I am confirming that _____________________________ will participate in AHLEF’s 2019 Annual Scholarship Grant Program. I understand that $________ (consult your 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, act as a liaison for the disbursement, and provide reporting documentation.

I 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>$1,000 - $3,000</td>
<td>$250 - $1,500</td>
</tr>
<tr>
<td>Academic Year (enrolled both Fall &amp; Spring sem.)</td>
<td>$2,000 - $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 February 15th, which is earlier than previous years. Additionally, all student nominees must complete the entire AHLEF online scholarship application. I will include the student’s confirmation number on the nomination form, which will ensure that the student has completed the application.

I agree to promote not only these school-nominated scholarships to our hospitality management, but all of AHLEF’s scholarship opportunities. I understand that AHLEF will be tracking the number of applicants from each school annually. AHLEF offers six self-nominated scholarship programs. The deadline date for all scholarships is February 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: ___________________________ Date: ______________

Return via email to Michelle Poinelli at mpoinelli@ahlef.org.