



Commercial Training Solutions

AIRLINE ACADEMY

School Catalog

2700 Flightline Avenue
Sanford, FL 32773

August 2017

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History

L3 Commercial Training Solutions Airline Academy is a Florida for-profit private institution owned by L3 Technologies, Inc.

School Address

2700 Flightline Avenue | Sanford, FL 32773 USA

+1 800 U CAN FLY (U.S.) | +1 407 330 7020 (International)

Driving Directions

2685 Flightline Avenue | Sanford, FL 32773 USA

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Our Mission

L3 Commercial Training Solutions Airline Academy's (L3 Airline Academy) mission is to deliver world class training services and facilities to aspiring men and women with the desire and motivation to become fully qualified Professional Pilots. It is L3 Airline Academy's responsibility within this mission to create an atmosphere of dignity, respect, fairness and support so that the students have the optimum environment in which to learn. Also, the Academy recognizes that to produce world class training, we must provide world class instructors, management and staff who are professional, accountable and motivated to our mission.

Our History

L3 Airline Academy is located at the Orlando Sanford International Airport in Sanford, Florida. Established in 1989 by Comair Airlines, the Academy trains students to become professional, highly qualified pilots to fulfill the needs of the growing airline industry. As the only airline owned and operated pilot training academy at the time, the school's reputation grew with the expanding airline. In 2000, Delta Air Lines purchased Comair Airlines and its subsidiaries. This new era marked boundless growth and excitement for the Academy. To align with the Academy's expanding role in providing first officers to the Delta Connection regional airline system, the Academy was renamed Delta Connection Academy (DCA). DCA continued to grow and expand its endeavors by partnering with colleges to provide flight training for their aviation degree programs.

In December of 2009, Flight Training Acquisitions LLC (FTA) acquired Delta Connection Academy, Inc. and Aerosim Technologies, Inc., an aviation simulator and courseware design firm. Founded in 1993, Aerosim Technologies provided the link between Computer Based Training and Full Flight Simulators by designing a new, PC-based simulator trainer, equipped with full free-play functions and realistic cockpit environments. This exciting partnership led to the renaming of the school as Aerosim Flight Academy.

In September 2016, L-3 Communications (now named L3 Technologies, Inc.) acquired FTA Acquisitions, Inc., including Aerosim Technologies, Inc. located in Burnsville, Minnesota, and Aerosim Flight Academy, Inc. located in Sanford, Florida. Aerosim integrated into the L3 Commercial Training Solutions division of the company's Precision Engagement and Training Sector, part of L3's Electronic Systems Segment. The addition of Aerosim is a good fit with L3's

expanding business of providing customized solutions that address the global shortage of pilot training resources and the increasing demand for qualified pilots.

L3 Airline Academy offers pilot school courses approved by the Federal Aviation Administration (FAA) under 14 CFR Part 141, and general aviation training under 14 CFR Part 61. The Academy provides a professional flight-training environment based on sophisticated airline standards dedicated to safety, quality, standardization, and performance.

Credentials and Certificates

L3 Airline Academy is a 14 CFR Part 141 approved pilot school under FAA Air Agency Certificate Number CE8S057Q. The Professional Pilot Program, China Pilot Training Program, and Taiwan Pilot Training Program are all accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Their website is <http://www.accsc.org/>. L3 Airline Academy is approved for Veterans Administration benefits for those qualified individuals.

L3 Airline Academy is approved and designated to accept and enroll international students for training by the United States Citizenship and Immigration Services (USCIS). The Academy is authorized to issue Form I-20 for the F-1 and M-1 student visa. These Visas allow non-immigrant students to participate in the Academy's training programs for both academic (F-1) and vocational (M-1) courses of study.

L3 Commercial Training Solutions, Airline Academy is a corporation formed under the laws of the State of Florida and doing business as L3 Airline Academy. The Academy's credentials and certificates may be viewed by contacting the Director of Flight Operations.

Facilities and Equipment

L3 Airline Academy is located at the Orlando Sanford International Airport and is situated in the heart of beautiful Central Florida, which provides excellent Florida flying weather as well as its proximity to many of the world famous tourist attractions in the area. The Orlando Sanford International Airport has an FAA control tower on airport property and four runways with the main runway being 11,000 X 150 feet. Airport equipment includes Instrument Landing Systems (ILS), GPS Approaches, High Intensity Runway Lighting, a Non-Directional Beacon, a modern terminal with complete ground handling equipment, an AWOS weather reporting system, and many other enhancements. The airspace surrounding the airport is designated as Class "C".

The Academy is comprised of four main buildings: Academics Building, Simulation and Fleet Maintenance Building, Operations Center, and Administration Building.

Academics Building

The Academics Building consists of eight multi-media equipped classrooms. All classes are taught by full-time academic instructors. One classroom is arranged to accommodate 34 students, six classrooms can accommodate 24 students, and one classroom can accommodate 15 students.

Our Academic Building includes:

- Learning Resource Center (LCR)
 - The LRC is open every day of the school week and a Certified Flight Instructor is available during normal business hours. It is designed for individual group studying, student tutoring, and viewing of DVD training materials. Additional resources such as books, magazines, and aircraft parts are available.
- Study Hall

- The Study Hall is available to students wishing to accomplish studying in a quiet atmosphere.
- Self-serve Cafeteria
- Frasca CRJ Instructional Device

Simulation and Maintenance Building

The Simulation and Fleet Maintenance Building consists of office spaces, Flight Training Devices, and floor space for preventative and ongoing maintenance for all Academy aircraft.

Flight Training Devices include:

- Two Aerosim SR20 Advanced Aviation Training Devices
- Four Aerosim Level 6 SR20 Flight Training Devices
- One Frasca Level 4 PA44 Seminole Flight Training Device

Operations Center

The Operations Center consists of offices, a dispatch center, pre-flight planning areas, post-flight briefing areas, weather service computers and phones, student services offices, and our SkyShop which carries all books and supplies required for students attending the Academy.

Academy Ramp

The Academy has over 400,000 square feet of ramp space for aircraft parking. Academy students and instructors perform all flight training in a fleet of more than 75 single-engine and multi-engine aircraft. All aircraft are professionally maintained by a dedicated staff of FAA certified airframe and power plant mechanics whose job is to ensure compliance with airworthiness and maintenance standards – with the highest emphasis on safety.

SkyShop

L3 Airline Academy's SkyShop is your one-stop-shop for on-campus needs. Our store offers a wide selection of materials and supplies. We have all of the required course materials as well as supplemental items. In addition to training materials, the SkyShop has uniforms, gift items and L3 Airline Academy's clothing items. Items may be purchased with either cash or a credit card.

Statement of Nondiscrimination

The policy of L3 Commercial Training Solutions, Airline Academy assumes that no person in the United States shall be discriminated against because of race, religion, age, color, sex, disability, handicap, national origin, marital status, veteran's status, political belief or affiliation, and that equal opportunity and access to facilities shall be available to all.

L3 Airline Academy maintains all student records in confidentiality according to the Family Education Rights and Privacy Act of 1964.

Changes may occur to course content, materials and/or schedules due to the evolving needs of the aviation industry. These changes are designed and incorporated to ensure each student receives the best training possible. This catalog, as well as other bulletins, publications or announcements, are subject to change without notice. Updates on the facts and other information in this catalog can be obtained from the Director of Educational Compliance.

Programs

Program Descriptions

L3 Airline Academy offers the Professional Pilot Diploma Program. This program begins at the ab initio pilot level and culminates with the student earning both a Commercial Pilot Certificate and a Flight Instructor Certificate. In compliance with ACCSC accreditation standards and the United States Department of Education, the student is required to complete the program within 1.5 times the course length.

L3 Airline Academy offers the China Pilot Training program. This program begins at the ab initio pilot level and culminates with the student earning a Commercial Pilot Certificate plus instruction and experience in operating a high performance multi engine aircraft. In compliance with ACCSC accreditation standards, the student is required to complete the program within 1.5 times the course length.

L3 Airline Academy offers the Taiwan Pilot Training program. This program begins at the ab initio pilot level and culminates with the student earning a Commercial Pilot Certificate plus additional hours building experience. In compliance with ACCSC accreditation requirements, the student is required to complete the program within 1.5 times the course length.

Professional Pilot Program

The Professional Pilot Program prepares the individual to be initially employed as a Flight Instructor leading to a productive career as a Professional Pilot in commercial, airline, or corporate aviation. This program is designed to be completed in 15 months with a diploma awarded upon completion.

Course #	Course Title	Didactic	Lab
ASG 100	Private Pilot Single Ground School	60	
ASF 101	Private Pilot Single Flight Lab		103.0
ASG 120	Instrument Airplane Ground School	60	
ASF 121	Instrument Airplane Flight Lab		105.0
ASG 200	Commercial Pilot Single Ground School	45	
ASF 201	Commercial Pilot Single Flight Lab		72.9
ASG 260	Commercial Multi Add Ground School	30	
ASF 261	Commercial Multi Add Flight Lab		38.5
ASG 300	Flight Instructor Single Ground School	40	
ASF 301	Flight Instructor Single Ground Briefs	33	
ASF 302	Flight Instructor Single Flight Lab		70.5
Total Clock Hours		657.9	

China Pilot Training Program

The China Pilot Training Program prepares the individual to be employed as a First Officer for their respective airline in their home country. This program is designed to be completed in 12 months with a Diploma awarded upon completion.

Course #	Course Title	Didactic	Lab
ASG 100	Private Pilot Single Ground School	60	
ASF 101	Private Pilot Single Flight Lab		114.2
ASG 120	Instrument Airplane Ground School	60	
ASF 121	Instrument Airplane Flight Lab		88.5
ASG 220	Commercial Pilot Multi Ground School	60	
ASF 222	Commercial Pilot Multi Flight Lab App.D		178.3
ASG 280	High Performance Multi Ground School	132	
ASF 281	High Performance Multi Flight Lab		39.0
Total Clock Hours		732.0	

Taiwan Pilot Training Program

The Taiwan Pilot Training Program prepares the individual to be employed as a First Officer for their respective airline in their home country. This program is designed to be completed in 10 months with a Diploma awarded upon completion.

Course #	Course Title	Didactic	Lab
ASG	Private Pilot Single Ground School	60	
ASF	Private Pilot Single Flight Lab		93.3
ASG	Instrument Airplane Ground School	60	
ASF	Instrument Airplane Flight Lab		88.1
ASG	Commercial Pilot Multi Ground School	60	
ASF	Commercial Pilot Multi Flight Lab .55e		68.8
ASF 290	Commercial Pilot Hours Building		64.3
Total Clock Hours		494.5	

Courses

Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by L3 Airline Academy. The first digit of the course number indicates the level at which students normally take the course. The second and third number determines the logical order the courses should be completed. The course prefix is a three-letter designator based on the content of the specific course.

