



HONOLULU COMMUNITY COLLEGE TRIO-SSS PROGRAM APPLICATION

Students Name _____
Last First Full Middle

Date of Birth ____/____/____ HCC Student ID# _____

Marital Status ☐ Single ☐ Married Gender: ☐ Male ☐ Female

Local Mailing Address: _____
Address City, State Zip Code

Permanent Address: _____
Address City, State Zip Code

Telephone Number: Home () _____ Cellular/Mobile: () _____

UH email _____@hawaii.edu Other email _____

Please Answer ALL of the Following Questions

1. Do you have a 4-year college degree? ☐ Yes ☐ No
Do you have a 2-year college degree? ☐ Yes ☐ No

2. Parent's Education

Mother has a 4-year college degree? Yes No

Father has a 4-year college degree? Yes No

3. Prior to the age of 18, did you not live with or receive support from a natural or adoptive parent and considered an orphan or ward of the court?
☐ Yes ☐ No

4. Have you applied for FAFSA (Financial Aid)?
☐ Yes ☐ No

5. Are you receiving a Federal Pell Grant?
☐ Yes ☐ No ☐ Unknown

6. Do you have a documented disability?
☐ Yes ☐ No
If yes, are you receiving accommodations through Student ACCESS (HCC's Disabilities Office)?
☐ Yes ☐ No

7. Are you a Citizen/National/Permanent Resident of the United States?
☐ Yes ☐ No

8. Ethnicity (please check all that apply)
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American, Non-Hispanic
☐ White, Non-Hispanic
☐ Native Hawaiian or Pacific Islander

9. Is English your first language? ☐ Yes ☐ No

10. Did you: ☐ Graduate from High School OR ☐ GED

11. What year did you graduate high school OR complete your GED? _____

12. Have you ever participated in any of the following TRIO Programs? (please check all that apply)
☐ Educational Opportunities Program
☐ Talent Search
☐ Upward Bound
☐ Student Support Services

13. Is HCC your home campus? ☐ Yes ☐ No
If not, what is your home campus? _____

14. Did you enter HCC as a:
☐ Freshman (Never Attended College) OR
☐ Transfer Student

15. Semester & Year entered HCC _____

16. What Class are you in as of this semester?
☐ Freshman (0-24 earned credits)
☐ Sophomore (25 or more earned credits)

17. While at HCC, which describes your program of study?
☐ Associate in Arts (AA)
☐ Associate in Science (AS)
☐ Associate in Applied Science (AAS)
☐ Associate in Technical Studies (ATS)
☐ Certificate Program Only
☐ For occupational upgrade, but not for degree/certificate

18. Degree program (Liberal Arts, OESM, AEC, FIRE, etc.) _____

19. Do you plan to transfer to another institution?

- ☐ NO, I do not plan to transfer
☐ YES, to a 4-Year school AFTER HCC graduation
☐ YES, to a 4-Year school BEFORE HCC graduation
☐ YES, to a 2-Year school AFTER HCC graduation
☐ YES, to a 2-Year school BEFORE HCC graduation

20. Are you taking OR did take any of these classes?

(please check all that apply)

- ☐ English 100/T, English 100/S
☐ Math 75x, 24, 25
☐ ESL

21. Which services are you interest in?

ACADEMIC NEED (Check all that applies)

- ☐ 01 – Low High School Grades
☐ 02 – Low Admissions Test Scores
☐ 05 – Predictive Indicator (High school GPA, SAT/ACT test scores, high school preparedness)
☐ 06 – Academic Proficient Test:
☐ 07 – Low College Grades
☐ 08 – High School Equivalency (GED)
☐ 09 – Failing Grades: Academic Deficiency
☐ 10 – Out of the Academic Pipeline for more than 5 years
☐ 11 – Other: _____
☐ 12 – Limited English Proficiency (ESL)
☐ 13 – Lack of Educational and/or Career Goals
☐ 14 – Lack of Academic Preparedness for College Level Course Work
☐ 15 – Need for Academic Support to Raise Grade(s) in Required Course(s)/Academic Major

HONOLULU COMMUNITY COLLEGE – TRIO-SSS PHOTO RELEASE

I, (print your first and last name) _____, give Honolulu Community College, TRIO-SSS program, the absolute right and permission to use my photograph in its promotional materials and publicity efforts. I understand that the photographs may be used in a publication, print as, direct-mail piece, electronic media (i.e. video, DVD, Internet/WWW, social media platforms), or other forms of promotion. I release Honolulu Community College, TRIO-SSS program, the photographer, their offices, employees, agents and designees from liability for any violation of any personal or proprietary right I may have in connection with such use. I am 18 years of age or older.

