

# Student Application



North Central Montana Upward Bound  
Program

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**TRiO**  
UPWARD BOUND

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, 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. (Please see Fact Sheet)

**Are there any additionally requirements to participate in Upward Bound?**

- Additionally, the North Central Montana Upward Bound Program selects students who are sincerely interested in going to college, do not have behavioral problems, and 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,

*Emma Lamebull*

Emma Lamebull, Director  
North Central Montana Upward Bound

# 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 (8<sup>th</sup>) grade, but has not yet entered their senior (12<sup>th</sup>) year, and between the ages of 13 and 19 years of age could be eligible. These students must also meet the low-income and/or first generation college student, (U.S. Department of Education's guidelines), and have a need for Upward Bound services. An application packet must be completed.

## Federal TRIO Programs Current-Year Low-Income Levels

(Effective **January 15, 2020** until further notice)

| Size of Family Unit | 48 Contiguous States, D.C., and Outlying Jurisdictions | Alaska   | Hawaii   |
|---------------------|--|----------|----------|
| 1                   | \$19,140   | \$23,925 | \$22,020 |
| 2                   | \$25,860   | \$32,325 | \$29,745 |
| 3                   | \$32,580   | \$40,725 | \$37,470 |
| 4                   | \$39,300   | \$49,125 | \$45,195 |
| 5                   | \$46,020   | \$57,525 | \$52,920 |
| 6                   | \$52,740   | \$65,925 | \$60,645 |
| 7                   | \$59,460   | \$74,325 | \$68,370 |
| 8                   | \$66,180   | \$82,725 | \$76,095 |

For family units with more than eight members, add the following amount for each additional family member: \$6,720 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; \$8,400 for Alaska; and \$7,725 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 2020 poverty guidelines are in effect as of January 15, 2020. Federal Register notice was published January 17, 2020

## **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:

- 1) Academic Year Component - Selected students will be required to participate in weekly tutor/advising sessions (which will be scheduled with the student and their tutor). 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.
- 2) Summer Component - The same selected students will be required to participate in a 6 week summer program at Northern Montana College. Non-bridge students (9<sup>th</sup> grade - 11<sup>th</sup> grade) will be attending basic skills classes along with a few electives. These will be taught by certified instructors. Entertainment, recreational activities, trips, fun times, etc. will be scheduled on a daily basis. Students will be staying on campus during the week and going home on weekends. Bridge students (12<sup>th</sup> graders) will be taking college level courses and receiving credit. High school credit may be awarded upon successful completion. Students will be able to earn stipends in this component also.

## **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. Emma Lamebull, Director will be available to answer questions and assist however possible. Our mailing address: North Central Montana Upward Bound Program, 656 Agency Main Street, 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 1231a).

Great Care is taken to make sure that the personal information collected on Upward Bound Students is kept confidential. Information or record 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 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. You must select a teacher to complete a recommendation form on you, the same with the Counselor/Liaison form. When your application packet is complete, return it to the Upward Bound Advisor at your school or Upward Bound office.

### **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.

| APPLICATION FOR SERVICES   |                 |   |  |                  |                  |
|--|-----------------|---|--|------------------|------------------|
| First:   | Last:           | MI:   | SSN:   | DOB: / /         |                  |
| Preferred Name:  |                 | Pronouns:   |  | Gender Identity: |                  |
| Mailing Address or P.O. Box:   |                 | Home Phone:   | Biological Sex<br>Male<br>Female   |                  |                  |
| Student's Email Address:   |                 | Alternate Emergency Phone Number:   |  |                  |                  |
| <b>Race</b> (Please circle):<br>African American or Black                      White<br>American Indian or Alaskan Native<br>Asian American<br>Native Hawaiian or Other Pacific Islander |                 | <b>Ethnicity</b> (Please circle):<br>Hispanic or Latino<br>Not Hispanic or Latino   |  |                  |                  |
| Do you have a disability?<br>Yes          No<br>If yes, please explain:  |                 | <b>High School</b> (Please Circle):<br>Harlem High School                      Rocky Boy High School<br>Dodson High School<br>Hays/LP High School |  |                  |                  |
| CITIZENSHIP STATUS   |                 |   |  |                  |                  |
| Are you a citizen, national or permanent resident of the United States?  |                 | Yes   |  | No               |                  |
| EDUCATION  |                 |   |  |                  |                  |
| What grade are you in now?   | 8 <sup>th</sup> | 9 <sup>th</sup>   | 10 <sup>th</sup>   | 11 <sup>th</sup> | 12 <sup>th</sup> |
| EDUCATIONAL & COLLEGE PLANS  |                 |   |  |                  |                  |
| What are your educational plans? (Please circle one)   |                 |   | What services are you interested in receiving? (Please circle as many necessary) |                  |                  |
| I plan to continue my education after I graduate from high school.   |                 |   | Academic Advising (including course selection)                                   |                  |                  |
| I do not plan to continue my education after high school.  |                 |   | Act & SAT Preparation  |                  |                  |
| I plan to enter the Armed Forces.  |                 |   | Career Planning & Exploration  |                  |                  |
| I am undecided about my educational plans.   |                 |   | College Planning & Exploration   |                  |                  |
| List any colleges that are of interest to you:   |                 |   | Financial Aid Information (including scholarships)                               |                  |                  |
|  |                 |   | Mentoring &/or Tutoring Opportunities  |                  |                  |
|  |                 |   | Summer Activities  |                  |                  |

