The American Hotel & Lodging Educational Foundation’s

2018 Scholarship Manual

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**Introduction**

This manual is effective January 2018 and will be applicable immediately. It was written to provide affiliated schools with essential information regarding the American Hotel & Lodging Educational Foundation (AHLEF) and its programs — in particular, the Annual Scholarship Grant Program. It is not only helpful to participating schools, especially new scholarship contacts, in assisting them with the “how to do what and when,” but it also provides prospective schools with information concerning the requirements and benefits of being an affiliated school.

**It is essential that the designated scholarship contact for each affiliated school be familiar with this manual — the policies, procedures, and deadline dates.** An electronic copy of this manual is available on AHLEF’s website, [www.ahlef.org](http://www.ahlef.org), under the “Scholarships” tab. Please contact Michelle Poinelli, Senior Vice President of Foundation Programs, with any questions at 202-289-3181 or via email at mpoinelli@ahlef.org.

**About AHLEF**

The Foundation, founded by a group of hoteliers in 1953, is the charitable fundraising and endowed fund-management subsidiary of American Hotel & Lodging Association (AHLA). It is also the primary source of financial support for lodging industry-related research and educational opportunities for students and educational institutions focused on hospitality industry careers. Its core mission is to help people build careers that improve their lives, and strengthen the industry. In an effort to provide the necessary resources to address important issues affecting the industry, the Foundation has expanded its mission into areas such as workforce development and technology advancement.

Combining all of the educational, research, and outreach programs, the Foundation distributed more than $1.4 million in 2017 — of which more than $851,500 was distributed in scholarships to 371 students and hospitality professionals. Since its inception, AHLEF has disbursed more than $22 million through its programs. It is able to accomplish these initiatives through the donations of industry leaders and companies that have given back to the industry.

**Foundation Contacts**

The Foundation’s primary staff, located within the headquarters of AHLA in Washington, D.C., are:

- **Michelle Poinelli**, Senior Vice President, Foundation Programs oversees the scholarship and research program administration. Contact at 202-289-3181 or [mpoinelli@ahlef.org](mailto:mpoinelli@ahlef.org).
- **Lauren Biehl**, Manager, primary contact for scholarship inquiries. Contact at 202-289-3134 or [lbiehl@ahlef.org](mailto:lbiehl@ahlef.org).
Other Foundation Programs
— Support for the Industry

While the funding of scholarships still remains one of AHLEF’s primary objectives, over the years the Foundation has extended its programs to all facets of the industry, from career development to studies on the impact of room taxes as well as hands-on guides for tough issues, such as ADA and evaluating the impact of short-term online rentals.

Career Development Programs
Since 2003, more than $3.5 million has been expended through workforce development and school-to-career initiatives, which encourage career interest in the lodging field. This past year, AHLA and our partners were thrilled to receive one of 14 industry intermediary contracts from the Department of Labor to grow apprenticeship programs in new and high-growth industries. This AHLA initiative is being administered through the Foundation, and AHLEF staff members have been working closely with employers across the country to champion these goals.

We also developed a new program, The Empowering Youth Project, which seeks to bridge the growing jobs gap and train Opportunity Youth for jobs in our industry. Through AHLEF and AHLA, we announced a major contribution of $500,000 to this effort in partnership with the national non-profit, Grads of Life, who will help disburse amounts to local community-based organizations.

Essential Research
The Foundation’s research program addresses critical issues such as room tax, ADA regulations, and technology advancement. Since 1995, more than $3.8 million has been disbursed to provide information that benefits the industry. The Foundation accepts unsolicited grant applications three times a year. The deadline dates are March 15th, June 15th and September 15th. All information pertaining to the research program, including guidelines, online application, and summary of all previously funded research can be found on www.ahlef.org, under” Research.”

Fundraising
— Support from the Industry

AHLEF is funded solely by contributions from the hospitality sector and those who choose to give back to their industry. Giving opportunities range from major capital campaigns like Opening Door to Opportunity, which raised more than $8 million for specific identified initiatives, to the Annual Giving Program, which solicits smaller unrestricted contributions on an annual basis to support core programs. Additionally, the Foundation sponsors special events each year to fund key initiatives like the AHLEF Golf Classic.
Serving the hospitality industry for more than a century, the American Hotel & Lodging Association (AHLA) is the sole national association representing all segments of the 8 million jobs the U.S. lodging industry supports, including hotel owners, REITs, chains, franchisees, management companies, independent properties, bed and breakfasts, state hotel associations, and industry suppliers. Headquartered in Washington, D.C., AHLA focuses on strategic advocacy, communications support, and educational resources for an industry that advances long-term career opportunities for employees, invests in local communities across the country and hosts more than one billion guests’ stays in American hotels every year. AHLA proudly represents a dynamic hotel industry of more than 54,000 properties that supports $1.1 trillion in U.S. sales and generates nearly $170 billion in taxes to local, state and federal governments. Learn more at www.AHLA.com.

— Academia Membership

AHLA offers an academic membership, the benefits of which include: a subscription to Lodging magazine; free reports from the Members-Only section on AHLA’s Website, covering security, governmental affairs, and research findings; and up to a 40 percent discount on all products and services of AHLA’s Educational Institute. For more information, visit www.ahla.com or contact AHLA’s membership department at 202-289-3100 or via e-mail at membership@ahla.com.

— Student Membership – Free to AHLEF Scholarship Recipients

AHLA generously gives all current AHLEF scholarship recipients a student membership for one year, valued at $45. AHLA Student Membership plants you at the center of the industry with access to all the news, information, and events on which the nation’s leading hotel companies rely. Typically, AHLEF scholarship recipients will receive a membership in September which will run through August of the following year.

— AHLA Student Chapters

Universities across the nation are working with AHLA to provide students a forum to increase their industry knowledge, introduce them to key players, and open them to the myriad of opportunities available within the lodging industry. Contact AHLA Student Chapter Staff Liaison, Blair Clemente, at bclemente@ahla.com or (202) 289-3177 for more information.
There may be more scholarship opportunities than you realize. This year, approximately $1,3 million is budgeted for academic scholarships. Currently, AHLEF administers nine scholarship programs. Information for each is included in this manual as well as on AHLEF’s website, www.ahlef.org.

The following scholarships are described in the next few pages:

1. Annual Scholarship Grant Program
2. Arthur J. Packard Memorial Scholarship
3. The Rama Scholarship for the American Dream
4. Hyatt Hotels Fund for Minority Lodging Management Students
5. American Express Scholarship Program
6. Ecolab Scholarship Program
7. Incoming Freshman Scholarships
8. Opening Doors to Opportunity Scholarship
9. Graduate Scholarships

AHLEF scholarships fall into two categories:

- **School-Nominated** – For the Annual Scholarship Grant Program, Arthur J. Packard, and Rama Scholarships, the school selects the recipient. Students receiving these scholarships must be attending specific schools that have either applied for and been approved for AHLEF affiliation or selected by a specific donor.

- **Self-Nominated** – Students can apply directly to AHLEF to compete for the Hyatt Minority, American Express, Ecolab, Incoming Freshman, Graduate and Opening Doors to Opportunity Scholarships. Students do not have to be attending affiliated schools nor do they need to be nominated by their schools.

*Affiliated schools are expected to promote self-nominated scholarships to their students. In fact, AHLEF has begun tracking the number of applications from students attending each school.*

**Application Procedures**

AHLEF has one consolidated application for all scholarships (pages 23-34). After consulting the minimum eligibility criteria for each scholarship, students should complete the eligibility form then click on the view scholarships button to complete all the sections of the application. **Students are encouraged to use the online format, available at www.ahlef.org.** All academic scholarship applications are accepted from January through April 15. Please encourage your students to fully complete and submit the application so that they can be considered for an award. **All applicants must hit the "submit" button on each scholarship they are applying for in order to officially submit their online application for consideration.** Incomplete or non-submitted applications will not be evaluated.
General Scholarship Policy

While each scholarship program has specific eligibility criteria, the following are general scholarship policies regarding all AHLEF programs:

- Applicants must be enrolled in an undergraduate hospitality-related degree-granting program, with the exception of the Rama and Graduate scholarships, at a U.S. college or university.

- Full-time enrollment is defined as enrollment of 12 or more hours for both the upcoming fall and spring semesters. Part-time is considered less than 12 hours enrollment for one or both semesters, or full-time enrollment for fall semester only.

- Self-nominated competitions do not require school nomination in order to be considered. School-nominated programs require participating schools to submit an official School Nomination Form in order for the student nominee to be considered for an award.

- All scholarship applications and School Nomination Forms must be submitted by April 15th in order to be considered for an AHLEF scholarship.

- It’s important that applicants complete all required sections of the application because they are scored on a combination of academic performance, hospitality work experience, financial need, extracurricular/professional attributes, and honors, as well as personal attributes as defined in their career goal statement.

- Recipients receive their scholarship in two equal installments per academic year. The first check is mailed in September and second is sent in December. Checks are issued jointly to the student and the institution, and must be endorsed by both. The scholarship checks and certificates or plaques are sent directly to the university. Scholarships must be used exclusively for the payment of tuition, fees, and books. Any remaining funds must be returned to AHLEF. Any recipient who fails to enroll or cancels his/her enrollment must notify AHLEF immediately.

AHLEF Scholarship Alumni

The Foundation supported hospitality management students when they were in school and the Foundation wants to help keep their careers on track after graduation.

- The AHLEF Scholarship Alumni LinkedIn group was created exclusively for recipients of AHLEF scholarships to network, connect, and share news and updates. Alumni can request an invitation through LinkedIn or by emailing foundation@ahlef.org.

- AHLEF’s website also hosts a job links page, and members can access AHLA’s Career Center to find job opportunities.

- Students are invited to participate in all AHLEF-sponsored networking activities, where alumni can network with some of the top CEOs and executives from the industry.

- Additionally, all alumni are encouraged to attend AHLA conferences, as well as regional and state meetings held through AHLA's partner state hotel associations.
Application for Affiliation

Every three to four years, the Foundation initiates a review process of both existing and new schools wishing to participate. The Foundation is undertaking this process this year. **All existing schools must reapply and can access the online school application through the Foundation’s Website, https://www.ahlef.org/schools/. The deadline date for completion is April 15, 2018.**

Schools who complete the application will be reviewed on the following:

- Degrees offered
- Number of students graduating from the program
- Student placement within the industry
- Full-time faculty
- Past participation and compliance with AHLEF scholarship policies
- School participation in promoting all AHLEF scholarships

Since one of the criteria that we will be looking for is school participation in promoting all AHLEF scholarships, be sure to encourage as many students as possible to apply for the self-nominated scholarships.

About That “Co-Administer” Word

The administration of the scholarship program requires a commitment on behalf of both parties — the Foundation and the school program. The Foundation relies on the school programs to assist in the distribution of scholarship information, selection of the students, and submission of the required documentation that is needed to issue checks and verify applicant qualifications and recipient enrollment.

AHLEF carries out its part by making funds available, issuing the appropriate checks and certificates, and promoting the college and the student recipients in our publications. It is a joint activity that is best carried out by a joint effort.

Designated Contact Persons

In order to assure our communications are being directed to the correct person on the campus, it is **essential** that schools complete a Designated Contact Persons Form (page 39) and keep us updated on any changes.

AHLEF’s database will track two contacts for affiliated schools:

- the program administrator, who is typically the Dean or the Department Director
- **one** contact for the scholarship program
The scholarship contact will be responsible for receiving all scholarship notifications from AHLEF, submitting all required materials, and for working with the Foundation to assure the scholarship funds are properly administered. Only one contact per school can be designated to receive scholarship mailings and communications. In order to avoid the potential loss of funds and affiliate status, AHLEF recommends that the designated scholarship contact is the program director or dean. That person can then have the option of delegating responsibilities internally, but it assures the director/dean that he/she will be made aware of all funding opportunities and deadline dates.

Problems have occurred in the past in regard to a timely response and the designation of one person who is accountable at the school has helped. Whoever is designated must be responsive and familiar with AHLEF’s programs. It is the school’s responsibility to notify the Foundation of any contact changes. In the event that changes are necessary, complete the Designated Contact Persons Form on page 39 or email the contact information (name, title, complete mailing address, phone, and email) to Lauren at lbiehl@ahlef.org.

Annual Scholarship Grant Program

The largest scholarship program is the Annual Scholarship Grant Program, which is co-administered with the affiliated colleges.

Implementation of the Expenditure Rate

Each year, AHLEF’s Investment Committee determines the expenditure rate for the endowed funds, depending on the economy and investment performance.

2018 Scholarship Grant Allocations

For the 2018 academic year, a total of $613,500 will be allocated to affiliated schools through the Annual Scholarship Grant Program. Traditionally, the monies for the program are allocated from the following funds (descriptions of each are included on pages 36-37):

- Melinda Bush
- John Clifford Memorial
- Cecil B. Day Memorial
- The Handlery Scholarship
- Conrad N. Hilton Memorial
- Creighton Holden Memorial
- Hospitality Asset Managers Association
- Richard Kessler
- J. Willard Marriott Memorial
- Joseph McInerney
- Curtis C. Nelson
- National Restaurant Association

Additional monies are designated from AHLEF’s Annual Giving Program, previous capital campaigns such as Hospitality 2000, New Century and Opening Doors to Opportunity.

The school notification letter will state which fund your school will be receiving monies from for the upcoming year. Please be sure to use the specific fund name in all announcements. Recognition to our donors is important.
Notification of Award Amount

At the beginning of each calendar year, schools are notified of the amount of their scholarship grant for the upcoming academic year. The notification letter will also ask the school to review the contact persons registered in AHLEF’s database for accuracy. Requests for change of contact persons should be issued to the Foundation in writing by using the enclosed Designated Contact Person Form on page 39 of this manual or by emailing the required information to Lauren at lbiehl@ahlef.org. We cannot express enough the importance of keeping the Foundation updated regarding current contact information.

Schools will also be required to complete an Affiliated School Confirmation Form (page 41) by March 1st. This form will ensure that the school has received its allocation letter and is planning to nominate qualified students. Any school that does not submit the confirmation form will forfeit its scholarship allocation and may jeopardize its affiliation status in the program.

In addition, copies of AHLEF’s scholarship application, a promotional scholarship flier, and an Affiliate School Nomination Form (on page 43-44) will be sent to the school. The Foundation will also email the promotional flyer to the affiliated schools and request that they forward it directly to their students. We found that many schools have internal email systems that would make this possible. Affiliated schools are expected to promote all of AHLEF’s scholarships to their students, and the number of applications received from each school will be tracked. The schools are required to make the selection of their nominations by April 15th.

Promotion of Scholarships

Here is where that “co-administer” word comes into play. The Foundation requires the participating schools to select the scholarship recipients based upon the eligibility requirements listed in the following section. We realize that each school follows different procedures to promote the availability of these scholarships. Some may advertise the scholarships and accept applications while others may select recipients based upon the recommendations of faculty members. It is our desire that the scholarships be promoted to as many students as possible.

In order to facilitate this promotion, schools will be sent copies of AHLEF’s scholarship application along with a promotional flyer to post on school bulletin boards. AHLEF is adopting a green policy and, as such, will be distributing fewer paper applications in an effort to encourage more students to utilize the online scholarship application. The Foundation will send a promotional email to the schools with a link to AHLEF’s website and online scholarship application. Affiliated schools are expected to forward this electronic scholarship promotion email directly to all of their hospitality management students.
Awards and Amounts

The school may determine the individual award amount for each student within the following guidelines:

- Scholarships for students attending four-year institutions may not be less than $2,000 per academic year ($1,000 per semester/quarter) and no more than $6,000 per academic year ($3,000 per semester/quarter).
- Scholarships for students attending two-year institutions may not be less than $500 per academic year ($250 per semester/quarter) and no more than $3,000 per academic year ($1,500 per semester/quarter).

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Eligibility Requirements

Recipients must meet all the following minimum eligibility criteria requirements:

- Be enrolled as a full-time (minimum of 12 hours) undergraduate in a hospitality-related degree-granting program.
- Maintain full-time status through the fall and spring semesters in order to receive the scholarship checks. Students not planning to take 12 hours should not be nominated. Students graduating in December can be nominated as long as the award amount falls within the above guidelines.
- Have at least junior standing at a four-year institution (sophomores may be named to receive a scholarship in their junior year.) In the case of two-year schools, must have completed one full year.
- Have a minimum overall GPA of 3.0 (with the exception of the Conrad Hilton Scholarship awards which require a minimum of 2.0 overall GPA).
- Be a U.S. citizen or permanent resident.
- Recipients are eligible to receive AHLEF scholarships in subsequent years.
- Schools are encouraged to nominate previous recipients in subsequent years.

School contacts need to ensure their nominations abide by these guidelines in designating award amounts and qualified nominees. In recent years, the Foundation has spent significant time notifying schools of ineligible amounts and nominees which delays the process and often creates confusion with nominated students. The Scholarship Committee will be evaluating any schools which require consistent follow-up.
Selection of Recipients

Each institution selects the students to receive the scholarship monies allotted to their school. AHLEF scholarships are intended to honor well-rounded students who display outstanding qualities in all categories. **Schools are encouraged to nominate previous AHLEF scholarship recipients in subsequent years.** The recipients must meet the previously noted minimum eligibility requirements and should be selected based on a combination of the following:

- academic performance
- hospitality work experience
- extracurricular involvement (activities, honors and professional certification)
- financial need
- personal attributes

Since the support for these awards comes from the lodging industry, recipients should be intent on a career in hotel/lodging management. This is important criteria that each school should meet when selecting AHLEF recipients.

Completion of AHLEF Scholarship Application

Each nominated student is required to complete an AHLEF scholarship application form in order to be considered for a scholarship. School-nominated applicants may also apply for self-nominated scholarships. AHLEF prefers submission of the online scholarship applications. **If applying online, the student will be issued a confirmation number when he/she completes each application. This confirmation number will be required on the School Nomination Form.**

**Setting an Earlier Deadline Date for Your Students:** While the official deadline date for scholarship applications and nomination forms is April 15th, **schools are strongly urged to set an earlier internal deadline date for students so that you can confirm that they have completed the application form and, for online applications, submitted their confirmation numbers to you.** After April 15th, students will **not** have access to their online scholarships.

The application form authorizes release of the student’s transcript. **If your school requires its own transcript release form, make sure the student signs it when he/she endorses the scholarship check.** **It is the school’s responsibility** to assure AHLEF receives a copy of the student’s transcript (official or unofficial) at the conclusion of the academic year in which the scholarship monies were awarded — but no later than June 30th. For example, a transcript would be due by June 30, 2019 for a student receiving a scholarship for the fall 2018 and spring 2019. We use it to verify full-time enrollment for the semesters in which the scholarship monies were received.

Additionally, the application includes a photograph/testimonial release statement permitting AHLEF to use the student’s picture and quotes for our promotional efforts. In order to better promote AHLEF’s scholarship programs and your school, the Foundation urges you to help your recipients submit these photographs and testimonial quotes. **Digital format is preferred.**
Submission of Recipients

Each college must send an Affiliate School Nomination Form no later than April 15th. The form will notify AHLEF of the nominated student(s), award amounts for each, and whether they applied via hard copy or online (confirmation number required). Although a school may list a student on the form, a scholarship cannot be awarded without the submission of a scholarship application from each student which is also required by April 15th. AHLEF reserves the right to reject a nomination based upon minimum eligibility criteria noted on page 11. Schools must allocate individual award amounts for each student based upon the school’s total annual allocation as well as the minimum and maximum award limits noted on page 11.

After the April 15th deadline date, AHLEF staff will review all submitted applications. It typically takes approximately two to four weeks to review the applications and match with submitted Affiliate School Nomination Forms. Once complete, AHLEF will send a confirmation letter requesting the school to verify the student’s name and award amounts for the annual scholarship grant program prior to processing the scholarship checks and certificates. It is important that the school notify the Foundation of any corrections after receipt of this letter. Schools should wait to notify their student nominees of any specific scholarship awards until confirmation is received from AHLEF in order to avoid confusion in case the student is not qualified. AHLEF will send an official scholarship award letter to all recipients in mid-July.

Distribution of Scholarship Checks

The scholarship recipients will receive the award in two equal installments per academic year. The first check will be issued in September and the second in December. Graduating seniors will only receive one scholarship check in September. Checks are made jointly to the student and the institution and must be endorsed by both. Scholarships must be used exclusively for tuition fees, and books. Any remaining funds must be returned to AHLEF.

All scholarship checks and award certificates will be sent directly to AHLEF’s official scholarship contact person at your school. The checks will be sent with a signature receipt required. The designated contacts are asked to take the appropriate steps to ensure that the checks are not lost within that school’s financial aid system, make sure any necessary information (i.e. student ID numbers, birthdates, or social security numbers) is included with the checks prior to submitting to the financial aid office, and to award them in a timely manner.

Student Verification

Prior to disbursing the check, the school must verify the student’s full-time enrollment status. In the event that the student fails to meet this requirement, the check must be immediately returned to the AHLEF office. Scholarships must be used exclusively for the payment of tuition, fees, and books. Any remaining funds must be returned to AHLEF.

If a school has a student who falls below the minimum 12 credit hour requirement and has extenuating circumstances, the school may make a special appeal to AHLEF. To do so, the school must make the request in writing by stating the exact circumstances and verify that AHLEF scholarship monies can be utilized toward tuition, books, and fees. Schools must wait to receive permission from AHLEF before disbursing the check.
Reporting Requirements

Each institution is required to comply with the following reporting requirements:

• **All schools must complete and submit the Designated Persons Contact Form** if changes are required regarding their designated contacts. This form is explained on pages 8-9 and is found on page 39.

• **A School Confirmation Form must be submitted by March 1**, which confirms that the school has received its allocation letter and intends to participate by nominating qualified students. This form is explained on page 10 and is found on page 41.

• **A School Nomination Form and an AHLEF Full Scholarship Application** for each nominated student **must be submitted by April 15**. The Affiliate School Nomination Form is explained on page 13 and is found on pages 43-44. The AHLEF Scholarship Application was explained on page 11, and is found on pages 23-34.

• **Schools must submit an official or unofficial transcript for all students who received scholarship monies during the academic year by June 30th.** For example, transcripts are due by June 30, 2019 for a student receiving scholarship funds for fall 2018 and spring 2019 semesters. The transcripts are needed to verify the student’s enrollment during the semesters in which he/she received scholarship monies. Please forward to Lauren at lbiehl@ahelf.org or mail to her attention.

• Any school that does not utilize all of its allocated monies by nominating eligible student recipients may be removed from the program at the discretion of the Scholarship Committee. Additionally, any school that does not submit the required documentation by designated deadlines or follow nominating guidelines may be placed on probation for the following year. If a school on probation fails to comply for a second consecutive year, the AHLEF Scholarship Committee will have the sole discretion to recommend removal of the school from the program.

Random Audit of Applications

Since AHLEF relaxed its application policies to allow students to submit unofficial transcripts as well as eliminating tax documentation submission for its programs, the Scholarship Committee asked that 10% of all recipient applications be randomly audited for these documents. **All affiliated schools are expected to assist AHLEF in collecting these documents from its students.** Audits are conducted during the fall semester.

Tracking Scholars

Periodically, AHLEF requests assistance from its affiliated schools in tracking previous scholarship recipients through their alumni offices. It is very important that the Foundation be able to track where our alumni are within the industry because our donors have asked us to provide this information.
Named for Arthur J. Packard, a former AHLA President and AHLEF Chairman, this award is one of AHLEF’s most prestigious scholarships. It is intended to honor the “best of the best” with each of the four-year affiliated programs competing to present their best student.

Awards
The competition provides the following awards to the most outstanding student of lodging management and two runners-up:

- **First-Place Recipient** - $5,000
- **Second-Place Recipient** - $3,000
- **Third-Place Recipient** - $2,000

Eligibility Requirements
- Enrolled full-time (minimum of 12 hours) for the upcoming fall and spring semesters, or just the fall semester if graduating this December.
- A baccalaureate hospitality management major at an AHLEF-affiliated school.
- At least a junior for the upcoming fall semester.
- A minimum of 3.5 overall grade point average.
- A U.S. citizen or U.S. permanent resident.

Nomination Process
- **Packard Scholarships** are school-nominated, which means students are nominated by their respective schools.
- Each four-year affiliated program is expected to submit one student to be considered in this national competition. The candidate should represent the institution’s best overall student in its lodging management program.
- All affiliated schools are expected to participate. Include the Packard nominee on the **Affiliate School Nomination Form** and ensure the nominee completes the entire **AHLEF Scholarship Application**, including Appendix A (Two Letters of Recommendation), by April 15.

Selection of Recipients
The applications will be reviewed according to seven major categories: academic performance, hospitality work experience, extracurricular involvement (activities and honors), financial need, personal attributes/qualifications, career goals/ambition/aptitude, and hostmanship/sportsmanship akin to the qualities of Arthur Packard. It is anticipated that Packard scholarship winners will be announced by mid-July.

Fund Distribution & Reporting Requirements
The recipients will receive their awards in two equal installments per academic year. The distribution process is the same as that of the annual scholarship grant program (noted on page 13). **By June 30th, schools must submit transcripts for all students who received Packard scholarship monies throughout the year.**
In 1998, the Rama brothers, principals of Auro Hotels, presented AHLEF with a $1,000,001 scholarship donation to establish program. The five Rama brothers emigrated from India to pursue their American Dream. Their dream began with the ownership of one lodging property and grew into a successful operation of 30 properties worldwide. The fund, established on the 25th anniversary of their purchase of that first property, represents their desire to encourage others to create and succeed in their own American Dream.

**Participating Schools**
Auro Hotels designated the following schools to participate in the program:

- Bethune-Cookman University
- California State Polytechnic University
- Cornell University
- Florida International University
- Greenville Technical College
- Georgia State University
- Howard University
- Johnson & Wales University - Charlotte
- New York University
- University of Central Florida
- University of Houston
- University of South Carolina
- Virginia Polytechnic Institute & State University

**Awards**
Each year, the participating schools will be notified of the amount of Rama Scholarship funds allocated to their institution. The participating schools will determine the individual award amount for each student within the following award range: a minimum of $1,000 and maximum of $3,000 per academic year.

**Eligibility Requirements**
Participating schools must select and nominate students based on the following minimum eligibility criteria:

- Be enrolled in an associate, baccalaureate, or graduate hospitality degree-granting program.
- Maintain an enrollment status of at least nine credit hours for both the upcoming fall and spring semesters, or just the fall semester if graduating this December to receive their scholarship checks.
- Have a minimum grade point average of 2.5 at the time of nomination.
- Schools must give preference to students of Asian-Indian descent and other minority groups, and to Auro Hotels employees and their dependents.
- Be permanent U.S. residents with intent to be employed in the U.S. lodging industry.

**Nomination Process**
- **Rama Scholarships** are school-nominated, which means students are nominated by their respective schools.
- Each participating school will be notified at the beginning of the year how much money has been allocated to them from the Rama Fund for the upcoming academic year. The schools will select the student recipients based upon the above minimum eligibility and determine the individual award amounts within the guidelines specified above in the awards section.
- The schools must select the recipients based upon the above minimum eligibility
criteria and a combination of the following criteria: hospitality work experience, financial need, academic performance, extracurricular involvement, and personal attributes.

• The school must submit an Affiliate School Nomination Form and ensure its nominees completes sections 1-8 of the AHLEF Scholarship Application by April 15th. AHLEF reserves the right to reject a specific nomination based upon minimum eligibility or selection criteria.

**Fund Distribution & Reporting Requirements**
Funding will be in the name of The Rama Scholarship for the American Dream and the AHLEF. Scholarship recipients will be designated as “Rama American Dream Scholars.” The distribution process is the same as that of the annual scholarship grant program (noted on page 13). **By June 30th, schools must submit transcripts for all students who received Rama scholarship monies throughout the year.**

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### Hyatt Hotels Fund for Minority Lodging Management Students

The Hyatt Scholarship is a national competition among minority students enrolled in baccalaureate hospitality management programs. In 1988, Hyatt established this fund with the purpose to provide financial aid to minority students pursuing a degree in hotel management. Since the program’s inception approximately 393 minority students have received $786,000 through this scholarship.

**Awards**
$3,000 per award.

**Eligibility Requirements**
- Enrolled at least 12 credit hours for the upcoming fall and spring semesters, or just the fall semester if graduating in December.
- At least a junior in a four-year program for the upcoming fall 2018 semester.
- The competition is open to minority students: African-American, Hispanic, Native American/Alaskan, and Asian or Pacific Islander.
- Be a U.S. citizen or permanent U.S. resident.

**Application Process**
Hyatt Scholarships are self-nominated, which means students do not have to be attending a particular school or be nominated by their respective schools. Applicants must complete all sections of the AHLEF Scholarship Application and submit by April 15th.

**Selection of Recipients**
The applications will be reviewed according to six major categories: hospitality work experience, financial need, academic performance, extracurricular involvement (activities and honors), community volunteerism, and personal attributes. It is anticipated that Hyatt scholarship winners will be announced in mid-July.
**Fund Distribution**
The scholarship recipients will be designated as “Hyatt Minority Scholars.” The recipients will receive their awards in two equal installments per academic year. The distribution process is the same as that of the annual scholarship grant program (noted on page 13).

**American Express Scholarships**

Founded by American Express in 1994, this program is designed specifically for current lodging employees and their dependents. The fund has awarded more than $406,025 in scholarships to 344 students.

**Awards:**
- Baccalaureate Majors: $2,000 full-time enrollment; or $1,000 part-time
- Associate Majors: $1,000 full-time enrollment; or $500 part-time

**Eligibility Requirements**
- Enrolled full or part-time in an undergraduate hospitality-related program.
- Be actively employed (at least 20 hours per week) at a hotel or lodging establishment that is a member of the American Hotel & Lodging Association at the time of application, and have a minimum or 12 month’s employment in a hotel;
- OR be a dependent of an employee who meets the previous requirement, and the applicant has past employment in some capacity in the hospitality industry.

**Application Process**
**American Express Scholarships** are self-nominated, which means students do not have to be attending a particular school or be nominated by their respective schools. Applicants must complete all sections of the **AHLEF Scholarship Application**.

**Selection of Recipients**
The applications will be reviewed according to five major categories: hospitality work experience, financial need, academic performance, extracurricular involvement (activities and honors), and personal attributes. It is anticipated that American Express scholarship winners will be announced in mid-July.

**Fund Distribution**
The scholarship recipients will be designated as “American Express Scholars.” The recipients will receive their awards in two equal installments per academic year. The distribution process is the same as that of the annual scholarship grant program (noted on page 13).
This program was established by Ecolab in 1996 as a commitment to the lodging industry and supports the educational development of its future leaders. To date, more than $450,000 has been awarded to 301 hospitality management students.

**Awards:**
Baccalaureate Majors: $2,000  
Associate Majors: $1,000

**Eligibility Requirements**
- Be enrolled full-time (at least 12 credit hours) in an undergraduate hospitality-related program for both the fall and spring semesters.

**Application Process**
Ecolab Scholarships are self-nominated, which means students do not have to be attending a particular school or be nominated by their respective schools. Applicants must complete all sections of the application.

**Selection of Recipients**
The applications will be reviewed according to five major categories: hospitality work experience, financial need, academic performance, extracurricular involvement (activities and honors), and personal attributes. It is anticipated that Ecolab scholarship winners will be announced in mid-July.

**Fund Distribution**
The scholarship recipients will be designated as “Ecolab Scholars.” The recipients will receive their awards in two equal installments per academic year. The distribution process is the same as that of the annual scholarship grant program (noted on page 13).

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**Incoming Freshman Scholarships**

In 2008, AHLEF created a scholarship exclusively to incoming freshmen to encourage enrollment in hospitality-related undergraduate programs and attract more students to the lodging industry. The program is being funded from the PepsiCo Foundation Scholarship Fund, proceeds from the Americas Lodging Investment Summit (ALIS), and the scholarship monies set aside from AHLEF’s New Century Campaign.
Awards
Baccalaureate Majors: $4,000  Associate Majors: $2,000

Eligibility Requirements
- Be an incoming freshman enrolled in a hospitality-related program for the upcoming fall semester. An incoming freshman is defined as a student who has never been enrolled in a college or university
- Be enrolled at least 12 credit hours for the upcoming fall and spring semesters.
- Have a minimum of 2.0 overall GPA.
- Be a U.S. citizen or permanent U.S. resident.

Application Process
Incoming Freshman Scholarships are self-nominated, which means students do not have to be attending a particular school or be nominated by their respective schools. Applicants must complete all sections of the AHLEF Scholarship Application.

Selection of Recipients
The applications will be reviewed according to five major categories: hospitality work experience, financial need, academic performance, extracurricular involvement (activities and honors), and personal attributes. Preference will be given to any applicant that is a graduate of the Educational Institute’s Lodging Management Program (LMP) or Hospitality & Tourism Management Program (HTMP), which are hospitality high school programs. It is anticipated that scholarship winners will be announced in mid-July.

Fund Distribution
The scholarship recipients will be designated as “Incoming Freshman Scholars.” The recipients will receive their awards in two equal installments per academic year. The distribution process is the same as that of the annual scholarship grant program (noted on page 13).

Graduate Scholarships

The program is open to hospitality management graduate students as well as other graduate majors who have an undergraduate hospitality degree or at least four years employment in the industry.

Awards: $5,000 per award

Eligibility Requirements
- If the student’s graduate degree is in anything other than a hospitality-related program, he/she must have either:
  o An undergraduate degree in hospitality
  o Four years’ employment in the lodging industry after graduation
- OR if the student does not have either of the above, then he/she must be enrolled in a hospitality-related graduate degree.
- Enrollment can be full- or part-time in a U.S. college or university.
- Have a minimum overall GPA of 3.0.
• Be a U.S. citizen or permanent U.S. resident.

**Application Process**

Graduate Scholarships are **self-nominated**, which means students do not have to be attending a particular school or be nominated by their respective schools. Applicants must complete all sections of the application **and Appendix A (Letters of Recommendation)** of the AHLEF Scholarship Application by April 15.

**Selection of Recipients**

The applications will be reviewed according to five major categories: hospitality work experience, financial need, academic performance, extracurricular involvement (activities and honors), and personal attributes. It is anticipated that scholarship winners will be announced in mid-July.

**Fund Distribution**

Scholarship recipients will be designated as “AHLEF Graduate Scholars.” The recipients will receive their awards in two equal installments per academic year. The distribution process is the same as that of the annual scholarship grant program (noted on page 13).

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**Opening Doors to Opportunity Scholarships**

The Opening Doors to Opportunity capital campaign, which concluded in 2017, reinforced the industry’s diligence and unwavering support of our future leaders. The campaign raised over $8.2 million to fund the Foundation’s academic scholarships, professional development, and industry research programs. This scholarship program was created to disburse approximately $3.2 million of the campaign proceeds dedicated to academic scholarships.

**Awards:**

- **Baccalaureate Majors:** $7,500 full-time enrollment for both semesters; or $3,750 for fall only if graduating in December
- **Associate Majors:** $3,000 full-time enrollment for both semesters; or $1,500 for fall only if graduating in December

**Eligibility Requirements**

All recipients must meet the following minimum eligibility requirements:

- Enrolled at least 12 credit hours for both the fall and spring semesters, or just the fall semester if graduating in December.
- An undergraduate hospitality management major at an accredited U.S. college or university.
- Have a minimum of a 2.5 overall grade point average.
- Be a U.S. citizen or permanent U.S. resident.

**Application Process**

Opening Doors Scholarships are **self-nominated**, which means students do not have to be attending a particular school or be nominated by their respective schools. Applicants must complete the application of the AHLEF Scholarship Application.

**Selection of Recipients**

The applications will be reviewed according to five major categories: hospitality work experience, financial need, academic performance, extracurricular involvement (activities and honors), and personal attributes. It is anticipated that scholarship winners will be announced in mid-July.
and honors), and personal attributes. It is anticipated that Opening Doors scholarship winners will be announced in July.

**Fund Distribution**

Scholarship recipients will be designated as “Opening Doors Scholars.” The recipients will receive their awards in two equal installments per academic year. The distribution process is the same as that of the annual scholarship grant program (noted on page 13).

**Other Scholarships**

**Karl Mehlmann Scholarships**

The Karl Mehlmann Scholarship was established by the Colorado Hotel & Lodging Association and is co-administered with AHLEF. The scholarship is open to students who reside in Colorado, although they may attend a college in another state. Last year, six students received scholarship awards for a total distribution of $9,000. For more information, contact the CHLA directly at (303) 297-8335 or www.coloradolodging.com.

**Lodging Conference Scholarships**

AHLEF provides scholarships for students to attend the Lodging Conference held each year at the Arizona Biltmore. The registrations are donated by Harry Javer, co-founder of the Lodging Conference. The Foundation rotates invitations to participate among its four-year affiliate schools.

As in all other programs, contact will be made through the school’s designated contact. Invited schools will be asked to identify an AHLEF scholarship recipient to attend. Promptness and a timely response from invited colleges enable adequate planning for transportation and accommodations. In the event that a school is unable to identify an AHLEF scholarship recipient to attend, the Foundation appreciates a prompt response so that the opportunity can be extended to another school.

**2018 Scholarship Application**
Scholarship Opportunities for Hospitality Students

FUND your education and JUMP-START your career.
More than $1.3 million is available in scholarships to college students to help further your studies, and ultimately, career, in hospitality through the American Hotel & Lodging Educational Foundation.

AM I ELIGIBLE?

So, there are a few requirements, but they're pretty basic. Applicants must be enrolled in an undergraduate hospitality-related degree-granting program, with the exception of the Rama and Graduate scholarships, at a U.S. college or university. Qualifying majors include programs such as hotel/restaurant management, culinary arts, travel/tourism, and hotel administration. Each scholarship has additional requirements as well, so be sure to read them all before deciding which ones to apply for.

You'll be evaluated on academics, related work experience, extracurricular activities, financial need, honors, and personal attributes, but we're not looking for a "cookie cutter" profile.

IS IT WORTH MY TIME?

With nine scholarship programs and more than $1.3 million to hand out to a few hundred recipients, it's never been easier to get tuition money. Scholarship awards range from $500 to $7,500, and unlike a loan, that money never needs to be paid back.

It only takes a few minutes to apply. Wouldn't you say it's worth your time?

IF THAT'S NOT ENOUGH, YOU GET MORE

Awardees of an AHLEF scholarship receive a free one-year membership to the American Hotel & Lodging Association (AHLA), placing you at the center of the industry with access to all the news, information, and events on which the nation's leading hotel companies rely. It keeps you in the know and in touch with the individuals who make the hiring decisions. You also receive an exclusive opportunity to join AHLEF's alumni group, a close-knit group of scholarship awardees who act as vital connections down the road. If you are under 30 years of age you'll also be able to join AHLA's newest membership category, the Under 30 Gateway.

SO LET'S GET STARTED

Our scholarships fall into two categories: self-nominated and school-nominated. For self-nominated scholarships, you assess which ones you qualify for and then indicate the ones for which you want to receive consideration. (Your school does not have to be affiliated with AHLEF.) If you've been notified by a faculty member that you've been nominated by your school, be sure to check the appropriate box under "school-nominated" scholarships, as well as indicate any other self-nominated ones you're interested in.

Just remember, the application deadline is April 15.
Self-Nominated Scholarships

INCOMING FRESHMAN SCHOLARSHIP

This scholarship was created exclusively for incoming freshmen to encourage enrollment in hospitality-related undergraduate programs and attract more students to the lodging industry. The program is funded from the PepsiCo Foundation Scholarship Fund, proceeds from the Americas Lodging Investment Summit (ALIS), and scholarship monies set aside from AHLEF’s New Century Fund Campaign.

Pepsico Foundation

The PepsiCo Foundation made a $250,000 contribution through AHLEF’s New Century Fund Campaign in 2001, creating the PepsiCo Foundation Scholarships. The fund has focused on encouraging incoming freshman to study hospitality. To-date, 62 students have received scholarships totaling $151,000.

ALIS

The Americas Lodging Investment Summit (ALIS), which was co-owned by AHLA and Burba Hotel Network, has allocated a generous portion of its revenues to benefit the educational, research, and training missions of AHLEF. Since its inception, ALIS has provided scholarships for 1,541 students in 126 schools across the country.

New Century Fund Campaign

The unprecedented success of the New Century Fund Campaign, which closed in November 2011, showed the industry’s strong commitment to meeting its challenges and seizing its opportunities. The campaign raised more than $9 million for scholarships, school-to-career programs, career outreach and workforce development, support for the American Hotel & Lodging Educational Institute, and technology research.

