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**THE AAAE FOUNDATION SCHOLARSHIP PROGRAM**  
for A.A.E.s Sponsored by the American Association of Airport Executives

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# **The AAAE Foundation Scholarship Program for A.A.E.'s** **Sponsored by the American Association of Airport Executives**



## **The Program and its Purpose**

Through the program, the AAAE Foundation will award non-renewable scholarships to students who are enrolled, or planning to enroll, in accredited colleges, universities, community colleges, vocational or technical schools, or hospital schools of nursing located in the United States. All schools must be accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.

## **Who Is Eligible**

Students are eligible to apply if they, their spouse, or one of their parents is an active A.A.E. and a member of their regional chapter. These individuals must be full-time employees of a public use airport at the time of application. The term “children” under the program means dependent natural or legally-adopted children, stepchildren and legal wards supported wholly by the guardian who is an active A.A.E.. If after the application deadline, before checks have been issued and even after you have been notified as a recipient, A.A.E.'s (and their spouses or children) who terminate their membership with AAAE or their regional chapter, or leave the employment of public airports, will no longer be eligible for scholarship assistance. Multiple applications are accepted from the same family. A separate application is required for each student.

## **Important Note**

Contributions to the AAAE Foundation to support this program are welcome from corporations, individuals and chapters under the rules and conditions established by the board of directors. Contributing companies, individuals and chapters will be identified in AAAE publications. The AAAE Foundation corporate contribution policy does not permit corporate or individual funds to be directed to any individual or region. The contribution policy is strictly enforced to maintain the highest ethical standards for contributors and recipients.

## **Management of the Program**

All phases of the scholarship program are independently managed by Scholarship Managers (SM), a national, non-profit scholarship service organization with extensive experience in the management of scholarship programs. SM has the sole responsibility for evaluating the applications, selecting the award winners and determining the award amounts.

## **Selection Criteria**

The following selection criteria are used: Academic records, participation in school and community activities, work experience, and a personal statement. Financial need is considered only in determining the size of the award. All financial information and academic records submitted in the application process are kept in strictest confidence by SM. AAAE Foundation personnel do not have access to the applications or transcripts submitted.

## **The Academic Awards**

The awards range from \$900 to \$4,000. The award amounts will be determined by SM and will be based on the application evaluations, the schools attended, and the families' ability to contribute toward the educational expenses at the schools selected by the students. Subsequent changes in schools could result in a reduced award amounts.

If the Financial Data section of the application (The PAPA Form) is not completed, the applicant will be considered only for the minimum award amount. Since there is no particular income level at which applicants are denied consideration, SM strongly suggests that the PAPA Form be completed. The size of the awards may also be impacted by the amount of money available from the Foundation in any given year.

In no instance will the award amount exceed the tuition and related fees for an individual student. Award balances greater than \$500 remaining in a students account after the tuition is paid must be returned to the AAAE Foundation. Award balances of \$500 or less may remain in the student's account and used for educational expenses excluding room and board.

## **Announcement and Distribution of Awards**

All applicants will be notified of their status on or about May 15. Recipients must notify SM of acceptance of the awards within three weeks of notification or the awards may be forfeited. We will provide the award in a single check, and your school typically will split the funds between the Fall and Spring semesters. The check will be mailed to the recipients' home addresses in July. Award checks are payable jointly to the recipients and schools and must be used to pay for tuition, books, lab fees or other approved school-related expenses. The scholarships may not be used to pay for room and board. Scholarships may be held for a reasonable period in the case of an approved leave of absence, serious illness or injury that interrupts studies. SM must be notified immediately should any of these or other unusual circumstances arise.

## **The Application Procedure**

All materials, the signed application and a transcript must be mailed in one envelope to:

**The AAAE Foundation Scholarship Program for A.A.E.'s  
Scholarship Managers  
P.O. Box 2810  
Cherry Hill, NJ 08034**

**Postmarked no later than March 31, 2017**

## **Notes**

- The AAAE Foundation reserves the right to change or discontinue this non-renewable program without notice.
- Questions regarding the program may be directed to SM at the address shown above OR by phone at (856) 616-9311 OR by email at [scholarshipmanagers@scholarshipmanagers.com](mailto:scholarshipmanagers@scholarshipmanagers.com)

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**Projected Annual Parent Aid PAPA™ ©®**

If this form is not completed, the applicant will be considered only for the minimum award amount. Since there is no particular income level at which applicants are denied consideration, SM strongly suggests that the PAPA Form be completed.

A.A.E.'s Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

A.A.E. Member #

Region

Data must be from the IRS form which contains income data for the current fiscal year (Forms filed or to be submitted by April 15). AAAE Foundation personnel shall do not access to any of this data.

Adjusted gross income \$ \_\_\_\_\_

Federal income tax **paid** (not withheld) \$ \_\_\_\_\_

Unreimbursed medical expenses \$ \_\_\_\_\_

Income earned by mother \$ \_\_\_\_\_

Income earned by father \$ \_\_\_\_\_

Cash, Savings, CD's, stocks, bonds, etc. \$ \_\_\_\_\_

Amount of known grants, scholarships, or other financial aid \$ \_\_\_\_\_

Number of family members attending college at least ½ time during the coming school year \_\_\_\_\_

Number of exemptions claimed on forms (1040, 1040A, 1040EZ) \_\_\_\_\_

Please do not enter any information that relates to 401K, IRA, Roth IRA, Social Security, SEP, or any other type of retirement income.

