

Instructions for Completing the Upward Bound Application

1. Students please fill out the Student Section on pages 1, 2 and 3.
2. Ask your Guidance Counselor **OR** a teachers from one of your content area classes (i.e., Math, English, Science, History, or Foreign Language) **OR** a person from a community organization (i.e., Church, Boys and Girls Club, etc.) to fill out an Evaluation form to tell us more about you.
3. Please turn in the Student Section right away by emailing it to:

Cynthia Copney ccopney@shepherd.edu

Joselin Fuentes jfuentes@shepherd.edu (Habla español)

OR

Faxing it to 304-876-5775

OR

Completing the application on the Shepherd University Upward Bound website at:
<http://www.shepherd.edu/upwardbound>

4. After we have received the Student Section of the application we will set up an appointment to meet with the student and Parent/Guardian.
5. Please do not hesitate to contact the Upward Bound Program if you have any questions or visit the website at <http://www.shepherd.edu/upwardbound>

STUDENT SECTION: Part I (To Be Completed by the Student)

Student Information:

Full Legal Name: _____ Gender Male Female Age: _____

Preferred Name: _____ Social Security #: _____

Date of Birth: _____ Student ID #: _____

Name of School: _____ Grade Level: _____

Guidance Counselor: _____ Primary language spoken at home: _____

Are you a U.S. Citizen? Yes No If not a Citizen, provide a copy of your Permanent Resident Card:

Student Email: _____ A#: _____

Address: _____ City, State, Zip Code: _____

Student Phone #: _____

Check **ALL** that Apply: Hispanic/Latino American Indian/Alaska Native Asian

Black/African American Native Hawaiian/Other Pacific Islander White

Other, please specify: _____

Guardian 1 Information:

Full Name: _____ Relationship to student: _____

Address: _____ City, State, Zip Code: _____

Phone #: _____ Parent Email: _____

Preferred mode of contact: Email Cell (Text or Call)

Place of Employment: _____ Occupation: _____

Salary: \$ _____ Monthly/ annually Other Source of Income (check all that apply):

Social Security Disability other (specify) _____

Assistance from Social Services (DPA) (specify) _____

Highest education level completed High School Associates (2 years) Bachelor's and beyond (4+ years)

What word would you use to describe the applicant and why? _____

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Guardian 2 Information:

Full Name: _____ Relationship to student: _____
Address: _____ City, State, Zip Code: _____
Phone #: _____ Parent Email: _____
Preferred mode of contact Email Cell (Text or Call)
Place of Employment: _____ Occupation: _____
Salary: \$ _____ Monthly/ annually Other Source of Income (check all that apply):
 Social Security Disability other (specify) _____
 Assistance from Social Services (DPA) (specify) _____
Highest education level completed High School Associates (2 years) Bachelor's and beyond (4+ years)
What word would you use to describe the applicant and why? _____

Student Section: Part II (To Be Completed by the Student)

Please answer the following questions with details

1. Are you available one day out of the week to participate in after school Study Sessions at your school? _____
If not, please explain: _____
2. Are you interested in attending the Six week Summer Academy? _____
3. How would you describe your academic performance? _____

4. What do you plan to do after you graduate from High School? (Choose all that apply)
 Attend a four-year college or university Attend a Community College (2yr degree)
 Enroll in a technical college Enlist in the military
 Get a job Attend trade school
 Other (please explain): _____

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PART II: UB Parent Section (To Be Completed by Parent/Guardian)

Shepherd University
TRIO Upward Bound Program

P. O. Box 5000

Shepherdstown, WV 25443

Phone: (304) 876-5775 Fax: (304) 876-5775

Dear Parent/Guardian:

Your child has indicated an interest in the Shepherd University TRIO Upward Bound Program. Upward Bound (UB) is a **FREE** college preparatory program for high school students funded by the U.S. Department of Education, Shepherd University, and Berkeley County Public Schools. UB is specifically designed to strengthen the academic skills of eligible high school students who wish to excel academically and pursue postsecondary degrees after high school graduation.

