COLUMBUS REGIONAL HEALTH FOUNDATION

EDUCATIONAL ASSISTANCE
APPLICATION PROCEDURE

How to apply for an educational loan with Columbus Regional Health Foundation.

1.   Read the guidelines (pages 1-3) provided to you before completing your application (attached). Please keep these guidelines for your future reference.

2.   Complete your application (pages A1 to A3) and return to Columbus Regional Health Foundation department by the date listed below.

3.   References (pages R1 to R3) must be completed by a:

   ♦ Supervisor or manager. If not currently employed, ask a past supervisor or manager. If you have no work history, ask a past teacher; and
   ♦ Co-worker. If not currently employed, ask a teacher or past teacher; and
   ♦ Friend or acquaintance.

   A family member may not provide references. References must be mailed to Columbus Regional Health Foundation directly. The applicant is not to see the completed reference.

4.   Loans are reviewed on a first-come, first-served basis. The application and references must be completed in full to be considered for review by the Foundation Loan Committee.

5.   You will need to have:

   ♦ Your application completed (pages A1 to A3)
                              and
   ♦ *References (pages R1 to R3) returned to Columbus Regional Health Foundation

   *It will be your responsibility to contact Columbus Regional Health Foundation at 376-5100 to verify that all references have been completed and returned. The application will not be reviewed until all references have been returned and are complete.

   The application will be reviewed pending a credit check that meets the credit rating level required. This requirement is similar to other loan institutions.

6.   You will be contacted following the review as to the status of your loan application, or feel free to contact us at 376-5100.