



2022-23 Student Support Services Application



TRIO Student Support Services (SSS) is a federal program funded by a grant from the U.S. Department of Education. The SSS grant provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their post-secondary education. The goal of the SSS grant is to increase the college retention and graduation rates of its participants.

The Ginsburg Center for Inclusion and Community Engagement TRIO Programs offers **two** SSS programs:

- ❖ PRIME STEM for students in STEM Majors: biomedical sciences, health sciences, engineering, computer science, biology and chemistry (124 qualified students)
- ❖ **Project BEST for students in all majors (excluding STEM listed above) at UCF (144 qualified students)**

Students are accepted to an SSS program based on eligibility criteria, academic need, and space availability. Completion of this application does not guarantee acceptance into either program.

Applicant Checklist

- ☐ Official Application
- ☐ Signed Student Agreement
- ☐ Signed Confidentiality Agreement

- ☐ Financial Documents (if necessary)
- ☐ Individualized Academic Plan
- ☐ Research Study Consent Form (Soft Skills Deficit)
- ☐ Career Readiness/Development Pre & Post Course Survey (if applicable)
- ☐ Research Study Consent Form (Personal & Family Finances)
- ☐ Personal Finance Curriculum Pre & Post Course Survey (if applicable)



The contents of this document were developed under a grant from the U.S. Department of Education. However, these contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

TRIO Programs
University of Central Florida
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407-823-4165

(Revised 2/20/23)



UNIVERSITY OF CENTRAL FLORIDA

Ginsburg Center for Inclusion and Community Engagement



Date: ____/____/____

Application for: ☐ PRIME STEM or ☐ **Project BEST**

Student Name: _____

PID: _____

Date of Birth: ____/____/____ UCF Email: _____@knights.ucf.edu

Home Phone: (____) _____-____ Cell Phone: (____) _____-____

Preferred method of contact: ☐ Email ☐ Text ☐ Call ☐ Social Media ☐ Online platform (Zoom, Skype, Facetime, etc.)

Local Address: _____

City _____ State _____ Zip _____

Permanent Address: _____

City _____ State _____ Zip _____

Do you work? ☐ Yes ☐ No

If yes, how many hours each week? _____

Do you consider yourself Hispanic/Latino? ☐ Yes ☐ No

Gender:

☐ Male☐ Female☐ Other/No Response

Select the race or races with which you identify:

☐ American Indian/Alaskan Native☐ Asian☐ Black or African American☐ Native American/Other Pacific Islander☐ WhiteCitizenship: ☐ US Citizen ☐ US Permanent Resident [Resident ID# _____]

ELIGIBILITY INFORMATION

TRIO SSS Programs serve college students who are first-generation, demonstrate a high financial need as defined by the Federal TRIO Programs Current-Year Low-Income Levels, and/or have a documented disability. Two thirds of SSS scholars must be both first-generation and low-income.

Has your mother completed a bachelor's degree? ☐ Yes ☐ NoHas your father completed a bachelor's degree? ☐ Yes ☐ NoHave you completed a FAFSA? ☐ Yes ☐ NoDoes your financial aid package include a Pell Grant? ☐ Yes ☐ No ☐ Unknown*If you indicated Yes or Unknown, you will need to provide proof of income (see "Income Verification Instructions").*

Please select all programs of assistance you or members of your household receive:

☐ Public Assistance TAN-F☐ Social Security☐ Veteran's Benefits☐ Vocational Rehabilitation (Describe services: _____)Do you have a disability? ☐ Yes ☐ No Are you registered with UCF Student Accessibility Services? ☐ Yes ☐ NoHave you previously participated in a Federal TRIO Program? ☐ Yes ☐ No*If yes, select the program(s):*☐ Upward Bound☐ Educational Opportunity Center☐ Student Support Services☐ Upward Bound Math/Science☐ Ronald E. McNair Post-baccalaureate Achievement Program☐ Talent Search☐ Veterans Upward Bound



