

**COLLEGE HORIZONS 2019 – APPLICATION INSTRUCTIONS**

Thank you for your interest in College Horizons 2019, a college admissions workshop for American Indian, Alaska Native and Native Hawaiian high school students. Each summer, our students work alongside college admissions officers, college counselors, essay specialists, and other educators in a six-day "crash course" on the college application and financial aid process.

**Program Dates:** College Horizons is proud to be hosted by:

**University of Michigan (Ann Arbor, MI) June 15 – 21, 2019**  
**Brown University (Providence, RI) June 22 – 28, 2019**

Two programs will be offered in 2019. The program is 6 days long and consists of approximately 100 students and 60 faculty at each program. Students are required to attend the entirety of the program; late arrivals or early departures are not allowed.

**Deadline:** Completed applications must be submitted online **by February 4, 2019**. Please note that there is only ONE deadline to apply. Late applications will be placed at the "end of the line" and accepted on a space-available basis. Our online application forms can be completed using either a computer or mobile device and are listed below at the following links:

**Online Application Components:**

- Student Application, Short Answers and Personal Essay: <https://www.tfaforms.com/4663072>
- Parent Financial Summary: Parents/guardians need to complete the form online at: <https://www.tfaforms.com/4705946>
- Counselor recommendation with official academic transcript (must include 1<sup>st</sup> semester grades from this 2018-2019 school year)
  - Counselors need to complete the form online at: <https://www.tfaforms.com/4692579>
- Academic Teacher recommendation (must be from core academic class, not an elective class and not from a coach)
  - Teachers need to complete the form online at: <https://www.tfaforms.com/4705935>

**In addition, the following items must be mailed in to College Horizons (postmarked by February 4, 2019 for on-time applicants):**

- Cover Page filled out with up-to-date contact information (see page 3)
- Copy of Parent(s) Tax Returns for 2017 or 2018
- A photocopy of your official tribal or Hawaiian documentation as issued from a state, federal or tribal enrollment office for Alaska Native or American Indian students or from the Ho'oulu Data Center or the Office of Hawaiian Affairs (OHA) for Native Hawaiian students.
- Signed Waivers (see pages 4-6): Consent to Participate, Privacy Statement, Consent to Photography/Audio/Video Recording
- A \$70.00 check made out to College Horizons which covers:
  - \$20.00 Application processing fee (non-refundable)
  - \$50.00 Deposit towards the \$450.00 Program Fee. The deposit is refunded if the applicant is not admitted to the program.
- Please mail Parent Tax Returns, Waivers & Deposit ***in one envelope*** to:  
Amelia Caté, Program Associate  
College Horizons  
PO Box 1262  
Pena Blanca, NM 87041

**Cost of Program & Airfare:** The total program cost is \$450.00 and includes tuition, dorm room/linens, meals, ground transportation to/from host airports for students arriving by plane, and all materials. Students are responsible for the cost of transportation to the host campus, either by flying or driving with a parent. A \$50.00 deposit is due at the time of application along with the application processing fee of \$20.00. The remaining \$400.00 is due upon acceptance to the program. If a student withdraws from the program before April 17, 2019, the deposit will be refunded **only** if a wait listed student can take their place. Please note that financial documentation (i.e. the Parent Tax Returns and Parent Financial Summary Form) must be submitted in order to be considered for financial assistance to our program.

**Financial Aid:** Scholarship financial aid is available for both tuition and airfare travel assistance. Each year we raise \$60,000 and award travel/tuition assistance to over 50% of our students. Students indicate that they are applying for financial aid on the application.

**Cancellation Policy:** Students not admitted to the program will have their \$50.00 deposit refunded automatically. If a student is admitted and then notifies College Horizons of their withdrawal on or before April 17, 2019, their deposit will be refunded only if a student can take their place. If a student receives a travel scholarship and withdraws or is a no-show to the program after the airline ticket has been purchased, the student and parent agree to pay the cancellation fee of the ticket and reimburse College Horizons for the total cost of the ticket.

