STEP 1 of 3: Set-up New Student Profile

When prompted by the link below, the **STUDENT** will create an Augusoft account on rcad.augusoft.net. **Retain your login information** to access your account for future payments.

● To begin, click **here** and add the PreCollege Application Fee to your cart… follow instructions below

Help with Augusoft:

1. Add the "**PreCollege Application Fee**" to Cart
2. Select <mark>CREATE NEW PROFILE</mark> under **New Students** or sign into your existing account. If you have an existing account, DO NOT create a new account; use the existing login information. If you forgot your ID or password email precollege@ringling.edu

3. Select **NO THANKS** in the Membership Drop-down menu. No membership is required.
4. Check '**Student Profile (single user)'**. Do create a single account for the student (learner). DO NOT create a household account with parents, but
5. Click Submit.

Profile Creation

Please select household profile if more than one student/patron is residing at the same address.

Please note: A membership is <u>not</u> required to register for Studio + Digital Arts classes.

OLLI Membership Types:

- OLLI Gold $85
- OLLI Silver $25

To view benefits of OLLI memberships, click <u>here</u>.

Englewood Art Center Membership Types:

- EAC Individual $60
- EAC Household $80

To view benefits of EAC memberships, click <u>here</u>.

PLEASE NOTE: An **EAC Household Membership** is <u>not</u> the same as a **Household Profile**. To purchase an EAC Household Membership, please choose the "EAC Household Membership ($80)" in the drop down and "**Student Profile (single user)**" as the Profile Type and hit "submit." After you have completed your account and purchased the Household Membership, you will be able to go in to your account and add the additional person that will also receive the benefits.

Purchase Membership?	No Thanks ⌄
Select Profile type	⦿ Student Profile (single user) ◯ Household Profile

Submit   Cancel

6. Complete the **CREATE NEW STUDENT PROFILE**

- **Students must use their legally given name for this profile.**

- **Take a photo of these completed screens** to save for your records.

- **KEEP** this login and password information to make future payments.

- Your contact and mailing information must be **up-to-date**. If you have a change of address prior to PreCollege, please email <u>precollege@ringling.edu</u>

You are not logged in.   LOGIN/CREATE ACCOUNT   VIEW CART (0)

BROWSE   LAST
                                    VIEWED

Create New Student Profile

Please complete your Learner Profile. Enrolled students should review our Policies and Procedures. You will be asked to confirm you have read and agree (or do not agree) to our Appearance Release Policy.

* denotes required information.

Step-1	Step-2

Username*

Username: minimum 6 characters

Password*

Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: (){}!@$%^&*)

Strength

Re-enter password*

Password hint*

Identity Verification Question*

None specified

Identity Verification Answer*

E-mail*

Privacy Policy

Re-enter E-mail*

First name*

Middle Name

Last name*

Purchase Membership?

None Specified

Mail preference

May we include you on our mailing lists?

◉ Yes ○ No

Company

None specified

If your company is not available in the list, select ** Add Company ** and you will be prompted to add your company's information after submitting this form.

Continue>>   Cancel

BROWSE   ⌄   LAST VIEWED

Create New Student Profile

Please complete your Learner Profile. Enrolled students should review our Policies and Procedures. You will be asked to confirm you have read and agree (or do not agree) to our Appearance Release Policy.

* denotes required information.

| Step-1 | Step-2 |

Primary Address   **Secondary Address**
                                             ☐ **Same as Primary Address**

Primary Address Type*   --select one-- ⌄   Secondary Address Type   --select one-- ⌄

Country*   U.S.A. ⌄   Country   U.S.A. ⌄

line 1 » Address*   [   ]   line 1 » Address   [   ]

line 2 » Address   [   ]   line 2 » Address   [   ]

City*   [   ]   City   [   ]

State*   Florida ⌄   State   Florida ⌄

Zip*   [   ]   Zip   [   ]

Zip+4   [   ]   Zip+4   [   ]

Phone*   None spe ⌄   999-999-9999   EXT

Additional phone   None spe ⌄   999-999-9999   EXT

Birthdate   mm/dd/yyyy

Appearance Release*   I have read and AGREE the APPEARANCE RELEASE Policy.
                       I have read an d DO NOT AGREE the APPEARANCE RELEASE Policy.

                       Have you read and do you agree to our Policies and Procedures policy?

