

Checklist for Application to AVI50222 Diploma of Aviation (Commercial Pilot Licence-Aeroplane)

Before starting this form, applicants must have already completed their online enrolment on the aXcelerate platform and have the following information ready:

Given name: _____

Surname: _____

Email: _____

Student ID number: _____

Contact Number: _____

Part 1: Document Checklist

Applicants are to ensure that the below listed documents are prepared, certified/notarised (if necessary) and submitted to the enrolment officer assigned to them in one email. All documents must be in English or have attached a translation into English.

**Denotes a mandatory document and/or acknowledgement*

1*	Completed Expression of Interest Form	
2*	Copy of Australian Photo Identification OR Copy of valid passport [Certified/Notarised]	
3*	Copy of Australian Certificate of Citizenship OR Copy of Birth Certificate [Certified/Notarised]	

Refer to Part 4 & 5 for more information on how to obtain document.

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4*	Copy of Australian Year 12 Certificate and transcript (VCE or VCAL or interstate equivalent) OR Copy of any high school certification and transcript showing completion of a secondary school qualification [Certified/Notarised]	
5	Copy of any education certification and transcript showing completion of an Australian Cert IV qualification or higher OR Copy of any academic certification and transcript showing completion of a diploma qualification or higher [Certified/Notarised]	
6	Any other document that an applicant believes may contribute to the enrolment process.	
<i>For applicants who are NOT Australian or New Zealand Citizens</i>		
7	Copy of IELTS or equivalent results [Certified/Notarised]	
<i>For applicants who wish to apply for VET student loans</i>		
8	Completed VET Student Loan Eligibility Report	
9	Completed VET Student Loan Request Form	
<i>For applicants who wish to apply for recognition of prior learning</i>		
10	Completed Recognition of Prior Learning Form	
11	Any pertinent documents showing applicants prior learning	

Refer to Part 4 & 5 for more information on how to obtain document.

Part 2: Submission

Applicants are to:

1*	Ensure they have all the information and documents required for application as stated above.	
2*	Complete this checklist and sign the acknowledgement below.	
3*	Send this completed checklist and all other documents via email to enrol@learntofly.edu.au	

Part 3: Applicant Declaration

Applicants acknowledge that:

- They have read and understood all the information provided in this checklist (including all links and documents) where applicable.
- The documents and information provided by the applicant in this checklist is true and accurate.
- Submission of this checklist and its relevant documents is not a confirmation of enrolment to Learn To Fly Melbourne.
- They understand and agree that any incomplete applications will not be considered for enrolment and that they may not receive a response from Learn To Fly Melbourne if the application is incomplete.

Signature*

Date

Refer to Part 4 & 5 for more information on how to obtain document.

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Part 4: Critical Information for Applicants

It is to the applicant's advantage that they read and understand the various documents listed below. Applicants who fail to meet the financial and academic requirements will not be able to proceed.

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|---|---|
| 1 | General information on Diploma programs available at Learn To Fly Melbourne. |
| 2 | Specific information on the AVI50222 Diploma of Aviation (Commercial Pilot Licence- Aeroplane) – Learn To Fly Students Handbook |
| 3 | Link to the Learn To Fly Recruitment and Enrolment Policy and Procedure |

Part 5: Any Other Important Information

Applicants may wish to refer to the below links if they need further information. Applicants may also send any enquiries they may have to enrol@learntofly.edu.au for clarification.

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|---|--|
| 1 | Link to Learn To Fly Enrolment Process Flow Chart |
| 2 | Link to Learn To Fly Expression of Interest Form |
| 3 | Applying for an Australian Tax File Number (TFN) |
| 4 | Applying for a CASA Aviation Reference Number (ARN) |
| 5 | Applying for an Australian Unique Student Identifier (USI) |

For applicants who require VET Student loans information

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| 6 | Link for VET Student Loan Eligibility Tool |
| 7 | Link for VET Student Loan Request Form |

For applicants who require a student Visa

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| 8 | Student Visa (Subclass 500) Information |
| 9 | Overseas Student Health Cover (OSHC) Information |

For applicants who are required to take the IELTS

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|----|---|
| 10 | IELTS Website [Learn To Fly requires a minimum IELTS or equivalent overall band score of 5.5 and above] |
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For applicants who wish to have their prior learning recognized or are transferring from another school

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| 11 | Link to Learn To Fly Recognition of Prior Learning Kit |
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Refer to Part 4 & 5 for more information on how to obtain document.

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