Awards:
Baccalaureate Majors: $4,000
Associate Majors: $2,000

Eligibility:
- An incoming freshman for the upcoming fall semester, which is defined as a student who has never been enrolled in a college or university
- An undergraduate hospitality management major at a U.S. college or university
- Enrolled in at least 12 credit hours for the upcoming fall and spring semesters
- A minimum overall GPA of 2.0
- A U.S. citizen or permanent U.S. resident

OPENING DOORS TO OPPORTUNITY SCHOLARSHIP

The Opening Doors to Opportunity capital campaign, which concluded in 2017, reinforced the industry’s diligence and unwavering support of our future leaders. The campaign raised over $8.2 million to fund the Foundation’s academic scholarships, professional development, and industry research programs. This scholarship program was created to disburse approximately $3.2 million of the campaign proceeds dedicated to academic scholarships.

Awards:
Baccalaureate Majors: $7,500 enrollment for both semesters, $3,750 fall semester only
Associate Majors: $3,000 enrollment for both semesters, $1,500 fall semester only

Eligibility:
- Enrolled at least 12 credit hours for both the fall and spring semesters, or just the fall semester if graduating in December
- An undergraduate hospitality management major at an accredited U.S. college or university
- A minimum overall GPA of 2.5
- A U.S. citizen or permanent U.S. resident

GRADUATE SCHOLARSHIP

After receiving many requests for graduate scholarships, AHLEF began offering a scholarship exclusively for graduate students in 2008.

Awards: $5,000

Eligibility:
- If your graduate degree is in anything other than a hospitality-related program, you must have either:
  - An undergraduate degree in hospitality
  - Four years’ employment in the lodging industry after graduation
- OR if you do not have either of the above, then you must be enrolled in a hospitality-related graduate degree
- Enrollment can be full- or part-time in a U.S. college or university
- A minimum overall GPA of 3.0
- A U.S. citizen or permanent U.S. resident

2018 Scholarship Opportunities
THE HYATT HOTELS FUND FOR MINORITY LODGING MANAGEMENT STUDENTS

In 1988, Hyatt established this fund to provide financial aid to minority students pursuing a degree in hotel management. Since its inception, approximately 393 minority students have received $786,000 through this scholarship.

Awards: $3,000

Eligibility:
- Enrolled in at least 12 credit hours for the upcoming fall and spring semesters, or just the fall semester if graduating this December
- A baccalaureate hospitality management major in a U.S. college or university
- At least a junior for the upcoming fall semester
- The competition is open to minority students: African-American, Hispanic, Native American/Alaskan, and Asian/Pacific Islander
- A U.S. citizen or permanent U.S. resident

Jana Vaughan
Collin College
AHLEF General Fund Scholar

"I have returned to school following an absence of nearly 30 years. Returning has been a dream of mine, but I could never manage to make it work. I have two special needs sons and have spent 17 years helping them. As a non-traditional student, I take this second chance very seriously. This gift of education not only shows support for my learning, but it also reinforces my motivation to strive for my dream."

LaDarius Pugh
University of Central Florida
Graduate Scholar

"During the beginning of my program, I almost withdrew from grad school because of financial hardships. This scholarship now plays an integral role with furthering my education. It means a lot to me that such a prestigious hotel organization wants to see me succeed both professionally and academically."

THE ECOLAB SCHOLARSHIP COMPETITION

This program was established by Ecolab in 1996 as a commitment to the lodging industry and to support the development of its future leaders. To date, more than $450,000 has been awarded to 301 hospitality management students.

Awards:
- Baccalaureate Majors: $2,000
- Associate Majors: $1,000

Eligibility:
- Enrolled in at least 12 credit hours for both the upcoming fall and spring semesters
- An undergraduate hospitality management major at a U.S. college or university

AMERICAN EXPRESS SCHOLARSHIP

Founded by American Express in 1994, this program is designed specifically for current lodging employees and their dependents. Endowed with more than $500,000, the fund has awarded $406,025 in scholarships to 344 students and professionals.

Awards:
- Baccalaureate Majors: $2,000 full-time enrollment, or $1,000 part-time
- Associate Majors: $1,000 full-time enrollment, or $500 part-time

Eligibility:
- Enrolled full- or part-time in an undergraduate hospitality management program at a U.S. college or university
- You must either:
  - Be working a minimum of 20 hours per week at an AHLA member hotel with at least 12 months' hotel experience, OR
  - Be a dependent of a qualified employee, and have past employment in some capacity in the hospitality industry

For more information about AHLA membership, contact AHLA at 202-289-3100 or membership@ahla.com.
School-Nominated Scholarships

ARTHUR J. PACKARD MEMORIAL SCHOLARSHIP COMPETITION

This scholarship honors Arthur J. Packard, a third-generation hotelier, whose work for AHLEA extended over 30 years — one of the longest tenures on record.

The Packard Competition provides scholarships to the most outstanding student of lodging management and to two runners-up through an annual competition among Foundation affiliated four-year programs. Each university nominates its best-qualified student to compete. If you’re attending a four-year Foundation-affiliated school, request a nomination through your dean’s office for this prestigious award.

Awards:
First-place winner receives $5,000
Second-place receives $3,000
Third-place receives $2,000

Eligibility:
- Enrolled in at least 12 credit hours for the upcoming fall and spring semester, or just the fall semester if graduating this December
- A baccalaureate hospitality management major at an AHLEF affiliated school
- At least a junior for the upcoming fall semester
- A minimum overall GPA of 3.5
- A U.S. citizen or permanent U.S. resident

THE RAMA SCHOLARSHIP FOR THE AMERICAN DREAM

Auro Hotels established the Rama Scholarship for the American Dream with a $1,000,001 endowment. The five Rama brothers, principals in the company, emigrated from India to pursue their American Dream. It began with the ownership of one lodging property and grew into a successful operation of 30 properties world-wide. The fund, established on the 25th anniversary of the brothers’ first hotel purchase, encourages others to create their own American Dream. Since its inception in 1998, the Rama Scholarship Fund has awarded $817,000 in scholarships to 492 recipients.

Awards: $500 - $3,000 depending upon enrollment and recommended amount from school

Eligibility:
- Enrolled in at least 9 credit hours for upcoming fall and spring semesters, or just the fall semester if graduating in December
- An undergraduate or graduate hospitality management major
- A minimum overall GPA of 2.5
- A U.S. citizen or permanent U.S. resident
- Participating schools select the recipients. Preference is given to students of Asian-Indian descent and other minority groups, as well as Auro Hotel employees

Participating Schools
The following 13 hospitality management schools have been designated to participate in the program:

- Bethune-Cookman University
- California State Polytechnic University
- Cornell University
- Florida International University
- Georgia State University
- Greenville Technical College
- Howard University
- Johnson & Wales University - Charlotte
- New York University
- University of Central Florida
- University of Houston
- University of South Carolina
- Virginia Polytechnic Institute and State University

Jessie Cheon
Virginia Polytechnic Institute & State University
Rama Scholar for the American Dream

"Being an unaccompanied youth during high school, life was challenging. Upon graduating, I was on my own. It was a concern of mine I would manage to pay for my college education. With your financial generosity, I am able to attend school. The AHLEF scholarship has allowed me to be one step closer to my goal. I hope one day I will be able to help young students achieve their goal just as you have helped me. Thank you from the bottom of my heart for helping me and going through this journey with me."
AHLEF ANNUAL SCHOLARSHIP GRANT PROGRAM

The Foundation’s largest program, the Annual Scholarship Grant Program, is co-administered with 70 universities and colleges affiliated with AHLEF.

For the 2018 academic year, more than $610,000 has been allocated to Foundation-affiliated schools. Financial support for the scholarship grant program is provided by the following scholarship funds:

- Melinda Bush Mentors
- John Clifford Memorial
- Cecil B. Day Memorial
- Handlery Hotels
- Conrad N. Hilton Memorial
- Creighton Holden Memorial
- Hospitality Asset Managers Association
- Steve Hymans Extended Stay
- Richard Kessler
- J. Willard Marriott Memorial
- Joseph McBurney Scholarship
- The National Restaurant Association
- Curtis C. Nelson

Additional monies for the program come from the Foundation’s general scholarship fund; proceeds from its Annual Giving program; a previous capital giving campaign; Hospitality 2000; the Americas Lodging Investment Summit (ALIS); as well as annual special events such as the Golf Classic.

Awards: $500 - $6,000 as recommended by the participating school and dependent upon enrollment.

Eligibility:

- Enrolled full-time in an undergraduate hospitality management degree-granting program at one of the schools listed on page 7
- A minimum overall GPA of 3.0 (2.0 if receiving Conrad Hilton Funds)
- A U.S. citizen or permanent U.S. resident
- Completed 1-2 years of school depending on the program

If you’re attending an AHLEF-affiliated school, request nomination through your dean’s office, or contact AHLEF at 202-289-3180 or scholarships@ahlef.org for more information.