Please provide a minimum of one paragraph response to each of the following prompts, preferably typed:

1. Explain the steps you will take to achieve your college and career plans after high school.
2. Describe your hobbies and/or interests in and out of school.
3. Describe academic areas in which you have difficulty learning.
4. Explain why you want to participate in NCMTUB. Please highlight how you plan to benefit from the program.

## PARENT/GUARDIAN INFORMATION

|                                       |  |
|---------------------------------------|--|
| Parent/Guardian's Name (please print) | What is your marital status? (Please circle)<br>Single      Separated      Widowed<br>Married      Divorced      Other |
|---------------------------------------|--|

|                                  |                                      |
|----------------------------------|--------------------------------------|
| Parent/Guardian's Email Address: | Parent Guardian's Cell Phone Number: |
|----------------------------------|--------------------------------------|

|  |  |
|--|--|
| With whom does the student live? (Please circle)<br><br>Both Parents      Mother<br><br>Parent & Step-Parent      Father<br><br>Legal Guardian      Foster Parent<br><br>Other (please indicate) _____ | How many people live in your household including you? (Please circle)<br><br>1                  5                  9<br><br>2                  6                  10 or more<br><br>3                  7<br><br>4                  8 |
|--|--|

## PARENTAL/GUARDIAN EDUCATIONAL STATUS

|  |  |
|--|--|
| Did either parent/legal guardian that you live with earn a bachelor's degree (four year degree)? (Please circle)<br><br>Yes      No      N/A | If yes, which parent earned his/her bachelor's degree?<br><br>Mother      Father      Both |
|--|--|

## LAST YEAR'S TAXABLE INCOME

|   |     |    |
|---|-----|----|
| Does the student qualify for free & reduced lunch?            | Yes | No |
| Do you receive public assistance such as SNAP, TANF, etc....? | Yes | No |

North Central MT Upward Bound is federally funded and requires verification of every participant's income. Please check your TAXABLE income from the previous year (line 15 on 1040 form). By signing this form you are certifying the income information provided is accurate and may be used to determine student eligibility.

Taxable Income: \$ \_\_\_\_\_  
\_\_\_\_\_  
Parent/Guardian Signature      Date

## EMERGENCY CONTACT

|   |               |
|---|---------------|
| Name:   | Relationship: |
| Address:  | Phone Number: |
| City:                  State:                  Zip: |               |

|                              |                        |                     |                               |
|------------------------------|------------------------|---------------------|-------------------------------|
| <b>For Office Use Only</b>   |                        |                     |                               |
| <b>Eligibility:</b>          | First Generation       | Income Verification |                               |
| <b>Other:</b>                | Documented Disability  | Foster Youth        | Homeless Youth                |
| <b>Academic Need:</b>        |                        |                     |                               |
| <b>Required:</b>             | Essays                 | Parent Signature    | Student Signature      Grades |
| <b>Director Approval:</b>    | Yes      No      _____ | <b>Date:</b> _____  |                               |
| <b>Database Entry:</b> _____ |                        |                     |                               |
| Signature/Date               |                        |                     |                               |

