TUSKEGEE UNIVERSITY
UPWARD BOUND PROGRAM
APPLICATION CHECKLIST

Applications will be accepted only from students who attend, or will attend, the following approved target high schools: Booker T. Washington High, Loachapoka High, Notasulga High and Russell County High.

Filthy or Messy Applications will not be accepted. Please type or print in black or blue ink.

Before submitting the application, please ensure that you have completed and provided the following:

☐ All appropriate boxes checked and blanks filled in on all pages. If any of the questions do not apply to you, put N/A (Not Applicable).

☐ Signed photocopy of parent/guardian’s Income Tax Return Form 1040 or 1040A for the PRECEDING YEAR, or supporting income documentation. DO NOT SEND W-2
Do not attach Income Form to application when you give to school counselor or Teacher. Reattached to application when you received reference forms.

☐ Information Sheet signed by both student and a parent/guardian.

☐ Questionnaires and essays completed by student and parent/guardian.

☐ Record Release Form signed by parent/guardian.

☐ Recommendation Forms completed by your school counselor, English, math and science teachers can be mailed, faxed or attached to application.

☐ Photocopy of student’s most recent school transcript, report card and standardized test scores.

Please mail or drop off the completed application to:

Tuskegee University
Upward Bound Program
Russell Nursery Building Office 1
Tuskegee, Alabama 36088
(334) 727-8206
(334) 727-8721 (FAX)

The Application Process:

• Program receives completed application with all required documents.
• Completed application packet will be reviewed.
• An interview will be scheduled and conducted with student and parent.
• Student and parent will be notified of selection status.
APPLICATION FOR PARTICIPATION

Name: ______________________________________  Today’s Date: ___________________________  Month / Day / Year

Address: ___________________________________  County: ___________  
Mailing Address                                      Physical Address if different from mailing

City,  State  Zip Code                                      Home Phone: ________________________

Student E-mail: _______________________________  Student Cell Phone: ________________________

Sex: □ Male  □ Female  Date of Birth: _______/_____/_________  Age: ________________  
Month/Day/Year

Social Security Number: ______ - _____ - ________  U.S. Citizen? □ Yes □ No

Place of Birth: _______________________________  No, Resident Alien Number: ____________
City/ State/ Country                                      Attach a copy of your RA Card to the application

Racial/Ethnic Origin: (please check one)
□ American Indian/Alaskan Native  □ Asian  □ Black or African American  □ Hispanic or Latino
□ Native Hawaiian or Pacific Islander  □ White  □ Other (more than one race)

Current Grade (or highest grade completed): □ 8th  □ 9th  □ 10th  □ 11th

Current School: ___________________________  School Counselor: ____________________________

If currently in middle school, high school you will attend: ______________________________________

Emergency Contact:
Name: ___________________________  Relationship: ___________________________  Phone #: ___________________________

Office Use Only:
Date Application Received ___________________________  □ Accepted  Date: ____________
Date Application Completed ___________________________  □ Denied  Date: ____________
Date Application Reviewed ___________________________  □ Wait Listed  Date: ____________
FAMILY INFORMATION

NOTE: The information contained in this application is for the purpose of determining the applicant’s eligibility for the Tuskegee Upward Bound Program. Information is confidential and will only be reviewed by the Upward Bound staff.

With whom does applicant live? (Check all that apply):
Mother ( ) Father ( ) Legal Guardian ( ) Other (Please specify): _________________

PRIMARY PARENT/LEGAL GUARDIAN CONTACT:

Last Name: ______________________________  First Name: ___________________________
Address: ______________________________________________________________________
Street: ________________________________________________________________________
City: _________________________________   State: ____________    Zip Code: ___________
Email Address: _________________________________________________________________
Home Phone: (       ) ______  _______   Cell Phone: (       ) ______  _______  Work Phone: ___________

SECONDARY PARENT/LEGAL GUARDIAN CONTACT:

Last Name: ______________________________  First Name: ___________________________
Address: ______________________________________________________________________
Street: ________________________________________________________________________
City: _________________________________   State: ____________    Zip Code: ___________
Email Address: _________________________________________________________________
Home Phone: (       ) ______  _______   Cell Phone: (       ) ______  _______  Work Phone: ___________

