



*Professional Pilot Training*

PROFESSIONAL PILOT TRAINING PTY LTD

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# STUDENT ENROLMENT APPLICATION

FORM DF12.4C041.407

VERSION 102



# 2017 Student Enrolment Application Form DF12.4C041.407

## TERMS AND CONDITIONS

### Fees

The fees for the following 2017 programs are;

Course		Costs A\$
Commercial Pilot Licence (CPL) – Multi-Engine	(a)	A\$101,260
Instrument Rating (IR) – Multi-Engine	(b)	A\$33,050

### APPLICATION FEES AND INCIDENTALS FOR BOTH THE CPL AND IR

Application Fees Items (if not already paid)		Costs A\$
CPL Medicals		\$750
Immigration Medicals (for overseas students only)		\$1000
Visa Application Fees (for overseas students only)		\$400
Application Administration Fee		\$500
International Medical Insurance (for overseas students only)		\$2250
<b>Total Application Fees (On acceptance of enrolment)</b>		<b>A\$4,900</b>
<b>Incidental Fees</b>		
Uniforms		\$450
Meals (for 52 weeks for CPL and IR – if provided by PPT)		\$19040
Accommodation (for 56 weeks for CPL and IR including the holiday period – if provided by PPT)		\$11700
Aptitude Reports to Sponsor (On acceptance of Enrolment or Arrival in Australia)		\$2000
Aviation Security Identity Card (ASIC)		\$350
Travel Port Moresby Coffs Return x2		\$2000
Graduation Meals Cost 4 People		\$250
<b>Total Other Incidental Fees</b>	<b>(c)</b>	<b>A\$35,790</b>

*Please note that each student will have a varying Incidentals package according to their requirements, for example a student may not be staying on campus or have VISA fees.*

<b>Totals Training and Incidental Fees</b>		
Commercial Pilot Licence (CPL) – Multi-Engine	a	\$101,260
Instrument Rating (IR) – Multi-Engine	+b	\$33,050
Incidental Costs	+c	\$35,790
Plus Application Fee		\$4,900
<b>Total Training and Incidental Costs</b> (Everything is included except personal spending money)	<b>(d)</b>	<b>A\$175,000</b>

### Refund Policy

Please refer to the PPT refund policy contained in the Student Handbook and the Training and Fees Agreement para 4. Please note that application fees, uniforms and medical insurance are not refundable.

### Payments

Account details for transfer of fees are located further on in this document, when due the Application Fee and Deposits will be invoiced to you by PPT. The normal payment option is by bank transfer; however PPT has a credit card facility but because of bank charges we must add 1.3% to each credit card payment.



## 2017 Student Enrolment Application Form DF12.4C041.407

Please note that Professional Pilot Training is not responsible for any moneys paid to an agent or third party.

*Whilst Professional Pilot Training endeavours to keep fees to a minimum, your course fee may vary from time to time throughout the duration of your course. You will be notified of any change to course and other fees that impacts you.*

**English Language Requirements** – The Australian Immigration Department requires a certification that you have completed 5 years of secondary school education conducted in the English Language. Alternatively an International English language Testing Score (IELTS) of 5.5 is acceptable. Results of other English testing systems may be accepted subject to availability of current documentation.

### **Previous Pilot Training and Experience**

If you have prior training and experience the Chief Flying Instructor (CFI) will interview you and you will need to provide your logbooks from the previous flying school. You may be required to undertake additional gap training if your qualifications are not current or you do not meet PPT standard of competency. Please do not hesitate to phone PPT to obtain additional information about this process.

### **Change of Details**

Students are obligated to notify Professional Pilot Training of changes to personal contact details including address and phone number while enrolled in the course.

### **Privacy:**

Professional Pilot Training meets the requirements of the Federal Privacy Act 1988. The Chief Executive Officer is in charge of privacy issues.

All students have the right to access their personal file held by Professional Pilot Training and may also request that updates be made to information that is incorrect or out of date.

Access may be given to an identified government or other representative from such as the CASA for the purposes of audit against requirements including but not limited to Visa conditions. This information includes personal and contact details, course enrolment details and changes.

Access to a copy of student or staff records by a third party can only be obtained by written permission of the person whose file has been requested. Such permission will identify the sections of the file to be available.

Personal information is collected solely for the purposes of demonstrating the effective control of pilot training operations.

### **Fees Schedule**

The Fees Schedule is in Appendix A of the Training and Fees Agreement. Please read this carefully because you must verify that you have all of the funds available to pay the total training fees and living costs while in Australia.



## 2017 Student Enrolment Application Form DF12.4C041.407

### How to Apply:

Make sure you read the student handbook very carefully.

### Entry Requirements

To enrol at Professional Pilot Training you must:

- **have access to finances to complete the training course and live in Australia;**
- be medically fit; and
- be willing to complete a Federal Police check in Australia and your country of residence; and
- be older than 18 years of age, and
- have completed secondary education that meets year 12 of the NSW High School standard or its equivalent, and
- a certification from your secondary school that you have completed a minimum of 5 years secondary education conducted in the English language, or have an IELTS certificate with 5.5 or its equivalent, and
- complete this Enrolment Application.

