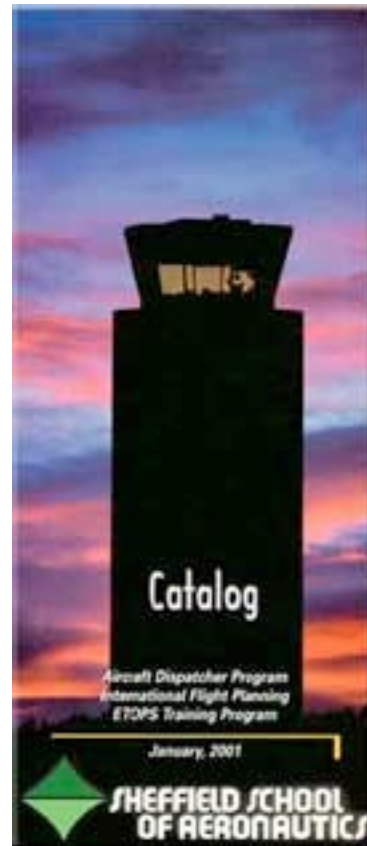


Sheffield School of Aeronautics

Catalog

2025



*The World's Premier
Airline Dispatch School!!!*

Est. 1948

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Sheffield School Philosophy

Recognized worldwide for the exceptional quality of its graduates for the past 77 years, Sheffield School's philosophy is to cultivate the finest graduates in the industry and continue to uphold its reputation as a global leader in aviation training.

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Education Mission

Sheffield School and its staff are dedicated to providing its students with high quality aviation training, based on a combination of specific knowledge, practical application, good judgment and a positive attitude toward aviation safety.

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Administrative Board

Sheffield School is a private school located in Plantation, Florida, approximately 10 miles from the Fort Lauderdale International Airport.

Officials

- Ron Morris, Chairman Emeritus
- Eric W. Morris, President
- Katja Morris, Secretary-Treasurer

Admissions Staff

- Katja Morris, Director of Admissions

Director of Training

- Eric W. Morris

Asst. Director of Training

- Brett J. Bories [full-time]

Additional Faculty

- TBD [full-time]

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Program Advisory Committee

Sheffield School is honored to have the following aviation industry representatives serving as advisors with regard to course content and curriculum. This process ensures that Sheffield graduates continue to meet or exceed the expectations of those who would hire them.

Gene Cameron

Manager – Global Support - Flight Dispatch - United Airlines

Richard Gromel

Manager - (Retired) System Operational Control - American Airlines

Pat Paleveda

(Fmr) Manager Air Traffic Services - Delta Air Lines

Mike Senior

President – Cyintech Information Solutions; Manager - Flight Air Operations Delta Airlines
Captain: B-767, B-757, B-727, DC-9, MD-80, DC-8

Dave Soaper

Director of System Control - Comair Airlines

Lee Wilson

Flight Control Manager – Virgin America; (Fmr) Manager of Dispatch - Horizon Air

Honorary Program Advisory Committee

Leon Jansen

FAA Designated Examiner, Eastern Airlines dispatcher – 40 years, Decorated Military Vet

Frank Shea

Director of Safety - Republic Airlines
(Fmr) Vice President Operational Reliability - World Airways
(Fmr) Director of Flight Operations and Chief Dispatcher - Delta Air Lines

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School History

Sheffield School of Aeronautics is one of the oldest aviation training institutions in the United States. It is the oldest Federal Aviation Administration (FAA) approved Aircraft Dispatcher School in the world. In fact, Sheffield School of Aeronautics is older than the FAA, having originally been approved by the CAA, the predecessor of the FAA and the original aviation regulatory body in the United States.

The School was founded by Wilbur A. Sheffield in Miami, Florida in 1948. Mr. Sheffield was associated with Eastern Airlines where he conducted Pilot, Flight Engineer, and Aircraft Dispatcher training. Prior to that, he was Chief Instructor with Embry-Riddle School of Aviation, now Embry-Riddle University. He also instructed at the University of Miami, John B. Stetson University and Southern College.



Sheffield School in Miami - 1954

Ron Morris, Chairman Emeritus, has carried on the traditions of Sheffield School since 1971. His background includes flight instruction, and over 10 years experience with a major US air carrier in operations and as an Aircraft Dispatcher. Before the airline industry was deregulated, Mr. Morris was the only person outside the FAA authorized to administer the Aircraft Dispatcher Practical Examination. He has licensed more FAA Aircraft Dispatcher graduates than anyone in the history of the profession with the total number of certificates issued presently exceeding 2650. He is recognized throughout the world as one of the leading experts in this field of aviation. He, along with Delta Air Lines and Tecslut Eduplus (Canada), developed and introduced the industry's first Dispatch simulator. [top](#)

Mr. Morris is a member of the Greater Miami Aviation Association, the National Aeronautics Association, the National Business Aircraft Association, and the Aviation Space Education Association. He is a past member of the Regional Airline Association and the Wings Club of New York.

When the U.S. law changed to privatize space, Mr. Morris was appointed (in 1989) to the Spaceport Florida Authority Board at Cape Canaveral, which was the first board of its kind in the world. He has served as Chairman/Member of the board and continued to serve in that capacity until he resigned from the position on March 15, 2001.

In March 1994, he was appointed as Florida's delegate to the Aerospace States Association, which is a national board consisting of delegates from each state (usually the Lt. Governor) that is involved in the US space program. The Board's charter is to see that the US maintains its lead in space exploration. He served in that capacity until his resignation on March 15, 2001.