Course Substitutions

Course substitutions or any other deviation from the stated requirements of the Diploma offered at L3 Airline Academy must have the written approval of the Director of Educational Compliance.

ASG 100 Private Pilot Single Ground School

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Private Pilot certificate. This course provides instruction in aeromedical; aircraft structure, systems, and instruments; aerodynamics; regulations and pre-flight requirements; airports/airspace; aircraft operations; emergency procedures; night operations; weather theory and services; VFR navigation, and aeronautical decision making. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Private Pilot Airmen Knowledge Test (AKT).

Prerequisite: None

ASF 101 Private Pilot Single Flight Lab

This course consists of flight instruction given by an appropriately rated instructor as well as solo practice. Flight instruction is received in the following subjects: pre-flight operations, weight and balance determination, line inspection, aircraft start-up and run-ups, airplane servicing, airport and traffic pattern operations at controlled and uncontrolled airports, radio communications, and collision avoidance precautions flight maneuvering by reference to ground objects flight at slow airspeeds with realistic distractions, recognition of and recovery from stalls entered from straight flight and from turns, and how to execute proper takeoffs and landings. Additionally, the course will cover how to properly control and maneuver an airplane solely by reference to instruments, including emergency descents and climbs using radio aids or radar directives; and the skill of cross-country flying using pilotage, dead reckoning, and radio aids.

Prerequisite: PAR AKT

ASG 120 Instrument Airplane Ground School

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Instrument rating. This course provides instruction in human factors; instruments; aerodynamics; regulations; airspace; ATC; IFR navigation; aircraft control; emergency operations; IFR operations; and accident analysis. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Instrument Airmen Knowledge Test (AKT).

Prerequisite: PAR AKT

ASF 121 Instrument Airplane Flight Lab

This course covers the control and accurate maneuvering of an airplane solely by reference to flight instruments, IFR navigation by the use of VOR and GPS systems (including time, speed and distance computations), and compliance with air traffic control instructions and procedures. The course will also cover flying instrument approaches to published minimums using the VOR, GPS, LOC, and ILS systems and cross-country flying in simulated or actual IFR conditions, on Federal airways or as routed by ATC, are covered in detail.

Prerequisite: Private Pilot Certificate and IRA AKT

ASG 200 Commercial Pilot Single Ground School

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Commercial Pilot Certificate. This course provides instruction in aeromedical; CRM; advanced aerodynamics; regulations and pre-flight requirements; high performance power plants and advanced aircraft systems; commercial maneuvers & flight considerations; emergency operations; airspace; IFR operations; cross-country planning; and aeronautical decision making. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Commercial Pilot Airmen Knowledge Test (AKT).

Prerequisite: Private Pilot Certificate and IRA AKT

ASF 201 Commercial Pilot Single Flight Lab

During this course, in flight operations, the student will develop an in-depth knowledge of single engine aircraft components, functions, systems, aerodynamics and performance at the commercial pilot level. The student will also gain necessary knowledge on en-route flight to include weather, navigation, and regulations. Cross country flying, including both a day and night flight with a landing at a point more than 100 miles from the point of departure is accomplished, as well as one long flight with at least one leg more than 250 nautical miles and landings at three different airports. Ten hour of Supervised Pilot in Command time will also be accomplished.

Prerequisite: Private with Instrument Pilot Certificate and CAX AKT

ASG 220 Commercial Pilot Multi Ground School

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Commercial Pilot certificate with multi engine rating. This course provides instruction in aeromedical; CRM; multi engine systems/aerodynamics; regulations and pre-flight requirements; multi engine operations; emergency operations; airspace; meteorology; IFR operations; cross-country planning; and aeronautical decision making. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Commercial Pilot Airmen Knowledge Test (AKT).

Prerequisite: Private Pilot Certificate and IRA AKT

ASF 221 Commercial Pilot Multi Flight Lab .55e

This course consists of flight instruction given by an appropriately rated instructor. Flight instruction is received in an airplane with retractable gear, flaps, a controllable propeller, and powered by multiple engines. Night flying, including a cross-country night flight with a landing at a point more than 100 miles from the point of departure, is accomplished. Each student learns normal and maximum performance takeoffs, and landings using precision approaches and prescribed airplane performance speeds, including operation at maximum authorized takeoff weights. The course also

covers emergency procedures appropriate to VFR and IFR flight and to the operation of complex airplane systems.

Prerequisite: Private with Instrument Pilot Certificate and CAX AKT

[ASF 222 Commercial Pilot Multi Flight Lab App. D](#)

This course consists of flight instruction given by an appropriately rated instructor. Flight instruction is received in an airplane with retractable gear, flaps, a controllable propeller, and powered by multiple engines. Night flying, including a cross-country night flight with a landing at a point more than 100 miles from the point of departure, is accomplished. Each student learns normal and maximum performance takeoffs, and landings using precision approaches and prescribed airplane performance speeds, including operation at maximum authorized takeoff weights. The course also covers emergency procedures appropriate to VFR and IFR flight and to the operation of complex airplane systems. Minimum flight training for this course is 120 hours.

Prerequisite: Private with Instrument Pilot Certificate and CAX AKT

[ASF 241 Commercial Pilot Single Additional Rating Flight Lab](#)

During this course, in flight operations, the student will develop an in-depth knowledge of single engine aircraft components, functions, systems, aerodynamics and performance at the commercial pilot level. The student will also gain necessary knowledge on en-route flight to include weather, navigation, and regulations.

Prerequisite: Commercial Pilot Multi Engine Certificate

[ASG 260 Commercial Pilot Multi Additional Rating Ground School](#)

The course is designed to provide students aeronautical knowledge for the addition of a Multi-Engine rating to their FAA Commercial Pilot certificate. This course provides instruction in multi-engine systems/aerodynamics; regulations and pre-flight requirements; multi engine operations including performance and limitations; engine failures; engine-out aerodynamics & maneuvers; emergency operations; IFR operations; cross-country planning; and aeronautical decision making. At the completion of this course, the student will have completed the ground training necessary to begin flight training for the addition of a multi engine rating to their Commercial Pilot Certificate.

Prerequisite: CAX AKT or Commercial Pilot Single Engine Certificate

[ASF 261 Commercial Pilot Multi Additional Rating Flight Lab](#)

This course consists of flight instruction given by an appropriately rated instructor. Flight instruction is received in an airplane with retractable gear, flaps, a controllable propeller, and powered by multiple engines. Each student learns normal and maximum performance takeoffs, and landings using precision approaches and prescribed airplane performance speeds, including operation at maximum authorized takeoff weights. The course also covers emergency procedures appropriate to VFR and IFR flight and to the operation of complex airplane systems.

Prerequisite: ASG 260 and Commercial Pilot Single Engine Certificate

[ASG 280 High Performance Ground School](#)

The course is designed to provide students basic aeronautical knowledge for training in a high performance aircraft. This course provides instruction in airline regulations and operations; high performance aircraft systems and equipment; high altitude operations; and crew resource management. At the completion of this course, the student will have completed the ground training necessary to begin training in a high performance aircraft.

Prerequisite: ASG 220 or Commercial Pilot Multi Engine Certificate

ASF 281 High Performance Multi Flight Lab

This course will help reinforce and provide tactile skills and concepts learned within the High Performance Multi Ground School. Special emphasis will be placed on Line Oriented Flight Training (LOFT), high altitude cross-country flight, crew resource management, and advanced airline type procedures. Additionally, this course serves as a bridge between standard piston aircraft operations and advanced cockpit procedures related to FAR Part 121/135 through the use of a modern airline cockpit aircraft.

Prerequisite: ASG 280 and Commercial Pilot Multi Engine Certificate

ASF 290 Commercial Pilot Hours Building

This course is designed to provide an airline pilot applicant with the required flight hours experience necessary to be eligible for an airline pilot position.

Prerequisite: Commercial Pilot Certificate

ASG 300 Flight Instructor Single Ground School

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Flight Instructor Certificate. This course provides instruction in fundamental of instruction; regulations; aeromedical; systems; aerodynamics; pre-flight requirements; airspace; safe operation of aircraft; night/high altitude operations; meteorology; navigation; and flight planning. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Flight Instructor Fundamental of Instruction and Flight Instructor Airplane Airmen Knowledge Tests (AKT).

Prerequisite: Private with Instrument Pilot Certificate and CAX AKT

ASG 301 Flight Instructor Single Ground Briefs

During this course the student will obtain the instructional knowledge, necessary to meet the requirements of a Flight Instructor Certificate with an Airplane Category and Single-Engine Class Rating.

Prerequisite: Commercial Pilot Single Engine Certificate and FOI/FIA AKTs

ASF 302 Flight Instructor Single Flight Lab

During this course the student will obtain the aeronautical skill and experience necessary to meet the requirements of a Flight Instructor Certificate with an Airplane Category and Single-Engine Class Rating.

Prerequisite: Commercial Pilot Single Engine Certificate and FOI/FIA AKTs

Satisfactory Academic Progress

Students must demonstrate through their scholastic records that they are making satisfactory academic and attendance progress toward completion of their program in order to remain enrolled in the program. Students maintaining a grade of 80% or higher on school administrated computerized exams and a GPA of 2.0 or better in the flight laboratory are considered to be making satisfactory progress. The school uses a 4.0 scale with letter grades. More details can be found later in this section under Student Progress Monitoring Council.

Academic Attendance

Students enrolled in the full-time Pilot Programs will attend ground classes for each pilot and instructor certificate and will participate in flight training activities for each pilot and instructor certificate as described in the FAA approved 14 CFR part 141 Training Course Outline (TCO).

The objective of the organized ground school classes and individual flight schedules are to assist the student in the completion of each course of training in a manner that both optimizes the learning experience and minimizes the time frame required for completion.

Exceptions to the ground school attendance policy will be at the discretion of the Chief Ground Instructor.

Maximum Time Frame

A student must complete the Professional Pilot Program within a specific time frame. The Professional Pilot Program consists of two terms of 7.5 months each. Normal time frame for completion of the Program is 15 calendar months. The China Pilot Training Program is one term of 12 calendar months. The Taiwan Pilot Training Program is one term of 10 months. Students are not permitted to exceed 150% of normal time within each term required to complete the program except under extenuating circumstances as approved by the Student Progress Monitoring Council.

Students Working While Enrolled

L3 Airline Academy considers its students to be full-time students, available for training according to the terms and conditions set forth in the Academy's enrollment agreement. Students must be available for training at flexible and variable times. Therefore, the Academy strongly discourages students from working while enrolled. International Students are not permitted to work without authorization from the PDSO.

