

**FRANK & EDITH CATT EDUCATIONAL FUND CHECKLIST**

**I. NEW APPLICATION**

- Complete application in full; student and parent must read, review, initial and sign Application and Promissory Note
- Obtain 2 letters of reference from unrelated persons
- If you have recently graduated from high school, attach a high school transcript of your grades
- If you are newly enrolled in college, attach your acceptance letter and schedule of classes
- If you have been attending college/technical school, attach your most recent grades and schedule of classes.
- Call and schedule interview with one of the three Trustees  
(Superintendent of Schools 498-5561; High School Principal 498-5521; or Jersey State Bank Trust Officer 498-6466)
- Return packet to Catt Educational Fund by **June 30th** for fall semester and **December 31st** for spring semester
- Check will be mailed to the address on the application unless you provide us with other instructions (for pick-up or an alternate mailing address). Checks are generally mailed during the first or second week of August and January

**II. REAPPLYING FOR ANOTHER SEMESTER**

- Submit letter in writing requesting additional assistance
- Attach copies of prior semester grades showing number of credit hours earned and your GPA
- Attach next semester schedule which shows the number of credits for each class to be taken
- Return letter, grades and schedule to Catt Educational Fund by **June 30th** for fall semester and **December 31st** for spring semester
- Check will be mailed to the address on record unless you provide us with other instructions (for pick-up or an alternate mailing address). Checks are generally mailed during the first or second week of August and January

**III. STILL IN SCHOOL - NOT REAPPLYING**

- Submit letter in writing requesting deferment
- Attach copies of prior semester grades showing number of credit hours earned and your GPA
- Attach next semester schedule which shows the number of credits for each class to be taken to verify you are enrolled full-time and have maintained at least a "C" cumulative average. These are due by **June 30th** and **December 31st**.

**IV. NOT IN SCHOOL - DID NOT GRADUATE**

- Per the terms of the Promissory Note you signed, notify the Catt Educational Fund immediately at 618-498-6466 to make arrangements for repayment.

**V. GRADUATED**

- Notify the Catt Educational Fund at 618-498-6466 and provide a copy of your diploma. Your first payment will be due on the 13th month following graduation.

**VI. TERMS OF REPAYMENT**

- Loans are repaid on a monthly basis
- Minimum monthly payments are the greater of \$50.00 or 1/144 of the outstanding principal balance
- Payments are due on the 26th of the month
- Free ACH services are available for automatic monthly payments from your checking account
- No penalty for early repayment

**CONTACT INFORMATION:**

Catt Educational Fund  
 c/o Jersey State Bank, 1000 South State St., Jerseyville, IL 62052  
 Telephone: (618) 498-6466  
 Fax: (618) 498-9266  
 Beth Russell, Trust Administrator  
 Email: [brussell@jsbmail.com](mailto:brussell@jsbmail.com)