

Scholarship Application Requirements

RCFF awards 10, \$500.00 scholarships to students in private schools with tuition and 10, \$250.00 scholarships to students in government on non-tuitions schools. A Committee established by the Foundation's officers will review all Applications for approval for the James D Cassell Jr. Memorial Scholarship for one academic year. All payments for tuition will be made directly to the institution of learning.

Deadline to submit this application is **August 15th** for the upcoming school year. Send all documents to the Richards & Coleman Family Foundation's email at rcff@rcff1.org.

All scholarship applicants must meet the following requirements:

- Student eligibility will be based on academic merit and/or financial need.
- The student must have a minimum Grade Point Average (GPA) of 3.0.
- Verification of the applicant's enrollment to the institution of learning.
- Written essay in response to the topics in the application.

NOTE: 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.

Please carefully read and follow these instructions below.

INSTRUCTIONS TO COMPLETE THIS FORM

Please fill out the following sections of this form:

1. **Applicant's Personal Information:** All students must complete this section.
2. **Education Information:** Complete only the section that is relevant to your grade level.
3. **Other Requirements:** Send in all documents at the same time.

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 the School, Employer or member of your community who is familiar with your background.

- Essay no longer than one page (**7th – 12th grades and College Students ONLY**)
Including the following:
 1. Information about your family background, personal interests, and why you should be considered for this scholarship.
 2. Any extra-curricular activities and/or work experience.
 3. Any one of these services: special project, community involvement, church work, career plans, or 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 ONLY

APPROVAL BY SCHOLARSHIP COMMITTEE: Yes No

APPROVAL DATE: _____

APPROVED FOR ACADEMIC SCHOOL YEAR: _____

COMMITTEE MEMBERS SIGNATURES: _____
