Instructions

The application process consists of the following steps for Overnight Camps:

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

   An online application is NOT complete until the following requirements are mailed to the K-12 Education Outreach office at the address below. All documents must be submitted within 7 calendar days of the application submission date to be considered for acceptance (See Additional Information Section for more information).

2. 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".

3. See the Application Packet Checklist to ensure you have enclosed all necessary items. After completing an online application, you <u>must</u> mail all your supporting materials with a cover letter to:

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

   Steps 4 – 5 are additional requirements for all Flight Camp applicants:

4. All students, ages 16 and older, who are attending Flight Exploration, Aviation Voyage, SunFlight Solo, or SunFlight Private Pilot, must obtain a FAA Student Pilot Certificate. Step-By Step instructions will be emailed to you upon receipt of your online application.

5. All flight camps must obtain a FAA Medical Certificate. Submit a copy of your certificate (See *Additional Information* for details).

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
Fax: (386)-226-7630
E-Mail: summer@erau.edu
Web: summercamps.erau.edu

Application Packet Checklist

Please submit the following items listed below along with the completed paper application

Overnight Camps

☐ Registration Deposit:

   $500 - Aerospace and all SunFlight programs
   $250 - All remaining overnight camps

☐ Cover letter including name of camp attendee and camp they are attending

☐ 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 and at Flight Records during camp) *(Flight Exploration, Aviation Voyage, and SunFlight camps only)*

☐ <u>Copy</u> of your FAA Medical and a copy (**DO NOT SEND ORIGINAL,** you MUST bring original with you and present at Orientation Dinner and at Flight Records during camp) *(Flight Exploration, Aviation Voyage, and SunFlight camps only)*

☐ <u>Copy</u> of your Student Pilot Certificate (**DO NOT SEND ORIGINAL,** you MUST bring original with you and present at Orientation Dinner and at Flight Records during camp) *(For ages 16 and over that are attending Flight Exploration, Aviation Voyage, or SunFlight camps only)*

☐ <u>Copy</u> 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://summercamps.erau.edu

☐ <u>Copy</u> 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-serve 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 <u>will not</u> 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 application will be denied.**

· A FAA Medical Certificate is required for **all** participants in powered flight camps **except** Aerospace Career Exploration. 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 Parent Resource page at http://summercamps.erau.edu for pertinent instructions regarding the FAA Medical process.

· A FAA Student Pilot Certificate is required for **all** participants, ages 16 an older in powered flight camps **except** Aviation Career Exploration and SunFlight Custom Programs. These certificates are issued from a FAA. Please refer to the step by step instructions you will receive by email from our office. Please send a copy of the FAA Student Pilot Certificate with the application requirements. Do not send the original. The student must carry the original with him/her in order to fly. Please refer to the step by step instructions that will be emailed to you for pertinent instructions regarding the FAA Student Pilot Certificate Process.

· The FAA and TSA requirements for flight students:

-All U.S. Citizens are required to provide proof of U.S. Citizenship for flight training. 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.

· Change Sessions or Programs Policy: Participants that wish to change their registration from one program or session to another can do so only if space is available. Your deposit will be transferred, but you will incur a $50 transfer processing fee. We will not be able to make any transfers between sessions or programs if there are less than three weeks remaining before the beginning of the desired camp.

· Cancellation Policy for all Summer Academy Programs: Each cancellation will incur a $50 processing fee deducted from the refund. The tuition deposit will be refunded in full if your cancellation notice is received in writing at least <u>thirty days</u> prior to the start date of your scheduled session. Cancellation notices received after that date will result in forfeiture of the tuition deposit. Please note if cancellation notice is received within thirty days and camp was full, we will not be able to refund your payments unless your student's camp space is able to be filled by someone on the waitlist. ***Application Fee and International Student Fee are non-refundable.***