

Dear Parent/Guardian(s):

Before completing the attached application, please take time to read and understand this letter. The information below will help you determine if you and your student wish to participate in the Hennepin Technical College - TRIO Upward Bound program.

The major goal of the TRIO Upward Bound (UB) program is to **help students develop the skills and motivation required to succeed in education both in high school and beyond**. Admission to the Upward Bound program is **not automatic**; students must complete a **rigorous application and selection process**.

Upward Bound is a **federally funded** TRIO program designed to assist 60 students who are interested in enhancing their academic skills and furthering their education. The students are recruited from two high schools: **Robbinsdale Cooper and Osseo Senior**. The student must take all activities required by Upward Bound seriously. If Upward Bound does not feel the student is making the necessary commitment to his/her education, the student may be placed on a performance contract, which if not fulfilled, may result in dismissal from the program.

Students who are admitted must **agree** to take part in an intensive **six-week, Summer Program and an Academic School Year Program**, which have the following major objectives:

1. Increase academic performance of program participants.
2. Increase the motivation of program participants to succeed in high school and attend college.
3. Provide informative and enriching mentoring/career/educational opportunities for all participants.
4. Increase participation in cultural/educational experiences beyond those available at their high schools.
5. Provide group/individualized tutoring, guidance and counseling for program participants.
6. Provide assistance in securing admission to a postsecondary institution and adequate financial aid to attend.
7. Provide a bridge between high school and college during the summer after the participant's senior year.

These objectives can only be met if students actively participate and accept responsibility for participation.

Please feel free to contact me if you need further information or assistance. I can be reached at 763-488-2614 or [mai.xiong@hennepintech.edu](mailto:mai.xiong@hennepintech.edu)

Sincerely,

Mai Kou Xiong  
Director of Upward Bound

This information is strictly confidential. Financial and other personal information you give to the Hennepin Technical College- TRIO Upward Bound program is protected by the General Education Provision Act (Privacy Rights of Parents and Students/Buckley Amendment). Upward Bound and the U.S. Department of Education may not release any information without your written consent.

Hennepin Technical College – TRIO Upward Bound is funded by the U.S. Department of Education.

**PART ONE: GENERAL INFORMATION**

Date Application Given to Student:			Application Due Date:		
Student's Last Name:		First Name:		Middle Name:	
Student's Date of Birth:	Student's Social Security Number:		Student's Permanent Resident ID # (if applicable) Provide a copy of this card:		
1. Parent/Guardian Name:			2. Parent/Guardian Name:		
Relationship to Student:			Relationship to Student:		
Parent/Guardian Social Security Number:			Parent/Guardian Social Security Number:		
Address:			Address:		
City/State/Zip:			City/State/Zip:		
Home Phone:	Cell Phone:	Work Phone:	Home Phone:	Cell Phone:	Work Phone:
Employer:		Occupation:		Occupation:	
Email:			Email:		
The student lives with (check all that apply):					
<input type="checkbox"/> Mother		<input type="checkbox"/> Alone		<input type="checkbox"/> Group Home	
<input type="checkbox"/> Father		<input type="checkbox"/> Spouse		<input type="checkbox"/> Foster Home	
<input type="checkbox"/> Step Mother		<input type="checkbox"/> Relative other than parent, specify:		<input type="checkbox"/> Guardian (not a relative), specify:	
<input type="checkbox"/> Step Father					
<input type="checkbox"/> Foster Parent(s)					
What language(s) are primarily spoken at home?			List in order language(s) your student speaks fluently:		
<input type="checkbox"/> English Only			First Language Learned:		
<input type="checkbox"/> English and			Second Language Learned:		
<input type="checkbox"/> Other:			Third Language Learned:		
If student's legal guardian is other than natural parent, please complete the following:					
Guardian's Name			Explain Relationship to Student Applicant:		
Address:					
City/State/Zip:					
Home Phone:	Cell Phone:	Work Phone:			
Employer:	Occupation:				

**PART TWO: INCOME AND EDUCATIONAL INFORMATION**

The U.S. Department of Education requires that Upward Bound participants meet certain income guidelines. Before we can determine the student’s eligibility, we need the following information as well as documentation verifying your family’s income. Please read carefully and complete all blanks. If all information is not completed, this form cannot be processed.

Are you the legal parent/guardian of the student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your Name:	Student’s Name:
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the student listed above a Permanent U.S. Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a record with the juvenile court system? <input type="checkbox"/> Yes <input type="checkbox"/> No	When?	Where?

List all other individuals that live in this student’s household? (attach additional sheets, if necessary)  
Also, please indicate U.S. Citizenship/Permanent Resident status of each family member listed.

Name:	Relationship to Student Applicant:	Age:	U.S. Citizen:	Permanent Resident:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Did you file a federal income tax return last year?  
 Yes  No

If a federal income tax was filed last year, a copy must be attached in order to process this application (Form 1040, 1040A, or 1040EZ). Please submit all pages filed with the IRS. If you did not or have not filed, please attach a copy of your most recent federal income tax form, or copies of your most recent W2 Forms.

If you receive unemployment assistance, please attach a copy of your most recent check or benefits print-out.