Mr. Morris served at the first Chairman of the Board of Directors of the Florida Commercial Space Financing Corporation from its formation under Florida law in 1999 until his resignation from the board on March 15, 2001. The FCSFC was created to make Florida "The Place for Space" and designed to provide specific financing and services packages to the space related companies and thereby attract them to Florida.

Mr. Morris served the local community by serving terms on the Advisory Board of the Ft. Lauderdale/Hollywood International Airport and on the Board of Governors of the South Florida Museum of Natural History.

Eric Morris, President, began his tenure at Sheffield School as Lead Instructor and Director of Training in 1986. The course that he developed is considered the most comprehensive and challenging Aircraft Dispatcher course in the world. He became President of Sheffield in January 1998, and began an aggressive web marketing campaign along with blueprinting the future technological plans for the school.

His aviation-dispatch training experience includes: licensed pilot, airline initial training, recurrent training, airline transition training, major airline ab initio dispatch training, performance engineering, air traffic control, and aerospace engineering. Currently he directs the training, rewrites the curriculum, conducts itinerary training for airlines, maintains/develops the Sheffield web site, provides technical assistance to airlines, occasionally instructs the certification course, and is the computer network administrator at the school. Eric graduated college with a A.A. degree from Oxford College, and a B.S. degree in Aerospace Engineering from Auburn University, then later graduated with honors at the FAA ATC Academy.

Sheffield School, which was relocated from Miami to Ft. Lauderdale in 1986, has been in continuous operation for approximately 77 years (1948-2025) and we continue to uphold the high standards and policies that have been a trademark of the School.

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School Facilities and Equipment

The offices and classrooms of Sheffield School are located in Plantation, Florida, adjacent to Fort Lauderdale. The facility exceeds all FAA requirements as to applicant space and lighting. The School's network is connected to the JetPlan Flight Planning and Weather Services, Navtech, and Universal flight planning systems. Students work with actual National Weather Service weather data and are able to request computerized flight plans using their own devices or laptops. Sheffield also provides for the students' use of such items as airline operations manuals, industry-used approach plates and charts, and current FAA publications.

In June 1999, we incorporated Aircraft Situation Display (ASD) into our curriculum. As radar is the air traffic controller's primary visual tool, ASD has become the visual guide to the Aircraft Dispatcher. This aid is an incredible learning tool as well as an outstanding visual introduction to the world of preplanning, and flight monitoring.



Aircraft Situation Display

The Aircraft Dispatcher

The FAA licensed Aircraft Dispatcher can be described as "the Captain on the ground." The job of Aircraft Dispatcher is one of the most responsible and best paying jobs at an airline. While the Captain is responsible for his or her one particular flight, the dispatcher is responsible for many flights at the same time. The age requirement of 23 is the same for both the Aircraft Dispatcher and the Airline Transport Pilot Certificate. Furthermore, the questions for the FAA Aircraft Dispatcher Computerized Knowledge Test (ADX) are drawn from the same set of questions used for the ATP test.

The Aircraft Dispatcher shares responsibility for the flight with the Captain, and both are required to sign the Dispatch Release before the flight can legally operate. The dispatcher is responsible for planning the flight, taking into consideration the weather, any maintenance problems on the aircraft, navigational facilities at the appropriate airports, Notices to Air Missions (NOTAMS), alternate airports and to exercise flight following while the flight is in progress.

The dispatcher maintains communication with his or her flights and is responsible for notifying the Captain of any significant changes that would affect the safety of the flight. It is the responsibility of the dispatcher to delay or cancel a flight when necessary and to make any other operational decisions necessary to ensure the safety of the flight.

Most airlines will have a centrally located dispatch office that controls all flights of that particular airline. As an example, United Airlines' dispatch office is in Chicago; Delta Air Lines is located in Atlanta.

The dispatch department has historically been one of the best places in the airlines for promotions. The department has control over the operations of the airline and, consequently, the dispatcher is generally in close contact with the senior officers of the company. The dispatcher has always been a very important individual in the operation of an airline and will certainly continue to be so in the future.

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Delta Air Lines Operational Control Center

Course Description

Aircraft Dispatcher Course, the ADX Test, & Practical/Certification Exams

The objective of the Aircraft Dispatcher Course is to train students to acquire satisfactory skills and demonstrate competence in aviation weather, FAA regulations, air traffic control procedures, aircraft systems and performance, and flight planning, in preparation for the FAA Practical Examination. Applicants must be 21 years of age to enroll in this course. The FAA requires that recipients of the Aircraft Dispatcher Certificate be at least 23 years of age; however, the minimum age to sit for both the FAA Aircraft Dispatcher Knowledge Test and Practical Exam is 21 years of age. If a student graduates before the age of 23, a FAA Letter of Aeronautical Competency will be issued, stating that all requirements have been met, and that a Certificate will be issued upon reaching age 23. A graduate may work as an Assistant Dispatcher or Flight Follower prior to receiving the Certificate. The Aircraft Dispatcher Course conducted by Sheffield School has been approved by the FAA and is approved for Veteran's training.

Total Clock Hours* 200

Length of Course 5 weeks

Maximum Class Size 25 students

*A Clock Hour is defined as one hour spent in the classroom for the purpose of lecture, testing, practical exercises, or computer practice, including reasonable breaks. It is important to note that our total hours do not include our lunch breaks. Many schools count the lunch breaks, which can add as many as 30 or more hours to their program. You don't pay us for your lunch break at Sheffield School.

