

**ENROLLMENT FORM INTERNATIONAL STUDENTS**  
**TDA40203A Certificate IV in Transport & Distribution**  
**(Aviation Flight Operations)**

## **Application Process**

- Read the application form thoroughly and follow the web links
- Fill in the enrollment form
- Mail/email the form and documentation to the  
The Admissions Officer,  
Bruce Hartwig Flying School  
Hangar 59, Anderson Drive,  
Parafield Airport SA 5106  
[admissions@learntofly.com.au](mailto:admissions@learntofly.com.au)
- Your application will be assessed.
- if you are deemed suitable you will be offered a position by return email in a course nearest your preferred course start date. Documentation outlining the syllabus of the course, accommodation available, uniform requirements, confirmation of course costs will be sent by email
- A non refundable administration fee applies of AUD\$500 to proceed beyond this point of your application.
- You are welcome to request any further specific information after your initial application form has been processed.
- Contact the nearest Australian Approved Medical examiner to complete your medical and Security Application.
- Return by email or post your completed enrolment form plus copies or evidence that your flight medical and security application have been submitted to the Australian Civil Aviation Safety Authority. Your Medical examiner will assist you with this.
- An acceptance and payment form will be sent to you. On receipt of payment and official enrolment in the course, a Confirmation of your enrollment acceptance will be sent to you.
- You will need to include your confirmation of enrolment letter with your student visa application.
- Your application for student visa will be commenced. Fees are also payable to the Australian Department of Immigration.

For information on Student visas and fees go to:

<http://www.immi.gov.au/students/students/chooser/572.htm>



**2. Education details (please print clearly)**

Tertiary studies/secondary studies  
List all tertiary education/secondary education or post education courses attempted, including any in the current year

Name of Institution	Name of Qualification	Language of instruction	Completed (Circle one)
			Yes / No

**3. English Language Proficiency**

IELTS Test Report Form must be attached to your application where applicable (must be obtained within the last 12 months prior to admission) required level 7

Is English your first language?  Yes  No

Have you studied at secondary or tertiary levels with English as the language of instruction?  Yes  No

Are you currently enrolled in, or have you previously undertaken English Language studies?  Yes  No

Please provide details in the space below and attach evidence of English standard achieved.

Date of course \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Level \_\_\_\_\_  
Day Month Year

Institution \_\_\_\_\_

IELTS overall score \_\_\_\_\_

Test Date \_\_\_\_\_

#### 4. Aviation Medical Certificate

##### Prior to Enrollment:

You will be required to undertake and pass the Australian Civil Aviation Safety Authority Flight Crew Class One Medical prior to commencing the course.

You can find an Approved Medical Examiner closest to you through the CASA website. Medical Examiners are located throughout the world.

Go to: [www.casa.gov.au/avmed/search.htm](http://www.casa.gov.au/avmed/search.htm)

You will also be required to submit an application form to the Australian Civil Aviation Safety Authority for the issuance of an Australian Student Pilot Licence and an Australian Aviation Security Identification Card. (ASIC) Form 639. The form can be downloaded at:

[www.casa.gov.au/manuals/regulate/fcl/form639.pdf](http://www.casa.gov.au/manuals/regulate/fcl/form639.pdf)

please read the information sheet first

[www.casa.gov.au/manuals/regulate/fcl/form639i.pdf](http://www.casa.gov.au/manuals/regulate/fcl/form639i.pdf)

If you take this with the required information (proof of identity and passport photos) with you to your Medical examiner they are authorized to certify your documentation.

#### 5. Before submitting your enrollment form ensure you have provided the following supporting documentation:

##### ***CANDIDATE CHECKLIST FOR ENROLLMENT***

Supporting Documentation that must be attached to your application form:

- A completed Application Form (form 033)**
- Copy of Passport or Personal Identification Papers**
- Evidence of IELTS Results**
- Verification of Class I medical test conducted by Authorized Australia Civil Aviation Safety Authority aviation doctors**
- Evidence of CASA Form 639 submission to the Australian Civil Aviation Safety Authority**

**6. Declaration**

I hereby state that the information I have provided to Bruce Hartwig Flying School is true and factual and I understand that Bruce Hartwig Flying School will take action it considers appropriate if subsequently it is found that part or all of the information provided is false.

I acknowledge that I have received, read and understood the information in the International Students' Information handbook.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name

**CONDITIONS OF ENROLMENT**

**Notification of non attendance must be received in writing. Non attendance may only be due to medical reasons and a medical certificate must be provided..**

**Deferments and Extensions: may only be available under exceptional circumstances. Please refer to your handbook or the admissions officer for more information.**

Disclaimer: Every attempt is made to ensure that information provided from the school is accurate, and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this the graduate is responsible to maintain their acquired competencies and apply acquired knowledge and skills in a way that is appropriate to the unique characteristics of each application. This releases the school and its staff from any liability, action and claims of whatever nature, whether directions given by the course are followed or not.

Course materials, course notes and materials are not to be sold, loaned, copied or used in any way outside the pursuit of study of the course by the person enrolled unless permission is sought and granted in writing by the principal.

**OFFICE USE ONLY**

Application form complete  Yes  No

Evidence provided of medical  Yes  No

Evidence of Application for ASIC provided  Yes  No

Evidence of English skills  Yes  No

Suitability of candidate \_\_\_\_\_

Placement date available \_\_\_\_\_

RPL/RCC Information Pack issued  Yes  No

Letter of offer sent  Yes  No

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_