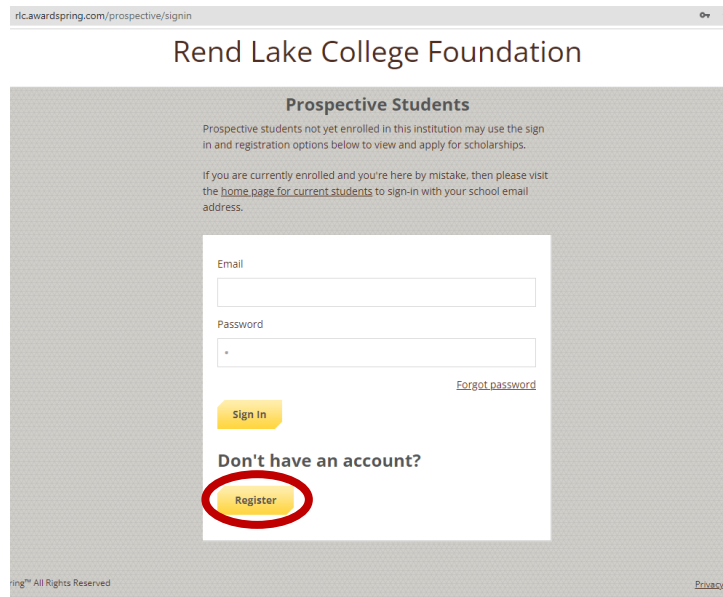


# HOW TO APPLY FOR RLCF SCHOLARSHIPS!

APPLICATIONS DUE MARCH 1, 2022.

1. Apply for the 2022-2023 FAFSA [here](#).
2. Go to [rlc.edu/foundation](http://rlc.edu/foundation) and scroll down and click the red 'Apply Here!' button.

**APPLY HERE!**



rlcawardspring.com/prospective/signin

## Rend Lake College Foundation

### Prospective Students

Prospective students not yet enrolled in this institution may use the sign in and registration options below to view and apply for scholarships.

If you are currently enrolled and you're here by mistake, then please visit the [home page for current students](#) to sign-in with your school email address.

Email

Password

[Forgot password](#)

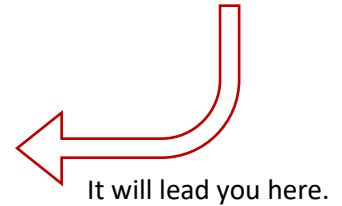
**Sign In**

**Don't have an account?**

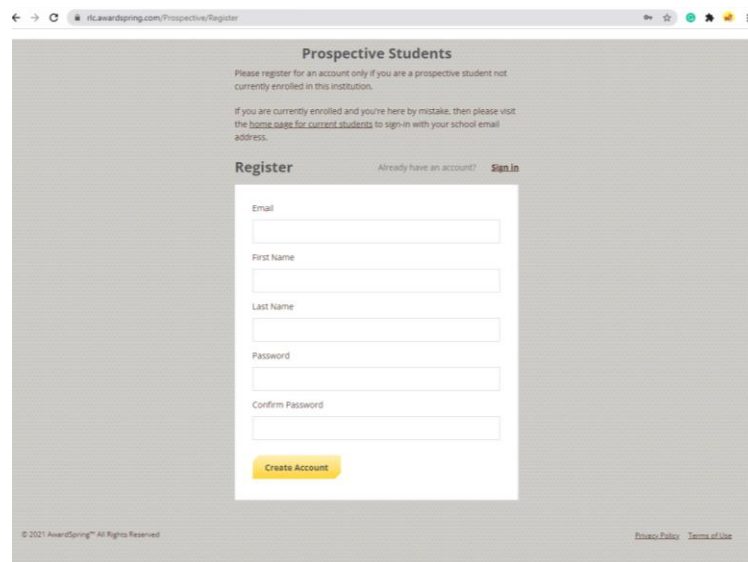
**Register**

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3. Click 'Register' to create an account.
  - a. Use an email you check REGULARLY and will continue to check regularly throughout the beginning of fall semester! **DO NOT** use a high school email as they typically get deactivated after graduation!!!
  - b. *If your email is already associated with an account, it will say 'User already exists!' If you already have an account, go ahead and sign in with that email and password. Don't remember your password? Select 'forgot password' to reset it so you can log in.*



rlcawardspring.com/Prospective/Register

## Prospective Students

Please register for an account only if you are a prospective student not currently enrolled in this institution.

