Eligibility Worksheet 2013-2014

Student Name: ___________________________________ Date: ________________

Highline TRiO increases opportunities for success of first-generation and low-income students who may have disabilities.

In order to be considered for the TRiO Student Support Services Program, you must meet the following eligibility requirements:

- Be a U.S. Citizen or a Permanent Resident; and
- Have a High School Diploma or GED/High School Completion; and
- Be accepted for enrollment or currently enrolled at Highline Community College in a college level program; and
- Intend to transfer to a four year college to pursue a bachelor’s degree; and
- Not already have a degree from a four year college or university; and
- Be a first generation college student (neither parent or guardian has graduated from four year college or university) OR be low income (according to federal low income guidelines*), OR have a documented disability and are registered with Access Services.

If you do not meet the program requirements please feel free to drop by the office to ask about other campus services that may meet your needs.

Answer the following questions to determine your eligibility for TRiO:

1. Are you a U.S. Citizen or a Permanent Resident? YES NO
2. Do you have a High School diploma or GED/High School Completion? YES NO
3. Are you accepted for enrollment or currently enrolled at Highline Community College in a college level program? YES NO
4. I plan to transfer to a four year college to earn a bachelor degree. YES NO
5. Do YOU have a degree from a four year college or university? YES NO

If you answered YES to questions 1 – 4 AND NO to question 5, continue with question 6.

6. Do you have a documented disability AND are you registered with Access Services? YES NO

TRiO verifies documentation of disability with Access Services (AS). If you have a disability but are not registered with AS, you will need to do so in order for your application to be processed. You may also attach a letter from a doctor.

7. Did your mother OR father or guardian graduate from a four year college or university? YES NO
8. Are you low income, according to federal low income guidelines*? YES NO

(* See steps below to determine if you are considered low income.)

Last Updated 10.15.2013
TRiO uses FAFSA to verify income and number of dependents. In order to process your application you must complete or have completed a FAFSA for the current academic year.

If you answered YES to any questions 6, 7, or 8, please complete the TRiO Application

**Attach the Following Items with Your Application**

- Attach either your income tax return documents or a FAFSA Student Aid Report to this application, if you are fall under the low income guidelines,
- Photocopy your Alien ID card and attach it to the application, if you are a permanent resident.
- If you have attended other community colleges, include a copy of your unofficial transcripts.

*To determine if you meet the federal low income guidelines:

1. **Determine if you are an independent or dependent student.**
   - **Independent**
     - In general, to be classified as an independent student a person must fit into ONE of the following categories: 24 years of age or older, have children (or other dependents), be married, and/or be a veteran of the military
   - **Dependent**
     - If you do not meet any of the categories above then you will be considered a dependent student by Financial Aid.

2. **Determine correct number of dependents.**
   - **Independent** – include yourself, spouse (if married), and any children or others claimed on your taxes.
   - **Dependent** – include yourself, your parents, and other siblings or individuals claimed by your parents on their taxes.

3. **Determine taxable income.**
   - **Independent** – your 2012 taxable income and your spouse’s taxable income (if married)
   - **Dependent** – you must add your 2012 taxable income and your parents’ taxable income together to determine eligibility. If your parents are married, you must include both of their incomes. If they are legally separated or divorced, include the income of the parent you lived with most recently.

4. **Review chart to see if your taxable income is at or below Federal Low Income Guidelines.**

<table>
<thead>
<tr>
<th>Number of Dependents (include yourself)</th>
<th>Taxable Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$17,235</td>
</tr>
<tr>
<td>2</td>
<td>$23,265</td>
</tr>
<tr>
<td>3</td>
<td>$29,295</td>
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<td>6</td>
<td>$47,385</td>
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<tr>
<td>7</td>
<td>$53,415</td>
</tr>
<tr>
<td>8</td>
<td>$59,445</td>
</tr>
</tbody>
</table>

*For family units with more than 8 members, add the following amount for each additional family member: $6,030.
Program Application

The following information is requested to determine your eligibility for program services. Please answer each question. This information will be kept confidential and used only as outlined in the participant agreement.

Personal Information

Date: __________________________

SS#: __________________________

HCC Student ID#: __________________________

Name: __________________________

Last: __________________________

First: __________________________

MI: __________________________

Address: __________________________

Street: __________________________

City: __________________________

State: __________________________

Zip Code: __________________________

Home phone: __________________________

Work phone: __________________________

Cell Phone: __________________________

Email: __________________________

(TRIO SSS participants will be automatically added to a TRIO distribution list)

Birth date: __________________________

Gender: □ Male □ Female

What is the race with which you most identify? (Check all that apply if multiracial)

□ Native American or Alaskan Native □ Caucasian or European American

□ Asian American (Specify): __________________________ □ Native Hawaiian, other Pacific Islander

□ African American □ Other

□ Hispanic or Latino

If Other, Please Specify Ethnicity/Heritage: __________________________

Are you a U.S. citizen: □ Yes □ No or a permanent resident? □ Yes, Registration #: A-__________ □ No

Are you a refugee: □ Yes □ No

If yes, from what country? __________________________

Is English your first language? □ Yes □ No

What other languages do you speak fluently? __________________________

Have you ever been a foster care or were a ward of the court? : □ Yes □ No

Are you a U.S. Veteran (Have you served in the U.S. military)? □ Yes □ No

Program Eligibility & Demographics

Your Family’s taxable income for last year __________________________

Family size reported: __________________________

Marital Status: □ Single □ Married

Are you: □ dependent or □ independent

□ Yes □ No

Are you receiving federal financial aid? __________________________

Did you receive a College Bound Scholarship? □ Yes □ No

Are you a first-generation college student (neither parent or guardian(s) has completed a four-year college degree)? □ Yes □ No

Do you have a documented learning disability?

