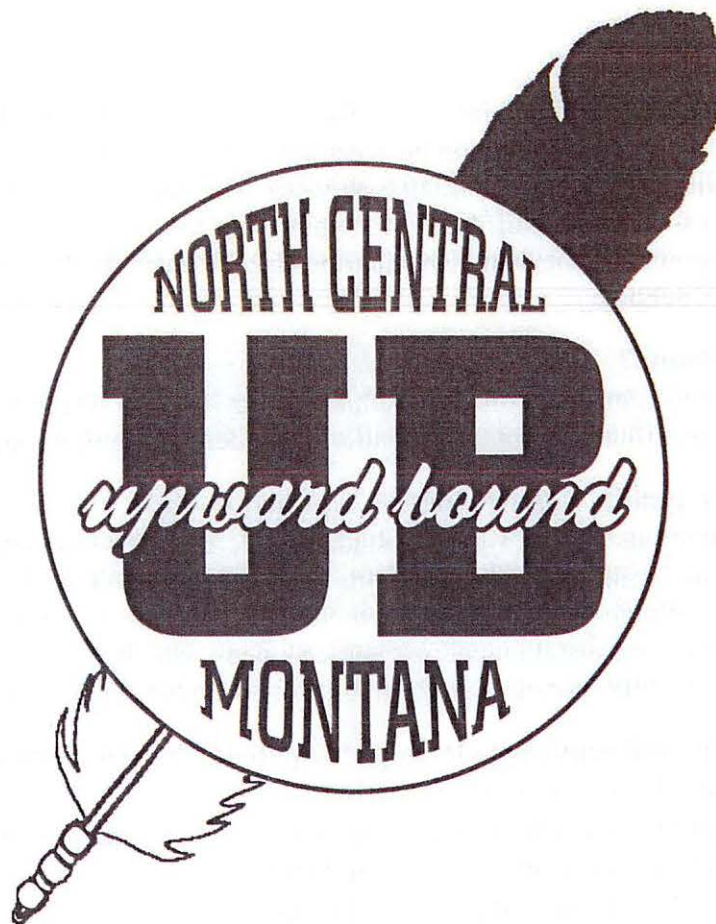


Student Application



North Central Montana Upward Bound Program

656 Agency Main Street

Harlem, MT. 59526

Phone: 406-353-8401 & 406-353-8402

FAX: 406-353-4571

EMAIL: eddie.moore@ftbelknap.org



TRiO
UPWARD BOUND

Fort Belknap Indian Community

Fort Belknap Agency
656 Agency Main Street
Harlem, Montana 59526-9455
PH: (406) 353-2205
FAX: Council - (406) 353-4541
FAX: Departments - (406) 353-2797

Fort Belknap Indian Community
(Tribal Govt.)
Fort Belknap Indian Community
(Elected to administer the affairs of the community and
to represent the Assiniboine and the Gros Ventre
Tribes of the Fort Belknap Indian Reservation)



Dear Parent or Guardian,

Your son or daughter has expressed interest in the North Central Montana Upward Bound Program. The accompanying application has been given to him or her as a first step in determining their eligibility for the Program's services. This letter is designed to answer the most common questions asked of our staff and will help provide you with a clear understanding of the Upward Bound Program and the established partnership between the Program, student, parent/guardian, and school.

What is Upward Bound?

- Upward Bound is an academic program funded by the U.S. Department of Education. It is designed specifically to prepare qualifying students for college success.

How does a student qualify to participate in Upward Bound?

- Federal regulations require we serve students who meet federal "low income" family guidelines, and/or students who are from families where neither the father nor the mother has earned a college bachelor's degree or students who are at a high risk for academic failure. Regulations also mandate we serve students who have a need for our services in order to successfully pursue a program of post-secondary education.

Are there any additional requirements to participate in Upward Bound?

- Student should have a GPA of 2.0 or better
- Student should be sincerely interested in going to college right after high school
- Student should not have any behavior problems
- Student could benefit from the Upward Bound experience

Applications will be accepted from all students; however students who are enrolled in the ninth or tenth grade, as well as from eighth graders who are enrolled in their last semester of middle school are the priority. Once selected to be an Upward Bound participant, students will be served through their high school graduation.

You are encouraged to give us a call at 353-8401 or 353-8402 during business hours. We will be happy to answer any and all of your questions. Thank you!

Sincerely,

Eddie S. Moore III

Eddie S. Moore III, Director
North Central Montana Upward Bound Program

North Central Montana Upward Bound Program

Fact Sheet

What is Upward Bound?

The North Central Montana Upward Bound Program has been funded by the U.S. Department of Education through a proposal submitted by the Fort Belknap Education Department. The North Central Montana Upward Bound Program has been in existence since September 1, 1989.

Upward Bound is designed to assist in preparing qualifying high school students for college.

Who qualifies for Upward Bound?

Any high school student in the North Central Montana Upward Bound target school area who has completed the eighth (8th) grade and between the ages of 13 and 19 years of age could be eligible. These students must also meet the U.S. Department of Education's guidelines for low-income status and/or is a potential first generation college student or has a high risk of academic failure. Students must also have a need for academic support in order to successfully pursue a program of education beyond high school. An application packet must be completed thoroughly for our staff to determine eligibility.

What is having a "Need" for Upward Bound services?

Upward Bound students must have a need for Upward Bound services. Potential college bound students need support in order to successfully pursue a program of education beyond high school. A "Need" for the Upward Bound Program must be identified for each student. Some of the types of need are: 1) High school academic background, 2) Lack of exposure to educational/cultural opportunities, 3) Lack of access to or support from those who can provide information, insight, and advice concerning preparation for post-secondary education.

What Services does Upward Bound provide students?

The Upward Bound Program has 2 components:

Academic Year Component - Selected students will be required to participate in weekly sessions and/or Saturday Academy which will be scheduled with the student and their Academic Instructor. These sessions will be conducted by experienced individuals, and are designed to assist students with academic contact clarification, academic advising, personal counseling, and career counseling. Also educational activities such as career day, college days, etc. the students will be expected to participate in a number of these. Students will be able to earn stipends.

Summer Component - The same selected students will be required to participate in a residential six week summer program. Non-bridge students (9th - 11th grades) will attend basic skills classes along with some elective classes. These will be taught by certified instructors. High school credit may be awarded upon successful completion. Five selected Bridge students (12th grade graduates) will be taking college level courses and receiving college credit. Selection of the Bridge Students depends on their past participation in the program and other factors. Entertainment, recreational activities, trips, etc. will be scheduled on a daily basis. Students will be staying on campus during the week and going home on weekends. Students will also be able to earn stipends during the Summer Component.

How much does it cost to receive Upward Bound services?

All Upward Bound services are provided free of charge to all selected students. Tutoring, Summer Component lodging, food, travel, books, tuition, and most entertainment costs are covered by the Upward Bound Program.

Who do I contact for more information and a student application?

The North Central Montana Upward Bound Program office is located at the Fort Belknap Agency in the Tribal Administration Building. Director and/or Academic Coordinator will be available to answer questions and assist however possible. Our mailing address: 656 Agency Main Street, Fort Belknap Education Department, Harlem, MT 59526. Telephone: (406)353-8402 or (406) 353-8401. If you have any questions or concerns, please contact us.

*The Fort Belknap Indian Community and Fort Belknap Education Department are committed to providing a Drug Free workplace in accordance with the Drug Free Work Place Act of 1988.

Confidentiality Statement

The personal information you give to the Upward Bound Program is given to the federal government (Department of Education). The information is protected by the Privacy Act. No one may see the information unless they work with or for the Upward Bound Program or are specifically authorized to determine if you are eligible to participate in the program and help the government to measure your success. The Department of Education has authority to gather information to help make Upward Bound a better program (20 USC 1231 a).

Great Care is taken to make sure that the personal information collected on Upward Bound Students is kept confidential. Information or records relating to individual Upward Bound students or group(s) of students who are participating or have participated in Upward Bound projects shall not be disclosed to any person, group, agency, or organization without the expressed permission of the Director of the U.S. Department of Education.

Application Directions

Student Selection will be based on eligibility, potential, and need. It is very important for each interested student and their parent/guardian to complete all parts of the student application packet. Read each page carefully, and complete parts that you are being asked to complete. You will need your Parents/Guardians signature on some of the forms, it will be your responsibility to get the forms to your parents, get the signatures and get the forms back to the school. Also, it is very important that your family's income is verified, so please attach the necessary information. When your application packet is complete, return it to the Guidance Counselor at your school or to the Upward Bound office.