Ground School

Students are expected to attend all scheduled ground school classes until completion and must meet the specified amount of clock hours as outlined in the TCO time allocation table in order to complete a stage/course of ground school training. Ground classes are typically scheduled 4-6 hours per day, 5 days per week with varying start and ending times. Class schedules are posted the two weeks preceding the class start date. There is a two day drop/add period for subsequent courses after your initial enrollment. Exceptions to this policy will be at the discretion of the Chief Ground Instructor.

If the student is absent or tardy for a ground school lesson, that student will be assigned academics make-up time equal to the time absent. Failure to make-up the absence prior to a scheduled ground school exam will result in the student being ineligible for the exam. If the

student is absent from a scheduled ground school exam without a legitimate excuse, that student will receive a score of zero for the exam.

If a student fails a ground school exam, he/she will be assigned academic additional instruction with the LRC coordinator for a minimum of one hour per each 10 points below the passing score of the exam. Minimum passing score for all ground school exams is 80%. A retake exam fee may apply.

If a Ground School Exam is unsatisfactory, the following guidelines apply:

First Unsatisfactory Ground School Exam

The student's performance on the exam will be evaluated by the Ground School Instructor. Additional study items or tasks may be assigned to the student in an effort to help the student satisfactorily complete the exam. The student will be briefed on study techniques and material covered on the exam to assist in the progress of the student.

Second Unsatisfactory Ground School Exam

The student's performance on the exam will be re-evaluated by the Ground School Instructor. Certain deficiencies in knowledge areas may become more prevalent than before, and a meeting will be arranged with the Chief Ground Instructor.

The student will be briefed on study techniques and material covered on the exam to assist in the progress of the student. The student will be briefed on future actions of remedial training and the rules outlined for unsatisfactory academic progress.

Third Unsatisfactory Ground School Exam

Upon reaching three unsatisfactory grades on any single ground school exam, the student will receive a letter from the Chief Ground Instructor notifying the student that he/she will be required to re-take the current ground school again, when available, at full cost. Exceptions to this policy will be at the discretion of the Chief Ground Instructor.

Completion of Ground School/FAA Airman Knowledge Test

Upon successful completion of a ground school course, the student will be scheduled for his/her FAA Airman Knowledge Test (AKT). All required FAA AKT's are available and are to be taken at the Academy. During these tests, programmable calculators/computers shall not be used. Also, personal electronic devices, including cell phones, are not permitted in the testing area. Students must pass the FAA Test with at least a minimum score of 70% before they will be scheduled for the flight training course.

Currently enrolled students are not eligible to test at the L3 Airline Academy Testing Center if their endorsement is from a non-L3 affiliated school or instructor. Also, FAA AKT's taken at another location may or may not be accepted at L3 Airline Academy at the discretion of the Chief Ground Instructor.

Unsatisfactory FAA Knowledge Test

If an FAA Knowledge Test is unsatisfactory (less than 70% correct) for any reason, the student must report to the Chief Ground Instructor and will receive counseling and be assigned ground school additional instruction. When ready, the student will be endorsed by the instructor providing the additional instruction. The student will then be scheduled for the retake exam by the Testing Center Supervisor.

Upon a second consecutive failure of an FAA Knowledge Test, the student will receive a letter of probation from the Chief Ground Instructor notifying the student that he/she will be required to re-take the current ground school again, when available, at full cost. Exceptions to this policy will be at the discretion of the Chief Ground Instructor.

Upon a third consecutive failure of an FAA Knowledge Test, The Chief Ground Instructor will recommend the student to the Student Progress Monitoring Council. Outcomes could include dismissal from the enrolled program of study.

Each test taken is required to be submitted as part of the pilot and/or flight instructor application(s), when appropriate, for certification.

Flight Training

Individual student flight lesson activities will be scheduled daily depending on the instructor's work schedule, equipment availability, weather, etc. These lessons can include individual ground training events, an advanced aviation training device (AATD), a flight training device (FTD), and/or an aircraft. Flight lesson activity schedules are made available to students the day preceding the scheduled activity. It is the students responsibility to check his/her schedule every day. Students are expected to be present at the time of the scheduled activity and to be fully prepared for the lessons tasks.

In order to monitor and ensure the students are progressing in their flight training appropriately, certain flight lessons will be designated as stage checks. Stage check lessons will be conducted by a check instructor designated by the Flight Standards department and will consist of both an oral exam and flight test. Both the oral exam and flight test must be passed satisfactorily before the student may progress into the next stage of training.

If an Oral Stage Check is unsatisfactory, the following guidelines apply:

First Unsatisfactory Oral Stage Check

The student, the student's Flight Instructor, and the appropriate Manager and/or Group Leader will meet for an evaluation. The student will be scheduled for a ground briefing with his/her current Flight Instructor. The student will then be rechecked on the task(s) found to be deficient.

Second Unsatisfactory Oral Stage Check

The student's Flight Instructor, Manager and/or Group Leader, and the Chief/Assistant Chief Flight Instructor will meet to determine the best course of action. The student will receive a letter of probation from the Chief Flight Instructor notifying the student that any additional failure may result in repeating the current stage of training.

Third Unsatisfactory Oral Stage Check

Upon reaching three unsatisfactory oral stage checks in any one stage of training, the student will receive a letter from the Chief Flight Instructor notifying the student that he/she will be required to re-take the current flight stage of training again at full cost. Exceptions to this policy will be at the discretion of the Chief Flight Instructor.

If a flight Stage Check is unsatisfactory, the following guidelines apply:

First Unsatisfactory Flight Stage Check

The student will be scheduled for a review flight and ground briefing (if appropriate) with his/her Flight Instructor. The student will then be rechecked on the tasks found to be deficient.

Second Unsatisfactory Flight Stage Check

The student, the student's Flight Instructor, and the appropriate Manager and/or Group Leader will meet for an evaluation. The student will be scheduled for a review flight and ground briefing (if appropriate) with his/her Flight Instructor. The student will then be rechecked on the tasks found to be deficient.

Third Unsatisfactory Flight Stage Check

The student's Flight Instructor, Manager and/or Group Leader, and the Chief/Assistant Chief Flight Instructor will meet to determine the appropriate course of action. The student will receive a letter of probation from the Chief Flight Instructor notifying the student that any additional failure may result in repeating the current stage of training.

Fourth Unsatisfactory Flight Stage Check

Upon reaching four unsatisfactory flight stage checks in any one stage of training, the student will receive a letter from the Chief Flight Instructor notifying the student that he/she will be required to re-take the current flight stage of training again at full cost. Exceptions to this policy will be at the discretion of the Chief Flight Instructor.

Completion of Flight Training/FAA Airman Certification Standards

Upon successful completion of a flight training course, the student will be scheduled for his/her FAA Airman Certification practical test with an FAA Designated Pilot Examiner. Students must pass the Certification Test within 60 days of course graduation to be eligible to receive their FAA certificate. L3 Airline Academy is exempt from this requirement for its CFR part 141 Private Pilot, Instrument Airplane, Commercial Pilot Multi Engine App D, and initial Flight Instructor courses.

Unsatisfactory FAA Certification Test

First Disapproval

A student must report to the appropriate Flight Group Manager with the notice of disapproval on the day of the failed test. A ground evaluation with the student, the student's Flight Instructor, and the Manager will be scheduled to determine the appropriate action needed for remedial training.

Second Disapproval

The student will be scheduled for ground briefings, or additional review flights, as appropriate. The student's Flight Instructor, Manager and/or Group Leader, and the Chief/Assistant Chief Flight Instructor will meet to determine the appropriate course of action. The Chief Flight Instructor will recommend the student to the Student Progress Monitoring Council. Outcomes could include dismissal from the enrolled program of study.

Student Inactivity

The Student acknowledges his/her responsibility to (a) make himself/herself available for training on a full-time basis, (b) limit personal time off requests to a maximum of 30 days, and (c) in the event the Student terminates and re-enrolls in the school, pay to the school any subsequent increases in instruction, flight time, and other fees and charges. Students who are inactive for more than 14 consecutive days may be dismissed from the Academy.

The Academy reserves the right, at its sole discretion, to terminate the student's enrollment in the event the student violates the policies and procedures set forth in the L3 Airline Academy Student Flight Operations Manual, fails to maintain, at all times, the balance in his/her school account required by this agreement, fails to make himself/herself available for scheduled training, demonstrates unsatisfactory progress due to failure in applying himself/herself, not completing study assignments, tardiness or absence, improper or irresponsible attitude, any drug/alcohol related activities or incidents, incapacitation or inability to maintain a FAA Medical Certificate, language barriers, the student fails to maintain appropriate immigration or resident alien status, of the school, in its sole discretion, considers the student's competencies, aptitude, or character unsuitable for further training, including, without limitation, any student involvement in any criminal proceeding.

Student Illness

If a student becomes ill or has a medical issue, he/she is responsible for providing the Academy with appropriate documentation. Otherwise, the student illness days may be deducted from the 30 days of allowed PTO at the discretion of the Registrar.

Personal Time Off (PTO)

Student requests for Personal Time Off (PTO) are limited to a maximum of 30 days while enrolled. Personal Time Off requests must be made by the student to the Group Manager or Assistant Chief Instructor at least two days prior to the departure date to be eligible for approval. The student will not be charged any additional fees during the approved Personal Time Off. Students on academic probation are not eligible for PTO.

If the student does not return following the personal time off period, or notify the Academy of their intentions within 14 calendar days after their expected return date, the student will be dismissed from the program and the Academy will apply the refund policy published in this catalog. Due to the course work required for graduation, Personal Time Off is strongly discouraged. Any variation to any of these policies must be approved by the Student Progress Monitoring Council.

Leave of Absence (LOA)

In the event that a student will be absent for a period that exceeds the allowable PTO and/or CCB, the student may submit a request for a Leave of Absence (LOA). LOA requests are subject to approval upon the review of supporting documentation by the Registrar. The number of days in the approved leave of absence, when added to the number of days in all other approved leaves of absence, cannot exceed 180 days in any 12-month period. A Leave of

Absence request form may be obtained in the Registrar's office. In the event that a student's LOA exceeds the allowable 180 days cumulative, the student will be dismissed.

Course Completion Breaks (CCB)

Upon completion of a certificate or rating, students will be placed on a Course Completion Break while he/she waits for the next course of training to begin. The length of this break will vary depending upon the start date of the next available course. If the student does not wish to attend the next available course of training, the student must complete a PTO for the time period of the course not attending.

Student Progress Monitoring Council

The Student Progress Monitoring Council (SPMC) typically consists of a four-person panel consisting of senior members of the Academic, Flight Operations, and Student Affairs Departments. Members of the Council may change at the discretion of the Academy leadership.

