

**2025 Application - Sheffield School 5-WEEK Aircraft Dispatcher Course  
- Instructions & Notes -**

- Please print clearly or type. Submit via fax, mail, or email along with any applicable coupon(s). Application fee of \$700 is also due via Zelle, bank check, credit card, or wiring (bank transfer).
- Personal information is required for FAA Certification 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. Any “re-application” to use the coupons is permissible, although each application requires a non-refundable \$700 fee.

**1. Requested Class Starting Date:** (Month/Day/Year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**2. Full Name:** \_\_\_\_\_  
Last First Middle

**3. Social Security Number** (only for U.S. military using GI Bill): \_\_\_\_\_

**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. 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, discount coupon rules, including updates within the online catalog. Unless wiring funds or paying by Zelle, I have enclosed or attached a check, credit card payment, or money order in the minimum amount of US\$700.00 (Non-Refundable 2025 Class Registration Fee), and request an Enrollment Agreement. I understand that I am under no obligation to enroll and that my class seat is reserved upon receipt of the Enrollment Agreement with tuition deposit, and not this original application.

Since Sheffield School is becoming primarily paperless, we will not be issuing notebooks and printed lessons typically; therefore, by signing below, you also understand and agree that you must bring a laptop and/or tablet for any class you plan to attend.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Revised  
06/17/24