If you are currently enrolled and you're here by mistake, then please visit the [home page for current students](#) to sign-in with your school email address.

### Register

[Already have an account?](#) [Sign In](#)

Email

First Name

Last Name

Password

Confirm Password

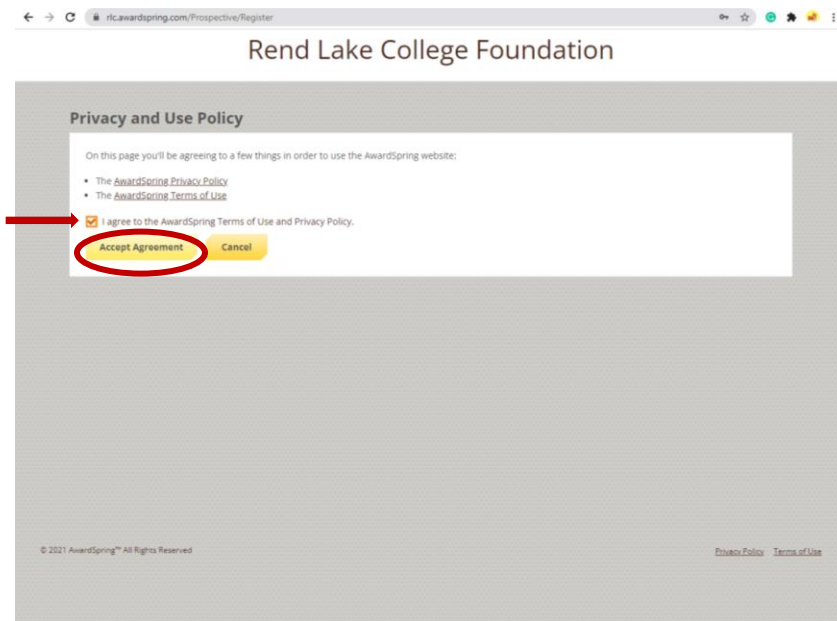
**Create Account**

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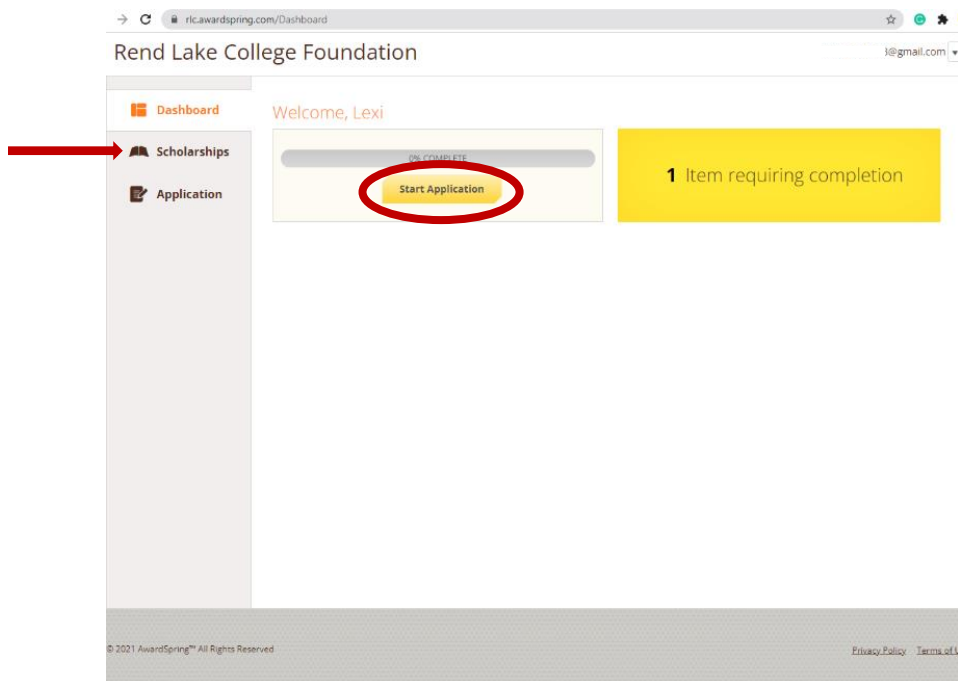
# HOW TO APPLY FOR RLCF SCHOLARSHIPS!