Classes are held Monday through Friday, including most holidays, between the hours of 8:00 AM and 5:00 PM. Occasionally, class is extended up to one hour. ***We highly recommend passing the FAA ADX Knowledge test prior to your 5-week class start date. In the very least, to study for the test for at least 1 month prior to class, and know the answers to at least half of the 1500+ question bank.*** The PDFs that follow explain the reasoning behind our recommendations.

- More information: [How to prepare for the ADX](#) and [Our ADX Method of Operation](#).

If you pass the ADX test prior to your 5-week course, your 5-week course tuition will be discounted \$500. Since Sheffield will likely no longer operate as an FAA test center in 2025, please use this link below to locate a testing center near you. To locate an FAA Knowledge testing center* in the USA to take the ADX test, please visit <https://faa.psiexams.com/faa/login> and click "Find a Testing Center."

Final course exams are typically held on Friday of the 5th week. Upon successful completion of the course, graduates will take the FAA Practical Exam. The Practical Exam should be scheduled on Saturday, Sunday, or Monday or possibly later. For students in larger classes, you should assume that you may have to wait at least an extra 5-7+ days at the minimum following graduation for the practical exam since there is an exam limitation per day. In other words, 15-20 students planning to travel out of town on the 1st day of exams is impossible. Please plan accordingly or be flexible with your travel plans – in a smaller class, you may be examined in a shorter time. Upon satisfactory completion of the course and the FAA Examinations, the graduate will be qualified to enter airline initial training and basic indoctrination. Upon successful completion of these airline courses and line checks, he/she will be qualified to exercise dispatch authority.

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Curriculum (All courses) (As specified in FAR Part 65, Appendix A)

I. Regulations

Includes: Parts 1, 25, 61, 65, 71, 91, 110, 117, 119, 121, NTSB Part 830, 1544

II. Meteorology

A. Basic Weather Studies

The earth's motion and its effects on weather, analysis of the following regional weather types, characteristics, and structures, or combinations thereof, analysis of the following local weather types, characteristics, and structures or combinations thereof.

Also, included are the following characteristics of the atmosphere: Pressure, Wind, States of Matter, Clouds, Fog, Icing, Stability, Turbulence, Air masses, Fronts, Theory of Storm Systems.

B. Weather, Analysis, and Forecasts

Surface Observations, Terminal Forecasts, Significant En route Reports and Forecasts, Weather Imagery, Meteorological Information Data Collection Systems, Data Collection, Analysis, and Forecast Facilities, Service Outlets Providing Aviation Weather Products.

C. Weather Related Aircraft Hazards

Crosswinds and Gusts, Contaminated Runways, Restrictions to Surface Visibility, Turbulence and Wind shear, Icing, Thunderstorms and Microburst, Volcanic Ash.

III. Navigation

Study of the Earth, Chart Reading, Application and Use, National Airspace Plan, Navigation Systems, Airborne Navigation Instruments, Instrument Approach Procedures, Special Navigation and Operations.

IV. Aircraft

Aircraft Flight Manual, Systems Overview, Minimum Equipment List/Configuration Deviation List (MEL/CDL), Performance, Aircraft in General, Principles of Flight, Aircraft Limitations, Weight and Balance, Flight Instrument Errors, Aircraft Performance.

V. Communications

Regulatory Requirements, Communication Protocol, Voice and Data Communications, Notice to Air Missions (NOTAMS), Aeronautical Publications, Abnormal Procedures.

VI. Air Traffic Control

Responsibilities, Facilities and Equipment, Airspace classification and route structure, Flight Plans, Separation Minimums, Priority Handling, Holding Procedures, Traffic Management.

VII. Emergency and Abnormal Procedures

Security measures on the ground, Security measures in the air, FAA responsibility and services, Collection and dissemination of information on overdue or missing aircraft, Means of declaring an emergency, Responsibility for declaring an emergency, Required reporting of an emergency, NTSB reporting requirements.

VIII. Practical Dispatch Applications

Human Factors, Decision Making, Human Error, Teamwork, Applied Dispatching, Briefing Techniques, Dispatcher, Pilot, Preflight, Authorize Flight Departure with Concurrence of Pilot in Command, In-flight Operational Control, Post-Flight.

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Aircraft Dispatcher Course (5 Weeks Residency/200 clock hours)

Aircraft Dispatcher Course - 5 WEEKS*

2025 Course Schedule
January 13 - February 14
March 17 - April 18
May 19 - June 20
July 28 - August 29

*EXTRA DAYS REQUIRED FOR PRACTICAL EXAMINATIONS.

*tentative – dates may be amended

Note: We have not canceled or changed a full-time Aircraft Dispatcher class date in over 54 years!

Cost 2025 Tuition Deposits and Fees

Registration/App. Fee = \$700 (non-refundable)

Processing Fee* = \$300 (non-refundable)*

Tuition Deposit = \$1,000

Tuition = \$4,800 (includes deposit)

Total: \$5,500 (domestic students) – \$5,800 (int'l students)

(discounts at <http://www.sheffield.com/courses/discounts>)

Practical Exam fee = The FAA practical exam fee is \$0.00 (\$500, if a retake).

*International applicants only (I-20 form processing/SEVIS electronic processing, and shipping and handling [FedEx charges] included.)

Aircraft Dispatcher Course (3 Weeks Residency/120 clock hours)

Due to the volume of requests for a quality, accelerated course, we've decided to offer a quality, comprehensive, 3-week course at a reasonable cost.

By restructuring our program to include on-line study modules that you complete before you arrive, we have maximized the amount of critical, hands-on practice that you will receive during your time in attendance at Sheffield School.

Our objective is not to simply get you "test-prepped," but to prepare you for airline initial training, basic indoctrination, and OJT.

