

# Application Checklist



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

Date	Initials	Initial Screen
		Application
		Request Copy of ID
		Request Copy of DD 214
		Request Copy of 1040 pg. 1-2 , from most recent tax year
Administrator		
		12 page Application
		- VUB Contract
		- Stipend Policy
		- W-9
		- Income Verification Form
		- Copy of ID
		- Copy of DD 214
		- Copy 1040 from most recent tax year
		Assessment (circle one)      PERT      TABE
		- Reading      Score:
		- Writing      Score:
		- Math      Score:
Director		
		Interview with Director    Date/Time:
		Director reviewed completed package
		- Eligible-accept into program
		- Eligible-place on wait list
		- Ineligible
		Comments:
Academic Coordinator		
		Interview with Academic Coordinator    Date/Time:
		Individual Education Plan
		ComFit Learning Center Brief
		Entered in Blumen
		Picture Taken
		Received VUB T-Shirt      Size:
		Received VUB Handbook      Yes      No
		Applicant Signature:

**OFFICE USE ONLY**



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

<b>DIRECTOR EVALUATION</b>		<input type="checkbox"/> Eligible	<input type="checkbox"/> Ineligible	<input type="checkbox"/> First Generation <input type="checkbox"/> Low Income <input type="checkbox"/> Veteran <input type="checkbox"/> Academic Need
Comments:				
Director Signature:		Date:		
Robbie Gregg				
<b>ACADEMIC COORDINATOR</b>		<input type="checkbox"/> Eligible	<input type="checkbox"/> Ineligible	<input type="checkbox"/> Intake Interview <input type="checkbox"/> Assessments <input type="checkbox"/> Academic Counseling <input type="checkbox"/> Online Orien/Class
Comments:				
Coordinator Signature		Date:		
John Woods				<input type="checkbox"/> DD214 <input type="checkbox"/> 1040/ Self Declare <input type="checkbox"/> ID



**APPLICATION FOR SERVICES**

Name: Last, First, MI	DOB:	Date:
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Street Address:	City, State, Zip
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Phone 1:	Gender: Marital Status: Ethnicity:	VUB may text message me. I understand that I am responsible for any charges from my carrier. Standard text rates may apply.  <b>Applicant Signature</b> _____
Phone 2:		
E-mail Address:		

Are you a US Citizen? If no, Alien registration #:	Did either one of your parents or guardians, <u>who raised you</u> , <b>graduate</b> from a 4-year college/university before you were 18?
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Did you serve at least 181 day of active duty? Are you a Veteran? Branch of Service: Date of Discharge: Type of Discharge:	Education benefit plan: Highest level of education: Credit hours accumulated: Employment:
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Were you discharged with or currently have a service-connected disability?	Current rating: _____%
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**Which Veterans Upward Bound services are you interested in? (check all that apply)**

Assessment of academic skills Development of an education/ career plan GED completion Assistance with Financial Aid Veterans' benefits applications Community/ veterans' agencies and supportive services referrals	Assessment of career interests Assistance with post-secondary school applications Information about college degree plans and programs Study Skills College visits/ tours Other: _____	Academic refresher courses Mathematics Science Reading/ Writing Computer Skills Foreign Language
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**APPLICATION FOR SERVICES (continued)**

**After completing the Veterans Upward Bound program, what are your educational plans?**

Community College Vocational / Technical School	GED only (no school after VUB) College/ University	Employment only (no school after VUB)
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If you are planning to continue your education what degree and/or course of study/program are you interested in.

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I would like to participate in the Veterans Upward Bound program, hosted by Pensacola State College, and receive the free services provided. I hereby certify that the information provided in this application is accurate and complete to the best of my knowledge.

**Applicant Signature**

Date

I agree that if I am accepted in the VUB program, the staff may include my name and/or picture in publications, including their website. These publications highlight student accomplishments and participation in VUB activities.

**Applicant Signature**

Date

**Confidentiality Statement:** All information provided is kept confidential and is shared among the VUB staff and other college officials only on a need-to-know basis. The following limits to confidentiality apply: When child/elder abuse is disclosed, when a threat to self or others is disclosed, or when records are legally subpoenaed.

