

**2024 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL**  
**5 Weeks Course - (Domestic/U.S. students)**  
**Total Course Cost (excluding discounts) = \$5,500 USD**

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.

1. **Send us the correct, completed application** with the \$700.00 registration fee. Please print clearly and complete all fields correctly. You can find our complete Catalog on our web site (<http://www.sheffield.com/online-catalog>), as well as payment information including credit card information (<http://www.sheffield.com/payment-page>).

[Acceptable methods of payment include: Zelle, money order, cash, traveler's checks and credit cards (Visa, Discover, and MC only). 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 additional courses etc. – a list of deposit fees are in our material, on the Enrollment Agreement, and on the web site.

Only after we receive the tuition deposit with the Enrollment Agreement will we reserve a spot in the class for you.

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, and arrival instructions**.

4. Your final balance of the tuition(s) is due 7 days before the first day\* of class. We only accept cash, money order, traveler's checks, Zelle, or credit cards (Visa and MC only). **All international checks have to have a U.S. corresponding bank on it.**

\*Please bring a **CURRENT photo ID** on the first day of class.

**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 (<http://www.sheffield.com/adx-test>) and actually practice taking sample ADX tests at no charge. Contact the school for a password once you've applied. Most students take the ADX test during the 2<sup>nd</sup> or 3<sup>rd</sup> week of the 5-week class.

Please make your housing arrangements early and confirm your housing arrangements before you travel. 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,

Admissions - Sheffield School of Aeronautics (est. 1948)  
[admissions@sheffield.com](mailto:admissions@sheffield.com)

12/18/2023