

**2023 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL
- 1 Week Course (Domestic Students) –
Total Course Cost (excluding discounts) = \$3,900 USD**

Dear Prospective Student:

Once you receive our package of information, you will notice that an **Application** may be included. If it is missing or lost, you can also print the 1-week course application from our web site.

1. **Complete and submit the Accelerated Course “Prior Experience Form”** at <http://www.sheffield.com/prior-aviation-experience-training-background-form>. Once the pre-qualification email is received from Sheffield School, proceed to the next step. (Do not worry if you lack experience – other prerequisites more than make up for a limited aviation background.)

2. **Send us the correct, completed application** with the \$2,000 Phase I tuition 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>).

If applicable, send us your documentation (included with your application) verifying your prior aviation experience and/or training. This may include copies of flight certificates, flight logs, military training records, college degree copies, etc.. (Again, this is not absolutely mandatory, but allows us to get a complete picture of our applicants.)

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 (www.sheffield.com/pdffiles/creditcardfax.pdf), which must be faxed to us (954-584-8980).

3. After we receive your application with the necessary fees and any submitted documentation, we will upload your User ID and Password online in order to access the Distance Learning Courses (Phase I). **We will send you a confirmation email and an Enrollment Agreement via regular mail**, which must be completed, signed and returned to us with the necessary deposits. The amount due depends on whether or not you enroll in additional courses, etc.. – the list of deposit fees are in our material and on the web site.

Your **final balance of the tuition(s) and signed Enrollment Agreement are due 30 days prior to the first day* of the Phase II Residency class**. We only accept Zelle, cash, money order, traveler’s checks, or credit cards (Visa, Discover, and MC only).

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

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

*For non-USA students, please bring on the first day of class 2 CURRENT photo IDs with names on both IDs matching exactly. USA STUDENTS – must bring 1 form of ID. Also, bring your original passed FAA ADX Airmen report.

Housing = The school can provide hotel and “BnB” recommendations, but it is the student’s responsibility to make all housing arrangements. For various housing options visit <http://www.sheffield.com/student-housing> or email admissions@sheffield.com.

Kind regards,

Admissions - Sheffield School of Aeronautics admissions@sheffield.com

05/26/2022