



## Submission Requirements

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The following items must be submitted by 10 May 2019 with the application to qualify.

Personal Information Including:

- \* First Name, Last Name
- \* Street Address
- \* City, State/Province/Region, Zip/Postal Code
- \* Phone Number
- \* Country
- \* Email Address

Essay Requirements

All Scholarship Applicants - an essay that addresses the following:

- Future goals
- Field of study
- Are you pursuing an onboard service career?
- Impact scholarship will have on your education
- Financial Need
- What motivates you?

Sue Ling Gin Charitable Trust Scholarship Applicants – to be considered for the Sue Ling Gin Charitable Trust Scholarship (\$10,000), in addition to the other scholarships listed, a second essay must be submitted with your application. Outlined below are the requirements for the second essay:

When it's done right leadership transforms individuals, teams, organizations and society. Ethical leadership requires us to be accountable not only for what we do, but how we do it. It requires people of great character to address the many challenges that will arise.

Please share your thoughts on what leadership means to you and what responsibility you believe you will have as a leader. Your essay should include, but is not limited to responses to the following questions:

- In your view, what characteristics does a good leader exhibit and practice?
- What does ethical leadership mean to you and how would you practice it?

- Low income, entry level employees are the most vulnerable to changing economic conditions. How would your leadership address the viability of their positions, personal development, and potential social supports needed?

#### Additional Information Required For All Applicants

- Resume
- Official transcripts for all high school and post-secondary studies at an accredited institution
- Two recommendation letters (letters should be personalized and include the name, title affiliation of the author along with their relation to applicant)
- Proof of acceptance into an accredited college or university

## Criteria for Application Scoring

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- Applications will only be reviewed from individuals that are IFSA member companies, family of member companies, and/or those pursuing industry related profession in relation to degree (onboard services)
- APEX has funded a scholarship through the IFSA Foundation. The APEX scholarship is dedicated to APEX member companies and family of member companies, and/or those pursuing an industry related professional degree (airline passenger experience).
- Spafax, an APEX member, has funded a scholarship through the IFSA Foundation. The Spafax scholarship is dedicated to APEX member companies and family of member companies, and/or those pursuing an industry related professional degree (airline passenger experience).
- Good academic standing (grade scoring system)
- Official transcripts for all high school and post-secondary studies at an accredited institution
- Two recommendation letters (letters should be personalized and include the name, title affiliation of the author along with their relation to applicant)
- Proof of acceptance into an accredited college or university
- Essay outlining personal achievements, field of study, education, financial need, and career goals (essays will be scored based on content)

## Judging Process

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- Complete applications are due to the IFSA Foundation Headquarters by 10 May 2019
- Completed applications are sent to the IFSA Foundation Board for thorough review in June 2019
- IFSA Foundation Board meets to award scholarships in July 2019
- Scholarships are judged based on the following:
  - 2 points will be added to the total score if the applicant will be pursuing an onboard service industry degree
  - Review of the applicants leadership skills (ex. Activities in community work, clubs, sports, school organizations, sorority/ fraternity, mentor/ tutor, and workplace)
  - Points for educational effectiveness/ grade scores based on GPA:

Points	GPA
5	3.75 – 4+
4	3.5 – 3.74
3	3.25 – 3.4
2	3 – 3.24
1	2.5 – 2.9
0	0 - 2.4

- Quality of 2 recommendation letters
- Application will be reviewed for completeness
- Quality of essay will be reviewed to ensure the following items are met:
  - Future goals
  - Field of study
  - Are you pursuing an onboard service career?
  - Impact scholarship will have on your education
  - Financial Need
  - What motivates you?

## Notification Process

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- Applicants are informed on the status of their application in August 2019
- Distribution of funds will take place in mid-August 2019