Aircraft Dispatcher Course (3 Weeks*)

2025 Course Schedule
January 27 - February 14
March 31 - April 18
June 2 - 20
August 11 - 29

*EXTRA DAYS REQUIRED FOR PRACTICAL EXAMINATIONS.

- **Duration** = 3 Weeks, after successful completion of on-line modules.
- **Phase I Tuition** = \$2,000 (non-refundable, includes 2 months of on-line access.)
Evidence of cheating or receiving help from others or giving out your individual ID and password to others will result in immediate dismissal from the course - no refund. If you continually ignore directions provided by the instructor, after previous warnings, then student will be terminated from the course - no refund.
- **Phase II Tuition** = \$2,800; due 30 days prior to residency start date.
- **Overdue assignments:** will not be acceptable. Read online Matrix for specific rules.
- **Total course cost = \$4,800 USD**
(we DO offer discounts: <http://www.sheffield.com/courses/discounts>)
- **Practical Exam fee** = \$0.00. The FAA practical exam fee is included (\$500 if a retake).
- **FAA Practical Exams** administered following last day of class within next 1-7+ days. Please consider this when making travel/housing arrangements.
- **Housing** = Sonesta ES Suites is highly recommended, but rental houses in the vicinity of the school are typically preferred and less expensive. Visit [Student Housing](#) for more information.
- **Class size** = Limited to approximately 25 students, but will typically range from 10-20.
- **Prerequisites (at least 2 of the 3 below)**
 1. FAA ADX (Aircraft Dispatcher) Knowledge Test passed before starting Phase II. (We highly *recommend* passing the ADX prior to Phase I's online phase.)
visit <https://faa.psiexams.com/faa/login> and click "Find a Testing Center."
 2. Phase I on-line modules must be passed prior to starting Phase II.
 3. Verification (letters, records, etc.) of experience must be received by school prior to enrollment. [Based on FAR Part 65.57 and/or 65.61(d) - see FAR Part 65 attachment below for details.] **[Not required if meeting #1 & #2 above!]**

Subpart C (excerpt) - Aircraft Dispatchers
(only for those applying #3 above/previous page)

Sec. 65.57 Experience or training requirements.

An applicant for an aircraft dispatcher certificate must present documentary evidence satisfactory to the Administrator that he or she has the experience prescribed in paragraph (a) of this section or has accomplished the training described in paragraph (b) of this section as follows:

(a) A total of at least 2 years experience in the 3 years before the date of application, in any one or in any combination of the following areas:

- (1) In military aircraft operations as a--
 - (i) Pilot;
 - (ii) Flight navigator; or
 - (iii) Meteorologist.
- (2) In aircraft operations conducted under part 121 of this chapter as--
 - (i) An assistant in dispatching air carrier aircraft, under the direct supervision of a dispatcher certificated under this subpart;
 - (ii) A pilot;
 - (iii) A flight engineer; or
 - (iv) A meteorologist.
- (3) In aircraft operations as--
 - (i) An Air Traffic Controller; or
 - (ii) A Flight Service Specialist.
- (4) In aircraft operations, performing other duties that the Administrator finds provide equivalent experience.

(b) A statement of graduation issued or revalidated in accordance with Sec. 65.70(b) of this part, showing that the person has successfully completed an approved aircraft dispatcher course.

Sec. 65.61 Aircraft dispatcher certification courses: Content and minimum hours.

(d) For the purpose of completing an approved course, a student may substitute previous experience or training for a portion of the minimum 200 hours of training. The course operator determines the number of hours of credit based on an evaluation of the experience or training to determine if it is comparable to portions of the approved course curriculum. The credit allowed, including the total hours and the basis for it, must be placed in the student's record required by Sec. 65.70(a) of this part.

Aircraft Dispatcher Course (5 days Residency/40 clock hours)

For:

- Individuals or Airline employees (with or without experience) who cannot attend our regular 5-week or 3-week courses, or
- Individuals or Airline employees who meet FAR Part 65.57, or
- Individuals or Airline employees who meet FAR Part 65.61d, or
- Individuals who are VERY self-disciplined and who agree to submit assignments, quizzes, and tests in a timely manner by the prescribed due dates.

This course is not limited to experienced individuals who cannot attend our 5-week or 3-week course, but for those students who simply do not have the extra time to attend a full residency course. **We highly recommend passing the ADX test prior to applying for the Distance Learning course and beginning the online phase I modules, which are very intense.**

Course Structure:

The course consists of two phases: an online interactive distance-learning phase and a residency phase.

Phase I - Online learning. Cost is \$2,000 (nonrefundable). Various modules of our course are presented online, such as Weather Theory, Non-Graphic Weather, Graphic weather, Aeronautical Information Manual, Regulations, and Aircraft Performance, Aircraft Limitations and Systems.

Requires: Internet access, a user ID and password (issued after payment), 4.x or higher web browser, a variety of browser plug-ins which are free and easily downloadable. Optional are CD/DVD drives. Successful completion of Phase I is a prerequisite to enter the Phase II (residency) course. Plan on a minimum of 3-4 months to complete the online modules and online examinations (excluding study time for the ADX test). This phase will be accessible on a password-protected realm of our web site. Once Phase I is accessed, students will have 4 months of access, which can be extended at a fee of \$400 per month; however, the assignments must be satisfactorily completed by the assigned due dates. You may postpone your Phase II start date only one time, if needed.

Phase II - Residency, following successful completion of Phase I. Cost is \$1,900. **Practical examination fee is \$0.00. Retake fee \$500, if needed. Exam is typically in-house.** The balance (\$1,900) is due 30 days prior to the first day of class & can be paid with cash, bank check, money order, MasterCard, Visa, or Travelers Checks.

Duration: 5 days, 8 clock hours per day; 8:00am - 5:00pm with a lunch hour. Occasionally, computer labs will be conducted in the large classroom toward the end of the day. The 5-day period will consist primarily of flight planning, various reviews and testing. The 5-day residency portion will begin on a Wednesday, and end on the following Tuesday. See the following schedule for 2025.

Overdue assignments: will not be acceptable. Read online Matrix for specific rules.

Class is not held during the weekends, unless tutoring is arranged by the instructor. If arranged, there is no extra cost.

Maximum class size: 25.

Minimum class size: 1 student.

(5-day course) - continued

- Be prepared to stay at least 1-3 days following the last class day due to the scheduling of practical examinations.
- International students are welcome.

+ Aircraft Dispatcher Course (DL+5 days* residency)

2025 Course Schedule
February 26 - March 4
April 30 - May 6
September 10 - 16

*EXTRA DAYS REQUIRED FOR PRACTICAL EXAMINATIONS.

- **Duration** (residency) = 5 class days, after successful completion of self-paced on-line modules.
- **Phase I Tuition** = \$2,000 (non-refundable, includes on-line access.)
Evidence of cheating or receiving help from others or giving out your individual ID and password to others will result in immediate dismissal from the course - no refund. If you continually ignore directions provided by the instructor, after previous warnings, then student will be terminated from the course - no refund.
- **Phase II Tuition** = \$1,900; due 30 days prior to residency start date.
- **Total course cost = \$3,900 USD**
(we DO offer discounts: <http://www.sheffield.com/courses/discounts>)
- **Practical Exam fee** = \$0.00. FAA practical exam fee is included (\$500 if a retake).
- **FAA Practical Exams** after the last day of class plus next 2-3+ days. Please consider this when making travel/housing arrangements.
- **Housing** = Sonesta ES Suites is highly recommended, but rental houses in the vicinity of the school are typically preferred and less expensive. Visit [Student Housing](#) for more information.
- **Prerequisites**
 - Read, speak, write, and understand English.
 - At least 21 years of age.
 - **FAA Aircraft Dispatcher Knowledge (ADX) test** should be **passed** ($\geq 70\%$) prior to Phase I online class. Feel free to use our **FAA test preparation handouts**. We recommend passing the ADX prior to enrolling for Phase I (online.)
 - If you'd like to check for ADX testing center locations, go to psiexams.com. If you are not close to a convenient testing center (international students), you can take the test at a local testing center before the first day of class for a fee of \$175.
 - Bring **the original ADX Airmen Test report** - You'll receive this from the testing center upon test completion. It must be $\geq 70\%$ and be an **ADX** (Aircraft Dispatcher) test report, NOT an ATP (Airline Transport Pilot) test report.
- For students meeting the requirements of **FAR Part 65.57**, there is no formal requirement to be "signed off" to take the practical examination.

Veterans Training/VA Student Refund Policy

Our FAA approved Aircraft Dispatcher course (5-week residency duration) is approved for Veterans Training and the applicable refund policy is as follows:

After the 5-week course begins, the School will refund, to a student who withdraws or otherwise fails to complete the course, the unearned Tuition and Fees on a "Pro rata" basis, as defined in Pro rata refunds below.

The proration will be determined, at the date and time of withdrawal*, on the ratio of the number of clock hours remaining in the course to the total number of clock hours (200) and shall be pro-rata to the very end. Refunds will be made upon written request and directions from the VA. Housing refund policies, as explained in this Catalog also apply to VA students.

*Withdrawal officially occurs upon written notification from the enrolled student to the school. Pro rata refunds are based on enrolled hours. Enrollment ceases at the time of written withdrawal from student to school.

To simplify matters, we highly recommend beginning the VA application process, the Sheffield School application process, and attaining a Certificate of Eligibility and/or a Statement of Benefits form at least 2-3 months prior to the class start date.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day* of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies;

*due to the extremely heavy workload and pre-study recommendations in the currently approved catalog, we recommend enrolling at least 30 days prior to the first day of class.

To qualify for this provision, such students must:

- Meet published admission requirements and must understand that physical classroom capacity, as well as the school's requirement to abide by the 85/15% Rule, may impact the availability and number of accepted students in each program.

Graduates from other FAA-approved schools

We have had graduates from other schools who already possess the FAA Aircraft Dispatcher Certificate attend our school for retraining for one reason or another, generally to better position themselves in the job market.

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School Holidays

Because most classes consist of students who come from other countries as well as the 50 states, and because the course is condensed into 5 intensive weeks (or less) of study, it is customary for classes to be in session on many national holidays.

Admission Requirements

General

All applicants applying for admission to Sheffield School of Aeronautics shall have attained the age of 21 years before the beginning of the course, have a High School Diploma or equivalent, and be able to read, speak, write, and understand the English language.

Foreign applicants from non-English speaking countries will be required to demonstrate proficiency in conversational English during the course. The Director may require the applicant to take the Test of English as a Foreign Language (TOEFL) and submit proof of attaining a score of at least 550, or an equivalent score using a comparable testing system; however, this is rarely applied. It is the applicant's responsibility to understand the English proficiency requirement. By signing the School Application and Enrollment Agreement, the applicant claims that he/she is aware of the aforementioned and has adequately passed a TOEFL or equivalent examination OR believes they have the ability to do so and have chosen not to test.

