

USE INK OR
TYPEWRITER

ALVA J. FIELD MEMORIAL TRUST
STUDENT LOAN
PO Box 1735
Williston, ND 58802-1735

(Yellow)

INSTRUCTIONS FOR COMPLETING THE STUDENT LOAN APPLICATION BLANKS

A complete set of application blanks is enclosed. Read the instructions below carefully. We urge special care in the completion of the financial statement forms.

If there are any questions, please feel free to write to Alva J. Field Student Loan, PO Box 1735, Williston, ND 58802-1735 or call Neff Eiken & Neff P.C. at (701) 577-2000. All completed forms, including the promissory note when signed, are to be returned to Alva J. Field Student Loan, PO Box 1735, Williston, ND 58802-1735.

1. Form 1 - General Information Sheet - Sign and return. This is a part of your contract with the Student Loan Fund.
2. Form 2 - Application for Student Loan.
3. Form 2A — Parent or Guardian Statement - this **MUST** be completed.
4. Form 3 - Recommendation for Student Loan from Superintendent or Principal. Request the Superintendent or Principal of the high school from which you graduated complete and return.
5. Form 4A and Form 4B - Recommendation for Student Loan by an acquaintance, not related, from the applicant's home community - (one copy for each reference). Have two acquaintances, not related to you, from your home community complete and return.
6. Form 5 - Recommendation for Student Loan from Dean or Head of the Department. When you have completed one or more quarters or semesters at an institution of higher learning, have the dean or head of your major department complete and return the copy.
7. If you have not yet attended college, retain this form until the end of the first quarter or semester and then present it to the above named persons to be completed.
8. Form 6 - Promissory Note. The promissory note will be issued after all application forms have been received and approved. The promissory note must be properly signed by the applicant and the endorser indicated in the application blank (Form 2). If the applicant is married, a spouse may not sign as an endorser.
9. Interest on the note will accrue from the date of disbursement of the loan. That will be the date upon which a check is issued for the proceeds of the loan.
10. Current Grade Transcript

GENERAL INFORMATION
for
ALVA J. FIELD MEMORIAL TRUST
STUDENT LOAN
PO Box 1735
Williston, ND 58802-1735

In her Will disposing of her estate after her death, Mrs. Maude A. Field provided that the bulk of the income of the property constituting her estate be set aside for student loans for persons attending college.

She specified the following requirements and restrictions:

1. The applicant must be of good moral character.
2. The applicant must be a graduate of an accredited high school in Williams County, North Dakota.
3. The applicant must have an earnest desire for a college education.
4. Each applicant must have had a 2.0 GPA Cumulative average or better academic standing throughout the previous college semester.
5. The loan shall be made at an interest rate of no less than 3% and no more than 5%.
6. **Repayment of the loan shall begin a year after graduation with a minimum of \$600 per year being repaid. Loans should be prorated as complete repayment should be made within ten years after completion of the college education.** If there are any questions, please contact Eide Bailly LLP, P.O. Box 1735, Williston, ND 58802-1735 or call (701) 577-2157.

A Board of Trustees is established by the Will, and this Board has been given complete control in the administration of the funds, subject to the restrictions established by the Will. In establishing procedures for the operation of the loan program, the trustees have added these rules:

- A. Interest on all indebtedness must be paid quarterly. The applicant must keep the address above informed of address and name changes.
- B. The Alva J. Field Memorial Trust is designated as the agency to pay out funds and to collect interest.
- C. All applications should be made to Alva J. Field Student Loans, PO Box 1735, Williston, ND 58802- 1735.
- D. Students must attend college full-time (12 credit hours) and maintain a 2.0 GPA. No money will be issued until a student has completed at least one quarter or semester at an institution of higher learning.
- E. The proceeds of the loan shall be used for the sole purpose of contributing to the tuition, board, room rent, books, and supplies of the student.
- F. The loan shall be secured by a promissory note executed by the student, co-signed by a parent, guardian, or other acceptable guarantor. The guarantor may not be a spouse. The endorser or guarantor shall be responsible to repay the loan if the student applicant fails to do so.
- G. A separate note shall be issued for each loan that is made, with payments beginning one year after graduation.
- H. In case the applicant's education is discontinued or terminated for any reason, notes shall begin to become due a year after such termination.

