



## 2011-2012 Application and Instructions

### ELIGIBILITY REQUIREMENTS

To be eligible to enroll in Oklahoma's Promise, a student must meet the following requirements:

- The student must be a resident of the State of Oklahoma.
  - The student must be enrolled in the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade.  
[Homeschool students must be age 13, 14, or 15.]
  - The income of the student's parent(s) from taxed and untaxed sources for the most recently completed federal tax year must not exceed \$50,000. (see Family Income Worksheet)\*
- \* Special income provisions apply to certain adopted children and children in the custody of court-appointed legal guardians. Contact the Oklahoma's Promise office for more information.

### INSTRUCTIONS

1. Read the program requirements on pages 2-3. Then complete the STUDENT INFORMATION section on page 4.
2. The student and parents must sign the application on page 4 showing that each has read and understands the requirements of the program and that the family income information is correct.
3. The student's parents must completely fill out the Family Income Worksheet (page 5) and provide the necessary income documentation. Please read the section "**Whose Income Should be Provided?**" before completing the worksheet.
4. The application must be **postmarked on or before July 2, 2012\***. Mail pages 4 & 5 **plus** the income documentation to the following address:

Oklahoma's Promise  
Oklahoma State Regents for Higher Education  
P.O. Box 108850  
Oklahoma City, OK 73101-8850

If the application form is complete, the student will receive a confirmation letter with more detailed information mailed to their home address from the State Regents' office. If the application is not complete, the parent will be notified by mail and the application will be delayed until all required information is provided to the State Regents.

\* *Applications for homeschool students must be postmarked before the student's 16<sup>th</sup> birthday. The July 2, 2012 application deadline cited above does not apply to homeschool students.*

E-mail address: [okpromise@osrhe.edu](mailto:okpromise@osrhe.edu)  
Web Site address: [www.okpromise.org](http://www.okpromise.org)

Phone: 800-858-1840 OR  
225-9152 (OKC area)

# Oklahoma's Promise Program Requirements

## High School Requirements

### The student must:

- Graduate from high school and complete all high school requirements by the time of graduation.
- Achieve at least a 2.5 *cumulative* GPA for all course work attempted in grades 9 through 12.
- **Complete the following 17-unit college prep core curriculum and achieve at least a 2.5 *cumulative* GPA for the 17-unit core curriculum. The curriculum must be strictly followed and students should be aware that some courses that meet high school graduation requirements do not meet Oklahoma's Promise requirements.\***

4	<b>English</b> (grammar, composition, literature; courses should include an integrated writing component)
3	<b>Lab science</b> (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may <b>not</b> be used to meet this requirement.)
3	<b>Mathematics</b> (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus [must have completed geometry and Algebra II], calculus, Advanced Placement-[AP] statistics)
3	<b>History and Citizenship skills</b> (including 1 unit of American History and 2 additional units from the subjects of history, economics, geography, government and/or non-Western Culture.)
2	<b>Foreign or non-English language</b> (two years of the same language) <b>OR</b> <b>Computer Technology</b> (two units in programming, hardware, or business computer applications such as word processing, databases, spreadsheets, and graphics will qualify. Keyboarding or typing classes <b>do not</b> qualify.) <b>(1 foreign language &amp; 1 computer course <u>will not</u> meet this requirement.)</b>
1	<b>Additional Course</b> of any of the subjects listed above
1	<b>Fine Arts</b> (music, art, drama) or <b>speech</b>

17 Total Units Required

\*Homeschool students and students graduating from a high school not accredited by the Oklahoma State Board of Education or a recognized accrediting agency must **also** achieve a composite score of 22 or higher on an ACT test taken on a national test date ("residual" ACT test scores do not qualify).

- The student must also agree to:
  - attend school regularly and do homework regularly;
  - refrain from substance abuse;
  - refrain from criminal or delinquent acts;
  - have school work and school records reviewed by an appropriate school official;
  - when requested, provide information to the Oklahoma State Regents for Higher Education or the State Board of Education; and participate in program activities.

[Note: Compliance with conduct standards will be based upon the local school district's policy.]

**Remember: You, the student, are ultimately responsible for completing the program requirements**

## The Parent

### **The student's parent(s), custodial parent(s) or guardian(s) must:**

- Sign the agreement and help the student comply with the program requirements.
- Talk with school or other program personnel when asked to do so.
- Provide information to the Oklahoma State Regents for Higher Education or the State Board of Education, if requested.
- Help the student apply for admission to college and file applications for financial aid.

## College Requirements

The income of the student's parents may not exceed \$100,000 at the time the student begins college and prior to receiving any program benefit.