STUDENT INFORMATION

To be completed by: Student & Parent/Guardian

Student Legal Name (Last, First, Middle):		Social Security Number:	
Student Mailing Address: (P.O. Box/Street, City, State, Zip)		Physical Address or Directions to your Home:	
Home Phone Number:	Student Cell Phone Number:	Email Address:	
Birthdate:(mm/dd/yyyy)	Age:	Gender:(circle one) MALE FEMALE	
Are you a U.S. Citizen? YES NO	If no, what is your resident alien card number:		
What is your race/ethnic heritage?	If you are American Indian, what tribe(s) are you affiliated with?		
Do you have a disability? YES NO	If so, please explain:		
Are you currently in foster care? YES NO	What grade are you currently in? 8th 9th 10th 11th 12th		
What school do you currently attend?		If you are in 8 th grade, what high school do you plan on attending?	

Students & Parent(s)/Guardian(s):

In order for a student to participate in the Upward Bound program we have to determine if they meet the Federal eligibility requirements for participation. One of the requirements stipulates that we need to serve students whose parents, natural or adopted, do not have their four-year college degree. We determine this through a statement signed by the Parent(s)/Guardian(s).

Another requirement is to serve students from low income households. This is determined through a household's taxable, not gross, income. This is why we request income tax forms and other income information from whomever the student resides with which may be the parents or other legal guardian. This information is kept confidential and you only have to submit it this one time.

The ***FAMILY INFORMATION*** section can be found on page 4 and needs to be thoroughly completed by the parent/guardian. A signature is also required as an assurance of accuracy of information provided.

The ***INCOME VERIFICATION*** section can be found on page 5 and needs to be thoroughly completed by the parent/guardian. A signature is also required as an assurance of accuracy of information provided.

FAMILY INFORMATION

To be completed by: Parent/Guardian

Please check one: ☐ Mother ☐ Stepmother ☐ Legal Guardian

Last, First, Middle Initial:		Social Security Number:	
Highest education level completed:			
Did not complete High School/GED	High School Diploma/GED	Associate Degree (2 year)	Bachelor Degree (4 year)
Home Phone Number:	Cell Phone Number:	Email Address:	
Occupation:	Employer:	Work Phone Number:	
U.S. Citizen?	Are you the students' legal guardian?	Does the student reside with you?	
If you are not the legal guardian, who is?			
If the students <u>biological mother</u> is different from the person above please state her name here:			
<u>Biological mother's</u> highest education level completed:			
Did not complete High School/GED	High School Diploma/GED	Associate Degree (2 year)	Bachelor Degree (4 year)

Please check one: ☐ Father ☐ Stepfather ☐ Legal Guardian

Last, First, Middle Initial:		Social Security Number:	
Highest education level completed?			
Did not complete High School/GED	High School Diploma/GED	Associate Degree (2 year)	Bachelor Degree (4 year)
Home Phone Number:	Cell Phone Number:	Email Address:	
Occupation:	Employer:	Work Phone Number:	
U.S. Citizen?	Are you the students' legal guardian?	Does the student reside with you?	
If you are not the legal guardian, who is?			
If the students <u>biological father</u> is different from the person above please state his name here:			
<u>Biological father's</u> highest education level completed:			
Did not complete High School/GED	High School Diploma/GED	Associate Degree (2 year)	Bachelor Degree (4 year)

Please list anyone living in the home or supported by the parent(s)/legal guardian(s):

Name	Relationship to Student	Age	Grade

Total number of people in your household including student, parents, & other members living in home: _____

My signature shows the information provided above is true and correct to my knowledge:

Parent/Signature:	Date:
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INCOME VERIFICATION

To be completed by: Parent/Guardian

CONFIDENTIAL – All information will be held in strict confidence!

The North Central Montana Upward Bound Program receives funding from the Department of Education and federal regulations require that verification of family income be submitted as part of the application/admission process. This information is used to determine if the student meets the federal income guidelines for participation in the Upward Bound Program. All information is kept strictly confidential and is used for no other purpose other than Upward Bound income verification.

