

## **2011 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL 5 Weeks Course - (Domestic students)**

Dear Prospective Student:

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

1. **Send us the correct, completed application** with the \$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.

[Acceptable methods of payment include: money order, cash, traveler's checks and credit cards (Visa, Discover, and MC only). NO PERSONAL CHECKS. You can find a credit card payment form on our web site, which must be faxed to us (954-584-8980).]

2. After we receive your application with the necessary fees **we will send you an Enrollment Agreement**, 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. – a list of deposit fees are in our material, on the Enrollment Agreement, and on the web site. (see [www.sheffield.com/pricing.html](http://www.sheffield.com/pricing.html))

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

However, you can save some time by sending the deposits with the Application all at once.

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

4. Your final balance of the tuition(s) is due on the first day\* of class. We only accept cash, money order, traveler's checks, or credit cards (Visa and MC only). **All international checks have to have a U.S. corresponding bank on it. NO PERSONAL CHECKS.**

\*Please bring **2 CURRENT photo IDs** on the first day of class. ALL STUDENTS – must bring 2 forms of ID with names on both IDs matching exactly.

**Notes:** As soon as you have enrolled and received your online ID and password, you should begin studying ahead of time for the FAA Aircraft Dispatcher Knowledge (ADX) test. You can find instructional help on our web site and actually practice taking sample ADX tests at no charge. Contact the school for a password once you've applied.

If housing is not reserved before you arrive you might not be able to enter the school housing. That is your decision if you are willing to take that chance. Hotels can also be difficult to reserve in the area depending on the time of year. They are also expensive.

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

Kind regards, Brett Bories – Admissions Director - Sheffield School of Aeronautics (est. 1948)  
[admissions@sheffield.com](mailto:admissions@sheffield.com)

06/30/10