Student Signature

Date: ____/____/____

AUTHORIZATION AND VERIFICATION

1. I understand that the TRIO-SSS program is funded through a federal grant from the U.S Department of Education and required to verify my eligibility utilizing the information included in this application & supporting documents.
2. I hereby authorize Honolulu Community College TRIO-SSS staff to obtain academic, financial, and other information pertinent to my participation in the TRIO-Student Support Services program.
3. I understand that my application and its contents will be kept in a file at the TRIO-SSS program office, and will be kept confidential in compliance with the Family Educational Rights and Privacy Act (FERPA).
4. I also understand that the TRIO-SSS program is not responsible for any grades I receive. The program is only responsible for the clarification of subject matter and for suggestions on how to improve my chances for success.
5. I understand that completion of this form does NOT guarantee acceptance into the TRIO-SSS program.
6. I certify that the information contained herein is true and complete to the best of my knowledge.
7. I understand that I should maintain an open mind and positive attitude towards students, peer tutor/coaches and other TRIO-SSS staff members.
8. Be a responsible student and adhere to Honolulu Community College/Institutional **Student Conduct Code**.
9. I understand that once I am accepted into the TRIO-SSS program, I have a participant obligation to update my files as requested by the program and remain in active status.
10. If for any reason the Project Director feels that your participation is detrimental to the program or other students, you will be dismissed/removed.

Student Signature: _____

Date: ____/____/____

Parent/Guardian Signature: _____

Date: ____/____/____

(Required if applicant is under the age of 18)

TRIO-SSS Staff Signature _____

Date: ____/____/____

**HONOLULU COMMUNITY COLLEGE
TRIO-SSS INCOME VERIFICATION LETTER**

REQUEST FOR INCOME DOCUMENTATION

We are funded through a grant from the U.S Department of Education, and for grant compliance, we require supporting documentation to verify your eligibility for our program. Information collected for this section is strictly used to determine eligibility for our grant purposes. Please take a moment to read and complete the information below. We assure you that this information will be kept confidential and will only be reviewed by the TRIO-SSS Staff.

Please Provide the TRIO-SSS program with a signed copy of the **Most Recent Federal Income Tax Return Forms**.

Please check **ONE** of the following that you will be submitting: ☐ Parent/Guardian (Dependent) **OR** ☐ Self (Independent)

- ***For the official definition of “Dependent” and “Independent,” please refer to the lower half of the form***

If you “**Did Not File Taxes**” (please check box): ☐ I Did Not File Taxes

State Which Year(s) You Did Not File Federal Income Taxes: _____

I affirm that the financial documentation I am voluntarily submitting to the TRIO-SSS program is true to the best of my knowledge.

Student Name (please print): _____

Student Signature: _____ Date: ____/____/____

PARENT SIGNATURE REQUIRED ONLY IF YOU ARE A DEPENDENT

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: ____/____/____

For Federal Financial Aid purposes, a student may be considered **DEPENDENT** if s/he can answer **NO** to **ALL** of the following questions at the time s/he completes and signs the Free Application for Federal Student Aid (FAFSA):

- Will you be 24 or older by December 31 of the school year for which you are applying for financial aid?
- Will you be working towards a masters or doctorate degree (such as MA, MBA, MD, JD, PhD, EdD, etc)?
- Are you married or separated but not divorced?
- Do you have children who receive more than half of their support from you?
- Do you have dependents (other than children or a spouse) who live with you and receive more than half of their support from you?
- At any time since you turned age 13, were both of your parents deceased, were you in foster care, or were you a ward of dependent of the court?
- Are you an emancipated minor or are you in a legal guardianship as determined by a court?
- Are you an unaccompanied youth who is homeless or self-supporting and at risk of being homeless?
- Are you currently serving on active duty in the U.S armed forces for purposes other than training?
- Are you a veteran of the U.S armed forces?

If you answered YES to one or more of the questions above, then for federal student aid purposes, you are considered to be an **INDEPENDENT** student and will not provide information about your parents.

