

2025 Application - Sheffield School 3-WEEK Aircraft Dispatcher Course

Instructions & Notes

- Please print clearly or type. Submit via fax, mail, or email along with any applicable coupon(s). Application with Phase I (online training) fee of \$2,000 is also due via Zelle, bank check, credit card, or wiring (bank transfer).
- Personal information is required for FAA License Application purposes.
- Discounts link – read before submission of application & payment(s): <http://www.sheffield.com/courses/discounts>
- By placing your signature on this application (page 2), whether handwritten or electronic, you are certifying that all information provided by you is correct and true, to the best of your knowledge. By signing, you also have agreed to an understanding of our complete “Discounts/Coupons” link location, rules and procedures, and understand that any and all discount coupons must be submitted with the original application.

1. Requested Class (Phase 2) Starting Date: (Month/Day/Year): ____/____/____

2. Full Name: _____
Last First Middle

3. Social Security Number (for U.S. students: optional): _____

4. Address:

Street/P.O. Box City ST/ZIP Country

5. Contact Information:

Telephone (____) _____ (____) _____
Home or Mobile/Cell Work E-mail Address

6. Personal Information:

Sex: Male or Female _____
Height (inches only) Wt (pounds only) Hair Color Eye Color

Date of Birth: ____/____/____ Place of Birth: _____
Month (letters) / Day / Year City State/Province/Country
(ex. Jan / 5 / 1975)

Country of Citizenship: _____

7. Education & Employment:

Check Highest Diploma /Degree Attained:

___ High School ___ GED ___ Associate Degree ___ Bachelor's Degree ___ Post-graduate

Last School Attended: _____ Dates Attended: _____

Current Employer (if applicable): _____

Supervisor: _____ Phone #: _____

Address: _____
Street City ST/ZIP Country

8. Aviation Background (not a course prerequisite, only for informational purposes.)

FAA Ratings, if any: _____

Other aviation experience, if any: _____

9. Payment Information: _____

Responsible for Payment:

Myself _____ Employer _____ Other _____
(name) (name)

10. International students only: Please indicate (✓) if you need an I-20 (student visa application) form:

Yes _____ (\$300 I-20 processing fee) No _____

11. Advanced Workshops (if scheduled): Please indicate (✓) if you wish to attend the workshop(s).

- _____ (1) Advanced International Flight Planning (AIFP) – 2 days
<http://www.sheffield.com/course/advanced-international-flight-planning>
_____ (2) Extended Operations (ETOPS) – 1 day
<http://www.sheffield.com/course/etops-extended-ops>
_____ (3) EWINS (Advanced Weather Training) – 2 days
<http://www.sheffield.com/course/ewins-enhanced-weather-information-systems>

12. Phase I Tuition Payment (\$2,000.00 nonrefundable) required. Once application and payment are received, then you will receive a confirmation and link via e-mail from us. If student housing is needed, please contact the school for options.

13. Signature & Date:

By my signature below, I certify that I am at least 21 years of age and that the statements I have made are true to the best of my knowledge. I have received a School Catalog and/or read the online catalog (<http://www.sheffield.com/online-catalog>) for updates, including the English proficiency requirement - that I confirm that I can read, speak, write, and understand the English language. I have also read the terms and conditions related to enrollment and attendance, including the Refund Policy, online access extension fees, discount coupon rules, including updates within the online catalog. I have read and understood the online course due dates matrix and understand that ANY overdue assignments FOR ANY REASON will result in automatic postponement or termination from the program. I have understood the online course postponement policy within the catalog and online matrix. Unless wiring funds or using Zelle, I have enclosed or attached a check, credit card payment, or money order in the minimum amount of US\$2,000.00 (Non-Refundable 2025 Phase I tuition for 2 months online access), and request an Enrollment Agreement. I understand that I am under no obligation to enroll in Phase II (residency) and that my class seat in the residency class is reserved upon receipt of the Enrollment Agreement with the Phase II tuition, and not this original application. I also understand that I must pass the ADX Knowledge exam before the residency phase II begins, preferably before Phase I. [Note: It is highly recommended to pass the ADX prior to the Phase I commencement. If ADX testing is unavailable in your country, contact us for details.] By signing below and submitting payment, this document acts as an Enrollment Agreement for Phase I of the "3-week" course and is a binding contract. I understand that the Phase I tuition of \$2,000.00 is nonrefundable. If your application and Phase II Tuition are received after all the residency class positions have been filled, then the Phase II tuition is refundable or transferable. You are also welcome to call us prior to sending your application/deposit to check for class seating availability.

Applicant Signature

Date

revised 06/17/2024