



KEY Student Services Application Process

KEY Student Services is a comprehensive academic student support program. When students apply to KEY, we look for two things: *eligibility* and *academic need*. As a federally funded program both of these terms are clearly defined and are the basis of our grant funding. Here is what we look for:

Eligibility

A student must qualify in one or more of the following areas: low-income (based on federal guidelines), a first generation college student (custodial parent(s) did not complete a four year bachelor's degree), or a student with a documented disability (documentation will need to be on file with Access Services in order to qualify under this category).

Academic need

An academic need may be indicated if you have struggled in school in the past, which would be apparent in your GPA. Some students have been out of school for five years or more and have concerns and barriers. Others have multiple struggles that when combined create an academic need. Please think about what your academic challenges may be.

Step 1. If you think you are eligible and have an academic need, it is time to complete a KEY application.

Step 2. Return the application and any necessary paperwork to KEY. We will need to review it to confirm your eligibility.

Step 3. You will receive a letter confirming your eligibility with a response deadline. Contact us by that deadline to set up an hour-long appointment with a KEY advisor to determine your academic need.

Step 4. Meet with KEY. We will have a chance to learn more about you and for you to learn more about our program. If at this meeting it is determined you have an academic need and you decide you want to be a part of the KEY program, you will be admitted at that point.

Our general expectations of you are:

- Meet with your advisor at least twice each quarter.
- Attend at least one KEY event each quarter.

Thank you for looking into KEY & WaTEP Student Services!

Please return applications to: KEY & WaTEP Student Support Services L2153
2700 Evergreen Parkway NW
Olympia, WA 98505



KEY and WaTEP Student Services



Student Application

2009—2010

U.S. Dept. of Education

Today's Date _____

First: _____ Middle: _____ Last: _____

SSN: _____ Sex: Male Female Birthdate: _____

Citizenship: U.S. Citizen Permanent Resident Resident Alien Card#: _____
(attach photocopy of card)

Student ID #A _____

Current Address

Permanent Address (if different from local address)

Street: _____

Street: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Phone: _____ Cell: _____

E-Mail: _____

E-Mail: _____

Please answer each question. This information is confidential.

Race/Ethnicity

American Indian/Alaskan Native

Asian

Black/African American

Hispanic/Latino

White

Native Hawaiian/Other Pacific Islander

More Than One Race Reported

No Response/Unknown

Direct from High School

Transfer Student

Conditional Admit

Out of School Longer than 5 Years

Single Parent

Working More Than 20 Hours/Week

Commute More Than 40 Miles/Day Round Trip

Full Time

Part Time

How did you learn about us? _____

Verification

Do either of your parents (natural or adoptive) have a four year bachelor's degree? No Yes

Do you have any documented physical or learning disabilities? No Yes

If so, is this documentation on file with Access Services for Students with Disabilities? No Yes

If you qualify for services based solely on your disability, you must have documentation with Access Services.

Are you receiving funds or services from: L&I _____ DVR _____ SSI _____

Did you apply for financial aid for the current year? No Yes

Did you receive financial aid? No Yes

If yes, which types: Pell Other Grants Loans Work Study Scholarships

To qualify as low income, the U.S. Department of Education requires verification of income. In order to process an application under this category, we need at least one form of documentation. If you have not filed a FAFSA for the current academic year, we will require an alternate form of income verification.



THE EVERGREEN STATE COLLEGE
OLYMPIA, WASHINGTON

Confidentiality

As we serve you, KEY and WaTEP Student Services will need access to your Evergreen State College records. We may have the need to share relevant information with faculty or staff for the purpose of confirming your status as a student or acting as an advocate.

KEY and/or WaTEP professional staff may have access to the following:

- Admissions information Financial Aid information Disability Documentation
- Registration information Transcripts and Grades General progress reports from faculty

In addition, these records may also be shared with other offices within the college and with the U.S. Department of Education for research related to program effectiveness. You will always have a right to access your personal information on file with KEY and WaTEP Student Services.

I have read and understand the above information. If I am enrolled as a KEY or WaTEP student, I understand I am required to meet with my assigned advisor each quarter and participate in program events.

Student Signature

Date

For office use only

Verified by: _____ **Date:** _____

Eligibility: Low Income First Gen Low Income & First Gen

Disabled Disabled & Low Income Documentation on File with Access: YES NO

First Term @ TESC: _____ **Start Date of Term:** _____

Grade Level on Entry to TRiO:

Frosh-Never Attended(<45) Frosh-Attended Before(<45) Sophomore(45-89) Junior(90-134)

Senior(135-180) Senior (>180)

Financial Aid: YES NO

Date of First Service: ___ / ___ / ___ **Academic Specialist:** _____

Reason Not Accepted into TRiO: Not eligible Lack of Academic Need Program Over-enrolled



Name: _____ ID: _____ Date: _____

Check any of the following services that may interest and/or benefit you:

- | | |
|--|--|
| <input type="checkbox"/> Academic assistance | <input type="checkbox"/> Personal budgeting |
| <input type="checkbox"/> Career planning | <input type="checkbox"/> Financial aid/FAFSA |
| <input type="checkbox"/> Scholarship planning | <input type="checkbox"/> Tips on effective writing |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Stress management |
| <input type="checkbox"/> Loaner laptop | <input type="checkbox"/> Overcoming test anxiety |
| <input type="checkbox"/> Developing study skills | <input type="checkbox"/> Seminar tips |

Check obstacle(s) that might prevent you from achieving your academic goals:

- | | |
|---|---|
| <input type="checkbox"/> Poor study skills | <input type="checkbox"/> Unsure of goals |
| <input type="checkbox"/> Childcare issues | <input type="checkbox"/> Financial issues |
| <input type="checkbox"/> Taking the wrong classes | <input type="checkbox"/> Constant worrying |
| <input type="checkbox"/> Afraid to speak up in class or seminar | <input type="checkbox"/> Time management |
| <input type="checkbox"/> Too shy | <input type="checkbox"/> Separation or divorce |
| <input type="checkbox"/> Test anxiety | <input type="checkbox"/> Feeling depressed or sad |
| <input type="checkbox"/> Take things too seriously | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Lack of family/friend support | <input type="checkbox"/> Trouble sleeping |
| <input type="checkbox"/> Family/personal medical problems | <input type="checkbox"/> Problems at home |
| <input type="checkbox"/> Other _____ | |
| _____ | |
| _____ | |

In thinking about your academic needs and what you know about KEY, please tell us how you think KEY Student Services can be of benefit to you: