATION**

TO THE APPLICANT: After completing the information below, please give this form to your current Science Instructor.

Applicant's Name: _____ SSN: _____

Preferred Name: _____ Date of Birth: _____

Sex: _____ Current Age: _____ Current Grade: _____

Home Address/Zip Code: _____

TO THE INSTRUCTOR: Upward Bound is a federally funded program designed to prepare high school students for post-secondary education. Your candid evaluation of this student's academic ability will assist our staff in making an informed decision.

How long have you taught the applicant? _____

In which course? _____ regular _____ honors _____

Please evaluate the applicant in the following areas by placing a check in the appropriate column:

Academic Qualities	Truly Outstanding	Excellent	Good	Average	Below Average	No Basis For Judgement
Intellectual Curiosity						
Academic Potential						
Academic Achievement						
Academic Self-Confidence						
Reading Ability						
Written Expression						
Verbal Expression						
Creativity / Imagination						
Analytical Ability						
Ability to Work Without Supervision						
Organizational Ability						
Initiative						

(Please turn over)

In your view, what are the applicant's particular academic strengths and weaknesses? Please feel free to attach any supporting documentation such as a sample of the applicant's class work.

Please make any further comments you feel are appropriate.

Your Name _____ Date _____

Name of School _____ Subject _____

School Address _____

Office Telephone _____

Signature _____

Thank you for completing this form. Please return recommendation form to applicant or mail to the following address:

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Upward Bound Program
P.O. Box 780 - Union Avenue Campus
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**SOUTHWEST TENNESSEE COMMUNITY COLLEGE
UPWARD BOUND PROGRAM
HIGH SCHOOL COUNSELOR'S RECOMMENDATION**

TO THE APPLICANT: After completing the information below, please give this form to your high school Counselor.

Applicant's Name: _____ SSN: _____

Preferred Name: _____ Date of Birth: _____

Sex: _____ Current Age: _____ Current Grade: _____

Home Address/Zip Code: _____

TO THE COUNSELOR: Upward Bound is a federally funded program designed to prepare high school students for post-secondary education. Your candid evaluation of this student's academic ability will assist our staff in making an informed decision.

How long have you known the applicant? _____

What is the applicant's GPA? _____

Please explain any problems the applicant has had in attendance, behavior and /or conduct.

In your opinion, what is the probability of the applicant entering college?

(Please turn over)

In your view, what are the applicant's particular strength and weaknesses? Please feel free to attach any supporting documentation.

Please make any further comments you feel are appropriate.

Please attach a copy of the applicant's high school transcript, test scores and most recent six-week report card.

Your Name _____ Date _____

Name of School _____

School Address _____

Office Telephone _____

Signature _____

Thank you for completing this form. Please return recommendation form to applicant or mail to the following address:

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Upward Bound Program
P.O. Box 780 - Union Avenue Campus
Memphis, TN 38101-0780**

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