## 4. Accept Privacy and Use Policy.



## 5. After accepting the Privacy and Use Policy, your account will open up to the dashboard.

- a. The dashboard will be the place where you will see what percentage of your application is complete and if you have been awarded a scholarship after the application closes. You can also view all the available scholarships as well.



# HOW TO APPLY FOR RLCF SCHOLARSHIPS!

## 6. When on the dashboard, you will click 'Start Application'.

- This will open the application to the 'Welcome!' page. Read all instructions and accept select 'Yes' that you have read the welcome page and understand the requirements of the scholarship application

Rend Lake College Foundation

Application for Lexi Johnson

**Welcome!**

**Welcome to Rend Lake College Foundation's new and improved scholarship application!** Here you will be able to apply for over 200 scholarship opportunities that are available to full-time RLC students. Both new and continuing full-time students are eligible and encouraged to apply each year. This is your "one-stop-shop" for all Rend Lake College Foundation scholarships.

Students will not be able to submit the application until all questions are answered and both letters of recommendation and transcripts have been submitted.

*Students will receive a confirmation of their completed application. Students are encouraged to check their emails regularly in case of any scholarship updates.*

**What you will need to submit with your application:**

- Two (2) letters of recommendation - one from a former teacher or instructor and one from an individual who knows you personally (coach, coworker, boss, preacher, etc.). Students may opt to have both recommendation letters from two instructors or two personal acquaintances. **\*Letters of recommendation from a student's family member will not be accepted.**
- Your most recent transcript.\*

\*You may request a recommendation letter at the "Letters of Recommendation" section in the application if you have the recommender's email address. You may also upload a letter of recommendation if you have a copy of your letter of recommendation. **All letters of recommendation must be dated between August 2021 and July 2022.**

\*RLC students may request a transcript from Student Records. Your transcripts do **not** need to be official. Unofficial transcripts will suffice for your application. You should not have to pay to receive an unofficial

Please make sure to read all of this page!

Agreement

\*You may request a recommendation letter at the "Letters of Recommendation" section in the application if you have the recommender's email address. You may also upload a letter of recommendation if you have a copy of your letter of recommendation. **All letters of recommendation must be dated between August 2021 and July 2022.**

\*RLC students may request a transcript from Student Records. Your transcripts do **not** need to be official. Unofficial transcripts will suffice for your application. You should not have to pay to receive an unofficial transcript. New, first-year RLC applicants must request a copy of their transcript from their guidance counselor. New, transferring, and non-traditional students must provide a copy of the most recent transcripts from their respective institutions.

*If you experience any issues or have any questions about the scholarship application, please contact Rend Lake College Foundation's Scholarship Coordinator, Lexi Johnson at 'Johnson@rlcf.edu'.*

I have read the welcome page and understand that I must turn in two letters of recommendation and my most recent transcript. I also understand that my application will not be complete until I or my requester have uploaded all necessary documents. ✓ Saved

☒ Yes

☐ No

Previous Step Next Step Submit Application

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# HOW TO APPLY FOR RLCF SCHOLARSHIPS!

## 7. Answer all questions within application.

- If you do not see your City, select 'Not Listed'.
- If you do not see your County, select 'Out of State/Foreign/Correctional'
- Be thorough with the open-ended questions.
- You MUST have a 2022-2023 FAFSA filed before your application is considered.*

## 8. Request or upload letters of recommendation and transcript.

- TO REQUEST TRANSCRIPT: **DO NOT** put your name and information in the request form. There is a list of guidance counselor emails to request your transcript from. You will put their information in the boxes.
- IMPORTANT!!!** If you request a letter of recommendation or transcript and receive an email stating it has been submitted, you still must log back in to your account and submit the application!!!

The top screenshot shows the 'Application for Lexi Johnson' page. The sidebar menu includes: Dashboard, Scholarships, and Application (highlighted). The main content area has a 'Welcome!' message, a 'General Information' section, and a 'NEW THIS YEAR' section. The 'NEW THIS YEAR' section contains instructions about uploading transcripts and a form to request a transcript. The form includes a 'Recipient First Name' field with the value 'Student'.

The bottom screenshot shows the 'Letter of Recommendation' form. The sidebar menu includes: Letter of Recommendation (highlighted), Transcript, and Agreement. The main content area contains instructions about requesting a transcript and a form to request a transcript. The form includes fields for 'Recipient First Name' (Student), 'Recipient Last Name' (Records), and 'Recipient Email' (student\_records@rlc.edu). There is also a 'Message to Recipient' field with a text area containing a message.

