



# ARDMORE Ardmore Flying School

## FLYING SCHOOL *International Application Form*

P.O. Box 72-744  
Papakura  
AUCKLAND, NZ

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*Welcome to Ardmore Flying School.*

*To train pilots to the very highest standard of excellence in aviation, safety, education, competency, command and to achieve their individual, personal and professional aviation goals.*

*Please read the instructions below carefully before you complete this application form.*

### INSTRUCTIONS

The purpose of this application form is to get from you the information we need to enrol you into a qualification at Ardmore Flying School. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching additional documentation to this form that is required by Ministry of Education New Zealand. A description of the required documentation is provided on page 4 of the form.

### A PERSONAL DETAILS

1	Print your full legal name:	<i>Family Name</i>				
		<i>Given Name(s)</i>				
2	Preferred first name:					
3	If you have previously enrolled at this or any other academic institution under another name, what was that name?					
4	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):
5	Date of birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<i>day</i>	<i>month</i>	<i>year</i>	6	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>

### B YOUR CONTACT DETAILS

1	Address and contact details in YOUR Home Country (all phone numbers must include country code):	<i>Home Address:</i>	<i>Postal Address: (if different from home address)</i>
		<i>Phone:</i>	<i>Mobile:</i>
		<i>Fax:</i>	<i>Email:</i>

### C EMERGENCY CONTACT DETAILS

1	Next of Kin:	<i>Name:</i>	<i>Relationship to you:</i>
		<i>Address:</i>	<i>Phone (Day):</i>
			<i>Phone (Night):</i>

### D ACCOMMODATION

1	Do you need accommodation to be arranged by Ardmore Flying School:	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
		<i>If "Yes", please select the type of accommodation:</i>		
		<i>Flatting</i> <input type="checkbox"/>	<i>Home Stay</i> <input type="checkbox"/>	<i>Hostel</i> <input type="checkbox"/>
		<i>Others:</i> _____		

E PRE-QUALIFICATION			
1	Which of the following Aviation Qualifications do you hold that are current?	None <input type="checkbox"/> PPL – Private Pilot Licence <input type="checkbox"/> CPL – Commercial Pilot Licence <input type="checkbox"/> IR – Instrument Rating <input type="checkbox"/> ATPL – Airline Transport Pilot Licence <input type="checkbox"/> Other _____ <input type="checkbox"/>	
2	Do you hold a current Aviation Medical?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/>
3	Do you have any of these conditions:	No <input type="checkbox"/>	Asthma <input type="checkbox"/> Migraines <input type="checkbox"/> Colour Blindness <input type="checkbox"/> Others: _____
4	Have you studied at Ardmore Flying School before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes", write the last year that you attended AFS.	Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
			Office Use Account Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
F COURSE DETAILS			
1	Your flight training will be in	Fixed Wing <input type="checkbox"/>	Helicopter <input type="checkbox"/>
2	Which qualification are you wanting to complete with Ardmore Flying School		
	Level 5 Diploma in Aviation – Flight Instructor	<input type="checkbox"/>	
	Level 6 Diploma in Aviation – Flight Instructor	<input type="checkbox"/>	
	Level 6 Diploma in Aviation – Airline Preparation	<input type="checkbox"/>	
	PPL ONLY – Private Pilot Licence	<input type="checkbox"/>	
	CPL ONLY – Commercial Pilot Licence	<input type="checkbox"/>	
	IR ONLY – Instrument Rating	<input type="checkbox"/>	
	C-Cat Instructor Rating ONLY	<input type="checkbox"/>	
	OTHER: Please specify e.g. IR Renewal _____		
G ACADEMIC INFORMATION			
1	Highest Previous Education:	High School <input type="checkbox"/> University <input type="checkbox"/> Others <input type="checkbox"/>	Office Use
		Previous Institution Attended: _____	
		Name of Highest Qualification: _____	
2	English Language Proficiency:	Is English your first language? No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", you may be required to provide evidence of this. If "No", which English Language Proficiency Test have you completed? IELTS (Academic Only) <input type="checkbox"/> TOEFL <input type="checkbox"/> Others _____ Overall Band Score: _____ Lowest Band Score: _____ Test Date: _____  Do you wish AFS to arrange an Aviation English Course? If YES a separate price will be provided for this and will depend on level of training required, course length etc. No <input type="checkbox"/> Yes <input type="checkbox"/>	
H FIT AND PROPER PERSON DETAILS			
1	If any of these questions apply to you, please give details:	<ul style="list-style-type: none"> <li>➤ Have you previously had an application for an aviation document rejected or have you been the holder of an aviation document that has been suspended or revoked (other than a licence that has been suspended by a replacement of a higher licence)?</li> <li>➤ Have you been convicted in any court of law of any transport safety offence?</li> <li>➤ Are you presently facing charges for a transport safety offence?</li> <li>➤ Have you been convicted of any criminal charge or are you presently facing charges for any criminal offence?</li> <li>➤ Have you had any history of physical or mental health or serious behavioural problems?</li> </ul>	
		Details (Please attach an official police and transport record or certificate that is less than 3 months old from the country which you have lived for the last 6 months):	