**AFFIDAVIT:** The signatures below affirm that all the information provided in this PAPA Form, is true and complete to the best of our knowledge. If requested, we will provide proof. Failure to provide this proof shall invalidate this application and may result in termination of any aid granted.

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Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_ Signature of A.A.E. \_\_\_\_\_ Date \_\_\_\_\_

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1. Please print or type all information.
2. School, community and work experience relate only to the last 4 years.
3. Obtain a transcript (official or unofficial) or a copy of your grades.
4. Transcripts may be in a sealed and separate envelope but they must be sent with the application.
5. All data submitted in support of this application becomes the property of Scholarship Managers (SM).
6. Please note that you may only be a recipient in one (1) AAAE sponsored scholarship program. You may apply for multiple programs, but if you are selected in one program you will not be eligible to be a recipient in the other programs.

**APPLICANT DATA:** Mr.  Ms.  Mrs.  Miss.

**APPLICANTS MUST PROVIDE A HOME ADDRESS NOT A CAMPUS OR SCHOOL ADDRESS**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_ Home Tel # (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Email \_\_\_\_\_

**A.A.E. DATA:** Mr.  Ms.  Mrs.  Miss.

A.A.E.'s Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Airport Street Address \_\_\_\_\_

Airport City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_ Tel # (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Active  A.A.E. Member #  Region

Disability Retirement  Month (mm) \_\_\_\_ Year (yyyy) \_\_\_\_ Deceased  Month (mm) \_\_\_\_ Year (yyyy) \_\_\_\_

Email \_\_\_\_\_

**HIGH SCHOOL DATA:** All applicants should fill in this section, even college students.

College Board 6 digit code  This may be left blank if it cannot be obtained at the guidance office.

High School Name \_\_\_\_\_ Street Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Grad Date Month (mm) \_\_\_\_ Year (yyyy) \_\_\_\_

Non-Weighted Cumulative GPA  (on a 4.0 basis) Numerical or letter grades must be converted to a 4.0 basis

**COLLEGE DATA:** I attend , or have applied,  to the following school(s)

Name \_\_\_\_\_ City/State \_\_\_\_\_

Name \_\_\_\_\_ City/State \_\_\_\_\_

Proposed Major \_\_\_\_\_ Proposed Graduation Date Month (mm) \_\_\_\_ Year (yyyy) \_\_\_\_

Cumulative GPA  .  (on a 4.0 basis) Numerical or letter grades must be converted to a 4.0 basis

**HIGH SCHOOL AND COMMUNITY ACTIVITIES: during the last 4 years only. (IF MORE SPACE IS NEEDED PLEASE DUPLICATE THIS PAGE – RESUMES OR ANY OTHER FORMAT WILL NOT BE ACCEPTED)**

Activity/Awards/Offices Held      from mo/yr to mo/yr   hrs per wk   Activity/Awards/Offices Held      from mo/yr to mo/yr   hrs per wk


**COLLEGE AND COMMUNITY ACTIVITIES: during the last 4 years only. (IF MORE SPACE IS NEEDED PLEASE DUPLICATE THIS PAGE – RESUMES OR ANY OTHER FORMAT WILL NOT BE ACCEPTED)**

Activity/Awards/Offices Held      from mo/yr to mo/yr   hrs per wk   Activity/Awards/Offices Held      from mo/yr to mo/yr   hrs per wk


**WORK EXPERIENCE, FULL- OR PART-TIME: during the last 4 years only. (IF MORE SPACE IS NEEDED PLEASE DUPLICATE THIS PAGE – RESUMES OR ANY OTHER FORMAT WILL NOT BE ACCEPTED)**

Position                                      from mo/yr to mo/yr   hrs per wk   Position                                      from mo/yr to mo/yr   hrs per wk


**TRANSCRIPT:** All applicants must also submit a transcript or copy of their grades (unofficial transcripts are acceptable). The transcript may be in a sealed and separate envelope but it **MUST BE SUBMITTED WITH THIS APPLICATION.**

**ESSAY:** Please write an essay that addresses the following question: “**What are my educational goals and how do they relate to my career goals**”. The essay must be 500 words or less, typewritten or computer-generated, double spaced, no longer than 2 pages and stapled to this application. Please place your name in the upper right hand corner of each page of the essay.

**AFFIDAVIT:** The signatures below affirm that all the information provided in this application, and supporting documents, is true and complete to the best of our knowledge. If requested, we will provide proof. Failure to provide this proof shall invalidate this application and may result in termination of any aid granted.

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Signature of applicant                      Date                      Signature of A.A.E.                      Date

This application, your essay, and a transcript or copy of your grades must be returned to:

**The AAAE Foundation Scholarship Program for A.A.E.’s  
Scholarship Managers  
PO Box 2810  
Cherry Hill, NJ 08034**

**POSTMARKED NO LATER THAN MARCH 31, 2017**