If yes, please describe: __________________________

□ Yes □ No

Do you have a documented physical disability?

If yes, please describe: __________________________

□ Yes □ No

If you answered yes to either question above, are you working with HCC Access Services? □ Yes □ No

Do you have a bachelor’s degree? □ Yes □ No

Last Updated 10.15.2013
**Educational History**

What is the first quarter you attended at Highline Community College (month/year)? ____________________________

What is your current grade level?  
- ☐ New student – no college credits completed
- ☐ First year – completed less than 45 college level credits
- ☐ Sophomore – completed at least 45 college level credits

Highest level Math class completed with a 2.0 GPA or better: ________________________________

Highest level English class completed with a 2.0 GPA or better: ________________________________

Have you attended any other colleges? If yes*, which one(s): ________________________________

*Include of copy of your unofficial transcript if you answered ‘Yes’

How many credits are you taking THIS quarter? ______ How many quarters have you COMPLETED at HCC? ______

Current College Enrollment Status:  
- ☐ Full-time (12+ credits/quarter)  
- ☐ Part-time (less than 12 credits/quarter)

Are you a high school graduate?  
- ☐ Yes  
- ☐ No  
HS Graduation YEAR? ____________________________

If you did not graduate from high school, did you finish a GED or HS completion program?  
- ☐ Yes  
- ☐ No

If Yes, YEAR completed? ________________

**Educational Goals**

What is your major? ________________________________________________________________

What are your educational goals? _____________________________________________________________________

What degree are you seeking here at Highline Community College?

- ☐ Associate (2 year degree or program)  
- ☐ Certificate (less than 2 years)

Do you plan to directly transfer to a four year College or University after earning your degree at HCC?  
- ☐ Yes  
- ☐ No

Expected Transfer or Grad. DATE (quarter/year): ____________ Intended Transfer Institution: ____________________________

Do you plan to pursue a career in the education field (teacher, counselor, instructor/professor, admin)?  
- ☐ Yes  
- ☐ No

**Support Needs**

How can the TRiO Student Support Services Program best support your educational goals?  
Please check all that apply:

- ☐ Academic Advising  
- ☐ Career Development/Advising
- ☐ Cultural Enrichment Activities  
- ☐ Financial Aid Advising
- ☐ Tutoring  
- ☐ Personal Development/Support
- ☐ Study Skills  
- ☐ Transfer Advising
- ☐ Other: ____________________________

How did you find out about the TRiO Student Support Services Program? ________________________________

Were you involved with TRiO at any other institution?  
- ☐ Yes  
- ☐ No

**Affidavit of Truth Statement**

The information provided on this form is, to the best of my knowledge, accurate and true.

Student’s signature: ____________________________ Date: ____________________________

Last Updated 10.15.2013
Short-Essay Response

Address your experiences in each category. Your responses will reflect your motivation and preparation to succeed in college and whether you will benefit from TRiO-SSS services. Attach a typed written response to each of the questions below, 12-font format. If you need assistance or clarification, contact the TRiO Program Assistant (contact information below).

1. **How have your past experiences influenced your academic record? What are you presently doing to ensure your academic success? What are your academic goals and how will TRiO help you accomplish them?** (300-400 Words)

2. **Describe a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you. Include whether you turned to anyone throughout the experience, the role that person played, and what you learned about yourself as a leader.** (200-300 words)

3. **What is your educational and career goal and how will transferring and earning a bachelor’s degree help you reach this goal? What steps have you taken to prepare for transferring?** (150-250 words)

### After I Submit My Application: What Next?

1. **Application Process:** It will take 1-2 weeks for TRiO to process your application. If there are spots open in TRiO, and your application progresses through the screening processes, the TRiO Program Assistant will contact you to inform you of your status and schedule an interview with a TRiO Advisor.

2. **Interview:** The interview last 1 hour and is conducted by a TRiO Advisor. This is an opportunity for TRiO to learn more about your educational and career goals and will help us determine if you will benefit from our services.

3. **TRiO Orientation:** If you successfully go through interview, you will be schedule a TRiO Orientation where you’ll be officially inducted as a TRiO Participant and gain access to our services and resources.

   Note: If we determine throughout any phase of the application process that either you are not eligible for TRiO, and/or, there are no spots available, the TRiO Director will email you of the status.

### TRiO Contact Information

Phone: 206.592.3229
Fax: 206.870.4834
Website: trio.highline.edu
Email: trio@highline.edu
Location: Building 6, Room 156

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Des Moines, WA 98198-9800
www.highline.edu

Last Updated 10.15.2013