The Council will meet every week to discuss the academic progress of current students. Written reviews, probation, and dismissal letters will be sent to students within three calendar days of the meeting.

Academic Warning

Students who are not making satisfactory academic and attendance progress at specified milestones, typically defined as completion of an FAA certificate or rating every four calendar months, will be placed on academic warning for the remaining term. Students will be notified in writing of the terms and conditions when they are placed on academic warning.

Students on academic warning are classified as students not in good standing and could lose eligibility for financial aid programs and personal time off. Students who are placed on academic warning generally will be allowed to continue any course in which they are currently enrolled during this period. However, they may not be allowed to enroll in subsequent courses without the consent of the Student Progress Monitoring Council.

Students on Academic Warning must remain enrolled as full-time status and continue to progress at an acceptable rate towards completing their current course. Failure to maintain full-time status or progress in their training may result in student dismissal from the program prior to course completion.

Dismissal Policy

Students may be dismissed by the Academy for failing to meet the terms of probation and/or for violating the procedures set forth in this catalog and L3 Airline Academy's Operations Manual. This includes, but not limited to, not being available for scheduled training, unsatisfactory progress due to failure in applying themselves, not completing study assignments, tardiness or absence, improper or irresponsible attitude, any drug or alcohol related activities, not being capable of maintaining an FAA Medical certificate, or language barriers.

The Academy reserves the right to terminate a student at any time if the student's conduct is considered undesirable. Undesirable conduct is defined as any conduct which compromises or poses a risk of threat or danger to the safety, health, or property of the Academy, including but not restricted to other students, staff, the student himself/herself, or conduct which is disruptive of the educational process, or any other just cause. The last date of actual attendance shall be considered the termination date and used for the purpose of computing earned tuition.

Appeals Process

A student may appeal any decision regarding review, probation, or dismissal. The appeal must be made in writing within 14 calendar days of student notification and must be submitted to the Student Progress Monitoring Council.

The student will be notified of a decision of the appeal within seven calendar days of receipt of the appeal request. All decisions are final.

Students who are dismissed and do not appeal, or are not successful in their appeal, will not be eligible for program reentry consideration for a period of 12 consecutive months.

Reinstatement and Probation

The Student Progress Monitoring Council will only accept appeals that are significant indications of the student's ability to succeed in the program moving forward. The student must demonstrate that the reason or condition which prevented successful progress in the past no longer exists, and that the student has developed a self-imposed plan of action to be successful in the program.

Students that are reinstated into the program will be placed on probationary status for the remainder of their attendance at the school. Terms and conditions of the probation will be outlined in the reinstatement letter. All decisions of the council concerning an appeal will be final.

Withdrawal

A student may withdraw from the Academy at any time. The student must complete the student out-processing paper work. Completion of this paperwork will initiate the start of the final auditing process of the student's account to properly apply and identify any monies to be refunded or owed. The day the Academy is notified of a student's withdrawal is considered the termination date for the purpose of determining a refund or balance due. A student who withdraws from the academy while on academic probation will receive the appropriate withdrawal grades for classes attended prior to withdrawal.

Grading System

The final grade a student receives in each course is converted to a numerical equivalent or grade point.

The following is a list of letter grades and the grade point equivalents:

Letter grades of "A", "B", "C", "D", and "F" are used in the computation of Grade Point Average (GPA).

The grade of "I" represents an incomplete and the student typically has four weeks to convert the "I" to a letter grade of "A", "B", "C", "D", or "F" at the discretion of the instructor.

Grades of "I", "C", "T", "AO", "WC" or "WF" are not computed in the GPA.

<i>Percentage</i>	<i>Description</i>	<i>Grade</i>	<i>Grade Point</i>
94-100	Superior	A	4
87-93	Good	B	3
80-86	Satisfactory	C	2
73-79	Low Pass	D	1
0-72	Failure	F	0
	Incomplete	I	
	Credited (p61)	C	
	Transfer (p141)	T	
	Audited Only	AO	
	Withdrawal from Course	WC	
	Withdrawal from Academy	WA	

Code of Conduct

L3 Airline Academy upholds a strict code of conduct to both maintain the integrity of the institution and the safety of the student population.

Professionalism

Students are expected to conduct themselves in a professional manner while attending the Academy. Violations of Academy rules, federal aviation regulations, local, state or federal laws, or general misconduct will not be tolerated and can result in the student being placed on disciplinary probation and/or dismissed from the Academy.

Students are expected to project a professional manner in both attire and behavior when on campus. Professionalism is demonstrated through knowledge, ability, attitude, and appearance. A positive, courteous attitude toward fellow students, flight instructors, and administration is required for daily interaction.

The student will receive written notice via the student progress review form or a letter from the Student Progress Monitoring Council. Any repetition of this conduct or a single major violation could be grounds for immediate termination. Students who are terminated for disciplinary reasons must wait a period of one year from the termination date before requesting reinstatement to the Academy.

Academic Integrity

L3 Airline Academy students work under an honor system which obligates them to do their own work. Students who violate this policy are subject to sanctions including probation or dismissal. The honor system further incorporates intellectual integrity, which prohibits the use of inappropriate sources of information during testing.

L3 Airline Academy is committed to upholding professional conduct and integrity. All students, faculty, and staff have obligations to uphold academic integrity and take action when violations of institutional policy occur. Students found by the Student Progress Monitoring Council to have committed violations of academic integrity may receive the following sanctions including a failing grade on the assignment, a failing grade for the course, probation, or dismissal from the Academy.

Violations of Academic Integrity Include:

- Cheating including giving or receiving help from unauthorized persons or materials during examinations and /or assignments; the unauthorized communication of examination questions prior to, during, or following administration of the examination; collaboration on examinations or assignments expected to be individual work; fraud and deceit which include knowingly providing false or misleading information or failing to provide appropriate information when requested, such as when applying for admission to the Academy.
- Plagiarism including presenting as one's own ideas, words, or work of another; providing use of a source for completing academic assignments without properly acknowledging the source.
- Unauthorized use or tampering with academic records or transcripts.

Behavior and Dress

Students are expected to project a professional manner in both attire, personal hygiene, and behavior when on campus as well as any time in uniform and/or displaying any L3 identification off campus.

The following dress code is in place:

- All students and instructors unless notified are required to wear appropriate L3 Airline Academy approved uniforms.
- Hats and clothing worn on campus (including student housing) shall have nothing written on it, or attached to it that may be considered vulgar, profane, or offensive.
- Students who violate social codes of dress, orderliness and mode of conduct will be directed by the faculty or administration to correct their behavior or risk disciplinary action.

Exceptions to this policy must be documented and approved by L3 Airline Academy Management. Requests for exceptions must be initiated through Student Services.

Food, Drink, and Tobacco on Campus

Food and drinks will be allowed in designated areas only. You are encouraged to take a plastic water bottle in the aircraft.

There will be no tobacco use in classrooms, in buildings, on the flight line, or in any aircraft. Tobacco use includes cigarettes (including electric), cigars, and chewing/dipping tobacco. No alcoholic beverages are allowed on campus.

Disciplinary Probation

Students are expected to conduct themselves in a professional manner while attending the Academy. Violations of Academy rules, federal aviation regulations, local, state or federal laws, or general misconduct will not be tolerated. Violations of any code of conduct policy can result in the student being placed on disciplinary warning, disciplinary probation or immediate dismissal from the Academy.

Professionalism is demonstrated through knowledge, ability, attitude, and appearance. A positive, courteous attitude toward fellow students, flight instructors, and administration is required for daily interaction.

The student will be notified in writing of any undesirable conduct and/or violations. Undesirable conduct is defined as any conduct which comprises or poses a risk of threat or danger to the safety, health or property of the Academy, including but not restricted to other students, staff, the student himself/herself, or conduct which is disruptive of the educational process, or any other just cause.

Any repetition of misconduct or a single major violation could be grounds for disciplinary probation or immediate termination.

Examples of undesirable conduct include:

- Misuse of computer and simulation facilities and/or security violations of those facilities
- Misuse of aircraft and equipment or failure to follow airport security procedures

- Conduct that disrupts the educational process of the Academy or the safety of flight, training, staff, students and/or campus
- Drug and Alcohol policy violations
- Weapons policy violations

Students who are terminated for disciplinary reasons must wait a period of one year from the termination date before requesting reinstatement to the Academy.

Enrolled students at L3 Airline Academy will receive and acknowledge the Student Handbook containing further details of topics discussed in this and other sections of the Academy Catalog.

Copyright Infringement Policies and Sanctions

Unauthorized distribution of copyrighted materials, including Academy documents, and unauthorized peer-to-peer file sharing may subject the student to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading, or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. For "willful" infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000.00 per offense.

Students found to have violated the policies of academic integrity, including copyright infringement with respect to unauthorized peer-to-peer file sharing, including illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system, may receive the following sanctions including a failing grade on the assignment, a failing grade for the course, probation, or dismissal from the Academy.

For more information: U.S. Copyright Office / copyright.gov

U.S. Copyright Office FAQ's | copyright.gov/help/faq

Peer to Peer File Sharing Policies

L3 Airline Academy's IT resources support a wide range of educational and administrative activities. Faculty, staff, and students are expected to comply with all policies that apply to the use of these resources. As part of L3 Airline Academy's plan to combat the unauthorized distribution of copyrighted materials by users of IT resources, this policy addresses the issue of illegal peer-to-peer (P2P) file sharing. It is the intention of L3 Airline Academy to strictly enforce a policy of zero tolerance for illegal file sharing and to comply with all applicable laws and regulations.

Risks of P2P File Sharing

Copyright Violation

P2P file sharing is often used to distribute copyrighted works without the permission of the copyright owner. Such use is illegal and subjects the user to personal liability even if the user is unaware that he or she was violating the law.

Security

P2P software may bypass a computer's operating system security, thereby making the computer vulnerable to computer viruses and hacking, and puts the user's personal and private data at risk.

Network Resources

The use of P2P applications can, in many instances, use a disproportionate share of available bandwidth. This can result in other important network activities being compromised due to P2P activities.

Alternatives to Illegal Downloading

Legal downloading and streaming of movies may be accessed using the following link to the Motion Picture Association of America (MPAA) website:

mpaa.org/contentprotection/get-movies-tv-shows

Legal music downloads may be accessed using the following link to the Recording Industry Association of America (RIAA) website:

riaa.com/toolsforparents.php?content_selector=legal_music_sites

Many sites claim to be legal when they are not. A list of sites that appear to be legal – but in fact are not – may be accessed using the following link to the Center for Democracy and Technology website:

cdt.org/copyright/warninglist/

Consequences of Illegal P2P File Sharing

Illegal P2P file sharing is a violation of L3 Airline Academy's Policy and Federal Law, and may result in the loss of computing privileges. To protect both network users and L3 Airline Academy, IT will disable network access for any device for which a complaint of copyright infringement has been received. To restore network access, the user must contact the IT department and state, in writing (e.g., email), that the user has disabled the file sharing function of their software and has agreed to discontinue all illegal file sharing activity. Further complaints against the user may result in long term or permanent loss of network access and computing privileges.