PARENT INFORMATION:

Mother
Educational Attainment:  □ Less than High School □ Bachelors □ Some College □ High School □ Graduate Degree □ Professional Degree
Citizenship:  □ U.S. Citizen □ Resident Alien □ Other _________________

Father
Educational Attainment:  □ Less than High School □ Bachelors □ Some College □ High School □ Graduate Degree □ Professional Degree
Citizenship:  □ U.S. Citizen □ Resident Alien □ Other _________________

Signature ______________________________________        Date __________________________
FIRST GENERATION COLLEGE STUDENT STATEMENT

Parent(s) and/or Guardian must complete the following information:

Student’s Name

__________________________________________________________

Social Security Number __________    _______   ___________

This is to certify that I (parent or guardian) DID NOT graduate from a four-year postsecondary institution.

____________________________________________________________________

Parent/Legal Guardian’s Signature   Date

____________________________________________________________________

Parent/Legal Guardian’s Signature   Date
FINANCIAL VERIFICATION FORM

Note: The information contained in this application is for the purpose of determining the applicant’s eligibility for the Tuskegee Upward Bound Program. Information is confidential and will be seen by the Admission Committee.

Is the applicant a foster child or ward of the court? □ YES □ NO
A foster child is considered a “family of one” and the child’s support payment is considered that family’s income.

How many persons live in your household including yourself? ______

Does your family receive assistance from any of the following sources?

- Reduced or Free Lunch □ YES □ NO
- Aid to Families with Dependent Children (AFDC) □ YES □ NO
- Local or Community Welfare □ YES □ NO
- Social Security Benefits □ YES □ NO
- Veteran’s Benefits □ YES □ NO
- Unemployment Compensation □ YES □ NO
- Food Stamps □ YES □ NO
- Disability Compensation □ YES □ NO

Indicate total amount of your family’s last year’s taxable income: $_______________
** (Note: Taxable income is located on line 43 on the 1040 form or line 27 on the 1040A form. This is not referring to your family’s annual income)

Please attach signed copies of your parent/guardian’s most recent Federal Income Tax Return (Form 1040 or 100A). If your parent/guardian worked but did not file a Federal Tax return, you would provide copies of their W2 statements. Payroll stubs are not acceptable. You must provide documentation of non-taxable income (Welfare, Social Security, Unemployment Compensation, etc.). Copies of letters stating the amount of funds to be received, identification cards, completed unemployment forms, and other documents will be accepted as appropriate verification for consideration for admission to the Tuskegee University Upward Bound Program.

Certification

I certify that all information provided in this application is true and accurate to the best of my knowledge.

_________________________________        ________________________________      _____/_____/_______
Parent/Guardian’s Signature                                 Student’s Signature                               date (mm/dd/yy)
Your name: ________________________________     Student’s name: _________________________

Why is your child’s participation in the Upward Bound Program important to you?
___________________________________________________________________________________
___________________________________________________________________________________

What are your expectations of this program?
___________________________________________________________________________________
___________________________________________________________________________________

What jobs or careers would you like to see your child pursue?
___________________________________________________________________________________

After my child graduates high school, I expect him/her to:
   ____ Attend a community college
   ____ Attend a Vocational School
   ____ Attend a 4-year college or university
   ____ Armed Services

Statement of Parent Responsibility – please initial next to each statement:

I understand that I must notify the Upward Bound office for any of the following reasons:
   ____ Change of address or phone number
   ____ Change of interest in the program
   ____ Transfer of school
   ____ Student’s acceptance into any other college educational preparation program
   ____ Student’s suspension or expulsion from school

Please discuss your child’s readiness to attend a summer residential program:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Please include any other comments or questions you may have regarding the program:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

_________________________________________
Parent/Legal Guardian Signature
The Tuskegee University Upward Bound Program is a federal assistance program designed to promote post-secondary educational opportunities for individuals from selected schools in Macon, Lee and Russell Counties. Thus, the work scope of the Upward Bound Program is educational in nature.

