



## Upward Bound Program Application Academic Year 2016-2017

Please use this sheet to check the information you must submit and return the checklist with your application package. Make sure all forms are completed. All necessary signatures must be present, or your application cannot be processed. If you have any questions contact the Upward Bound office at (928) 777-3977, 3923, 3924.

Student Name: \_\_\_\_\_

High School: \_\_\_\_\_

Grade Level: \_\_\_\_\_ GPA: \_\_\_\_\_ (Please provide copy of high school transcript)

- |       |   |
|-------|---|
| _____ | Student Application   |
| _____ | Proof of Residency - if not a U.S. Citizen                        |
| _____ | Essays  |
| _____ | Confidential Parent/Guardian Information                          |
| _____ | Parent/Guardian Consent Form                                      |
| _____ | Parent/Guardian 2015/2016 - 1040 Tax Form                         |
| _____ | Tracking Consent Form   |
| _____ | Permanent contact information                                     |
| _____ | Application for Admission to Embry-Riddle Aeronautical University |
| _____ | Recommendation Checks   |

### Directions for return of Upward Bound Application

Please complete and return the application as soon as possible. Review of applications will begin immediately. You may:

- Scan your completed application and send it as an email attachment to [nuttall@erau.edu](mailto:nuttall@erau.edu)
- Return your completed application to the classroom of the teacher that hosted our Upward Bound Program presentation
- Return your completed application to our Academic Coordinator at the next on-campus lunch meeting
- Mail your completed application to:
  - Upward Bound Program
  - Embry-Riddle Aeronautical University
  - 3700 Willow Creek Rd.
  - Prescott, AZ 86301

If you have questions, contact us at 928 777-3924, 928 308-5422, or 928 777-3923,

**DIRECTIONS:**

Fill out each form completely by typing or printing neatly. Where specified, attach required documents. Remember to return all required documentation and signatures if required. Your student's social security number is a requirement of the federal government as all funding for the program comes from the federal Department of Education.

**STEP 1: STUDENT FORMS**

Forms are to be completed by the student applying for the Upward Bound program.

**Page 3: Personal Information**

If you are not a U.S. citizen, include proof of residency. Please include a photo for our records.

**Page 4: Student Information**

Sign and date the Student Statement of Commitment.

**Page 5: Essays and Extra-Curricular Activities**

Complete the three separate essays to the best of your ability – be creative and candid. Your essays will help us get to know you better. While you should show consideration for grammar and spelling, content is most important.

**STEP 2: PARENT FORMS**

Forms are to be completed by the student's parent or guardian.

Page 4-7: Parent Guardian Information, Parental Statement of Commitment, Parent Income Verification, and Parent/Guardian Participation and Medical Consent Form. This section consists of two pages that your parents/guardians must complete and sign. Please review to ensure that all the appropriate blanks are signed and dated and a copy of the 2015, 2016 - 1040 tax form (or equivalent as stated on page 5) is included. Complete the Parent/Guardian Consent Form on page seven.

**Page 10: Student Release Authorization**

This section must be signed by both the parent/guardian AND the student.

**STEP 3: RECOMMENDATION CHECKS**

**Pages 13-16:** Please ask your teachers (guidance counselor) to complete recommendation check and return the signed form to you in a sealed envelope. You may return the recommendation checks with your rest of your application.



## Upward Bound Application

[STUDENT FORM]

Favorite Subjects/Classes: \_\_\_\_\_

Are you interested in attending college and, if so, what career field interests you?

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### Other Program Participation

Are you currently or have you ever been a participant of (check all that apply):

Upward Bound \_\_\_\_\_ Talent Search \_\_\_\_\_ Math and Science Center \_\_\_\_\_

### Student Statement of Commitment

1. The Upward Bound program serves students from the time they are admitted into the program until High School graduation. Will you commit to participate in the program for that period of time? \_\_\_\_\_yes \_\_\_\_\_no
  
2. Upward Bound is a year-round program, are you willing to commit to participate in:
  - Bi-Monthly meetings at your high school during lunchtime? \_\_\_\_\_yes \_\_\_\_\_no
  
  - 1 or 2 weekend day or evening field trips/ activities each semester? \_\_\_\_\_yes \_\_\_\_\_no
  
  - 6-week summer residential session at Embry-Riddle? \_\_\_\_\_yes \_\_\_\_\_no
  
3. Are you willing to sign a code of conduct and academic integrity as part of your membership in the Upward Bound program? \_\_\_\_\_yes \_\_\_\_\_no

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Upward Bound Application

### [STUDENT FORM]

**Essay Questions – Students complete the essay questions in your own words.**

Type your answers to the ALL of the following essay questions on a separate sheet of paper, put your name in the upper right corner and attach your completed essays to your application. Essays must be at least one paragraph and you should answer the question as thoroughly as possible.