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Scholarship Availability

<table>
<thead>
<tr>
<th>INCOMING FRESHMAN</th>
<th>GRADUATE</th>
<th>HYATT</th>
<th>ECOLAB</th>
<th>AMERICAN EXPRESS</th>
<th>OPENING DOORS</th>
<th>ANNUAL GRANT</th>
<th>PACKARD</th>
<th>RAMA</th>
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2018 AHLEF Annual Scholarship Grant Program
Affiliated Schools

Asheville-Buncombe Technical College - Asheville, NC
Ashland University - Ashland, OH
Auburn University - Auburn, AL
Bethune-Cookman University - Daytona Beach, FL
Boston University - Boston, MA
California State Polytechnic University - Pomona, CA
California State University - Long Beach, CA
City College of San Francisco - San Francisco, CA
Collin College - Plano, TX
Cornell University - Ithaca, NY
The Culinary Institute - Hyde Park, NY
DePaul University - Chicago, IL
Drexel University - Philadelphia, PA
East Carolina University - Greenville, NC
East Stroudsburg University - East Stroudsburg, PA
Ferris State University - Big Rapids, MI
Florida Atlantic University - Boca Raton, FL
Florida International University - Miami, FL
Florida State University - Tallahassee, FL
George Washington University - Washington, DC
Georgia State University - Atlanta, GA
Grand Valley State University - Allendale, MI
Indiana University Purdue University - Indianapolis, IN
Iowa State University - Ames, IA
James Madison University - Harrisonburg, VA
Johnson & Wales University - Charlotte, NC
Johnson & Wales University - Denver, CO
Mercyhurst College - Erie, PA
Michigan State University - East Lansing, MI
Missouri State University - Springfield, MO
Morgan State University - Baltimore, MD
Morrisville State College - Morrisville, NY
New Mexico State University - Las Cruces, NM
New York University - New York, NY
Niagara University - Niagara, NY
North Carolina Central University - Durham, NC
Northern Arizona University - Flagstaff, AZ
Northwestern State University - Natchitoches, LA
Oklahoma State University - Stillwater, OK
Paul Smith's College - Paul Smiths, NY
Pennsylvania State University - University Park, PA
Purdue University - West Lafayette, IN
The Restaurant School - Philadelphia, PA
Robert Morris University - Moon Twp, PA
Rochester Institute of Technology - Rochester, NY
San Diego State University - San Diego, CA
Stephen F. Austin University - Nacogdoches, TX
Sullivan University - Louisville, KY
Texas Tech University - Lubbock, TX
Tuskegee University - Tuskegee, AL
University of Alabama - Tuscaloosa, AL
University of Arkansas-Pulaski Tech - Little Rock, AK
University of Central Florida - Orlando, FL
University of Delaware - Newark, DE
University of Denver - Denver, CO
University of Hawaii - Manoa - Honolulu, HI
University of Houston - Houston, TX
University of Maryland Eastern Shore - Princess Anne, MD
University of Massachusetts at Amherst - Amherst, MA
University of Missouri - Columbia - Columbia, MO
University of Nevada - Las Vegas, NV
University of New Hampshire - Durham, NH
University of San Francisco - San Francisco, CA
University of South Carolina - Columbia, SC
University of Southern Mississippi - Hattiesburg, MS
University of Tennessee - Knoxville, TN
Virginia Polytechnic Institute & State University - Blacksburg, VA
Virginia State University - Petersburg, VA
Washington State University - Pullman, WA
Widener University - Chester, PA

Important Dates:
- Application deadline is April 15, 2018
- Winners are announced in July
AHLEF Scholarship Application

We strongly recommend filling out an online application at www.ahlef.org. If you would like to submit a paper application, please be sure to complete all required sections as noted below.

INSTRUCTIONS AND POLICIES

- Applicants must be enrolled in an undergraduate hospitality-related degree-granting program, with the exception of the Rama and Graduate scholarships, at a U.S. college or university.
- Full-time enrollment for all scholarships is defined as enrollment of 12 or more credit hours for both the upcoming fall and spring semesters. Part-time is considered less than 12 credit hours for one or both semesters, or full-time enrollment for fall semester only.
- Self-nominated scholarships do not require school nomination in order to be considered. School-nominated scholarships do require school nomination for consideration.
- It’s important that applicants complete all required sections of the application because they are scored on a combination of academic performance, hospitality work experience, financial need, extracurricular/professional activities, and honors, as well as personal attributes as defined in their career goal statement.
- Students who receive an award are paid in two equal installments per academic year. The first check is mailed in September and the second in December. Checks are issued jointly to the student and the school and must be endorsed by both. The scholarship checks and certificates are sent directly to the university. Scholarships must be used exclusively for the payment of tuition, fees, and books. Any remaining funds must be returned to AHLEF. Any recipient who fails to meet the enrollment criteria or cancels his/her enrollment must notify AHLEF immediately.

Application Deadline: April 15. Winners announced in July.

Scholarship Selection

I would like to be considered for the following scholarships and have confirmed that I meet the minimum eligibility criteria for each as previously outlined in the scholarship descriptions (check all that apply):

SELF-NOMINATED SCHOLARSHIPS

- □ Incoming Freshman Scholarship
  No letters of recommendation required.

- □ Graduate Scholarship
  Submit letters of recommendation as noted in Appendix A.

- □ Ecolab Scholarship
  No letters of recommendation required.

- □ Hyatt Hotels Fund for Minority Lodging Management Students
  No letters of recommendation required.

- □ American Express Scholarship
  For applicants applying as a dependent, please have the qualifying employee (parent) complete Part A of Section 4 and the applicant (dependent) complete Part B of Section 4.

- □ Opening Doors to Opportunity Scholarships
  No letters of recommendation required

SCHOOL-NOMINATED SCHOLARSHIPS

- □ Annual Scholarship Grant Program
  No letters of recommendation required.

- □ Arthur J. Packard Memorial Scholarship
  Submit letters of recommendation as noted in Appendix A.

- □ Rama Scholarship for the American Dream
  No letters of recommendation required.

Note: Letters of recommendation are only required for Graduate and Packard applicants.

VISIT WWW.AHLEF.ORG TO APPLY ONLINE.
Section 1: Personal Information * = Required

First Name*  
M.I.  
Last Name*

Permanent Street Address (NUMBER, STREET, APT#, ETC.) Please provide an address where you can receive mail year-round.*

City*  
State*  
Zip*

Home Phone  
Work Phone  
Cell Phone*

School (.edu) Email Address* □ check if preferred email  
Other (non-.edu) like Gmail or Yahoo* □ check if preferred email

Student ID

Date of Birth*

Are you a U.S. citizen or permanent resident?*  
□ yes □ no If no, what is your immigration/visa status?

Are you a graduate of AHLEI's Lodging Management Program or Hospitality & Tourism Management Program (high school training programs)?  
□ yes □ no

Have you ever received an AHLEF scholarship? □ yes □ no  
If yes, please specify which one and the year awarded:

How did you hear about AHLEF's scholarships?*  
□ Program Director □ Financial Aid □ Friend  
□ Previous Applicant □ AHLA □ Parent □ Other ________

Section 2: Enrollment Information

Name of College/University* (enrolled in for the upcoming fall 2018 and spring 2019 semesters)

Street Address*

City*  
State*  
Zip*

Dean*

Dean's Phone Number*  
Dean's Email Address*

Are you currently enrolled?* □ yes □ no

If no, you must submit a copy of the admittance letter and confirmation of enrollment in a specific school by **July 1**. Applicants without a confirmed enrollment will not be awarded a scholarship. All incoming Freshmen are required to submit letter(s) of acceptance by July 1.

If you are not certain which school you will be attending for the upcoming fall semester, list the school(s) that you have applied to and enclose any acceptance letter(s) with this application.
Section 2: Enrollment Information Continued

Enrollment status*: □ full-time □ part-time
Number of credit hours you intend to take for the upcoming fall semester*: _____ spring semester*: _____

Note: Full-time is considered a minimum of 12 credit hours per semester
For the upcoming fall 2018 semester you will be a(n):
□ Freshman □ Sophomore □ Junior
□ Senior □ Graduate Student
What is your major*?

Note: You must be enrolled in a hospitality related program such as hotel/restaurant management, culinary arts, travel/tourism, or hotel administration, unless you are applying for the Rama or Graduate Scholarships.

Degree*: □ Bachelor □ Associate □ Graduate
Number of college credits completed*: __________
Are you expected to graduate from this program in December this year?* □ yes □ no
Expected date of graduation from college*: __________

Current or most recent cumulative GPA*: __________ (4.00 scale) If your school does not have a 4.00 scale, you must ask them to convert prior to submitting your application. Please input your cumulative GPA rounded to the nearest hundredth.

Section 3: Background & Career Goals

In a short paragraph (less than 500 words), describe your personal background including answers to the following questions*:
(Attach separately.)
• When did you become interested in the hospitality field?
• What traits do you think you possess or will need in order to succeed in this industry?
• What are your plans as they relate to your educational and career objectives and future goals?

Section 4: Employment

Are you currently employed?* □ yes □ no If yes, complete Part A and B. If no, complete Part B only.

American Express Applicants: Is your parent/guardian working at least 20 hours a week at an AHLA member property?
□ yes □ no If yes, the qualifying employee (parent/legal guardian) must complete Part A and the applicant (dependent) Part B.
If you work at least 20 hours per week at an AHLA member property, complete Parts A and B.

Part A: Current Employer*

Are you currently employed at a hotel (including any restaurants operated within a hotel)? □ yes □ no
If yes, how many hours per week □ 0-10 hrs. □ 11-19 hrs. □ 20-29 hrs. □ 30-39 hrs. □ 40+ hrs.

Is the hotel a member of AHLA? □ yes □ no □ not sure To find out if your property is a member of AHLA, contact the membership department at 202-289-3100 or membership@ahla.com.

Are you currently employed in another area of hospitality (for example: restaurant, event management, travel, theme park)?
□ yes □ no If yes, how many hours per week □ 0-10 hrs. □ 11-19 hrs. □ 20-29 hrs. □ 30-39 hrs. □ 40+ hrs.

Current Employer

Street Address

City State Zip

Employee’s Name Position Starting Date

Supervisor’s Name Telephone Hours per week

Does your employer offer tuition reimbursement?* □ yes □ no If yes, specify how much_____________
Section 4: Employment Continued

Part B: Employment History*

Have you ever been employed at a hotel? □ yes □ no If yes, including your present job if at hotel, how long is your cumulative experience? _____ years _____ months (not to exceed 11 months)  
Have you ever been employed in another area of hospitality (for example: restaurant, event management, travel, theme park)? □ yes □ no If yes, including your present job if in another area of hospitality, how long is your cumulative experience? _____ years _____ months (not to exceed 11 months)  
How many months have you been employed (including lodging, hospitality, and all other experience)? _____ years _____ months (not to exceed 11 months)  
Include all employment history, including hospitality and non-hospitality experience. Attach a separate resume or complete below.

Employer

Position ______________________ Start Date _________ End Date _________ Hours worked per week _________

Employer

Position ______________________ Start Date _________ End Date _________ Hours worked per week _________

Section 5: Financial Need

Failure to provide all the information requested in this section may be detrimental to the scoring of your application. While financial need is not the primary factor in the evaluation process, it is considered along with academic performance, hospitality-related work experience, personal attributes, and extracurricular and professional activities. You must indicate a numeric value for each field in order for your application to be considered complete. Enter “0” if you do not receive monies in a certain area.

Have you submitted a Free Application for Federal Student Aid (FAFSA)*? □ yes □ no If yes, what year _____ and what is your expected family contribution ______? More information about FAFSA can be found at www.fafsa.ed.gov.