**Eligibility:** To be eligible for this program, each student must:

- Be American Indian, Alaska Native, or Native Hawaiian. Provide a copy of relevant state/federal tribal enrollment documentation or from the Ho'oulu Hawaiian Data Center or Office of Hawaiian Affairs.  
**Please note, we do not accept birth certificates of a student, parent, or grandparent as proof of enrollment.**
- Be a current 10<sup>th</sup> grade or 11<sup>th</sup> grade high school student
- Have a minimum 3.00 cumulative grade-point average (in core academic courses, not electives)
- Be a citizen or permanent resident of the United States
- Submit a completed application packet by the established deadline.

**Not Accepting Applications from Alumni:** Sorry, but this year we will not invite alumni to reapply to repeat the program.

**Questions? Contact our Staff:**  
Amelia Caté, Program Associate

Phone: (505) 414-0249  
E-mail: [apply@collegehorizons.org](mailto:apply@collegehorizons.org)  
Website: [www.collegehorizons.org](http://www.collegehorizons.org)

## Instructions for Parent Financial Summary & Tax Section

**Documentation Required:** College Horizons requires parents to complete a financial summary as well as submit a copy of the parent's 2017 or 2018 tax return information. We need your family financial information to determine if a student is eligible to receive financial assistance to CH (for tuition or travel), to help students/parents understand the potential costs and potential sources of aid that the family is eligible for, and to expose both the students and parents to the financial aid process.

Please enclose a photocopy (not the original) of the tax return; **please block out (redact) any social security numbers,** but do not block out names of family members.

- For those who have recently lost a job, please provide verification of unemployment.
- For those that receive SNAP/WIC benefits, please provide documentation of benefits.
- For those that are not required to file an income tax, please explain reason and provide verification of reason (unemployment, SNAP, SSI benefits, etc.).

**Why Do I need to Submit Financial Information?** Parents often have questions on why they need to submit *detailed* financial and tax information to programs such as College Horizons and for good reasons. Sharing personal family information and making sure that your privacy is being protected are fair concerns.

Our goal at College Horizons is to expose students to the entire college application process – from selecting schools to apply to, to actually completing a sample college application, drafting a college essay, and understanding the financial aid process (a separate process/system from college admissions). **Likewise, College Horizons needs to expose parents to the financial aid process because you will play the most critical role in helping your child navigate the financial aid process by providing the required parent financial information.** One of the most important steps you can take as a parent is to make sure that you are filing your IRS Income Tax returns *on time* – this is the only way colleges and the federal government will determine your child's eligibility for financial aid (scholarships, grants, educational loans, work-study, etc.).

**Are We Eligible for Financial Aid?** According to a National Postsecondary Student Aid Study (2007-2008), 1.7 million students/families failed to file the Free Application for Federal Student Aid (FAFSA) because parents incorrectly believed they were ineligible. Of the non-applicants, 33.1% would have qualified for a Pell Grant and 17.1% would have qualified for the maximum Pell Grant! The only way to find out whether a student/family are eligible for financial aid is to calculate the Expected Family Contribution (EFC) using the federal methodology (by FAFSA) or institutional methodology (by a college). A family does not need to be currently receiving federal assistance in order to qualify for financial aid!

**How Will we Afford College? Easing Anxiety:** By exposing parents/students to the financial aid process through the College Horizons application/program we hope to ease anxiety over what financial information has to be submitted when your child actually applies to college. Often, parents believe their income is too high to qualify for aid, but there are many factors that may make your child eligible for aid (number of dependents, how many children/parents are currently in college, medical/disability issues, etc.).

**Different Types of Aid:** It is also important to know that there are different types of aid and eligibility: need-based aid (based on income) or merit-based aid (based on a talent, academic performance, geographic location, etc.); there is eligibility for Federal Student Aid, but also, colleges have their own internal formulas for financial aid. It is possible for a student to qualify for institutional (college) financial aid rather than federal aid.

**CH Financial Aid:** Lastly, we need financial information to determine if a student is eligible to receive financial assistance to CH (for tuition or travel) and for curriculum planning and individualized scholarship searches.

