

Upward Bound University of North Dakota

2891 2nd Avenue North
STOP 9027
Grand Forks, ND 58202-9027

Phone: (701) 777-3427
1-800-CALL-UND
Fax: (701) 777-3627

Upward Bound Application Checklist

From Home:	<input type="checkbox"/> Student Information	page 1-2
	<input type="checkbox"/> Statement of Responsibilities	page 7-8
	<input type="checkbox"/> Releases	page 9-10
	<input type="checkbox"/> Income/Education Verification	page 11
	<input type="checkbox"/> Parent copy of Income Tax Form 1040 or 1040EZ or parent statement if did not file	
From School:	<input type="checkbox"/> Copies of High School transcripts and any test scores attached	
	<input type="checkbox"/> Counselor Recommendation Form	page 13-14
	<input type="checkbox"/> Teacher Recommendation Forms (2)	page 15-18
From Student:	<input type="checkbox"/> Personal Essays	page 3-4
	<input type="checkbox"/> Upward Bound Needs Survey	page 5-6

Student Information

Name _____ Sex: M / F
Address _____
Home Phone _____ Birthday _____
Race _____ U.S. Citizen: Y / N
High School _____ Present Grade Level _____
Social Security Number _____
This is required.

Parent/Guardian Information

Mother/Guardian's Name _____
Father/Guardian's Name _____
Parent/Guardian's Home Phone _____
Address _____
Employment: Mother/Guardian _____ Phone _____
Father/Guardian _____ Phone _____
Total Family Size (parents, children, and adult dependents at home) _____

Educational Goals

- _____ Complete High School
- _____ Enroll in a vocational/technical school
- _____ Enroll in 1-2 year college program
- _____ Enroll in 4-year college

Personal Essays

Print or type a **minimum of one paragraph** (5-7 sentences) on **each** of the following:

1. What are your favorite activities and/or hobbies? Why?
2. Discuss the school clubs, community activities, or sports you are involved with and honors you have received.
3. Describe time conflicts you may have with home obligations, school, or church activities and Upward Bound. Consider the summer as well as the academic year.
4. Describe your (short term and long term) education/career goals.

Please indicate the top five reasons why you want to be a member of Upward Bound.

- | | |
|--|---|
| <input type="checkbox"/> Clarify educational goals | <input type="checkbox"/> The summer enrichment program |
| <input type="checkbox"/> Opportunity for social activities | <input type="checkbox"/> Opportunity to visit colleges |
| <input type="checkbox"/> Develop the motivation to succeed | <input type="checkbox"/> Chance for involvement outside of school |
| <input type="checkbox"/> Help with homework | <input type="checkbox"/> Learn more about preparation for college |
| <input type="checkbox"/> Parents want me to join | <input type="checkbox"/> Recommended by friend |
| <input type="checkbox"/> Chance to earn a monthly stipend | <input type="checkbox"/> Clarify career goals |
| <input type="checkbox"/> Opportunity to attend cultural events | <input type="checkbox"/> Develop skills for success in college |
| <input type="checkbox"/> Help to graduate from high school | <input type="checkbox"/> Recommended by counselor or teacher |

How comfortable are you with the academic areas listed below? 1-easy to 5-difficult

Doing math problems	1	2	3	4	5
Writing composition	1	2	3	4	5
Reading text books	1	2	3	4	5
Understanding science	1	2	3	4	5

Throughout the year students have the opportunity to participate in special activities as part of Upward Bound. **Circle those activities you like to do:**

- | | | | |
|--------------------|-----------------|------------------|-----------------|
| Softball | Movies | Camping | Martial Arts |
| Volleyball | Dancing | Weightlifting | Swimming |
| Basketball | Attending Plays | Drawing/Painting | Chess |
| Singing/Instrument | Canoeing | Hiking | Jogging/Running |

Other: _____

Circle the following that in general describes you.

- | | | | |
|--------------|-----------------------|-------------|----------------|
| Courteous | Organized | A finisher | Weak student |
| Serious | Good student | Trustworthy | Shy |
| Tired/Weak | Dumb/Stupid | Leader | Lazy |
| Disorganized | Attractive | Follower | Fat |
| Bored | Impulsive | Hardworking | Tall |
| Humorous | Good Listener | Fickle | Rude |
| Patient | Short (physical size) | Friendly | Thin |
| Active | Happy | Cute | Gossiper |
| Angry | Interested in Life | Loyal | Ugly |
| Selfish | Logical/Rational | Boring | Positive |
| Involved | Depressed Often | Passive | Negative |
| Interesting | Impatient | Strong | Kind/Sensitive |
| Apathetic | Outgoing | A quitter | Intelligent |

UPWARD BOUND NEEDS SURVEY

Name _____ School _____ Date _____

Directions: This survey contains a number of statements about student needs. Your answers will be helpful in determining future services offered through the Upward Bound program. Please give your honest opinion in responding to the statements. Put the appropriate number in the space provided to indicate whether you consider it to be one of your educational or personal needs.