# I PILOT PRE-SCREENING TEST

<b>1</b>	Have you sat the Pilot Pre-Screening Test (ADAPT Test):	No <input type="checkbox"/> Yes <input type="checkbox"/> Score: _____
		If "No", please go to this website and select Pilot Pre-Screening test and complete the test, and attach the result in this application form: <a href="http://www.nzskillsconnect.co.nz/">http://www.nzskillsconnect.co.nz/</a>

## DECLARATION

**Privacy** – Ardmore Flying School is required to collect and store information from this form to comply with the requirements of the Civil Aviation Authority, Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration), Tertiary Education Commission, Industry Training Organisations (ATTTO), Ministry of Social Development (confirmation of enrolment and academic outcomes), and Inland Revenue Department (student loan interest rebate).

In addition, when required by statute, Ardmore Flying School releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this application form you authorise such disclosure on the understanding that Ardmore Flying School will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Office Manager.

**Prior Criminal Offences** – This issuance of a NZ CAA Licence is subject to a fit and proper person evaluation. A conviction on any criminal offence may restrict your ability to hold a licence. If you have any doubts or questions regarding this matter, please raise them with the CFI or General Manager of Ardmore Flying School.

**Accident Insurance** – The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz).

**Medical and Travel Insurance** – International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. Ardmore Flying School provides medical and travel insurance through a New Zealand insurance company. Ardmore Flying School has assessed the policies provided by the insurance company. Insurance is compulsory for all international students studying at Ardmore Flying School and will automatically be charged in addition to the quoted course cost unless an alternative insurance compliant with the Code of Practice has already been arranged.

**Fees** – In signing this application form you undertake to pay all fees as they become due, which includes Account Closure, Administration, and collection charges associated with debt recovery. Ardmore Flying School's credit policy on withdrawal and refund of fees is listed in Student Training Contract.

**Rules** – In signing this application form you undertake to comply with the published rules and policies of Ardmore Flying School with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

**Declaration** – *I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above. I have read and understood the Ardmore Flying School flying rules and conditions of hire and agree to abide by them.*

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

*Signature* *Date*

## CHECKLIST

### IMPORTANT: PLEASE READ CAREFULLY

We want to ensure your enrolment is processed quickly. Failure to answer any of these questions will result in your enrolment being delayed.

Have you:

- Completed all sections of this form?
- Passport Copy?
- English Proficiency Test Result?
- Pilot Pre-Screening (ADAPT) Test Result?
- Police and Transport Certificate no more than 3 months prior of your application?
- Completed details in Section H, Fit and Proper person?
- Signed the Declaration?

**Office Use Only**

**Documentation**

\_\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**Approved**

\_\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**Entered**

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