



Hospitality Certification Scholarship Frequently Asked Questions (FAQ's)

Q. How do I apply for a hospitality certification scholarship?

A. The first step is filling out an Inquiry Application:

<https://tisoh.formstack.com/forms/certscholarshipinquiry>

Once we have received your inquiry we will contact you on how to best proceed with applying for a scholarship. You will have to fill out another, more comprehensive application.

Q. Why do I need to submit an inquiry application?

A. The inquiry application allows us to contact the certifying organization to determine when you should apply for our scholarship and the best way for us to make payment to the organization should you be awarded our Certification Scholarship.

Q. When should I apply for a scholarship?

A. You should plan well in advance of your testing date and make an inquiry as soon as possible. We have four deadline dates for applications: February 15th, May 15th, August 15th, and November 15th.

Q. What information will I need to provide on the comprehensive application?

A. You will need to respond to questions and upload documents that help the board determine your work ethic, character and worthiness of a scholarship. You will need to provide:

- Information you plan to send to the testing association **OR**
- a copy of your application approval notice from the association.
- A resume
- Answer an essay question
- Letter of Support
- Head shot

Q. Does TSYLF pay application fees?

A. No, you are responsible for all application fees. We only pay testing fees. We will provide more details once you have submitted an inquiry application.

Q. What if application fees and exam fees are due at the same time?

A. If the registration and testing fees are due at the same time you will need to apply with us for a scholarship **BEFORE** you apply with the certifying association. We will provide more details once you have submitted an inquiry application.

Q. What if the application fee and exam fees are separate?

A. Apply for our scholarship **AFTER** you have received your exam approval notice from the association and have been invited to sign up for testing. We will provide more details once you have submitted an inquiry application.

Q. How is the exam fee paid for?

A. TSYLF will send a check made out to the association. When you apply for our scholarship and the certification exam will determine how checks are sent out. We will provide more details once you have submitted an inquiry application.

Q. How are the scholarship awards determined?

A. Blind reviews are used to determine scholarships. Your name is removed from your application, assigned a number, and graded by **three** board members of TSYLF. Each board member uses a 30 point rubric to grade your resume (4 points), letter of recommendation (4 points), your essay (20 points), and application completeness (2 points) for a total possible score of 90 points. Those with the highest scores will receive scholarship awards.

Q. Do I have to pay back the scholarship money if I fail the exam?

A. No, we do not want to add to the pressure of taking an exam. If you fail however, you cannot apply for a second scholarship. This scholarship is only available for first-time testers.

Q. What happens if my scholarship application is denied?

A. You will be responsible for the testing fee. We get hundreds of scholarship applications throughout the year and unfortunately we can't say yes to every candidate. However, if your scholarship application is denied you are welcome to apply again.

Q. Who do I contact if I have other questions?

A. If you have any other questions please email TSYLF at info@timothysylam.org or call 702.900.7584 and leave a message. **The certifying associations cannot assist you in the scholarship process.**