1—I have a need

2—not sure

3—I do not have a need

- _____ I need to complete and hand in homework on a more consistent basis.
- _____ I need to learn the importance of good grades and improve mine.
- _____ I need to learn how to take better notes.
- _____ I need to develop stronger study habits.
- _____ I need to develop time management skills so I can balance all of my activities.
- _____ I need to learn how to read a textbook more effectively.
- _____ I need to develop a better attitude toward learning.
- _____ I need to receive guidance in selecting academic courses.
- _____ I need to receive to understand how courses I am taking relate to my career plans.
- _____ I need to listen more effectively in class.
- _____ I need to learn how to ask questions that are clear and produce the answers I desire.
- _____ I need to communicate more effectively with teachers.
- _____ I need to learn to interact with teachers more effectively.
- _____ I need to have better relationships with teachers.
- _____ I need to better understand teachers.
- _____ I need to know more about my strengths and weaknesses.
- _____ I need to understand my interests, abilities, and understand what I can really achieve.
- _____ I need to know how to prepare for careers that interest me.
- _____ I need to explore and learn how to prepare for careers related to my interests.
- _____ I need to talk to people employed in my interest areas.
- _____ I need to learn how to apply and interview for jobs.
- _____ I need to be aware of the employment outlook in my high interest areas.
- _____ I need to talk to a counselor about career plans.
- _____ I need to have my parents involved in my career plans.
- _____ I need to develop a flexible career plan.
- _____ I need to learn more about financial aid for college.
- _____ I need to become more aware of educational opportunities after high school.
- _____ I need to learn more about college admissions requirements.
- _____ I need to understand the college application process.
- _____ I need to decide which type of postsecondary institution to attend.
- _____ I need to experience more cultural activities.

Continued on Next Page . . .

UPWARD BOUND NEEDS SURVEY, cont'd

Directions: This survey contains a number of statements about student needs. Your answers will be helpful in determining future services offered through the Upward Bound program. Please give your honest opinion in responding to the statements. Put the appropriate number in the space provided to indicate whether you consider it to be one of your educational or personal needs.

1—I have a need

2—not sure

3—I do not have a need

- _____ I need to experience more cultural activities.
- _____ I need to become more familiar with people of other cultures.
- _____ I need to talk to a counselor about personal concerns.
- _____ I need to understand, accept, and like myself better.
- _____ I need to develop confidence in myself.
- _____ I need to understand who I am and where I am headed.
- _____ I need to understand how my feelings affect my behavior.
- _____ I need to be more accepting of my personal appearance.
- _____ I need somebody to listen to me when I have problems.
- _____ I need to learn to tell others how I feel.
- _____ I need to be a better listener and respond better to others.
- _____ I need to learn to tell others how I feel.
- _____ I need to be a better listener and respond better to others.
- _____ I need to better understand adults.
- _____ I need to become more accepting of others.
- _____ I need to build trusting relationships with others.
- _____ I need to know how to get along with members of the opposite sex.
- _____ I need to develop friendships with both sexes.
- _____ I need to become more tolerant with people whose views differ from mine.
- _____ I need to get along better with members of my family.
- _____ I need to set, assess, and evaluate goals in my life.
- _____ I need to understand more about sex and love.
- _____ I need to learn more about the use/abuse of drugs and alcohol.
- _____ I need to understand the impact of sex and/or race on my career choice.
- _____ I need to understand the changing roles and expectations of men and women.
- _____ I need to accept greater responsibility for my actions.
- _____ I need to learn how to make and evaluate decisions.
- _____ I need to learn better problem solving techniques.

Thank you for your thoughtful and honest efforts in completing this
Upward Bound Needs Survey.