**Applicant Signature**

Date

**Affidavit/Release of Information:** I certify that the information I have provided on this application is to the best of my knowledge, complete and accurate. I hereby authorize the VUB program and all other appropriate college departments, including Financial Aid, to share academic and Financial Aid records that will help in assessing my academic and career planning needs. I understand, in order to confirm or facilitate transfer and graduation, my information may be shared by or with other postsecondary institutions or organizations, such as the National Student Clearinghouse. I also authorize the VUB program to print my name and photograph, as appropriate in articles in the VUB newsletter, social media, and promotional materials.

**Applicant Signature**

Date

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity, or genetic information in its educational programs, activities or employment. For inquiries regarding Title IX and the college's nondiscrimination policies, contact the Executive Director, Institutional Equity and Student Conduct at (850) 484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.



We are serious about helping you to reach your goals. In order for VUB to meet your needs effectively, it is important that you understand the role you play in reaching your educational goals. Please read, initial and sign the following terms and conditions of the Veterans Upward Bound program to demonstrate your understanding.

- I understand the requirements, as stated in the VUB Program information, necessary for stipend eligibility.
- All materials are property of Veterans Upward Bound
- VUB provides financial aid guidance, not assistance. We will help you with your search for financial assistance however; we do not have funds to pay for tuition, books or other school related materials.
- VUB provides academic advice; ultimately, it is your choice whether to listen to our advice.
- I understand that the VUB staff is available to provide support and assistance if an issue, problem or concern arises.
- I will complete all program requirements as outlined in my Individual Education Plan.
- I will not withdraw from the program before I meet with the Director.
- I will respect and have a positive attitude about staff, instructors, tutors, my fellow classmates, the campus community and myself.
- I will participate in VUB activities and encourage others to participate in activities in which they are invited to attend.
- I will arrive on time for VUB events that I have signed-up to attend. If I am unable to attend the event, I will inform a VUB representative immediately.
- I will attend my scheduled classes on time and ensure that my name is on the attendance list. If I am unable to attend a class I will immediately contact a VUB representative to inform them of my absence and the reason for the absence.
- If I arrive late to class or leave class early, I will inform my instructor immediately.
- I will read and adhere to the syllabus for each class.
- I will try my best in each class.
- I will ask questions about the program, class or lesson if any information is unclear.

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Applicant Signature

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Date

# STIPEND POLICY

**Pensacola State College  
Veterans Upward Bound Program  
1000 College Boulevard  
Pensacola, Florida 32504  
(850) 484-2068 Fax (850) 471-4553**

**Effective 17 April 2017**



Veterans Upward Bound (VUB) participants may qualify for a payment - called a stipend - for each term that they participate in the program. VUB will provide each applicant with a maximum stipend of **\$40** per month (**\$30** for class attendance and **\$10** for event attendance), payable at the end of each eight-week term, dependent upon the applicant meeting the following requirements:

- All records and VUB forms must be complete. DD-214 (or the request for a copy) must be submitted and the VUB application, contract, and all other appropriate VUB forms must be completed and signed by the applicant.
- VUB applicants must.....
  - Take both a pre test and post test (when scheduled) to assess academic progress.
  - Meet with a VUB Academic Advisor at least once a term as scheduled.
  - Attend a VUB sponsored Math, English, Science, Computer, or Foreign Language class
    - No more than two unexcused absences
    - Complete a total of eight hours of ComFit Online learning during the eight week term
  - or— (if **not** possible to be scheduled for a VUB Class)
  - Use the ComFit Online Learning Center for at least 32 hours during the eight week term
  - or—
  - Receive at least 32 hours of tutoring from VUB Tutors during the eight week term
- Applicant must maintain satisfactory progress and must complete all assignments. Satisfactory progress is determined based on the professional judgment of the Director, with input from Instructors, Academic Coordinator, and tutors.
- An applicant may also be eligible for a partial stipend for attending events if they have successfully completed a class the previous term.

## Payment of stipend

- The maximum amount awarded for each month is **\$40.00** (**\$30.00** class attendance and **\$10.00** event attendance) and the maximum for each two-month term is **\$80.00**.
- Stipend checks will be mailed to your address approximately four weeks after the end of the term.
- Textbooks are the property of VUB and must be returned. Your last stipend check will be withheld or forfeited if textbooks are not returned upon withdrawal or completion of the program.
- Cashing your check in a timely manner is your responsibility. Stipend checks will be void 180 days after issue.