UNIVERSITY OF CENTRAL FLORIDA
ACADEMIC INFORMATION

TRiO Programs



Academic Standing: ☐ 0-29 hours ☐ 30-59 hours ☐ 60-89 hours ☐ 90+ hours

When was/is your first semester at UCF? ☐ Summer ☐ Fall ☐ Spring Year: _____

Are you a transfer student? ☐ Yes ☐ No **Do you have an AA?** ☐ Yes ☐ No **What institution?** _____

Major: _____ **Minor:** _____

What is your projected UCF graduation date? ☐ Summer ☐ Fall ☐ Spring Year: _____

Educational Goal: ☐ Bachelor's ☐ Master's ☐ Doctoral ☐ Professional (medical, dental, vet, etc.)

Academic Need – Federal regulations require that all participants in TRIO SSS programs demonstrate an academic need for program services. Each semester all SSS scholars are required to meet with their SSS advisor, complete two Canvas assignments, and engage in at least two services. SSS offers the following services.

If accepted, what services are you most likely to utilize?

- ☐ Peer tutoring (math/statistics/1000- and 2000-level sciences)
- ☐ Academic coaching to improve study skills
- ☐ Financial aid and financial literacy counseling/workshops
- ☐ Graduate/professional school workshops
- ☐ Career counseling
- ☐ Life management & academic success workshops
- ☐ Cultural or social events

Take the Barsch Learning Style Inventory at <http://faculty.valenciacollege.edu/koverhiser/Learningstyles.htm> and provide your results below:

_____ Visual (sight) _____ Auditory (sound) _____ Tactile/Kinesthetic (small/large motor movements)

Answer the following questions about yourself. This information will help us to better understand and assess your needs.

Describe your career and/or professional goals.

What academic and/or personal obstacles do you face in completing your degree at UCF?



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TRiO Programs

Confidentiality and Release of Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Additionally, The Privacy Act of 1974, Title 5 U.S.C. § 552a, establishes a code of fair information practice that governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals that is maintained in systems of records by federal agencies.

- I. **Documentation**, I hereby give permission for the Student Support Services Program to retrieve, store, and report the following information: College Grade Reports and Transcripts (official and unofficial), SAT/ACT Scores, Financial Aid Award Notices, and, if applicable, documentation regarding status as a Learning Disabled (LD) or Physically Impaired person, or any other information regarding my status as a University of Central Florida student.
- II. **Tracking**, I hereby give permission for the Student Support Services Program to retrieve, store, and report education verification information and student outcomes research about me that is gained from the National Student Clearinghouse and other sources.
- III. **Images**, I give Student Support Services permission to photograph, video tape and/or record me. Further, I give permission for the Student Support Services Program to use and store these images on Web sites, brochures and/or program and media related publications.
- IV. **Sharing**, I hereby give permission for the Student Support Services Program to share my UCF email, phone number, permanent address, class schedule and learning style with TRIO Programs student staff (peer mentors, peer tutors, and academic coaches) to use in student-to-student sessions.

I understand that the information contained herein will be kept in confidence and will not be revealed to anyone except Student Support Services personnel, University of Central Florida officials such as the Registrar's Office, Student Disability Services, Office of Financial Assistance or representatives of the United States Department of Education and in accordance with the Family Educational Rights and Privacy Act.

Student Last Name (please print) _____ First Name _____

Student Signature _____ Date _____

TRIO Programs Signature _____ Date _____



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Project BEST Student Agreement

Student Name: _____

I understand the goal of the Project BEST/TRIO Student Support Services Program (TRIO) is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. Project BEST enhances my academic success at the University of Central Florida through various support services such as but not limited to:

- ❖ Academic Tutoring
- ❖ Advice and assistance in post-secondary course selection
- ❖ Education/counseling to improve financial and economic literacy
- ❖ Information in applying for Federal Student Aid
- ❖ Assistance in completing and applying for Federal Student Aid
- ❖ Assistance in applying for admission to Graduate School and obtaining Federal Student Aid

Please initial each item to indicate that you are in agreement.

_____ I agree to attend a Project BEST 2022-2023 Orientation.

_____ I agree to meet with the Project BEST Coordinator **at least once each fall and spring** (Howard Phillips Hall/TBD).

