

## **Tips for Completing the RGEF Loan Application (RGEF Form A)**

The Ruth Gosnell Education Fund Board reviews all Applications for RGEF college loans for the upcoming academic year. Any omissions can lower an Applicant's overall score. Competition is significant, so be sure 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;
- Clearly describe your accomplishments and future goals in the Essay section; and
- Submit your Application via mail or email 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:**

- Submit the Application (RGEF Form A) without a copy of the college transcript, or mail or email the Application on or after the March 1 deadline;
- Leave any Application questions blank - put "not applicable" if there is no pertinent information the Board needs to know;
- Have incorrect spelling and grammar in the Application;
- Write responses in cursive - type or neatly print information;
- Leave any Essay questions unaddressed; and
- Write more than a one-page Essay.

### **Previous RGEF loan recipients applying for another RGEF loan should:**

- Follow the guidelines above for a successful application; and
- Write a descriptive Essay. Do not assume that because you already have received an RGEF loan, that it is a given you will be granted another one.