**This policy is subject to revision at any time.**

**I have read the VUB stipend policies and agree that it is my responsibility to know the policies and to attend scheduled meetings and classes.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



**INCOME VERIFICATION FORM**



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

<b>Size of Family Unit</b>	<b>48 Contiguous States, D.C., and Outlying Jurisdictions</b>
<b>1</b>	<b>\$22,590</b>
<b>2</b>	<b>\$30,660</b>
<b>3</b>	<b>\$38,730</b>
<b>4</b>	<b>\$46,800</b>
<b>5</b>	<b>\$54,870</b>
<b>6</b>	<b>\$62,940</b>
<b>7</b>	<b>\$71,010</b>
<b>8</b>	<b>\$79,080</b>

<b>What is you Family TAXABLE Income for 2021?</b>	<b>How many people are dependent of this income (include yourself)?</b>	<b>Did you file a tax return for the most recent tax year?</b>

**My signature below reflects that the information listed above is true.**

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

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



**INDIVIDUAL EDUCATION PLAN**



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

SUBJECT	INFORMATION
ENGLISH	
MATH	
COMPUTER	
SCIENCE	
SPANISH	
COMFIT/TUTORING	
COLLEGE APPLICATION	
FAFSA/EOC	
WORKSHOP #1	
WORKSHOP #2	
CULTURAL OUTING	
COLLEGE VISIT	

**VUB Academic Map**

Term 1		Term 2	
Course	Method of Instruction	Course	Method of Instruction
MAT 0001		MAT 0001	
MAT 0002		MAT 0002	
ENG 0001		ENG 0001	
ENG 0002		ENG 0002	
COM 0001		COM 0001	
COM 0002		COM 0002	
SCI 0001		SCI 0001	
SPN 0001		SPN 0001	

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> GED Assistance     | <input type="checkbox"/> Writing Skills         | <input type="checkbox"/> Choosing a Major | <input type="checkbox"/> Goal Setting   |
| <input type="checkbox"/> Taking Tests       | <input type="checkbox"/> Finding a College      | <input type="checkbox"/> How to Study     | <input type="checkbox"/> Test Anxiety   |
| <input type="checkbox"/> Financial Aid Help | <input type="checkbox"/> Managing Time          | <input type="checkbox"/> Public Speaking  | <input type="checkbox"/> Basic Needs    |
| <input type="checkbox"/> Taking Notes       | <input type="checkbox"/> Critical Thinking      | <input type="checkbox"/> Employment       | <input type="checkbox"/> Reading Skills |
| <input type="checkbox"/> Career Guidance    | <input type="checkbox"/> Child Care/ Elder Care | <input type="checkbox"/> Tutoring         | <input type="checkbox"/> Counseling     |

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Coordinator Signature

\_\_\_\_\_  
Date





Name \_\_\_\_\_ Phone \_\_\_\_\_

**ACADEMIC COUNSELING**

DATE:	COUNSELOR:	STUDENT INITIALS:
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NOTES:

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**ACADEMIC COUNSELING**

DATE:	COUNSELOR:	STUDENT INITIALS:
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NOTES:

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**ACADEMIC COUNSELING**

DATE:	COUNSELOR:	STUDENT INITIALS:
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NOTES:

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# REQUEST for STUDENT TESTING Referral Form

Legal Name: \_\_\_\_\_  
Last First Middle

Pensacola State College Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(MM/DD/YEAR)

**Please indicate the appropriate test requested with a checkmark.**

PERT:

Parts of PERT Test Needed:

All Parts  Writing  
 Reading  Math

First Time  Re-test

TABE:

PSC Certificate Program  
Name of Program: \_\_\_\_\_

Collegiate High School  
 Other (employment, WIA, etc.)

CPT:

College Level Math  
 Other (accommodations)

Other Test Referral:

Name of Test: \_\_\_\_\_  
Program: \_\_\_\_\_

**NOTE:**

Exempt students may opt to take the common placement test to help identify where they need additional preparation. Regardless of the scores, they shall not be required to enroll in developmental education. An advisor can provide further information on developmental education options.

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

<b>REQUIRED COMMENTS:</b>		<b>VUB</b>	_____
<b>Exempt:</b>	_____	<b>Referred By:</b>	<b>Admissions</b> _____
<b>Non Exempt:</b>	_____		<b>Advising</b> _____
<b>Additional Comments:</b> _____ _____ _____			
<b>Advisor/Admissions Signature:</b>		<b>Date:</b> _____	