APPLICATIONS DUE MARCH 1, 2022.

1. Apply for the 2022-2023 FAFSA here.

APPLY HERE 2. Go to rlc.edu/foundation and scroll down and click the red 'Apply Here!' button. rlc.awardspring.com/prospective/signin o- 1 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. It will lead you here. 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? Registe g^{ner} All Rights Reserved

3. <u>Click 'Register' to create an account.</u>

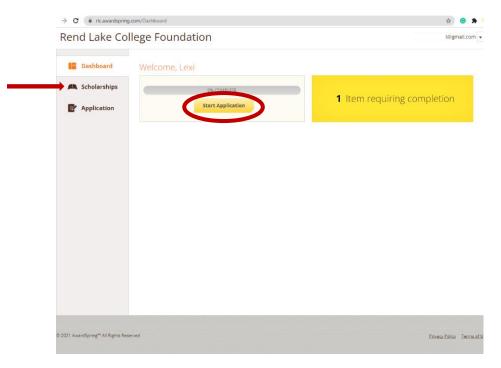
- a. Use an email you check REGULARLY and will continue to check regularly throughout the beginning of fall semester! **DO NOT** use a high school email as they typically get deactivated after graduation!!!
- b. If your email is already associated with an account, it will say 'User already exists!' If 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.

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	Pros	pective Students		
		ount only if you are a prospective stude	nt not	
		ed and you're here by mistake, then ple <u>t students</u> to sign-in with your school er		
	Register	Already have an account?	Sign.in	
	Email			
	First Name			
	Last Name			
	Password			
	Confirm Password			
	Create Account	L.		
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4. Accept Privacy and Use Policy.

← → C (@ rlc.awardspring.com/Prospective/Register	er 👷 😁 🛸 😫 🗄
Rend Lake College Foundation	
Privacy and Use Policy	
On this page you'll be agreeing to a few things in order to use the AwardSpring website:	
The AwardSpring Privacy Policy The AwardSpring Terms of Use	
I agree to the AwardSpring Terms of Use and Privacy Policy.	
Accept Agreement Cancel	
© 2021 AwardSpring ¹⁹ All Rights Reserved	Privacy Policy Terms of Use

- 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.



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

a. 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

Dashboard	Application for Lexi Jo	hnson		
	Welcome!	_		
Scholarships		Welcome to Rend Lake College Foundation's new and improved scholarship application! Here you will be able to apply for over 200		
Papplication	General information	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		
	Academic Information	College Foundation scholarships. Students will not be able to submit the application until all questions		
	Financial Information	are answered and both letters of recommendation and transcripts have been submitted.		
	Qualification Questions	Students will receive a confirmation of their completed application. Students are encouraged to check their emails regularly in case of any scholarship updates.		
	Activities	What you will need to submit with your application:		
	Letter of Recommendation	 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 		
	Transcript	both recommendation letters from two instructors or two personal acquaintances.* Letters of recommendation from a student's family member will not be accepted.		
	Agreement	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 mak
C 🔒 rlc.awardspring.com	n/Application	for your application. You should not have to pay to receive an unofficial	* C * *	Please mak sure to read of this page
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C a ticawardspring.com		*You may request a recommendation letter at the "Letters of Recommendation" section in the application if you have the recommendation if you have a copy of your letter of recommendation if you have a copy of your letter of recommendation and letters of recommendation must be dated between August 2021 and july 2022. *RLC students may request a transcript form Student Records. Your transcripts do Ign reed to be official Junofficial transcripts will suffice for your application. You should not have to pay to receive an unofficial transcript too their guidance counselor. New, transferring and non- trational 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 context Rend Lake College Foundation's Scholarship Coordinator, Led Johnson at 'Johnson\@rlc.edu'. I have read the welcome page and understand that I must turn in two letters of recommendation and my most recent transcript. Jako understand that my application indice to complete undil or my	x e * *	sure to read

7. Answer all questions within application.

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

8. <u>Request or upload letters of recommendation and transcript.</u>

- a. 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.
- b. **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!!!

d Lake Col	llege Foundation		@gmail.con
Lune CO	and a sumation		
Dashboard	Application for Lexi Jo	hnson	
Scholarships	Welcome! Completed	NEW THIS YEAR	
Application	General Information	Your transcripts must be uploaded on this site. You may not email transcripts to the Foundation Office per FERPA guidelines. If you cannot	
	Academic Information	upload your transcripts to this site, please contact the Foundation Office at foundation@ric.edu. The Foundation Office cannot accept paper transcripts this year as your application will not be complete and you will not qualify for any scholarships.	
	Financial Information	you will not qualify for any actional angles	
	Qualification Questions	Would you like to upload your most recent transcript or send a request to your guidance counselor or previous institution?	
	Activities	Request	
	Letter of Recommendation	Please request a copy of your most recent transcript. You may request a	
	Transcript In Progress	transcript to be uploaded directly to Award Spring from your institution's guidance counselor or bursar. RLC students may request a copy of their transcript from Student Records. If you have a copy of your most recent transcript, you may upload it here.	
	Agreement	If you are an RLC student and will be requesting a transcript from Student Records, please include your birthdate in your message to Student Records.	
		Transcripts do not have to be official. Therefore, you should not have to pay for an unofficial transcript.	
		The deadline for transcripts to be submitted is March 1, 2022.	
		Recipient First Name	
		Student	
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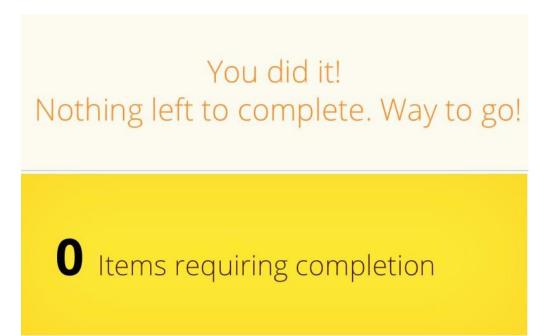
9. Submit application.

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.

Scholarships	Welcome! Completed	I certify that all information presented on this scholarship application is		
Application	General Information	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 donars, and Scholarship		
	Academic Information	Selection Committee members occess 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		
	Financial Information	a scholarship, I agree to ollow my name, my image, and relevant Information to be released.		
	Qualification Questions	My name entered below is my agreement.		
	Activities	Signature Name		
	Letter of Recommendation	20 word03 left		
	Transcript In Progress	Today's date		
	Agreement	(mm/dd/yyy) The Submit Application button will be enabled		
		when you complete all required fields on your general questionnaire.		
	Previous Step Next	submit Application		

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!



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 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.