**Essay #1:** We expect our students to take an active role in their own success. Based on what you know about the Upward Bound program, how do you think the program will benefit you and how do you plan to use the program to achieve your goals?

**Essay #2:** What do you believe to be the four most important values/morals for a high school student to have? Why are they important?

### **Extracurricular Activities, Honors and Accomplishments**

Note: If you require additional space or wish to list your activities, clubs, sports, and leadership positions on a separate sheet of paper and attach, please do so.

**Activities, Clubs, and Sports (list years and leadership positions held, if any):**

<i>Example: Key Club (9-11, Secretary – 10<sup>th</sup> grade)</i>	

**Community Activities and Volunteer Work, Musical Instruments, Hobbies:**


**Honors, Awards, and Achievements:**


### Upward Bound Application

[PARENT FORM]

#### Confidential Parent/Guardian Information

*To be completed only by the parent(s) or guardian(s) with whom the student lives full or part-time. This information will be kept strictly confidential and will only be viewed by ERAU Upward Bound staff to determine the student's eligibility.*

Name of Mother / Stepmother / Guardian (circle):

\_\_\_\_\_  
 Last First MI

Home Address: \_\_\_\_\_  
 Street

\_\_\_\_\_  
 City State Zip

Work Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

Education (circle highest year completed)

Elementary	High School	College
0 1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16 17+

Have you **completed** a four-year Bachelor's Degree? \_\_\_\_\_ Yes \_\_\_\_\_ No

Email address: \_\_\_\_\_

Name of Father / Stepfather / Guardian (circle):

\_\_\_\_\_  
 Last First MI

Home Address: \_\_\_\_\_  
 Street

\_\_\_\_\_  
 City State Zip

Work Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

Education (circle highest year completed)

Elementary	High School	College
0 1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16 17+

Have you **completed** a four-year Bachelor's Degree? \_\_\_\_\_ Yes \_\_\_\_\_ No

Email address: \_\_\_\_\_

## Upward Bound Application

### [PARENT FORM]

#### Parental Statement of Commitment

Are you willing to allow your student to attend;

- Bi-monthly meetings at his/her high school during lunchtime? yes no
- 1-2 weekend day or evening field trips/activities per semester? yes no
- A 6-week residential summer session at Embry-Riddle where  
Students will be living in residence halls, attending classes,  
Evening study sessions and activities? yes no
- Do you plan on your student attending college right after high school? yes no
- Are there plans for your student to change high schools? yes no
- Do you foresee any barriers to your student's participation in the program? yes no
- If yes, please comment on these barriers: \_\_\_\_\_  
\_\_\_\_\_

#### Confidential Parent/Guardian Information

How many *dependent* children do you have? \_\_\_\_\_

Please give their names and ages below. Please begin with the applicant:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

If more than six, please list on a separate page.

Do you have any other relatives living in your home? Yes No

If yes, how many? \_\_\_\_\_ Relationship to you? \_\_\_\_\_

## Parent/Legal Guardian Information

**Student Name:** \_\_\_\_\_

With whom does the student live? Check one and provide information below:

Both Parents  Parent and Step-parent  Legal Guardian  Grandparent  One Parent  Foster Parent  Other

**Parent/ Guardian 1** \_\_\_\_\_ **Relation to student** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Cell phone \_\_\_\_\_ email \_\_\_\_\_

Highest Grade Finished: \_\_\_\_\_

High school diploma  some college  Associate's degree  Bachelor's degree  Master's degree  Doctorate

**Parent / Guardian 2 Name:** \_\_\_\_\_

Parent / Guardian Address: \_\_\_\_\_

(If different from applicant) City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Cell phone \_\_\_\_\_ email \_\_\_\_\_

Highest Grade Finished: \_\_\_\_\_

High school diploma  some college  Associate's degree  Bachelor's degree  Master's degree  Doctorate

**Instructions:** Please complete the following income affidavit using your **2014 income tax form**. Use **taxable income** after all deductions (it will be less than your net income). **All information will be kept confidential.**  
*Parents will need to provide a copy of most recent 1040 during the interview process.*

**Taxable Income \$** \_\_\_\_\_ This amount is after all allowable deductions and must match exactly as the amount on tax form)

**Taxable income is found on: Line 43 – Form 1040; Line 27 – Form 1040A; Line 6 – Form 1040EZ.**

**Documentation provided (date of interview)** \_\_\_\_\_ **Program Manager Signature** \_\_\_\_\_

Is the applicant a Free or Reduced Lunch Recipient? Yes  No

Number of people currently residing in the student's home, including the student: \_\_\_\_\_

**Certification:** I hereby certify that all of the information provided on this application is true and correct to the best of my knowledge, and that all income is reported.

