

The OH&LA Education & Training Fund (ETF) is designed to help finance the continuing education of hospitality industry employees who wish to further themselves in the performance of their duties. The OH&LA ETF will offer to support 50% of the class cost in a matching program with your property or other source. These programs can be college or technical school *hospitality related* courses/seminars. Other sources will be considered as long as the program will benefit the employee in their job. **Exclusions: General Managers, Owners and independent contractors.**

Eligibility Criteria

- To be considered for funds, you must be employed for at least one year, at a property that is a member in good standing of OH&LA before submitting an application.
- Applicant must be a Full-time employee (Minimum 30 hours per week)
- The courses/seminars must be related to the applicant's employment or hospitality career needs as assessed by their General Manager. The funds must be used for courses/ seminars sponsored by legitimate organizations/institutions and will be evaluated on a case by case basis by the ETF Committee.
- A minimum of a B grade, Pass, or an award of Certification is required for the reimbursement to be awarded. Applicant will be asked to confirm their grade or passing by sending in a copy of proof of grade or certificate.
- OH&LA may award funds to an individual of no more than \$500 in a 12 month period and post a \$1,000 per property cap in a 12 month period (cap subject to variance based on available funds). Funds will not be awarded for courses/seminars that are sponsored or offered by the ownership, management or franchisor of the property.
- Recipient must remain an employee for at least 90 days after the award is applied for. An email will be sent to the General Manager to confirm.

Application Process

The following material must be submitted to the committee:

- A) A completed and signed application. Only complete applications will be considered.
- B) An essay of no more than 500 words describing your personal background and why the course/seminar is applicable to your hospitality career. Include answers to the following questions:
- What are your career goals?
 - How will this program help you to achieve your career objectives and future goals?
 - What personal characteristics or qualification will contribute to your success?
 - What relevant information or circumstances should influence this application?
- C) A letter written by the General Manager stating why he/she recommends you receive these funds.
- D) Course/seminar description and cost information from the catalog/flyer or similar official source. *Ohio Hotel & Lodging Association has adopted a matching program and will offer to support 50% of your requested course amount; the remaining is to be paid by yourself or your employer or another source.* Note: Funds are awarded for a single *hospitality related* course/seminar not for an entire program of classes.

Education & Training Fund dollars will be made payable to the sponsoring organization and sent directly to that organization unless other arrangements have been made in advance. (see next page)

Deadlines are Quarterly:

2016 Dates:
Jan. 15, March 11, Aug. 12, Oct. 14

SECTION 1: PERSONAL INFORMATION

(Please print or type)

Your Name (first, middle, last)

Permanent Street Address

City State Zip

(____) _____
Home Phone Cell Phone

E-mail Address

SECTION 2: EMPLOYMENT-COURSE REQUEST

Note: You must be currently employed at an OHLA member property to qualify for a scholarship

Current Employer

Property address

City State Zip

Hire Date Current Position

General Manager's Name

(____) _____
GM Phone GM E-mail address

Course/seminar name (one course only please):

Given by (institution/company):

Date(s) of course/seminar

\$ _____ \$ _____ \$ _____
Cost of course/seminar Dollars requested Dollars Granted

Date Course Completed Passed (YES/NO)/ Grade

Date Granted Employment Follow-up Date
(90 days past award date)

SECTION 3: APPLICANT CONFIRMATION

In 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. OH&LA reserves the right to randomly audit the applications and request official documentation. In the event that I do not provide this documentation or it does not support the information provided in the application, I acknowledge that the scholarship could be revoked, in which case any monies must be returned to OH&LA.

Applicant's Signature Date

GM Signature Date

Have you previously received an OH&LA Scholarship? Y / N

If so when?

Amount received

Address of institution/organization to be paid:

Sponsoring Organization

Attention

Address

City State Zip

Nothing in this application requires the awarding of any education or training dollars. That decision is at the sole discretion of the OH&LA Education and Training Fund Committee. The amount of education and training dollars available in any year is based on financial considerations and economic conditions.

**FOR OFFICE USE ONLY**

Date Received

Property dues status: Okay/Owe

Items received: Properly completed application: _____ Applicant letter: _____
GM letter: _____ Course description: _____ Course cost: _____

Circle one: OK to submit/ Return to applicant