Year-round services provided by UB include:

- Tutorial services held one day per week during the school year to strengthen academic skills and prepare students for success at the college level;
- A 6-week summer instructional component that is designed to simulate a college-going experience that includes daily coursework in English, Literature, Math, Science, Foreign Language, and Wellness as well as other events such as activities that expose students to various cultural events;
- Academic advising from UB staff and individual assistance with the college admissions and financial aid application process during the academic school year.

In order to comply with federal regulations, all UB participants must meet the following criteria:

- Indicate an interest in attending college;
- Demonstrate academic need;
- Qualify based on income eligibility;
- Potential First Generation College Graduate (neither parent has received a 4-year degree);
- Commit to remain active in UB until high school graduation

You may also return your completed application to your child's school counselor. All completed applications will be reviewed and eligible applicants contacted within 14 days for a **Student & Parent/Guardian Interview** with UB program staff. **Please be sure to bring income verification with you to the interview.** Finally, our program success will rely heavily on Parental/Guardian involvement. Together we can ensure your students' success in high school and as they pursue college degrees. Thank you for your interest in the Upward Bound Project. Please call me at **(304) 876-5779** if you have any questions or need additional assistance.

Sincerely,

Cynthia Copney Director of TRIO Programs

Shepherd University
TRIO Upward Bound Program



Student Name: _____ High School Student Attends: _____

I/We had taxable income in the amount of \$ _____ in the previous tax year.
Submit a copy of your IRS 1040, 1040A or 1040EZ tax forms for additional verification

I/We did not have any taxable income for the previous tax year

Please list the number of people in your household: _____

Dependent's First and Last Name	Relationship	Age

Parent Certification:

I, _____, parent/guardian of _____
verify that all information supplied by me within this application for admission into
the Shepherd University TRIO Upward Bound Program, is factual to the best of my
knowledge, and that no information was presented with the intent to defraud.

Signature

Date

Release of Academic Information

Student's Name: _____ Student ID #: _____

I authorize the Berkeley County School District and/or [Click here to enter text.](#)
Middle/High School, which my child attends to release the following information
necessary for compliance with the United States Department of Education's annual
performance report and for the purpose of allowing the Shepherd University Upward
Bound program to track the student's progress:

- Standardized test scores
- Transcripts
- Report card and midterm report grades
- Attendance
- Individual Education Plan
- Any information pertaining to the student's academic progress

The Shepherd University Upward Bound staff (Director of TRIO programs, Assistant
Director, and/or Academic Coordinator) also have permission to visit the school and meet
with the student named above.

X

Parent/Gaurdian

Date

X

Parent/Gaurdian

Date

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Part III: Guidance Counselor/Teacher/Personal Evaluation Form

_____ is applying for admission to the Shepherd University TRIO Upward Bound Program (SUUB). SUUB offers supplemental academic preparation for college bound students. Students are expected to participate in the program until they graduate from high school. SUUB looks for students who possess the potential to prepare for a college education. Your evaluation of this student will be closely examined (along with other factors) during the program admissions process. Please return the completed recommendation to:

**Shepherd University TRIO Upward Bound
P. O. Box 5000
Shepherdstown, WV 25443**

**304-876-5775 (Phone and fax)
Shepherd University Upward Bound website:
<http://www.shepherd.edu/upwardbound>**

Please rate the student in each of the areas:

The Student:	No Knowledge	Strongly Disagree	Disagree	Agree	Strongly Agree
Displays academic potential	0	1	2	3	4
Appears self-motivated	0	1	2	3	4
Works cooperatively	0	1	2	3	4
Has a positive attitude	0	1	2	3	4
Treats others with respect	0	1	2	3	4
Attends class regularly and on time	0	1	2	3	4
Is self-directed	0	1	2	3	4
Has effective communication skills	0	1	2	3	4
Is ambitious about his/her academic career	0	1	2	3	4
Has potential to succeed in postsecondary education	0	1	2	3	4

Please note any additional skills the student needs to ensure their academic success: _____

Please describe the student's general attitude about school and education: _____

Please describe the student's work ethic in your class: _____

Please tell us anything else you would like us to know about the student: _____

Name/Title: _____ Signature: _____

Email Address: _____ Name of School: _____