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Life is a long journey, be your own pilot.
Aerosim Flight Academy

Aerosim Academy, Inc. is a Florida profit corporation operating under the laws of the State of Florida, doing business as Aerosim Flight Academy.

Location
Orlando Sanford International Airport
2700 Flightline Avenue | Sanford, FL 32773 USA
+1 800 U CAN FLY (U.S.)
+1 407 330 7020 (International)

Statement of Nondiscrimination

The policy of Aerosim Academy, Inc. (DBA Aerosim Flight 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.

Aerosim Flight 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 Education.

Administration

Leadership
Henry “Hank” Coates, Vice President
B.S. Chemical Engineer
McNeese State University
Certified Flight Instructor – US Navy, ASE, RH, IA, IH

John Kramer, Chief Financial Officer
B.A. Colgate University, NY
M.S. (Accounting) Sloan School of Business, NY
M.B.A., Harvard Business School, MA

Craig Zysk, Vice President of Sales & Marketing
B.S. Business Administration
Francis Marion College, MBA in Finance
Sacred Heart University

Leon Moberg, Senior Director of Operations
Major USMC (ret)
B.A. in History, University of Nebraska, Lincoln
9,800 + hours total time
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CFII, MEI, Commercial/Instrument Helicopter

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Director of Academics and Campus Safety
B.A. Political Science, University of Georgia
Certified Flight Instructor – ASE, AME, IA

Matt Lambert, Director of Flight Operations
Certified Flight Instructor – ASE, AME, IA

Tom Bruno, Director of Aircraft Maintenance
Certified Aircraft Mechanic – Inspection Authorization

Shari Riddell, Director of People
B.S. Organizational Behavior, Rollins College

Steven Seller, Director of Business Technology
B.S. Computer Science, University of Central Florida

Michael Ciminno – Director of Enrollment Management
B.A. in Communication Studies, University of Montana
M.Ed in Higher Education Administration, Northeastern University

Management and Administration
Carl Gegenheimer Jr, Manager of Flight Standards/Chief Flight Instructor
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Certified Flight Instructor – ASE, AME, IA

Rodney Hurley, Manager of Academic Programs
Assistant Chief Ground Instructor
A.S. Business Management/Finance
Northeast State Technical Community College
Certified Flight Instructor – ASE, AME, IA
Typed: CL-65 (CRJ 100/200, 700, 900)

Ryan Michaud, Manager of Flight Safety
Certified Flight Instructor – ASE, AME, IA

Skyler Pond, Manager of Curriculum
Certified Flight Instructor – ASE, AME, IA

Robyn Vivona, Registrar
Registrar/PDOS

Carmen Torres, Student Accounts Coordinator
Diploma, Legal Assistant
International Correspondence Schools

Jennifer Barnett, Manager of Financial Aid
VA Certifying Official
B.S. Business Administration/Marketing Management
Florida Southern College

Bridget DiRuscia, Manager of Student Services
B.S., Old Dominion University
Certified Flight Instructor – ASE

Michelle Gipe, Manager of Campus Administration
Aviation is proof that given the will we have the capacity to achieve the impossible.
The Academy

Our History
Aerosim Flight Academy is located at the Orlando Sanford International Airport in Sanford, Florida. Established in 1989 by Comair Airlines, the Academy trains professional, highly qualified pilots to fulfill the needs of the growing airline industry. As the only airline-owned and operated pilot training academy, the school's reputation grew with the expanding airline. In 2000, Delta Air Lines purchased Comair Airlines and its subsidiaries. This new era marked a robust growth and excitement for the Academy. To align with the Academy's expanding role in providing first officers to the Delta Connection carriers, 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, Delta Connection Academy merged with Aerosim Technologies, an aviation simulator and courseware design firm. Founded in 1993, Aerosim Technologies has 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.

Aerosim Flight Academy offers courses approved by the FAA under 14 CFR Part 141, and specialized training under 14 CFR Part 61. The Academy provides a professional flight-training environment based on sophisticated airline standards dedicated to quality, standardization, reliability, and performance.

Our Mission
The Aerosim Flight Academy's 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 Aerosim'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.

Credentials and Certificates
Aerosim Flight Academy is 14 CFR Part 141 approved under FAA Air Agency Certificate Number CE852670. The Professional Pilot Program is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Their website is http://www.accsc.org/. Aerosim Flight Academy is approved for Veterans Administration benefits for those qualified individuals. Aerosim Flight Academy is approved and designated to accept and enroll international students for training by the Bureau of Citizenship and Immigration Services (BCIS) and the Department of State. The Academy is authorized to process Form I-20's for the issuance of the M-1 Visa and the F-1 Visa. These Visas allow non-immigrant students to participate in the Academy's training programs for up to 12 months (M-1) and 24 months (F-1).

Aerosim Academy, Inc. is a corporation formed under the laws of the State of Florida and doing business as Aerosim Flight Academy. Officers of the corporation include Dave Rashby, President and CEO, Hank Cloates, Vice-President, and John Kramer, Chief Financial Officer. The Academy's credentials and certificates may be viewed by contacting the Director of Education.

Facilities and Equipment
Aerosim Flight 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 Class “C” 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. Other facilities include 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 Academy is comprised of four main buildings: Academics Building, Simulation and Maintenance Building, Operations Center, and Administration Building.

**Academics Building**

The academics building consists of seven multi-media equipped classrooms. All classes are taught by full-time academic instructors. One classroom is arranged to accommodate 34 students and the remaining six classrooms can accommodate 24 students.

**Our Academic Building Includes:**
- Learning Resource Center with seating for 40 students for tutorial purposes, DVD players and monitors for use with aviation DVDs, and aircraft instruments and equipment for hands-on learning
- Frasca CRJ instructional device
- Self-serve cafeteria

**Simulation and Maintenance Building**

The Simulation and Maintenance building consists of office spaces, instructional briefing rooms, FT6s, and foot space for preventative and ongoing maintenance for all Academy aircraft.

**Our Simulation and Maintenance Building also houses:**
- One Frasca Level 4 PAA44 Simulator Flight Training Device
- Two Aerosim Advanced Aviation Training Devices
- Four Aerosim Level 6 S9200 Flight Training Devices

**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, our SkyShop which carries all books and supplies required for students attending the Academy, The building also contains a computer lab with avionics training software, test preparation software, and other aviation study software programs.

Academy students and instructors perform all flight training in a fleet of 64 single-engine and multi-engine aircraft. All aircraft are professionally maintained by a dedicated staff of FAA certified technicians whose job is to ensure compliance with airworthiness and maintenance standards – with the highest emphasis on safety.

**Aerosim Flight Academy Ramp**

The Academy has over 40,000 square feet of ramp space for aircraft parking.

**Learning Resource Center (LRC)**

The LRC is open every day of the school week and a Certified Flight Instructor is available. It is designed for individual and group studying, student tutoring, and viewing of DVD training materials. Additional resources such as books, magazines, and aircraft parts are available.

Smoking, eating, cellular phones, and idle conversation are prohibited. However, speaking in a low voice is permitted as long as it is directly related to aviation academic subjects.

Students in training to become flight instructors are required to tutor other students as part of their CFII course. This tutoring will take place in the LRC. Flight instructor candidates should use this time to increase their own knowledge by using all available resources as they are tutoring other students. Students who utilize these tutors should understand that none of the tutors are certificated as flight instructors. In addition, students are reminded that there is a certified Academy Flight Instructor on duty during the times that tutoring is taking place.

**Computer and Communications Lab**

The Computer and Communications Lab contains computer equipped with test prep software, avionics system tutorials, and other training aid software. The Computer and Communications Lab is available to students wishing to accomplish additional studying in a quiet atmosphere.
A mile of highway will take you a mile, a mile of runway will take you anywhere.
Programs

Program Descriptions

Aerosim Flight 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 United States Department of Education and ACCSC accreditation standards, the student is required to complete the program within 1.5 times the course length.

Aerosim Flight 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 and 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.

Aerosim Flight 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 and hours building experience. In compliance with ACCSC accreditation requirements, the student is required to complete the program within 1.5 times the course length.

Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Aerosim Flight 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 Aerosim Flight Academy must have the written approval of the Director of Academics.

Professional Pilot Program

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CLOCK LECTURE</th>
<th>CLOCK LAB</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASG 100</td>
<td>Private Pilot Single Ground School</td>
<td>62.5</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>ASF 101</td>
<td>Private Pilot Single Flight Lab</td>
<td>103.0</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>ASG 120</td>
<td>Instrument Airplane Ground School</td>
<td>62.5</td>
<td>2.5</td>
<td></td>
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<tr>
<td>ASF 121</td>
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<td>105.5</td>
<td>4.0</td>
<td></td>
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<tr>
<td>ASG 200</td>
<td>Commercial Pilot Multi Ground School</td>
<td>63.0</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>ASF 201</td>
<td>Commercial Pilot Multi Flight Lab</td>
<td>94.4</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>ASF 221</td>
<td>Commercial Single Add Flight Lab</td>
<td>23.5</td>
<td>0.5</td>
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</tr>
<tr>
<td>ASG 300</td>
<td>Flight Instructor Single Ground School</td>
<td>44.0</td>
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<tr>
<td>ASF 301</td>
<td>Flight Instructor Single Ground Briefs</td>
<td>33.0</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>ASF 302</td>
<td>Flight Instructor Single Flight Lab</td>
<td>69.5</td>
<td>2.5</td>
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</tr>
</tbody>
</table>

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, corporate, or military aviation. This program is designed to be completed in 12 months with a diploma awarded upon completion.
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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CLOCK LECTURE</th>
<th>CLOCK LAB</th>
</tr>
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<tr>
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<td>ASP 101</td>
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<td>ASG 110</td>
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<td>63.5</td>
<td></td>
</tr>
<tr>
<td>ASP 121</td>
<td>Instrument Airplane Flight Lab</td>
<td></td>
<td>88.5</td>
</tr>
<tr>
<td>ASG 200</td>
<td>Commercial Pilot Multi Ground School</td>
<td>63.0</td>
<td></td>
</tr>
<tr>
<td>ASP 201</td>
<td>Commercial Pilot Multi Flight Lab</td>
<td></td>
<td>179.3</td>
</tr>
<tr>
<td>ASG 240</td>
<td>High Performance Multi Ground School</td>
<td>132.0</td>
<td></td>
</tr>
<tr>
<td>ASP 241</td>
<td>High Performance Multi Flight Lab</td>
<td></td>
<td>31.0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CLOCK LECTURE</th>
<th>CLOCK LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASG 100</td>
<td>Private Pilot Single Ground School</td>
<td>63.5</td>
<td></td>
</tr>
<tr>
<td>ASP 101</td>
<td>Private Pilot Single Flight Lab</td>
<td></td>
<td>93.3</td>
</tr>
<tr>
<td>ASG 110</td>
<td>Instrument Airplane Ground School</td>
<td>62.5</td>
<td></td>
</tr>
<tr>
<td>ASP 121</td>
<td>Instrument Airplane Flight Lab</td>
<td></td>
<td>88.1</td>
</tr>
<tr>
<td>ASG 200</td>
<td>Commercial Pilot Multi Ground School</td>
<td>63.0</td>
<td></td>
</tr>
<tr>
<td>ASP 201</td>
<td>Commercial Pilot Multi Flight Lab</td>
<td></td>
<td>68.8</td>
</tr>
<tr>
<td>ASG 240</td>
<td>Commercial Pilot Hours Building</td>
<td></td>
<td>56.3</td>
</tr>
</tbody>
</table>

Total Clock Hours: 494.5

Registering for Classes

Due to limited class sizes, prospective students must speak to an Admission Officer to determine an appropriate start date. Note the requirements for domestic student admission on Page 44 and requirements for international students on Page 45.

self-sponsored student late arrival policy

All students are encouraged to arrive and secure local housing on the Monday before their scheduled Enrollment Day (at minimum). In the event a student is unable to attend either the Enrollment and/or Orientation Days, the student will be required to schedule time to meet with each department listed below on a one-on-one basis.

- Registrar
- Student Accounts
- Group Manager
- Flight Operations
- Student Records
- Student Services
- Campus Safety
- Uniforms
- TSA (International students and permanent residents only)

Each ground school course requires 100% attendance. Any student not in attendance will be required to make up their missed time with an assigned instructor at an additional cost outside the cost of tuition. The fee is currently calculated at $35.00 per hour x hours needed (subject to change). The maximum amount of days any late arrival can miss is 2 days. If a student is unable to start within the required time frame, the student must attend the next scheduled start date.

Flight Operations are normally conducted between 8:00 A.M. and 11:00 P.M., seven days a week. Weekend flight operations are at the discretion of the Academy. Academic classes are normally scheduled between 8:00 A.M. and 6:00 P.M., Monday through Friday.

Holiday Schedule

The following holidays will be observed at Aerosim Flight Academy:

- Thanksgiving Day
- Christmas Day
In life you are either a passenger or a pilot. It's your choice.
Courses

Course Descriptions

**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 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 Aeronautical Knowledge Test (AKT).

**Private Pilot Single Flight Lab**
This course consists of flight instruction given by an appropriately rated instructor as well as sub practice. Flight instruction is received in the following subjects: pre-flight operations, weight and balance determination, line inspection, aircraft startup and runs-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, and 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 altimeter or radar directives; and the use of cross-country flying using obviate, dead reckoning, and radio aids.

**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 Aeronautical Knowledge Test (AKT).

**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 line, 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.

**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 Aeronautical Knowledge Test (AKT).

**Prerequisite:** ASG 120 or Instrument Pilot Certificate or Private with Instrument Pilot Certificate

**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 control line propeller, and powered by multiple engines. Flight training includes 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 minimum performance takeoffs, and landings using precision approaches and prescribed aircraft performance speeds, including operation at maximum authorized takeoff weights. The course also covers emergency procedures appropriate to VFR and IFR flight and the operation of complex airplane systems.

**Prerequisite:** ASG 201 and Private with Instrument Pilot Certificate

**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 control line propeller, and powered by multiple engines. Flight training includes 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 minimum performance takeoffs, and landings using precision approaches and prescribed aircraft performance speeds, including operation at maximum authorized takeoff weights. The course also covers emergency procedures appropriate to VFR and IFR flight and the operation of complex airplane systems. Minimum flight training for this course is 120 hours.

**Prerequisite:** ASG 201 and Private with Instrument Pilot Certificate

**Commercial Pilot Single Additional Rating Flight Lab**
During this course, in-flight operations, the student will develop an indepth knowledge of single engine aircraft components, functions, systems, aerodynamics and performance at the commercial pilot level. The student will also gain necessary knowledge on enroute flight to include weather, navigation, and regulations.

**Prerequisite:** ASG 200; ASG 201 or ASG 202
Course Descriptions Continued

**ASG 240 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 200

**ASG 241 High Performance Multi Flight Lab**
This course will help reinforce and provide hands-on 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 airframe and cockpit.

- **Prerequisite:** ASG 200; ASG 201 or ASG 202

**ASG 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:** ASG 200; ASG 201 or ASG 202

**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/low 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:** ASG 221

**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:** ASG 221

**ASG 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:** ASG 300
Pilots take no special joy in walking.
Pilots like flying.

satisfactory academic progress
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 administered written tests 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.

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 is 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.

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 six months each. Normal time frame for completion of the Program is 12 calendar months. The China Pilot Training Program is one term of 12 calendar months. The Taiwan Pilot Training Program is 10 months. Students are not permitted to exceed 120% of normal time within each term required to complete the program except under extenuating circumstances as approved by the Student Progress Monitoring Council.

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. Ground class schedules are posted the two weeks preceding the class events. There is a two day drop/add period. 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 academic makeup 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 for the exam. Minimum passing score for all ground school exams is 80%. Additionally, a retake exam fee will be charged based on scheduled exam hours times the current hourly ground school rate.

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 materials 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 Assistant 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 Student Progress Monitoring Council.

The actions to be taken will be one of three choices,

1) The student may choose to retake the current ground school again, when available, at full cost.
2) Retake requirement may be waived by the Student Progress Monitoring Council.
3) The student will have the option to withdraw from the program.
Compliance of Ground School

Upon successful completion of a ground school course, the student will be scheduled for his/her FAA Knowledge Exam. Students must pass the FAA Knowledge Exam with at least a minimum score of 70% before they will be scheduled for the flight training course.

All required FAA Knowledge Tests 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.

Proper identification is required of every test applicant.

Acceptable forms of identification for a U.S. citizen or resident alien, with the applicant’s full legal name include:

- U.S. Territory or State Issued Driver’s License
- U.S. Government Identification Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Alien Residency Card

For a non-U.S. citizen, a current, valid passport AND one or more of the following photo identifications:

- Driver’s License
- Identification Card issued by any government entity
- Military Identification Card

Acceptable forms of identification are subject to change and acceptance is at the discretion of the FAA and Testing Center Supervisor.

Unsatisfactory FAA Knowledge Test

If the FAA Knowledge Test is unsatisfactory (less than 70% correct) for any reason the following guidelines will apply:

- The student will receive counseling and will be assigned ground school additional instruction.
- The student must be endorsed by the instructor providing the additional instruction and will be scheduled for the retake exam by the Testing Center Supervisor.

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 instructors 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 student’s 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 lesson 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 to the next stage of training.

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

First Unsatisfactory Oral Stage Check
The student will be scheduled for a review 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, 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.

Third 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 be recommended to the Student Progress Monitoring Council.

Fourth Unsatisfactory Oral Stage Check
The actions to be taken will be one of three choices,
1. The student may choose to re-take the flight stage of training currently enrolled in at additional cost.
2. Re-take requirement may be waived by the Student Progress Monitoring Council.
3. The student will have the option to withdraw from the program.

Completion of Flight Training

Upon successful completion of a flight training course, the student will be scheduled for his/her FAA Practical Test with an FAA Designated Pilot Examiner. Students must pass the Practical Test before they will receive their FAA certificate. Aeronaut Flight Academy is exempt from this requirement for its CFR part 141 Private Pilot, Instrument, Airplane, and Initial Flight Instructor courses.

Unsatisfactory FAA Practical Test

First Disapproval
A student must report to the appropriate Manager with the notice of disapproval on the day of the failed check ride. 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 Manager will recommend the student to the Student Progress Monitoring Council.
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 for any subsequent increases in instruction, flight time, and other fees and charges. Students who are inactive for more than 14 consecutive days will 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 Aeromax Flight 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, incapacity or inability to maintain a FAA Medical Certificate, language barriers, the student fails to maintain appropriate immigration or resident alien status, 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.

Inactivity Procedures

1. If a student does not attend a scheduled training event for unknown reasons, the student’s Flight Instructor will attempt to contact the student via phone call and email through the institutional student email service.
2. If the student does not respond within 24 hours, the Flight Instructor will notify their Group Manager.
3. The Group Manager will attempt to contact the student via phone call and email.
4. If the student does not respond within 24 hours, the Group Manager will notify the Chief Instructor (or his/her designee).
5. The Chief Instructor (or his/her designee) will notify the Registrar’s Office who will send a Notice of Inactivity Letter to the student through email and post mail.
6. If the student does not resume training within 14 days since the last lesson date or submit a request for Personal Time Off, the student will be dismissed from the program.
7. The Registrar will notify the Chief Instructor and Chief Flight Instructors if the student fails to return for training within the 14 days.
8. The Registrar will dismiss the student, regardless of any verbal communication, on the 14th day after the last lesson date.

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 Chief 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 Director of Enrollment Management.

Student Illness

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

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 attend the next available course of training, the student must complete a PTO for the time period of the course not attending.

Students Working While Enrolled

Aeromax Flight 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.
Student Progress Monitoring Council

The Student Progress Monitoring Council (SPMC) typically consists of a five-person panel including the Chief Ground Instructor, Chief Flight Instructors, Director of Enrollment Management, Director of Flight Operations, and the Director of People. 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.

Student Progress Review Form

In order to maintain a safe and orderly training operation, the student progress review form is used to cite student performance in each course. This form may be used to document students who are excelling or struggling in the course. It may also be used to document students failing to adhere to the policies and/or procedures established and outlined in the Academy Operations Manual and the Academy Catalog. A copy of the student progress review form will be retained and become part of the permanent student record.

Academic Probation

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 probation for a period of 28 days. Students will be notified in writing when they are placed on academic probation.

Students on academic probation 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 probation will be allowed to continue any course in which they are currently enrolled during this period. However, they will not be allowed to enroll in subsequent flight courses without the consent of the Student Progress Monitoring Council.

Academic Probation and Re-Establishing Federal Student Aid Eligibility

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 at the Academy.

The state requires that a student have at least a cumulative GPA of 2.0 or better. A student will be placed on academic probation when his/her grade average falls below a cumulative GPA of 2.0. Should the student achieve Satisfactory Academic Progress (SAP) during the phase of training, the probationary status will be lifted; however, failure to meet SAP standards will result in dismissal from the program.

Dismissal Policy

Students may be dismissed by the Academy for failing to meet the terms of probation and/or for violating the policies set forth in the operations manual, such as, 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.

The student will not be eligible for reentry consideration for a period of 12 consecutive months.

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 the decision and 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.

Acceptable Appeals

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 including, for example, a previous death in the family or serious illness. The student must demonstrate that the condition, which prevented successful progress in the past, no longer exists and has developed a self-imposed plan of action to be successful in the program. 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 paper work will initiate the start of the final auditing process of the student’s account to properly apply and identify any monies to be refunded. The day the Academy is notified of a student’s withdrawal is considered the termination date for the purpose of determining a refund. A student who withdraws from the academy while on academic probation will receive the appropriate withdrawal grades for classes attended prior to withdrawal. Those grades may be considered when re-evaluating the student’s record in accordance with the Academic Probation Policy.

The student will not be eligible for reentry consideration for a period of 12 consecutive months.

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:

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>DESCRIPTION</th>
<th>GRADE</th>
<th>GRADE POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td>Superior</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>87-93</td>
<td>Above Average</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>80-86</td>
<td>Average</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>75-79</td>
<td>Below Average</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>0-74</td>
<td>Fail</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>0-1</td>
<td>Audit</td>
<td>AU</td>
<td>0</td>
</tr>
<tr>
<td>0-6</td>
<td>Passing, Incapable</td>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>0-2</td>
<td>Passing (Conditional)</td>
<td>P</td>
<td>0</td>
</tr>
<tr>
<td>0-0</td>
<td>Accepted by Transfer</td>
<td>T</td>
<td>0</td>
</tr>
<tr>
<td>0-9</td>
<td>Withdrawn from Course</td>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>0-9</td>
<td>Withdrawn from Academy</td>
<td>WA</td>
<td>0</td>
</tr>
</tbody>
</table>

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 complete the “I” to a letter grade of “A”, “B”, “C”, “D”, or “F” at the discretion of the instructor.

Grades of “P”, “W”, “AU” or “F” are not computed in the GPA.
The **sky** is the limit
only for those who
aren't afraid
to fly.
Code of Conduct

Aerohem Flight 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

Aerohem Flight 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.

Aerohem Flight 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.

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 e-cigarettes), cigars, and chewing/dipping tobacco. No alcoholic beverages are allowed on campus.
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.

Peer to Peer File Sharing Policies

Aerosim Flight 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 Aerosim Flight 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 Aerosim Flight 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/tools/parents.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 Aerosim Flight Academy’s Policy and Federal Law, and may result in the loss of computing privileges. To protect both network users and Aerosim Flight Academy, it is essential that file access be restricted to those who have been authorized to use the system. Users 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, Aerosim Flight 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.
Your wings already exist. All you have to do is fly.
Admissions

Aerosim Flight Academy admits only qualified applicants into 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 Aerosim Flight 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 Process
To apply for admission to any of the flight programs, please forward the items listed to:

AEROSIM FLIGHT ACADEMY
2700 Flightline Avenue
Sanford, FL 32773 USA
info@afa.edu

- Photocopy of an FAA Medical Certificate or Aerosim waiver acknowledging the need to obtain a FAA medical upon arrival. Go to flightphysical.com for information on FAA Designated Medical Examiners in your country, or contact your Admissions Officer for assistance.
- Photocopy of FAA Pilot’s License (if applicable)

International PPP applicants (additional documentation required)
- Official 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. Assessments that are more than 1 year old will not be accepted.
  - IBTOEFL – minimum score = 80
  - TOEIC – minimum score = 790
  - IELTS – minimum score = 7
  - FAA Private Pilot License is acceptable in place of the above language assessments
  - An Academy English Assessment via Skype or in-person interview 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 entities. 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 – Federal regulations require international student to maintain medical insurance while in the United States. Students may join the Aerosim policy, or elect to maintain their own coverage by providing evidence of coverage for the duration of their stay.

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.
Chinese Pilot Training Program

The Chinese 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 600 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.

admissions requirements
- Valid Passport
- Executed contract as proof of sponsorship
- Sponsor confirmation letter of educational achievement of high school completion, undergraduate degree, or graduate degree

Taiwanese Pilot Training Program

The Taiwanese 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 700 on the TOEIC language test, or a 7 on the IELTS. In addition, they are subject to being evaluated by a member of the Aerosim 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.

admissions requirements
- Valid Passport
- Executed contract as proof of sponsorship
- Sponsor confirmation letter of educational achievement of high school completion, undergraduate degree, or graduate degree
FAA Medical

All applicants must obtain an FAA Medical Certificate before beginning training at the Academy. This may be accomplished with the nearest FAA Aviation Medical Examiner. Examinee names and locations may be obtained by contacting your local FAA Flight Standards Office 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 certificate available and what class of certificate is required for the different careers in the Pilot and Instructor professions.

deposits and fees

The application must be accompanied with the required registration fee of $150.00.* For courses with tuition estimates over $10,000.00, a $10,000.00 deposit is required prior to the class start date (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.

permanent residents

A non-U.S. Citizen holding permanent residence or an international student is required to complete the Alien Flight Students Program (AFSP) application online at flightschoolcandidates.gov

You must successfully complete the application prior to registration at Aerosim Flight Academy. Fingerprinting can be done on campus upon registration. The applicant must be approved to train by AFSP prior to beginning any flight training with Aerosim Flight Academy.

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. The assessment must be completed on campus prior to the class start date. In accordance with FAA pilot certification requirements, all applicants must be able to read, write, speak, and understand the English language.

International Students

International students are those students who come to the United States on a temporary basis for the purpose of attending Aerosim Flight 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.

visas

Once the application has been reviewed and the student is accepted for the training program, the K30 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. A letter providing evidence of funds for flight training and living expenses is required.

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

Tuition Rates and Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Pilot Program</td>
<td>$74,986.00</td>
<td>Package</td>
<td></td>
</tr>
<tr>
<td>Books and Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Training Materials</td>
<td>$1,385.28</td>
<td>Non-Refundable</td>
<td></td>
</tr>
<tr>
<td>Estimated Supplies</td>
<td>$3,500.00</td>
<td></td>
<td></td>
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<tr>
<td>On Campus Housing</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Housing Deposit</td>
<td>$600.00</td>
<td>Per Month</td>
<td></td>
</tr>
<tr>
<td>Single Occupancy</td>
<td>$800.00</td>
<td>Per Month</td>
<td></td>
</tr>
<tr>
<td>Double Occupancy</td>
<td>$500.00</td>
<td>Per Month</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel Surcharge</td>
<td>Varies with Cost</td>
<td>Non-Refundable</td>
<td></td>
</tr>
<tr>
<td>TSA Fingerprinting (Non-U.S. Citizens)</td>
<td>$38.00</td>
<td>Non-Refundable</td>
<td></td>
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<tr>
<td>TSA AFSP Application (Non-U.S. Citizens)</td>
<td>$25.00</td>
<td>Non-Refundable</td>
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<tr>
<td>Airport Issued ID Badge Annual Fee</td>
<td>$25.00</td>
<td>Non-Refundable</td>
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<td>Lost Airport Badge Fee</td>
<td>$20.00</td>
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<tr>
<td>FVSS Loan Qualification Process Fee (FVSS loan applicants only)</td>
<td>$250.00</td>
<td>Non-Refundable</td>
<td></td>
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<tr>
<td>Transportation (Bus Pass)</td>
<td>$45.00 per month</td>
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</table>

Tuition and fees are subject to change. Please contact an Admissions Officer for the most up to date pricing.

NOTE: The Professional Pilots Program and related programs are NOT fixed price programs. Flying is a learned skill that must be mastered step by step. Students may be required to retake specific lessons and will be responsible for additional flight, instruction and related costs. The student will be also responsible for the cost of test re-takes if required, additional review flights if required, and the cost of replacing any lost or damaged materials. It is the students’ responsibility to be aware of these potential charges and manage it themselves accordingly.

*Cancellation Policies:

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or by touring a tour of the school facilities and inspection of equipment where training and services are provided.

All moneys paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all moneys paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than $150.00.

$150.00 deposit is applied to the enrollment date written on the initial application. This deposit is valid for 12 months. Once a student re-enrolls after the 12 months has expired, the $150.00 deposit must be repaid.
When once you have tasted flight, you will forever walk the earth with your eyes turned skyward.
Student Account’s Office

The Student Account's Office is responsible for maintaining records of students' finances in relation to academic activities at Aerosim Flight 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 payment periods. The student’s account is charged tuition for 1/3 the package price for the first payment period when the student enrolls. Upon completion of the first payment period, the student’s account will be charged the remainder of the tuition to cover the second payment period. 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 tuition and fee charges.

All prices are estimates and based on the Training Course Outline (TCO) hours it takes a 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), and additional flight test charges (if applicable). Prices do not include fuel surcharge, overflight charges from TCO, admission fees, books, supplies, TSA processing, visa application fees and extensions.

Re-Entry Policy

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

1. If a student has been dismissed from the Academy, while enrolled in an accredited program or course, and wishes to re-enter an accredited program or course, the student will be required to wait a full 12-month period before re-enrollment will be allowed.
2. If a student wishes to re-enroll into a non-accredited program or course, re-enrollment will be allowed after a 30-day period.
3. 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-enrollment.

Tuition Payments

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

Payment Methods

Aerosim Flight 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.

No-Show Policy

1. The student fails to make themselves available for any scheduled training or testing event with proper notification of at least two hours in advance to their Instructor or Group Manager that they will be unavailable for that event.
2. If a student is on campus, but fails to be available to begin any ground or flight training or testing activity.
3. It is determined that a student is unprepared for any ground or flight training or testing activity.

A first and second no-show will generate a charge to the students’ account at $65.00 per hour multiplied by the scheduled block hours.

A third no-show will generate a charge to the students’ account same as above and the student will be subject to probation. A fourth no-show will generate a charge to the students’ account same as above and the student will be subject to dismissal from the Academy.

No-showing an FAA event will result in a $65.00 penalty charge for a scheduled FAA Knowledge Test, and a $550.00 penalty charge for a scheduled FAA Practical Test.

Financial Aid

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

Veterans Administration (VA) Education Benefits and Refund Policy

Title 38 of the United States Code authorizes various VA education programs that assist veterans and dependents of certain deceased or disabled veterans. Monthly awards vary with each VA program. For further information, contact the VA Regional Office in your area, or call 1-888-222-1550.

VA Policy requires refunds are in accordance with Aerosim Flight 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 Aerosim Flight Academy.

Financial Assistance Available From Federal Programs

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 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.

Effective on July 1, 2012, 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 (the Department) 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.

- **Direct Unsubsidized Loans**: If you receive a Direct Unsubsidized Loan that is first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance.

- **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.

**Direct PLUS Loans for Parents**

- **To be eligible for a Direct PLUS Loan for Parents:**
  - The parent borrower must be the student’s biological or adoptive parent. In some cases, the student’s stepparent may be eligible.
  - 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 22 years of age, has no dependents, and is not married, a veteran, a graduate or professional degree student, or a ward of the court.
  - The parent borrower must 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 the parent demonstrates extenuating circumstances.
  - The student and parent must be U.S. citizens or eligible noncitizens, 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.

**Note:** Before July 1, 2010, Stafford, PLUS, and Consolidation Loans were also made by private lenders under the Federal Family Education Loan (FFEL) Program. As a result of the Health Care and Education Reconciliation Act of 2010, no further loans will be made under the FFEL Program as of July 1, 2010. All new Stafford, PLUS, and Consolidation Loans come directly from the Department under the Direct Loan Program.

**To learn more about the Direct Stafford Loan Programs and the Parent PLUS Loan Program please visit: studentloans.gov**
Applying for Financial Aid
If you have never completed a FAFSA application, you may be directed to apply for a PIN (Personal Identification Number), which will allow you to sign your application electronically.

Please visit: fafsa.ed.gov/

Private Alternative Funding

- 20% of total cost of education must be paid up front
- 20 year repayment term
- Defers full repayment until 6 months after leaving school
- Must pass credit and income criteria
- Aerosim’s loan qualification screening required
- Interest rate is 7% plus 80 day float
- 3% loan fee (added to loan amount)
- Designer release option

Aerosim in-house loan program

- Interest free payment plans provided for students who pay off their balance within the estimated time frame to complete the program.
  - Example: for the 12 month Professional Pilot Program, students would have 12 monthly payments, with no interest included.

- Extended payment plan options for students that need to spread payments to include 8 months after completing the program. This option includes interest.
  - Example: for the 12 month Professional Pilot Program, students would have 18 monthly payments, with interest included.

Contact the Financial Aid Office for more information.

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.

Institutional Refund Policy

In the event a student terminates the course of instruction for any reason, the student shall comply with the following Minimum Enrolment Cancellation and Settlement Policy. The estimated $100.00 fingerprinting fee, $150.00 registration fee and initial subscription and technology fee for electronic training materials (if applicable) are non-refundable. In addition, all students will be charged for any training actually received at the current published rates. All remaining monies paid can be refunded if requested in writing within 3 calendar days of signing the enrollment agreement.

Aerosim Flight Academy will make all refunds within 30 calendar days of the date of the student’s official or unofficial withdrawal/dismissal date. All refunds will be returned according to the Refund Priority Method outlined in the Student Catalog.

Minimum 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:
  A. The regularly scheduled orientation procedures or
  B. 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 a registration fee of $150.00.

Institutional Refund Policy is based upon the portion of the payment period successfully completed by the date of withdrawal as determined by the institution. Contracted C131 and T1P students will be held to the refund guidelines set forth in their Airline contract.

- Up to 40% will be charged the percentage of clock hours completed within the payment period
- 40% and above = No Refund

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-refundable/non-returnable. 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 attendance. Any refunds shall be based on this date and will be paid within 30 days. In the case of an official leave of absence, a refund claim shall be based on the last day of attendance and paid within 30 days of the scheduled last day of the leave of absence.

If Aerosim Flight 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, 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 pay the collection agency will result in the account being referred to a credit bureau after 45 days of non-payment.
A student's withdrawal date is defined as:
- The date the student began the institution’s withdrawal process or officially notified the institution of his or her intent to withdraw.
- The date the school determines the student to be withdrawn 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 Aerosim Flight Academy Institutional Refund Policy published herein.

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

The percentage of Title IV aid earned shall be calculated as follows:

\[
\text{Percentage of Title IV Aid Earned} = \left( \frac{\text{# of Clock Hours Completed by the Student}}{\text{Total # of Clock Hours in a Payment Period}} \right) \times 100
\]

The percentage of the term completed shall be the percentage of Title IV aid earned by the student.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) will be 100% minus the percentage earned.

Unearned aid shall be returned by Aerosim Flight 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 Aerosim Flight 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 balance 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 not paid outstanding after the Title IV 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 earns more aid than was disbursed, AEROSIM Flight 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 Title IV funds

AEROSIM Flight Academy’s responsibilities in regard to the Return of Title IV 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 Title IV funds calculation for those students
- Returning any Title IV funds that are due to Title IV programs.

The student’s responsibilities in regard to the return of Title IV funds include:

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

Questions about the Title IV program funds can be processed through the Federal Student Aid Information Center at 1-800-4-FEDAY (1-800-4-FEDAY). TTY users may call 1-800-730-8913.

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

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

*Disclaimer Notice: AEROSIM Flight Academy intends to adhere to the rules and regulations, course offerings, and financial charges as announced in the Catalog and other publications. We, however, reserve the right to withdraw any subject or course, 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 AEROSIM Flight Academy is a privilege that may be forfeited by anyone whose conduct is inconsistent with the traditions, policies, or regulations.
Let your dreams fly high.
Registration

Students at Aerosim Flight 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.

Comparable Program Information

Aerosim Flight 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

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

Transfer Credit

Students with prior flying experience may be eligible for credit toward the hourly requirement established for each FAA pilot certificate or rating. Credit that may be assigned is governed by Federal Aviation Regulations 141.77(b). Aerosim Flight 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 30 calendar days prior to the course start date; no exceptions made.

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

Directory Information

Aerosim Flight Academy regards the following items of information as directory information, that is, information that the Academy may make available to any person upon specific request (and without student consent):

- Name*
- Date of birth
- Place of birth
- Directory addresses and telephone numbers
- Email addresses
- Aerosim student ID number*
- Mailing addresses
- Secondary or permanent mailing addresses
- Residence assignment and room or apartment number
- Specific terms, quarters, or semesters of registration at Aerosim
- Aerosim diploma(s) awarded and date(s)
- Major(s), minor(s), and field(s)
- Participation in officially recognized agencies, associations or activities
- Institution attended immediately prior to Aerosim*
- ID card photographs

Students may prohibit the release of any of the items listed above (except those with an *) by designating which items should not be released in writing to the Registrars’ Office. Students may prohibit the release of their name (and consequently all other information) after an appointment with the Registrar to discuss the ramifications of this action. Students, faculty, and others with questions regarding student records should contact the Registrars’ Office.
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 Aeresim Flight 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 file a compliant with the office that administers FERPA.

- 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.

Aeresim Flight 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 20202-5601

Cancellation Policy

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. Cancellation requests must be submitted in writing, signed by the student, to the Registrar’s Office.

All monies paid by an applicant, excluding the fingerprinting fee, registration fee, textbooks, uniforms, transportation pass, and initial subscription and technology fee for electronic training materials (if applicable), shall be refunded if requested in writing within three calendar days of signing the enrollment agreement. All Students will be charged for any training actually received at the current published rates, plus registration and fees listed above; remaining unused monies will be returned.

The add/drop period concludes at close of business on the 3rd scheduled class day, or the Wednesday after class starts. Students who wish to withdraw after the 3rd scheduled class day will not be considered as a cancel.

Former Students

A student whose attendance at Aeresim Flight 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.

A student who voluntarily withdraws from a course or program will not be permitted to reenroll in any new course or program for a maximum of 30 calendar days. A full audit must be completed on the student’s account, and any balance must be paid in full before admission into a new course or program will be considered.
It's time to get off the ground.
Student Services

The Student Services Department at Aerosim Flight Academy is involved in the mentoring and advising of its students regarding student life at the Academy. The Student Services Office provides assistance with orientation, student activities, transportation, housing, and student affairs.

Student Housing

We offer dormitory style on-campus housing. For students who prefer to live off campus, we can recommend several off-campus apartment options. Space may be limited.

The Academy’s full-time Housing Supervisor is available to assist students with additional questions and/or concerns they may have related to housing.

Withdrawals from Student Housing

Students must submit a 30 day written notice to the Housing or Student Services Office to indicate their desire to vacate student housing. Students must vacate student housing upon completion of training or withdrawal from the Academy. Other student housing accommodations are also available in the area.

Pets

No pets of any kind are allowed in student housing.

The SkyShop

Aerosim Flight 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 Aerosim Flight Academy clothing items. Items may be purchased with either cash or a credit card.

Student Activities

Various extra-curricular student activities at Aerosim Flight 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.

Transportation

Shuttle service may be provided on a limited scheduled basis for transportation to and from approved student housing. Daily schedules are posted. Transportation fees may apply.

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.

Facilities and Services Available to Students with Disabilities

Aerosim Flight Academy has an institutional commitment to providing 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 participate 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.

Aerosim Flight 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 Aerosim Flight 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 SERVICES

Student Complaint Policy
Aeromil Flight 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 Student Services Manager. The Student Services Manager will be able to answer the majority of student questions or direct students to someone who can.

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 President of Aeromil Flight Academy. All complaints or concerns will be reviewed and acted upon within ten working days.

Student Complaint/Grievance Procedure
Schools accredited by the Accrediting Commission of Career Schools and Colleges 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 accreditining 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 (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
+1 703 247 4212
accsc.org

A copy of the commission’s complaint form is available at the school and may be obtained by contacting the Director of Education.
Leave the ordinary, take to the sky.

campus safety and security
Campus Safety and Security

The Campus Safety and Security Program is an ongoing process that includes the development of regulations, procedures, and practices to provide a reasonable level of security and safety for property and for the personal security and safety of employees, students, and visitors.

Campus security and access
Students and employees of Aerosim Flight Academy are directed to report criminal actions or emergency situations to 911 for immediate resolution. Subsequent to initial public safety reporting for emergencies, it is necessary to inform the Director of Campus Safety who will complete an Incident Report. Additionally, the Director of Campus Safety will be responsible for maintaining the Annual Security Report and tabulating campus security statistics.

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

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

Weapons
Possession or use of firearms or weapons, by the student, any person present with the student, or any person present on campus with the permission of the student during the student’s absence, are strictly prohibited on the Aerosim Flight Academy campus, including the on-campus dormitory. Prohibited items include, but are not limited to: firearms, BB guns, pellet guns, airsoft guns, paintball guns, stun guns, brass knuckles, swords, switch blades, knives, nunchucks, sling shots, martial arts, or medieval weapons. Also prohibited under this paragraph are toy weapons and/or replicas that mimic the appearance of real weapons, or which could be mistaken for a real weapon. Any student who violates this policy is subject to immediate dismissal from the Academy and possible criminal charges.

How to report a criminal offense

Dial 911 for all emergencies. Any suspicious activity or person seen in the parking lots or littering around vehicles or aircraft, inside buildings, or around the dormitory should be reported to the Aerosim Flight Safety and Security Office at 407 430 4154 and/or the Orlando Sanford Airport Control Center at 407 686 4101.

In addition you may report a crime to the following areas:

- Director of Academics and Campus Safety
  407 430 4154

- Director of People
  407 430 414

- Manager of Student Services
  407 430 4199

- Manager of Residence Housing
  407 430 4220

- Campus Security Sub-station (after-hours/weekends)
  407 430 4222

Emergency Notification and Timely Warnings

Notification of significant emergencies
Aerosim Flight Academy will 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. An "immediate" threat as used herein encompasses an imminent or impending threat, such as an active shooter, bomb threat, or active fire on or near the campus.

Timely warnings
Timely warnings will be issued for the following crimes if the crimes are reported to the Academy Safety and Security 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:

- Clery Crimes
  □ Murder and non-negligent Manslaughter
  □ Aggravated Assault
  □ Sexual Assault
  □ Robbery
  □ Burglary
  □ Motor vehicle theft
  □ Arson

- VAWA Crimes
  □ Sexual Assault
  □ Domestic Violence
  □ Dating Violence
  □ Stalking

Fire Safety Policy

Fire safety systems - on-campus housing
The Academy’s on-campus student housing facility is protected by a fire alarm system monitored 24 hours/day, seven days/week, and has an integrated automatic sprinkler system. The building has fire safety systems including, fire extinguishers; fire suppression system; and hallway, stairwell, and common area emergency lighting. If there are any technical problems with or within the fire safety system, a fire watch patrol and the fire log is instituted until the problem is rectified.

How to report a fire
Aerosim Flight Academy students can report any fire to any of the following individuals:

Dial 911 for all emergencies.
- Director of Academics and Campus Safety
  407 430 4154

- Manager of Housing
  407 430 4220

- Campus Security Sub-station (after-hours/weekends)
  407 430 4222
Drug and Alcohol Abuse Prevention Policy

Standard of Conduct
The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, illegal drugs, or any controlled substance on school premises or while involved in school-related activities off campus is strictly prohibited and subject to the disciplinary sanctions noted below. Students who know of fellow students who violate these standards are encouraged to notify the Director of Campus Safety of such offenses.

Alcoholic Beverages
The possession, sale, or the furnishing of alcohol on the Academy campus is governed by Aerosim 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 the primary responsibility of the Orlando Sanford Airport Police Department.

The Aerosim 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, fines 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 Aerosim Alcohol/Policy for anyone to consume or possess alcohol in any public or private area of campus without prior Academy approval. Organizations or 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, fines and imprisonment. Organizations or groups violating controlled substance policies or laws may be subject to sanctions by the Academy.

Legal Sanctions

Federal Drug Laws
Federal law considers the manufacture, distribution, dispensation, possession, or use of illegal drugs, or any controlled substance, a serious crime. For the most up-to-date information on Federal Drug Penalties, visit the website of the U.S. Drug Enforcement Administration at justice.gov/dea/index.shtml

State Drug Laws
State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first-time violations of these laws range from fines to lengthy terms of incarceration, or both. Additionally, local ordinances and municipal codes imposed a variety of penalties for the illegal use of drugs and alcohol. The link to Florida State laws are provided for informational purposes only: leg.state.fl.us/statutes/index.cfm

Academy Sanctions
Students found in violation of the standards of conduct will have written reports placed in their permanent academic records, will be subject to dismissal from the Academy, and may be referred to local authorities for prosecution. Parents of dependent students will be notified of such violations as allowed under the FERPA Act.

Drug and Alcohol Assistance
Students requiring or requesting information about drug abuse treatment should contact the Student Services Department for information about local agencies and programs. Employees requiring information about drug abuse treatment should contact the Department of People.

Additional information may be obtained by contacting the following organizations:

- U.S. Department of Health and Human Services
  - Substance Abuse and Mental Health Services Administration
  - 1 800 662-HELP (1 800 662 4357)
  - samhsa.gov

- National Council on Alcoholism and Drug Dependence
  - 1 800 NOA CALL (1 800 632 2255)
  - ncaadd.org

- Alcoholics Anonymous
  - 407 260 6408

- Narcotics Anonymous
  - 407 425 5157

- Florida Suicide Prevention Coalition
  - 800 273 8255

Aerosim Flight Academy publishes and distributes an Annual Security Report as required by the U.S. Department of Education prior to October 1st of each year. Copies of this report can be obtained by contact the Office of Campus Safety at +1 407 440 4154.
The engine is the heart of the airplane, but the pilot is its soul.
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 Aeromax Flight 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 apportioned 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. 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 Aerosim Flight 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
- Aerosim Flight Academy Employment Application
- Copy of current FAA Pilot and CFI Certificates
- Copy of current FAA Medical Certificate
- Copy of VISA Documentation (J-90 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/instrument 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
Aerosim Flight 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 Aerosim Flight 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