_____ I agree to complete an Individualized Academic Plan (IAP) **during my first semester** in Project BEST. I will review my IAP with the Project BEST Coordinator at least once per year to track my progress and make changes as necessary.

_____ I agree to participate in a **minimum of two (2) Project BEST activities each fall and spring**. (Activities include, workshops, learning communities, etc.)

_____ I agree to complete **one (1) Canvas module per semester (Fall and Spring)** in Financial Literacy, Financial Aid, and Career Readiness.

_____ I agree to attend a **minimum of one (1) TRIO event** each year (TRIO Day, TRIO End of the Year event, Exam Jam, etc.).

_____ I agree to meet with my Academic Coach **once** each academic year.

_____ I agree to meet with a Peer Mentor/Peer Tutor **as needed**.

_____ I agree to attend class regularly as set forth by the institution.

_____ I agree to make a concerted effort to achieve and sustain satisfactory progress in all UCF coursework (minimum 3.0 or higher GPA). If my GPA falls below a 3.0 or if I am not doing well in a class, I understand that I must meet with a Project BEST staff member to arrange for extra academic supports to help me be successful.

I understand that I will automatically be disqualified from the program if I am disqualified from the University of Central Florida or join another TRIO Program. Students cannot be enrolled in two TRIO programs simultaneously. Further, I understand either the Program Manager or I may void this contract without any obligations. I am aware that federal regulations require Student Support Services to track me until I graduate.

Student Signature

Date

Project BEST Staff Signature

Date



Income Verification Instructions

Why do we ask for financial documentation?

According to federal guidelines, TRIO Student Support Services must provide documentation of a student's eligibility for the program to the U.S. Department of Education. Regulations state that two-thirds of participants must meet the federal first-generation *and* low-income guidelines.

What are the Federal TRIO Programs Current-Year Low-Income Levels?

Effective **January 19, 2023** until further notice

Size of Family Unit	48 Contiguous States, D.C., and Outlying Jurisdictions	Alaska	Hawaii
1	\$21,870	\$27,315	\$25,155
2	\$29,580	\$36,960	\$34,020
3	\$37,290	\$46,605	\$42,885
4	\$45,000	\$56,250	\$51,750
5	\$52,710	\$65,895	\$60,615
6	\$60,420	\$75,540	\$69,480
7	\$68,130	\$85,185	\$78,345
8	\$75,840	\$94,830	\$87,210

For family units with more than eight members, add the following amount for each additional family member: \$7,710 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; \$9,645 for Alaska; and \$8,865 for Hawaii.

The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount.

The figures shown under family income represent amounts equal to 150 percent of the family income levels established by the Census Bureau for determining poverty status. The poverty guidelines were published by the U.S. Department of Health and Human Services in the Federal Register on January 19, 2023 and are effective as of January 19, 2023.



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Income Verification Instructions

What kinds of forms are accepted for verification?

There are two options for completing income verification.

Option A is to provide a copy of your 2021 tax return forms (1040) if you are an INDEPENDENT student or to provide a copy of your parent's/legal guardian's 2021 tax return forms if you are a DEPENDENT student. **Your parent/legal guardian's signature must be on the form.**

Option B is to complete the applicable Income Verification Form (either INDEPENDENT or DEPENDENT) and provide a printout of your 2022-2023 FAFSA Student Aid Report (SAR). **Your parent/legal guardian's signature must be on the SAR if you are DEPENDENT student.**

How do I know if I am an independent or dependent student?

If you answer YES to any of the following questions, you are considered an INDEPENDENT student. If you answer NO to all of the following questions, you are a DEPENDENT student.

