

INDIAN HILLS COMMUNITY COLLEGE

UPWARD BOUND APPLICATION CHECKLIST

Please ensure the following components are **complete** before returning the Indian Hills Upward Bound application to your school counselor or mailing it to: Indian Hills Community College, Upward Bound Program, 525 Grandview Ave., Ottumwa, IA 52501.

- I have completely filled out the **Applicant Information**, including all **highlighted areas**, and my parent/guardian and I have both signed the **Statement of Application**. (Page 1)
- My parent/guardian has completely filled out and signed the **Parent/Guardian Information**, including all **highlighted areas**. (Page 2)
- My parent/guardian has completed the **Income Verification**, and I have enclosed appropriate documents as requested. (Page 3)
- My parent/guardian and I have both reviewed and **signed** the consent to release educational records and information. (Page 5)
- I have completed and enclosed the **Student Essay**.
- I have provided **ONE TEACHER AND ONE COUNSELOR** with the **Recommendation for Upward Bound** forms.

Please note: An interview cannot be scheduled until upward bound staff has received all of the necessary documents listed above.

Non-Discrimination Policy: *It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).*

If you have questions or complaints related to compliance with this policy, please contact Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, 683-5108; Chris Bowser, Executive Dean, Student Services (students), 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), 683-5174; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.

** Language used with permission from the Central College Pre-College Programs.*