

## **Tips to Help Complete the RGEF Applications (RGEF Forms C and F)**

The Ruth Gosnell Education Fund Board reviews applications for college loans for the upcoming academic year. The Board has noted various omissions that can lower an overall score. Competition is significant, and you want to stand out from the other applicants! In order to increase your chances for a loan, here are a few tips.

### **DO:**

- Ensure that you will have attained junior status by the upcoming fall semester (you may apply as a sophomore for your junior year);
- **Type or neatly print** your application and give concise responses to **all** the questions;
- Double check your spelling and grammar;
- Write something in the essay section that is unique and specific to you as the applicant, not just a nebulous response;
- Clearly describe your future goals in the essay section; and
- Submit your application timely, prior to the March 1 deadline, and include a **copy** of your transcript (an official transcript is required if you are awarded a loan).

### **DO NOT:**

- Send the Application (RGEF Form C) without a copy of the college transcript or mail the application on the March 1 deadline;
- Leave some application questions blank; at least put “not applicable” if there is no pertinent information the Board needs to know;
- Have incorrect spelling and grammar in the application, this can lower the score;
- Write responses in cursive; type or neatly print information. Hand writing makes it difficult for the Board to score the application;
- Leave any of the 3 questions in the 1-page essay unaddressed. Ensure the questions are answered in sequential order; and
- Practice creative writing in the essay; instead, the applicant should discuss specific future goals or focus on his or her accomplishments.

**Previous loan recipients applying for another loan (RGEF Form F) should:**

- Follow the guidelines immediately above for successful applicants; and
- Put some **effort** into writing your essay; do not assume that because you already have received an RGEF loan, that it is a given you will be granted another one.

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