- | | | |
|-----------|----------|--|
| Yes _____ | No _____ | Were you born before January 1, 1997? |
| Yes _____ | No _____ | Are you less than 18 years of age and have no parent or guardian? |
| Yes _____ | No _____ | Prior to reaching 18 years of age, were you an emancipated minor or did you have a court-appointed legal guardian? |
| Yes _____ | No _____ | At any time since reaching 13 years of age, were you an orphan, in foster care, or a ward of the court? |
| Yes _____ | No _____ | Are you married? |
| Yes _____ | No _____ | Do you have children or other dependents (other than a spouse who received more than half of their support from you)? |
| Yes _____ | No _____ | Are you serving active duty (for other than training purposes) in the U.S. Armed Forces? |
| Yes _____ | No _____ | Are you a U.S. Armed Forces veteran who was on active duty and was released under a condition other than dishonorable? |
| Yes _____ | No _____ | Are you homeless (i.e. you lack a fixed, regular, and adequate nighttime residence) or are at risk of becoming homeless? |



UNIVERSITY OF CENTRAL FLORIDA

TRiO Programs

Income Verification Form (Dependent Students)

The following information is utilized in determining your eligibility for this program and will remain confidential. Failure to accurately answer a question(s) may result in denial of your application.

If you are a DEPENDENT student for financial aid purposes, please complete Sections A and B.

Check one of the following:

Section A: Your parent/legal guardian must answer questions (as appropriate).

_____ My family filed a 2021 tax return.

- What is the total number of people (including you) in your household? _____ people
- What was your taxable (not total) income in 2021? \$ _____
Your taxable income can be found on the federal income tax return:

On IRS Form 1040 (2020), see line 15

_____ My family did not file a 2021 tax return.

Section B: Please read the following statement and then sign and date. Your parent or legal guardian must also read the following statement and then sign and date.

By signing this 2022-2023 Income Verification Form, I am verifying that the information that I have provided to UCF TRiO Student Support Services program is true and correct.

PRINT Student's Name

PRINT Parent or Legal Guardian's Name

Student's Signature

Parent or Legal Guardian's Signature

Date

Date



UNIVERSITY OF CENTRAL FLORIDA

TRiO Programs

Income Verification Form (Independent Students)

The following information is utilized in determining your eligibility for this program and will remain confidential. Failure to accurately answer a question(s) may result in denial of your application.

If you are an INDEPENDENT student for financial aid purposes, please complete Sections A and B.

Check one of the following:

Section A: Answer the questions about yourself (as appropriate).

_____ 1. I filed a 2021 tax return.

- a. What is the total number of people (including you) in your household? _____ people
- b. What was your taxable (not total) income in 2021? \$ _____
Your taxable income can be found on your federal tax return.

On IRS Form 1040 (2021), see line 15

_____ 2. I did not file a 2021 tax return.

Section B: Please read the following statement and then sign and date.

By signing this 2022-2023 Income Verification Form, I am verifying that the information that I have provided to the UCF TRIO Student Support Services program is true and correct.

PRINT Student's Name

Student's Signature

Date



UCF

TRiO Programs

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Individualized Academic Plan

To be completed by all Project BEST scholars in the first semester of SSS program.

Student Name: Major: Are you a transfer student? ☐ Yes ☐ No	UCF ID: Anticipated Graduation Date: Do you have your Associate in Arts? ☐ Yes ☐ No
--	--

The purpose of this growing document is to develop a plan for your success by identifying factors that will strengthen your academics, prepare you for graduation and beyond, improve your financial knowledge, and allow you to make the most of your time as a student at UCF.

Why did you choose you major? What do you aim to accomplish by earning your degree/what is your career goal?	
What do you anticipate to be your biggest obstacle(s) in reaching your full academic and career potential?	
What other skills do you want to learn during your time at UCF that will help you after graduating (public speaking/communication, leadership, etc.)?	
What PRIME STEM services do you think will most benefit you?	
☐ Supplementary Advising	☐ Review degree audit before registration; consult before changing majors or adding minors
☐ Academic Tutoring	☐ Math, statistics, chemistry, and biology courses:
☐ Education/Counseling to improve financial and economic literacy	☐ Assistance in creating a financial plan or goal setting
☐ Information/Assistance in applying for Financial Aid	☐ Assistance looking for scholarships and reviewing application materials
☐ Assistance applying for admission to Graduate/Professional	☐ Reviewing schools, admission requirements, and application materials
☐ Peer Mentoring	☐ Getting involved, experiences with particular courses, school/life balance, study assistance
☐ Academic Coaching	☐ Goal setting, time management, study skills, school/life balance