## 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:

|  | <i>Relationship w/Teachers</i> | <i>Relationship w/peers</i> | <i>Relationship w/Parents/Guardians</i> |
|--|--------------------------------|-----------------------------|---|
| <i>Respect</i>                                       |                                |                             |   |
|  | <i>Goal Oriented</i>           | <i>Maturity</i>             | <i>Interpersonal/Social Skills</i>      |
|  |                                |                             | <i>Responsibility/Accountability</i>    |
| • Level of self-esteem/confidence:                   | <i>High</i>                    | <i>Satisfactory</i>         | <i>Low</i>                              |
| • Interpersonal/social skills:<br><i>Improvement</i> | <i>Well developed</i>          | <i>Satisfactory</i>         | <i>Needs</i>                            |
| • Academic aptitude:<br><i>Average</i>               | <i>Above Average</i>           | <i>Average</i>              | <i>Below</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**



## COMMITMENT CONTRACT

North Central Montana Upward Bound Program (NCMTUB) is a unique partnership between you (the student), parents and/or guardians, UB staff and the high school officials. It is crucial that all parties involved share responsibility and work as a team to insure your success in the program. Please read the following commitments carefully, as the signatures below will indicate you understand the commitment Upward Bound expects.

### Student Commitment – I agree to

1. Attend high school regularly; this includes classes, labs, and discussions. Regularly means every day unless you have extenuating circumstances that you have discussed with the Upward Bound staff so they can assist you through advocacy if needed.
2. Enroll in an academic rigorous schedule in accordance with the Montana University System.
3. Earn and/or maintain a cumulative 2.50GPA while in the program. Your GPA may be lower at the time of entry, but you must have the ability to achieve a 2.50GPA by the following semester.
4. Attend all weekly meetings and Saturday Academies with the Upward Bound staff. When you are unable to attend, you will check in with Upward Bound staff prior to the event.
5. Display behavior and attitudes that are respectful and appropriate for college success preparation.
6. Attend at minimum two summer academies before high school graduation.
7. If you fail to maintain the commitments listed above you will be on probationary status and must schedule a meeting with your assigned Upward Bound Advisor to create an action plan. Depending on your action plan progress, your probationary status will be removed. Upon removal, you will be fully reinstated into the program; if the progress is satisfactory, you will be re-evaluated for continued probation. However, if satisfactory progress is not achieved you will face dismissal from the program for not upholding the commitments put forth in the contract.

### Parent or Legal Guardian Commitment – I agree to

1. Give permission for my child to participate in the North Central Montana Upward Bound Program (NCMTUB).
2. Support my child's involvement in the Upward Bound Program, assisting when necessary.
3. Attend Upward Bound activities involving parents or legal guardians throughout the year.

### North Central MT Upward Bound Staff Commitment – I agree to

1. Meet with each student on a regular basis to provide information, tutoring, and activities that will help them to achieve their full potential.
2. Seek parental input and involvement in Upward Bound activities and planning when necessary.
3. Work closely with parents or legal guardians as well as the school personnel to ensure each student is receiving the best combination of services.

Because of the funds and energy invested in each student (approx. \$4,000 per student yearly), Upward Bound cannot afford to support students who are not serious about academic success or pursuing higher education.

*By signing this document you are agreeing that you have read the commitments, probation, and dismissal policy above and will adhere to the conditions set forth.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
UB Academic Advisor Signature

\_\_\_\_\_  
Date

**MEDICAL RELEASE FORM**

I, \_\_\_\_\_ the parent/guardian of \_\_\_\_\_ hereby consent that the above named minor has my permission to participate in the activities planned in conjunction with the North Central MT Upward Bound Program. I hereby recognize that there may be risks involved with respect to the activities in this program. I hereby assume such risks, and release North Central MT Upward Bound Program, its agents, employees, or students of any liability. I understand that in the event of a medical emergency every attempt will be made to contact you. If said attempts are not immediately successful, the supervisors of Upward Bound may refer the above named minor to a licensed medical practitioner and/or clinic. I hereby release Upward Bound, its agents, employees, or students of responsibility for the above named minor in the event that the minor does not follow prescribed treatment for injury/illness.