Faculty and staff who violate this policy are subject to discipline in accordance with Human Resources Policies and Procedures. Students who violate this policy are subject to discipline pursuant to the Code of Student Conduct. Additionally, L3 Airline Academy may report violations to appropriate authorities for criminal or civil investigation/prosecution.

Civil and Criminal Penalties for Illegal P2P File Sharing

A person or entity found to have committed a copyright violation may be civilly liable for up to \$150,000.00 for each separate act of infringement. Individuals may also be prosecuted criminally for copyright infringement. First offenses may result in a prison sentence up to five years and fines of up to \$250,000.00.

Admissions

L3 Airline Academy admits only qualified applicants in to the Diploma program. Applications for admission are valid for only one year from the date of receipt. Admitted students must enroll within one year of admission or reapply.

All documentation must be provided prior to starting your chosen program. If any documents are not provided prior to starting, acceptance to L3 Airline Academy will be provisional until such documents are provided. *All applicants must be 18 years of age within six months of starting their program.

General Admissions Policies

To apply for admission to any of the flight programs, please forward the items listed to:

L3 AIRLINE ACADEMY | 2685 Flightline Avenue
Sanford, FL 32773 USA | info@afa.edu

Proof of identification

United States Citizens (including individuals from DC, Puerto Rico, U.S. Virgin Islands, Guam, Northern Mariana Island, American Samoa, and Commonwealth of Northern Mariana Island):

Valid U.S. Passport or Passport Card
and Certificate of Birth Abroad (if applicable)
and Certificate of Naturalization (if applicable)

OR – Any two of the following:

State issued Birth Certificate
Unexpired Government Issued Photo ID
U.S. Military ID Card
Native American Tribal Card

Permanent Residents:

International Passport, and
Unexpired Permanent Resident Card

International Students:

Valid international passport

FAA Medical

All applicants must obtain an FAA Medical Certificate before beginning training at the Academy (or sign an L3 Airline Academy form acknowledging the need to obtain a FAA medical prior to enrollment/orientation). This may be accomplished with the nearest FAA Aviation Medical Examiner. Examiner names and locations may be obtained by contacting your local FAA Flight Standards Office, flightphysical.com, or the Academy Admissions Office. Information on how to obtain Medicals can be found at: faa.gov/licenses_certificates/medical_certification/

Applicants should make themselves aware of the different classes of medical certificates available and what class of certificate is required for the different careers in the Pilot and Instructor professions.

Transfer Credit

Students with prior flying experience may be eligible for credit towards the hourly requirement established for each FAA pilot certificate or rating. Credit that may be assigned is governed by Federal Aviation Regulation 141.77(b). L3 Airline Academy will accept transfer credit on a case-by-case basis. Students requesting review of any flight time, ground school, or exams for the possibility of transfer must notify their admissions representative. All requests for transfer credit must be submitted for review no later than 14 calendar days prior to the course start date; no exceptions made.

International Students

International students are those students who come to the United States on a temporary basis for the purpose of attending L3 Airline Academy and hold a valid non-immigrant visa. International students are required to follow all rules and provisions of the Academy as well as the requirements and regulations of the Bureau of Citizenship and Immigration Services and the Department of State which apply to their visa.

International applicants must submit all required application materials to arrive at the Academy at least 30 days prior to the class start date.

English Language - For U.S. Citizens and Permanent Residents whose primary language is not English, an Academy English Assessment is required. All Academy English Assessment results will assist the Academy and the student in defining any weaknesses. In accordance with FAA pilot certification requirements, all applicants must be able to read, write, speak, and understand the English language.

Student Visas - Once the application has been reviewed and the student is accepted for the training program, the I-20 for the F-1 or M-1 Visa forms are issued by the Academy. In addition to the estimated cost of the training program, each international student must possess adequate financial resources to complete the program and to support themselves and any accompanying family members while in the United States.

Insurance - International students are advised to have accident and health insurance coverage while participating in the Visa Program.

TSA Clearance - All non-U.S. Citizens holding permanent residence and international students are required to complete the Alien Flight Students Program (AFSP) application online at: flightschoolcandidates.gov

Students may request assistance with AFSP application during registration. Fingerprinting will be done on campus after orientation. The applicant must be approved to train by AFSP prior to beginning any flight lab course with L3 Airline Academy.

Tuition Rates and Fees:

Professional Pilot Program	Price
Tuition (Estimated)	\$75,995
Application Fee (valid 12 months)	\$150
Electronic Training Materials (Mandatory)	\$1,482
Books & Supplies (Estimated)	\$3,518
ID Badge (Mandatory)	\$50
Room & Board (Estimated)	\$13,080
Transportation (Estimated)	\$4,800
AFSP Application (Non-U.S. Citizens)	\$130
AFSP Fingerprinting (Non-U.S. Citizens)	\$99

Pricing: All prices are estimates and based on the Training Course Outlines (TCO). Prices include all knowledge and certification tests. Prices do not include fuel surcharge or additional training charges above the TCO. Each student's learning and skills level varies and hours or costs may be different than what is quoted here. All prices are subject to change.

Please contact an Admissions Officer for the most up to date pricing.

Application Process

In order to be considered for acceptance to the Academy you must submit the following items to your Admissions Officer.

1. Completed and signed application for admission
2. \$150.00 USD application fee
3. Proof of Education – must meet 1 of the 3 following requirements:
 - a. High School Diploma – Cumulative GPA of 2.5. High School transcript required
 - i. International education requires evaluation to reflect the equivalent GPA
 - b. GED – Completion of 24 college credit hours from an accredited institution with a minimum cumulative GPA of 2.5. College transcript required
 - c. Private Pilot's Certificate with verification of High School Diploma or GED
4. Complete a Wonderlic assessment and meet or exceed the minimum score requirement.
5. Submit a 250 word essay explaining the reasons for enrolling into the Academy.
6. Photocopy of FAA Medical Certificate or signed L3 Airline Academy form acknowledging the need to obtain a FAA medical prior to enrollment/orientation.
7. Photocopy of FAA Pilot's Certificate and log book (if applicable)
8. Photocopy of previous 141 Ground School certificate and/or FAA Knowledge Exam score report (if applicable)
9. Photocopy of Foreign Pilot License with valid FAA Letter of Authenticity (if applicable)
10. Deposit (if applicable; see below)

Professional Pilot Program (additional requirements)

Professional Pilot Program students must complete a minimum of 25% of the program at L3 Airline Academy.

Once the application is completed and submitted to the Academy, all Professional Pilot Program applicants will be scheduled for an interview with the Academy's Selection Committee. Other applicants may also be scheduled for an interview at the discretion of the Selection Committee.

International Applicants (additional requirements)

Standardized English Language Test Results – All applicants from countries whose primary language is not English are required to complete one of the following English language assessments, unless the applicant already possesses an FAA Pilot Certificate. Assessments that are more than 2 years old will not be accepted.

IBTOEFL – minimum score = 80

TOEIC – minimum score = 790

IELTS – minimum score = 7

An Academy English Assessment interview via Skype or in person is required for all international applicants

Proof of Funding – International applicants must provide current evidence of funds available to cover the full cost of tuition, training materials, required fees, and living expenses. A signed letter of sponsorship must be submitted as well if the applicant will be sponsored by any individual(s) or entity. Additional proof of funding is required for F-2 or M-2 dependents. Speak to your Admissions Officer for a breakdown of fees.

Medical Insurance – L3 Airline Academy requires international students to maintain medical insurance while in the United States. Students may join the L3 Airline Academy policy, or elect to maintain their own coverage by providing evidence of coverage for the duration of their stay.

Acceptance

Once all of the above items are submitted, they will be reviewed for acceptance by the campus Registrar. Additional documents may be requested to confirm validity. Applicants will be notified of acceptance or denial in writing. International students will be issued an I-20 along with instructions on completing their embassy interview.

For questions about the application process, feel free to contact your Admissions Officer toll free at: 1 800 U CAN FLY.

Deposit

The application must be accompanied with the required application fee of \$150.00. For courses with tuition estimates over \$10,000.00, a \$10,000.00 deposit is required prior to Orientation (only required for cash-paying students). For courses with tuition estimates under \$10,000.00, the full cost of tuition is due prior to the class start date. Deposit is applied toward estimated tuition only, not toward any other supplies and/or fees. Deposits are required for all students not receiving Financial Aid.

China Pilot Training Program

The China Pilot Training Program (CPTP) is a contract based program offered to individuals who have earned sponsorship through a participating Chinese Airline. To be recommended for admission, the students are expected to score a minimum of a 500 on the written evaluation and 3.0 on the oral International Civil Aviation Organization (ICAO evaluation) for English language proficiency. Any individual who scores below the minimum will be evaluated on a case-by-case basis. This program is not available to the general public for enrollment; it is designed specifically for contract sponsored students. Tuition and Fees are set by each individual airline.

Admissions Requirements

Valid Passport

Airline contract as proof of sponsorship

Copy of Diploma or official transcript with English translation

Taiwan Pilot Training Program

The Taiwan Pilot Training Program (TPTP) is a contract based program offered to individuals who have earned sponsorship through a participating Taiwanese Airline. To be recommended for admission these students are required to score a minimum of a 790 on the TOEIC language test, or a 7 on the IELTS. In addition, they are subject to being evaluated by a member of the L3 Airline Academy Academics Department for English proficiency. Any individual who scores below the minimum will be evaluated on a case-by-case basis. This program is not available to the general public for enrollment; it is designed specifically for contract sponsored students. Tuition and Fees are set by each individual airline.

Admissions Requirements

Valid Passport

Airline contract as proof of sponsorship

Copy of Diploma or official transcript with English translation

Financial Aid

To help students finance their education and training, L3 Airline Academy offers the following financial aid programs.

Federal Student Aid Program

Federal Pell Grants

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and non-federal sources might be added. Grant amounts are dependent on: the student's expected family contribution (EFC) (determined by the information reported on the Free Application for Federal Student Aid (FAFSA)); the cost of attendance (as determined by the institution); the student's enrollment status (full-time or part-time); and whether the student attends for a full academic year or less. Students may not receive Federal Pell Grant funds from more than one school at a time.