In order to verify family income, applicants have two options:

1. If a federal income tax form was filed during the last calendar year please indicate your **TAXABLE** income amount on the following line and **SIGN AT THE BOTTOM OF THE PAGE AND ATTACH THE MOST RECENT COPY OF YOUR FEDERAL INCOME TAX FORM (1040, 1040A, or 1040EZ).**

Family **TAXABLE INCOME**: \$_____ (after deductions).
Line 43 from 1040 form; Line 27 from 1040A form; Line 6 from 1040EZ form

My signature certifies the information provided above is true and correct to my knowledge:

Parent/Guardian Signature

Social Security Number

Date

Parent/Guardian Signature

Social Security Number

Date

2. Complete the following family verification information.

If you were **NOT REQUIRED** to file an income tax return for the last calendar year, you must complete the rest of the form and **PROVIDE APPROPRIATE DOCUMENTATION**.

I/We declare that no federal income tax return was filed by the undersigned for the last tax period and all income received during the year was as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
____ Social Security – parent/guardian & child	\$ _____
____ Veteran's Benefits	\$ _____
____ Child Support	\$ _____
____ Welfare/Social Services	\$ _____
____ Unemployment	\$ _____
____ Retirement	\$ _____
____ Other:	\$ _____
TOTAL:	\$ _____

My signature certifies the information provided above is true and correct to my knowledge:

Parent/Guardian Signature

Social Security Number

Date

Parent/Guardian Signature

Social Security Number

Date

Parental Permission Statement

To be completed by: Parent/Guardian

Our success hinges on the students and parents commitment and dedication to their education. Upward Bound Students need to recognize the importance of their education and they must take advantage of every opportunity that Upward Bound has designed to ensure their academic success. The students' parents must also value education and must make sure their student is available for our services

With the support of the parents/guardians, schools, and the Upward Bound Staff, we will collectively build the skills and motivation that the student will need to succeed in college.

Accordingly, do you the Parent/Legal Guardian

- Give permission for your son or daughter to participate in the academic, social, travel, community service, and recreational activities held in conjunction with Upward Bound's Academic Component and the six-week residential Summer Component?

YES

NO

- Authorize Upward Bound to set generally acceptable behavior rules, expectations, and policies; hold your son or daughter accountable to the rules, expectations, and policies; and potentially revoke your son or daughters participation from the Upward Bound program if the student cannot comply with the rules, expectations, or policies?

YES

NO

- Give the Upward Bound staff permission to access your son or daughters academic reports, i.e., grade reports, transcripts, class schedules, and other school records that pertain to Upward Bound participation?

YES

NO

- Agree to release the Upward Bound Program, its employees, instructors, volunteers, and other staff from any claims for injury or damages arising out of your son or daughters participation?

YES

NO

- Certify to the best of you knowledge that the information provided in this application is accurate?

YES

NO

- Give your permission to use images of your son or daughter in various forms such as photos or videos during any activities of the Upward Bound Program?

YES

NO

Student Name:	
Parent Guardian Signature:	Date:

Student Contract of Agreement to Participate

To be completed by: Student & Parent/Guardian

I agree that if I am accepted for participation in the North Central Montana Upward Bound Program I will:

- ✓ Make every effort to pass all high school course work and make certain that I will pass every class for each grading period.
- ✓ Strive to continuously improve my grades through good attendance, punctuality, class participation, and homework completion.
- ✓ Be prepared for class and Upward Bound sessions with all needed or required materials.
- ✓ Attend all scheduled sessions with my Academic Instructor and all other Upward Bound activities.
- ✓ Follow instructions and complete necessary paperwork including assessments while participating in activities and approved trips.
- ✓ Attend tutoring sessions if needed or the Academic Instructor recommends that I do so. Any student who has a "D" grade in any class MUST attending tutoring sessions until their grade improves.
- ✓ Cooperate with faculty, staff, and other students in the program.
- ✓ Maintain active participation through high school graduation.
- ✓ Enter a college, university, or vocational/technical program upon completion of high school.
- ✓ Provide follow-up information to the program concerning my success in obtaining a postsecondary degree.
- ✓ Attend at least two six-week Summer Components. This is mandatory to participate in the Summer Bridge Program as a senior.
- ✓ Follow all rules and regulations set by the North Central Montana Upward Bound Program.