As an educational program, Upward Bound is required to determine the eligibility of all participants and maintain students' records. Under rules established by the Family Educational Rights and Privacy Act, you are hereby notified that the program's student records, and the information they contain are kept confidential, and that you (and your parents, if you are younger than age 18) have the right to inspect the contents of your record. However, directory information concerning your participation in the program will be released to the public as a matter of course. This information is limited to name, grade level, schools attended, home address, date of birth, parent's name and address, phone number, and participation dates. Unless notified in writing to withhold any or all of such directory information, the Tuskegee University Upward Bound Program will release it.

I hereby give the Tuskegee University Upward Bound Program permission to publish in print, electronic, or video format, the likeness or image of my child. I release all claims against the university with respect to copyright ownership and publication, including any claim for compensation related to use of the materials. (If you do not wish to provide permission, please notify the program staff in writing. Note: Program photos, images, etc., are NOT sold nor used to generate income.)

Concerning the availability of services through the Upward Bound Program, should the applicant/participant feel that his/her application was inappropriately reviewed, or equal treatment in services was not provided, he/she is encouraged to file a complaint with the Tuskegee University Upward Bound Program director, who will review the complaint and render a resolution.

In addition, individuals served by the Upward Bound Program must comply with laws pertaining to the receipt of Federal Assistance. As an example, a participant who is convicted of a drug-related activity must notify the program after such conviction. Male participants who reach the age of 18 while participating in the program must register with the Selective Service.

ACKNOWLEDGEMENT:

By signing this page of the application, the applicant agrees to, and his/her parent or guardian permits, the receipt of program services.

You also indicate understanding of the information provided and that the details on this application are true and correct.

Applicant's Signature

Parent or Legal Guardian's Signature

Date ____________________________  Date _____________________________________

The Tuskegee University Upward Bound Program provides assistance to eligible individuals without regard to race, color, national origin, gender or disability.
APPLICANT QUESTIONNAIRE
(To be completed by student)

1. What do you plan to do after graduation from high school?

_____________________________________________________________________________
_____________________________________________________________________________

2. List your school activities (such as band, clubs, student government organizations, sports, etc.)

_____________________________________________________________________________
_____________________________________________________________________________

3. What do you like to do in your spare time?

_____________________________________________________________________________
_____________________________________________________________________________

4. Do you currently have a job? ☐ yes ☐ no if yes, where do you work and how many hours per week?

_____________________________________________________________________________
_____________________________________________________________________________

5. Have you participated in any programs similar to Upward Bound, such as Talent Search?

_____________________________________________________________________________

6. Do you have any learning disabilities or medical conditions that we should be aware of? If so, please explain: _________________________________________________________________

_____________________________________________________________________________

7. Which are your best subjects in school? Please explain.

_____________________________________________________________________________
_____________________________________________________________________________

8. Which subjects in school give you the most difficulty? Please explain.

_____________________________________________________________________________
_____________________________________________________________________________

9. Please detail your current career plan.

_____________________________________________________________________________
_____________________________________________________________________________

(Continued)
UPWARD BOUND PROGRAM APPLICANT ESSAY
(To be completed by student)

Please write one or two paragraph answers to the following questions:

1. Why do you want to participate in the Upward Bound Program?

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
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___________________________________________________________________________________
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___________________________________________________________________________________
___________________________________________________________________________________

2. What will you do to help ensure your success in the program?

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
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RECORDS RELEASE FORM
To Be Completed By Student and Parent

As indicated below:

✓ I hereby give my permission for the release of any records from my son's/daughter's file to the Tuskegee University Upward Bound Program. [Parent or Legal Guardian]

✓ I hereby give permission for you to release any of my school records to the Tuskegee University Upward Bound Program. [Program Participant]

I authorize the release of school records from my son's/daughter's file that may be requested by the Tuskegee University Upward Bound Program. I understand that the U.S. Department of Education funds the Tuskegee University Upward Bound Program and will use these records to provide academic advisement for my son/daughter. I also understand that these records will be handled in a confidential manner and that they will be made available only to program staff and representatives from Federal and State Departments of Education.

This authorization is limited to the following records:

- Official School Transcript
- Macon, Lee or Russell County: Student Academic Involvement Report with tests scores
- Macon, Lee or Russell County: Student History File with tests scores
- Test Results (PSAT, SAT, ACT, AHSGE if available).
- Basic Skills Test Results
- Attendance Record for 8th-12th grades
- Student grades/progress reports
- Information concerning disciplinary actions
- Individual Education Plan (IEP)

Student’s Name: ________________________________________________________________

Student’s Social Security Number: ________________________________________________

Parent or Guardian’s Name: ________________________________________________________

Note: A photocopy of this record release form should be accepted as an original and the date indicated below has no bearing on when the information is requested by the Tuskegee University Upward Bound Program.