Are you employed by Ringling College?   Not a Ringling Employee   ⌄
                                         RCAD Employee Status

How did you hear about us?*   Email / Newsletter
                               Event
                               Newspaper / Magazine
                               Radio
                               'Click-Ctrl' to select multiple options

                       [Submit]   [Cancel]

7. Click **Submit**.

8. In the top right-hand corner, click **View Cart** to confirm you have added the PreCollege Application Fee to cart.

9. Click **Checkout** and follow the prompts to process payment.

You will then receive two emails (from scs@ringling.edu): a receipt and a confirmation.

Record the Transaction ID from the top of your receipt. *This is required to complete Step 2, The PreCollege Application*.

STEP 2 of 3: Complete the PreCollege Application

To Complete the PreCollege 2023 Application. To fill out the **Application** Click: here.

    PLEASE NOTE
- The **PreCollege application fee** must be paid in advance of completing STEP 2 of the PreCollege Application. You are required to enter the Transaction ID number from STEP 1. Please have this ready when you begin.

STEP 3 of 3: Request your Teacher Recommender to complete the FORM

After filling out your section of the PreCollege Application, **you will need to invite your Teacher or Counselor Recommender.**

- Copy and paste this **Teacher Recommendation Form** link in an email, using this template requesting they complete the form on your behalf <u>within 10 days</u>. An emailed or mailed letter of recommendation will not be accepted. There is comment space on the form.

> Hello [teacher name],
>
> I am applying to the accredited Ringling PreCollege summer program! At your earliest convenience please complete the Recommendation Form at the link below within 10 days; my application will be reviewed following your submission. **Teacher Recommendation Form**
>
> To learn more about the program visit at www.ringling.edu/precollege.
>
> Thank you in advance,
> [student name]
> [student email]

- PreCollege Applications are not complete until the Recommendation has been submitted.

Early application is strongly advised to secure your seat in higher ranked Immersions

May 1, 2023: Last day to apply to PreCollege 2023
May 10, 2023: Payments-in-FULL + Accepted PreCollege Student Forms are DUE.

Questions: Review the PreCollege Student Handbook, and FAQs.

Email precollege@ringling.edu

APPLICATION REVIEW

Applications will be reviewed **only** upon receipt of all items required including:
- $50 PreCollege Application Fee
- PreCollege STEP 2 Application Form
- Receipt of STEP 3, the Teacher Recommendation FORM

ACCEPTANCE
Upon receipt of the complete application package, your application will be reviewed. Notification of acceptance will be emailed to you, along with the invoice for all program fees. Payment of the $500 TUITION DEPOSIT is due on the date specified. Upon receipt, the immersion reservations will be securely enrolled.

IMMERSIONS *TEMPORARY* RESERVATIONS
Immersions offered in your acceptance letter will be pending confirmation until payment of the $500 TUITION DEPOSIT is received. (Scholarship/Grant applicants see below). *Payments received after the specified DUE DATE may forfeit immersion seats offered.*

CONFIRMED ENROLLMENT
Upon receipt of the tuition deposit, your immersion enrollments are CONFIRMED.

SCHOLARSHIPS & FINANCIAL GRANTS APPLICATION
The student must have submitted the PreCollege 2023 Application prior to making an application for a need-based scholarship/financial grant.

Due to limited funding, full scholarships are uncommon. Therefore, upon acceptance and notification of **reserved immersions**, the $500 TUITION DEPOSIT is due on the date noted in the acceptance email. Timely payment will secure the immersions offered. If the Tuition Deposit is not received by the due date, the reserved seats may be moved to wait-list status, forfeiting the temporary reservations. If payment is remitted at a later date, available immersions will be offered at that time.

Partial financial support may be offered, following committee review of:
- PreCollege Application and Teacher Recommendation
- Scholarship Grant Application
- Required financial documentation

Incomplete applications will not be reviewed.

The Scholarship Application closes March 3, 2023.

Funding offers are emailed on or before April 1, 2023. You must ACCEPT or DECLINE the offer.

PreCollege provides financial assistance through scholarships, grants, and matching funds in agreement with contributing organizations and College policies.

Need-based financial support opportunities are available through the application online at www.ringling.edu/precollege. In addition, please reach out to your local network, arts, and community foundations to inquire about financial support.

Communication Essentials

You MUST save **precollege@ringling.edu** and **scs@ringling.edu** in your email contacts to assure all email is delivered to you and not diverted to your spam folder.

Do not miss updates and important financial and registration information.