If you you meet all of these requirements, read the Student Handbook to gather all the information you need to make a decision about enrolling with Professional Pilot Training. If you've already read the handbook and you want to enrol in our Flying School. Fill out the Enrolment Application Form and email or send it to the Compliance Administration Officer at:

[cao@ppt.net.au](mailto:cao@ppt.net.au)

(Or)

**Professional Pilot Training  
PO Box 160  
Coffs Harbour 2540  
NSW Australia**

You should send with this application the following documents:

- signed Declarations (included in this enrolment application); and
- a certification from your secondary school that you have completed 5 years of secondary school education conducted in the English Language, or evidence of your 5.5 IELTS (or equivalent such as TOEFL); and
- Evidence of your education results showing that you have completed education to a standard equivalent to a NSW Year 12.
- evidence of any previous study; and
- 2 passport sized photos of you.



# 2017 Student Enrolment Application Form DF12.4C041.407

## Selection and Enrolment

The Chief Executive Officer (CEO) will read your application including the questionnaire at the end, about why you want to train with PPT. Make sure you put in as much detail as possible. He'll need to know that you are serious about your courses and that you will be able to meet your **financial obligations once you have enrolled**.

If the CEO considers that you have the qualifications required, he will telephone you and conduct a preliminary acceptance interview. If he concludes that you will be able to finance and pass the course he will send you a letter of confirmation of your enrolment.

When you have your finances approved sign the Enrolment and Fees Agreement and return it to PPT. When appropriate you will be invoiced for the Application Fees and Deposit according to the schedule of payments.

## Payments

You will be invoiced when payment is due. Payment should be forwarded by bank transfer:

Account Name: Professional Pilot Training Pty Ltd  
BSB: 112879  
Account Number: 432108621  
Bank: St George

## Privacy Statement & Student Declaration

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Professional Pilot Training Pty Ltd.

I understand that Professional Pilot Training Pty Ltd is required to submit data sourced from this enrolment for as a regulatory reporting requirement. The information contained on my enrolment form may be used by the following third parties for administrative, regulatory and/or research purposes if my enrolment is accepted:

- Civil Aviation Safety and Authority (CASA).
- Australian Skills Quality Authority (ASQA).
- Employer - if I am enrolled in training paid by my employer.

I have completely read and understood these Terms and Conditions and agree to abide by the same. I have read the information contained in the Form 38 Student Handbook and understand its content.

*Applicant's Signature* .....

Date .....



# 2017 Student Enrolment Application

## Form DF12.4C041.407

Please Attach one (1) passport sized photo of the person enrolling in this course.

### Student Personal Information

Family Name: .....

Given Names: .....

Home Address: .....

City ..... Country: .....

Date of Birth: ..... Place of Birth: .....

Gender: Male  Female

Phone Contact: Home: ..... Mobile: .....

Email Address: ..... Skype Address .....

Highest level of Education Achieved: Year 12 High School  Institute   
Technical Institute  University

Name of Institution: ..... Year of Completion .....

### For International Students

Nationality: ..... Country of Birth .....

Passport N<sup>o</sup>: ..... Issued On: ..... Expires On .....

Type of Aust Visa held (if any): ..... Issued On: ..... Expires On: .....

I have studied English for ..... years. Test Date: ..... Test Score: .....

### Course Details

Course Name: .....

Start Date: ..... Duration: .....

### Accommodation and Airport Transfer

Do you require us to arrange accommodation for you? Yes  No

If yes, number of weeks: ..... Start Date: .....

Do you require airport transfer? Yes  No

If yes, arrival date ..... Time.....  
Flight.....

### Declaration

I have read and accept the conditions of enrolment including the refund policy of the Flying School as stated in this Student Enrolment Application.

*Applicant's Signature* ..... Date : .....



2017 Student Enrolment Application  
Form DF12.4C041.407

When you enrol in a course at Professional Pilot Training you agree that all of the staff of Professional Pilot Training can access the personal information contained in your student file.

**Declarations**

I declare that the information provided by me on this form is true and correct, and I understand that this information will be treated as private and confidential and will not be divulged without my written consent, except where Professional Pilot Training is legally obliged to do so.

*Applicant's Signature* ..... Date.....

I declare that I have read and understood the Fees Schedule in Appendix A of the Training and Fees Agreement. I certify that I am able to fund the entire Training Fees of \$142, 519 AUD over a maximum of 12 payments and also cover my personal expenses while I am training in Australia.

*Applicant's Signature:* ..... Date: .....

**Authority to view documents (Privacy Act 1998)**

I agree that I will authorise Professional Pilot Training staff, managers and training sub-contractors to be given access to personal and training information on my student file for official business related to my training or visa conditions. I also agree that PPT managers can provide my personal information to government, law enforcement and regulatory authorities where PPT obliged to do so.

*Applicant's Signature* ..... Date .....



2017 Student Enrolment Application  
Form DF12.4C041.407

**Enrolment Questionnaire**

Professional Pilot Training wants to ensure that the course you are enrolling in is the correct course for you. Please submit answers to the following questions so the Chief Executive Officer can make that assessment.

1. Why do you wish to enrol in this course?

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2. Why do you wish to study in Australia?

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3. What are your future employment plans?

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2017 Student Enrolment Application  
Form DF12.4C041.407

4. How do you propose to finance (pay for) your stay and studies in Australia?

*Be very specific, if you need to obtain sponsorship, state where you are seeking sponsorship and what assistance you may need from PPT.*

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*List details of your proposed sponsor including email, postal address and phone numbers.*

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5. With respect to your Passport; it must be valid for the entire duration of the proposed course plus six months. Write your proposed start date and add two years to that date to obtain the earliest expiry date needed on your Passport.

Start date.....+ 2 Years = .....

Expiry date on your Passport.....

*If your passport must be renewed or you do not have a Passport; explain what you will do to obtain a passport not later than 2 months before your proposed start date?*

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