Note: Due to stricter security laws, international applicants are sent the I-20 Student Visa application form only after the application fee AND course tuition deposit(s) are received by the school.

Credit for previous training

Due to the duration of the course and the amount of cumulative material presented, credit for previous training or experience will be evaluated and granted on an individual basis. [top](#)

Admissions note:

Sheffield School of Aeronautics reserves the right to evaluate Applications for Admission, document special cases, and to refuse or revoke admission if the School determines that the applicant or student is or may be a threat, a potential danger, or be significantly disruptive to the school community, or if such refusal is considered to be in the best interest of the School. Applicants that have been expelled or suspended from, or determined to be a threat, potential danger, or significantly disruptive by, another school will not be admitted to Sheffield School of Aeronautics.

For any person refused or revoked admission, or for any other applicable reason, refunds of any refundable monies paid are initiated within thirty days of the refusal or revocation date,

unless there are transfer/wiring delays or other problems typically associated with certain foreign countries, or in the retrieval of specific bank/wiring information. Refunds are sent/returned in U.S. dollars. We have no control over daily changing monetary exchange rates.

When you enroll as a student at Sheffield School of Aeronautics, you accept the rules and regulations of the School. Any violation will be subject to appropriate action by the School per any and all pertinent written agreements and School Catalog statements. Sheffield School of Aeronautics' policies are not to be superseded by any other organizational policy. [top](#)

Parent/Guardian/Relatives Involvement Policy:

The purpose of this policy is to address specific guidelines and parameters related to the realm of communication/involvement between parents/guardians/relatives of currently enrolled students and Sheffield School of Aeronautics.

The level of communication and involvement that parents/guardians/relatives may have been accustomed to in other school settings will not be applicable in a private technical school setting. Any student enrolled at Sheffield School (minimum age 21), is no longer considered a minor from an educational standpoint; they are an adult. The Family Educational Rights and Privacy Act (FERPA) clarifies and limits the amount of information a university/school is allowed to share with anyone, including parents/guardians/relatives, regarding any student.

During the course of a student's academic journey, there is always the possibility of an incident occurring that requires intervention and decision-making by an appropriate School official. This is why we require an Enrollment Agreement which includes an emergency contact.

Parent/guardian/relative involvement in normal situations only slows all processes and complicates matters for all parties concerned. Parent/guardian involvement also sends a message to the student that they are not capable or responsible enough to handle the situation themselves. This adversely affects their maturation and hinders the developmental process. Sheffield School has been in business for 72 years and has maintained a stellar reputation for not only quality education, but also customer service. We respect and thank all parties involved in the school selection process, and we shall provide open dialogue with every student; however:

- Parents/guardians are not privy to a student's educational records without the student's written permission.
- Faculty members are not allowed to disclose student information, including grades, to parents/guardians/relatives without a student's written permission.
- Technically, neither parents, guardians, nor relatives can withdraw students from school. Only the enrolled student may withdraw themselves.

Each and every student needs to learn to . . .

- Take responsibility for their own actions.
- Take the initiative to follow the necessary steps to resolve a situation.
- Accept the consequences for their actions.

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Admission Procedures (5-Week Course)

Visit the individual course links at <http://www.sheffield.com/courses>, select the course link you are interested in, then click the "Application Forms" Tab for the Admissions Procedures for each specific class.

Applicants are required to complete the 'Application for Admission' and return it with the non-refundable Registration Fee (\$700). Upon acceptance, the School will send an Enrollment Agreement for review and signature by the applicant (and 3rd Party Payor, if applicable). The Enrollment Agreement must be returned with the proper deposit(s) and any additional information requested by the school.

After receiving the deposit with the completed Enrollment Agreement, a letter of acceptance, which will confirm space reserved for the requested class date, will be sent to the applicant. This final confirmation package will also include a copy of the approved Enrollment Agreement, as well as Arrival Instructions, and housing information (if applicable.)

Note:

Please bring your Arrival Instructions when you travel, including to the school or housing. Have all pertinent information with you to reference – not in your suitcases.

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Payment Policy

Full payment of the balance (5-week course) is due 7 days before the first day of the course. (3rd Party Payors will have a due date stated on the company invoice). [top](#)

Method of Payment

Payment may be made by Zelle, cash, check, credit card (VISA, MasterCard, Discover), Money Order or Travelers Checks, made payable to Sheffield School. [Credit card payments (deposits) made prior to the class start date must be submitted with our [credit card form](#)]. All checks and money orders must be in U.S. dollars and payable through a U.S. bank. All non-U.S. checks must have a corresponding U.S. bank. All credit card transactions will have a non-refundable 3% service charge added. Funds may be wired directly into our school account. Please contact us for wiring instructions. Student loans or grants may be available but please contact us for the latest updates. If applicable, we recommend that the loan process is started at least a few weeks prior to the class start date to assure the timely disbursement of funds to Sheffield School. We can accept personal checks; however, for your convenience in the unlikely event those funds are dishonored, we reserve the right to re-present the item electronically plus the state allowed fees and any applicable taxes.

Tuition and Fees

For our current Tuition and Fee Structure scroll back for updates, or visit the individual course links located at <http://www.sheffield.com/courses>.

(Discounts may be available at: <http://www.sheffield.com/courses/discounts>)

International applicants will be charged a nonrefundable **Processing Fee** to cover the additional costs of immigration paperwork and student visas. The Balance of Tuition and Fees are due (5-week course) and payable 7 days before the first day of the course. There are no additional costs or supplies necessary for course completion other than personal living expenses, food, a simple calculator, mobile device (tablet) and/or laptop, and note-taking materials.