You can receive the Federal Pell Grant for no more than 12 semesters or the equivalent. You'll receive a notice if you're getting close to your limit. If you have any questions, contact the Financial Aid Office or to learn more about the Federal Pell Grant program, please visit: federalstudentaid.ed.gov

Direct Stafford Loan Program

Direct Stafford Loans, from the William D. Ford Federal Direct Loan (Direct Loan) Program, are low-interest loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. Eligible students borrow directly from the U.S. Department of Education at participating schools.

Direct Stafford Loans include the following types of loans:

Direct Subsidized Loans — Direct Subsidized Loans are for students with financial need. Your school will review the results of your Free Application for Federal Student Aid (FAFSA) and determine the amount you can borrow. You are not charged interest while you're in school at least half-time and during grace periods and deferment periods.

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is based on the published length of your current program. You can find the published length of any program of study in this catalog.

Because your maximum eligibility period is based on the length of your current program of study, your maximum eligibility period can change if you change to a program that has a different length. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count toward your new maximum eligibility period.

Please visit the Financial Aid Office to determine your eligibility.

Direct Unsubsidized Loans — You are not required to demonstrate financial need to receive a Direct Unsubsidized Loan. Like subsidized loans, your school will determine the amount you

can borrow. Interest accrues (accumulates) on an unsubsidized loan from the time it's first paid out. You can pay the interest while you are in school, during grace periods and deferment or forbearance periods, or you can allow it to accrue and be capitalized (that is, added to the principal amount of your loan). If you choose not to pay the interest as it accrues, this will increase the total amount you have to repay because you will be charged interest on a higher principal amount.

Direct PLUS Loans for Parents

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met.

To be eligible for a Direct PLUS Loan for Parents:

1. The parent borrower must be the student's biological or adoptive parent. In some cases, the student's stepparent may be eligible.
2. The student must be a dependent student who is enrolled at least half-time at a school that participates in the Direct Loan Program. Generally, a student is considered dependent if he or she is under 24 years of age, has no dependents, and is not married, a veteran, a graduate or professional degree student, or a ward of the court.
3. The parent borrower must not have an adverse credit history (credit check will be completed). If the parent does not pass the credit check, the parent may still receive a loan if someone (such as a relative or friend who is able to pass the credit check) agrees to endorse the loan. The endorser promises to repay the loan if the parent fails to do so. The parent may also still receive a loan if he or she can demonstrate extenuating circumstances.
4. The student and parent must be U.S. citizens or eligible non-citizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the federal student aid programs.

To learn more about the Direct Stafford Loan Programs and the Parent PLUS Loan Program please visit: studentloans.gov

Applying for Federal Financial Aid

If you have never completed a FAFSA application, you may be directed to apply for a FSA ID, which consists of a user-created user name and password. It allows users to electronically access personal information on the Federal Student Aid websites as well as electronically sign a FAFSA. Please visit: fafsa.ed.gov/. L3 Airline Academy's school code is: 041571

Return of Federal Financial Aid Policy

Students who officially withdraw or are unofficially withdrawn from all classes prior to completing more than 60% of a payment period will have their eligibility for aid recalculated based on the percent of the payment period completed.

Students are encouraged to review and have an understanding of this policy. All students who consider withdrawing should contact the Academy's Financial Aid Department to determine the effect that the withdrawal will have on their financial aid package.

This policy will apply to all students who withdraw, drop out, or are dismissed from L3 Airline Academy and have received Federal funds. "Title IV Funds" refers to the Federal Financial Aid

Programs authorized by the Higher Education Act of 1965 (as amended) and includes the following programs:

- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct PLUS Loans (for parents)
- Pell Grants

A student's withdrawal date is defined as:

- The date the student began the institution's withdrawal process or officially notified the institution of the intent to withdraw.
- The date the school determines to withdraw the student according to the policy under which the student is being withdrawn.

Refunds on all institutional charges, including tuition and fees, will be calculated using the L3 Airline Academy Institutional Refund Policy published in the Student Accounts section of the catalog.

Federal aid is earned in a prorated manner up to and including the 60% point of the payment period. Federal aid is considered earned in full after a student has completed more than 60% of the payment period.

The percentage of Federal aid earned shall be calculated as follows:

Number of Clock Hours completed by the student DIVIDED BY Total Number of Clock Hours in a payment period = Percentage Federal Aid Earned

The percentage of the term completed shall be the percentage of Federal aid earned by the student. The percentage of Federal aid unearned (i.e., to be returned to the appropriate program) will be 100% minus the percentage earned. Unearned aid shall be returned by L3 Airline Academy from the student's account to the following program(s) as follows:

- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Direct PLUS Loans (for parents)
- Pell Grants

When the total amount of unearned aid is greater than the amount returned by L3 Airline Academy from the student's account, the student is responsible for returning unearned aid to the appropriate programs as follows:

- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Direct PLUS Loans (for parents)
- Pell Grants

Loan amounts are returned with the terms of the promissory note. Refunds and adjusted ledger cards will be sent to the student's home address on file with the institution following the student's withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after the Federal funds are returned.

If the student does not receive all of the funds earned, he/she may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that he/she does not incur additional debt. The Academy may

automatically use all or a portion of the post-withdrawal disbursement (including student accepted loan funds) for tuition, fees, and room and board charges (as contracted with the school). For all other charges, the Academy needs the student's permission to use the post-withdrawal disbursement. If the student does not give the Academy permission, the student will be offered the funds. However, it may be in the best interest of the student to allow the Academy to maintain the funds to reduce the student's debt.

If a student earned more aid than was disbursed, L3 Airline Academy would owe the student a post-withdrawal disbursement. From the date the academy determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Institutional and Student Responsibilities in regard to the Return of Federal funds

L3 Airline Academy's responsibilities in regard to the Return Federal funds include:

- Providing each student with the information given in this policy
- Identifying students who are affected by this policy and completing the Return of Federal funds calculation for those students
- Returning any Federal funds that are due to Federal programs

The student's responsibilities in regard to the return of Federal funds include:

- Becoming familiar with the Return of Federal policy and how complete withdrawal affects eligibility for Federal aid
- Returning to the Federal programs any funds that were disbursed directly to the student in which the student was determined to be ineligible for via the Return of Federal Funds calculation

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time. Any notification of a withdrawal should be in writing and addressed to the Registrar.

Questions about the Federal program funds can be processed through the Federal Student Aid Information Center at +1 800 4 FEDAID (+1 800 433 3243). TTY users may call +1 800 730 8913.

More information on Student Aid is also available at: studentaid.ed.gov

Private Alternative Funding

Fort Morgan State Bank

- Loan will cover 80% of the total cost of education
- 20 year repayment term
- Defer total repayment until 6 months after leaving school
- Must pass credit and income criteria
- L3 Airline Academy's loan qualification screening required
- Interest rate is 7% plus 90 day libor
- 1% loan fee (added to loan amount)
- Cosigner release option

Contact the Financial Aid Office for more information about the Fort Morgan State Bank loan program as well as other alternative funding sources.

Scholarships and Grants

Information about scholarships and additional grants may be obtained by contacting a local library or the Department of Postsecondary Schools in your home state. You may also research scholarships and grants on the Internet.

Veterans Administration (VA)

Education Benefits and Refund Policy

Flight training is available to eligible veterans and reservists under Chapters 30, 32 and 33, Title 38 USC and Chapter 1606, Title 10 USC. Only training at flight schools approved under Part 141 are eligible for benefits. Students must hold an unrestricted "Private Pilot Certificate" and at least Class II medical certificate privileges to be eligible for benefits. You must prove Class II privileges prior to the start of each course. Benefits are payable for dual flight, ground school training, and pre/post flight briefings. Benefits are paid monthly following submission by the school of a "monthly certification of training".

Applications for Education Benefits (22-1990) and Request for Change of Program or Place of Training (22-5495) should be sent to: VA Regional Office | P.O. Box 8888 | Muskogee, OK 74402-8888. For more information, Veterans may call +1 888 442 4551 or visit the website at: benefits.va.gov/gibill/flight_training.asp

VA Policy requires refunds are in accordance with L3 Airline Academy's refund policy for all students. Students training under Veterans Administration Educational Assistance should be aware that any funds paid to them from their entitlement must be refunded to the Veterans Administration should they withdraw. Only students with mitigating circumstances would be exempt from this provision.

Additional information regarding VA refund regulations and procedures can be obtained by contacting the VA regional office in Muskogee, OK or the Financial Aid Office at L3 Airline Academy.

Additional Information

For further information regarding student loans, including payments and deferments, please contact the Financial Aid Office.

Disclaimer Notification: L3 Airline Academy intends to adhere to the rules and regulations, course offerings, and financial charges as announced in the Catalog and in other publications. We, however, reserve the right to withdraw any subject or course, to change the academic calendar, to change rules affecting the admission and retention of students or the granting of diplomas, or to alter its fees and other charges, whenever such changes are desirable or necessary. Attendance at L3 Airline Academy is a privilege that may be forfeited by anyone whose conduct is inconsistent with the traditions, policies, or regulations.

Registration

L3 Airline Academy operates year round. Program enrollments are offered to prospective students once every month. Holiday closure occurs twice a year: Thanksgiving day and Christmas day.

Students at L3 Airline Academy are responsible for registering for academic programs and additional courses. Initial registration is conducted on the Thursday prior to the class start date. Students must register for continuing education courses upon completing their initial program by contacting the Registrar.

Registration and Orientation

A letter to notify each student of the date, time, and other specific information concerning registration will be mailed prior to the class start date.

During registration, students will receive specific information concerning their flight training program, academics, enrollment agreement, student accounts, student housing, and required books and flight materials. If applicable, they will also receive information regarding their financial aid package and the Department of Veterans Affairs benefits.

In the event a particular course or program is not available, the student will be refunded 100% of any monies paid toward enrollment in that course or program.

Following registration, all new students receive an orientation session. This session provides the opportunity for all new students to meet key Academy Staff Members. Additionally, international students will receive a more detailed orientation briefing to aid in their transition to living and training in the United States.

L3 Airline Academy reserves the right to make necessary and appropriate adjustments to the published schedule to include cancellation or rescheduling of any class.

Notification of Rights: FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

- The right to inspect and review the student's education records within 45 days of the day the academy receives a request for access.

A student should submit to the Registrar's Office or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. An L3 Airline Academy Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by an Academy Official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The rights to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Academy to amend a record should write the Academy official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision and the student's right to an appeal regarding the request for amendment. Additional information regarding the appeal procedures will be provided to the student when notified of the right to an appeal.

