



Ohio Hotel & Lodging Association

Education & Training Fund Guidelines and Application

Use of Scholarship

The Ohio Hotel & Lodging Association Education & Training Fund (ETF) is designed to help finance the continuing education of hospitality industry employees for professional development which will benefit both themselves and the member property. This includes classes through community colleges and universities, approved seminars and webinars, as well as certifications through the American Hotel & Lodging Education Institute. *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, your employer or another source.* Nothing in this application requires the awarding of any education or training dollars. The decision to award education and training dollars is at the sole discretion of the OHLA Education and Training Fund Committee.

Eligibility criteria

- **Length of employment** -Applicant must be employed in good standing by property for 90 days in order for consideration of scholarship funds.
- **Applicant Weekly Hours** -Full-time hours are a minimum of 32 hours per week
-Part-time hours are a minimum of 20 hours per week
- Eligible college or technical school hospitality related courses/seminars must be specific to the hospitality industry and your current job or aspired job responsibilities. AHLA Certifications, organizations offering training in specific areas such HVAC, Spa Skill Training, and technical skills.

A few examples are:

Signature Worldwide- programs through OHLA
CTA Certification-initial certification
Skill Path Seminars

Dale Carnegie-Sales related
CIC Recertification
Fred Pryor Seminars

- OHLA may award funds to a Full-time employee of no more than \$500 in a 12 month period; A Part-time employee of no more than \$250 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. Exclusions: GM's, Owners and Independent contractors.
- Applicant will submit for funds upon completion of course with a B or higher grade, a Pass, or awarded Certification acknowledgement. They will be asked to provide proof of grade or certificate.
- Recipient must remain an employee for at least 90 days after the award is given. The General Manager will be asked to confirm.

Application process checklist

The following materials must be submitted to the OHLA offices and the ETF Committee:

___A) A completed and signed application. Only complete applications will be considered.

___B) An essay describing your personal background and why the course/seminar is applicable to your hospitality career. See Application.

___C) A linked form completed 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.

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 Application here and ONLINE.

APPLICANT INFORMATION

Name:		
Phone:	Email Address:	
Current address:		
City:	State:	ZIP Code:

EMPLOYMENT INFORMATION

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

Current employer:		
Employer address:		
Phone:	Fax:	Work email:
City:	State:	ZIP Code:
Position:	How Long Employed:	Hours worked/week:
GM Name:	GM Phone:	GM Email:

COURSE/SEMINAR REQUEST

Name of Course/Seminar (one per application):		
Course/Seminar sponsored by (institution/company):		
Date(s)	Location of Course/Seminar:	
Total Cost of Course/Seminar:		
Dollars Requested:		
Have you previously received an OHLA Scholarship?	Y / N	If so, when? Amount received?

REASON FOR INTEREST IN COURSE/SEMINAR

Please state your interest in this course/seminar in a few words in the space below.

ADDRESS OF INSTITUTION/ ORGANIZATION TO BE PAID

Sponsoring Organization or Location to Send Scholarship Payment:		
Attention:		
Address:		
City:	State:	ZIP Code:

APPLICATION 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 and/or proof of completion of the course/seminar to which this scholarship is requested. OHLA reserves the right to audit the applications and request additional information and/or documentation. In the event that I do not provide this information and/or documentation, or it does not support the information provided in the application, I acknowledge the scholarship could be revoked, in which case monies must be returned to OHLA.

E-signature of Applicant:	Date:
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FOR OFFICE USE ONLY

Date Received:	Properly completed application: Yes/No	Course cost:
Property dues status: Okay/Owe	OK to submit/ Return to applicant	