_________________________________________   ______________________________
Signature of Parent or Guardian (Required if student is under 18)   Date

_________________________________________   ______________________________
Signature of Student (Required if student is over 18)   Date
THIS FORM IS VALID FOUR YEARS AFTER GRADUATION
The aforementioned student is applying to the Tuskegee University Upward Bound Program. Upward Bound is a FREE college preparatory program for first-generation and income qualified students for select target schools of Booker T. Washington High, Loachapoka High, Notasulga High and Russell County High. The services of the Upward Bound Program assist students in exploring college and career opportunities, preparing them to enter and succeed in postsecondary education upon graduation from high school. Please complete this form and return it to our office at your earliest convenience. Please attach a current high school transcript or 8th grade report card. Your cooperation is appreciated.

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Which of the following best describes this student's high school curriculum?

☐ Vocational  ☐ Standard  ☐ Advanced Diploma
☐ Remedial  ☐ Other __________

Current GPA? __________

Please provide three reasons why this student will benefit from Upward Bound.
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

What academic areas does this student need assistance?
_____________________________________________________________________________
_____________________________________________________________________________
Please check the Academic, Career and Personal Needs of this student:

- Low high school GPA
- Low Achievement Test Scores
- Low Math, Science, or English grade
- Lack of opportunity, support and/or guidance to take challenging college preparation courses
- Lack of career goals and/or need for accurate information on careers
- Motivation for postsecondary education shows academic need
- Limited English proficiency
- Lacks educational aspirations
- Lacks self-confidence and self-esteem
- Needs to develop social skills and overcome isolation
- Needs to get involved in community and cultural activities
- Needs academic support and educational opportunities
- Needs exposure to careers requiring a baccalaureate degree
- Needs exposure to Career requiring a Math and/or Science Degree
- Diagnosed learning disability
- Predominantly low-income community
- Other ________________________________

Has this student ever been subject to school disciplinary action or suspension?  
□ Yes  □ No  
If yes, explain:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Is this student currently receiving instruction under an IEP?  □ Yes  □ No  
If yes, please provide documentation.

Based on my experience with the applicant, my recommendation to Upward Bound is as follows:

( ) Highly Recommend  ( ) Recommend  ( ) Recommend w/Reservation  
( ) Do Not Recommend

Note: If you select the categories Recommend w/Reservation or Do Not Recommend please explain.
____________________________________________________________________________________
____________________________________________________________________________________

Counselor’s Name (please print): _______________________________________________________

Counselor’s Signature: _________________________________________________________________

School: ___________________________________________ Date: ____________________________
The aforementioned student is applying to the Tuskegee University Upward Bound Program. Upward Bound is a FREE college preparatory program for first-generation and income qualified students for select target schools of Booker T. Washington High, Loachapoka High, Notasulga High and Russell County High. The services of the Upward Bound Program assist students in exploring college and career opportunities, preparing them to enter and succeed in postsecondary education upon graduation from high school. Please complete this form and return it to our office at your earliest convenience. Your cooperation is appreciated.

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Last Progress Report Grade: _____

Please comment and rate this student by checking the appropriate response to the questions listed below:

1. Student has a positive attitude and is interested in his/her work □ Yes □ No
2. Participates regularly in class discussions and activities □ Yes □ No
3. Show interest in learning and seeks academic challenge □ Yes □ No
4. Is punctual and completes assignments on time □ Yes □ No
5. Capable of performing at higher personal and academic level □ Yes □ No
6. Demonstrates leadership abilities □ Yes □ No
7. Is organized and uses time effectively □ Yes □ No
8. Behaves in a responsible and relatively mature manner □ Yes □ No
9. Is responsible, self-directed and can work independently □ Yes □ No
10. Would you recommend this student as someone who has potential for post-secondary educational opportunities? □ Yes □ No

11. Please identify areas in which we can further assist this student in a tutorial setting.

____________________________________________________________________________________
____________________________________________________________________________________