# HOW TO APPLY FOR RLCF SCHOLARSHIPS!

## 9. Submit application.

- a. Once all sections are complete and your letters of recommendation and transcript have been uploaded, make sure to log back into your account and hit the 'Submit Application' button. It will be highlighted yellow once everything is complete.

rlcawardspring.com/Application

Dashboard

Scholarships

Application

Application for Lexi Johnson

Welcome! Completed

General Information

Academic Information

Financial Information

Qualification Questions

Activities

Letter of Recommendation In Progress

Transcript In Progress

Agreement

I certify that all information presented on this scholarship application is true and correct to the best of my knowledge. I understand that this information is subject to verification. I give my consent to Rend Lake College or RLC Foundation personnel, scholarship donors, and Scholarship Selection Committee members access to review all of my application materials in accordance with Federal Right to Privacy Act (FERPA) guidelines. I understand that only complete applications will be considered. If awarded a scholarship, I agree to allow my name, my image, and relevant information to be released.

My name entered below is my agreement.

Signature Name

20 words left

Today's date

(mm/dd/yyyy)

Previous Step

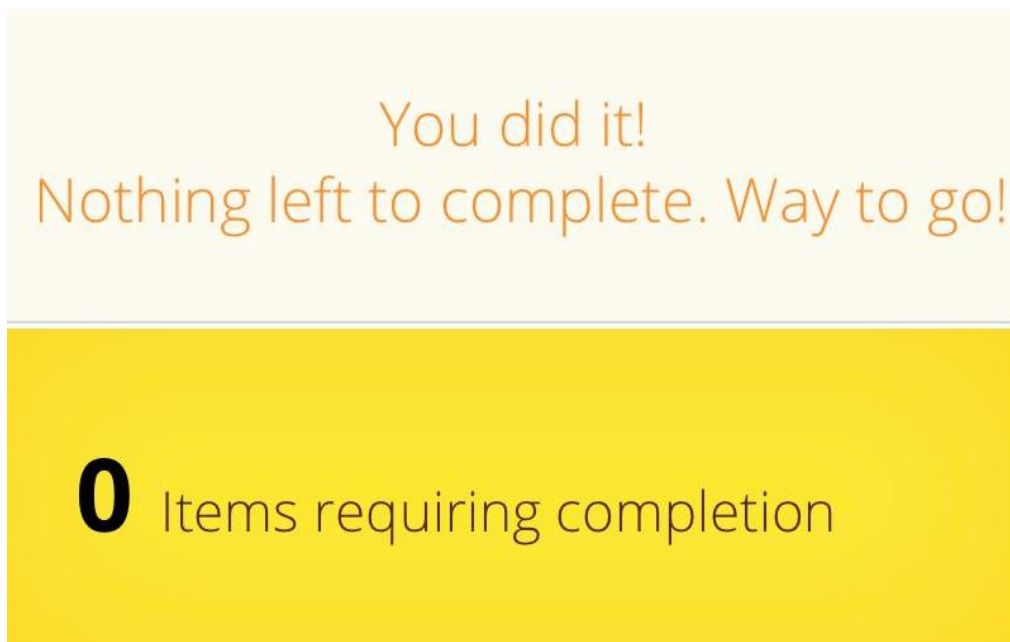
Next Step

Submit Application

The Submit Application button will be enabled when you complete all required fields on your general questionnaire.

## 10. YOU'RE DONE!

- a. After you make sure your application has been submitted, you will see this on your dashboard. This means your application has been received! Good luck!



## HOW TO APPLY FOR RLCF SCHOLARSHIPS!

Hopefully this guide is helpful! If you have any questions about the scholarship process or your application, please do not hesitate to reach out to our Scholarship Coordinator, Lexi Johnson at [johnsonl@rlc.edu](mailto:johnsonl@rlc.edu) or at (618) 437-5321 ext. 1324.

Once the application closes, your applications will start being reviewed. After applications are reviewed, scholarships will begin to be awarded. Make sure you keep checking your email (inbox & junk folder), as well as, your dashboard. If you received a scholarship, you will get an email from AwardSpring with an Award Letter that contains an Agreement Form you need to fill out in order to accept your scholarship.