

CHECKLIST FOR GWELF

To Chapter Secretaries:

These are some of the requirements for completing forms. Any item omitted could be a reason to delay or prevent the processing of the application.

APPLICATION FOR LOAN (NEW OR RENEWAL)

Must be completed by applicant. The student must sign and date the form. The person who is the surety must sign the form with a complete address and telephone number. A certified copy of High School Transcript must be included for new applications. For renewals include college transcript.

INVESTIGATION COMMITTEE REPORT

Must be completed and signed by applicant, the surety, then the Chapter name and number and Chapter Seal. Must accompany a letter from the Investigating Committee with their findings.

REPORT OF SUBORDINATE CHAPTER ON APPLICATION FOR STUDENT LOAN

Must be completed by Chapter with proper signatures and the Chapter Seal.

AGREEMENT FORMS (2)

This is an Agreement between GWELF and the borrower and guarantor/surety. Fill in page one. The borrower and guarantor/surety must sign. These forms must be signed by a Notary with a notary seal.

CONFIDENTIAL REFERENCES (2)

Reference forms should be completed accompanied by a reference letter from two people.

LETTER FROM CHAPTER

Forward all forms to the Chairperson of GWELF with a letter from Chapter that states the Chapter has voted to sponsor the applicant. This letter must also have the Seal of the Chapter.