12. Please comment on your perception of this student's maturity, cooperativeness, reliability, and motivation to succeed academically:

____________________________________________________________________________________
____________________________________________________________________________________
Please evaluate the student’s current overall performance by checking one rating for each category:

Attendance (include tardiness): □ Excellent □ Good □ Fair □ Poor □ Inconsistent
Classroom Attitude/Behavior: □ Excellent □ Good □ Fair □ Poor □ Inconsistent
Class Work/Homework: □ Excellent □ Good □ Fair □ Poor □ Inconsistent
Work Ethic: □ Excellent □ Good □ Fair □ Poor □ Inconsistent
Motivation: □ Excellent □ Good □ Fair □ Poor □ Inconsistent
Potential to Achieve College Readiness: □ Excellent □ Good □ Fair □ Poor □ Inconsistent

Based on my experience with the applicant, my recommendation to Upward Bound is as follows:

( ) Highly Recommend ( ) Recommend ( ) Recommend w/Reservation
( ) Do Not Recommend

Note: If you select the categories Recommend w/Reservation or Do Not Recommend please explain.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Teacher’s Name: ___________________________ Teacher’s Signature: ___________________________
(Please Print)

School: ___________________________ Date: ___________________________
ENGLISH RECOMMENDATION FORM

Student: ___________________________________  Course Name: _______________________

To Be Completed By Current English Teacher

The aforementioned student is applying to the Tuskegee University Upward Bound Program. Upward Bound is a FREE college preparatory program for first-generation and income qualified students for select target schools of Booker T. Washington High, Loachapoka High, Notasulga High and Russell County High. The services of the Upward Bound Program assist students in exploring college and career opportunities, preparing them to enter and succeed in postsecondary education upon graduation from high school. Please complete this form and return it to our office at your earliest convenience. Your cooperation is appreciated.

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Last Progress Report Grade: ________

Please comment and rate this student by checking the appropriate response to the questions listed below:

1. Student has a positive attitude and is interested in his/her work  □ Yes  □ No
2. Participates regularly in class discussions and activities  □ Yes  □ No
3. Show interest in learning and seeks academic challenge  □ Yes  □ No
4. Is punctual and completes assignments on time  □ Yes  □ No
5. Capable of performing at higher personal and academic level  □ Yes  □ No
6. Demonstrates leadership abilities  □ Yes  □ No
7. Is organized and uses time effectively  □ Yes  □ No
8. Behaves in a responsible and relatively mature manner  □ Yes  □ No
9. Is responsible, self-directed and can work independently  □ Yes  □ No

10. Would you recommend this student as someone who has potential for post-secondary educational opportunities?  □ Yes  □ No

11. Please identify areas in which we can further assist this student in a tutorial setting.
____________________________________________________________________________________
____________________________________________________________________________________

12. Please comment on your perception of this student's maturity, cooperativeness, reliability, and motivation to succeed academically:
____________________________________________________________________________________
____________________________________________________________________________________

over
Please evaluate the student’s current overall performance by checking one rating for each category:

Attendance (include tardiness):  □ Excellent  □ Good  □ Fair  □ Poor  □ Inconsistent  
Classroom Attitude/Behavior:    □ Excellent  □ Good  □ Fair  □ Poor  □ Inconsistent  
Class Work/Homework:           □ Excellent  □ Good  □ Fair  □ Poor  □ Inconsistent  
Work Ethic:                    □ Excellent  □ Good  □ Fair  □ Poor  □ Inconsistent  
Motivation:                   □ Excellent  □ Good  □ Fair  □ Poor  □ Inconsistent  
Potential to Achieve College Readiness: □ Excellent  □ Good  □ Fair  □ Poor  □ Inconsistent  

Based on my experience with the applicant, my recommendation to Upward Bound is as follows:

(  ) Highly Recommend  (  ) Recommend  (  ) Recommend w/Reservation  
(  ) Do Not Recommend

Note: If you select the categories Recommend w/Reservation or Do Not Recommend please explain.

_________________________________________________________________________________________________
_________________________________________________________________________________________________

Teacher’s Name: ____________________________  Teacher’s Signature: ____________________________  
(Please Print)

School: ____________________________________  Date: ____________________________