# 2019 Application Cover Sheet

## Student Contact Information

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Name:

Email:

Cell Phone:

Mailing Address:

## Parent Contact Information

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Name:

Email:

Cell Phone:

Mailing Address:

**2019 Consent to Participate & Liability Release**

College Horizons, Inc. offers students the opportunity to participate in college and graduate school preparatory workshops through its College and Graduate Horizons programs. These workshops are held during the summer months on college and university campuses located throughout the United States (including campuses in rural, urban, and metropolitan areas). In addition to the workshop training, College Horizons, Inc. provides participants with ground transportation to and from a designated airport serving the workshop campus, dormitory accommodations, meals, program materials, and access to certain campus athletic facilities (except swimming pools). Residence on campus and participation in all workshop activities are mandatory. High school students participating in the College Horizons program are carefully supervised throughout the duration of the workshop; safety and security procedures are discussed and enforced; and attendance is taken for all activities including evening dorm check-in. College and Graduate Horizons underage participants are not permitted to drive to or from the workshop campus, leave the workshop campus, or take public transportation around the workshop campus. College and Graduate Horizons participants agree to adhere to the rules of the program and, as guests of the hosting college or university, agree to adhere to all University rules and regulations.

Though College and Graduate Horizons workshops are carefully planned and staffed by College Horizons, Inc., participation in the workshops carries with it certain inherent risks that cannot be eliminated regardless of the care taken by corporate or program faculty and staff, including participant injury or illness. By signing this form, you consent to your, or your child's, participation in the College or Graduate Horizons' program specified in your application, and acknowledge and accept any and all risks of participation in that program. As a participant (or the parent or guardian of a participant) of a College or Graduate Horizons program, you agree to release and forever discharge and hold College Horizons, Inc., its Trustees, officers, employees, volunteers, and agents harmless from any claim or liability that you may have against the corporation with respect to any bodily injury, personal injury, illness, death, property damage, inconvenience, delay, or other injury that may result from your participation, directly or indirectly, in any College or Graduate Horizons program. You further agree to release College Horizons, Inc. from, and hold it harmless against, any and all liabilities and expenses it may incur with respect to any claim, suit, or cause of action on account of any injury, loss, or damage you suffer.

By signing this Agreement, you acknowledge your understanding that this Release is intended to be as broad and inclusive as permitted by the laws of the State of New Mexico, and agree that if any portion of this Release is held invalid by a court of law, the remainder of the Release will continue in full legal force and effect. You further agree that this Release will be governed by, and interpreted in accordance with, the laws of the State of New Mexico. The venue for any legal proceeding related to this Release will be in the State of New Mexico.

By signing this Release you affirm that you have had the opportunity to review its terms, are signing it solely and freely, and intend your signature to be a complete and unconditional release of all liability to the greatest extent allowed by law. You acknowledge your understanding that by signing this Release, you are giving up legal rights and remedies that may be available to you for College Horizons, Inc.'s ordinary negligence. You acknowledge your understanding that this Release is a binding legal document. The parent or guardian who signs this Release on behalf of a minor participant also commits himself or herself to the participant conditions contained in this Release.

\_\_\_\_\_  
Print Name of College Horizons Participant

\_\_\_\_\_  
Print Name of Parent or Guardian

\_\_\_\_\_  
Student Participant Signature

\_\_\_\_\_  
Parent or Guardian Signature

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

## 2019 Privacy Statement and Participant Consent to Use of Information

College Horizons, Inc. is committed to respecting the privacy rights of College and Graduate Horizons program participants. The following statement describes the organization's policy with respect to personal information collected from participants enrolled in any College or Graduate Horizons program.

**Application Information and Participant Files:** Information supplied in a program application is used by authorized College Horizons, Inc. staff for internal and program purposes only. Information is secured and maintained solely by College Horizons, Inc. and will not be shared, sold, or made available to any third party except where required by law or court order. College Horizons may use applicant information and participant information for research purposes and only with approval by the Board of Directors; in such instances, any personally identifiable information will be removed. During the summer programs, College Horizons, Inc. faculty review participant files as part of the College and Graduate Horizons programs. Faculty agree to keep all information confidential and private, and are not permitted to disseminate or forward student information to any party, organization, or individual not affiliated with College Horizons, Inc. Volunteer counselors affiliated with College Horizons, Inc. agree that they will not use the student contact information to solicit or promote any products or services, including free or educational services, to the participants or their families.