The following costs are included in the 5-week course tuition: (1) Books, (2) the initial FAA Aircraft Dispatcher Computerized Knowledge (ADX) Test (retake fee applies), taken during the course (or before for accelerated classes).

If you are taking any shorter residency course (less than 5 weeks), and still need to take the ADX exam, the fee to the testing center is \$175. This typically applies only to international students who have difficulty finding testing centers.

NEW: Since Sheffield will likely no longer operate as an FAA test center in 2025, please use this link below to locate a testing center near you. To locate an FAA Knowledge testing center* in the USA to take the ADX test, please visit <https://faa.psiexams.com/faa/login> and click "Find a Testing Center."

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Student Services

Student Housing

School can provide hotel and "BnB" recommendations, but it is up the student to make housing arrangements.

For various housing options visit <http://www.sheffield.com/student-housing>.

Job Placement Assistance

Every graduate receiving their FAA certificate at Sheffield School can receive a personalized user ID and password for our direct job listing page on our web site. Through this password-protected job listing page our graduates are updated with employment opportunities and our airline interview schedule. Due to the School's outstanding reputation in the industry, many airlines and commercial operators rely exclusively on Sheffield when they have a need for qualified licensed dispatchers. We also have a password-protected Airline web page, which is only accessible by Airlines to view our Graduates' résumés. The School will assist the graduate by supplying current information at its disposal; however, the School does not guarantee employment.

Note: If a graduate was a discipline problem while enrolled in class or repeatedly cannot follow the login protocol and rules issued to him/her, or compromises the integrity of the school during training or following graduation, then the school reserves the right to suspend or revoke his/her job listing online access indefinitely. We reserve the right to prohibit online access to any individual or group if a conflict of interest is evident or suspected.

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Free Refresher Training

All Sheffield graduates are entitled to free refresher training services, unless the disciplinary note above applies. Graduates may attend all or any portion of the Aircraft Dispatcher Course depending on their specific subject-matter requirements or access one of our FREE password-protected refresher training web pages.

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Satisfactory Progress (5-Week Program) 200+ hours

By the very nature of the intense 5-week course, it is imperative that students keep pace with the material presented. The performance standards require the cumulative application of all subject material. Students should plan to spend considerable time studying each evening and on weekends in order to successfully meet the course requirements and to prepare for the FAA Aircraft Dispatcher Knowledge (ADX) Test given during the course. When a student falls behind, it becomes increasingly difficult to recover. [top](#)

Grading

Sheffield School uses a numerical grading system. Scores are derived by dividing the points earned by the total possible points. The resulting ratio is the grade expressed as a percentage. Consistent with FAA grading procedures, 70% or higher is typically a passing score; below 70% is typically a failing score. [top](#)

Monitoring of student progress

Approximately 6-8 tests plus a final exam are administered during the course. Typically, one test is given each week during the first 3 weeks. Multiple tests are given during the latter weeks. The instructor assesses the student's progress after each test. A progress report indicating the student's cumulative course average will be offered to each student upon his/her request.

Students should achieve a minimum grade average of 60% after the second test, usually during the second week of the course, and achieve a 65% after the fourth test. Failing to meet the minimum grade averages above, the student will be counseled to discuss their academic performance and to seek solutions for improvement. The student is NOT terminated from the class, only advised.

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Required Levels of Performance for Graduation

To receive a Diploma for successful completion of the Aircraft Dispatcher Course, the student typically must achieve a successful/passing course score, and have passed the FAA Aircraft Dispatcher Knowledge (ADX) Test and all course final examinations, and received an instructor endorsement (sign-off) to take the FAA Aircraft Dispatcher Practical Examination. If the ADX test is not passed, the school's final exam will not be administered and the student will not be able to immediately complete the course. Individual arrangements can be made, but it is in the student's best interest to pass the ADX test as early as possible and study the school's material well enough to not fall behind in class. [top](#)

Disciplinary Probation/Termination

Students who are placed on probation for any reason may be given written notice of unsatisfactory progress in any area (attendance, conduct, or any other requirement of the School). The written Notice of Probation will include the reason for Probation, the length of the Probation period, and the standards to be met in order to be removed from probation.

The Director will make a formal determination as to whether the student has: (a) met the requirements for return to normal status; or (b) should be dismissed. [top](#)

Regarding behavioral conduct issues, if egregious enough and/or repetitive, will result in immediate expulsion, and does not require any previous disciplinary forms or warnings to have been issued.

Withdrawals/Leaves of Absence

If a student withdraws, or is failing the course, a Pro Rata Refund will be made in accordance with the **Minimum Cancellation and Settlement Policy**. If a student finds it necessary to withdraw prior to the end of the course, because of illness or a family emergency, he or she may request a Pro-rata Refund or a Leave of Absence. In the latter case, the Director and the student will agree on a return date; however, the return date shall not exceed 100 calendar days from the effective date of the Leave Request. If the student does not return following the Leave of Absence period, a Pro Rata Refund will be made within 130 days from the last date of actual student attendance in accordance with the Minimum Cancellation and Settlement Policy.

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Work/Incomplete Work

Students who miss a scheduled exam because of an excused absence may be required to take the exam within three days of returning, but no later than the day prior to Final Exams. Incomplete grades will be converted to a zero if the exam is not taken within that time period. Students who miss a scheduled exam because of an unexcused absence will receive a zero score and will not be allowed to retake the test. The course format does not permit extension of the training and testing beyond the 5th week. If the student fails the course and wishes to repeat it at a later date, specific arrangements must be made with the Director.

