

AVIATION HORIZONS SCHOLARSHIP

Instructions

1. This form shall be jointly filled in by the Sponsoring Company and candidate, and shall be submitted by the Sponsoring Company. For applications for more than one candidate, please complete Parts B - E for each candidate.
2. Please submit this application to:

Civil Aviation Authority of Singapore (CAAS)
Singapore Changi Airport
PO Box 1, Singapore 918141
Attn: Aviation Industry Division
Manpower Development Section
3. Incomplete applications will not be considered.
4. Please attach copies of the following documents:
 - a) Both sides of the candidate(s)'s NRIC;
 - b) Candidate(s)'s ITE or Diploma certificate and transcripts;
 - c) Testimonials or any character reference letters;
 - d) Recommendation letter from candidate's supervisor or Sponsoring Company's HR
(for candidates who do not meet the GPA requirement)
5. CAAS will acknowledge all applications within three working days of receipt. For any clarification, please email to caas_ai@caas.gov.sg
6. Shortlisted candidates may be invited to an interview by CAAS.
7. The decision for the award of the Aviation Horizons Scholarship lies with CAAS. CAAS will not enter into correspondence with any person concerning its decision and is not obliged to explain, justify or defend its decision.
8. All documents submitted as part of the application will be retained by CAAS.

Eligibility

1 To qualify for the AHS, the candidate must:

- Be a Singapore Citizen
- Be a full time employee of an eligible company in the airline or airport sector.
- Have less than 5 years of aviation working experience in the air transport sector at the time of application
- Have a NITEC / Higher NITEC or Diploma with GPA of 3.0 or higher. The Sponsoring Company may request for a GPA requirement waiver for candidates with good work performance that does not meet this requirement. CAAS will assess waivers on a case by case basis.

2 Singapore-based companies in the airport and airline sectors with at least 30% of their revenues from airport and airline businesses are eligible to nominate their employees for the AHS as a Sponsoring Company. The Sponsoring Company shall:

- Ensure that the scholar selects a course relevant to his / her work. The course shall be approved by both the Sponsoring Company and CAAS. Generally, part-time courses are preferred, although applications for full-time courses could be considered on a case by case basis.
- *[For part time courses]* Ensure that the scholar completes his / her Degree or Diploma within 5 years, and implement a minimum service period of 1 year with the Sponsoring Company upon the completion of studies.
- *[For full time courses]* Ensure that the scholar completes his / her full-time Degree or Diploma within 4 years, and implement a minimum service period of 2 years with the Sponsoring Company upon the completion of studies.
- Provide the necessary support for the scholar, in terms of time off and study leave, to enable the scholar to fulfill his / her study obligations.
- Disburse the AHS award to the scholar.

AVIATION HORIZONS SCHOLARSHIP APPLICATION FORM

You may need 30 minutes to fill in this form. All fields in this application form are compulsory. Please indicate N/A where the information does not apply to you.

For CAAS Reference:

PART A – SPONSORING COMPANY INFORMATION

(to be filled in by company)

Name of company	
Address	
Contact person	
Designation	
Contact number	
Email address	
Type of AHS application	Company sponsored / company supported

PART B – SUPPORT BY SPONSORING COMPANY

(to be filled in by company)

Please describe the candidate's job scope and work performance.

Please describe the company's reasons for supporting the candidate for his / her further study.

Please describe the candidate's opportunities for career development with the company.

Please state how the company will support the candidate during the course of his / her study.

Please state the minimum service period the company will implement after completion of the scholar's study.

PART C – CANDIDATE INFORMATION

(to be filled in by candidate)

Name (as in NRIC)	
Gender	
NRIC number	
Date of birth	
Contact number	
Marital status	
Designation	
Number of years with company	
Years of aviation work experience	
Highest educational qualification - <i>Please state year graduated</i> - <i>Please state final cumulative GPA</i>	
Course of study/Institution	

PART D – CANDIDATE’S CAREER GOALS

(to be filled in by candidate)

Please describe your career goals and how the AHS can support your career goals.

Please describe why you have chosen your course of study.

Please describe how you can further contribute to your company / industry after your further study.

PART E – DECLARATION BY CANDIDATE

(to be filled in by candidate)

I, _____, declare that all particulars and information stated in this application and any documents attached hereto are true and accurate to the best of my knowledge and I have not wilfully suppressed, withheld or distorted any material fact.

I accept that if any of the information given by me in this application is in any way false, misleading or incorrect, or if there is any material non-disclosure of any fact on my part, my application may be rejected, any offer of scholarship may be withdrawn, any scholarship already accepted may be terminated summarily and the scholarship amount (including allowances) disbursed to me must be repaid by me to CAAS through the Sponsoring Company immediately.

I understand that the decision of CAAS is final and no further correspondence will be entertained. I have no medical problems that will impair my ability to attend to my studies and work. I have never been convicted in a court of law in any country (excluding parking offences). I understand that giving false information is an offence punishable by imprisonment.

Candidate's Signature

Name: _____

IC No. _____

Signature: _____

Date: _____

Witnessed by

Name: _____

Designation: _____

Company: _____

Date: _____

PART F – DECLARATION BY SPONSORING COMPANY

(to be filled in by company)

_____ (Company Name), nominates
_____ (scholar's name) for the CAAS Aviation Horizons Scholarship.

I declare that the information stated in this submission and the accompanying documents are true and correct to the best of my knowledge and I have not withheld/distorted any material facts.

I understand that if I obtain funding by false or misleading statement, I may be prosecuted accordingly. In addition, the Civil Aviation Authority of Singapore may at its discretion, withdraw funding and recover immediately from my company/organisation any amount of the funds that may have been disbursed.

Name: _____

Designation: CEO / MD / GM

Signature: _____

Date: _____

Company Stamp: _____