Student Signature _____ Date _____
 Reviewed by _____ on _____



UNIVERSITY OF CENTRAL FLORIDA

TRiO Programs

Be a Part of the Student Support Services (TRIO) Research Study “Helping SSS Students Bridge the Soft Skills Deficit”



What: The Student Support Services (TRIO) Research Study

You are being invited to take part in a research study. Whether you take part is up to you.

The purpose of this research is to analyze data collected from TRIO Student Support Services (SSS) to study how information provided to students minimize the adverse impact of poor decisions in general and specifically, decisions involving personal finance.

As part of the SSS program (PRIME STEM & Project BEST) requirements, you will complete:

- Individual Academic Plan
- Career Plan
- Pre and Post Course Surveys
- Online career readiness/development modules via Canvas

We are requesting access to the Individual Academic Plan (IAP), Career Plan, Pre & Post Course Surveys, and online career readiness/development modules to analyze for research purposes.

Your participation in this study is voluntary. You are free to withdraw your consent and discontinue participation in this study at any time without prejudice or penalty. Your decision to participate or not participate in this study will in no way affect your relationship with UCF or relationship with TRIO SSS, including continued enrollment, grades, employment or your relationship with the individuals who may have an interest in this study.

The Individual Academic Plan; Career Plan; Pre and Post Course Surveys; and online career readiness/development modules may include your identifiable information such as name, contact information, and demographic information. This will only be accessed by study team members. The electronic data will be password protected, and data collected on paper will be housed in a locked cabinet in a locked room in the SSS office. All study data, including identifiable data, will be kept five years after the study closure. None of your identifiable information will be used in the publication of this study.

You must be 18 years of age or older and a UCF undergraduate student participating in the SSS program: PRIME STEM or Project BEST to take part in this research study.

Study contact for questions about the study or to report a problem: If you have questions, concerns, or complaints contact: Dr. Rebekah Mc Cloud, Executive Director, TRIO Programs, (407) 823-0344 or by email at rebekah.mccloud@ucf.edu.

IRB contact about your rights in this study or to report a complaint: If you have questions about your rights as a research participant, or have concerns about the conduct of this study, please contact Institutional Review Board (IRB), University of Central Florida, Office of Research, 12201 Research Parkway, Suite 501, Orlando, FL 32826-3246 or by telephone at (407) 823-2901.

☐ Yes, I would like to be a part of the study.

☐ No, I would not like to be a part of the study.

Name: _____

Date: _____

Signature: _____

☐ PRIME STEM or ☐ Project BEST





Career Readiness/Development Pre & Post Course Survey

Complete this form **ONLY** if you have agreed to participate in the affiliated research study

Name: _____

Date: _____

Major: _____

Gender: _____

Instructions: Place an "X" by your chosen answer.

☐ PRIME STEM or ☐ Project BEST

Yes	No	Question
		1. Do you currently have a written career plan?
		2. Do you know what jobs are included in the "in-demand industry sector or occupations"?
		3. Do you feel one of the most important factors to consider when choosing a career is income potential?
		4. Can you identify the technical, or "hard", skills associated with the career for which you are preparing?
		5. Can you identify the "soft" skills associated with the career for which you are preparing?
		6. Do you know what the term "critical thinking skills" means?
		7. Do you have the ability to communicate effectively?
		8. Can you solve problems creatively?
		9. Do you know how to work collaboratively?
		10. Do you know how to adapt to changing priorities?
		11. Do you have good oral and written communications?
		12. Do you think service learning is useful to your career planning?
		13. Do you plan to complete an internship before you graduate?
		14. Do you have an "elevator speech"?
		15. Do you plan to complete a job shadowing experience?
		16. Can you identify essential employability skills?
		17. Do you know what the industry certifications are for your planned career?
		18. Do you have a mentor?
		19. Have you attended a career fair?
		20. Have you visited the Career Services office?