**Parent /Legal Guardian Printed Name:** \_\_\_\_\_

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



## Upward Bound Application

[PARENT FORM]

**Important-- Please Note:**

You must attach a signed copy of your 2015 or 2016 income verification IRS 1040 (If none was filed then provide a social services statement, handwritten and signed statement or other proof of 2015 or 2016 income). We must have your income verification to process your student's application. Please include the first two pages of your return that specifies "Taxable Income" usually found on line 43 of the 1040 federal form.

Your signature certifies, to the best of your knowledge, that the information provided on your income verification is correct.

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Signature of Parent/Guardian

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Date



**EMBRY-RIDDLE**  
AERONAUTICAL UNIVERSITY

Upward Bound Programs  
**STUDENT RELEASE AUTHORIZATION**  
**2016 - 2026**

**By signing this form:**

- I agree to participate in the college tracking/retention program of the Upward Bound Program, a department of Embry-Riddle Aeronautical University.
- I understand that college tracking/retention of Upward Bound Program participants is required by the U.S. Department of Education to determine the effectiveness of Upward Bound Program.
- I authorize the Upward Bound Program at Embry-Riddle Aeronautical University to have access to and receive copies of my academic records through my secondary and postsecondary education. In addition, I grant permission for my grades to be released to the high school of my attendance so that the high school may award credits earned in the Upward Bound academic year and summer sessions.

**Please print or type**

\_\_\_\_\_  
Student Last Name (Print)

\_\_\_\_\_  
First

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(If student under 18 years)

\_\_\_\_\_  
Date

*Our grant requires that we track each student's progress in high school and through college*

**Upward Bound Program  
Permanent Contact Form**

Our office needs to be able to follow your academic and career progress throughout high school and college. Over the next few years, we expect that you may move several times. Please provide us with information on 3 people who will always know exactly where you live so he/she may serve as a liaison for us. You can choose to tell us about people that live out-of-state, but will know your whereabouts as you continue through college.

=====  
Contact #1

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

=====  
Contact #2

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

=====  
Contact #3

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_  
=====

UPWARD BOUND PROGRAM

Application for Admission - EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Student Information

Name \_\_\_\_\_  
 Last First Middle Social Security Number  
 Phone number, including area code ( ) Sex Male Female

Mailing address \_\_\_\_\_  
 Street

City State Zip  
 Permanent address \_\_\_\_\_  
 Street

City State Zip

Date of Birth \_\_\_\_\_  
 Month/Day/Year

Admission Information:

Applicant Status: Non-degree  
 Entering year: \_\_\_\_\_ Entering semester: "Summer C"

Degree Program: College Escrow Degree code: NDCE

Education:

High school \_\_\_\_\_  
 Name Graduation, month and year  
 City State School code (if known)

Family Information:

Name of parent or guardian \_\_\_\_\_  
 Last First  
 Relationship to you \_\_\_\_\_

Phone number, including area code – Home ( ) Work ( )

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

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Recommendation

Dear Recommender

Please fill out the recommendation form below. The more you can tell us about a student, the better we will be able to evaluate their application. Your recommendation may address the student's attitude, maturity level, motivation, behavior in class and school, family situation, goals, and their need for our program. Please be candid. Thank you for your assessment!

### Academic Qualities

#### *Academic ability*

- Outstanding
- Good
- Average
- Below average

#### *Academic achievement*

- Outstanding
- Good
- Average
- Below average

#### *Effort and drive*

- Outstanding
- Good
- Sporadic
- Occasional

### Personality Traits

#### *Seeks help when needed*

- Always
- Sometimes
- Never

#### *Maturity*

- Very mature
- Appropriate
- Somewhat immature
- Very immature

#### *Consideration of others*

- Unusually thoughtful
- Usually considerate
- Rarely considerate
- Selfish

#### *Social adjustments with peers*

- Healthy relationships
- Occasional problems
- Frequent problems
- Relates poorly

#### *Integrity*

- Very trustworthy
- Usually trustworthy
- Occasionally trustworthy
- Untrustworthy

#### *Conduct*

- Well-behaved
- Usually obeys rules
- Occasionally
- Misbehaves
- Frequently misbehave

Is there anything else the school should know as this student is considered for admission?

Do you have any additional information that may be helpful in our evaluation of this student?

Comments:

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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Comments:

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_