

2009 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL - 2 Weeks Course (Domestic students)

Dear Prospective Student:

Once you receive our package of information, you will notice that an **Application** may be included. If it is missing or lost, you can also print the 2-week course application from our web site or the Sheffield CD.

1. **Complete and submit the Accelerated Course "Prior Experience Form"** at <http://www.sheffield.com/priorxpcform.html>. Once the pre-qualification email is received from Sheffield School, proceed to the next step.

2. **Send us the correct, completed application** with the \$1,500.00 registration fee. Please print clearly and complete all fields correctly. You can find our complete Catalog on our web site, as well as payment information including credit card information.

Send us your documentation (included with your application) verifying your prior aviation experience and/or training. This may include copies of flight certificates, flight logs, military training records, college degree copies, etc..

Acceptable methods of payment include: money order, cash, traveler's checks and credit cards (Visa and MC only). You can find a credit card payment form on our web site, which is to be faxed to us (954-584-8980).

3. After we receive your application with the necessary fees and your documentation we will upload your requested User ID and Password online in order to access the Distance Learning Courses (Phase I). **We will send you a confirmation email and an Enrollment Agreement for Phase II via regular mail**, which must be completed, signed and returned to us with the necessary deposits. The amount depends on whether you enroll in additional courses etc. – list of deposit fees are in our material and on the web site (see www.sheffield.com/pricing.html)

Your **final balance of the tuition is due 30 days prior to the first day* of the residency start date (Phase II)**. We only accept cash, money order, traveler's checks, or credit cards (Visa and MC only).

Only after we receive the tuition balance with the Enrollment Agreement will we reserve a spot in the class for you.

4. After we have received all the necessary deposits **we will send you an acceptance letter and arrival instructions**.

*Please bring a **CURRENT photo ID** on the first day of class and your original stamped, sealed and passed FAA ADX Airmen report.

Notes: The FAA Aircraft Dispatcher Knowledge (ADX) test is a pre-requisite; however, some international students may not be able to take the test outside the U.S. – contact us for instructions.

If you have any other questions, please feel free to contact us.

Kind regards,

Katja Morris
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