

Scholarship Application Requirements

A Committee established by the Foundation officers will review all Applications for approval for the James D Cassell Jr. Memorial Scholarship. All scholarship applicants must meet the following requirements:

- Student eligibility will be based on financial need.
- A minimum GPA of 3.0.
- Clear and concise description of scholarship needs.
- Verification of the applicant's enrollment to the institution of learning should be provided (i.e. report card, if you have changed schools then provide admittance letter)
- All payments for tuition are to be made directly to the institution of learning.
- In the case of books and other school expenses, a decision can be made on how to make those funds available to the scholarship recipient.

INSTRUCTIONS TO COMPLETE THIS FORM

Please carefully read and follow these instructions.

1. Please fill out form completely. If you have any questions or concerns, send an email to rcff@rcff1.org.
2. **Education Information:** Complete only the section that is relevant to your grade level.
3. **Deadline:** This application form and all other required documentation must be received by August 15th for the upcoming school year. Send all documents to the Richards & Coleman Family Foundation's email at rcff@rcff1.com.

APPLICANT'S PERSONAL INFORMATION

First Name _____ MI _____ Last _____

Gender: Female Male

Date of Birth: _____ Country of Birth: _____

Home Address:

Street: _____

City _____ State/County _____

Country _____ Postal/Zip Code (if applicable) _____

Telephone _____ Email: _____

Mother's Name _____ Annual Income _____

Father's Name _____ Annual Income _____

Guardian/Benefactor's Name _____ Annual Income _____

EDUCATION INFORMATION

Kindergarten – 12th Grade:

School enrolled (current) _____

Street _____

City _____ State/County _____

Country: _____ Postal/Zip Code (if applicable) _____

Telephone _____ Email _____

Last grade completed _____ Current Grade Point Average _____

For Current College/University or Trade School Students:

School enrolled (current) _____

Street _____

City _____ State/County _____

Country _____ Postal/Zip Code (if applicable) _____

Telephone _____ Email _____

Last grade completed _____ Current Grade Point Average _____

Credit Hours Earned to Date _____ Anticipated Graduation Date _____

Major and/or Minor or Trade _____

SPECIAL ACHIEVEMENTS/HONORS AND RECOGNITIONS

OTHER REQUIREMENTS

- Attach one (1) Letter of Recommendation from an Educator, Employer or member of your community who is familiar with your background.
- High School (9th – 12th grade) or College Student ONLY:** Please include an essay no longer than one page:
 - Explain your family background, personal interests, area of study describing outside, and why you should be considered for this scholarship.
 - Include any extra-curricular activities and/or work experiences.
 - Include any special projects, community involvement, church work, career plans, and leadership experience.
- Attach an up-to-date Report Card or Transcript of your Academic Record.

APPLICANTS SIGNATURE: _____

If Minor:
Parent/Guardian/Benefactor's Signature: _____

DATE: _____

Richards Coleman Foundation use ONLY

APPROVAL BY SCHOLARSHIP COMMITTEE: Yes No

APPROVAL DATE: _____

APPROVED FOR ACADEMIC SCHOOL YEAR: _____

COMMITTEE MEMBERS SIGNATURES: _____
