

# HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)

NORTHERN NEW MEXICO COLLEGE



## HEP Services at Northern New Mexico College

- High School Equivalency (HSE) preparation instruction and tutoring
- Instructional materials and books
- HSE testing registration
- Graduation cap & gown
- Career and academic advising
- Cultural and social events
- Financial assistance stipend

## HEP Eligibility Requirements

- Be at least 16 years of age
- Not currently enrolled in high school
- Have not earned a high school diploma or its equivalent
- Must demonstrate adequate reading comprehension and math skills by successfully passing a pre-assessment test

## HEP Application Requirements

- Completed Application
- Complete a HEP interview to be considered for program enrollment
- Underage Permission/Withdrawal Form from school and school district (if 16 or 17)
- Copy of Government issued ID
- Copy of IEP, 504 Plan, or other documentation required to request learning accommodations (If applicable)

Questions? (505) 747.5031 • [hep@nnmc.edu](mailto:hep@nnmc.edu)

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## SECTION 1 HEP Application Information

\_\_\_\_\_  
LAST NAME FIRST NAME M.I.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
TODAY'S DATE

\_\_\_\_/\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_  
SOCIAL SECURITY #

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE OF BIRTH

\_\_\_\_/\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_  
CELL PHONE

\_\_\_\_/\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_  
ALTERNATE PHONE

\_\_\_\_\_  
STUDENT PERSONAL EMAIL ADDRESS

\_\_\_\_\_  
PHYSICAL ADDRESS STREET CITY & STATE ZIP

\_\_\_\_\_  
MAILING ADDRESS (if different from physical address) CITY & STATE ZIP

\_\_\_\_\_  
EMERGENCY CONTACT NAME

\_\_\_\_/\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_  
EMERGENCY CONTACT NUMBER

### ETHNICITY (CHECK ALL THAT APPLY)

- Hispanic/Latino
- Asian
- Black/African American
- White
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- Other: \_\_\_\_\_
- Decline

IS ENGLISH YOUR SECOND LANGUAGE?  Yes  No

IF YES, WHAT IS YOUR NATIVE LANGUAGE? \_\_\_\_\_

### HOW DID YOU FIND OUT ABOUT NNMCM HEP?

- Walk-in
- Informational Fair
- High School Counselor
- Family Member/Friend/Acquaintance: \_\_\_\_\_
- Flyer/Brochure
- Recruiter/Outreach Staff
- Social Media
- Newspaper/Radio
- Referral Agency/Program





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## SECTION 3 Additional Contact Information

(IN CASE YOU CAN NOT BE REACHED)

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
RELATION TO STUDENT

\_\_\_\_/\_\_\_\_/\_\_\_\_/ \_\_\_\_/\_\_\_\_/\_\_\_\_/- \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/  
CONTACT CELL PHONE

\_\_\_\_/\_\_\_\_/\_\_\_\_/ \_\_\_\_/\_\_\_\_/\_\_\_\_/- \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/  
CONTACT ALTERNATE PHONE

## SECTION 4 Eligibility

ARE YOU CURRENTLY ENROLLED IN SCHOOL?

Yes  No

\_\_\_\_\_  
LAST GRADE COMPLETED

\_\_\_\_\_  
NAME OF SCHOOL LAST ATTENDED

HAVE YOU EARNED A HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT?

Yes  No

DID YOU HAVE AN INDIVIDUALIZED EDUCATION PROGRAM (IEP) OR 504 PLAN IN SCHOOL  
OR WOULD YOU NEED ADDITIONAL ACCOMMODATIONS MADE?

Yes  No

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### SECTION 5 Assessment Factors

DEPENDENTS:  Yes  No  
DO YOU HAVE ANY CHILDREN? IF YES, HOW MANY? \_\_\_\_\_

PARENTS EDUCATIONAL BACKGROUND:  Yes  No  
DO EITHER OF YOUR PARENTS HAVE A COLLEGE/UNIVERSITY DEGREE?

DISRUPTED EDUCATION PATTERN:  Yes  No  
WITHIN THE PAST 4 YEARS, HAVE YOU RELOCATED FROM YOUR HOME OR PERMANENT RESIDENCE? IF YES, HOW MANY TIMES? \_\_\_\_\_

DO YOU HAVE ACCESS TO A COMPUTER AND INTERNET AT HOME?  Yes  No

ARE YOU CURRENTLY EMPLOYED?  Yes  No

WHAT IS YOUR ESTIMATED YEARLY FAMILY INCOME?  
 \$0- \$2,500       \$5,001 - \$7,500       \$10,001 - \$15,000  
 \$2,501 - \$5,000       \$7,501 - \$10,000       \$15,001 - \$20,000       More than \$20,000

NUMBER OF PEOPLE IN HOUSEHOLD (INCLUDING YOURSELF): \_\_\_\_\_

DO YOU RECEIVE ANY ECONOMIC ASSISTANCE? IF SO, PLEASE INDICATE WHAT TYPE BELOW.

TANF     Childcare Assistance     Medicaid     SNAP     WIC  
 SSI (Supplemental Security Income)     Other \_\_\_\_\_

### OFFICE USE ONLY Need-Based Eligibility

Family Income \_\_\_\_\_ Household \_\_\_\_\_ Assistance \_\_\_\_\_ Dependents \_\_\_\_\_  
Disrupted Education \_\_\_\_\_ Essay \_\_\_\_\_ TOTAL \_\_\_\_\_

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## SECTION 6 Signature & Authorization

I understand that in order to be accepted and receive services from this program, HEP requires access to my student records. I therefore authorize the Northern New Mexico College High School Equivalency Program staff to have access to my records at Northern New Mexico College. This information will be held in the strictest confidence. Records may include:

- Grades, transcripts and enrollment documents
- Financial aid information on dependents
- Government and State agency documents
- Records of tests taken for assessment purposes at NNMC or other institutions

I certify to the best of my knowledge, the information I have provided on this application form are complete and true. Failure to disclose and submit complete and accurate information may result in the denial of acceptance to NNMC's High School Equivalency Program.

\_\_\_\_\_  
PRINT APPLICANT'S NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

NNMC High School Equivalency Program, 921 Paseo de Oñate, Española, NM 87532  
Joseph A. Montoya Administration Bldg • Rm AD 114  
(505) 747-5031 [hep@nnmc.edu](mailto:hep@nnmc.edu)

*The High School Equivalency Program (HEP) @NORTHERN provides academic instruction, resources and support to individuals in Rio Arriba County and surrounding areas in attaining a High School Equivalency (HSE).*