STUDENT/PARENT/STAFF RESPONSIBILITIES

UND Upward Bound Program

Students who are accepted into the UND Upward Bound Program must take responsibility for their academic success during the academic year and the summer UB program. Because parental involvement and support is critical, students' participation in Upward Bound is really a family activity. The family needs to understand that Upward Bound is an academic, college preparatory program that operates year-round to provide ongoing personal and educational assistance to students. Students need to:

1. **Attend school (scheduled classes, labs, etc.) regularly.**
2. **Be enrolled in college preparatory courses each semester that will make them eligible for admission to state institutions of postsecondary education.**
3. **Maintain satisfactory academic progress in all classes and a minimum GPA of 2.00.**
4. **Meet regularly with UB staff when they visit their school during the school year.**
5. **Complete all monthly assignments, forms, career inventories, tests or other materials required by UB.**
6. **Attend UB activities and meetings during the school year.**
7. **Attend and complete the six-week summer residential component held on the UND campus.**

Students who fail to comply with student responsibilities or with the policies on the back of this contract, may have their stipends reduced or withheld, or may be dismissed from the UND Upward Bound Program.

We have read the above stated student responsibilities and the policies on the back of this form and agree to jointly work toward the successful goals of completing high school and enrolling in college.

Date

Student's Signature

Date

Parent/Guardian Signature

The UND Upward Bound Program will endeavor to provide the proper learning atmosphere, resources, educational activities, and guidance, which combined with student motivation and effort, will enable students to improve their potential for successfully completing high school and enrolling in college.

Date

Upward Bound Counselor

UND UPWARD BOUND ACADEMIC YEAR POLICIES

ACADEMIC YEAR ASSIGNMENTS

Upward Bound students are expected to do monthly assignments covering academic topics, study skills, career development, and personal growth. Other forms, assessments. And/or tests may be included or substituted as assignments during the year. A monthly Student Progress Report is also required of each student,

It is the student's responsibility to meet with the Upward Bound advisor during regular school visits to get the needed assignments, receive assistance on them, and turn them in. All assignments must be completed on time to receive full on the stipends.

STIPENDS

Upward Bound stipends are issued monthly during the academic year by the Upward Bound staff. All students who have completed the prior month's assignments, turned in the Student Progress Report, and attended regular school visit meetings are eligible for a stipend. Attendance at weekend activities may also be used to determine stipend amount. Stipend amounts are determined by the amount of funding received by the United States Department of Education. The maximum stipend will be \$40.00 for any month.

ENRICHMENT, INSTRUCTION, ETC.

Students are required to meet with an Upward Bound advisor during the regularly scheduled school visits. The purpose of these visits is not only to distribute and receive assignments, but to also check on the academic progress of the student. This time can also be used for students to receive help with study skills, tutoring, and personal./career counseling. If a student transfers to another Upward Bound target school, it is the responsibility to notify Upward Bound of the transfer.

STUDENT EVALUATIONS

Upward Bound students will be evaluated for continuation in the program according to these criteria:

- **ACADEMICS**—Students must maintain a minimum 2.00 GPA to remain in Upward Bound.
- **ASSIGNMENT COMPLETION**—Students are expected to do monthly academic year assignments completely and on time.
- **MOTIVATION**—Students must exhibit motivation as demonstrated by using Upward Bound services, attending regular and weekend meetings, as well as the Summer Program, and fulfilling the responsibilities delegated to the student.
- **BEHAVIOR/ATTITUDE**—Students must demonstrate a positive attitude as exemplified by (1) adherence to Upward Bound guidelines, (2) positive response to authority and program structure, (3) maturity, (4) positive interactions with others, and (5) willingness to improve behavior/attitude.

PROBATION/SUSPENSION

A student may be placed on probation for deficiencies in one of more of the areas listed under the evaluation section. The Upward Bound staff will make the decision for probation/suspension. During the probation period the student is expected to correct the problem. A student on probation will not receive a stipend.

A student who has failed to respond to the probationary period may be suspended from the program. A student who has been suspended may petition Upward Bound for readmission when the noted deficiencies have been corrected. If re-admitted, the student will be placed on a contract. Indicating commitment to his/her continued education and to the Upward Bound goals. If the student fails to complete the contract, he/she risks permanent dismissal from the program.

CERTIFICATION OF RELEASE OF RECORDS (High School)

The personal information you give to the Upward Bound Director is sent to the federal government (Office 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 see the information. The information is necessary to determine if you are eligible to participate in the program and helps the government to measure your success. The Office of Education has authority to gather information to help make Upward Bound a better program (20USC 1070a-13). If you do not give this information to the Upward Bound Program and the Office of Education, you cannot receive any benefits from the program.