Please estimate costs for the upcoming fall 2018 and spring 2019 semesters*:

Tuition: __________ Books: __________ Room & Board: __________ Other Expenses: __________

Specify Other Expenses:

Total Adjusted Gross Income from Your 2017 Tax Return*: __________ If you are married and filed a joint return this should include your spouse’s income. If clarification is needed, please include an explanation in the section below explaining your current need.

Were you claimed as a dependent?* □ yes □ no

If yes, what is the total adjusted gross income from your parent’s tax return? __________

How many dependents were claimed? __________

How many in household will be enrolled in college this year (including yourself)? __________

If you were not required to file a tax return and indicated employment in 2017, what was your annual income: __________

Estimated income for 2018* __________

Help us understand how you have been financing college so far. Enter “0” if you do not receive monies in a certain area. How much have you spent from the following sources*:

Savings: ______ Scholarships: ______ Grants: ______ Aid From Parents/Family: ______ School Loans: ______ Other Aid: ______

Anticipated financials for the upcoming fall 2018 and spring 2019 semesters*:

Savings: ______ Scholarships: ______ Grants: ______ Aid From Parents/Family: ______ School Loans: ______ Other Aid: ______

Include a short explanation of how you financed your education to date and a statement that describes your current need for assistance. Attach a separate sheet if necessary.*
Section 6: Extracurricular, Professional Activities, and Certifications

List all school, community, and professional activities in which you have participated and include all special awards, honors, volunteer hours, committee participation, employer recommendations or other workplace examples you have received, in addition to any certifications you’ve obtained*. Please do not leave this section blank; include any school, work and/or community activities. Attach a separate sheet if necessary.

Section 7: Transcripts (Official or Unofficial)

Include your most recent college, high school, or GED transcript (official or unofficial) that includes a cumulative grade point average based upon a 4.0 scale.* If your school does not use a 4.0 scale, you must ask them to convert your GPA. It’s best to attach the transcript to this application. If necessary, transcripts can also be mailed to AHLEF by April 15th. Applications without transcripts will be considered incomplete and cannot be reviewed for a scholarship.

Section 8: Application Certification

By submitting this application, I certify that the information provided is complete and accurate to the best of my knowledge. If requested, I agree to provide proof of the information I have given on this form. AHLEF reserves the right to randomly audit the applications and request official school transcripts and copies of my or my parent’s (if claimed as a dependent) tax documentation, and a copy of My Student Aid Report which is generated by Free Application for Student Aid, if I indicated an expected family contribution. In the event that I do not provide this documentation, or it does not support the information provided in this application, I acknowledge that the scholarship could be revoked, in which case any award monies must be returned to AHLEF. I authorize any college in which I am or have been enrolled to release my most recent transcript when requested. I authorize AHLEF to share my contact information with its partner hotel state associations in order to send me additional scholarship information. In the event that I am provided a scholarship, I agree to send AHLEF a picture of myself and give AHLEF and its sponsoring organizations permission to use the information in this application, my picture, and any scholarship testimonial statements I provide in any of their publications or promotional activities. Additionally, I agree to opt-in to AHLEF’s alumni network and alumni group on LinkedIn, and periodically provide AHLEF with updates regarding my employment.

Applicant’s Signature* Date

Appendix A: Letters of Recommendation

DO NOT SUBMIT LETTERS OF RECOMMENDATION UNLESS YOU ARE A GRADUATE STUDENT APPLYING FOR THE GRADUATE SCHOLARSHIP, OR IF YOU HAVE BEEN NOMINATED FOR THE PACKARD SCHOLARSHIP. Two letters of recommendation are required for the Packard and Graduate scholarships: one from an instructor and one from an employer. Only two letters will be reviewed so please do not send more. While AHLEF highly recommends that you attach the letters of recommendation to this application, the letters can also be mailed to AHLEF by April 15th.

Submission Information

Submit all sections of the application to:

American Hotel & Lodging Educational Foundation
1250 Eye Street NW, Suite 1100
Washington, DC 20005
Website: www.ahlef.org
For questions, please contact AHLEF at 202-289-3180 or scholarships@ahlef.org.

Note: AHLEF strongly recommends that you make a copy of the application for your personal records before mailing.

Important Dates:
- Application deadline is April 15, 2018
- Winners are announced in July

Scholarship applications may be downloaded and/or completed online via www.ahlef.org.
2018 AHLEF Affiliated Schools

Asheville-Buncombe Technical College – Asheville, NC
Ashland University – Ashland, OH
Auburn University – Auburn, AL
Bethune-Cookman University – Daytona Beach, FL
Boston University – Boston, MA
California State Polytechnic University – Pomona, CA
California State University – Long Beach, CA
City College of San Francisco – San Francisco, CA
Collin College – Plano, TX
Cornell University – Ithaca, NY
Culinary Institute of America – Hyde Park, NY
DePaul University – Chicago, IL
Drexel University – Philadelphia, PA
East Carolina University – Greenville, NC
East Stroudsburg University – East Stroudsburg, PA
Ferris State University – Big Rapids, MI
Florida Atlantic University – Boca Raton, FL
Florida International University – N. Miami, FL
Florida State University – Tallahassee, FL
George Washington University – Washington, DC
Georgia State University – Atlanta, GA
Grand Valley State University – Allendale, MI
Indiana University Purdue University – Indianapolis, IN
Iowa State University – Ames, IA
James Madison University – Harrisonburg, VA
Johnson & Wales University – Charlotte, NC
Johnson & Wales University – Denver, CO
Mercyhurst College – Erie, PA
Michigan State University – East Lansing, MI
Missouri State University – Springfield, MO
Morgan State University – Baltimore, MD
Morrisville State College – Morrisville, NY
New Mexico State University – Las Cruces, NM
New York University – New York, NY
Niagara University – Niagara, NY
Northern Arizona University – Flagstaff, AZ
North Carolina Central University – Durham, NC
Northwestern State University – Natchitoches, LA
Oklahoma State University – Stillwater, OK
Paul Smith’s College – Paul Smiths, NY
Pennsylvania State University – University Park, PA
Purdue University – West Lafayette, IN
The Restaurant School – Philadelphia, PA
Robert Morris University – Moon Twp, PA
Rochester Institute of Technology – Rochester, NY
San Diego State University – San Diego, CA
Stephen F. Austin University – Nacogdoches, TX
Sullivan University – Louisville, KY
Texas Tech University – Lubbock, TX
Tuskegee University – Tuskegee, AL
University of Alabama – Tuscaloosa, AL
University of Arkansas Pulaski Tech – Little Rock, AR
University of Central Florida – Orlando, FL
University of Delaware – Newark, DE
University of Denver – Denver, CO
University of Hawaii-Manoa – Honolulu, HI
University of Houston – Houston, TX
University of Maryland Eastern Shore – Princess Anne, MD
University of Massachusetts at Amherst – Amherst, MA
University of Missouri-Columbia – Columbia, MO
University of Nevada – Las Vegas, NV
University of New Hampshire – Durham, NH
University of San Francisco – San Francisco, CA
University of South Carolina – Columbia, SC
University of Southern Mississippi – Hattiesburg, MS
University of Tennessee – Knoxville, TN
Virginia Polytechnic Institute & State University – Blacksburg, VA
Virginia State University – Petersburg, VA
Washington State University – Pullman, WA
Widener University – Chester, PA
The Foundation’s largest program is the Annual Scholarship Grant Program, which is co-administered with 70 universities, and colleges that are affiliated with AHLEF. Participating schools agree to co-administer these scholarships with the Foundation and select the scholarship recipients based upon a set of minimum eligibility criteria. The program is funded by the following funds as well as proceeds AHLEF Annual Giving Program and special events:

**AHLEF Hospitality 2000 Scholarship Fund** – In 1996, AHLEF launched a capital giving campaign entitled “Hospitality 2000,” which raised $6.7 million from the industry. A portion of these funds were earmarked for scholarships. Since 2002, the fund has awarded $257,500 to 183 students.

**Americas Lodging Investment Summit (ALIS) Scholarship** – ALIS, which is co-owned by AHLA and Burba Hotel Network, has allocated a generous portion of its revenues to benefit the educational, research, and training missions of AHLEF. ALIS funds are allocated to the Annual Scholarship Grant Program as well as AHLEF’s Graduate Scholarship Program. Since 2002, ALIS scholarships totaling $2,755,000 have been awarded to 1,541 students.

**Melinda Bush Scholarship Fund** - Melinda Bush created this scholarship fund in 2006. In addition to the monetary award, Melinda also offers to be a mentor to the student recipients. Currently, Ms. Bush has chosen the University of Denver as the beneficiary. To date, 14 scholarships have been awarded totaling $37,000.

**John Clifford Memorial Scholarship** - In the early 1980s, the Palm Beach County Hotel & Lodging Association established a scholarship in memory of John F. Clifford to benefit students attending a school in the Palm Beach, Florida area. To date, the fund has awarded $51,000 in scholarships to 61 students.

**Cecil B. Day Memorial Scholarship** – In 1981, a scholarship fund was established in memory of Cecil B. Day from the Cecil B. Day Investment Company with a $500,000 contribution. To date, more than $954,500 in scholarships has been awarded to 801 students.

**Handlery Hotels Scholarship** – Paul Handlery, AHLEF’s Honorary Chairman for Life, established this fund in 1982 to provide scholarships and funds for students to attend national lodging conferences. Since 1989, $485,000 has been distributed to 323 students.

**Conrad N. Hilton Memorial Scholarship** – The Conrad N. Hilton Foundation created this memorial scholarship with a $500,000 gift in 1995. Today, the fund has awarded $692,000 in scholarships to 583 students.

**Creighton Holden Memorial Scholarship Fund** - In 2005, a scholarship fund was established in the memory of Creighton Holden, AHLA past chairman and volunteer. To date, the scholarship, which benefits the students attending Michigan State University, has been awarded $12,750 to 13 students.

**Hospitality Asset Managers Association Scholarship** – Created in 2013 with a donation of $50,000, this scholarship is intended to benefit students attending schools with an asset management program. To-date $7,500 has been awarded to five students.
Steve Hymans Extended Stay Scholarship  - Established by the AHLA Extended Stay Council to educate more students about the needs, interests, and concerns of the extended stay segment of the industry, this fund was renamed in memorial of Steven Hymans, a 25-year veteran of the industry. To date, the fund has awarded $76,750 to 42 students. Currently, the scholarships benefit students attending Steve’s alma mater, Michigan State University.

