



**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  Miss  Mrs  Mr  Other (Specify):

2 Print your full legal name:  
 First Name   
 Middle Name(s)   
 Family Name

3 Preferred first name:

4 Have you been known by any other name? What was that name?

5 Date of Birth: (MUST be 18 years of age on application for visa)  
 Day   Month   Year     Gender: Male  Female  Diverse

6 Have you studied at Ardmore Flying School before? Yes  No  If "Yes" write the last year you attended AFS

**B COURSE DETAILS**

1 Which qualification are you wanting to complete with Ardmore Flying School

Level 6 Dual Diploma in Aviation - Flight Instruction & Airline Preparation	<input type="checkbox"/>	
Level 6 Diploma in Aviation - Airline Preparation	<input type="checkbox"/>	
Level 6 Diploma in Aviation - Flight Instruction	<input type="checkbox"/>	
Level 5 Certificate (Training Scheme) - Commercial Pilot with a Multi Engine Instrument Instrument Rating	<input type="checkbox"/>	
Ground Course ONLY	<input type="checkbox"/>	Please specify (e.g. PPL, ATPL): <input type="text"/>
OTHER	<input type="checkbox"/>	Please specify: <input type="text"/>

2 When would you like to start your training?

**C ACCOMODATION**

1 Do you need accommodation to be arranged by Ardmore Flying School for the duration of your training? Yes  No



**D PRE-QUALIFICATION**

1 Which of the following Aviation Qualifications do you hold that are current?  
*Please attach evidence of qualification*

PPL – Private Pilot Licence  IR – Instrument Rating

CPL – Commercial Pilot Licence  Other

ATPL – Airline Transport Licence

2 Do you hold a current Aviation Medical?  
*If "Yes", please attach a copy of your medical*

No  Yes  Class 1  Class 2

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?  
*Information is confidential*

No  Yes

If "Yes", please specify:

4 Do you have any of the following conditions:

No  Asthma  Migraines  Colour Blindness

Others:

**E DOCUMENTATION**

**To qualify as a student at ARDMORE FLYING SCHOOL you must provide verification of personal details and to do so you must produce a valid overseas passport and applicable visa.**  
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.  
**Alternatively, you can bring the original documentation to Ardmore Flying School where we will take a photocopy and verify the document ourselves.**

**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  Yes

*If yes, provide details in the right column →*

2 Have you been convicted in court of law of any transport safety offence?

No  Yes

*If yes, provide details in the right column →*

3 Are you presently facing charges for a transport safety offence?

No  Yes

*If yes, provide details in the right column →*

4 Have you been convicted of any criminal charge or are you presently facing charges for any criminal offence?

No  Yes

*If yes, provide details in the right column →*

5 Have you has a history of physical or mental health or serious behavioural problems?

No  Yes

*If yes, provide details in the right column →*

6 Have you ever been declined previously from a flying school or aviation academy?

No  Yes

*If yes, provide details in the right column →*

**Please attach an official police and transport record or certificate that is less than 3 months old from the country in which you have for the past 6 months.**



**G ETHNICITY DETAILS**

1	Ethnicity: What ethnic group(s) do you belong to? You may tick up to three boxes that apply to you.	<input type="checkbox"/> New Zealand European/Pakeha	111	<input type="checkbox"/> Filipino	411
		<input type="checkbox"/> New Zealand Maori	211	<input type="checkbox"/> Cambodian	412
		<input type="checkbox"/> Samoan	311	<input type="checkbox"/> Vietnamese	413
		<input type="checkbox"/> Cook Island Maori	321	<input type="checkbox"/> Other Southeast Asian *	414
		<input type="checkbox"/> Tongan	331	<input type="checkbox"/> Chinese	421
		<input type="checkbox"/> Niue	341	<input type="checkbox"/> Indian	431
		<input type="checkbox"/> Tokelauan	351	<input type="checkbox"/> Sri Lankan	441
		<input type="checkbox"/> Fijian	361	<input type="checkbox"/> Japanese	442
		<input type="checkbox"/> Other Pacific Island *	371	<input type="checkbox"/> Korean	443
		<input type="checkbox"/> British/Irish	121	<input type="checkbox"/> Other Asian *	444
		<input type="checkbox"/> Dutch	122	<input type="checkbox"/> Middle Eastern	511
		<input type="checkbox"/> Greek	123	<input type="checkbox"/> Latin American	521
		<input type="checkbox"/> Polish	124	<input type="checkbox"/> African	531
		<input type="checkbox"/> South Slav	125	<input type="checkbox"/> Other *	611
		<input type="checkbox"/> Italian *	126	<input type="checkbox"/> Not Stated	999
		<input type="checkbox"/> German	127		
		<input type="checkbox"/> Australian	122		
		<input type="checkbox"/> Other European *	123		

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

**H ACADEMIC INFORMATION**

1 Highest Previous Education      High School       University       Other       (Select One)

Previous Institution Attended

Highest Qualification Achieved

2 English Language Proficiency

Is English your first language?      No       Yes

If "Yes" you may be required to provide evidence of this

If "No", which English Language Proficiency Test have you completed?

IELTS (Academic Only)       TOEFL       Other       Please Specify

Overall band score       Lowest band score

Test Date

**I PILOT PRE-SCREENING TEST**

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](http://www.nzskillsconnect.co.nz)



H YOUR CONTACT DETAILS

1 Address and contact details in your HOME COUNTRY (including country area code):

**Local address** (if known prior to arrival to New Zealand)

Street	
Suburb	
City	Auckland
Postal Code	
Phone (preferred method of notification)	
Email	

**Permanent home 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	



**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.

**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.govt.nz](http://www.acc.govt.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 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 International 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 student withdrawal.

**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).

**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
- Attached a copy of your Passport
- Provided your English Proficiency Test Result? *(if required)*
- Provided your Pilot Pre-Screening (ADAPT) Test Result
- Attached a copy of your Police and Transport Certificate that is no more than 3 months old? *(If appropriate)*
- 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*