

## 2009 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL - 4 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 4-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 Phase I tuition 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 must 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 via regular mail**, which must be completed, signed and returned to us with the necessary deposits. The amount depends on whether or not you need housing, additional courses etc. – list of deposit fees are in our material and on the web site (see [www.sheffield.com/pricing.html](http://www.sheffield.com/pricing.html))

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

Only after we receive the tuition deposit with the Enrollment Agreement for Phase II will we reserve a spot in the class for you. (same for the housing)

4. After we have received all the necessary deposits we will send you an **acceptance letter, arrival instructions, and housing information (if needed)**.

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

Housing provided by Sheffield may be available. Contact us for details. If housing is not reserved before you arrive and you do not make your own housing arrangements (hotels, etc..), we may not be able to help you at all.

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

Kind regards,

Katja Morris – Admissions Director  
Sheffield School of Aeronautics (est. 1948)  
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