Richard Kessler Scholarship  – In 1985, Kessler Enterprise created this fund to support students attending the University of Central Florida. Since then, the fund has awarded $51,325 in scholarships to 46 students.

J. Willard Marriott Memorial Scholarship  – In 1989, the J. Willard Marriott Foundation established this fund with a donation of $250,000. To date, the fund has disbursed $426,000 to 306 students.

Joseph McInerney Scholarship  – In 2013, the Joseph McInerney Scholarship was created to commemorate his more than 50-year hospitality career, the last 12 heading the American Hotel & Lodging Association. His friends and colleagues donated more than $155,000 to permanently endow a scholarship in his honor. To date $24,000 has been awarded to 17 students.

Curtis C. Nelson Scholarship  – The Carlson family established this fund with a $100,000 endowment to benefit students attending Cornell University. To date, $76,000 has been distributed to 32 students.
DESIGNATED CONTACT FORM

Name of School/Institution: _______________________________________________________
Name of Hospitality Program: _____________________________________________________
School Phone: _______________________________

Designated Contact Person—Scholarship (Required)
Name: ___________________________________ Title: _______________________________
Address: ________________________________________________________________________
________________________________________________________________________________
Phone: ________________________________ Email: ______________________________________

Designated Contact Person—Dean or the Department Director (Required)
Name: ___________________________________ Title: _______________________________
Address: ________________________________________________________________________
________________________________________________________________________________
Phone: ________________________________ Email: ______________________________________

Has each of the above persons been notified of their respective responsibilities as outlined in this manual? □ yes □ no

Person submitting form: ___________________________ Phone: __________________ Date: __________

Please email to: lbiehl@ahlef.org

American Hotel & Lodging Educational Foundation
1250 Eye Street NW, Suite 1100
Washington, DC 20005
p: 202-289-3180 www.ahlef.org
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2018 SCHOOL CONFIRMATION FORM

Failure to submit no later than March 1st will result in forfeiture of AHLEF’s scholarship allocation and could impact your school’s affiliate status and continued participation in this program.

I am confirming that ________________________________ will participate in AHLEF’s 2018 Annual Scholarship Grant Program. I understand that $________ (consult your school’s 2018 school allocation letter) has been allocated and that our school is willing to co-administer these funds with AHLEF by nominating qualified students to receive these scholarship funds, acting as a liaison for the disbursement, and providing reporting documentation.

I have reviewed the scholarship policies, as outlined in AHLEF Scholarship Manual, and understand that student nominees must meet the following minimum eligibility criteria:

- Enrolled full-time (12 hrs) in an undergraduate hospitality related degree-granting program (with the exception of Rama awards, which require at least 9 hrs and can include graduate students).
- Students not planning to take 12 hrs for both the fall and spring semesters should not be nominated. Students graduating in December can be nominated but schools must follow the award amount guidelines.
- Have a minimum 3.0 overall GPA (with the exception of the Conrad Hilton awards, which require a minimum of 2.0 GPA, and Rama, which has a 2.5 minimum).
- Be U.S. citizens or permanent residents of the U.S.
- **Four-year institutions** may nominate students in their sophomore year to receive the scholarship in their junior year. As such, nominees should have completed at least 36 credit hours at the time of nomination. **Two-year schools** should nominate students who have completed at least 12 credit hours and expect to complete an additional 12. Students should have completed one full year in order to receive the scholarship funds.

I understand that the school will determine the individual award amounts to its student nominees using AHLEF’s guidelines:

<table>
<thead>
<tr>
<th></th>
<th>Four-Year</th>
<th>Two-Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester Only (if graduating in December)</td>
<td>$500 - $3,000</td>
<td>$250 - $1,500</td>
</tr>
<tr>
<td>Academic Year (enrolled both Fall &amp; Spring sem.)</td>
<td>$1,000 - $6,000</td>
<td>$500 - $3,000</td>
</tr>
</tbody>
</table>

I agree to submit student nominees, using AHLEF’s official Nomination Form, no later than April 15th. Additionally, all student nominees must complete the entire AHLEF’s scholarship application. If a student completes an online application (www.ahlef.org), which is the preferred method, then I must include the student’s confirmation number on the nomination form. This will ensure that the student has completed all required sections. If a student submits a hard-copy application, I understand it is my responsibility to ensure the student has completed the required sections.

I agree to promote not only these school-nominated scholarships to our hospitality management, but all of AHLEF’s scholarship opportunities. AHLEF offers five self-nominated scholarship programs. The deadline date for all scholarships is April 15th. Information is available on AHLEF’s website at www.ahlef.org.

I understand that the scholarship checks will be forwarded to my attention and that I must ensure that the students are enrolled full-time before disbursement. I also understand that my role is to act as a liaison with my school’s Financial Aid or Bursar’s Office to ensure timely disbursement to the students.

At the conclusion of the spring semester, I agree to forward AHLEF a copy of each student’s transcript (either official or unofficial) so that it may verify that the student receiving the scholarship monies met the enrollment criteria. **Transcripts are due no later than June 30th.**

Designated Scholarship Contact Person: (please print) ________________________________________________
Title: __________________________________ Phone: __________________ Email: ____________________________
Signature: __________________________________ Phone: __________________ Date: _________________
In January, affiliate schools were notified how much scholarship money they were allocated for the upcoming fall 2018 and spring 2019 semesters through AHLEF’s Annual Scholarship Grant Program. The purpose of this form is for those participating schools to nominate students to receive those scholarship funds. Schools must only nominate students who meet the minimum criteria, indicate an award amount, and ensure that each nominated student has submitted an AHLEF scholarship application. Students can apply via hard-copy or online via www.ahlef.org. If applying online, the student’s online application confirmation number needs to be included. Hard copy applications should be enclosed with this form. **AHLEF cannot award a scholarship to anyone listed on this form unless a completed scholarship application is also submitted.** AHLEF also reserves the right to reject a nomination based upon minimum eligibility or selection criteria. Nomination forms and applications are due by April 15.

Failure to nominate qualified students and submit completed nomination forms will result in forfeiture of AHLEF’s scholarship allocation to your school, and could impact your school’s continued participation in this program.

**Minimum Eligibility Criteria for Student Nomination:**
- Enrolled full-time (12 hrs) in an undergraduate hospitality related degree-granting program (with the exception of Rama awards, which require at least 9 hrs and can include graduate students).
- Students not planning to take 12 hrs for both the fall and spring semesters should not be nominated. Students graduating in December can be nominated but schools must follow the award amount guidelines.
- A minimum overall GPA of 3.0 (2.0 if receiving Conrad Hilton funds, or 2.5 if receiving Rama scholarships monies.)
- U.S. citizen or U.S. permanent resident.
- **Four-year institutions** may nominate students in their sophomore year to receive the scholarship in their junior year. As such, nominees should have completed at least 36 credit hours at the time of nomination. **Two-year schools** should nominate students who have completed at least 12 credit hours and expect to complete an additional 12. Students should have completed one full year in order to receive the scholarship funds.

**Guidelines for Scholarship Award Amounts:**
The schools will determine the individual award amounts to its student nominees using the following guidelines. Be sure that the total scholarship award amounts equals your school’s scholarship grant allocation (as noted in your school allocation letter sent in January.)

<table>
<thead>
<tr>
<th></th>
<th>Four-Year</th>
<th>Two-Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester Only (if graduating in December)</td>
<td>$1,000 - $3,000</td>
<td>$250 - $1,500</td>
</tr>
<tr>
<td>Academic Year (enrolled both Fall &amp; Spring semesters)</td>
<td>$2,000 - $6,000</td>
<td>$500 - $3,000</td>
</tr>
</tbody>
</table>

**STUDENT NOMINEES:**

Name of Student: ____________________________  Graduation Date: ____________

Name of Scholarship Fund: ____________________________  Award Amount: $________ per year

*Student application: □ Attached Hard Copy □ Online Confirmation #: ____________

Name of Student: ____________________________  Graduation Date: ____________

Name of Scholarship Fund: ____________________________  Award Amount: $________ per year

*Student application: □ Attached Hard Copy □ Online Confirmation #: ____________
Name of Student: ___________________________  Graduation Date: ________________
Name of Scholarship Fund: ___________________________  Award Amount: $____ per year

**Student application:**  □ Attached Hard Copy  □ Online Confirmation #: ______________

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Name of Student: ___________________________  Graduation Date: ________________
Name of Scholarship Fund: ___________________________  Award Amount: $____ per year

**Student application:**  □ Attached Hard Copy  □ Online Confirmation #: ______________

---

Name of Student: ___________________________  Graduation Date: ________________
Name of Scholarship Fund: ___________________________  Award Amount: $____ per year

**Student application:**  □ Attached Hard Copy  □ Online Confirmation #: ______________

---

Name of Student: ___________________________  Graduation Date: ________________
Name of Scholarship Fund: ___________________________  Award Amount: $____ per year

**Student application:**  □ Attached Hard Copy  □ Online Confirmation #: ______________

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**ARTHUR J. PACKARD SCHOLARSHIP NOMINEE:**

Each four-year affiliated program is invited to submit one student to be considered in this national competition. The candidate should represent the institution’s best overall student in its lodging management program. The competition awards three scholarships — first place is $5,000, second place $3,000 and third place is $2,000. Scholarship winners will be announced in mid-July. **Students who are nominated for the Packard Scholarship must complete the entire application and Appendix A (Two Letters of Recommendation) of the AHLEF scholarship application.**

**Eligibility Requirements**

- Enrolled full-time (minimum of 12 hours) for the upcoming fall and spring semesters, or just the fall semester if graduating this December.
- A baccalaureate hospitality management major at an AHLEF-affiliated school
- At least a junior for the upcoming fall semester.
- A minimum of 3.5 overall grade point average.
- A U.S. citizen or U.S. permanent resident.

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Name of Student: ___________________________  Graduation Date: ________________

**Student application:**  □ Attached Hard Copy  □ Online Confirmation #: ______________

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Name of Contact: ___________________________  Signature: ___________________________
Name of College: ___________________________  Date: ___________________________

Contact Michelle Poinelli, senior vice president, at 202-289-3181 or mpoinelli@ahlef.org with questions.

**Return by April 15th via email to mpoinelli@ahlef.org.**