What is the source of family income? (Check all that apply)	Occupation	Monthly Gross Amount
<input type="checkbox"/> Father’s employment		
<input type="checkbox"/> Mother’s employment		
<input type="checkbox"/> Guardian’s employment		
<input type="checkbox"/> Guardian’s employment		
<input type="checkbox"/> Social Security (rate per month)		
<input type="checkbox"/> Public Assistance (rate per month) If you receive AFDC or other public assistance, you must complete the Authorization for Release of Public Assistance Information section on page 6.		
<input type="checkbox"/> Other (specify):		

**2020-2021 Upward Bound Income Eligibility Guide for Parents/Guardians Who Have Filed 2018 Tax Forms**

Directions: The following is a guide to the maximum income amounts that a student applicant's parent/guardian(s) can earn and still be eligible for Upward Bound. This guide is based upon taxable income from completed 2019 Federal Income Tax Forms

Total number of exemptions claimed	Federal Taxable Income
Form 1040EZ Form 1040, box 6d Form 1040A, box 6d	Form 1040EZ, line 6 Form 1040, line 43 Form 1040A, line 27
*1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,680
6	\$35,160
7	\$39,640
8	\$44,120
For families of more than 8, add \$4,480 for each additional family member.	
*Indicates independent student	
If over income: If the student's family income exceeds the above amounts, his/her application will still be considered if neither parent/guardian has completed a 4-year (baccalaureate) degree.	

Check the highest level of education completed:	Father	Mother	Step-Parent	Guardian 1	Guardian 2
• 6 <sup>th</sup> grade or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Grades 7-9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Grades 10-12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• High school graduate or GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Some college (no degree obtained)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 2 year college degree/certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 4 year college degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Completed graduate school (M.A., Ph.D., etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Check all statements that apply:
- I attend school programs and/or teacher conferences.
  - I check my child's school/homework.
  - I encourage my child to continue education after high school.

Do you support your student's interest in the Hennepin Technical College – Upward Bound program? Please explain.

**PART THREE: AGREEMENTS**

If admitted to the program, each student agrees to:

1. Complete minimum course requirements each school year to be on track for graduation.
2. Attend the Upward Bound six-week, summer academic camp each summer and complete the assigned work.
3. Participate in the Upward Bound Bridge Program during the senior year and the summer following high school graduation.
4. Remain in contact with Upward Bound during the school year.
  - a. Regularly meet with Upward Bound staff during school visits.
  - b. Attend scheduled Upward Bound meetings.
  - c. Notify Upward Bound of changes in address and phone number.
5. Participate in the UB Alumni Mentoring Program.
6. Complete any other requirements as requested by the Director of Upward Bound.

I understand the goals, objectives, and requirements of the Hennepin Tech Upward Bound program and agree to support my child in fulfilling them. I also understand that if my son/daughter does not meet the required goals and objectives, he/she will be terminated from the program. I further certify that all financial and educational information on this form is valid and correct.

Signature of Parent/Guardian:

Date:

**PART FOUR: RELEASES**

**AUTHORIZATION FOR RELEASE OF PUBLIC ASSISTANCE INFORMATION (if applicable):**

Student Name:	
Caseworker's Name:	Parent/Guardian's Name:
County Human Services:	Address:
Address:	City/State/Zip:
City/State/Zip:	Home Phone:
Phone:	Case Number:
	Social Security Number:
I hereby authorize the county human resources office above to release information regarding my case and any public assistance I receive, including verification of my income and grant amounts. I also hereby authorize Hennepin Technical College TRIO Upward Bound to release this same information. I understand that this information will be used to determine eligibility for admission of the student listed to this federally funded program.	
Signature of Parent/Guardian:	Date:

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize Hennepin Technical College TRIO Upward Bound program to provide information on behalf of my child to the schools and/or agencies indicated below: <ol style="list-style-type: none"><li>1. Minnesota Minority Education Partnership</li><li>2. Post-secondary Institutions (universities/colleges, technical schools, etc.)</li><li>3. Student applicant's current and/or former junior or senior high school</li></ol> I also authorize Hennepin Technical College – TRIO Upward Bound to provide information on behalf of my child to a non-custodial parent(s)/guardian(s).* *Hennepin Technical College – TRIO Upward Bound will follow the official policy on school records, information and confidentiality established by your child's school district, unless otherwise noted. I understand that the policy of the Hennepin Technical College – TRIO Upward Bound program is to release only that information about a student or former student that, in judgement of the staff, is considered essential.	
Signature of Parent/Guardian:	Date:

**AUTHORIZATION FOR RELEASE OF RECORDS**

I hereby authorize the Osseo or Robbinsdale School District to release complete school transcripts (including attendance, dean's reports, official quarterly and final grade reports, standardized test scores and IEPs) of my child to the Hennepin Technical College – TRIO Upward Bound program. I understand that this information will be kept confidential unless otherwise authorized.	
Signature of Parent/Guardian:	Date:

## HENNEPIN TECH UPWARD BOUND/TRIO PROGRAM APPLICATION

Parent/Guardian:

### Before you submit this application, did you remember to?

- Write your student's Social Security Number on page 1?
- Write in your student's Permanent Resident ID Number and provide a copy of his/her Permanent Resident/Alien ID card?
- Provide a copy of your Federal Income Tax form (Form 1040, 1040A or 1040EZ) if you filed Federal income tax last year\*?
  - Remember to provide all pages submitted to the IRS.
  - If you did not, or have not filed, attach a copy of your most recent Federal income tax form, or copies of your most recent W-2 forms.
  - \*If you receive unemployment assistance, please attach a copy of your most recent check.
- Check the highest level of education you completed on page 4?
- Read, sign, and date the Agreement Box on page 5?
- Provide your caseworker's name and your case number if you receive public assistance from the county in which you reside on page 6?
- Read, sign, and date the Release of Public Assistance Information (if applicable), the Authorization to Release Information, and the Authorization for Release of Records sections on page 6?

Admission to Upward Bound is not automatic! Missing or incomplete information on this application will delay the application process. Only students completing all parts of the application process by the deadline will be considered for admission.

Questions?

Contact Mai Kou Xiong, Director of the TRIO Upward Bound Program at 763-488-2614 or at [mai.xiong@hennepintech.edu](mailto:mai.xiong@hennepintech.edu)



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