Signature

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Form to be used by applicant

Form 2

Date _____

1. 1. Name of applicant _____ Age _____
2. Social Security number _____
3. 3. Single or married _____ Number of dependents _____
4. Home address _____
5. College address _____
6. 6. Number of hours carried _____
(last) (current)
7. What schools have you attended and for how long? _____
8. Name and address of father, mother, or guardian _____

- Occupation _____ Where employed _____
9. Amount desired to borrow \$ _____
10. Name and address of your high school principal _____

11. Name and address of your Dean or Head of your major department _____

12. Two references from your home community:
Name _____ Address _____
Name _____ Address _____
13. Note bearing interest at 3% to 5% with one endorser will be required (Trustees have adopted the policy of not accepting the endorsement of faculty members on students' notes.) Give name and address of endorser:
Name _____ Address _____
14. Occupation of endorser _____ Relationship _____
15. Intended calling after graduation _____

IF THIS LOAN IS MADE TO ME, I FURTHER PROMISE:

- (a) To promptly answer letters relating thereto.
- (b) To keep the trustees informed as to my progress and changes in address.
- (c) To repay the loan when due.

Signed _____

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**ALVA J. FIELD MEMORIAL
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PO Box 1735
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PARENT OR GUARDIAN STATEMENT

Form 2A

Date _____

Parent's Name _____ Soc Sec # _____

Dependent Applicant's Name _____ Age _____

Home Address _____

Home phone _____

Cell phone _____

Work phone _____

PARENT'S EMPLOYMENT RECORD (Current)

Employer's Name _____

Employer's Address _____

Position _____

Phone # _____

PARENT'S EMPLOYMENT RECORD (Prior)

Employer's Name _____

Employer's Address _____

Position _____

Phone # _____

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Form 3

RECOMMENDATION FOR STUDENT LOAN
Form to be used by superintendent or principal of high school.

Date _____

1. Name of applicant for student loan _____

2. Date of birth: _____

3. High school graduation:

A. Name of high school _____ County _____

B. Date of graduation _____

Signature _____

Position _____

Address _____

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Form 4A

RECOMMENDATION FOR STUDENT LOAN

Form to be used by an acquaintance, not related, from the applicants home community

Date _____

_____ of your community is an applicant for a student loan. Will you kindly give your estimate of this young person by answering as fully as possible the following questions and returning the form to us as soon as possible?

1. How long have you known the applicant? _____
2. Does the applicant have a good reputation in the community? _____
3. Evaluate the applicants reputation by entering the number of the following identifying characteristics, in the space provided, which you feel best identifies this trait in the applicant. (1) Distinctly above average, (2) Good, (3) Fair, (4) Unsatisfactory.

What is this persons reputation for:

- (1) Honesty _____ (2) Punctuality _____ (3) Dependability
(4) Sincerity _____ (5) Generosity _____ (6) Loyalty
(7) Courtesy _____ (8) Morality _____ (9) Acceptance of responsibility

4. Check below the rating you would give this person as to general fitness tor college:

_____ Superior _____ Excellent _____ Good _____ Fair _____ Poor

5. You may use the space below for any other information that would assist the Trustees in reaching a conclusion on this particular applicant. Use reverse side of this sheet, if needed. Thank you for your cooperation.

Name _____

Address _____

Occupation _____

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Form 5

RECOMMENDATION FOR STUDENT LOAN
Form to be used by Dean or Head of the Department

Date _____

Your knowledge of this student will assist the Trustees in considering his qualifications for a student loan.

May we have your recommendation, from either records or personal knowledge, on the following points?

Your statement will be given considerable weight by the Trustees and will be held strictly confidential.

1. Name of applicant for student loan _____
 2. College attending _____
 3. Major field of specialization _____
 4. Number of hours carried _____
 5. Additional remarks _____
- _____

Signed _____

Title _____

Address _____