

# International Application Form

## 1. Course Information

<b>A. New Zealand Diploma in Aviation - Fixed Wing</b>			
Airline <input type="checkbox"/>	General Aviation <input type="checkbox"/>	Flight Instructor <input type="checkbox"/>	
<b>B. Theory only</b> <input type="checkbox"/>	<b>C. Instrument Rating only</b> <input type="checkbox"/>	<b>D. Instructor Rating only</b> <input type="checkbox"/>	
<b>E. Casual - Fixed Wing</b> <input type="checkbox"/>			

## 2. Personal Details

### Applicant

Family Name				Title	
Given Names					
Preferred Name					
Address					
Passport Number			Expiry Date		
Issuing Country			Date of Birth		
Home Phone			Mobile Phone		
Email			Male / Female		
Nationality			Ethnicity		
Student Visa	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Visa Expiry		
IELT English Language Level 6.0 or Equivalent?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>Please attach your results</i>					

### Next of Kin

Name			Relationship	
Address				
Home Phone			Mobile Phone	
Email				

## 3. Secondary School Qualifications

Subject	Grade

## 4. Previous Flying Experience

<b>Licence held</b>	CPL <input type="checkbox"/>	PPL <input type="checkbox"/>
<b>Ratings held</b>	Night <input type="checkbox"/>	Instrument <input type="checkbox"/>
	Multi <input type="checkbox"/>	Instructor <input type="checkbox"/>
Aircraft Ratings		
Total Hours	PIC Hours	
Exam Credits		
CAA Client No.		
Previous Training Organisation		

Please attach your academic transcripts in English. All academic transcripts will be checked with Immigration New Zealand for authenticity.

## 5. Other Education

Please state any information regarding any form of higher qualification


## 6. References

You must provide us with two references from the people you list below. These people can be a teacher or an employer for example. Please attach these references.

<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Country</b>		<b>Country</b>	
<b>Phone</b>		<b>Phone</b>	
<b>E-mail</b>		<b>E-mail</b>	

## 7. Medical

Do you have a Class 1 Medical Certificate?

☐ Yes

☐ No

Is it from you country of residence?

☐ Yes

Number:

And/Or CAA

☐ Yes

Number:

A New Zealand Civil Aviation Authority Medical is required for completed acceptance. If you are getting your medical overseas follow the link below

[www.caa.govt.nz/SCRIPT/AMA\\_DME\\_OS.asp](http://www.caa.govt.nz/SCRIPT/AMA_DME_OS.asp)

If you do not have a medical examiner in your country that can issue NZCAA medicals you will have to get a Class 1 Medical once in NZ. Failure to obtain a Class 1 medical within one month of arrival will result in your removal from the course and therefore your student visa status.

## 8. Fit and Proper Declaration

In order for an aviation licence to be issued in New Zealand all applicants must provide official records to the CAA of their criminal and transport offence history from all countries including New Zealand, that they have resided in for more than 6 consecutive months within the last 5 years.

1. Have you previously had an application for an aviation document rejected or have you been the holder of an aviation document which has been suspended or revoked (other than a licence that has been superseded by a replacement or higher licence)?

No ☐ Yes ☐ (Please list below)


2. Have you been convicted of any transport safety offence?

No ☐ Yes ☐ (Please list below)

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3. Are you presently facing charges for a transport safety offence?
No <input type="checkbox"/> Yes <input type="checkbox"/> (Please list below)
4. Have you been convicted on any criminal charge or are you presently facing charges for any criminal offence?
No <input type="checkbox"/> Yes <input type="checkbox"/> (Please list below)
5. Have you had a history of physical or mental health or serious behavior problems?
No <input type="checkbox"/> Yes <input type="checkbox"/> (Please list below)

## 9. Terms of Credit

**The following statement outlines this company's policy for the provision of credit facilities to clients by flying and other charges.**  
Should any client wish to use these credit facilities, their signed acceptance of the following terms and conditions must be provided:

### TERMS OF CREDIT

In relation to flying and other services or goods supplied to client, it is the company's preference that clients either –

- (a) Maintain a credit account balance or (b) Pay on a cash basis

Where a client's account is not in credit, goods or services supplied may still be charged to that client's account subject to the following conditions:

1. A monthly booking fee of \$5.00 will be charged on any account which has a debit balance at the end of the month.
2. Any charges to account, not paid for by the end of the month following the month of the invoice will be subject to an interest charges of 2% with further monthly interest charges of 2% per month thereafter.
3. Any client whose account is not paid by the end of the month following the month of invoice is to be contacted by the manager with a personal request for immediate payment to be made.
4. Manager as referred to in '3' above is to be reported in the Chief Pilot Managers Report to the Board of Directors for collection proceedings.
5. All flying will be charged in accordance with the Company's Schedule of Charges or as quoted by the Chief Pilot

## 10. Health and Safety

We, Southern Wings, acknowledge that it is our primary responsibility to provide a safe and healthy environment and to take all practicable steps to achieve this.

I acknowledge that as a student, I will take responsibility for my own safety and health while at Southern Wings. I will ensure that my actions will not harm anyone else. I have been informed of emergency and accident reporting procedures and the location of safety equipment in the unlikely event of an emergency. I have been informed of all existing hazards that maybe created at the College that could harm other people. I will notify management immediately of all accidents, near misses or unsafe conditions.

## 11. Dress Code

Students enrolled in the Diploma in Aviation are issued with the Southern Wings uniform. The uniform is to be worn on all Aviation College occasions including:

- All Southern Wings theory classes
- All Southern Wings flight bookings
- External Exam Sitings
- Check Flights
- Flight Tests
- Commercial Pilot Cross Country Flights
- Internship Placing
- Graduation

The uniform is to be worn on Southern Wings business only and we request that you refrain from wearing it for socialising etc. You are expected to keep the uniform clean and in a professional state at all times.

## 12. Withdrawal and Refund Policy

1. Students enrolled in a course which is cancelled prior to the commencement of the course shall be entitled to a complete refund of course fees.
2. In the event of a course being cancelled after the commencement date, refund will be calculated on a pro rata basis.
3. A student must give five days' notice in writing prior to the course commencement of their intentions to withdraw from the course. In this event the student is eligible for full refund less an administration charge of \$500.00 or 10% of the course fee, whichever is lesser.
4. Students withdrawing from the course within the first eight days of the course shall not be entitled to a refund of course fees regardless of the duration of the course.
5. Students withdrawing from the course after the first eight days of the course shall not be entitled to a refund of course fees regardless of the duration of the course.
6. Students who are removed from the course for any reason will not be entitled to a refund.
7. Immigration New Zealand will be notified when a student withdraws and the student will have to go home.

Under certain circumstances the Board of Directors may grant a refund. The student must apply in writing, no later from 30 days from the date of withdrawal from the course. Any such application must state the reasons for withdrawal.

Applications for refund are to be addressed to: The Chairman of Board of Directors

Mr Colin Sharp  
P.O Box 1171  
Invercargill 9810

Such refundable aircraft operating costs will be determined entirely at the discretion of Southern Wings Ltd and such costs will be updated on a half yearly basis. The refundable costs may include:

- Fuel
- Maintenance allowance
- Overhaul allowance
- Aircraft hire

## 13. Declaration

I declare that to the best of my knowledge that all the information supplied is true and complete. I agree with all the condition above and consent to the disclosure of the personal information above.

Signature of Applicant

Date

Please send the completed application form including:

- Passport/birth certificate (verified by JP/Lawyer, Doctor or Police Officer)
- Highest school results (This must be an academic transcript of your highest qualification)
- Adapt Pre Screen Result, this can be obtained at [www.nzskillsconnect.co.nz](http://www.nzskillsconnect.co.nz)
- Two character references (Include contact details)
- Current C.V
- Provide a Criminal Record History from the Police in your home country
- Provide and Offence History Report on your drivers license from the Transport Agency

To: Southern Wings Ltd



P O Box 1171  
INVERCARGILL 9810  
Or Email to [Lara@southernwings.co.nz](mailto:Lara@southernwings.co.nz)  
Phone 0800 284 283

**Please note; the above information must accompany your application form, if your application is not complete it will be rejected.**