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Instruction – Guidelines for Contingency Plans

Should an instructor face temporary setbacks such as illness or family emergencies, the class will proceed with a substitute instructor. If a substitute isn't immediately available, Sheffield's online learning courses will be employed. Sheffield School has long been authorized to provide credited online training, allowing it to replace any missed in-class hours. This measure is designed to prevent class postponements or cancellations and ensure the continuity of student learning.

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Rules and Regulations

Attendance

Only one unexcused absence is permitted during the Aircraft Dispatcher Course. Since the FAA requires 200 clock hours to qualify for the Aircraft Dispatcher Practical Examination, that unexcused absence must be made up. The School policy will always exceed the Veteran's Administration policy regarding unexcused absences and tardiness for any student enrolled in the School.

Tardiness

A student arriving after attendance has been taken will be logged as tardy. Excessive tardiness may be grounds for probation and dismissal. If a student is tardy three times, it will be counted as one absence.

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Conduct

This school will not tolerate any behavior outside civilized norms. No smoking will be allowed in the School. No profanity will be allowed. No disrespect toward School personnel or fellow students will be tolerated. Disregard for school property will not be tolerated. Evidence of cheating or receiving help from others (in any course we offer) or giving out your individual ID and password to others (online coursework) will result in immediate dismissal from the course - no refund.

Student Complaint/Grievance Procedure

By applying for admission to Sheffield School, the applicant acknowledges that the Aircraft Dispatcher Course is an intensive, 5-week process requiring considerable study time in the evenings and on weekends.

If there are concerns or complaints, the Director encourages each student to discuss them with his/ her instructor. If a satisfactory resolution is not reached, the student should request to speak with the Director. The Director and student will attempt to resolve the complaint in a mutually satisfactory manner to both the student and the Director.

A written report, utilizing the school's complaint/grievance form will be completed and made a part of the student's permanent file. The student will retain a copy of the form and has the school's authorization to forward the form to any third party that he/she may see fit for a resolution of the matter. The complaint/grievance form may be obtained from the Instructor, Admissions Director, or President of the School.

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Minimum Cancellation and Settlement Policy (Tuition Refund Policy)

In the event an applicant cancels, withdraws, or is dismissed from the School, refunds will be made according to the following policy: **All cancellations must be in writing (mailed, faxed, or e-mailed). Cancellation date will be the date on which the school receives the written notification.** An applicant rejected by the School is entitled to a refund of all monies paid.

No Show

Enrolled students who fail to be present on the first day of the confirmed class date and who decide to cancel once the class has started are not eligible to a refund of any monies paid (including housing).

Changing your Class start date (postponement of class)

You have the option to change your requested class start date in writing at least 30 days prior to the original class start date. A new written Enrollment Agreement will be issued that must be completed, signed, and resubmitted to Sheffield School. The initially paid \$700 Registration fee (5-week class) will be rolled over (applied to) the new class date. The new class date must be within 12 months of the originally requested date on your original Application to the School. If the applicant has not commenced a class within 12 months beyond the original class date request, there will be no refunds of any monies paid. If you notify us in writing of your class date postponement and it is less than 30 days prior to the original class start date, then the "Cancellation" Policy below applies.

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Cancellation/Postponement Policy for Tuition & Fees

Fees	More than 30 days prior to class start date	15-30 days prior to class start date	5-14 days prior to class start date	Less than 5 days prior to class start date
Registration/ Application	Nonrefundable	Nonrefundable	Nonrefundable	Nonrefundable
I-20 Processing (int'l students only)	Nonrefundable	Nonrefundable	Nonrefundable	Nonrefundable
Tuition - 5 week course	Full refund of all monies paid	\$100 cancellation fee	\$500 cancellation fee	\$1,000 cancellation fee
Phase I - Tuition 3 week course	Nonrefundable	Nonrefundable	Nonrefundable	Nonrefundable
Phase II - Tuition 3 week course	Full refund of all monies paid	\$500 cancellation fee	\$1,000 cancellation fee	Nonrefundable
Phase I - Tuition /DL+5	Nonrefundable	Nonrefundable	Nonrefundable	Nonrefundable
Phase II - Tuition /DL+5	Full refund of all monies paid	\$500 cancellation fee	\$1,000 cancellation fee	Nonrefundable
All due refunds will be initiated within 30 days. All credit card service fees are non-refundable.				

After the 5-week course begins, the School will refund, to a student who withdraws or otherwise fails to complete the course, the unearned Tuition and Fees on a "Pro rata" basis, as defined in Pro rata refunds below.

Pro rata refunds will be based, at the date and time of withdrawal*, on the ratio of the number of clock hours remaining in the course to the total number of clock hours (200) rounded down to the nearest tenth (RefundFactor). The refund will be calculated by multiplying the sum of the regular tuition and fees paid by the refund factor minus an administrative fee of \$100. If a student used a tuition coupon, and it was applied to their final tuition balance paid to the school, then the coupon value amount shall be deducted from the aforementioned pro rata refund. For a student terminating training after completing more than 40% of the course, the School will retain the entire contract price of the course. Refunds will be made within 30 days of withdrawal date, unless there are transfer/wiring delays or other problems typically associated with certain foreign countries.

After the 3-week or any shorter residency course begins, the School will not refund any monies paid to a student who withdraws or otherwise fails to complete the course. For ANY accelerated course, phase 2 tuition is due 30 days prior to residency start date or you may be terminated from the course - re-enrollment is possible.

*Withdrawal officially occurs upon written notification from the enrolled student to the school. Pro rata refunds are based on enrolled hours. Enrollment ceases at the time of written withdrawal from student to school.

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