

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 Accelerate platform and have the following information ready:

Given name: _____

Surname: _____

Email: _____

Contact Number: _____

Section 1: Document Checklist

Applicants are to ensure that the below listed documents are prepared, 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 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 Section 4 & 5 for more information on how to obtain document.

AVI50222 Checklist	RTO Code: 45684	CRICOS Provider: 03913A	Version No.: 1.0
Learn to Fly Australia Pty Ltd		Form 1.01	Page 1 of 4

4*	Copy of Australian Year 12 Certificate (VCE or VCAL or interstate equivalent) OR Copy of any high school certification showing completion of a secondary school qualification [Certified/Notarised]	☐
5	Copy of any education certifications showing completion of an Australian Cert IV qualification or higher OR Copy of any academic certification 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 require a Student Visa</i>		
7*	Copy of IELTS or equivalent results [Certified/Notarised]	☐
8*	Completed Learn to Fly Financial Evidence Form	☐
<i>For applicants who wish to apply for VET student loans</i>		
9	Completed VET Student Loan Eligibility Report	☐
10	Completed VET Student Loan Request Form	☐
<i>For applicants who wish to apply for recognition of prior learning</i>		
11	Completed Recognition of Prior Learning Form	☐
12	Any pertinent documents showing applicants prior learning	☐

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

Section 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	☐

Section 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

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AVI50222 Checklist	RTO Code: 45684	CRICOS Provider: 03913A	Version No.: 1.0
Learn to Fly Australia Pty Ltd		Form 1.01	Page 3 of 4

Section 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.

- 1 General [information](#) on Diploma programs available at Learn To Fly Melbourne.
- 2 Specific information on the AVI50222 – Learn To Fly Students [Handbook](#)
- 3 [Link](#) to Learn to Fly Recruitment and Enrolment Policy and Procedure

Section 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.

- 1 Learn to Fly Enrolment Process Flow Chart- [Domestic](#) & [International](#)
 - 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 a student Visa*
- 6 Student Visa (Subclass 500) [Information](#)
 - 7 Overseas Student Health Cover (OSHC) [Information](#)
 - 8 [Link](#) to Financial Evidence Form
 - 9 IELTS [Website](#) (Applicants must meet the English language requirements to apply for a Student Visa (Subclass 500))
- For applicants who wish to apply for VET student loans*
- 10 [Link](#) for VET Student Loan Eligibility Tool
 - 11 [Link](#) for VET Student Loan Request Form
- For applicants who wish to apply for recognition of prior learning*
- 12 [Link](#) to Recognition of Prior Learning Form

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

AVI50222 Checklist	RTO Code: 45684	CRICOS Provider: 03913A	Version No.: 1.0
Learn to Fly Australia Pty Ltd		Form 1.01	Page 4 of 4

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AVI50222 Checklist	RTO Code: 45684	CRICOS Provider: 03913A	Version No.: 1.0
Learn to Fly Australia Pty Ltd		Form 1.01	Page 5 of 4