UNIVERSITY OF CENTRAL FLORIDA

TRiO Programs

Be a Part of the Student Support Services (TRIO) Research Study “SSS Students and their Knowledge of Personal & Family Finances.”



What: The Student Support Services (TRIO) Research Study

You are being invited to take part in a research study. Whether you take part is up to you.

The purpose of this research is to analyze data collected from TRIO Student Support Services (SSS) to study how information provided to students minimize the adverse impact of poor decisions in general and specifically, decisions involving personal finance. As part of the SSS program (Project BEST) requirements, you will complete:

- Individual Academic Plan
- Financial Literacy Plan
- Personal Finance Curriculum Pre and Post Course Surveys
- Online financial/economic literacy module via canvas

We are requesting access to the Individual Academic Plan (IAP), Financial Literacy Plan and Personal Finance Curriculum Pre & Post Course Surveys to analyze for research purposes.

Your participation in this study is voluntary. You are free to withdraw your consent and discontinue participation in this study at any time without prejudice or penalty. Your decision to participate or not participate in this study will in no way affect your relationship with UCF or relationship with TRIO SSS, including continued enrollment, grades, employment or your relationship with the individuals who may have an interest in this study.

The Individual Academic Plan; Financial Literacy Plan; Personal Finance Curriculum Pre and Post Course Surveys; and online financial/economic literacy modules may include your identifiable information such as name, contact information, and demographic information. This will only be accessed by study team members. The electronic data will be password protected, and data collected on paper will be housed in a locked cabinet in a locked room in the SSS office. All study data, including identifiable data, will be kept five years after the study closure. None of your identifiable information will be used in the publication of this study.

You must be 18 years of age or older and a UCF undergraduate student participating in the SSS program: PRIME STEM or Project BEST to take part in this research study.

Study contact for questions about the study or to report a problem: If you have questions, concerns, or complaints contact: Dr. Rebekah Mc Cloud, Executive Director, TRIO Programs, (407) 823-0344 or by email at rebekah.mccloud@ucf.edu.

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☐ Yes, I would like to be a part of the study. ☐ No, I would not like to be a part of the study

Name: _____

Date: _____

Signature: _____

☐ PRIME STEM or ☐ Project BEST





Personal Finance Curriculum Pre & Post Course Survey

Complete this form **ONLY** if you have agreed to participate in the affiliated research study

Name: _____

Date: _____

Major: _____

Gender: _____

Instructions: Place an "X" by your chosen answer.

☐ PRIME STEM or ☐ Project BEST

Yes	No	Question
		1. Do you currently make a written monthly budget?
		2. Do you think it is important to build up your FICO score by taking out credit cards and car loans?
		3. Do you feel one of the most important factors to consider when choosing a career is income potential?
		4. Can you receive a free credit report once a year from each of the three major credit bureaus?
		5. Do you currently have an emergency fund?
		6. Do you save money on a regular basis?
		7. Do you use coupons?
		8. Do you know how to protect your identity?
		9. Do you think having a credit card is necessary to build your credit?
		10. Do you know how to save money on car insurance?
		11. Do you think having renter's insurance is necessary when you rent an apartment or live in a college dorm?
		12. Do you think it is necessary to take out a student loan to go to college?
		13. Do you know the difference between a credit union and a bank?
		14. Do you know what to do to request a rate reduction on your credit card interest rate?
		15. Do you make a weekly meal plan?
		16. Have you ever used the "30-day rule" while shopping?
		17. Do you know how much money you actually take home per hour you devote to work?
		18. Do you comparison shop?
		19. Do you have a hobby that have an upkeep cost?
		20. Do you spend more than \$10 on convenience food per week?

Adapted from Wann, C. R. (2016). *The Impact of Teaching Financial Literacy to College Students. Journal of Economic & Financial Literacy* & Hamm, T. (2019). *60 Simple Rules of Personal Finance* at <https://www.thesimpledollar.com/save-money/sixty-simple-rules-of-personal-finance/>.