- The right to provide written consent before the Academy discloses personal identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

L3 Airline Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is a person employed by the Academy in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personal and health staff); a person or company with whom the academy has contracted as its agent to provide a service instead of using academy employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Academy.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the academy to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

Re-enrollment Policy

A student whose attendance at L3 Airline Academy has been interrupted due to academic suspension or dismissal, or enrollment at another institution without proper approval, will be required to reapply for admission. Students who are terminated for unsatisfactory progress or disciplinary reasons must wait a period of one year from the termination date before requesting reinstatement to the Academy. Any student dismissed from the academy must provide a written petition for readmission with the application and fees. Eligibility to reapply is subject to approval by the Student Progress Monitoring Council (SPMC).

Students wishing to re-enroll into a non-accredited program or course, re-entry will be allowed after a 30 day period, subject to Student Progress Monitoring Council approval.

Please cross-reference the Re-entry Policy outlined in the Student Account's Office section of the catalog.

Comparable Program Information

L3 Airline Academy is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is required to provide to the Accrediting Commission, on an annual basis, required tuition, fees and length for each recognized program. Comparable program information related to tuition, fees and program length is available through:

The Accrediting Commission of Career
Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
+1 703 247 4212
accsc.org

Student Account's Office

The Student Account's Office is responsible for maintaining records of students' finances in relation to academic activities at L3 Airline Academy. The Student Account's Office is prohibited from releasing student records, without student consent, except as permitted under the Family Educational Rights and Privacy Act. All students wishing to share information must sign a FERPA form authorizing the Academy to discuss your information with the specific person indicated on the form.

Tuition Policy

Students enrolled in the accredited program are charged a package price for tuition. The program is broken down into two terms. The student's account is charged tuition for ½ the total estimated tuition cost for the first term when the student enrolls. Upon completion of the first term's training, the student's account will be charged the second half of the total estimated cost for the program. The student's account will have a running balance until the tuition is paid in full. The package price **does not** include any additional course work resulting from completion of lower level or prerequisite requirements, failed courses, or program changes that may result in additional training hours outside of the TCO and fee charges.

All prices are estimates and based on the Training Course Outline (TCO) hours it takes an average cadet to go through the various programs. All prices are subject to change. Each cadet's experience may vary and hours or costs may be different than what is quoted. Prices include flight tests (unless student pilot fails the exam, then additional flight test charges will apply). Prices **do not** include fuel surcharge, over-flight charges outside the TCO, admission fees, books, supplies, TSA processing, visa application fees and extensions, and other applicable fees due to unsatisfactory performance.

Enrollment Cancellation and Settlement Policy

Cancellation requests should be made in writing, signed by the student, and mailed or delivered to the Academy. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following:

- The regularly scheduled orientation procedures, or
- Following a tour of the school facilities and inspection of equipment where training and services are provided

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making initial payment.

An applicant requesting cancellation more than three days after signing an enrollment agreement but prior to entering the school is entitled to a refund of all monies paid minus an application fee of \$150.00.

Tuition Payments

Monthly payments for students on a payment plan are due by the 15th of each month, unless otherwise stipulated in writing. If the additional payments are not made on a monthly basis by the 15th, the student will be "financially grounded" (all training activities will cease) until the appropriate payment has been received by the Student Account's Office.

Payment Methods

L3 Airline Academy accepts the following forms of payment: Cashier's check, money order, wire transfers, and all major credit cards (Discover, Visa, MasterCard, and American Express).

Payments may be made to the Student Account's Office, Monday through Friday from 8:00 A.M. to 5:00 P.M. On weekends and after hours, payments may be made at Dispatch.

Lesson Cancellation Fee Policy

A student may be charged a lesson cancellation fee in the amounts outlined below for any of the following reasons:

- The student fails to make themselves available for any scheduled training or testing event without notification to the school (No Show).
- The student fails to notify their Instructor, Group Manager, or Dispatch at least two hours in advance that they will be unavailable for that event (Not Available).
- The student is on campus, but fails to present themselves on time to their instructor or check pilot to begin any ground or flight training or testing activity (Tardy).
- The student is on campus, but fails to be prepared to begin any ground or flight training activity on time (Unprepared).
- The student has more than 6 unexcused cancellations (student illness/student related). Excused cancellations must be accompanied by verifiable documentation and includes:
 - ✓ Doctors note for illness (every 7 days for continuation)
 - ✓ Family emergencies
 - ✓ Legal obligations
 - ✓ Any other event at the discretion of senior management

Cancellations fees are charged at the following rates:

1. The first event will generate a charge to the student's account for \$130.00.
2. The second event will generate a charge to the student's account for \$250.00.
3. The third event will generate a charge to the student's account for \$500.00.
4. The fourth and all subsequent events will generate a charge to the student's account for \$500.00 and may result in dismissal from the Academy.

Cancellation Fee for an FAA Knowledge Test will be \$85.00.

Cancellation Fee for an FAA Practical Test will be \$550.00.

Financial Grounding Policy

Any student whose tuition account balance drops below Zero dollars (\$0) may be financially grounded from training until a payment is made to bring the account balance above this amount. Students will have 14 days to make a tuition payment to satisfy this requirement.

Additional Training Balance Policy

Any student whose tuition account balance is below Zero dollars (\$0) at the completion of a training course, must make payment to bring the account balance above this amount before being approved to enroll in any subsequent training courses. Student's should schedule to meet with the Student Accounts office to arrange payment.

Student Refund Policy

In the event a student terminates the course of instruction for any reason, the student shall comply with the following refund policies.

L3 Airline Academy will make all refunds within 30 calendar days of the date of the student's official or unofficial withdrawal/dismissal date. Fort Morgan State Bank loan recipients understand that any refund will be sent back to the lender to reduce the outstanding loan debt. Fingerprinting fees, TSA fees, charges for electronic training materials, textbooks, uniforms, transportation pass and the Fort Morgan State Bank loan fee are **non-refundable**.

Institutional Refund Policy

Institutional Refund Policy is based upon the portion of the payment period successfully completed by the date of withdrawal as determined by the institution. The 658 clock hour Professional Pilot Program is broken down into two payment periods. The first payment period consists of the first 329 clock hours of the program; the second payment period is the remaining 329 clock hours of the program. (Contracted CTPT and TPTP students will be held to the refund guidelines set forth in their Airline contract.)

- Up to 60% will be charged the percentage of clock hours completed within the payment period.
- 61% and above completed clock hours in the payment period = No Refund.

Students with transfer hours will have different payment periods and 60% marks, and are advised to see the Bursar or Financial Aid department to determine their payment period and 60% mark.

In case of a student's prolonged illness or accident, a death in the family, or other circumstances the school may make an exception at the discretion of the Campus Director.

Once issued, all books, uniforms, and supplies are non-returnable/non-refundable. If a student wishes to purchase items elsewhere, a list of required books and supplies will be provided upon request.

A student will be charged for the amount of training completed through his/her last day of recorded classroom or flight training attendance. Any refunds shall be based on the date the institution has determined the student has withdrawn and will be paid within 30 days.

If L3 Airline Academy closes or discontinues a course or program, the school shall refund to each currently enrolled student monies for tuition for which the student would have been liable had the course or program continued.

In the event a student is granted personal time off or leave of absence, and advises the school that he/she will not be returning, the date of notice of intent to withdraw will be used. Students will be dismissed after 14 days of undocumented inactivity.

We reserve the right to discontinue the training of any student who does not maintain our standards in grades, attendance, or conduct. In such a case, cancellation and settlement will be made in accordance with the above schedule. We reserve the right to relax certain provisions of its refund policies in cases of extreme hardship.

Failure to pay the balance or make a scheduled payment will result in the account being turned over to a collection agency. Failure to make acceptable payment arrangements or pay

outstanding balance in full will result in the account being reported to a credit bureau after 45 days of non-payment and may result in legal action to recover balance due L3 Airline Academy.

Reenrollment Policy

If a student has dis-enrolled from L3 Airline Academy and wishes to re-enroll, the following policy will apply:

- A full audit must be completed on the student's account, and any balance owed must be paid in full before admission into a new course or program will be considered.
- If a withdrawn student's previous enrollment resulted in an unpaid balance due to the Academy, the outstanding balance **must** be paid in full prior to re-entry.

Please cross-reference the Reenrollment Policy outlined in the Registration section of the catalog.

Student Affairs

The Student Affairs Department at L3 Airline Academy is involved in the mentoring and advising of its students regarding student life at the Academy. The Student Affairs Office provides assistance with orientation, student activities and services, and transportation.

Student Activities

Various extra-curricular student activities at L3 Airline Academy are coordinated by the Student Services Office. These activities reflect the needs of the busy, career-oriented students who, from time to time need to de-stress and relax. Many ideas for the field trips come from student inspiration and we are always open to new and exciting options. The Student Services Office also helps students who may not be familiar with the Orlando area.

The student services office plans activities to benefit the entire student body.

These activities include but are not limited to:

- Trips to the local beaches
- Sporting events and competitions
- Evening activities that include movies, dinner, etc.
- Historical, educational, and cultural events
- Trips to local theme parks including Disney, Universal, SeaWorld, etc.
- Local aviation shows

Student Messages and Mail

Students are assigned individual mailboxes, located in the Operations Building. Mail is delivered to the mailboxes by 5:00 P.M., Monday through Friday. Daily schedules will be sent via email to students.

Student Housing

We can recommend several off-campus apartment options. The Student Services Office is available to assist students with additional questions and/or concerns they may have related to housing.

Transportation

Shuttle service may be provided on a limited scheduled basis for transportation to and from select apartment complexes. Daily schedules are posted.

Facilities and Services Available to Students with Disabilities

L3 Airline Academy has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address functional limitations of the disability that adversely affect equal educational opportunity.

The training programs are subject to the regulatory requirements of the FAA. Therefore, persons with certain disabilities may be limited or unable to participation and/or certification in the training programs.

Applicants or students who would like to request disability service/accommodations must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days.

L3 Airline Academy is dedicated to assisting and providing reasonable accommodation to students with documented disabilities who request assistance. Individual student's needs are addressed by the Student Services Office with regard to specific disabilities, academic and career goals, learning styles, and objectives for personal development.

Students interested in L3 Airline Academy aviation programs are encouraged to contact the Admissions Office for information regarding eligibility concerns. All information is confidential and not included in the student's academic record.

Student Complaint Policy

L3 Airline Academy has a process for all students to receive guidance and advice when they have questions, concerns, or problems during their training. The key to achieving a favorable solution is to communicate the problem in a timely manner with the appropriate member of the Academy Staff.

Each student will also be assigned a Flight Instructor for each phase of training. The assigned instructor will manage the student's training and will provide a majority of the flight, simulator, and ground training for that phase. Each student should understand that he/she might also receive training from other instructors during the course of their training. This is both necessary and beneficial in that it exposes the student to other flying and instructional techniques. The Academy reserves the right to make changes in the student's assigned instructor in cases where it is clearly in the best interest of the student or the Academy.