I fully understand the above provision and hereby give my consent to have all pertinent data, including grade reports, evaluations, test scores, postsecondary admission, financial aid, and income verification forms (including qualifying for free or reduced meals), forwarded to the University of North Dakota—High School Upward Bound Program for the duration of my son's/daughter's participation in the program.

Date _____ Students' Name *(first, middle, last)* _____

Date _____ Parent/Guardian's Name *(first, middle, last)* _____

—PARENT CONTACT BOX — STAFF USE ONLY—

Date _____ Contacted _____

Advisor _____

Comments _____

PERMISSION TO PUBLISH

While participating in the Upward Bound program, students receive recognition and/or awards for a variety of different activities. For this reason, we would like permission to publish their names and/or photographs as part of the recognition for their outstanding work, e.g., web site, newsletter, local newspapers, etc.

_____ *Yes, permission is granted for publication for the duration of the time that my son/daughter participates in the program.*

_____ *No, permission is not granted for publication.*

Date

Parent/Guardian's Signature

CONSENT TO PARTICIPATE

I hereby certify that I give my consent for my son/daughter _____ to participate in the UND Upward Bound Summer Program to be held on the University of North Dakota campus in Grand Forks, ND, starting in June and ending in July. I understand the program covers the entire six weeks, including weekends. He/She may also take part in the follow-up program that will be conducted in the high school during the following school year.

I also grant my permission for him/her to take part in any off campus field trips which are sponsored and supervised by Upward Bound staff. I also understand that the program is not held liable.

I also understand that the personal information that I give to the Upward Bound director is sent to the United States 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 project or are specifically authorized to see the information. The information is necessary to determine eligibility and to measure your son/daughter's success. The Department of Education has the authority to gather information to help make Upward Bound a better program.

Date

Parent/Guardian's Signature

**INCOME/EDUCATION VERIFICATION
UND Upward Bound Program**

Two of the basic eligibility requirements for participation in the Upward Bound Program are (1) that family taxable income falls within a certain range (variable depending on size of family); and (2) that parents do not have a four-year college degree. Students do not necessarily have to meet both criteria to participate in the program but both criteria need to be verified.

Please complete the following section that enable us to verify a student's eligibility for Upward Bound.

FAMILY INCOME INFORMATION

Total Taxable Income for Last Tax Year \$ _____
(From Line 40 of Federal Tax Form 1040 or Line 27 of Form 1040EZ)

A copy of your federal income tax form is required for verification. Only the basic 1040 form is required. Additional schedules for deductions, etc. are not required. Please indicate below the status of your tax form. If tax forms are not available, ask the Upward Bound Counselor about alternative methods of verification.

_____ Copy of federal tax form attached.

_____ No federal tax return filed last year.

Food Stamp Case Number _____ AFDC Case Number _____

Children's Names _____

I certify that the above information is true to the best of my knowledge.

Parent/Guardian Signature

Date

PARENTS EDUCATIONAL BACKGROUND

Please indicate the highest educational level of either parent. Check only one.

___ 4 Yr. College Degree or Higher ___ 2 Yr. College Degree ___ H.S. Diploma

I certify that the above educational information is true.

Parent/Guardian Signature

Date

COUNSELOR RECOMMENDATION
UND Upward Bound Program

_____ has applied for admission to the UND Upward Bound Program sponsored by the U.S. Department of Education. The program is designed for low-income, first-generation college students who have the academic potential to succeed in postsecondary education, but may lack the motivation, resources, or other information that would enable them to pursue college. This recommendation form is required as part of the student application process. Your cooperation in completing this form is greatly appreciated. It can be returned to the Upward Bound Counselor, or sent directly to Upward Bound, 2891 2nd Ave N, Stop 9027, Grand Forks, ND 58202-9027.

1. In your opinion, is this student working to his/her full academic potential? Y / N

Please explain. _____

2. In your opinion, does this student lack motivation or interest in his/her academic work? Y / N

Please explain. _____

3. Do you think this student is presently planning to attend college? Y / N

4. Do you think this student could attain a college education without receiving outside financial assistance? Y / N

5. Do you think this student could graduate from college without additional academic assistance? Y / N

6. Is your school willing to work with Upward Bound during the academic year component of its program? Y / N

7. What is your subjective evaluation of this student's potential for success in postsecondary education relative to his/her determination and motivation?

8. Are you aware of any major factors that would enhance or inhibit this student's chances in completing a college education (family support or lack of it, financial problems, peer pressure, etc.) ?

Signed: _____

ASSESSMENT FORM
UND Upward Bound Program

Present Grade Level _____ Number of Credits Received to Date _____

HS Cumulative GPA _____ Number of Credits Required to Graduate _____

Documentation Provided : H.S. Transcript _____ CTBS Scores _____

Type of Academic Program: General _____ Remedial _____ Vocational _____
Special Ed. _____ College Prep _____ Other _____

Major Areas of Need : (*Check all that apply*)

- _____ limited knowledge of own culture or exposure to other cultures
- _____ limited social skills (interpersonal and communication skills)
- _____ low self-esteem
- _____ limited exposure or postsecondary courses
- _____ lack of college preparatory courses (for whatever reason)
- _____ lack of family support or stable home environment
- _____ reading skills
- _____ math
- _____ writing skills

1. Describe student's performance on standardized tests relative to national and/or local norms.

2. Describe student's attendance record. _____

3. Describe any demonstrated skills or aptitudes that are not reflected in grades or test scores, but might contribute to the student's postsecondary success.

4. Please provide a brief description of this student. _____

UPWARD BOUND TEACHER RECOMMENDATION

Name of Applicant: _____ High School: _____

Instructor's Name: _____ Class: _____

How long in class? _____ Motivation: ___ Excellent ___ Good ___ Fair ___ Poor

Were assignments generally turned in on time? Y / N Average grade in class? _____

In what areas does this student need academic help? (be as specific as possible) _____

What specific basic skills need to be developed? ___ Reading ___ Writing ___ Math ___ Study Skills

___ Communication ___ Social Skills ___ Cultural ___ Self Esteem ___ Career ___ Science

Is the student strongly motivated in any certain direction? _____

Please comment on student's rapport with peers and adults? _____

Are you aware of any major factors that would enhance or inhibit this student's chances in completing a college education (family support or lack of, financial problems, peer pressure, etc.) :

Comments: _____

Signature: _____

Position: _____

Statement of Student Need UND Upward Bound Program

Directions: This survey contains a number of statements about student needs. Your answers will be helpful in determining future services offered through the Upward Bound program. Put the appropriate number in the space provided preceding each statement below to indicate whether you consider it to be one of the student's educational or personal needs. Thank you for your thoughtful and honest efforts in completing this Upward Bound Needs Survey.

1—Has Need

2—Not Sure

3—No Need

- ___ Needs to complete and hand in homework on a more consistent basis.
- ___ Needs to learn the importance of good grades and improve current grades.
- ___ Needs to develop stronger study skills and habits.
- ___ Needs to learn test taking strategies and how to reduce test anxiety.
- ___ Needs to develop time management skills so he/she can balance activities.
- ___ Needs to learn how to read a textbook more effectively.
- ___ Needs to develop a better attitude toward learning.
- ___ Needs to receive guidance in selecting academic courses.
- ___ Needs to listen more effectively in class.
- ___ Needs to learn to interact with teachers more effectively.
- ___ Needs to understand interests, abilities, and what he/she can really achieve.
- ___ Needs to explore and learn how to prepare for careers related to his/her needs.
- ___ Needs to talk to counselor about career plans.
- ___ Needs to have his/her parents involved in career plans.
- ___ Needs to learn more about postsecondary financial aid, applications, admissions, etc.
- ___ Needs to have more cultural activities and become more familiar with other cultures.
- ___ Needs to talk to a counselor about personal concerns.
- ___ Needs to understand, accept, and like himself/herself and develop better self confidence.
- ___ Needs to understand how his/her feelings affect behavior.
- ___ Needs to be a better listener and respond better to others.
- ___ Needs to become more accepting of others.
- ___ Needs to get along better with members of his/her family.
- ___ Needs to set, assess, and evaluate goals in his/her life.
- ___ Needs to understand more about sex, love, and relationships.
- ___ Needs to learn more about the use/abuse of drugs and alcohol.
- ___ Needs to become more tolerant with people whose views differ from him/her.
- ___ Needs to accept greater responsibility for his/her actions.
- ___ Needs to learn how to make and evaluate decisions.
- ___ Needs to learn better problem solving techniques.

UPWARD BOUND TEACHER RECOMMENDATION

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___ Communication ___ Social Skills ___ Cultural ___ Self Esteem ___ Career ___ Science

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Please comment on student's rapport with peers and adults? _____

Are you aware of any major factors that would enhance or inhibit this student's chances in completing a college education (family support or lack of, financial problems, peer pressure, etc.) :

Comments: _____

Signature: _____

Position: _____

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