Student Signature:	Date:
Parent/Guardian Signature:	Date:

Student Essay Questions

To be completed by: Student

Instructions: Answer the following two questions in complete sentences. Since we are very interested in your responses, provide no less than three sentences of detail to each question. If you need more space, attach a separate sheet of paper. **DO NOT SPEED THROUGH THIS PART!** Think about your responses and write them carefully and concisely and neatly.

Question 1: Imagine it is the end of your senior year and you have just graduated from high school. What is your next big step? Will you work, go to college, enter the military, etc.? What will you major in while in college?

Question 2: What are your long-range career interests? In other words, what do you hope to be doing for a career 10 years after high school?

Records Release Form

To be completed by: Student & Parent/Guardian

I hereby request that the North Central Montana Upward Bound Program have access to my secondary and post-secondary academic records. The Upward Bound program requires my academic information for advisement purposes while I am a high school student, and to track my progress towards completion for a post-secondary degree while I am in attendance at a post-secondary institution. Their access to my academic records is required by Upward Bound's funding agency (U.S. Department of Education).

Information requested by the Upward Bound staff will include all information listed below:

**High School Transcripts
Quarterly Grade Reports
High School Class Schedule
Achievement Test Scores
College Transcripts
College Financial Aid Transcripts
Immunization Records**

I fully understand that the Upward Bound program will request the information for only the purposes mentioned above and that they will observe my confidentiality through proper maintenance of academic reports in secure files that will be inaccessible by any person other than the Upward Bound staff.

The following information needs to be completed in front of a Notary Public:

Student Name:	Social Security Number:	Date of Birth:
Student Signature:		Date:
Parent/Guardian Signature:		Date:

State of Montana

County of: _____

This instrument was acknowledged before me on _____ by _____
(Printed name of Parent/Guardian Signature)

Notary Signature

Printed Name

(Montana notaries must complete the following if not part of stamp.)

Notary Public for the State of: _____

Residing at: _____

My commission expires: _____

*Affix seal/stamp as close to
notarial signature as possible*

Guidance Counselor Recommendation Form

Student Name: (please print):

You have been asked to serve as a reference for the above named student. By applying to participate in the Upward Bound Program the student has expressed an interest and commitment to enhance their academic skills in preparation for college enrollment after high school.

Please provide student information below:

Student State ID #:

Grade:

Identifying and selecting UB students is a comprehensive process that seeks information from a variety of sources. The goal is to select students who have at least average academic ability, yet demonstrate need for program assistance – a U.S. Department of Education mandate.

We seek your assistance with providing us with the results of the student's performance on the state standardized academic achievement tests and providing a copy of the students most recent transcript and quarterly grades as needed.

Lastly, to assist our staff with focusing on areas where the student could use sustained assistance please provide us with answers to the following questions. Your answers will be kept confidential.

- Does this student receive any special services? (IEP) ☐ YES ☐ NO
If so please describe: _____

- Please **circle** the performance(s) where you feel the student needs assistance and/or is not working up to their potential:

Relationship w/Teachers Relationship w/peers Relationship w/Parents/Guardians Respect

Goal Oriented Maturity Interpersonal/Social Skills Responsibility/Accountability

- | | | | |
|------------------------------------|-----------------------|---------------------|--------------------------|
| • Level of self-esteem/confidence: | <i>High</i> | <i>Satisfactory</i> | <i>Low</i> |
| • Interpersonal/social skills: | <i>Well developed</i> | <i>Satisfactory</i> | <i>Needs Improvement</i> |
| • Academic aptitude: | <i>Above Average</i> | <i>Average</i> | <i>Below Average</i> |
| • Attendance: | <i>Good</i> | <i>Fair</i> | <i>Poor</i> |
| • Behavior: | <i>Good</i> | <i>Fair</i> | <i>Poor</i> |

Please comment on any response you feel needs additional information:

School Name:

Counselor Name: (Please print)

Counselor Signature:

Date:

PLEASE ATTACH COPY OF STUDENTS ACADEMIC TRANSCRIPTS TO FORM!

PLEASE ATTACH COPY OF STUDENTS RECENT ACHIEVEMENT TEST SCORES TO FORM!

(If the student does not have any achievement test scores please state reason why in the space below)