

Dear Student and Parent/Guardian:

Applications for the Upward Bound (UB) program are accepted on a rolling basis. We invite you today to apply for an opportunity to participate.

UB is a federally-funded, pre-college program for high school students enrolled in grades 9-12. The program is designed to generate skills and motivation necessary to complete high school and to enter and succeed in a program of post-secondary education which can include a community college, 4-year university, or vocational/trade school.

Some of the benefits of UB include: academic enrichment sessions, tutoring, stipend payment for attendance, cultural/social activities, leadership development and career information workshops.

Admission to UB is not automatic; students must complete the application and selection process.

To apply, complete this packet which contains the following forms:

- Student Application
- Parent/Legal Guardian Information
- Eligibility Form
- Release for Academic Information
- Counselor Recommendation Form – *Give to your school counselor to fill out then attach it to your application*
- Teacher Recommendation Form – *Give to one of your teachers to fill out then attach it to your application*
- Medical History and Consent Form

One of the most important aspects of our application is an interview with you and at least one parent or guardian. An interview is required for all applicants. The UB staff is flexible and would like to plan the interview time that is most convenient. Interviews usually last about one hour and are held at the UB office on the Florence-Darlington Technical College campus or at an alternate location that has been agreed upon by an UB staff member. Please indicate below the best time for an interview:

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME	_____	_____	_____	_____	_____

The interview will be scheduled after the completed application is received. A parent or guardian must accompany applicants during the interview.

****Make sure that all requested information is complete and that all signature lines are signed**

PLEASE BRING THE FOLLOWING INFORMATION WITH YOU TO THE INTERVIEW:

- Insurance provider information (medical card)
- Copy of most recent signed federal income tax return
- Copy of Social Security Card or Permanent Resident Card (green card)

FREQUENTLY ASKED QUESTIONS

Who is eligible for this program?

Our students must be from first-generation and/or low income families. Students must also attend one of our eight target schools: Creek Bridge, Darlington, Hannah-Pamplico, Lake City, Lamar, Marion, Timmonsville, or Wilson High School. Please refer to our “Application” tab and you will see the requirements for us to enroll students.

How do I apply, what do I need?

Complete each page and either fax or mail it to us when it is complete. After review of the application, an interview will be conducted to see that your student and Upward Bound are a right fit.

How much does it cost to have my student in this program?

There is no co cost for your student to be in the Upward Bound program. We are funded by a federal grant from the U.S. Department of Education.

Are you recruiting students to attend Florence-Darlington Technical College?

No. We are educating students in the college-going process.

Do you take students on college tours?

Yes, our goal is to take students on two college tours each school year.

What are the requirements to continue in this program?

We have guidelines that must be met due to the federal funding we receive. We expect our students to maintain a GPA of 2.5 or higher, enroll in rigorous courses that will prepare them for college, maintain a respectful attitude, as well as show high enthusiasm and academic motivation.

Does this program provide any scholarships?

No, we teach the necessary skills and provide resources to find your scholarships on your own.

Does my student have to reapply each year?

No, once you are in our program we hope you are there until graduation. We do ask that you keep us updated with any changes in address, emails and phone numbers.

How long does my student stay in the program?

You child will remain an active participant in our program until high school graduation; unless they are dismissed from our program for attendance, academic or behavioral reasons.

We begin recruiting as young as those entering the 9th grade.

What happens if I move to another school?

Your child can continue to be a part of the Upward Bound program if they continue to meet all of the attendance and academic requirements.

What are Saturday Sessions?

Twice a month, students will participate in full day (8:30 AM - 2:30 PM) academic sessions divided into one-hour classes with highly qualified teachers and tutors. Each class will be a different subject (Math, English, Science, Foreign Language, and ACT/SAT Prep) and the students will have the opportunity to receive additional assistance in the school work from their high schools. Lunch will be provided at no additional cost.

What happens during the Summer Component?

Students will complete a six-week academic program taught by certified teachers in Florence, Darlington, and Marion counties. Students are placed in classes that they've registered to take the following year at their High Schools. They are given a head start on the curriculum and are given the opportunity to benefit from the many resources at the Francis Marion University campus.

