

## **Tips to Help Complete the RGEF Application (RGEF Form A)**

The Ruth Gosnell Education Fund Board reviews all Applications for college loans for the upcoming academic year. Any omissions can lower an Application'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 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 A) without a copy of the college transcript, or mail the Application on or after 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;
- Write responses in cursive - type or neatly print information. Hand writing makes it difficult for the Board to score the Application;
- Leave either of the 2 questions (or 3 questions if you are a previous loan recipient) in the one-page essay unaddressed; and
- Practice creative writing in the essay. Instead, discuss specific future goals or focus on your accomplishments.

### **Previous loan recipients applying for another RGEF loan 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.