

2009 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL
Distance Learning + 5-Day Residency 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 Distance Learning/5-Day Residency course application from our web site or the Sheffield CD.

1. **Send us the correct, completed application** with the nonrefundable \$1,500.00 Phase I 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 a credit card authorization form.

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 <http://www.sheffield.com/pdf/files/creditcardfax.pdf>, which is to be faxed to us (954-584-8980).

2. After we receive your application with the necessary fee, 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 Phase II tuition. (Due at least 30 days prior to the Phase II Residency start date.) We reserve a spot in the 5-day Residency Phase of the class for you only after we received the tuition with the Enrollment Agreement.

3. After we have received the 5-day Residency Phase payment **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.**

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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