

WELCOME TO ARDMORE FLYING SCHOOL

Our Mission:

"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.

Failure to answer any of these questions will result in your enrolment being delayed.

INSTRUCTIONS

The purpose of this enrolment 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 to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 2 of the form.

A PERSONAL DETAILS

1	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify): <input type="text"/>
2	Print your full legal name:	First Name <input type="text"/> Middle Name(s) <input type="text"/> Family Name <input type="text"/>				
3	Preferred first name:	<input type="text"/>				
4	Have you been known by any other name? What was that name?	<input type="text"/>				
5	Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
		Day	Month	Year		
6	Have you studied at Ardmore Flying School before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If "Yes" write the last year you attended AFS <input type="text"/>		<input type="text"/>

B 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	<input type="checkbox"/> Diploma in Aviation - Flight Instruction & Airline Preparation <input type="checkbox"/> Diploma in Aviation - Flight Instruction <input type="checkbox"/> Diploma in Aviation - Airline Preparation <input type="checkbox"/> Private Pilot Licence ONLY <input type="checkbox"/> Commercial Pilot Licence ONLY <input type="checkbox"/> Instrument Rating ONLY <input type="checkbox"/> C-Cat Instructor Rating ONLY <input type="checkbox"/> Aeronautical Engineering Course <input type="checkbox"/> Licence Conversion <input type="checkbox"/> Ground Course ONLY <input type="checkbox"/> OTHER	
		Please specify (e.g. PPL Only): <input type="text"/> Please specify (e.g. IR Renewal): <input type="text"/>	
3	When would you like to start your training?	<input type="text"/>	
4	What are your expected flights per week?	<input type="text"/>	

C ACCOMODATION

1	Do you need accommodation to be arranged by Ardmore Flying School for the duration of your training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	If you require accommodation would you also require transport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

D		PRE-QUALIFICATION					
1	Which of the following Aviation Qualifications do you hold that are current? <i>Please attach evidence of qualification</i>	PPL	<input type="checkbox"/>	C-Cat	<input type="checkbox"/>	SEIR	<input type="checkbox"/>
		CPL	<input type="checkbox"/>	B-Cat	<input type="checkbox"/>	MEIR	<input type="checkbox"/>
		ATPL	<input type="checkbox"/>	A-Cat	<input type="checkbox"/>	Other	<input type="checkbox"/>
2	Do you hold a current Aviation Medical? <i>If "Yes", please attach a copy of your medical</i>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Class 1	<input type="checkbox"/>
						Class 2	<input type="checkbox"/>
		If "No", please go to this website and select Directory of New Zealand Medical Examiners: https://www.caa.govt.nz/medical/medical-home/					
3	Do you live with the effects of significant injury, long-term illness or disability? <i>Information is confidential</i>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>		
				If "Yes", please specify: <input type="text"/>			
4	Do you have any of the following conditions:	No	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Migraines	<input type="checkbox"/>
				Others: <input type="text"/>			

E		DOCUMENTATION
<p>To qualify as a student at ARDMORE FLYING SCHOOL you must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:</p> <ul style="list-style-type: none"> Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue. New Zealand passport. A statement of Whakapapa, including date of birth, countersigned by a kaumatua. Certificate of citizenship or letter of confirmation. Overseas passport with residency stamp or current Student / Visitors Visa. New Zealand Drivers Licence (<i>PPL Only</i>) <p>Please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP) or a solicitor. You can find a list of Justices of the Peace in the yellow pages of the telephone book. Alternatively, you can bring the original documentation to Ardmore Flying School where we will take a photocopy and verify the document ourselves.</p>		