If you answered NO to all of the questions above, then for federal student aid purposes, you are considered to be a **DEPENDENT** student, and must provide information about your parents.

Source: <https://studentaid.ed.gov/sa/fafsa/filling-out/dependency#dependency-questions>

HONOLULU COMMUNITY COLLEGE

TRIO-SSS

LAPTOP COMPUTER & RESOURCE LOAN-OUT POLICY/CONTRACT

The TRIO-SSS program currently provides a resource “loan-out” service for all eligible participants of Honolulu Community College (HCC). Eligible participants requesting to borrow any resource for use outside the TRIO-SSS program will need to abide by the following rules:

- 1) You must be an accepted participant in the TRIO-SSS program based on the guidelines set by the Department of Education (TRIO-Student Support Services).
- 2) You (the borrower) must be at least 18 years of age. If you are under the age of 18, you will need a parent or guardian to sign this form (below), acknowledging the rules and responsibilities for the borrower.
- 3) You (the borrower) will be allowed to borrow:
 - a. A laptop, video camera, digital camera & projector, for a period of no more than 48 hours. When borrowed on a Friday or an HCC holiday, it will be due the following school day by 11:00 a.m. The due date and time will be indicated on the loan out slip provided to you by a TRIO-SSS staff at the time of loan out.
 - b. DVDs, books, digital voice recorder, calculator and/or other resources for a period no more than 1 week. When borrowed on a Friday or an HCC holiday, it will be due the following school day by 11:00 a.m. The due date and time will be indicated on the loan out slip provided to you by a TRIO-SSS staff at the time of loan out.
- 4) Should you fail to return the borrowed item(s) on time, you (the borrower) will be subject to the overdue policy. **If you (the borrower) fail to return the borrowed item(s) within 48 hours of the due date, the TRIO-SSS program has the right to proceed with institutional policies & procedures and place a hold & charge your student account for the replacement cost of the item(s).**
- 5) If you (the borrower) wish to extend your check out for an additional 48 hours, you are required to return the borrowed item(s) first, and then place your name at the bottom of the sign out list for the next available day. Resources are loaned out on a first come, first served basis. There will be no exceptions.
- 6) When returning the borrowed item(s), you (the borrower) are required to bring it back yourself. If another person other than the borrower returns the borrowed item(s), you will lose loan out privileges for the remainder of the semester.
- 7) You (the borrower) will be responsible for the proper care of the borrowed item(s). Should any borrowed item(s) be lost, stolen, damaged, altered or destroyed in any manner (physical or systematic), you (and/or the signed parent/guardian) will be liable for the total repair or replacement costs of the lost, stolen, damaged, altered or destroyed item(s). This includes any external drives and/or additional hardware that are provided for use with the laptop by the TRIO-SSS program.

- 8) You (the borrower) promise to utilize:
- a. The laptop computer in an ethical manner for academic purposes only, and will not utilize the laptop computer for any inappropriate or illegal activities. The following are strictly prohibited: downloading pornographic material, creating and transporting computer viruses, electronic harassment & gambling or use of the computer to steal, bear false witness, copy, use or download any software for which you have not paid, etc.
 - b. All other borrowed item(s) with care.
- 9) Upon returning:
- a. The laptop computer, the borrower must turn on the computer in the presence of a TRIO-SSS Staff member so that the Staff member may check the status of the computer.
 - b. All other borrowed item(s) must be turned in with the presence of a TRIO-SSS Staff member so that the Staff member may check the status of the returned item(s).
- 10) All borrowed resources are inspected prior to items being released.

I (we) have read and understood the conditions listed above in borrowing TRIO-SSS resources. By signing this policy/contract, I (we) agree to comply with the rules stated above with the understanding that, I (we) will be held liable for the total cost to repair or replace the resource(s). Furthermore, I understand that future borrowing privileges at the TRIO-SSS program can be revoked and/or I (we) may be subject to other disciplinary actions deemed to be appropriate by the TRIO-SSS program and/or HCC.

Print Student Name: _____

Student Signature: _____

If the student is under the age of 18, a parent or guardian of the student must print his/her name and provide a signature below. Signature by a parent or guardian implies agreement to the rules stated in this policy/contract.

Print Student Name: _____

Student Signature: _____

Date: ____/____/____