**RECORDS RELEASE**

Prospective scholar’s records are necessary for evaluation and acceptance into TRIP MTUB. TRIO MTUB requires tracking a scholar’s academic progress until successful completion of a bachelor’s degree or the age of 25. Therefore, TRIO MTUB must have access to student records during the extent of that period, even if the scholar transfers to another school. Records include attendance, financial aid, grades, test scores, transcripts, IEP or 504 plans, and other information relating to academic entities or enrollment. This form also releases, TRIO MTUB to share your records with other academic entities and college access programs for the purposes of tracking or referrals. Records are confidential and kept secure.

**PHOTO RELEASE**

I give permission for TIRO MTUB to take photos of the activities in which my child may be participating. Please note the program photos might be used in TRIO promotional materials (i.e. brochures, newsletters, press releases, slide shows, videos, web page and social media).

**STUDENT MEDICAL HISTORY & INFORMATION**

Medications (please list):

\_\_\_\_\_

What, if any, are your child’s medication allergies? \_\_\_\_\_

**CONDITIONS OR DISABILITIES**

Does your child have any physical, learning, emotional, or other conditions or disabilities which could interfere with his/her academic, cultural or physical education? (i.e. allergies including foods, ADD/ADHD, asthma, autism, wheelchair bound, etc.)

\_\_\_\_\_

Parent/Legal Guardian’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Home \_\_\_\_\_

**Student Needs Assessment**

|                      |                     |               |
|----------------------|---------------------|---------------|
| <b>Student Name:</b> | <b>High School:</b> | <b>Grade:</b> |
|----------------------|---------------------|---------------|

This survey contains a number of statements about student needs. Please give your honest opinion of how the Upward Bound Program can meet your needs. Your answers will be kept confidential.

|                              |                    |                  |                |
|------------------------------|--------------------|------------------|----------------|
| <u>I feel that I need...</u> | <u>Strong Need</u> | <u>Some Need</u> | <u>No Need</u> |
|------------------------------|--------------------|------------------|----------------|

|   |   |   |   |
|---|---|---|---|
| To learn ways to raise my low grade point average   | 1 | 2 | 3 |
| To learn ways to raise my low achievement test scores   | 1 | 2 | 3 |
| To learn how to complete and turn in my homework on time.   | 1 | 2 | 3 |
| To get better grades in school  | 1 | 2 | 3 |
| To take tests better and with less anxiety  | 1 | 2 | 3 |
| To organize my time, activities, and responsibilities better.   | 1 | 2 | 3 |
| To learn more about high school requirements for college  | 1 | 2 | 3 |
| To listen better in class and ask more questions  | 1 | 2 | 3 |
| To relate to and communicate better with my teachers  | 1 | 2 | 3 |
| To identify, set and evaluate educational goals for the future  | 1 | 2 | 3 |
| To get accurate information on careers and identify career goals  | 1 | 2 | 3 |
| To get a better grasp of the English Language   | 1 | 2 | 3 |
| To increase my level of confidence, self-esteem, and/or social skills   | 1 | 2 | 3 |
| To learn more about job applications, resumes, and interviews   | 1 | 2 | 3 |
| To learn more about the postsecondary admissions process  | 1 | 2 | 3 |
| To prepare for exams like PSAT, ACT, or SAT   | 1 | 2 | 3 |
| To visit more colleges or universities  | 1 | 2 | 3 |
| To learn more about college costs and how to pay for college  | 1 | 2 | 3 |
| To develop/improve my study skills  | 1 | 2 | 3 |
| To develop/improve my communication skills  | 1 | 2 | 3 |
| To develop/improve my test taking skills  | 1 | 2 | 3 |
| Tutoring to better understand my class work   | 1 | 2 | 3 |
| <ul style="list-style-type: none"> <li>• I feel I need tutoring in the following courses: (circle one)</li> </ul> |   |   |   |
| Math            Science            English  |   |   |   |
| To learn to deal with conflict in a positive manner   | 1 | 2 | 3 |
| To better understand my parent/guardian and other adults  | 1 | 2 | 3 |
| To develop/improve my leadership capabilities   | 1 | 2 | 3 |
| To understand of the importance of community service activities   | 1 | 2 | 3 |

|   |   |
|---|---|
| <i>What will you major in during college?</i> | <i>What kind of career do you expect to have with your intended college degree?</i> |
|---|---|

What else do you feel you need from the Upward Bound Program to help you pursue a postsecondary education?