If the student's instructor is not available or the student feels it would be inappropriate to discuss a problem with his/her instructor, the student is encouraged to make an appointment with their Training Manager or the Chief Flight Instructor.

Questions pertaining to areas other than flight or academic training should be addressed to the Manager of Student Affairs. The Manager of Student Affairs will be able to answer the majority of student questions or direct students to someone who can assist the student.

If a student does not feel that the Academy Staff has adequately addressed a complaint or concern, the student may write a letter to the Academy Director of L3 Airline Academy. All complaints or concerns will be reviewed and acted upon within ten working days.

Accrediting Commission of Career Schools and Colleges

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the commission must be in written form, with the permission from the complainant(s) for the commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703 247 4212
accsc.org

A copy of the commission's complaint form is available at the school and may be obtained by contacting the Manager of Student Affairs. Enrolled students at L3 Airline Academy will receive and acknowledge the Student Handbook and Student Housing Packet containing further details of topics discussed in this and other sections of the Academy Catalog.

Florida Commission for Independent Education

To file a complaint against a nonpublic postsecondary institution in Florida, please write a letter or send an email containing the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.

Send letter to:

Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400

Letters can also be emailed or faxed.

cieinfo@fldoe.org
850 245 3238

Note: Documents received in this office are considered public record. Confidentiality cannot be guaranteed. This office cannot give legal advice to any individual or take any legal action on behalf of any individual. We will investigate your complaint to see what assistance, if any, we may be able to offer.

Campus Safety and Security

How to Report a Criminal Offense

Dial 911 for all emergencies. Any suspicious activity or person(s) seen inside buildings, in the parking lots or loitering around vehicles or aircraft, or around the dormitory, should be reported to the L3 Airline Academy Campus Safety Office at 407-430-4154 or 407-430-4222 and/or the Orlando/Sanford Airport Control Center at 407-585-4101.

Campus Safety Department

L3 Airline Academy Campus Safety Officers, as well as other Academy staff members, have the authority to ask persons for identification and to determine whether individuals have lawful business at the Academy. The L3 Airline Academy Campus Safety Office does not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.

Campus Security and Access

Students and employees of L3 Airline Academy are directed to report criminal actions or emergency situations to **911** for immediate resolution. Subsequent to initial public safety reporting for emergencies, students and employees should contact the Department of Campus Safety, who will, depending on the type of incident, complete an Incident Report.

Access to all Academy facilities and events are limited to currently enrolled students, currently employed flight instructors, and management and staff members. Visitors are required to sign in at the Academy Welcome Center or Operations Center dispatch desk. All visitors, employees, and students are required to have identification badges displayed while on Academy premises.

L3 Airline Academy is located at the Orlando/Sanford International Airport and is governed by safety and security policies and procedures established and enforced by L3 Airline Academy, the Orlando/Sanford Airport Authority, and the U.S. Department of Homeland Security.

Security Awareness

During new student orientations, students participate in a prevention and awareness presentation and are also informed of the content and availability of the Academy's Annual Security Report.

Each year, every Academy staff member receives training on specific subjects required to be covered by the Transportation Security Administration (TSA). Included in that training are the following subjects:

- Any new security measures or procedures implemented by the Academy;
- Any security incidents at the Academy and any lessons learned as a result of such incidents;
- Any new threats posed by or incidents involving general aviation aircraft contained on the TSA web site; and
- Any new TSA guidelines or recommendations concerning the security of general aviation aircraft, airports, or flight training providers.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Timely Warnings

L3 Airline Academy, as a recipient of Title IV Federal Student Financial Aid, is required to adhere to provisions of the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics, commonly referred to as the Clery Act. One provision of the Clery Act is that all postsecondary institutions receiving federal financial aid must issue timely warnings to the campus community under certain circumstances. To comply with the Clery Act mandate on timely warnings, L3 Airline Academy has developed the policy guidelines below.

Clery Designated Crimes

Timely warnings must be issued for the following crimes if the crimes are reported to the Academy Campus Safety Office or local law enforcement agencies; are considered by the Academy to represent a serious or continuing threat to students and employees; and occur in certain geographic locations as defined by the Clery Act.

These crimes are:

- Murder and Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Emergency Notifications

Notification of Significant Emergencies

Under the Clery Act, L3 Airline Academy is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Office of Campus Safety at the Academy may receive information from various offices, departments, and other on-campus and off-campus sources. If the Director of Campus Safety confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Academy, he/she will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Alcoholic Beverages

The possession, sale, or furnishing of alcohol on the Academy campus is governed by L3 Airline Academy's Alcohol Policy and Florida state law. Laws regarding the possession, sale, consumption, or furnishing of alcohol is controlled by the Florida Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is primarily the responsibility of the Orlando/Sanford Airport Police Department.

The L3 Airline Academy campus has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. Violators are subject to Academy disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the L3 Airline Academy Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior Academy approval. Groups violating alcohol policies or laws may be subject to sanctions by the Academy.

Illegal Drugs

The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Orlando/Sanford Airport Police Department. Violators are subject to Academy disciplinary action, criminal prosecution, fine, and imprisonment. Groups violating controlled substance policies or laws may be subject to sanctions by the Academy.

Drug and Alcohol Abuse Prevention

Federal regulations require each postsecondary institution, which participates in Federal student financial aid programs, to certify to the Secretary of Education that it has a program in effect to prevent the use of illicit drugs and the abuse of alcohol by employees and students. It also requires a distribution of drug- and alcohol-related information to employees and students on an annual basis.

Public Recording and Reporting of Crime Statistics

Crime Log

The Campus Crime Safety Right-to-Know Act requires that institutions maintain a crime log that reflects the nature of the crime, date/time, general location, and case number of each crime in geographic locations designated in the Clery Act. L3 Airline Academy complies with this rule by recording all crime-related incidents in a crime log. The log is maintained by the Academy’s Office of Campus Safety. The Office of Campus Safety posts specific incidents in the crime log within two (2) business days of receiving a report of an incident, and reserves the right to exclude reports from the log in certain circumstances as permitted by law. The most recent 60-day period of the crime log is open to public inspection during normal business hours, and older portions of the log are available within 2 business days. The crime log is available in the Campus Safety Main Office in the Administration building.

Fire Safety

Fire Prevention Program

It is the mission of L3 Airline Academy to provide instructors, staff, students, and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the Academy’s Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic facilities safety audits of the buildings, and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety through fire drills.

Fire and life safety features of Academy buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local authority having

jurisdiction. The Academy's Facilities Department conducts annual fire safety inspections of all Academy buildings. Some buildings may be inspected more frequently as deemed necessary.

[Public Recording and Reporting of Fire Statistics](#)

The Campus Fire Safety Right-to-Know Act requires that institutions maintain a fire log of any fire in an on-campus student housing facilities, and that reflects the nature of the fire, date, time, and general location. L3 Airline Academy complies with this rule by recording all on-campus student housing fire-related incidents in a fire log. The log is maintained by the Academy's Office of Campus Safety. The Campus Safety Office posts specific incidents in the fire log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances as permitted by law. The most recent 60-day period of the fire log is open to public inspection during normal business hours, and older portions of the log are available within 2 business days. The fire log is available in the Campus Safety Main Office in the Administration building.

Graduation

Requirements for Graduation

Once a student has successfully fulfilled all of the prerequisites and requirements, has paid all fees, and has completed all of L3 Airline Academy's requirements, he/she will be conferred a diploma upon successful completion of one of the accredited Flight Training Programs.

Graduation Process

When a student has completed training, a meeting with the Registrar must be accomplished to complete the student exit paperwork. Completion of this paperwork will initiate the start of the final auditing process of the student's account.

This audit will ensure that all credits and debits to the student's account were properly applied and identify any amount due the student or the Academy. Refunds shall be made within 30 days of the date that the school is made aware by the student that the student has graduated.

Transcript Requests

Transcripts are available through the Registrar's Office. Students may request an official transcript through the Academy's website, or the Registrar's Office for issuance to other institutions. Written authorization from the student must be provided. Official transcripts will not be faxed. A \$3.00 processing fee will be assessed for an official transcript. Individuals who have an outstanding balance on their account will be unable to receive a transcript until the balance is paid in full.

Flight Instructor Employment

Application Procedures for Flight Instructor Employment

Students that desire employment as an L3 Airline Academy Flight Instructor may obtain an employment application from the Human Resources Department.

After the successful completion of the Certified Flight Instructor course, applicants may submit an application to the Human Resources Department along with the following:

- Resume
- Cover Letter
- L3 Airline Academy Employment Application
- Copy of current FAA Pilot and CFI Certificates
- Copy of current FAA Medical Certificate
- Copy of Visa Documentation (IAP-66 or I-20)
(International applicants only)

Eligibility

To be eligible for the selection process, an applicant must have a Commercial Pilot certificate with single- and multi-engine land ratings, an instrument airplane rating, and a Flight Instructor certificate with airplane single-engine rating.

Phase I – Instructor Candidate Selection Review Board

Upon completion of the Certified Flight Instructor Certificate, students will be invited in writing to the instructor selection review board.

The selection process includes a technical knowledge exam, a Simulator Evaluation, and a board-style interview. The board convenes regularly, and typically reviews four to six candidates at each meeting. This candidate selection process will last an entire business day.

After the meeting with the board, a decision will be conveyed in writing and mailed or emailed within seven business days from the applicant's review board date.

If the interview is successful, applicants will be offered a contingent employment offer as a Flight Instructor and placed in the next available Instructor Candidate Standardization Class.

Phase II – Instructor Candidate Standardization Class

A Flight Instructor Candidate Standardization Class is scheduled to begin on an as-needed basis. The request to attend an Instructor Candidate Standardization Class is a conditional offer of employment as an Academy Flight Instructor.

The Flight Instructor Candidate Standardization Class is a rigorous, demanding, and comprehensive program. The class focuses on the knowledge, understanding, and skills necessary to be a Flight Instructor for the Academy.

Upon successful completion of the class and on the job training, graduates will begin their employment as Flight Instructors.

Placement Assistance

L3 Airline Academy encourages students to maintain satisfactory attendance, conduct, and academic progress so that they may be viewed favorably by prospective employers. While the Academy cannot guarantee employment upon completion of training, every reasonable effort is made to assist our graduates in attaining their goals.

The following is a list of services the Pilot Placement Office provides to our graduates:

- Instruction in the preparation of resumes and employment applications
- A large network of L3 Airline Academy graduates who provide information concerning job opportunities to current students
- Current aviation magazines, articles, job guides, and information available to all students to aid them in their job search

L3 Commercial Training Solutions Airline Academy Catalog

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