Summer Academy Application Instructions

Day camps are only required to complete the online application and submit a 2”x2” photo of the applicant. (Please see application checklist for additional Generations requirements). The application process consists of the following steps for Overnight Camps.

1. Complete an online application at http://daytonabeach.erau.edu/summer

   An online application is NOT complete until the following requirements are mailed to the K-12 Education Outreach office at the address below. Applications will not be considered for acceptance until all requirements are on file in the K-12 Education Outreach office. After completing an online application, the supporting documents need to be submitted to the K-12 Education Outreach department within 7 calendar days to be considered for acceptance; if not received within the allotted time, the deposit will be refunded and camp forfeited.

2. Essay Requirement: Must be typed, and at least one full page in length, single spaced with a font size no larger than “Times New Roman,” 12 point.

   For 1st time applicants: Please tell us about yourself, why you have chosen Embry-Riddle, what program and your expectations of the program you chose to attend, what do you expect the biggest challenges to be this summer, and how do you expect to master those challenges.

   For returning applicants: Please tell us what camp you attended previously, what you learned during that time period that you have applied to other situations, and what do you hope to accomplish by returning this year.

3. All powered flight camps must obtain a FAA Medical or a FAA Medical/Student Pilot Certificate. Submit a copy of your certificate (See Additional Information for details).

4. Submit a copy of your current report card, school transcript, or official letter from the school administration to support the GPA listed on the application.

5. Submit a current Passport style photo of yourself. The photo must be taken on a solid white background meeting the dimensions of 2” x 2”.

6. See the Application Packet Checklist to ensure you have enclosed all necessary items. After completing an online application, you must mail all your supporting materials(steps 2-5) with a cover letter to:

   K-12 Education Outreach
   Embry-Riddle Aeronautical University
   600 South Clyde Morris Blvd.
   Daytona Beach, Florida 32114-39002

If you have any questions about this application process, please feel free to contact the K-12 Education Outreach office at:

Phone: (800)-359-4550 or (386)-226-7945   E-Mail: summer@erau.edu
Application Packet Checklist

After completing an online application the following must be mailed to the K-12 Education Outreach office:

Day Camps
☐ A current 2”x2” Passport style photo taken on a solid white background
☐ Legible copy of either a current Passport or Birth Certificate with a Government Issued photo I.D (Generations Only)

Overnight Camps
☐ Cover letter including name of camp attendee and camp they are attending
☐ Completed essay (Must meet the criteria listed in the instructions) (Not required for Mission Discovery)
☐ Copy of school transcript or most recent report card (Not required for Mission Discovery)
☐ A current 2”x2” Passport style photo taken on a solid white background
☐ Legible copy of either a current Passport or Birth Certificate with a Government Issued photo I.D. (MUST bring and present original at Orientation Dinner) (Flight Exploration, Aviation Voyage, and SunFlight only)
☐ Copy of your FAA Medical or your FAA Medical/Student Pilot Certificate (DO NOT SEND ORIGINAL, you must bring original with you and present at Orientation Dinner) (Flight Exploration, Aviation Voyage, and SunFlight only)
☐ Copy of your Private Pilot Certificate (SunFlight Custom Training only) (DO NOT SEND ORIGINAL)

International Student Checklist
Non-U.S. Citizens Only
In addition to the items listed above, the following are necessary items to be submitted to the K-12 Education Outreach office:

☐ Completed Affidavit of Financial Support found at http://daytonabeach.erau.edu/summer
☐ Copy of your current Passport

Applicants for a program involving flight training will also be required to complete a TSA Background Check. This information and additional requirements will be mailed to you with the Visa application once a completed application and supporting documentation is received in the K-12 Education Outreach office. Acceptance to a program is not guaranteed until a copy of your Visa and TSA Background Check (if applicable) is received in the K-12 Education Outreach office.
Additional Information

· Early application is recommended. Space is limited and will be awarded on a first-come/first-served basis. A deposit is required as part of the application process. The remaining balance is due two weeks prior to your arrival. Any application that arrives three weeks or less, prior to the start date of camp, will have a rush fee of $50.00 applied. All applications must be completed online and supported with the appropriate documentation listed above.

· Acceptance will not be granted on partial or incomplete applications. The K-12 Education Outreach office will not accept partial applications to hold a place in any program. Please use the Application Packet Checklist provided to ensure that you are submitting a complete application. After completing an online application, the supporting documents need to be submitted to the K-12 Education Outreach department within 7 calendar days to be considered for acceptance; if not received within the allotted time, the deposit will be refunded and camp forfeited.

· A FAA Medical or a FAA Medical/Student Pilot Certificate is required for all participants in powered flight camps except Aviation Career Exploration, Generations, and Soaring Camp. These certificates are issued from a FAA Aviation Medical Examiner. Please refer to www.flightphysical.com for a complete listing of Aviation Medical Examiners in your area. (Not all physicians are FAA Examiners.) Please send a copy of the FAA Medical with the application. Do not send the original. The student must carry the original with him/her in order to fly. Please refer to the Residential Flight Camps page at http://daytonabeach.erau.edu/summer for pertinent instructions regarding the FAA Medical process.

· The FAA requires proof of U.S. Citizenship for all flight students.

   -You will need to attach a legible copy of one of the following: Birth Certificate, the individual’s unexpired Passport, or U.S. Naturalization Certificate. TSA requires a Government issued photo ID for any non-photo proof of citizenship. You must bring originals with you and present them on the first day of your program. (Please note: You must have a state issued photo I.D. along with the birth certificate or U.S. Naturalization Certificate.)

   -All non-U.S. Citizens are required by the FAA and TSA to successfully complete a Background Check for any flight training before being accepted to the K-12 Education Outreach Camps. Please see the International Student Checklist for more information. It is recommended that any non-U.S. Citizen contact the K-12 Education Outreach office prior to submitting an application.

· Students applying to Robotics & Autonomous Systems will be required to complete a pre-test prior to acceptance into the program. Once an application and supporting materials are received, a pre-test will be mailed to the applicant to be completed and returned. Acceptance will be determined after completion and submission of the pre-test.

· Do not book airline tickets until you have been accepted to attend the program to which you have applied. Please be aware that, occasionally, SunFlight Private Pilot and Custom Training students need to stay on campus longer than the original scheduled departure date.

· Students enrolled in SunFlight Solo, Private Pilot and Custom Training should be aware that the tuition includes a deposit towards your flight fees. Deposit amounts vary depending on which program you are attending. Details will be explained in the information packet you receive after being accepted.

· Cancellation Policy for Overnight Summer Academy: Each cancellation will incur a $20 processing fee deducted from the refund. The tuition deposit will be refunded in full if your cancellation notice is received in writing at least thirty days prior to the start date of your scheduled session. Cancellation notices received after that date will result in forfeiture of the tuition deposit.

· Cancellation Policy for Day Camps: Each cancellation will incur a $20 processing fee deducted from the refund. The tuition deposit will be refunded in full if your cancellation notice is received in writing at least two weeks prior to the start date of your scheduled session. Cancellation notices received after that date will result in forfeiture of the tuition deposit.