**Participant Contact Information:** College Horizons, Inc. collects the following personal information from its College and Graduate Horizons program participants: name, address, phone number, e-mail address, tribal affiliation, high school or college name, and gender. This information is included on a participant-and-faculty roster. College and university admissions representatives working in partnership with College Horizons, Inc. are provided a copy of this roster and encouraged to contact program participants as part of their recruitment strategy. College and Graduate Horizons participants are also provided with a copy of the roster and are encouraged to contact college and university representatives for more information on their schools. College Horizons, Inc. also encourages participants to use the roster to stay in touch with one another and for networking opportunities.

**Follow Up:** College Horizons, Inc. staff will periodically follow-up with College and Graduate Horizons participants and their parents by e-mail, surveys, phone, and mailing to learn of the participant's progress on college or graduate school applications; admissions and enrollment; and graduation. In addition, College Horizons, Inc. will send updates, newsletters, and annual reports to former participants as part of our communications and outreach plan.

By signing below, you (as a participant or the parent or guardian of a participant) understand how participant information will be used. You consent to the publication of your, or your child's, personal information (as described above) in the participant-and-faculty roster, and follow-up contact by College Horizons, Inc. as described in this Privacy Statement and Participant Consent to Use of Information.

\_\_\_\_\_  
Print Name of College Horizons Participant

\_\_\_\_\_  
Print Name of Parent or Guardian

\_\_\_\_\_  
Student Participant Signature

\_\_\_\_\_  
Parent or Guardian Signature

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**2019 Consent to Photography, Audio, and Video Recording**

College Horizons Inc. staff will be taking photographs and may record audio and video footage throughout College and Graduate Horizons workshops. This material will be used primarily for College and Graduate Horizons marketing purposes. While most parents and participants are happy to see pictures of their children, or themselves, displayed in print and on the College Horizons, Inc. website, some have personal reasons for wishing to exclude themselves or their children from activities that will be photographed or recorded. In order to honor the wishes of any individual or parent requesting exclusion from organization photographs or audio-visual material, please complete the Consent to Photography, Audio, and Video Recording below. Please be aware, however, that College Horizons, Inc. cannot control, and is not responsible for, any photographs, or audio-visual material taken by other program participants for their personal use. College Horizons, Inc. cannot control or be responsible for the reproduction or publication of photographs, audio, or video material taken by other program participants on their personal websites, social media pages, or on other media types.

Note: Published photographs will not include a participant’s personal information such as telephone number, e-mail or street address, or the names of the participant’s family members (if family member identities are known to College Horizons, Inc.).

Please initial one:

\_\_\_\_\_ I give College Horizons, Inc. permission to photograph and take audio and video recordings of me, or my child, participating in instructional or social activities during College or Graduate Horizons workshops. I give College Horizons, Inc. permission to publish these materials in any College or Graduate Horizons publication; and on the College Horizons, Inc. website in the form of photographs, video clips, or other media. I further consent to the publication of my, or my child’s, image in the press, including newspapers (electronic or print), or television media. I further grant and convey to College Horizons, Inc. all right, title and interest in any and all photographic images and audio or video recordings of me or my child made by College Horizons, Inc., including, but not limited to, any royalties, proceeds, or benefits derived from those photographs or recordings.

\_\_\_\_\_ I do not give College Horizons, Inc. permission to photograph, take audio or video recordings, or in any way publish photographs, audio or video recordings of myself, or my child.

The consent or denial of consent indicated above will remain in effect until revoked, in writing, and mailed to College Horizons, Inc. at: P.O. Box 1262 Pena Blanca, NM 87041.

\_\_\_\_\_  
Print Name of College Horizons Participant

\_\_\_\_\_  
Print Name of Parent or Guardian

\_\_\_\_\_  
Student Participant Signature

\_\_\_\_\_  
Parent or Guardian Signature

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_