### **The Student:**

- Must be a U. S. citizen or lawfully present in the United States.
- Shall meet normal admission standards for first-time entering students at the college or university to which the student applies.
- Shall apply for college financial aid when preparing to enroll in college.
- Must start taking college courses within three years after graduating high school.\*
- May not receive funds for more than five consecutive years after enrolling in college.\*
- Cannot use the award for courses taken after completion of a bachelor's degree.
- Must meet the eligibility requirements to receive federal financial aid based on the college's Satisfactory Academic Progress policy.
- Must achieve a college GPA of at least 2.0 for courses taken through the sophomore year and at least a 2.5 GPA for courses taken during the junior and senior years.
- Will lose the scholarship permanently if the student is suspended from college for more than one semester for conduct reasons.

\*Limited exemptions exist for students on active military duty.

## The Promise

The student promises to complete the program's high school requirements and meet the college requirements. If the student fulfills all the program requirements, the state of Oklahoma promises to help pay:

- Tuition at an Oklahoma public two-year college or four-year university.
- OR a portion of tuition at an accredited Oklahoma private college or university.
- OR a portion of tuition for courses at public technology centers that are approved for credit toward an Associate in Applied Science degree at a public college.

It is very important that Oklahoma's Promise students apply for other financial aid. The Oklahoma's Promise scholarship amount does not cover items such as other required fees, books, supplies or room and board. An excellent source of information on financial aid and other college information is [www.okcollegestart.org](http://www.okcollegestart.org).



# FAMILY INCOME WORKSHEET

The income of the student's parent(s) for the most recently completed Federal tax year, from both taxed and untaxed sources, must not exceed **\$50,000**. Any falsified or undisclosed financial information will result in the student's disqualification from the program.

## WHOSE INCOME SHOULD BE PROVIDED?

- ▶ If the parents are married to each other (including parents not legally separated), include income for **both** parents, regardless of who claimed the student for tax purposes.
- ▶ If the parents are divorced, use the income of the primary custodial parent as specified in the divorce decree, regardless of whom the student lives with or who claimed the student for income tax purposes. If the custodial parent is remarried as of today, include income for the custodial parent and stepparent.
- ▶ Parents must provide the information for Section I and Section II and attach a copy of pages 1 & 2 of the federal income tax return (1040/1040A) form filed for the most recent federal tax year. [IRS forms submitted to the State Regents are kept confidential and used only to verify Oklahoma's Promise eligibility.]
- ▶ Special income provisions apply to children adopted from certain court-ordered custody and children in custody of court-appointed legal guardians. Contact the OK Promise office for more information.

### Section I. TOTAL INCOME from the Federal Income Tax form

Include a copy of pages 1 & 2 of the 1040 or 1040A tax form filed with the IRS.

- Form 1040, line 22 (total income); **OR**
- Form 1040A, line 15 (total income). . . . . **Section I Subtotal** \$
- OR**
- I/We are not required to file a Federal Tax Return (check box if applicable)

### Section II. ANNUAL UNTAXED INCOME

Documentation is required for any untaxed income reported below.

**Annual Amount**  
(If amount is zero, write in 0)

- Untaxed Wages (for those not required by the IRS to file taxes) . . . . . \_\_\_\_\_
- Child support payments received for all children . . . . . \_\_\_\_\_
- Social Security benefits received by parent(s) (1040 line 20a minus 20b, if shown on tax form) \_\_\_\_\_
- Social Security benefits received on behalf of all children . . . . . \_\_\_\_\_
- Public assistance payments received (TANF, cash housing benefits, etc). . . . . \_\_\_\_\_
- Worker's compensation received . . . . . \_\_\_\_\_
- IRA Distribution (1040 line 15a) (Excluding rollovers) . . . . . \_\_\_\_\_
- Pensions/Annuities (1040 line 16a) (Excluding rollovers). . . . . \_\_\_\_\_
- Veteran's payments received (disability or other). . . . . \_\_\_\_\_
- SSI/Disability payments received for all children and parent(s) . . . . . \_\_\_\_\_
- Military untaxed cash benefits (year-end LES required). . . . . \_\_\_\_\_
- Clergy untaxed cash housing benefit (W-2 required) . . . . . \_\_\_\_\_
- Any other untaxed earnings or income . . . . . \_\_\_\_\_

**Section II Subtotal** (add amounts listed only in Section II) \$

### Section III. TOTAL ANNUAL FAMILY INCOME

(add Section I Subtotal to the Section II Subtotal). . . . . \$

Student's Name (print): \_\_\_\_\_

Mail this application **plus** the required documentation to the Oklahoma State Regents for Higher Education. The application must be **postmarked on or before July 2, 2012** [applications for homeschool students must be postmarked before the student's 16<sup>th</sup> birthday]. Following the receipt of a completed application, a confirmation letter and more-detailed information will be mailed to the student's home from the State Regents office.