Students will also participate in a residential component at the Francis Marion University Campus, in addition to the academic programming. There, students will be led by five residential advisors and seven tutors and facilitate them in tutoring, clubs, evening activities, and field trips. All meals, residency fees, tutoring and activity fees are paid for by the Upward Bound Program.

Does my child need to stay for the Residential part during the Summer Component?

Yes, it is required that every student participate for both the Academic and Residential components throughout the entire summer. Special circumstances need to be addressed to the Upward Bound Staff before the Summer Component begins in late June.

If you have any further questions, please call our office at 843.661.8200.

Application Process Instructions

1. Please **PRINT** in ink your responses. Leave nothing blank.
2. Please take all recommendation forms to your counselor and your appropriate teachers. Your counselor and teachers will then return them to the Upward Bound office.
3. For priority consideration, all application materials must be submitted to the Upward Bound office as soon as possible. Return completed applications and information to:

Florence-Darlington Technical College
2715 W Lucas Street, Bldg. 100, Room 110B
PO Box 100548
Florence, SC 29501

4. After all application materials are received, someone from the Upward Bound office will contact you to arrange an interview with both you and your parent/guardian. The interview will allow the Upward Bound staff to verify information provided in the application, as well as, provide an opportunity for parents and students to gain further insight into program expectations and activities.
5. When scheduling the interview, parents will be asked to bring proof of your family's income and proof of the student's citizenship. Students will not be admitted until all paperwork has been turned in. The following are acceptable forms of documentation of income:
 - A signed copy of your family's most current federal tax forms (Forms 1040/1040A/1040EZ/1040PC)
 - Proof of a recent eligibility letter from a caseworker or public assistance agency that verifies the family's level of income or assistance; or
 - A recent Social Security or Veterans benefit award letter
6. For proof of citizenship and residency, students must bring one of the following combinations of information:
 - A birth certificate and social security card
 - A permanent residence card and social security card

Tentative Upward Bound Application Process

- Return completed application to high school counselor or Upward Bound office
- Schedule interview with student and parent/guardian
- Receive letter about status from Upward Bound
- Participate in New Student Orientation with parent/guardian

Parent/Legal Guardian Information

Mother/Female Legal Guardian

Name _____ Date of Birth _____ Age _____
Last Name First Name MI

Highest grade level completed: 1 2 3 4 5 6 7 8 9 10 11 12

Are you a college graduate? Yes No

If yes, please indicate college attended: _____

Highest degree earned: Associate's Bachelor's Master's Doctoral

Employer's Name _____ Position/Title _____

Employer's Address _____ Work Phone _____

Father/Male Legal Guardian

Name _____ Date of Birth _____ Age _____
Last Name First Name MI

Highest grade level completed: 1 2 3 4 5 6 7 8 9 10 11 12

Are you a college graduate? Yes No

If yes, please indicate college attended: _____

Highest degree earned: Associate's Bachelor's Master's Doctoral

Employer's Name _____ Position/Title _____

Employer's Address _____ Work Phone _____

Guidance Counselor Recommendation Form

Student Name _____ High School _____

Counselor Name _____ Date of Review _____

The student named above is applying for admission to the Upward Bound Program at Florence-Darlington Technical College. We would appreciate your recommendation as it is of considerable importance to us. Please complete this form and return to applicant or fax to our office. Thank you for your assistance in evaluating this applicant for the Upward Bound Program.

This student, as of last semester, is: Behind Grade Level At Grade Level Ahead of Grade Level

Which best described the student's current academic program? College Prep Vocational Technical Remedial

Check a space for each category (4=Superior, 3=Exceeds expectations, 2=Meets expectations, 1=Needs improvement, 0=Unacceptable)

Academic Evaluation	4	3	2	1	0
Attendance Record					
Academic Skills					
Leadership Skills					
Motivation/Attitude					
Discipline/Behavior					

Please feel free to use the space provided below to explain any low ratings you have given to the applicant.

Please identify the student's major needs for academic/social enrichment.

- | | | | | |
|---|-------------------------------------|--|--|---------------------------------------|
| <input type="checkbox"/> Communication Skills | <input type="checkbox"/> Math | <input type="checkbox"/> Natural Science | <input type="checkbox"/> Social Science | <input type="checkbox"/> Study Skills |
| <input type="checkbox"/> Cultural Enrichment | <input type="checkbox"/> Self-Image | <input type="checkbox"/> Group Relations | <input type="checkbox"/> Writing Ability | <input type="checkbox"/> Test-Taking |

Specify any other needs _____

Please check mark in the category that applies.

- Does this student have the academic potential for post-secondary education? Yes No
- Would this student apply to college without the assistance of Upward Bound? Yes No
- Is this student in need of tutoring, counseling, and/or support services? Yes No
- Do you recommend this student to participate in Upward Bound? Yes No

Counselor's Comment:

Counselor's Signature

Date

High School Teacher Recommendation Form

Student Name _____ High School _____

Teacher's Name _____ Date of Review _____

The student named above is applying for admission to the Upward Bound Program at Florence-Darlington Technical College. We would appreciate your recommendation as it is of considerable importance to us. Please complete this form and return to applicant or fax to our office. Thank you for your assistance in evaluating this applicant for the Upward Bound Program.

How long have you known this student and in what capacity?

What subject area and level are you currently teaching the student?

Circle the degree to which the following applies to this student. (5=Strongly Agree, 1=Strongly Disagree)

Student is involved and prepared for class.	5	4	3	2	1
Student has a positive attitude about the learning process.	5	4	3	2	1
Student consistently does class assignments.	5	4	3	2	1
Student is open to constructive criticism.	5	4	3	2	1
Student does more work than is required.	5	4	3	2	1
Student serves as a class leader.	5	4	3	2	1
Student responds to disciplinary action well.	5	4	3	2	1

What are the student's academic strengths/weaknesses in your class? In what academic areas does the student need to improve on? Please describe.

In specific detail, please comment on the student's demonstrated need for the academic support provided by the Upward Bound program in preparation for college:

Current Student Grade in your Class: A B C D F Passing Failing _____%

Teacher's Signature

Date

Release of Academic Information

I authorize the Florence-Darlington Technical College Upward Bound (UB) program staff members to obtain documents relative to and consistent with my child's education. Such documents may include but are not limited to: a copy of school transcripts, report cards, test scores, Power School information and access, ACT, SAT, PSAT, PASS, Individual Graduation Plans (IGP's), academic, financial, demographic data and any other relevant information on my child's behalf. UB understands that it may generate or otherwise be in possession of confidential education records regarding students, and such records are protected by federal law. UB and its employee's expressly agree that they may not share or disclose education records except in fulfillment of and in performance of the obligations of this document. I authorize UB to obtain information related to my/the student's application for college admission and acceptance status, financial aid application (FAFSA), and award letter at any and all colleges and universities, as well as current enrollment status and/or number of credits enrolled. I authorize UB to release or to obtain information from any agency or program providing supplemental educational services. I authorize UB to obtain the above information from my/student's entry into the program throughout their post-secondary education for completion verification regarding its use only for UB purposes and non-re-disclosure.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Medical History and Consent Form

Student's Name: _____

Date of Birth: _____ Age: _____ Sex: _____

Parent/Guardian: _____

Home Phone: _____ Other Phone: _____

Primary Policy Holder: _____ Relationship to Student: _____

Insurance Company: _____ Policy #: _____

If parent of guardian is unavailable, whom should we contact in case of an emergency?

Name: _____ Phone: _____

Name: _____ Phone: _____

Family Physician: _____ Phone: _____

Medical Conditions: _____

Current Medication (s): _____

Allergies: _____

Any activities to be limited: _____

IMPORTANT – FORM MUST BE SIGNED FOR ATTENDANCE

The person listed above has permission to engage in all prescribed Upward Bound activities except as noted. I hereby give permission to the program:

1. To provide ongoing health care,
2. To select medical personnel to order x-rays, routine tests, or treatment for the person listed above.

EMERGENCY AUTHORIZATION: In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the Upward Bound Staff to hospitalize, secure proper treatment, and to order injection, anesthesia and/or surgery for the person named above. This form may be photocopied for use off campus.

Parent/Guardian Signature

Date

Checklist

- Completed/Signed Application
- Signed Federal Income Tax Return
- Counselor Recommendation
- Teacher Recommendation
- Insurance Provider Information
- Copy of Social Security Card or Permanent Resident Card (green card)

Acknowledgements

I hereby certify that all of the above information are true and correct to the best of my knowledge. I understand that any false information may disqualify me/my child from acceptance into the Upward Bound program.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date