F		FIT AND PROPER PERSON DETAILS
1	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)?	
	No <input type="checkbox"/> Yes <input type="checkbox"/>	
	<i>If yes, provide details in the right column →</i>	
2	Have you been convicted in court of law of any transport safety offence?	
	No <input type="checkbox"/> Yes <input type="checkbox"/>	
	<i>If yes, provide details in the right column →</i>	
3	Are you presently facing charges for a transport safety offence?	
	No <input type="checkbox"/> Yes <input type="checkbox"/>	
	<i>If yes, provide details in the right column →</i>	
4	Have you been convicted of any criminal charge or are you presently facing charges for any criminal offence?	
	No <input type="checkbox"/> Yes <input type="checkbox"/>	
	<i>If yes, provide details in the right column →</i>	
5	Have you has a history of physical or mental health or serious behavioural problems?	
	No <input type="checkbox"/> Yes <input type="checkbox"/>	
	<i>If yes, provide details in the right column →</i>	
6	Have you ever been declined previously from a flying school or aviation academy?	
	No <input type="checkbox"/> Yes <input type="checkbox"/>	
	<i>If yes, provide details in the right column →</i>	

G
CITIZENSHIP/ETHNICITY DETAILS
1 Citizenship and Residency

Tick the box which best describes your citizenship or permanent residency status.

<i>New Zealand Citizen</i>	<input type="checkbox"/>	NZL	<i>Australian Citizen</i>	<input type="checkbox"/>	AUS
<i>New Zealand Permanent Resident</i>	<input type="checkbox"/>	NZP	<i>Other</i>	<input type="checkbox"/>	

 Please specify if "Other"

For students with dual citizenship, specify the country of citizenship of the passport used to enter

 New Zealand:

2 Ethnicity:

 What ethnic group(s) do you belong to?
 You may tick up to three boxes that apply to you.

<i>New Zealand European/Pakeha</i>	<input type="checkbox"/>	111	<i>Filipino</i>	<input type="checkbox"/>	411
<i>New Zealand Maori</i>	<input type="checkbox"/>	211	<i>Cambodian</i>	<input type="checkbox"/>	412
<i>Samoan</i>	<input type="checkbox"/>	311	<i>Vietnamese</i>	<input type="checkbox"/>	413
<i>Cook Island Maori</i>	<input type="checkbox"/>	321	<i>Other Southeast Asian *</i>	<input type="checkbox"/>	414
<i>Tongan</i>	<input type="checkbox"/>	331	<i>Chinese</i>	<input type="checkbox"/>	421
<i>Niue</i>	<input type="checkbox"/>	341	<i>Indian</i>	<input type="checkbox"/>	431
<i>Tokelauan</i>	<input type="checkbox"/>	351	<i>Sri Lankan</i>	<input type="checkbox"/>	441
<i>Fijian</i>	<input type="checkbox"/>	361	<i>Japanese</i>	<input type="checkbox"/>	442
<i>Other Pacific Island *</i>	<input type="checkbox"/>	371	<i>Korean</i>	<input type="checkbox"/>	443
<i>British/Irish</i>	<input type="checkbox"/>	121	<i>Other Asian *</i>	<input type="checkbox"/>	444
<i>Dutch</i>	<input type="checkbox"/>	122	<i>Middle Eastern</i>	<input type="checkbox"/>	511
<i>Greek</i>	<input type="checkbox"/>	123	<i>Latin American</i>	<input type="checkbox"/>	521
<i>Polish</i>	<input type="checkbox"/>	124	<i>African</i>	<input type="checkbox"/>	531
<i>South Slav</i>	<input type="checkbox"/>	125	<i>Other *</i>	<input type="checkbox"/>	611
<i>Italian *</i>	<input type="checkbox"/>	126	<i>Not Stated</i>	<input type="checkbox"/>	999
<i>German</i>	<input type="checkbox"/>	127			
<i>Australian</i>	<input type="checkbox"/>	122			
<i>Other European *</i>	<input type="checkbox"/>	123			

* Please specify if "Other Pacific Island", "Italian", "Other European", "Other Southeast Asian", "Other Asian" or "Other".

3 Iwi:

 If you identified as New Zealand Maori in question 12, what is the name of your iwi (tribe or tribes) and rohe?
 You may enter more than one iwi. If you do not know your iwi, please enter "Don't know".

<i>Iwi:</i>	<input type="text"/>
<i>Rohe (iwi home area):</i>	<input type="text"/>
<i>Iwi:</i>	<input type="text"/>
<i>Rohe (iwi home area):</i>	<input type="text"/>
<i>Iwi:</i>	<input type="text"/>
<i>Rohe (iwi home area):</i>	<input type="text"/>

4 Prior Activity:

What was your MAIN activity or occupation in New Zealand at 01 October last year? You may tick only one box.

<i>Secondary school student</i>	<input type="checkbox"/>	01	<i>Non-employed or beneficiary</i>	<input type="checkbox"/>	02
<i>Wage or salary worker</i>	<input type="checkbox"/>	03	<i>Self-employed</i>	<input type="checkbox"/>	04
<i>University student</i>	<input type="checkbox"/>	05	<i>Polytechnic student</i>	<input type="checkbox"/>	06
<i>College of Education student</i>	<input type="checkbox"/>	07	<i>House-person or retired</i>	<input type="checkbox"/>	08
<i>Overseas (irrespective of occupation)</i>	<input type="checkbox"/>	09	<i>Private training establishment student</i>	<input type="checkbox"/>	11
<i>Wananga student</i>	<input type="checkbox"/>	12	<i>Other</i>	<input type="checkbox"/>	99

 Please specify if "Other"

H YOUR CONTACT DETAILS

1	Address and contact details:	Local address: Street Suburb City Postal Code Phone <i>(preferred method of notification)</i> Email	Auckland
		Permanent home address (if different from local address) Street Suburb City State Postal Code Country Phone Email	
		Mailing address (if different from local address) Street Suburb City State Postal Code Country Phone Email	

I EMERGENCY CONTACT DETAILS

1	Emergency Contact	Name: Relationship to you: Address: Street Suburb City State Postal Code Country Phone Email Comments	
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J ACADEMIC INFORMATION (DipAv ONLY)

1 Secondary School What was the name of the last secondary school you attended? State "Overseas", if applicable.

What was your last year at secondary school?

What is the highest level of achievement you hold from a **secondary school**? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box.
Please provide a copy.

- No formal secondary qualification **or** less than 12 credits at level 1 00
- School Certificate in one or more subjects **or** 12 or more credits at level 1 **or** NCEA level 1 12
- Sixth Form Certificate in one or more subjects **or** 12 or more credits at level 2 13
- University Entrance **or** a National Certificate at level 2 14
- A or B Bursary **or** National Certificate at level 3 15
- Overseas qualification (includes International Baccalaureate) 09
- Other 98
- Not known 99

Please specify if "Overseas qualification" or "Other"

2 Tertiary Study Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.

No Yes

If you answered "No", please enter the year of your first enrolment.

Do you expect to complete the academic requirements in order to graduate from your qualification of study this year?

No Yes

K RECORD OF LEARNING NUMBER (DipAv ONLY)

1 If you have an NZQA Record of Learning Number or a National Student Index number, please write it here: - -

L PILOT PRE-SCREENING TEST (DipAv ONLY)

1 Have you sat the Pilot Pre-Screening Test? (ADAPT Test) No Yes Score:

If "No", please go to this website and select Pilot Pre-Screening test:

www.nzskillsconnect.co.nz

TERMS AND CONDITIONS OF AIRCRAFT HIRE

1. All aircraft will be flown in accordance with Civil Aviation regulations and their associated NOTAMs, AICs, Planning Manual, VFG and IFG, except in specific areas where these terms of hire specify more stringent requirements.
2. All flights in aircraft hired from Ardmore Flying School Ltd must be authorised by a duly authorised Ardmore Flying School Ltd flight instructor (except where the flight originates from a place other than Ardmore aerodrome, in which case the flight may be authorised by any New Zealand licensed flight instructor).
3. No warranty is given by Ardmore Flying School Ltd as to the fitness for flight of any of its aircraft nor its suitability for the intended flights by the hirer.
4. The hirer is responsible for ascertaining that the aircraft has current maintenance documentation before flight. Any maintenance, either routine or non-routine required during term of hire must be authorised by Ardmore Flying School Ltd (by collect phone call if necessary).
5. The hirer is required to have read and understood the aircraft's specific Pilot's Operating Handbook and operate the aircraft in compliance with this manual.
6. Ardmore Flying School Ltd will not be responsible for any costs the hirer may incur either through delay caused by malfunction of the aircraft or any other reason whatsoever.
7. The hirer is responsible for returning the aircraft to Ardmore in the same condition as at the commencement of hire (fair wear and tear excepted). The hirer will pay the costs of any repairs to, or replacement of the hired aircraft pursuant to this clause to the extent deemed by Ardmore Flying School Ltd to be necessary in its absolute discretion. This will include the insurance excess component deducted for that specific aircraft. Payment is to be made within seven days of receipt by the hirer of an itemised account of such costs and failing payment the hirer will pay interest levied thereof at the rate of 20% per annum.
8. The hirer is responsible for any third-party damage caused by negligent act or permission of the hirer or their passengers.
9. Only the duly authorised and licensed hirer of the aircraft may manipulate the controls of the aircraft during the term of hire.
10. The hirer shall record his/her flight time on cross country flights on the basis of the first hobbs meter reading and secondly, actual flight time and provide these times to Ardmore Flying School Ltd immediately on return to Ardmore.
11. If Ardmore Flying School Ltd believes for any reason that the hirer has acted, or is likely to act in a manner contrary to established conservative standards of airmanship or contrary to established terms of payment, it may in its absolute discretion, suspend or decline the right of the hirer to hire aircraft for any period it may consider.
12. A booking or any prior reservation of a particular aircraft constitutes a request only and does not constitute a right to that aircraft. Ardmore Flying School Ltd accepts no liability for any expense incurred in the event of any aircraft not being available (the decision being at Ardmore Flying School Ltd.'s absolute discretion) for the hirer's intended flight.
13. All aircraft hire is to be paid in on the day of the flight unless arranged by prior arrangement in writing with management.
14. All pilots wishing to hire an FAS aircraft must supply and have their details including licences, qualifications entered into ETA prior to having a flight request submitted.

ADDITIONAL INFORMATION FOR ITINERANT PILOTS

1. A minimum of 3.0 hours' flight time (on average) per day.
2. All hirers must supply credit card details.
3. A 50% deposit of the total estimated flight time is required before departure.
4. Before departure, an Ardmore Flying School Category B flight instructor must sight all documentation, including current licences (including a current BFR, an appropriate medical, logbook(s) and ratings). If there is no history of flying with Ardmore Flying School, a dual flight check will be required.

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 enrolment 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.

Aviation Services Limited – In signing this enrolment form you authorise the release of your examination results to Ardmore Flying School. To enable ASL to release your results we must have your written permission in compliance with the Privacy Act 1993 (Principle 11 – Limits of the Disclosure of Personal Information).

Fees – In signing this enrolment 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 the Student Training Contract. For clarity; the Domestic Student Fee, Agent Fee and an Administration Fee are not refundable if the student withdraws from the course at any time following the deposit of funds into the Ardmore Flying School's Trust Account. Please review the Training Contract for refund of practical flight training fees and other fees following the student withdrawal.

Rules – In signing this enrolment 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 behavior.

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?

Provided verified evidence of citizenship or permanent residency?

A verified copy is a photocopy of your original document signed as being a true and accurate copy by a Justice of the Peace (JP), solicitor, a New Zealand Police Officer, Kaumatua, or a Notary Public. You can find a list of Justices of the Peace in the yellow pages of the telephone book.

Provided a verified copy of one of the following:

Birth Certificate with place of birth stated as New Zealand, Cook Islands, Tokelau or Niue

New Zealand or Australian Passport

A statement of Whakapapa, including date of birth, countersigned by a kaumatua

Certificate of citizenship or letter of confirmation

Overseas passport with residency stamp

Copy of your highest academic achievement?

Copy of your Pilot Pre-Screening (ADAPT) Test Result?

Read the Terms and Conditions of Aircraft Hire on Page 5?

Completed the Fit and Proper person section?

Signed the Declaration?

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

Office Use Only

Entered

Signed

Date