2019 - 2021 College Catalog

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Table of Contents

INTRODUCTION AND OVERVIEW **5**

- Mission and Goals 5
- History and Ownership 6
- Consumer Information 7
- Non-Discrimination Statement 7
- Accreditation, Licenses and Approvals 8
- Program and Policy Changes 8
- Facilities and Equipment 9
- Administration 10
- Directory Information 11

ADMISSIONS INFORMATION **13**

- General Admissions Process 13
- Additional Admissions Requirement - Associate Degree in Aeronautical Science Program 15
- Additional Admissions Requirement - International Students 15
- Orientation and Registration 16
- Transfer Credit 16
- Academic Calendar 19

ACADEMIC PROGRAMS AND COURSE DESCRIPTIONS **21**

- Program Descriptions 21
- Associate of Science Degree 22
- Commercial Pilot Program 25
- Individual Ratings 26
- Course Descriptions 26

ACADEMIC POLICIES AND SERVICES **37**

Academic Achievement / Grading 37
Flight / Lab Evaluations 38
Incomplete Grade Policy 39
Academic Honors 39
Course Repeat Policy 39
Course Audit / Course Refresher Policy 40
Transcript of Grades 40
Graduation Requirements 41
Counseling / Advisement 41
Tutoring 41
Maximum Timeframe 41
Satisfactory Academic Progress / Academic Appeals 42
Attendance 43
Make-Up Work 44
Tardiness / Early Departure 44
Brief Periods of Non-Enrollment or Standard Period of Non-Enrollment (SPN) 44
Leave of Absence 44
Withdrawal 46
Educational Delivery Systems 46
Credit Hour versus Clock Hour of Instruction 47
Clock to Credit Hour Conversion 47
Couse Programming 47
College Closures 47
Course Add/Drop 48
Faculty Evaluations 48
Library and Learning Resource Center 48
Career Services 49
Student Housing 49
Student Messages and Mail 49

TUITION AND FEES **51**

Tuition and Fee Disclosure 52

Payment of Tuitions and Fees 53

Refund and Cancellation Policies 53

FINANCIAL AID ASSISTANCE PROGRAMS **57**

Financial Aid Process 57

Eligibility for Financial Aid 57

Government Grants 58

Federal Direct Loan Program (FDLP) 58

Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan Program 59

Private Alternative Loans 60

Terms and Conditions of the Title IV, HEA Loans 60

National Student Loan Data System (NSLDS) 62

Verification 62

Veteran's Benefits 64

Scholarships 65

Cost of Attendance 65

Satisfactory Academic Progress 66

Return of Title IV Funds Policy 68

STUDENT POLICIES **69**

Student Rights 69
Aviation Safety Action Program (ASAP) 69
Family Educational Rights and Privacy Act (FERPA) 70
Student Responsibilities and Standards of Professional Conduct 71
Student Disciplinary System 75
Drug and Alcohol Policy 78
Copyright Protection Policy 79
Non-Smoking / Non-Tobacco Policy 79
Crime Awareness and Campus Security Act 79
Student Housing Policy 81
Professional Conduct and Uniform Policy 83
Safety Procedures and Policies 85

GRIEVANCE PROCEDURES **87**

Definitions 87
Procedures 87
Arbitration 88

Introduction and Overview

MISSION AND GOALS

The mission of Aviator College of Aeronautical Science and Technology (ACAST) is to provide educational opportunities that emphasize the skills, knowledge and experience that will allow the student to adjust through a lifetime of technological and social change.

We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual's sense of worth, values, and high ethical standards. Our institution is committed to offering quality education that meets the needs of its students and assisting them in clarifying and pursuing their professional and educational goals in aviation.

In fulfilling the mission of Aviator College of Aeronautical Science and Technology, our institution sets forth the following objectives which reflect the overall goals of the College.

1. To provide a generous selection of academic curricula and specialized programs in aviation science enriched with instruction in general education.
2. To provide the students with a background of experience and job skills which will enhance their employability.
3. To lead the students in the self-discovery process of clarifying and raising the individual's goals and achievements commensurate with their potential.
4. To provide the students with the knowledge, skills and proficiency which contribute to success in their careers.
5. To make available to our students activities and experiences through various internships that will foster personal growth and leadership qualities that will assist students in their vocational, academic and social pursuits.
6. To provide a framework and atmosphere of learning which will enhance the student's capability to demonstrate ethical and moral values in professional and personal situations.
7. To strive for and maintain excellence in aviation and general education by continuously and systematically reviewing classroom facilities, equipment, curricula, faculty, and staff.
8. To provide placement assistance for graduates and students through individual counseling.
9. To maintain a process of communication with the community of employers to assure relevant curricula to meet the developing needs of the aviation industry.

HISTORY AND OWNERSHIP

Ari Ben Aviator, Inc. is a Texas corporation authorized to transact business in the State of Florida as Aviator College of Aeronautical Science & Technology. Mr. Michael Cohen, President, CEO and Founder of Ari Ben Aviator, Inc. is the sole proprietor of Ari Ben Aviator, Inc.
Ari Ben Aviator, Inc. is located at 3800 Saint Lucie Blvd, Fort Pierce, FL 34946.

Aviator College of Aeronautical Science & Technology is an accredited, co-educational, degree granting, institution of higher learning. It is dedicated to providing individuals with quality flight training that will prepare students with entry-level skills necessary for employment in the field of aviation.

It was in 1982 that Michael Cohen decided to combine his two major interests: flying and teaching. As a career commercial aviator he realized the demand for more pilots and the need for specialized training to fulfill the needs of the aviation industry. Aviator Flight School began at the Addison, Texas Airport under Michael Cohen's direction. Its mission was to train future commercial pilots. As the industry's needs became increasingly international so did the students and faculty of Aviator Flight School.

By 1997 the School was granted accreditation from the Accrediting Commission of Career Schools and Colleges of Technology. This accreditation is still maintained.

In 1999 Aviator Flight School relocated to the Treasure Coast International Airport and Business Park (formerly St. Lucie County International Airport) in Fort Pierce, Florida. In the last decade the School has evolved into a College, Aviator College of Aeronautical Science and Technology (ACAST). It also received approval for various Federal Department of Education student loans.

In 2009 the College was approved, by both ACCSC and the State of Florida's Commission on Independent Education, to offer an Associate of Science in Aeronautical Science degree. The College campus was expanded in 2009. It presently has over 77,000 square feet of classrooms, offices, flight operations space and aircraft maintenance facilities.

Since its inception more than 25,000 FAA licenses have been earned by students at Aviator College. A majority of the College's graduate pilots are flying professionally in the United States and internationally. The College's fleet has increased to more than 60 aircraft, flying more than 35,000 hours yearly. There have been considerable changes since the first years of the College. The one constant that remains is that the College is steadfast in its mission to develop leaders in commercial aviation. The College is committed to its students' success and will take no shortcuts to that objective.

CONSUMER INFORMATION

This Catalog is published in order to inform students and others of Aviator College's academic programs, policies, calendar, tuition, fees, administration and faculty. This Catalog is published for informational purposes only. The information provided is current and accurate as of the date of publication.

Aviator College reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a Catalog Addendum, which is intended as, and is to be regarded as, an integral part of this Catalog.

Aviator College expects its students to read and understand the information published in this Catalog and in any Catalog Addendum identified as belonging to this Catalog. Failure to read and understand this Catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

Aviator College affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all educational programs and related supporting services and benefits in a manner

that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision.

Aviator College is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 8, United States Code, Department of Homeland Security
- Title 14, United States Code, Federal Aviation Administration
- Title 38, United States Code, Veterans Benefits
- Title 49, United States Code, Transportation
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, 4220 Aviator Way, Fort Pierce, FL 34946.

TITLE IX AND NON-DISCRIMINATION STATEMENT

Aviator College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Title IX of the Education Amendments Act of 1972 is a federal law that states at 20 U.S.C. §1681(a): 'No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
Title IX applies to every single aspect of an educational institution, including course offerings, counseling and counseling materials, financial assistance, student health and insurance benefits and/or other services, housing, marital and parental status of students, physical education and athletics, education programs and activities sponsored by the institution, and employment.
The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michelle Haworth, Title IX Coordinator (772)466-4822 x134

For further information on notice of non-discrimination, visit: http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Aviator College does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed or religion in its admission to the College or treatment in its programs, activities, advertising, training, placement, or employment. In accordance with the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance, all inquiries or complaints under the sex discrimination provision of Title IX should be directed to the Title IX Coordinator at stopdiscrimination@aviator.edu. The Title IX Coordinator must act equitably and promptly to resolve complaints and should provide a response within seven working days.

Aviator College does its best to comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973 (Section 504). The Act requires that no qualified handicapped person will be excluded from enrolling in a course of instruction. Due to the specialized nature of the training and the physical requirements of a pilot certain accommodations or adjustments may not be able to me made. An applicant requiring special accommodations will be reviewed. For additional information please consult an Aviator College Admissions Representative.

ACCREDITATION, LICENSES AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the college's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Aviator College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Further information regarding this institution may be obtained by contacting the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212; www.accsc.org.
- Aviator College Aviation English Program is accredited by the Commission on English Language Program Accreditation (CEA), Commission on English Language Program Accreditation, 1001 North Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.
- Aviator College is approved by the United States Department of Education (DOE), Office of Education to offer Title IV Federal Stafford Loans to our students. Further information regarding this institution may be obtained by contacting the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, (800) 872-5327, www.ed.gov.
- Aviator College Associate Degree in Aeronautical Science is approved by the State Approving Agency for Veterans' Education and Training. The individual flight courses are approved by the United States Veterans Administration (VA). Further information regarding this institution may be obtained by contacting the Florida Department of Veterans Affairs, 9500 Bay Pines Blvd, Suite 214, Bay Pines, FL 33744, (727) 319-7440, www.fdva.org.
- Aviator College is licensed by the: Federal Aviation Administration (FAA), all pilot certification courses and programs are licensed and regulated by Federal Aviation Administration, under FAR Part 61 and Part 141, Air Agency Certificate Number BEJS028K. All Aviation Maintenance Technician courses are licensed and regulated by Federal Aviation Administration, under FAR Part 147, Air Agency Certificate Number 2RIT619K. Further information regarding this institution may be obtained by contacting the FAA Orlando Flight Standard District Office, 8427 South Park Circle, Suite 500, Orlando, FL 32819, (407) 487-7000, www.faa.gov.
- Aviator College's Associate Degree in Aeronautical Science is licensed by the Florida Commission for Independent Education (CIE), License Number 4155. Further information regarding this institution may be obtained by contacting the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee Florida, 32399-0400, or Toll Free (888)224-6684. www.fldoe.org/policy/cie/.

College accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the College's accreditation, licensure, or other approvals by submitting a written request to Academic Affairs. Any questions regarding accreditation, licensure, or approvals should be directed to Academic Affairs. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

PROGRAM AND POLICY CHANGES

Aviator College reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog and applicable Student Handbook.

Additional program policies and procedures are published in student handbooks, specific to each program.

FACILITIES AND EQUIPMENT

Our 13-acre campus is located at the Treasure Coast International Airport and Business Park (formerly St. Lucie County International Airport). The Treasure Coast International Airport and Business Park (KFPR) is the operation primary base for training in all courses. The airport has three (3) hard surface runways and meets the requirements of 14 CFR 141.38 for both day and night operation.

Our Corporate Office building is located at the "Chevron South" ramp at the Treasure Coast International Airport and Business Park at 3800 Saint Lucie Blvd, Fort Pierce, Florida. Total size of this facility is over 2500 sq. feet, which includes a reception area, hall and ten offices. The building houses the Business Office and Billing.

Our main training facility is located on the Treasure Coast International Airport and Business Park (KFPR) at 4220 Aviator Way in Fort Pierce Florida. It includes the Student Learning Center, the Flight Operations Center, the Aircraft Maintenance Center and the Dormitory Facilities.

Our Student Learning Center is a 24,000 sq.ft. modern two-story building that houses our administrative offices, FAA Approved Computer Assisted Testing Service (CATS) testing room, nine (9) large classrooms, a ECAS/FAROS Bombardier CRJ-200 Advanced Aircraft Training Device and a CRJ training mock-up, the Learning Resource Center (library), and our pilot shop. The majority of the classrooms are equipped for multimedia presentations (computers and projectors) and can each hold about 24 students at a time. The size of these classrooms varies from 448 sq.ft. to 593 sq.ft All additional training aids, such as mock-ups, aircraft parts, cutaways, audio-visual materials, books and charts are made available to the ground instructors. Additional references are available through the Learning Resource Center.

Our Flight Operations Center offers an additional 7,500 Sq.ft. available for the conduct of pilot briefing and training. This building is adjacent to the Student Learning Center and houses additional administrative offices, dispatch, two weather briefing and flight planning areas, fifteen (15) briefing rooms, of which three (3) dedicated to the conduct of practical tests, and a simulator bay with three FAA-Approved Frasca Model 241 FTDs. Our ramp, adjacent to the Flight Operations Center, holds sufficient parking space to accommodate our current fleet of airplanes.

The 10,000 sq.ft Aircraft Maintenance Center houses the Maintenance shop, The Procurement Office, the Office of the Director of Maintenance and the Maintenance Records Administrative Assistant. This clean, modern and well-equipped facility enables our full time aircraft maintenance staff to maintain our fleet.

The 36,000 sq. ft. Dormitory Facilities are located on the main campus, within walking distance to the classes. The dormitories are fully furnished shared occupancy with four bedrooms, suite-style living with a common room, full kitchen, each shared bedroom has a separate bathroom, WIFI Internet connection. Many of the dorms are equipped with their own laundry facilities. Onsite laundry facilities are provided. Housing options are also located on and off campus. Shuttle is provided for off campus housing to and from the campus on a set schedule.

Aviator College of Aeronautical Science – Kissimmee Campus is a Branch of Aviator College of Aeronautical Science and Technology located in Fort Pierce, FL. Our Fort Pierce Campus serves as the Main Campus for the College.

The Kissimmee Campus is conveniently located on the Kissimmee Gateway Airport at 606 Dyer Blvd, Kissimmee, Florida.

ADMINISTRATION

College Administration:

- **Michael Cohen**, President and CEO. Mr. Cohen has been the Owner and only President of Ari Ben Aviator, Inc. since its inception. He has over 32 years of experience with managing a successful flight training school in all areas including advertising and recruiting. Mr. Cohen holds an FAA Commercial Pilot Certificate with Airplane Single and Multi-Engine Land, Instrument Airplane and SIC CE550 Type ratings. He also holds an FAA Certified Flight Instructor Certificate with Airplane Single and Multi-Engine, and Instrument Airplane ratings and has been also awarded a "Gold Seal" by the FAA for his performance as a flight instructor.

- **T.J. Mete**, Senior Vice-President and CFO. Ms. Mete has been the Vice President of Ari Ben Aviator, Inc. since its inception. She has over 28 years of experience with the day-to-day operations of the flight College and its financial accounting, personnel and record keeping. She also has been in charge of the school's accreditation process and compliance since 1997. Ms. Mete is the Principal Designated School Official for all matters related to the Student Visitor Exchange Program.

- **Pierre Lavial**, Vice-President for Academic Affairs. Former graduate from the prestigious "Aeronavale", the French Naval Officer Academy, and former French Navy Pilot. Mr. Lavial has been the Chief Pilot and Chief Flight Instructor for Ari Ben Aviator for over 18 years and has written the majority of the curriculum used in flight training at ACAST. Mr. Lavial holds an FAA Airline Transport Pilot Certificate. He also holds an FAA Certified Flight Instructor Certificate with Airplane Single and Multi-Engine, and Instrument Airplane ratings. Mr. Lavial holds an FAA Ground Instructor Certificate with Advanced and Instrument Ratings and has been also awarded a "Gold Seal" by the FAA for his performance as a flight instructor. Mr. Lavial has accumulated over 13,000 hours of flight time of which more than 8,000 hours as a Flight Instructor. Mr. Lavial also serves as an FAA Designated Pilot Examiner.

- **Christopher Speer**, Director of Aircraft Maintenance and Director of the Aviation Maintenance Program. Mr. Speer holds an FAA Aircraft Mechanic Certificate with Airplane and Powerplant ratings. Mr. Speer was awarded an Inspection Authorization by the FAA for his extensive experience in aircraft maintenance and aircraft airworthiness compliance requirements.

- **Brian Johnson**, Director of Flight Operations. Mr. Johnson is a dual rated pilot holding an Airline Transport Pilot Certificate for Fixed wing Aircraft and a Commercial Pilot Certificate for Helicopters. Mr. Johnson is also a dual rated Flight Instructor for both fixed wing and rotorcraft. Mr. Johnson has over 5 years of experience as a Chief Flight Instructor coordinating the operations at a large flight school and over 11 years' experience in Aviation Education.

- **Kendall Phillips**, Legal Counsel and Compliance. Mr. Phillips is the institution's legal counsel. Mr. Phillips holds a Bachelors of Arts, in History from the University of Miami and a Juris Doctorate, from NOVA Southeastern University. Mr. Phillips has an extensive experience and practice of the Law. Mr. Phillips is licensed by the Florida Bar.

- **Calandria Yee-Bullock**, Registrar and Director of Student Services. Mrs. Yee-Bullock holds a Bachelor of Science in Business Management and a Master of Business Administration in Human Resources Management. Mrs. Yee-Bullock has 9 years of Registrar experience in Higher Education.

- **Antonia Fisher,** Director of Admissions, Mrs. Fisher worked for 5 years in law enforcement and then became actively involved in the flight training industry for many years, focusing on student recruitment, working in three major international flight schools. She holds also holds both FAA and EASA pilot licenses, is a qualified flight instructor and has experience flying in Europe and the USA.

- **Jacqueline Ortiz**, Director of Financial Aid and Veterans Affairs Certifying Officer. Ms. Ortiz holds an Bachelors in Accounting, She has accumulated over 12 years of experience in Higher Education including Bursar and Financial Aid. She has completed multiple recurrent annual training and certifications with FAME, FASFAA and VA.

DIRECTORY INFORMATION

Reception	1-800-635-9032 (Toll Free) (772) 672-8220 - Ext. 101
Campus President	(772) 672-8220 - Ext. 108
Admissions	(772) 672-8220 - Ext. 125
Admission Coordinator	(772) 672-8220 – Ext 131
Academic Affairs	(772) 672-8220 - Ext. 115
Aviation English	(772) 672-8220 - Ext. 134
Business Office / Billing	(772) 672-8220 - Ext. 106
Financial Aid	(772) 672-8220 - Ext. 111
Bookstore / Pilot Shop	(772) 672-8220 - Ext. 102
Dispatch	(772) 672-8220 - Ext. 113
Aircraft Maintenance	(772) 672-8220 - Ext. 123
Procurement/Parts	(772) 672-8220 - Ext. 121
CATS Testing Center	(772) 672-8220 - Ext. 119
Library Learning Resource Center	(772) 672-8220 - Ext. 138
Career Services	(772) 672-8220
Housing	(772) 475-7427
FAX	(772) 466-4886

The following campus administrators should be consulted to obtain the information listed:

VP for Academic Affairs: policies pertaining to grievances, disability accommodations, non-discrimination, and privacy of student records; information that pertains to College accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Registrar: descriptions of academic programs, data on student enrollment and graduation, academic policies and procedures, transcripts, scheduling, academic advising, grades and enrollment verification.

Director of Admissions: policies pertaining to admissions requirements, enrollment, and copies of consumer information disclosures.

Business Office Manager: tuition charges, payments, adjustments, and refunds.

Financial Aid: descriptions of financial aid programs, rights and responsibilities of financial aid recipients, means and frequency of payments of financial aid recipients, means and frequency of payments of financial aid awards, and student loan repayment.

Career Services: information pertaining to placement rates and employment opportunities for graduates

PDSO/DOS: information pertaining to immigration and student visas.

Admissions Information

ADMISSIONS REQUIREMENTS AND PROCEDURES

Each applicant for admission works with an Admissions Specialist who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures and services, verifies all documentation has been received and assists the applicant in setting necessary appointments and interviews. Required documentation determines the applicant's ability to adapt to the rigorous curriculum offered at the College. Aviator College accepts applications throughout the year and applicants should submit all materials as early as possible prior to the selected start date. Campus visits before enrollment are highly beneficial and can be scheduled through the Office of Admissions.

Admissions decisions are based on the applicant's submission of required documents, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that Aviator College receives all required documentation. All records received become the property of Aviator College.

GENERAL ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS

1. The applicant must complete the online Application Form, found at http://app.aviator.edu.

2. The applicant must interview with an admissions specialist. (Interviews can be held on campus or by phone)

3. **Proof of age.** The applicant must be seventeen (17) years of age or older at the time he or she starts his or her program of study. The applicant must turn 18 no more than six (6) months after enrolling. Commercial Pilot and Flight Instructor certifications require that the applicant be at least eighteen (18) years of age.

4. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma with a unweighted cumulative high school GPA of 2.0 for the Commercial Pilot Program and GPA of 2.5 for the Associates Degree Program. The applicant must provide **official** documentation of graduation from high school in the form of an **official** high school transcript, which confirms that the applicant meets the academic achievement equivalent to a standard high school diploma earned in the USA as defined by the State where the diploma was earned**. A transcript is considered official only when each issuing institution mails the transcript directly to Aviator College.** All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service with the National Association of Credential Evaluation Services (see www.naces.org for information). Expense(s) of translation and evaluation is the responsibility of the applicant. Aviator College will submit official transcripts for translation and evaluation at the applicant's request once documents are received.

5. **Proof of citizenship.** The applicant must provide one of the following types of documentation:
    - A copy, in color, of a valid passport. The original must be produced at registration.
    - A copy, in color, of an original U.S. birth certificate with raised seal or certified copy, and a copy of a valid U.S. government issued picture identification (i.e. driver's license). The originals must be produced at registration.

6. **Medical Aptitude.**
    - Applicants seeking admission to vocational flight training programs must be eligible for, or currently hold, at least a valid 2nd Class FAA Medical Certificate.
    - Applicants seeking admission to avocational flight training programs must be eligible for, or currently hold, at least a valid 3rd Class FAA Medical Certificate.

    For additional information concerning general FAA medical certificate eligibility requirements, consult 14 CFR Part 67, Medical Standards and Certification or visit http://www.faa.gov/licenses_certificates/medical_certification/.

7. **Pilot Certificate(s) and other related documentation.** If holder of a FAA Pilot Certificate or a Pilot Certificate issued by an ICAO member state, the applicant shall provide copies of current pilot certificates along with documentation of prior ground and/or flight training (logbook, validated training records, etc.). The originals must be produced at registration. Holders of a Pilot Certificate issued by an ICAO member state, shall obtain from the FAA a Letter of Authenticity of Foreign License. For additional information concerning general issuance of a FAA Pilot Certificate on the basis of a foreign license, consult 14 CFR Part 61, Section 61.75, or visit http://www.faa.gov/licenses_certificates/airmen_certification/foreign_license_verification/.

8. **English Proficiency.**

AVIATION PROGRAM PROFICIENCY:

The applicant must demonstrate English proficiency as defined in the applicable sections of 14 CFR Part 61 for entry into our Aviation Programs.

Program acceptance requires **one** of the following:

- Test of English as a Foreign Language (TOEFL)
- an International English Language Testing System (IELTS) test (IELTS-Academic)
- Test of English for International Communication (TOEIC) - all four (4) sections are required (i.e. Listening, Reading, Speaking and Writing).
- Three full years of full-time *postsecondary (College or university)* study where all courses are conducted in English or
- Graduation from Aviator College's English Program will be exempt from the testing listed above.

TOEFL, IELTS, and TOEIC requirements and placement standards are outlined below. All tests must have been taken within 12 months prior to start date (Benchmark or TEA test is acceptable for flight line privileges only)

The applicant must demonstrate English proficiency as defined in the applicable sections of 14 CFR Part 61 for entry into our Aviation Programs. Program acceptance may require one of the following: Test of English as a Foreign Language (TOEFL), an International English Language Testing System (IELTS), or a Test of English for International Communication (TOEIC) - all four (4) sections are required (i.e. Listening, Reading, Speaking and Writing). Students that can show proof of three full years of full-time *postsecondary* study where all courses are conducted in English will be exempt from the testing listed above. TOEFL, IELTS, and TOEIC requirements and placement standards are outlined below. All tests must have been taken within 12 months prior to start date (TEA test is acceptable for flight privileges only).

Test	TOEFL paper	TOEFL cBT	TOEFL iBT	IELTS	TOEIC
Minimum Cumulative Score (Listening, Speaking, Reading and Writing)	500	173	61	5.5	500

English testing requirements are waived for students from Unites States or those whose primary language is English. The following list of countries qualify as exemptions to the English Requirement: Australia, Antigua & Barbuda, Bahamas, Barbados, Belize, Canada (all provinces except Quebec), Cook Islands, Dominica, Ghana, Grenada, Guyana, Ireland, Jamaica, Kenya, Lesotho, Namibia, New Zealand, Nigeria, Scotland, Singapore, South Africa, St. Vincent & the Grenadines, Trinidad & Tobago, Uganda, United Kingdom, Zimbabwe.

Students who do not meet our English proficiency requirements but meet the requirement for our English program can choose to attend Aviator College in the English program and transfer to the Aviation program upon successful completion. Students may also choose a different English program to obtain the necessary level of English for our Aviation programs.

ENGLISH PROGRAM PROFICIENCY:

Program acceptance requires an interview with the Aviation English Department Program Director prior to arrival.

Future Student Pilots must show proof of high school and may also be required to take one (1) of the following for placement:

- Test of English as a Foreign Language (TOEFL)*
- an International English Language Testing System (IELTS) (IELTS Academic)*
- Test of English for International Communication (TOEIC) - all four (4) sections are required (i.e. Listening, Reading, Speaking and Writing)*

*All tests must have been taken within 36 months prior to start date.

Current Pilots and ATCs must show proof of current ICAO Level English Proficiency and pilot certificate or ATC credentials for admission.

Test	TOEFL paper	TOEFL cBT	TOEFL iBT	IELTS	TOEIC
Minimum Cumulative Score	470	150	40	5.0	400

AVIATION ENGLISH PROFICIENCY:

In order to begin flight training students must be able to pass a Benchmark Test or Test of English for Aviation (TEA) with ICAO level 4 proficiency standard, or higher. The Test of English for Aviation (TEA) is offered at Aviator College with an in-house ICAO certified administrator and rater through Mayflower College. Results are reviewed by the rater and then sent to Mayflower College in England for verification and issuance of an official TEA certificate. The Benchmark Test is also administered by a certificated interlocutor/rater for the TEA. The ICAO 4 Aviation English Language Proficiency Requirement and English Proficiency are two separate requirements and one cannot replace the other.

9. **Proof of Funds** - All students must show proof that they have sufficient funds to cover the cost of training. Documents submitted must be in English.

10. **Enrollment Agreement.** Accepted Applicants must agree to and sign the Aviator College Enrollment Agreement prior to enrollment or registering for course work at Aviator College.

ADDITIONAL ADMISSIONS REQUIREMENTS – INTERNATIONAL STUDENTS

ALL International student applicants must meet the following requirements:

1. **Certificate of Eligibility - Form I-20**. Provide proof of funding to cover program expenses detailed on the I-20 form. A certificate of eligibility (I-20) is issued upon receipt of all required admissions documents. The I20 form is used to apply for the M1 or F1 Visa. The form verifies to U.S. immigration officials that an individual has applied for admission to Aviator College. The M1 visa is issued on the Commercial Pilot Program and Individual Rating packages; the F1 visa is issued on the Associate Degree and the Commercial Pilot Program when the additional Instructor Certification training is selected. All visas are issued through the Student and Exchange Visitor Information System (SEVIS), which is a government-computerized system, to maintain and manage data related to foreign students and exchange visitors during their stay in the United States. This system allows for real-time access to this information and assists students in complying with the terms of their visas. Aviator College of Aeronautical Science & Technology is authorized under Federal law to enroll non-immigrant alien students. An international applicant is defined as a non-resident, non-immigrant person entering the United States on an F1 or M1 student visa. International students are required to understand and comply with all SEVIS requirements. Failure to do so could result in disciplinary action including, but not limited to probation or dismissal. For more Information regarding SEVIS, please refer to the U.S. Immigration and Customs Enforcement (ICE) website www.ice.gov/sevis.

2. Hold a VISA acceptable to the United States and appropriate for specified training.

3. For students enrolling in flight training courses, complete TSA registration form(s) and submit payment. TSA registration must be complete, prior to arrival, for the training to begin for an Initial Private Pilot.
   For more information, please refer to the following links:
   http://www.flightschoolcandidates.gov
   http://www.aviator.edu/home/international-students/tsa-registration.aspx.

   Fingerprinting can be done upon arrival to Aviator College, before your arrival you should register for fingerprinting at https://secure.natacs.aero/afsp/afsp_form.asp?agency=1377&agent_number=1001

   F1/M1 VISA Students are required to have one-third of their program expenses in their account upon arrival, to begin training. You will be provided this amount on your enrollment agreement which will be provided to you during orientation. The enrollment agreement will also outline two additional payment dates. Students who fail to keep in excess of $1,000 in their account will be placed on no-fly. At that time, Aviator College will require that students immediately submit another third of the program expenses, as outlined on their enrollment agreement, or the expenses to cover their current rating, whichever is greater. Aviator College reserves the right to cancel a student's visa at any time for lack of progress, failure to pay financial obligations, violation of any published regulation, or as a result of disciplinary sanctions.

ORIENTATION AND REGISTRATION

New student orientation is mandatory and held the week prior to each start. It introduces students to their program requirements, the staff and faculty, while reviewing Aviator College's policies and procedures. During orientation week, students work with their admissions specialists to settle into their housing, finalize all paperwork, review any transfer credit or flight time, and attend orientation. Upon completion of orientation, students register for their classes.

TRANSFER CREDIT

Aviator College applicants requesting transfer credit must submit official records to the Office of the Registrar. Transfer credit requires that the previously completed course was similar in content and duration to those required of the program for which the applicant is applying. The credit must have been earned at an accredited institution, and the student must have earned a grade of "C" or better. Students entering Aviator College who have earned a baccalaureate degree from a nationally or regionally accredited school will be granted full credit for all of Aviator College general education requirements.

Aviator operates on a semester system. To convert credit hours transferred in from a quarter-system institution into semester credit hours, the number of quarter hours is divided by 1.5. If the course equivalency is questionable, credit will not be granted. Grade point averages are not transferable.

Students will be notified in writing of acceptable transfer credit. Credit will not be given for: courses listed on a transcript without a grade, courses carrying grades but no credit hours, vocational/technical courses, internship, practicum or experiential learning. In some cases, credit will not be given for courses completed more than 10 years before Aviator enrollment. Transfer credit for grades of 'P' or 'S' are subject to the approval of the Vice-President of Academic Affairs.

The official certification of transfer credit is performed by the registrar's office based on evaluations of the academic units responsible for the subject matter areas represented by the transfer courses, except for courses for which there is no corresponding Aviator program. In the latter case, the Vice-President of Academic Affairs is the sole approving authority.

Certification of transfer credit is based on official transcripts bearing the correct seals and authorized signatures from all former institutions**. A transcript is considered official only when each issuing institution mails the transcript directly to Aviator College**.

The registrar coordinates the process, certifies courses, and provides notice of the official evaluation. An FAA pilot license is also an acceptable document for transfer credit.

Transfer students may be required to provide the registrar with a college catalog and/or course syllabi and names of textbooks used in courses to help assure a thorough transfer credit evaluation.

In order to receive transfer credit on flight hours applicants will need to have their logbook evaluated by the chief pilot prior to the commencement of training. Since the certificate programs are clock hour based, all anticipated transfer credit must be reflected in your enrollment agreement as it will reduce the required training, hours and time allotted to complete the program. For those in the degree program it will also change how many credit hours, and which courses, are necessary for degree completion. For anyone on financial aid, the transferred flight hours may reduce the overall amount of funding that you are qualified to receive. Failure to have these hours reviewed and approved will require that the training is completed as outlined in the enrollment agreement, as no changes can be made to the agreement once signed and after the training has begun. Flight hour credit will be provided in accordance with 14 CFR Part 61 and Part 141 course specific requirements. Students may be required to complete a flight evaluation.

Students arriving with a previously earned pilot license will be awarded the credit or clock hour equivalent to that listed in the program requirements. If the pilot license was earned in another country and is not to the Federal Aviation Administration Standards, the student will be required to apply for a FAA Letter of Authenticity before any transfer will be credited. Should additional time be required to meet the FAA requirements for this license these hours will be at the expense of the student, but will be in addition to the remaining required flight hours needed.

For those students arriving with an FAA written exam completed, student will be scheduled an interview with the Chief Pilot for evaluation of prior training.

Transfer Credit from International Schools

Undergraduate transfer credit may be awarded for courses taken at an international College. A student requesting transfer credit for academic work completed at an international institution must have the official transcripts sent to Aviator College Office of the Registrar. Transcripts will be evaluated on a course-by-course basis by an approved evaluator service (for approved organizations, visit www.naces.org for information) attesting the courses are equivalent to courses earned at an institution of higher learning in the United States. Evaluated transcripts must be mailed from the evaluating agency back to the Registrar, showing all courses taken, dates, and grades. Transfer credit requires a grade of at least a "C" or better and a determination that the course content is equivalent to courses given at Aviator. Official course descriptions and/or syllabi may also be required. In the case of transcripts and course syllabi that are not in English, official English translations are required. While Aviator makes every effort to complete the official certification of transfer credit before the student's arrival at the College, regional accreditation guidelines allow one semester in which to complete this process. Transfer credit criteria mentioned in the section above apply to transfer credit from international institutions.

Veteran Transfer Credits

All Veteran's Administration benefit recipients are required to submit official transcripts on all prior education and training. The veteran student and the Veteran's Administration will be notified of any transfer credit granted. Aviator College recognizes and utilizes the American Council on Education (ACE) Guide to evaluate the educational experiences of our U.S. service members. College credit will be given based on the ACE credit recommendations for training or learning earned while in military service. Official transcripts will need to be provided to Aviator College.

Disclosure of Limitations for Transfer Credit

The transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether credits will be accepted by another institution.

Undergraduate transfer credit may be awarded for courses taken at a College accredited by an accrediting association in the United States, or with equivalent recognition in the case of a College or School elsewhere. Flight credit is transferable subject to FAA rules for transferability between Colleges. A minimum of 25% of the credits required for non-degree and undergraduate degree programs must be completed at Aviator College.

Candidates for the Associate's Degree program must complete the minimum course requirements as outlined in the appropriate curriculum. Deviation from the recommended program may be made only with the approval of the Vice-President of Academic Affairs. To qualify for an associate's degree from Aviator College of Aeronautical Science & Technology, no less than 25%, or 18 credit hours, of the A.S. degree must be completed at Aviator while enrolled in that program. These requirements may not be waived. The College reserves the right to change requirements for graduation when it is decided that such changes are necessary. Students are generally graduated according to the degree requirements of the catalog at the time of their admission, unless attendance has not been continuous.

ACADEMIC CALENDAR

2020

SPRING 2020 (January 13-April 27)

January 1 .....New Year's Day (College Closed)
January 6-10.....New Student Orientation and Registration
January 13.....FIRST DAY OF CLASS
January 20.....MLK Day- College closed
March 9-13 .....New Student Orientation and Registration
March 17 .....FIRST DAY OF CLASS
April 27.....COMMENCEMENT
April 27.....LAST DAY OF CLASS
April 28 – May1..... ...Scheduled Break

SUMMER 2020 (May 4-August 18)

April 27 – May 1.....New Student Orientation and Registration
May 4.....FIRST DAY OF CLASS
May 25.....Memorial Day (College Closed)
June 29- July2.....New Student Orientation and Registration
July 3... .....Independence Day Observed (College closed)
July 8.....FIRST DAY OF CLASS
August 18 .....LAST DAY OF CLASS
August 19-31..... ...Scheduled Break

FALL 2020 (September 1- December 18)

August 24-28 .....New Student Orientation and Registration
September 1 .....FIRST DAY OF CLASS
September 7 .....Labor Day (College Closed)
September 17 .....Constitution Day
October 5-9.....New Student Orientation and Registration
October 14.....FIRST DAY OF CLASS
November 11 .....Veterans' Day
November 25-27.....Thanksgiving Holiday Break (College closed)
December 18 .....COMMENCEMENT
December 18 .....LAST DAY OF CLASS
December 21, 2020-------Jan 1, 2021.. Christmas Holiday Break (College closed)

2021

SPRING 2021 (January 11-April 26)

January 1.....New Year's Day (College Closed)
January 4-8----------Flight Line Open
January 4-8.....New Student Orientation and Registration
January 11.....FIRST DAY OF CLASS
January 18.....Dr. Martin Luther King Jr. Day (College closed)
March 8-12 .....New Student Orientation and Registration
March 16 .....FIRST DAY OF CLASS
April 26 .....COMMENCEMENT
April 26 .....LAST DAY OF CLASS
April 27 –May 3..... ...Scheduled Break

SUMMER 2021(May 4-August 18)

April 27 –April 30 .....New Student Orientation and Registration
May 4.....FIRST DAY OF CLASS
May 31.....Memorial Day (College Closed)
June 28- July 2.....New Student Orientation and Registration
July 5 .....Independence Day (College closed)
July 8 .....FIRST DAY OF CLASS
August 18 .....LAST DAY OF CLASS
August 19-31..... ...Scheduled Break

FALL 2021(September 1- December 17)

August 23-27 .....New Student Orientation and Registration
September 1 .....FIRST DAY OF CLASS
September 6.....Labor Day (College Closed)
September 17.....Constitution Day
October 6-12.....New Student Orientation and Registration
October 14.....FIRST DAY OF CLASS
November 11 .....Veterans' Day
November 25-26.....Thanksgiving Holiday Break (College closed)
December 17 .....COMMENCEMENT
December 17 .....LAST DAY OF CLASS
December 20, 2021-------Jan 1, 2022 . Christmas Holiday Break (College closed)

2022

SPRING 2022 (January 10-April 25)

January 3-7----------Flight Line Open
January 3-7.....New Student Orientation and Registration
January 10.....FIRST DAY OF CLASS
January 17.....Dr. Martin Luther King Jr. Day (College closed)
March 8-12 .....New Student Orientation and Registration
March 16 .....FIRST DAY OF CLASS
April 25.....LAST DAY OF CLASS
April 25.....COMMENCEMENT
April 26 –April 29..... Scheduled Break

SUMMER 2022(May 2-August 16)

April 25 –April 29 .....New Student Orientation and Registration
May 2.....FIRST DAY OF CLASS
May 30.....Memorial Day (College Closed)
June 27- July 1 .....New Student Orientation and Registration
July 4.....Independence Day (College closed)
July 6.....FIRST DAY OF CLASS
August 16 .....COMMENCEMENT
August 16 .....LAST DAY OF CLASS
August 17-September 2.....Scheduled Break

FALL 2022(September 6- December 21)

August 29- September 2 .....New Student Orientation and Registration
September 5 .....Labor Day (College Closed)
September 6 .....FIRST DAY OF CLASS
September 17 .....Constitution Day
October 10-14.....New Student Orientation and Registration
October 18.....FIRST DAY OF CLASS
November 11 .....Veterans' Day
November 24-25.....Thanksgiving Holiday Break (College closed)
December 21 .....COMMENCEMENT
December 21 .....LAST DAY OF CLASS
December 22, 2022-------Jan 1, 2023. Christmas Holiday Break (College closed)

Academic Programs and Course Description

PROGRAM DESCRIPTIONS

Aviator College of Aeronautical Science & Technology's mission is to prepare students for success and advancement in aviation professions; by providing educational opportunities that emphasize the skills, knowledge, and experience that will allow the student to adjust through a lifetime of technological and social change. We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual's sense of worth, values, and high ethical standards. Our institution is committed to offering quality education that meets the needs of its students and assisting them in clarifying and pursuing their professional and educational goals in aviation.

Aviator College offers a variety of aviation related vocational programs and certification courses that focus on airman certification. Current programs offered through the College include the following undergraduate degree and diploma programs:

- Associate in Science Degree Program (AS Degree)
- Commercial Pilot Program (Diploma)

The flight training programs at Aviator are designed to provide what the airline industry demands of future commercial pilots. The training you will receive at Aviator is one of the most intensive and challenging programs offered in aviation today. The school's 31,000 sq. ft. training facilities are generally open from 8 am to 6 pm daily and provisions are made to access the aircraft for flight training 24 hours-a-day, rain or shine. Pilot training is an integral part of each training option, and academic credit is awarded accordingly. The College flight training is conducted under the provisions of Federal Aviation Regulations 14 CFR Part 141 and Part 61.

A student seeking an FAA certificate or rating through the College must complete courses pertinent to the desired certification at the College. To comply with FAA requirements, specific grades and attendance standards must be met in the ground courses. Additional flight and ground training above the historical averages may be required to achieve certification. Safety is a preeminent concern of Aviator College of Aeronautical Science and Technology.

All aircraft are modern, well equipped, and maintained to the highest standards required by the FAA. Instructors and staff are particularly safety conscious and will insist students be physically and mentally fit to fly. Applicants intending to seek a Commercial Pilot Certificate must have 20/20 vision in each eye or be correctable to 20/20. Medical examinations should be done far enough in advance of admission to allow any potential problems or questions to be resolved.
The FAA requires any pilot's license applicant to speak, read, write, and understand the English language. Flight students who are not native English speakers must demonstrate English language proficiency in one or more of the methods described under Admissions Requirements.
In addition, the U.S. Transportation Security Administration (TSA) requires U.S. citizen flight students to present a government-issued photo identification document such as a driver's license and an original passport or original (raised seal) birth certificate for U.S. citizenship verification. International flight students must comply with TSA requirements for a security threat assessment as specified in the Alien Flight Student Program. Generally, this process requires 30 days. Refer to: www.flightschoolcandidates.gov for details.

Prospective students interested in flight training should be aware of weight and height limitations that may hinder or preclude safe and effective training. Training aircraft cannot accommodate persons with heights of less than 60 inches or greater than 77 inches, or body weights greater than 260 pounds. Prospective students who may be affected by these limitations should make their situation known to admissions representatives at the earliest point in the application process, for a case-by-case enrollment evaluation.

ASSOCIATE IN SCIENCE DEGREE PROGRAM

The Associate of Science Degree Program is centered on a Commercial Pilot training certified under FAA 14 CFR Part 141, and prepares students for FAA certification (licensing) and ratings. Designed as an academic approach to flight training, it is best suited for those looking for the most flight time, while simultaneously earning a college degree. The curriculum is designed for a variety of flight-related careers. The AS Degree combines a solid background in aviation courses with flight instructor ratings along with a liberal arts core to give the student the education necessary for entry-level positions in the aviation industry.

The learning outcomes for the AS Degree Program are to demonstrate:

- an understanding of the impact of aviation and technology in a global/societal context,
- an ability to apply the techniques, skills, and modern aviation tools to perform aviation related tasks,
- an ability to function on a multi-disciplinary team and operate as a crew member in an modern aircraft cockpit,
- an ability to accurately analyze and interpret data from a variety of sources,
- an ability to apply knowledge of aeronautical principles to ensure safe and efficient flight operations,
- an understanding of professional and ethical responsibility,
- an ability to communicate with agency representatives, superiors, subordinates, and peers with precision and clarity,
- recognition of the need for the ability to engage in lifelong learning,
- proper knowledge of contemporary aviation industry issues and problems,
- attributes of an aviation professional, career planning, and understanding certification,
- understanding of aircraft design, performance, operating characteristics, and maintenance,
- understanding of aviation operations in terms of aviation safety and human factors,
- understanding of national and international aviation law, regulations, and labor issues,
- knowledge and application of aerodynamic principles,
- understanding of meteorology and environmental issues; and
- instructional knowledge and proficiency.

The Associate Degree in Aeronautical Science is a two (2) year program in which the student must complete a minimum of 71 credit hours to include:

- 18 General Education credits,
- 29.5 credit hours of initial division theory and flight training,
- 17.5 credit hours of advanced division theory and flight training, and
- 6 aviation elective credits.

Students will fly a minimum of 225 hours, of which 31 hours will be in a multi-engine aircraft. Additional multi-engine time can be elected. The theory portion is a structured classroom environment. Student selected to complete their internship as flight instructor interns have the opportunity to earn an additional 320 hours of flight time in both single and multi-engine aircraft for a total of 565 hours.

Aviation courses are listed in order of progression. Semester course registration is completed with the individual on an as-needed and as required basis. Upon successful completion of the Associates Degree (Flight Education Track) students will be eligible for hire as a flight instructor. Alumni are not guaranteed employment at Aviator College.

PLAN OF STUDY: Flight Education Track **CREDIT**
Duration: 24 Months / Maximum Allowable Time Frame: 36 Months **HOURS**

General Education Courses

English Composition	3
Introduction to Speech Communications	3
College Algebra	3
Humanities Elective	3
Social Science Elective	3
Natural Science Elective	3
Credit Hour Total	**18.0**

Core Courses

AVT1100 - Private Pilot (Part 141) Theory	5
AVF1100 - Private Pilot (Part 141) Flight Training	3
AVT1300 - Instrument Rating (Part 141) Theory	5
AVF1300 - Instrument Rating (Part 141) Flight Training	2
AVT1400 - Commercial Pilot (Part 141) Theory	5
AVF1400 - Commercial Pilot (Part 141) Flight Training	5.5
AVG2500A - Jet Transition and CRJ 200/700/900 Systems	3
AVG2500B - CRJ Simulator Training	1
Credit Hour Total	**29.5**

Aviation Electives (2 required)

AVG1600 - Pilot Career Planning and Interviewing	3
AVG1700 - Aviation Law	3
AVG1800 - Aviation Meteorology	3
AVG2100 - Aerodynamics	3
AVG2200 - Aviation Safety	3
AVG2300 - Airline Transport Pilot Theory	3
Credit Hour Total	**6.0**

Flight Education Track (Additional Required Courses)

AVT2000 – Fundamentals of Instruction	2
AVT2100 –Flight Instructor Airplane Theory	3
AVT2200 - Flight Instructor Instrument Theory	3
AVF2000 - Flight Instructor Certification Course	1
AVI2000 - 141 Flight Instructor Standardization Course	1.5
AVI2100 – Externship/Internship I	3.5
AVI2200 - Externship/Internship II	3.5
Credit Hour Total	**17.5**

Degree Credit Hours Needed for Graduation Total **71**

Aviator College does not guarantee full-time enrollment.

PLAN OF STUDY: Airline Track **CREDIT**
Duration: 24 Months / Maximum Allowable Time Frame: 36 Months **HOURS**

General Education Courses

English Composition	3
Introduction to Speech Communications	3
College Algebra	3
Humanities Elective	3
Social Science Elective	3
Natural Science Elective	3
Credit Hour Total	**18.0**

Core Courses

AVT1100 - Private Pilot (Part 141) Theory	5
AVF1100 - Private Pilot (Part 141) Flight Training	3
AVT1300 - Instrument Rating (Part 141) Theory	5
AVF1300 - Instrument Rating (Part 141) Flight Training	2
AVT1400 - Commercial Pilot (Part 141) Theory	5
AVF1400 - Commercial Pilot (Part 141) Flight Training	5.5
AVG2500A - Jet Transition and CRJ 200/700/900 Systems	3
AVG2500B - CRJ Simulator Training	1
Credit Hour Total	**29.5**

Aviation Electives (2 required)

AVG1600 - Pilot Career Planning and Interviewing	3
AVG1700 - Aviation Law	3
AVG1800 - Aviation Meteorology	3
AVG1900 - Aerodynamics	3
AVG2100 - Aerodynamics	3
AVG2200 - Aviation Safety	3
Credit Hour Total	**6.0**

Airline Track (Additional Required Courses)

AVG2300 – Airline Transport Pilot Theory	4
OR	
AVF2500 – Transition to Fixed Wing – Flight Training	4
AVF2700 – Advanced Flight Training Qualification	6.5
AVI2100 – Externship/Internship I	3.5
AVI2200 - Externship/Internship II	3.5
Credit Hour Total	**23.5**
Degree Credit Hours Needed for Graduation Total	**71**

Aviator College does not guarantee full-time enrollment.

COMMERCIAL PILOT PROGRAM (CERTIFICATE)

The Commercial Pilot Program is centered on a Commercial Pilot training certified under FAA 14 CFR Part 141, and prepares students for FAA certification (licensing) and ratings. The Commercial Pilot Program includes courses from primary flight through multi-engine, commercial pilot with instrument rating, each supported by the appropriate ground school.

The learning outcomes for the Commercial Pilot Program are to demonstrate:

- an ability to apply the techniques, skills, and modern aviation tools to perform aviation related tasks,
- an ability to accurately analyze and interpret data from a variety of sources,
- an ability to apply knowledge of aeronautical principles to ensure safe and efficient flight operations,
- an ability to accurately analyze and interpret data from a variety of sources, and
- recognition of the need for the ability to engage in lifelong learning.

Designed with the international student in mind**,** this nine (9) month program includes Part 141 Private, Instrument and Commercial Pilot Flight Training. Flight training will be a minimum of 200 hours, of which 31 hours will be accumulated in multi-engine airplane and 33 will be in flight simulator. Students have the option to elect additional hours of single and multi-engine time. Theory is conducted in a structured classroom environment for a minimum of 196 hours. Course completion should take no more than 12 months. This program is an efficient and cost-effective way to get the minimum training necessary for employment and offers additional training options to meet each individual's needs.

PLAN OF STUDY(*) **Duration: 12 Months / Maximum Allowable Time Frame: 18 Months**	**CREDIT HOURS**
AVT1100 - Private Pilot (Part 141) Theory	80
AVF1100 - Private Pilot (Part 141) Flight Training	55
AVT1300 - Instrument Rating (Part 141) Theory	80
AVF1300 - Instrument Rating (Part 141) Flight Training	40
AVT1400 - Commercial Pilot (Part 141) Theory	80
AVF1400 - Commercial Pilot (Part 141) Flight Training	120
Clock Hour Total	**455**

(*) The outlined program qualifies for the M1 VISA. ALL international students seeking a certificate program must apply for it. You can elect additional training options upon enrollment. These options and their related VISAs are outlined here below.

Additional Training Options available <u>upon completion</u> the Commercial Pilot Program:

- **M1 VISA:** Jet Transition & CRJ Simulator Training

- **F1 VISA:** Professional FAA Instructor Course (3 instructor ratings and a 6 month internship) **OR** Professional EASA Instructor Course (4 instructor ratings, 3 FAA and 1 EASA, and a 6 month internship).
  This will include an additional 25 flight hours, 120 hours of theory and a minimum of 320 internship hours. Upon completion this qualifies for the opportunity to be an entry level flight instructor, for up to one year through the F1's Optional Practical Training, building flight experience needed for successful employment. F1 students are eligible for employment as flight instructors upon successful completion of their program.

INDIVIDUAL RATINGS – CONTINUING EDUCATION

Aviator College maintains an array of course selection. All courses listed in this catalog may be taken individually. Additionally, Aviator College also offers continuing education courses for those seeking additional pilot training, certification, additional ratings, recency of flight experience, renewals and reinstatements of flight privileges (Flight Review, Instrument Proficiency Check, CFI renewal and/or reinstatement, etc.).

For more information, please contact an Admission Specialist.

COURSE DESCRIPTIONS

The Course numbering system used for the Aviation courses in this catalog are identified by prefixes and numbers that were assigned by Aviator College of Aeronautical Science & Technology. The first digit of the course number indicates the level at which students normally take the course. The second and third digit determines the logical order the courses should be completed. The course prefix is a three–letter designator. The content of a course determines the assigned prefix. The general education courses are not offered currently on Aviator College's campus

AVIATION SCIENCE – GENERAL (AVG)

AVG1600 - Pilot Career Planning and Interviewing: 3 Credits/45 Clock Hours.
This course provides learners with the fundamental concepts, behaviors, and competencies necessary to maintain employment in the aviation industry. This foundation will be applied to the fundamentals of business operations and the effect employees have on the success of an aviation organization. Students will develop an understanding of the critical elements of an effective job search strategy including writing a cover letter and resume. Practical application will include mock interviews. Prerequisite: AVT1400, AVF1422.

AVG1700 - Aviation Law: 3 Credits/45 Clock Hours.
This course provides students with the history, framework, and fundamentals of aviation regulations and guidance information. Students receive an introduction into all major aspects of aviation law, with emphasis placed on government regulation of airlines, airports, and airline personnel. Students gain a basic understanding of the structure and forms of Federal and international aviation law. This 3-credit course will also expose students to the basics of administrative law, certain constitutional law provisions, antitrust law, and environmental law. Prerequisite: AVT1100, AVF1100.

AVG1800 - Aviation Meteorology: 3 Credits/45 Clock Hours.
This course provides students with fundamentals of aviation weather and weather services as a foundation to make appropriate and safe preflight planning and in-flight decisions. Special emphasis is provided on the understanding, analysis interpretation and use of weather data and information through the use of real-world scenarios and NTSB case study.
Prerequisite: AVT1100, AVF1100.

AVG1900 – Small Unmanned Aircraft System Safety Certification Course – 3 Credits / 45 Clock Hours.
This is a comprehensive course designed for students who are interested in a career in unmanned aviation. The curriculum meets and exceeds all aeronautical knowledge factors outlined by the FAA for the Unmanned Aircraft General (UAG) examination to those who intend to obtain a Remote Pilot Certificate (RPC) and includes advanced safety concepts and practices to develop responsible, safety-certified remote pilots. Prerequisite: AVT1100, AVF1100.

AVG2100 - Aerodynamics: 3 Credits/45 Clock Hours.
This course provides the student with an analysis of the physical laws and aerodynamic principles, which govern the flight, and the performances of an airplane, as well as its stability, controllability and maneuverability. Additional emphasis is given to high-speed aerodynamics and the application of aerodynamics to specific problems of flying. Prerequisite: AVT1400, AVF1422.

AVG2200 - Aviation Safety: 3 Credits/45 Clock Hours.
This course prepares aviation professionals to make wise and informed decisions and actions in the interest of aviation safety. The course will explore factors affecting safety, including human factors, airport environment, collision hazards, weather, and mechanical issues. Students will also analyze accident case studies. The purpose of this course is to assist students in developing an awareness of how to assess the level of safety in an aviation organization including regulatory and system wide design considerations.
Prerequisite: AVT1400, AVF1422.

AVG2300 - Airline Transport Pilot Ground: 3 Credits/45 Clock Hours.
Course prepares students for the FAA Airline Transport Pilot airmen knowledge test. This course will address human factors and physiological factors related to operations, while emphasizing both multi-engine and instrument operations, related systems and procedures. Students will become more familiar with the Federal Aviation Regulations as they apply to ATP operations and limitations.
Prerequisite: AVT1400, AVF1422.

AVG2500A - Jet Transition and CRJ 200/700/900 Systems: 3 Credits/45 Clock Hours.
Course provides students with a working understanding of high altitude jet flight characteristics and aerodynamics, Glass Cockpit Crew Resource Management (CRM) principles, turbine engine introduction and operating parameters, jet performance, performance charts and flight profiles as well as the systems related to the Bombardier CRJ 200/700/900 series and Glass Cockpit system integration.
Prerequisite: AVT1400 & AVF1400.

AVG2500B - CRJ Simulator Training: 1 Credit/40 Clock Hours.
Course provides the student with the skills necessary to perform normal/ abnormal/ emergency procedures associated with the CRJ-200. In addition, special emphasis is placed on use of Flight Management System (FMS), automation and Crew Resource Management using scenario-based techniques and Line-Oriented Flight Training (LOFT) principles. Prerequisite: AVG2500A

AVIATION SCIENCE – INTERSHIP (AVI)

AVI2000 - 141 Flight Instructor Standardization Course: 2 Credits/30 Clock Hours.
Upon completion of the required standardization training, instructor interns are assigned students. Instructor Interns will begin with orientation training that includes ground training, backseat flight observations, and 141 evaluations / checkout flights.

AVI2100 – Aviation Instructor Internship I: 3.5 Credits/at least 160 Clock Hours.
Students will serve two semesters as a flight instructor under the supervision of the Flight Instructor coordinator. Clock Hours can include flight instruction time and ground instruction hours. Instructor interns will receive regular feedback on the quality of their instruction, and credit is issued according to the Internship grade sheet. Prerequisite: AVI2000.

AVI2200 – Aviation Instructor Internship II: 3.5 Credits/at least 160 Clock Hours.
The second semester of the internship requires a higher standard as the instructor develops. The grading scale and evaluation criteria remain the same, but the instructor is expected to show improvement and professional development over the previous semester. Prerequisite: AVI2100.

AVI2300 - Aviation Operations Internship I: 3.5 Credits/at least 160 Clock Hours.
Students will serve in Aviator Flight Operations for two semesters under the supervision of the Internship Coordinator. Operations interns will receive regular feedback on the quality of their work, and credit is issued according to the Operations Internship grade sheet. Operations Interns will begin their first semester with fifteen hours of orientation. The orientation will include training for customer service skills and applicable aviation regulations, along with guidelines and procedures for regular duties. Duties over the course of the internship will include many aspects of flight operations and management. These duties include but are not limited to dispatching, scheduling, fueling, pilot shop management, inventory tracking, fueling services, and College promotion.

AVI2400 - Aviation Operations Internship II: 3.5 Credits/at least 160 Clock Hours.
The second semester of the operations internship will include the same duties, but interns are expected to show a greater level of professionalism and responsibility. Prerequisite: AVI2300.

AVIATION TECHNOLOGY: THEORY (AVT)

AVT1100 - Private Pilot (Part 141) Theory: 5 Credits/76 Clock Hours.
This Single-Engine Training course provides students with basic knowledge necessary to be a competent and safe Private Pilot, pursue further study in aeronautical science, and be prepared to pass the required FAA Private Pilot Knowledge Test. No Prerequisites.

AVT1200 - Multi-Engine Theory: 1 Credit/20 Clock Hours.
This Multi-Engine Training course provides students with the appropriate knowledge necessary to be a competent and safe Airplane Multi-Engine Pilot. Prerequisite: AVT1100.

AVT1300 - Instrument Rating (Part 141) Theory: 4 Credits/60 Clock Hours.
This course provides students with the appropriate knowledge necessary to be a competent and safe Instrument Rated Pilot, and be prepared to pass the required FAA Instrument Rating Airplane Written Exam. This course will further review the systems related to instrument flying, Instrument Procedures, IFR Cross-Country navigation techniques, weather reports and forecasts, Federal Aviation Regulations pertinent to the Instrument Rated Pilot operations, the elements of resource management and develop safe flying practices. Prerequisite: AVT1100.

AVT1400 - Commercial Pilot (Part 14)1 Theory: 4 Credits/60 Clock Hours.
This course provides students with the appropriate knowledge necessary to be a competent and safe Commercial Pilot, and be prepared to pass the required FAA Commercial Pilot Written Exam. This course includes both Single and Multi-Engine Training and will further review the aerodynamic principles, A/C performance, VFR Cross-Country navigation techniques, weather reports and forecasts, Federal Aviation Regulations pertinent to the Commercial Pilot operations, the elements of resource management and develop safe flying practices. Prerequisite: AVT1100, AVF1100.

AVT2000 - Fundamentals of Instruction Theory: 2 Credits/30 Clock Hours
This course provides students with the appropriate knowledge necessary to be a competent and Aviation Instructor, and be prepared to pass the required FAA Fundamentals of Instructing Written Exam. This course emphasizes on the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning, and classroom training techniques. Prerequisite(s): AVF1400.

AVT2100 - Flight Instructor Airplane Theory: 3 Credits/45 Clock Hours.
This course provides students with the appropriate knowledge necessary to be a competent and safe Airplane Flight Instructor, and be prepared to pass the required FAA Flight Instructor Airplane Written Exam. Emphasis is placed on the aeronautical knowledge areas for a recreational, private and commercial pilot certificate applicable to the multi and single engine airplane category. Prerequisite(s): AVF1400 and AVT2000.

AVT2200 - Flight Instructor Instrument Theory: 3 Credit/45 Clock Hours.
This course provides students with the appropriate knowledge necessary to be a competent and safe Flight Instructor Instrument, and be prepared to pass the required FAA Flight Instructor Instrument Written Exam. Emphasis will be placed on all appropriate aeronautical knowledge areas for instrument rating applicable to the airplane category. Prerequisite(s): AVF1400 and AVT2000.

AVT2500 – Transition from Rotor to Fix Wing Theory: 3 Credits/45 Clock Hours.
This course provides the student with the necessary theory to add the Airplane Multi-Engine Land Category and Class and the Instrument Airplane Ratings on an existing Commercial Pilot Certificate in accordance with 14 CFR Part 61, Subpart B. Prerequisite(s): Hold at least a FAA Commercial Pilot Certificate with Rotorcraft Helicopter and Instrument Helicopter Ratings.

AVIATION TECHNOLOGY: FLIGHT (AVF)

AVF1100 - Private Pilot (Part 141) Flight Training: 3 Credits/55 Clock Hours.
This Single-Engine Training course provides the student with the skills and the practical knowledge necessary to pass the FAA Private Pilot ASEL Practical Test. Hours based on FAA minimums and stage check requirements. Co-requisite(s): AVT 1100.

AVF1200 - Multi-Engine Flight Training: 1 Credit/10 Clock Hours.
This Multi-Engine Training course provides the student with the skills and the practical knowledge necessary to pass the FAA Private Pilot Airplane Multi-Engine Land Additional Category and Class Rating Practical Test. Hours based on FAA minimums and stage check requirements. Prerequisite: AVF 1100 and AVT 1200.

AVF1300 - Instrument Rating (Part 141) Flight Training: 2 Credits/40 Clock Hours.
This course provides the student with the skills and the practical knowledge necessary to pass the FAA Instrument Rating Airplane Practical Test. This course covers the control and accurate maneuvering of an airplane solely by reference to flight instruments. IFR navigation by the use of VOR, GPS and ADF systems, including time, speed and distance computations, and compliance with air traffic control instructions and procedures are also covered. Instrument approaches to published minimums using the VOR, ADF, GPS 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. Hours based on FAA minimums and stage check requirements. Prerequisite(s): AVT 1100, AVF 1100. Co-requisite(s) AVT1300.

AVF1400 - Commercial Pilot Part 141 Flight Training: 5.5 Credits/120 Clock Hours.
This course builds upon the skills accumulated during the student's primary flight training to provide the student with the skills and the resources necessary to become a safe and competent Commercial Pilot during cross-country flights. Course emphasis will be placed on crew resource management (CRM) using scenario-based techniques and line-oriented flight training (LOFT) principles, and includes supervised solo time to prepare the student for the commercial pilot proficiency standards necessary to time-building requirements. Students will train for both the commercial single and the commercial multi-engine ratings. Prerequisite(s): AVF1300. Co-requisite(s) AVT1400.

AVF2000 - Flight Instructor Certification Course – CFII (Initial) CFI; AME (Add-ons): 1 Credit/25 Clock Hours.
This course provides the student with the skills and the practical knowledge necessary to pass the FAA Flight Instructor Airplane Multi-Engine, Airplane Single-Engine and Instrument Airplane Practical Tests. Initial Flight Instructor Certification (15 hours flight) is completed for Instrument, additional instructor ratings for Multi Engine and Single-Engine (5 hours flight each) for Add-ons. Prerequisite(s): AVT 2000, AVT2100 & AVT2200.

AVF2100 - Flight Instructor Certification Course – CFI (Initial) MEI; CFII (Add-ons): 1 Credit/25 Clock Hours.
This course provides the student with the skills and the practical knowledge necessary to pass the FAA Flight Instructor Airplane Multi-Engine, Airplane Single-Engine and Instrument Airplane Practical Tests. Initial Flight Instructor Certification (15 hours flight) is completed for Single-Engine, additional instructor ratings for Instrument and Multi-Engine (5 hours flight each) for Add-ons. Prerequisite(s): AVT 2000, AVT2100 & AVT2200.

AVF2200 - Flight Instructor Certification Course – AME (Initial) CFI; CFII (Add-ons): 1 Credit/25 Clock Hours.
This course provides the student with the skills and the practical knowledge necessary to pass the FAA Flight Instructor Airplane Multi-Engine, Airplane Single-Engine and Instrument Airplane Practical Tests. Initial Flight Instructor Certification (15 hours flight) is completed for Multi-Engine, additional instructor ratings for Instrument and Single-Engine (5 hours flight each) for Add-ons. Prerequisite(s): AVT 2000, AVT2100 & AVT2200.

AVF2500 – Transition to Fixed Wing Flight Training – 4 Credits / 77 Clock Hours.
This course provides the student with the necessary training to add the Airplane Multi-Engine Land Category and Class Rating and an Instrument Airplane Rating on an existing Commercial Pilot Certificate with Rotorcraft Helicopter and Instrument Helicopter Rating. This course has been developed in accordance with 14 CFR Part 61, Subpart B. Prerequisite: Hold at least a FAA Commercial Pilot Certificate with Rotorcraft Helicopter and Instrument Helicopter Rating.

AVF2600 – Airline Flight Course – 3 Credits/55 Clock Hours.
This course provides the student with the skills and practical knowledge to transition to the Commercial Airliner through simulator training. Special emphasis is placed on use of Flight Management System (FMS), automation and Crew Resource Management using scenario-based techniques and Line-Oriented Flight Training (LOFT) principles. Prerequisite: AVF1422

AVF2700 – Advanced Flight Training Qualification – 6.5 Credits/197 Clock Hours.
This course builds upon the skills accumulated during the student's commercial flight training to provide the student with the skills and the resources necessary to become a safe and competent Airline Pilot during cross-country flights. Course emphasis will be placed on crew resource management (CRM) using scenario-based techniques and line-oriented flight training (LOFT) principles, and allows the student to build sufficient aeronautical flight experience to meet industry requirements. Prerequisite: AVF2500 or AVG2300.

GENERAL EDUCATION COURSES*

General Education Courses are offered at Aviator College. Students who earned the equivalent of a bachelor's degree at an accredited US College prior to admissions into the Associates of Science Degree will be granted a block transfer of all 18 credits required and forego the course by course articulation.

ENC1101 - English Composition I: 3 credit hours/45 clock hours.
Allows the student to study and apply rhetorical principles of writing in developing effective sentences, paragraphs, and essays, with particular emphasis on analyzing and writing expository prose about short fiction and non-fiction prose. Students' essays will be based upon their readings of a variety of texts on various topics. The course includes the use of various computer applications, including word-processing and the Internet.

SPC1101 - Introduction to Speech Communication: 3 credit hours/45 clock hours.
This course will introduce the student to the basic principles of effective speech communication. Topics will include intrapersonal communication, intercultural communication, listening, verbal communication, nonverbal communication, small group dynamics, mass communication, and public communication.

MAT1100 - College Algebra: 3 credit hours/45 clock hours.
Topics for the College Algebra course will include Equations & Inequalities, Graphs & Functions, Polynomial & Rational functions and Inverse, Exponential & Logarithmic Functions

HUM1101 - Humanities Elective: 3 credit hours/45 clock hours.
Humanities courses include, but are not limited to: History, Law, Literature, Philosophy, Religion, Visual or Performing Arts.

SSC1101 - Social Science Elective: 3 credit hours/45 clock hours.
Social Science courses include, but are not limited to: Anthropology, Archaeology, Criminology, Demography, Economics, History (period specific), Linguistics, Political Science, Psychology, and Sociology.

HIS1102 - United States History: Reconstruction to the Present; 3 credit hours/45 clock hours.
This course will examine the development of America from Reconstruction to the present. The course will emphasis the political, social economic and cultural cross-currents unique to the United States since 1865. Completes SSC1101 requirement

SOC1100 – Sociology: 3 credit hours/45 clock hours.
Sociology is the systematic study of the ways in which people are affected by and affect the social structure and social processes associated with the groups, organizations, cultures, societies, and the world in which they exist. In essence it is the study of human social behavior. Completes SSC1101 requirement

SCI1101 - Natural Science Elective: 3 credit hours/45 clock hours.
Natural Science courses include, but are not limited to: Astronomy, Biology, Chemistry, Earth Science, Physics, Atmospheric Science, and Oceanography.

BSC1005 – Life Science: 3 credit hours/45 clock hours.
Designated for non-science majors. Communicate major biological concepts and relate how these are connected within various and the biological and physical sciences. Evaluate and discuss contemporary social and ethical issues related to life science. Students will be expected to apply problem solving, analytical, and communication skills based on the scientific method to provide the foundation for lifelong learning and career development. Completes SCI1101 requirement

CONTINUED EDUCATION COURSES

The Continued Education Courses provided at Aviator College offer individual and customized training designed to meet the needs of our students seeking professional enrichment, recurrency training and/or certification and test preparation courses.

Each course, listed here below, aims at providing the knowledge and the competency required to successfully pass the respective subject matter test administered by EASA. They provide students involved in our professional flight training the opportunity to further their education and expertise in the field of aviation.

Students are issued a certificate upon satisfactory completion of each course. These courses do not provide any credit currently towards vocational programs offered at the College.

AVG3100 – Principles of Flight: 4 Credits/65 Clock Hours.
Students are provided with an opportunity to explore incompressible flow airfoil theory, wing theory. Topics center on calculation of stall speed, drag, basic performance criteria, configuration changes, high and low speed conditions, special flight conditions, and an introduction to compressible flow. Prerequisite: AVT1400, AVF1422.

AVG3200 – Airplane Performance: 3 Credits/46 Clock Hours.
This course provides learners with the fundamental concepts of Aerodynamic performance of aircraft powered by reciprocating, turboprop, or jet turbine engines. Additional topics address stability and control, weight and balance, and operating data. Prerequisite: AVT1400, AVF1422. Co-requisite: AVG3100.

AVG3300 – Basic and Advanced Instrumentation: 4 Credits/65 Clock Hours.
This course focuses first on basic aircraft data measurement principles to include basic instruments found in light aircraft and older style electromechanical instruments found in the 1st generation commercial aircraft, then expands on the modern avionics systems found in the latest generation of light technically advanced aircraft, jets and turboprop airliners. Prerequisite: AVT1400, AVF1422. Co-requisite: AVG3200.

AVG3400 – General Navigation: 5 Credits/78 Clock Hours.
This course focuses first on the form of the earth examining direction, distance and time, compasses and magnetism, use of charts for the accurate establishing of aircraft position essential for safe navigation, and ends with in-flight navigation planning and principles including use of the latest flight management systems for in-flight navigation. Prerequisite: AVT1400, AVF1422. Prerequisites: AVG3200 and AVG3300.

AVG3500 – Flight Planning: 3 Credits/52 Clock Hours.
The student will be able to use ICAO, JAA, and FAA operational requirements and typical air carrier Ops SPECS to plan domestic and transoceanic flights. CBT simulation programs may be utilized as necessary to demonstrate actual flight scenarios. High-altitude airspace, navigation, and approach procedure chart interpretation will be examined in detail. Students will study and use the concepts of MNPS and RVSM airspace, dispatch procedures, ETOPS, ETP, drift-down, track messages, LRN accuracy checks, Oceanic Air Traffic Control

clearances, international METARs and TAFs and emergencies and contingencies while on oceanic tracks. Prerequisites: AVG3200 and AVG3400.

AVG3600 – Advanced Meteorology: 4.5 Credits/72 Clock Hours.
This course aims at providing the students with an ability to understand the physical processes in the atmosphere, interpret the actual and forecast weather conditions in the atmosphere, show understanding of meteorological hazards and their effects on an aircraft. At the completion of this course, the student should be able to collect all the weather information which may affect a given flight, analyze and evaluate available weather information before flight as well as that collected in flight, apply a solution to any problems presented by weather conditions. Prerequisites: AVT1400, AVF1422.

AVG3700 – Mass and Balance: 4 Credits/65 Clock Hours.
This course focuses first on the basic terms associated with the aircraft load management, then expends on developing a profound understanding of the effects of mass and balance on the aircraft's stability, controllability and performance, and structural integrity. Last, students shall develop the ability to solve loading problems. Prerequisites: AVG3100 and AVG3200.

AVG4100 – Aircraft General Knowledge: 6 Credits/91 Clock Hours.
A comprehensive study of aircraft systems and components at the technical level. Areas of study include aircraft powerplant(s) and aircraft electrical, hydraulic, fuel, propeller, and auxiliary systems, including theory of operation, operation limitations and system failures. Prerequisite: AVT1400.

AVG4200 – Radio Navigation: 3 Credits/52 Clock Hours.
A comprehensive study of radio navigation systems. Areas of study include basic radio waves and propagation theory, radar systems including weather and surveillance radar, principles and use of legacy ground-based radio navigation systems, and finally area navigation systems and Satellite-based technology. Prerequisite: AVT1400.

AVG4300 – Human Performance: 2 Credits/33 Clock Hours.
This course explores aero- medical information. Topics include causes, symptoms, prevention, and treatment of flight environment disorders. Altitude effects, spatial disorientation, body heat imbalance, visual anomalies, and psychological factors are included as they relate to pilot performance and survival effectiveness. Prerequisite: AVT1400.

AVG4400 – EASA Air Law: 3.5 Credits/59 Clock Hours.
This course will provide the student with a profound understanding of the International Civil Aviation Organization (ICAO), its purpose and its articles, as well as to the Procedures for Air Navigation (PANS), European Union (EU) regulation, European Civil Aviation Conference (ECAC) and the European Aviation Safety Agency (EASA) and its rulemaking. Prerequisite: Selected EASA Professional Pilot Concentration.

AVG4500 – VFR and IFR Communications: 1 Credit/21 Clock Hours.
This course will provide the student with a working knowledge of general Radio Telephony (RT) standardized international phraseology procedures and practices, to include propagation theory, communication principles, reporting emergencies and communication failures. Prerequisite: Selected EASA Professional Pilot Concentration.

AVG4600 – EASA Operational Procedures: 5.5 Credits/85 Clock Hours.
This course focuses on the procedures that are used during EASA/EU commercial flight operations. This course provides instruction in general airline flight crew operations with emphasis on the transition of the professionally qualified pilot into a highly skilled member of an air carrier flight management team. Prerequisite: Selected EASA Professional Pilot Concentration.

AVG4601 – Operational Procedures: 6 Credits/90 Clock Hours.
This course focuses on the procedures that are used during US commercial flight operations. This course provides Instruction in general airline flight crew operations with emphasis on the transition of the professionally qualified pilot into a highly skilled member of an air carrier flight management team. Prerequisite: Selected Airline Pilot Concentration.

The Continued Education Courses, listed here below, offer individual and customized training designed to meet the needs of our students seeking professional enrichment, recurrency training and/or certification and test preparation courses. Academic credit may be granted for the completion of certification courses leading to the issuance of FAA airman certificates and/or ratings.

CE-IFR001 – Instrument Proficiency Check.
This course provides the student with the necessary training to meet the recency of experience required to exercise the privileges of his/her instrument rating in accordance with 14 CFR Part 61, Section 61.57. Prerequisite: Hold at least a FAA Private Pilot Certificate with an Instrument Rating Airplane.

CE-BFR001 – Flight Review.
This course provides the student with the necessary training to meet the proficiency required to safely exercise the privileges of his/her Pilot Certificate in accordance with 14 CFR Part 61, Section 61.56. Prerequisite: Hold at least a FAA Private Pilot Certificate.

CE-CHK1 – Airplane Single-Engine Check-Out.
This course provides the student with the necessary training to meet the proficiency required to safely exercise the privileges of his/her Pilot Certificate on a specific Make and Model of single-engine airplane operated by the College. Prerequisite: Hold at least a FAA Private Pilot Certificate with Airplane Single-Engine Land Rating.

CE-CHK2 – Airplane Multi-Engine Check-Out.
This course provides the student with the necessary training to meet the proficiency required to safely exercise the privileges of his/her Pilot Certificate on a specific Make and Model of multi-engine airplane operated by the College. Prerequisite: Hold at least a FAA Private Pilot Certificate with Airplane Multi-Engine Land Rating.

CE-CRJ1 – Jet Transition/Airline Preparation Course. 40 Clock Hours.
This course is a fast-paced three week training program that provides the student with the necessary training to be a successful pilot candidate to employment. The course combines one-on-one theoretical and practical instruction in our CRJ FTD during which the student will develop a working understanding of high altitude jet flight characteristics, advanced systems, high speed aerodynamics, crew coordination and flight profiles. Prerequisite: Hold at least a FAA Commercial Pilot Certificate with Airplane Multi-Engine Land and Instrument Airplane Ratings.

CE-SEL1 – Single Engine Time Building
Time building is offered for flights anywhere within the Continental United States and the Caribbean. Time can be purchased in increments of 50 hours, 75 hours and 100 hours. Prerequisite: Hold at least a FAA Private Pilot Certificate with the applicable category and class rating(s).

CE-MEL1 – Multi Engine Time Building
Time building is offered for flights anywhere within the Continental United States and the Caribbean. Time can be purchased in increments of 50 hours, 75 hours and 100 hours. Prerequisite: Hold at least a FAA Private Pilot Certificate with the applicable category and class rating(s).

FIN001 – Finish-Up Course / Part 61 Certification Training Course.
This course provides the student with the necessary training to complete certification for a specific pilot certificate and/or rating based upon review of accumulated flight experience in accordance with 14 CFR Part 61 or Part 141. Prerequisite: Review of training records by Chief Pilot.

CE-FORLIC – Foreign License Conversion and/or Proficiency Course.
This course provides the student with the necessary training to meet the proficiency requirements of an FAA stand-alone certificate when issued a FAA Private Pilot Certificate on the basis of a Foreign License based upon review of accumulated flight experience in accordance with 14 CFR Part 61 or Part 141. Prerequisite: Hold a Pilot Certificate issued by an ICAO member state.

CE-CMELAO – Commercial Pilot Airplane Multi-Engine Land – Additional Category and/or Class Rating Course. 85 Clock Hours.
This course provides the student with the necessary training to add the Airplane Multi-Engine Land Category and Class Rating on an existing Commercial Pilot Certificate in accordance with 14 CFR Part 141, Appendix I. Prerequisite: Hold at least a FAA Commercial Pilot Certificate.

CEF1100 - Private Pilot (Part 141) Flight Training: 3 Credits/55 Clock Hours.
This Single-Engine Training course provides the student with the skills and the practical knowledge necessary to pass the FAA Private Pilot ASEL Practical Test. Hours based on FAA minimums and stage check requirements. Co-requisite: CET 1100.

CEF1300 - Instrument Rating (Part 141) Flight Training: 2 Credits/40 Clock Hours.
This course provides the student with the skills and the practical knowledge necessary to pass the FAA Instrument Rating Airplane Practical Test. This course covers the control and accurate maneuvering of an airplane solely by reference to flight instruments. IFR navigation by the use of VOR, GPS and ADF systems, including time, speed and distance computations, and compliance with air traffic control instructions and procedures are also covered. Instrument approaches to published minimums using the VOR, ADF, GPS 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. Hours based on FAA minimums and stage check requirements. Prerequisites: CET 1100, CEF 1100. Co-requisite CET1300.

CEF1400 - Commercial Pilot Part 141 Flight Training: 6.5 Credits/120 Clock Hours.
This course builds upon the skills accumulated during the student's primary flight training to provide the student with the skills and the resources necessary to become a safe and competent Commercial Pilot during cross-country flights. Course emphasis will be placed on crew resource management (CRM) using scenario-based techniques and line-oriented flight training (LOFT) principles, and includes supervised solo time to prepare the student for the commercial pilot proficiency standards necessary to time-building requirements. Students will train for both the commercial single and the commercial multi-engine ratings. Prerequisite: CEF1300. Co-requisite CET1400.

CET1100 - Private Pilot (Part 141) Theory: 76 Clock Hours.
This Single-Engine Training course provides students with basic knowledge necessary to be a competent and safe Private Pilot, pursue further study in aeronautical science, and be prepared to pass the required FAA Private Pilot Knowledge Test. No Prerequisites.

CET1300 - Instrument Rating (Part 141) Theory: 60 Clock Hours.
This course provides students with the appropriate knowledge necessary to be a competent and safe Instrument Rated Pilot, and be prepared to pass the required FAA Instrument Rating Airplane Written Exam. This course will further review the systems related to instrument flying, Instrument Procedures, IFR Cross-Country navigation techniques, weather reports and forecasts, Federal Aviation Regulations pertinent to the Instrument Rated Pilot operations, the elements of resource management and develop safe flying practices. Prerequisite: CET1100.

CET1400 - Commercial Pilot (Part 14)1 Theory: 60 Clock Hours.
This course provides students with the appropriate knowledge necessary to be a competent and safe Commercial Pilot, and be prepared to pass the required FAA Commercial Pilot Written Exam. This course includes both Single and Multi-Engine Training and will further review the aerodynamic principles, A/C performance, VFR Cross-Country navigation techniques, weather reports and forecasts, Federal Aviation Regulations pertinent to the Commercial Pilot operations, the elements of resource management and develop safe flying practices. Prerequisite: CET1100, CEF1100.

TOEIC ENGLISH PROGRAM

ENG0103A - TOEIC 3 Listening and Reading (3 credits)
The main focus of the class is for EIL students to prepare students to take an internationally recognized exam such as the TOEIC Listening and Reading Exam. This course develops English language skills used during TOEIC testing. This class is designed for Intermediate EIL (English as an International Language) students. The TOEIC Preparation 3 courses develop English listening and reading skills in Vocabulary, Grammar, Organization, and Overall Coherence in Communication. Students will practice with real-life workplace scenarios and TOEIC Practice Tests.

ENG0103B - TOEIC 3 Speaking and Writing (3 credits)
The main focus of the TOEIC 3 Speaking and Writing course is to prepare students to take an internationally recognized exam such as the TOEIC Speaking and Writing Exam. The TOEIC Preparation 3 courses develop English listening and reading skills in Vocabulary, Grammar, Organization, and Overall Coherence in Communication. Students will practice with real-life workplace scenarios and TOEIC Practice Tests. This class is designed for Intermediate EIL (English as an International Language) students.

AVIATION ENGLISH COURSES (ESP)

The Aviation English Department serves the needs of International Students by providing instruction in English for Specific Purposes (ESP), specifically in Aviation English. ICAO (International Civil Aviation Organization) mandates that Aviation professionals hold a minimum of ICAO Level 4 English Proficiency.

Aviator College provides the required language training and testing for its international students. The front loaded course strengthens the English skills of international students in order to better prepare them for flight training.

Currently, the Aviation English Program offers the following classes:

- Request Higher 3.0
- Expedite Level 4
- Cleared to Communicate

AVE0100 - Request Higher 3.0.
This course is most appropriate for ICAO Level 2 learners and is designed to allow more written word for students to “lean on” as they progress in their English Proficiency. Some activities are constructed using a cloze design so that students need only reproduce shorter phrases. Additional activities in the materials add for a deeper understanding of vocabulary words and provided the grammatical structure for Level 2 students. Students practice the skills required in ICAO testing and in routine aviation situations. Prerequisite: Student need to meet the ICAO English Proficiency Level 2.

AVE0200 – Expedite Level 4.
This course is designed to assist students to meet the ICAO English Proficiency Level 4. This course offers longer stretches of listening activities without the written word to lean on. At level 3, there is more of an opportunity to brainstorm and more of a requirement to think under pressure, much as students will need to when they are flying the aircraft.. Prerequisite: Student need to meet the ICAO English Proficiency Level 3.

AVE0300 – Cleared to Communicate – VFR
This course prepares students to speak with Air Traffic Control (ATC). Students in this course learn standard radiotelephony used in daily operations and flights as well as learning to communicate in these situations using non-standard, general English. Students learn to predict patterns and cognitively process the communication. Prerequisite: Student need to meet the ICAO English Proficiency Level .

AVE0400- Five by Five

Aviation English: Five by Five prepares students to achieve ICAO Level 5 English Proficiency in order to have the greatest chances as employability. Students work to improve their English Listening and Speaking Skills in an aviation setting by developing English proficiency skills in Pronunciation, Structure, Vocabulary, Fluency, Interaction, and Comprehension. This class is designed for ICAO Level 4 students and will strengthen their skills needed to earn ICAO Level 5 using non-routine situations in aviation. Although there is some reading and writing, the main focus of the class is placed on listening and speaking skills to prepare students for their careers as pilots. **Students must have proof of ICAO Level 4 English Proficiency to be enrolled in this course.*

Not all classes are taught on a monthly basis so please contact admissions to request a class schedule.

Academic Policies and Services

ACADEMIC ACHIEVEMENT / GRADING

Course Grades are calculated on the basis of the work completed in the classroom and under the guidance of the instructors. When necessary, grading can be done on the basis of FAA Written Exam scores and a combination of flight training stage checks and FAA Check ride completion.

The student's grade is expressed by the cumulative GPA, determined by dividing the total number of grade points earned by the total number of credit hours attempted. The number of grade points for each course is the product of the credit hours for the course and 4 for A, 3 for B, 2 for C, 1 for D, or 0 for F. The GPA is three digits. Any student who would like to become a *Certified Flight Instructor* with Aviator College of Aeronautical Science & Technology must maintain at least a 3.0 GPA.

Student's academic standing is expressed through theory and flight training grades with the final grade calculated based on the average of all scores earned. In addition to the grading of each lesson, the student is required to obtain at least an 80% grade on each required practice written examination before being allowed to attempt the FAA Written Examination. He or she must pass the FAA Written Examination with a score of at least 70% according to FAA Standards.

Final grades are available to students online, through the Student Portal, at the completion of each session/semester. Grades will be posted approximately 5 days after the college's receipt of grades from the instructor. All student work must be to the instructor by the date indicated by the instructor unless circumstances allow for an incomplete grade in which case and Incomplete grade form will be completed.

Grades are based on the quality of work as shown by written tests, successful completion of skills as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course by the credit hour value of the course. For example, a 3.0 credit course with a grade of B would earn 9.0 quality points [credit value of course (3) times quality point value of B (3)].
The Cumulative Grade Point Average (cGPA) is calculated by dividing the total earned quality points by the total attempted credits.

The grading scale chart describes the impact of each grade on a student's academic progress. For calculating rate of progress, grades of F (failure), W (withdrawn) and I (incomplete) are counted as hours attempted but are not counted as hours successfully completed. 'TC' and 'PR' credits are included in the maximum time in which to complete and the rate of progress calculation but are not counted in the cGPA.

All earned grades will appear on Aviator transcripts. The student must repeat any required course in which a grade of F or W is received. Students will only be allowed to repeat courses that do not reflect FAA minimums for completion of ratings. Both the original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

A student may repeat a failed course no more than two times (for a total of three attempts).

Grading Scale:

A (90-100) Excellent - knowledge and performance above the norm for the particular subject matter or lesson.

B (80-89) Satisfactory - knowledge and performance at a level appropriate for the subject matter or lesson.

C (70-79) Acceptable - knowledge and performance but could use improvement.

D (65-69) Unacceptable - knowledge/performance below appropriate standards. Requires remedial instruction. Must repeat the course or complete similar credit course if final transcript grade.

F (64 or Below) Failing - knowledge/performance far below acceptable standards. Requires remedial instruction. . Must repeat the course if final transcript grade.

I (Incomplete) - Student must request an administrative approval for an extension. Acceptable reasons include but are not limited to a qualifying documented leave of absence, statement by the instructor and/or evaluation. Student will receive no less than 2 weeks with a maximum of 4 weeks.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in cGPA	Points
A	A	Yes	Yes	Yes	4
B	B	Yes	Yes	Yes	3
C	C	Yes	Yes	Yes	2
D	D	Yes	Yes	Yes	1
F	F	No	Yes	Yes	0
NC	No Credit	No	No	No	N/A
I	Incomplete	No	Yes	No	N/A
IP	In Progress	No	Yes	No	N/A
AU	Audit	No	No	No	N/A
TR	Transfer	Yes	Yes	No	N/A
W	Withdrawn	No	Yes	No	N/A
L	Leave of Absence	No	Yes	No	N/A
P	Pass	No	No	No	N/A

FLIGHT/LAB (SIMULATOR) EVALUATIONS

Flight or Lab (Simulator) activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory for passage. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of flight or lab lesson will result in failure of the entire course if not passed and completed.

The instructor will provide feedback to the student regarding his or her progress. In addition, summative evaluations will be completed at completion of a stage of training as indicated in the syllabus, and a comprehensive course evaluation will be completed at the end of each course by a designated check instructor.

Aviator College of Aeronautical Science & Technology is a FAA approved Computer Assisted Testing Service (CATS) facility for proctoring all FAA Knowledge Tests. FAA designated pilot examiners are available for testing and check rides.

INCOMPLETE GRADE POLICY

A student may be given an incomplete grade (I) for unfinished work providing the student has maintained a good standing in the class until the last week of the semester and an unforeseen, documented experience keeps this student from finishing coursework.

Students must obtain approval from their instructor for the incomplete grade before the end of the semester. Incomplete grades may not be given for late work. The student is required to sign an "Incomplete Grade Form" prepared by the instructor outlining the extension time and the scope of work required.

Instructors may grant no more than one-week extension into the next session/semester without prior approval from the Registrar. Incomplete grades that are not completed within the time period will be converted to an F and will affect the student's cGPA.

ACADEMIC HONORS

Student who completes ground classes and flight ratings with a GPA of at least 3.35 are considered to be on the Dean's List. A letter from the Vice-President of Academic Affairs will be provided upon request. At graduation, Associate of Science degree recipients achieving high academic performance are recognized according to their cumulative grade point averages. In computing the cumulative GPA for Honors, transfer credits do not apply. Academic honors are listed on the student's diploma and transcript. The honors are determined as follows:

Summa cum Laude = 3.85 to 4.00

Magna cum Laude = 3.65 to 3.84

Cum Laude = 3.35 to 3.64

COURSE REPEAT POLICY

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate.

All courses from which a student has withdrawn must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate.

Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. All final grades are reflected on the official transcript; repeated courses are identified on the transcript.

Students who need to repeat a course must meet with the Registrar regarding scheduling. It is the responsibility of the student to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations.

Likewise a student who withdrew from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status.

COURSE AUDIT / COURSE REFRESHER POLICY

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student's required course schedule. Arrangements to audit a class must be made with the Registrar and the Vice-President of Academic Affairs. A course audit status is also available when it is determined by the institution that a student on flight training requires an evaluation and improvement of skills. If it is necessary to remove a student from a flight training course for auditing of a class, the student will not be charged tuition for the audited class.

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term. Auditing a class may lengthen the time it takes for a student to complete the program.

TRANSCRIPT OF GRADES

College Transcripts are a record of the student's academic progress including courses, credits, grades, and honors earned at Aviator College and credits accepted in transfer from other schools.

In accordance with the Family Educational Rights and Privacy Act of 1974, transcripts are considered confidential and are not to be released to a third party, other than authorized College personnel, without the written permission of the student. Requests for transcripts should be presented, in writing, to the Office of the Registrar, giving notice of at least two weeks. All transcript requests must include the student's signature, student number, and name when attending Aviator College.

Students will be provided three (1) official transcripts of their grades upon completion of their program of study. Each additional transcript will cost $5.00. An unofficial transcript is available at no cost and can be emailed to the student. Please note that all financial obligations to the College, including the full payment of all fines, must be arranged to the satisfaction of the Billing Office before transcripts will be released or sent.

Aviator College is authorized by the FAA to certify graduates from the AS Degree Program that meet the academic eligibility requirements for the Restricted Airline Transport Pilot Certificate in accordance with 14 CFR Part 61, Section 61.160(c). Such certifying statement shall be placed on the student's transcript and read as follows: *"The Aviator College of Aeronautical Science and Technology certifies that the recipient of this degree has successfully completed all of the aviation coursework requirements of 14 CFR Part 61 and therefore meets the academic eligibility requirements of 14 CFR Part 61, § 61.160 (c)."*

For more information concerning the current eligibility requirements, please contact the Registrar or the Vice-President of Academic Affairs.

GRADUATION REQUIREMENTS

Graduation Requirements for the Associate's degree, a cumulative grade point average of 2.0 or higher is required. Students must successfully complete the required number of credit hours as specified in the catalog and on the Student Enrollment Agreement, successfully pass all FAA written and FAA practical examinations, and satisfy all financial obligations to the College. Students will receive a diploma upon graduation.

To receive a certificate of completion from the Commercial Pilot program students must successfully complete the required number of clock hours as specified in the catalog and on the Enrollment Agreement, successfully pass all FAA written and FAA practical examinations, and satisfy all financial obligations to the College.

Aviator College holds a Commencement ceremony at the end of every term (April, August and December). Graduates from the Commercial Pilot Program and Associate degree program are welcome to attend and invite guests to celebrate their program completion with them. In the final term or towards the final rating, upcoming graduates will need to apply for graduation with the registrar. This will include an audit to confirm students are within one semester of satisfactory completion of all program requirements.

The ceremony will involve all of Aviator's administrative staff and will include a keynote address. Aviator's President and Vice-President present the graduates. Cap and gown will be worn. A light reception will follow the ceremony to provide a time of reflection and celebration for each individual's degree completion.

COUNSELING / ADVISEMENT

Academic advising is available throughout the student's enrollment at the College to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

Aviator College does not offer counseling services other than academics. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the College's management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the College does not provide counseling services, it maintains a community resource list for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

TUTORING

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. Students who experience difficulty understanding and learning the material contained within the training programs should contact the Registrar, or the Vice-President of Academic Affairs to schedule tutoring with an instructor.
Students with unacceptable academic performance may be required to accept academic help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

MAXIMUM TIMEFRAME

Students must complete their programs within 150% of the average length of their program, as calculated in months or credits as appropriate. A student pursuing the Associate's degree that is 71 credits / 24 months long would need to complete the degree within 106.5 attempted credits or 36 months. Similarly, a student pursuing the Commercial Pilot Program that is 12 months long would need to complete the program within 18 months.

At the point in time that a student can no longer complete their program within the required timeframe, they are ineligible for federal aid even if they have not reached the limit.

Failure to complete within the maximum timeframe may be grounds for dismissal.

SATISFACTORY ACADEMIC PROGRESS / ACADEMIC APPEALS

Satisfactory Academic Progress (SAP) as defined in the federal regulations, 34 C.F.R. 668.32(f) and 668.34, helps ensure that students are moving toward successfully completing the program of study in a timely manner. Students in the degree program will be evaluated at the end of each semester, and students in the Commercial Pilot will be reviewed at the anticipated mid-point of program, either by clock hours or months in training, whichever comes first, and as determined by enrollment agreement

The evaluation will include a calculation of the grade point average requiring a minimum 2.0 and will review flight training completion times in relation to the enrolled program. Degree students should complete all credits they are registered for in the semester. Courses with grades of F (Fail), W (Withdrawn), or I (Incomplete) are not satisfactorily completed.

Students who do not meet SAP requirements at a review will receive a warning from Office of the Registrar. The warning will require that the student corrects the SAP finding before the next review is completed.

If a student on a warning status does not meet SAP requirements at the next review they will go into an academic probation unless they appeal the warning within 2 weeks of notice and are found to have just cause. Students appealing SAP with just cause will be placed on academic probation for the subsequent review period. Aviator College reserves the right to deny an appeal, and to develop an academic plan outlining the student's academic requirements. Students not meeting SAP requirements while on academic probation will either be given an extension of their academic probation will be academically dismissed from the college.

STUDENT ON FINCIAL AID PLEASE REVIEW SATISFACTORY ACADEMIC PROGRESS STANDARDS-TITLE IV FEDERAL STUDENT ASSISTANCE.

Academic Probation

Academic Probation can be the result of a second unsatisfactory SAP finding. Students appealing SAP with just cause will be placed on academic probation for the subsequent review period. Students failing to appeal the warning or determined to not have just-cause will be ineligible from that point forward to receive Title IV funds and will be placed on a cash pay status. Students not receiving Title IV funds will be placed academic probation until the following SAP review determines that their requirements have been met.

Students on academic probation are required to meet with the registrar prior to registering for subsequent terms. The Vice-President of Academic Affairs and/or the Registrar are authorized to limit the number of hours and types of courses taken by students on academic probation. Academic probation is noted on the student's permanent record.

Academic Dismissal

Academic Dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the College and readmitted, fails to regain Satisfactory Academic Progress.

After one calendar year, students on academic dismissal are eligible to appeal for readmission to the College. Academic dismissal is noted on the student's permanent record. An appeal for readmission is not automatic. A committee will be appointed by the Vice-President of Academic Affairs to hear any appeal cases before the decision is final.

Academic Appeals

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy. Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing,

classroom assignments, or grades should first discuss their concerns with their instructor. Dismissal can only be appealed if there are significant extenuating circumstances, as determined by the Vice-President of Academic Affairs.

An academic appeal must be received within seven calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Vice-President of Academic Affairs. The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.
The Vice-President of Academic Affairs will convene a meeting of the Academic Review Board, consisting of the Registrar, the instructor for the course if the issue is grade related and the Financial Aid Officer (if the student is the recipient of Financial Aid).
This meeting will be held within seven calendar days of the Vice-President of Academic Affairs receiving the student's written appeal.

The student will be notified in writing via mail and/or email of the Academic Review Board's decision. The notification will be sent no later than the end of the next business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy, the student will remain withdrawn from the school until the appeal is successful.

If the student believes that he or she still did not receive the appropriate due process, the student may file a grievance or complaint by following the procedure described in the grievances and complaints section of this Catalog.

ATTENDANCE

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training. Attendance is taken daily in class by the instructor and posted in Student Management System before the end of the class day. Early departures, tardies, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record.
For all flight lessons, the student is required to be at the College at least 30 minutes prior to the scheduled flight for flight preparation. Failure to comply with this policy may lead to the student being charged a "No-Show" fee.
All clock hours of instruction must be completed in each course. Any student who is absent from any scheduled class will be required to make up the absent class or practical hours. Make-up hours must be approved and completed within the course in which the absence occurs. Make-up hours for theory class must be made up during alternate theory class times. Make-up hours may be completed during alternate schedules, including the alternate daytime or evening schedule. All holidays and/or school cancellation days must be made up during alternate schedule periods. Extenuating circumstances will be managed by the Instructor with approval from the Vice-President of Academic Affairs or the Registrar.
Students are expected to maintain a minimum weekly attendance of 22 Hours per week on campus dedicated to ground school, flight training and individual or group study. Time is logged and accounted for by the College and by the student. Any student falling below the 22 hour a week minimum will have to provide documentation to administration, acceptable reasons are dealt with individually, and unacceptable excuses will be grounds for disciplinary action.
Students with chronic absenteeism in excess of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course. A student attending the College will be withdrawn from any flight training course he or she does not attend within a 14 day calendar period (excluding school holidays, breaks and exams). The student will be withdrawn from his or her program immediately if he or she does not attend any course(s) within a 30 calendar day period (excluding school holidays and breaks). All students must complete 100% of the flight/lab training lessons within the assigned grading period. Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by instructors, and the Registrar on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, e-mail, or online in the student portal if their attendance is in danger of violating attendance requirements.

Students may appeal the College's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with his or her instructor.

MAKE-UP WORK

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor. See the Incomplete Grade Policy.

TARDINESS / EARLY DEPARTURE

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for any and all make-up of work missed as a result of being late for classes or leaving early. Time missed in class due to students' tardiness or leaving early is recorded as time absent from class.

BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN)

With the exception of scheduled holiday breaks, the College's programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses (modules) in her/his program study and not take any classes in one module. The College has an enrollment status provision, Standard Period of Non-Enrollment (SPN) which would allow a student to request and be approved to retain his/her status as a otherwise active and enrolled in the College during these brief periods which may never exceed forty-five (45) days.
There are five required steps that must be completed prior to the approval of the SPN enrollment status:

- The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.
- In order to qualify for the SPN enrollment status, the student must otherwise be in good academic and financial standing with the College and sign a Student Status Change Request Form (SSCR) wherein the student affirms that he/she will attend the next module which shall be a period of time of non-attendance of no longer than a maximum of 45 calendar days.
- The Vice-President of Academic Affairs must approve the SPN request.
- The Financial Aid Officer must also approve the SPN request (If the student is the recipient of Financial Aid)
- Any approved SPN means that the College will not charge the tuition, books or fees for the module and instruction which will not be delivered during the SPN.

LEAVE OF ABSENCE

Aviator College permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education.

A LOA <u>will not</u> be granted for any of the following reasons:

- The courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition;
- The student is failing a course(s); or
- To delay the return of unearned federal funds.

Leave of Absence Requests

Students requesting a LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. For degree students, a LOA can only begin once the 15 week term has ended.

If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

1. the school documents the unforeseen circumstances and the VP of Academic Affairs determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), and
2. the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

Failure to Return from a Leave of Absence

A student must return from a LOA on the first day of any needed semester of start of the course on or prior to the scheduled date of return.
If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw). The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

The academic consequences of failing to return from a LOA will be explained to the student by the Academic Dean or Director of Education prior to the beginning of the leave. Consequences include the effect on the student's:

- Loan repayment terms including the grace period
- Rate of progress
- Maximum time frame for completion

Possible Effects of Leave of Absence

Students who are contemplating a LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected

Effect of Leaves of Absence on Financial Aid Eligibility

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA may have an adverse effect on the students' repayment schedules. Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

WITHDRAWAL

Students who wish to withdraw from the college after the first 15 days of their enrollment in a program or a semester or who expect to leave the College after completing their current coursework must contact the Vice-President of Academic Affairs and the College Registrar at least 3 days before leaving the campus if they wish to withdraw in good standing. Student should read and understand the provisions in the enrollment agreement as there are clauses relating to a student's rights and responsibilities in the withdrawal process, along with provisions for failing to complete the enrolled program.

It is important to make this contact early because the official withdrawal process includes a series of important actions, including, but not limited to, completing a Withdrawal from the College form; filling out a Course Withdrawal form; returning equipment, books, and/or keys; clearing one's financial accounts; and participating in a brief exit interview.

A request for Medical Withdrawal or Family Leave may be made in extraordinary cases in which serious physical or mental illness or injury or another significant personal situation prevents a student from continuing his or her classes, and incompletes or other arrangements with the instructors are not possible. All applications for withdrawal require the completion of a Withdrawal from the College form available through the Registrar's Office, thorough and credible documentation of the intervening circumstances; and the approval of the Vice-President of Academic Affairs. (Note: Requests for medical withdrawal or family leave must include all courses in a term when several courses are taken or will not be granted).

A student may request and be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury, interfere with class attendance and/or academic performance. The student must be, or must have been, under medical care during the current semester in order to be considered for a medical withdrawal from all of his/her classes. The medical withdrawal policy covers both physical health and mental health difficulties. A student may request and be considered for family leave when extraordinary personal reasons, not related to the student's personal physical or mental health, such as the need to care for a seriously ill parent, sibling, child or spouse, or a death in the student's immediate family. These types of issues may interfere with class attendance and/or academic performance. See also the section above on "Withdrawal from the College."

EDUCATIONAL DELIVERY SYSTEM

Courses are taught employing a combination of didactic, laboratory, and experimental or practical learning. The lecture, laboratory, and externship hours for a course are identified on the syllabus. Flight/Lab hours may be scheduled differently from classroom hours and may vary continuously throughout the program. Flight/Lab Schedule is organized by the primary flight instructor and posted through the flight dispatch. Student and Instructor can schedule and check aircraft availability by either contacting the dispatcher on duty or online through www.myfbo.com

Lecture classes are delivered by qualified instructors in a traditional residential classroom with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Flight/Lab classes typically constitute hands-on learning activities either led, guided, or supervised by an instructor, or performed by students in groups of two or individually. Such Flight/lab activities may take place in a dedicated airplane or flight simulator when appropriate.

Internship and/or externship courses typically take place at a qualified internship/externship site, and students perform tasks under the guidance of a site supervisor and/or an instructor. There is currently no on-line or distance education instruction at Aviator College.

CREDIT HOUR VERSUS CLOCK HOUR OF INSTRUCTION

Aviator awards semester credit hour to reflect the successful completion of predetermined course learning objectives and requirements. A semester credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. A clock hour is defined as 50 minutes of instruction in a 60 minute period of time. The College has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work required in paragraph (1) of this definition for academic activities as established by the college including internships, flight hours and other academic work leading to the award of credit hours.

CLOCK TO CREDIT HOUR CONVERSION

One semester credit hour equals 45 units comprised of the following:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Ground classes and academic electives = 1 clock hour of classroom time to 2 hours of out of class student work times 15, for each academic credit. Three credits total 45 classroom clock hours and 90 minutes of out of class student hours.

Flight courses: 1 hour didactic learning, 1 hour of supervised lab and 1 hour of student hours of out of class student work for each flight our hour.

COURSE PROGRAMMING

Aviator College reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.

Classes schedule vary per semester.

Flight operations are scheduled on a 24-hour basis, seven days a week. The scheduling of flight training may be at times other than normal College hours, including late evenings, early mornings and week-ends.

COLLEGE CLOSURES

Aviator College reserves the right to close the College during inclement weather or other emergencies. Notice of closures may be posted on the Student Bulletin Board and/or portal, or a recorded phone announcement of closure or delayed opening will be available to students by calling the College's telephone number. Most notifications will be done by email.

In the event that the College must cancel classes due to emergencies, the College will determine the date and time of any required make-up for courses and inform the students as soon as possible

COURSE ADD/DROP

A student may add a course any time prior to the published course Add deadline. Adding a class after the drop/add deadline is considered a "Late Add" and requires instructor, department and college approval. Registering for any class after the deadline and is an exception to college policy. There is no guarantee that a late request will be approved.

A student may drop a course any time prior to the published course Drop deadline (typically the Friday of the first week of class). A drop/withdrawal request shall be completed and provided to the Registrar. A drop/withdrawal made prior to the drop deadline for a class is considered a drop. A drop will remove the class from the student current class schedule with no record of enrollment on the student's official transcript. A drop/withdrawal made after to the drop deadline for a class is considered a withdrawal. A withdrawal will remove the class from the student current class schedule and will result in a grade of "W" on the student's official transcript. The grade of "W" has no impact on a student's GPA but may affect student's financial aid.

FACULTY EVALUATIONS

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the College in making changes and modifications to improve the quality of programs, instruction, and student services.

LIBRARY AND LEARNING RESOURCE CENTER

The Aviator College Library offers a wide array of services and resources, to support academic courses and flight training. Over half of the library's collection is aviation print volumes, which include up-to-date books from the Federal Aviation Administration (FAA), Aviation Supplies & Academics Inc. (ASA), and Gleim® Publications. Students also have access to aviation related magazines, as well as popular magazines, along with access to reference materials and DVDs.

The Library provides students access to computers, wireless Internet, and study space. Course material is accessible through items on reserve and by course lists found in the catalog. The Librarian provides individual and group instruction relating to research skills, source integrity, and plagiarism avoidance.

Active Aviator community members have borrowing privileges and access to online resources. Students, staff and faculty must present their school ID to check items out.

For more information about library services, resources, instruction, and facilities email the library at llrc@aviator.edu.

CAREER SERVICES

Aviator College offers Career Services by assisting students in obtaining professional, career-oriented, employment. Students have access to the Pilot Career Planning and Interviewing course while in their program of study. Aviator College allows students in good academic standing to apply for an instructor position with the College upon program completion but makes no guarantees of job placement. This opportunity can provide the flight time and experience necessary to expanding employment options in the aviation industry, worldwide. The College diligently works on establishing relationships with airlines in order to provide students with available job information. Airline representatives hold informational sessions on campus. Students must be in good academic standing and working with the Vice-President of Academic Affairs for interviews with recruiters from companies seeking pilots.

Partnerships between Regional Airlines and the College indicate standards that students must meet to qualify for an interview. Conditional Job Offer (CJO) may be provided, based on meeting the airlines hiring requirements and maintaining a good standing with the college.

STUDENT HOUSING

Student Housing or Dormitories at Aviator College are dynamic communities designed to be extensions of the classroom and a microcosm of the greater world community. Inherent in any community is a diversity of values, ideas, and behaviors. Our Student Housing represents capsules of such diversity where one will learn civility, tolerance, acceptance, and a celebration of those differences.

Residents will be exposed to social and academic support needed to move through their collegiate career with the ultimate goal of graduating with life skills to effectively contribute to the greater society. At Aviator College, the residence facilities are more than a place to sleep and eat. They are places where students learn how to appreciate diversity by living and working with people throughout the global community. They also allow for decision-making skills in order to develop independence, gain self-confidence and accept responsibility.

The 36,000 sq. ft. Dormitory Facilities are located on the main campus, within walking distance to the classes. The dormitories are fully furnished with four bedrooms, suite-style living with a common room, full kitchen, each room has a separate bathroom, WIFI Internet connection, and the option for single or shared occupancy. The dorms are not equipped with their own laundry facilities. Onsite laundry facilities are provided. Housing options are also located in Vero Beach with shuttle service is provided to and from the College campus on a set schedule.

Students desiring a specific housing assignment may submit requests to the Office of Student Housing. Requests for room assignments are honored on a first-come, first-served, space-available basis. The College does not guarantee housing, or housing assignments to a specific building, room, or roommate. Co-ed and Single sex housing may be available at the time of request/enrollment.

A non-refundable security deposit will be deducted from the student's account.

Aviator has instituted an educationally based policy requiring all enrolled students under the age of 21 to live in Aviator housing. Those under the age of 21 will be permitted to relocate after satisfying their enrollment agreement terms and parental consent provided in advance. Exception requests will be brought to the attention of the Director of Housing. These rules are contingent upon room availability.

Students who receive approval to move off campus are required to provide a 30 day notice or will be billed for the thirty days at a daily rate. Students cannot cancel their Housing Agreements after the Enrollment Agreement is signed. Once housing charges are billed no refunds will be provided (extenuating circumstances will be considered).

STUDENT MESSAGES AND MAIL

Students are assigned individual mailboxes, which are located in the Mail room, located in the operations building. Mail and messages will be delivered to the mailboxes by 5:00 pm, Monday through Friday.
Emergency calls will be routed through the dispatch desk. In addition, students and flight instructors have the capability of receiving schedules via email.

Tuition and Fees

Program Cost	AS Degree Program	Commercial Pilot Program
Tuition	$30,127.00	$7,725.00
Flight Fees(*)	$58,747.00	$46,550.00
Housing – On Campus	$13,200 (24 Months)	$6,600.00 (12 Months)
Sub-Total	**$102,074.00**	**$60,875.00**

The costs listed below are estimated based on a student in full time status living on campus who is not working. Each students situation is unique, below is a general outline of the estimated costs.

Estimated Additional Costs	AS Degree Program	Commercial Pilot Program
Certification/ Licensing (Checkrides)	$3500.00	$1150.00
FAA Knowledge Tests	$900.00	$450.00
Administration/Registration Fee	$150.00	$150.00
Non-Refundable Housing Deposit	$100.00	$100.00
Books, Uniforms and Supplies	$975.00	$975.00
Additional Housing (if required) (**)	$550.00/month	$550.00/month
Badge Fee (Refundable)	$25.00	$25.00
Mailbox Fee	$240.00	$90.00
Transportation (***)	-	-

(*) Flight Fees - *Flight Fees are based upon completing the flight training within or by the FAA stated minimums. Exceeding those hours or "over flight" will incur additional fees.*

(**) Additional Housing Costs

Housing Type	Location	Description	Monthly cost
Shared	On-campus	2 people in one room, shared bathroom	$550.00
Private	Off Campus	Private room, shared bath	$650.00
Shared	Off-Campus	2 People in one room, shared bathroom	$450

(***) Transportation - *Free Shuttle service provided to all students for transportation needs to or from student housing to the campus on a schedule. Shuttle service is provided once a week for shopping at a local Wal-Mart.*

TUITION AND FEE DISCLOSURES

Deposits for Application:

- US Domestic Students: $50.00 (Foreign High Transcripts will be evaluated at your cost)
- International Students: $550.00

Tuition: $275 per Credit Hours (This pricing is for credits offered by Aviator College, cost of general education courses will vary based on where the course is taken).

Flight Fees for the AS Degree Program, the Professional Pilot Program and the Commercial Pilot Program:

Aircraft Type	Dual (With Instructor)	Solo (Without Instructor)
Airplane Single-Engine (*)	$225.00 per hour	$130.00 per hour
Airplane Multi Engine (Duchess)	$350.00 per hour	$250.00 per hour
Flight Training Device (Simulator)	$119.11 per hour	N/A

(*) Use of Piper PA-28-181 Archer TX: Dual (With Instructor) is $250.00 per hour / Solo (Without Instructor) is $155.00 per hour. Use of Piper PA-44-180 Seminole: Dual (With Instructor) is $450.00 per hour / Solo (Without Instructor) is $300.0 per hour. Use of such aircraft is not mandatory for student training.

Additional Fees

- **ICAO TEA Test:** $625 with preparation or $425 without
- **No-Show Fee:** billed at current for a 1.5 hour flight
- **Re-Enrollment Fee:** payment of a new deposit
- **I-20 shipping fees (varies)** (International Students) – Call for Estimated costs
- **Translation and Evaluation of educational transcripts (varies)** (International Students) – Call for Estimated Costs

Costs are broken down into 2 basic categories. The first is the tuition and fees associated with the required coursework necessary for the program the student is completing. The second are the additional costs and fees that students must factor into their budget when planning for school. These additional costs can include housing, books FAA examinations, transportation, etc.

The Enrollment Agreement obligates the student and the College for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this catalog. The content and schedule for the programs and academic terms are described in this catalog. With the exception of the registration fee, which is a one-time charge, all other tuition and fees are charged per activities (flight training activity, exam, purchase of books and/or equipment, class registration, etc.).
When considering program costs and expenses, please consider training needs, previous flight training/licenses held, equipment needs, housing costs, and cost of living.
Tuition costs are set by the Enrollment Agreement and will not change as long as the student maintains consecutive enrollment. Any break in enrollment or program change requires a new enrollment agreement and the student would be subject to current tuition costs. A student withdrawing from the College must comply with the proper withdrawal procedures. Reductions of tuition are made solely at the discretion of the College for withdrawals that are beyond the student's controls, such as an emergency. Refunds or reductions are processed after all required approvals are documented on a withdrawal form. Students are responsible for all charges (tuition, fees, books, supplies, and housing) for the semester/time period they are currently attending plus any prior balance on the account.

Aviator College reserves the right to adjust tuition and fees as necessary. All pricing is for planning purposes only. FAA requirements, fuel surcharges and other uncontrollable factors may result in an adjustment to these fees or program costs prior to or during the course of the academic year. Flight Fees are calculated based on minimum FAA requirements.
Changes in tuition will be published 30-days prior, and will be posted publicly on campus for all students. Changes to flight fees may only provide for a 24-hour notice of increase, due to fuel surcharge volatility.

PAYMENT OF TUITION AND FEES

The initial application payment and/or enrollment fees can be paid through the College's website at www.aviator.edu with application completion. All other payments can be made in person by credit card, check, money order or wire transfer.
All payments must be received by the College by the due date. Student should maintain a minimum balance of $1,000.00 on their account. Accounts falling below $1,000.0 could subject the student to be placed on "No-Fly" status until sufficient funds are restored. All forms of payment must include the student's name and student number to assure proper credit to the student's account. A returned payment fee of $50.00 may be charged for each returned check or rejected payment.

Payment of tuition and fees sent by mail should be addressed to:

Aviator College of Aeronautical Science & Technology
Financial Affairs
3800 St. Lucie Boulevard
Fort Pierce, Florida 34946

Delinquent Accounts

Students must meet all financial obligations due to the College, including tuition, fees, library fines, etc. Students who do not make acceptable financial arrangements to pay after they have been notified of the amount due could have their current registrations canceled. Students with delinquent accounts are not permitted to enroll in succeeding classes, are not entitled to transcripts, and will not be permitted to graduate from a degree program until they have met all of their financial obligations to the satisfaction of the College. Additionally, student accounts with a balance due may be subject to finance charges and other fees. Cost of flight time must not exceed funds on account.

REFUND AND CANCELLATION POLICIES

If an applicant/student cancels, withdraws, or is dismissed by the College for any reason, refunds will be made according to the College's Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or the College determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Aviator College from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

Right to Cancel – Three Day Cancellation Policy

Students who cancel within three days (excluding Saturday, Sunday, and federal and state holidays) of signing the Enrollment Agreement, are entitled to a refund of all monies paid. Refunds will be provided within 30 days of receiving notice of cancellation.

Students who cancel more than three days after signing the Enrollment Agreement and making an initial payment, but prior to start of classes, are entitled to a refund of all monies paid, minus the $150.00 Application Fee, the $100 Housing Deposit (if applicable) and any cost of educational evaluation and any postage fees. Refunds will be provided within 30 days of receiving notice of cancellation.

Voluntary or Involuntary Withdrawal from program or single course

Participation in courses is the responsibility of the student. If a student remains enrolled in a course after the Drop Date (Friday of the first week of the course), he/she will remain enrolled in the course through the end of the term. Students are financially and academically responsible for their enrollment in courses if they are active beyond the first week.
A student must submit a Change of Status Form in order to withdraw from the program. Withdrawal from a single must be made by the student directly through the Registrar's office. Formal notification must be received by the Drop Date – the first Friday of the course – in order to receive a full refund of tuition paid. A student is liable to pay for each course taken or not dropped by the Drop Date at the individual course cost. If the student has deposited funds for his/her program, all deposited moneys less this liability will be refunded to the student.

Additional non-refundable items include the following:

a. $150.00 Application/Administration Fee
b. Any fund paid for supplies, books, or equipment deemed not returnable to the school
c. Any housing/rent
d. Fee(s) for any FAA written exams taken
e. Logged Flight or lab training fees (educational fees)

Refunds are made within 30 days of the date of determination of a student's withdrawal. All balances owed to the College due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

Dismissal from program or single course

Should a student face dismissal from a program or a single course, the same refund policies stated in the Withdrawal Policy will apply.

A student is liable to pay for each course taken or not dropped by the Drop Date at the individual course cost. If the student has deposited funds for his/her program, all deposited monies less this liability will be refunded to the student.

Additional non-refundable items include the following:

1. $150.00 Application/Administration Fee
2. Any fund paid for supplies, books, or equipment deemed not returnable to the school
3. Any housing/rent
4. Fee(s) for any FAA written exams taken
5. Logged Flight or lab training fees (educational fees)

Refunds are made within 30 days of the date of determination of a student's withdrawal. All balances owed to the College due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

Return of Title IV Funds

Aviator College abides by the formula for Return of Title IV Funds (R2T4) found in section with 34 C.F.R. 668.22. Students are encouraged to contact the campus Business office or Financial Aid office before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times, a withdrawal can result in a student owing the College and/or federal government financial aid that had already been refunded to the student. Federal laws set forth regulations that govern the treatment and calculation of refunds for recipients of Federal Financial Aid (title IV aid) when students withdraw from classes.

The Title IV Federal Financial Aid is refunded in the following order:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans

- Federal parent Plus loans
- Federal Pell grant
- Other grants

Refunds are made within 30 days of the date of determination of a student's withdrawal. All balances owed to the College due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

For students who begin attendance in classes and then withdraw before they have completed 60% of the payment period, Aviator College is required, by regulations, to calculate the amount of earned and unearned Title IV aid for the students. The regulations state that a student is entitled to keep only the portion of the aid earned, and the College/student must return the funds that were not earned to the appropriate program.

The calculation steps are as follows:

1. **Calculate the percentage of enrollment period completed**: divide the number of calendar days the student attended by the number of calendar days in the enrollment period (any scheduled breaks of 5 days or more are subtracted). If the percentage is greater than 60%, then the student has earned 100% of aid.

2. **Calculate the amount of earned Title IV aid:** Multiply the percent of the enrollment period completed (if less than 60%) by the total Title IV aid disbursed or that could have been disbursed according to late disbursement rules.

3. **Calculate the amount of unearned Title IV aid:** Subtract the amount of earned title IV aid from the total amount of federal aid disbursed. The difference must be returned to the appropriate title IV program by the College or by the student.

4. **Return of the Title IV funds:**
   a. The College is required to return funds based upon the total institutional charges for the payment period multiplied by the percentage of unearned title IV aid. This could result in the student owing money back to the College that had previously been disbursed as an excess credit to the student during the quarter.
   b. The student will be responsible for any balance of unearned Title IV funds that were not required to be returned by the College.
      i. If the student's portion of the aid to be returned is a loan, the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.
      ii. If the student's portion of aid to be returned is an overpayment of a grant, the student is required to repay only the amount exceeding 50% of the total grants for original amounts over $50. The College will notify the student of the amount and the procedures for repayment, if this is required. If the student does not repay the funds, the student is not eligible for federal title IV funds at any institution until the overpayment is paid.

5. **Return of unearned Title IV funds**: The College allocates refunds and any overpayment collected from the student by eliminating outstanding balances on the funding source received by the student for the period of enrollment for which he/she was charged in the following order:

   - Unsubsidized Federal Stafford loans
   - Subsidized Federal Stafford loans
   - Federal Parent Plus loans
   - Federal Pell grant

   If the student's account was not posted with all the funds that he/she earned, a post-withdrawal disbursement may be calculated. If student loans are included in the unfunded aid, the student will have the option to decline the loan funds so that he/she does not incur additional debt. This is not an option for first time/first year borrowers who withdrew during the first 30 days of enrollment, due to the fact that loans cannot be disbursed. The College may use all or a portion of grant fund post-withdrawal

for tuition, fees, and room and board charges without student permission. If the student has any other charges, the student must give permission to use the grant funds. The federal regulations governing Title IV aid refunds are separate from the College's tuition refund policy for tuition and charges. (See Tuition refund policy).

Withdrawing from classes may also impact Satisfactory Academic Progress. (See Satisfactory Academic Progress Rules).

Financial Aid Assistance Programs

FINANCIAL AID PROCESS

Aviator College provides financial aid, which may include grants, loans, scholarships and veteran's benefits to students demonstrating need. Counseling and assistance is available at the financial aid office. Financial information is kept confidential to the extent possible and compliance to the Federal Education Rights and Privacy Act of 1974 (FERPA). The financial aid department has procedures in place to ensure that all applicants receive the same treatment and guidance. However, the primary responsibility for applying for aid and/or designing a plan to cover all educational costs rests with the student and his/her family.

Applicants for financial aid must complete a Free Application for Federal Student Aid (FAFSA) application.
Financial Aid is determined by a variety of factors such as income, assets, family size and other family information. Every applicant has unique circumstances, and the financial aid office is committed to helping students though the process. It is strongly recommended students file for financial assistance as early in the year, as possible.

Financial aid eligibility requires that the student maintain satisfactory academic progress.

The first step in the financial aid process is filing the Free Application for Federal Student Aid (FAFSA). Applications should be filed as soon as possible because processing can take up to 4 weeks. The website for the FAFSA is www.fafsa.ed.gov

ELIGIBILITY FOR FEDERAL AID

In order to qualify for federal financial aid, you must meet the following requirements:

- Be a US citizen or eligible noncitizen
- Be formally accepted by Aviator College
- Maintain satisfactory academic progress
- Owe no refund on Title IV funds or be in default on a student loan
- Have a high school diploma or GED certificate
- Register with the Selective service, if required

GOVERNMENT GRANTS

Federal Pell Grant, this is a grant provided by the federal government to matriculated student who meet the financial need requirements and are in good academic standing and are making satisfactory academic progress. The award range based on award year.
Students who are eligible to receive a Federal Pell Grant where the Pell Grant creates a Title IV (federal grants and loans) credit balance may receive a school credit to purchase books and supplies at the College bookstore by the end of the first week of the semester.
(Note: Students who already have a bachelor's degree are not eligible to receive Pell Grant.)

FEDERAL DIRECT LOAN PROGRAM (FDLP)

Direct Subsidized Loans

This loan is for students who have demonstrated financial need. Applicants must be in attendance at least part time (six credits); be in good academic standing and maintain satisfactory progress towards their program.
The Federal government subsidized these loans, so the loans do not accumulate any interest until students begin repayment. A fee is deducted from the loan by the government. A loan cannot exceed the cost of education minus the expected family contribution (EFC) and other financial aid. For first time borrowers, the loan proceeds cannot be disbursed until 30 days after the first day of class. The interest rate is adjusted each year on July 1. Loan repayment begins six months after a student is no longer in attendance, or if the student falls below six credits per semester or the student graduates.

Direct Unsubsidized Loans

Financial need does not have to be demonstrated for this loan. Interest accrues from disbursement of funds until the loan is paid in full. A borrower can choose either to pay the interest or allow it to accumulate until repayment begins. The government guarantees the loan, but does not subsidize the interest, which means the government does not pay the interest while the student is in school. Applicants must be in attendance at least part time (six credits), be in good academic standing and maintain satisfactory progress towards their degree. A fee is deducted from the loan by the government. A loan cannot exceed the cost of education minus financial aid. For first time borrowers, the loan proceeds cannot be disbursed until 30 days after the first day of class.

FEDERAL DIRECT PARENT LOAN FOR UNDERGARDUATE STUDENTS (PLUS) LOAN PROGRAM

The Federal Direct Parent PLUS loan is available to help parents meet their child's college education expenses. Parents can apply for a direct Parent PLUS loan up to the cost of attendance less all other aid. The Parent PLUS is a government backed, no-collateral-required loan available to parents of dependent undergraduate students. The Parent PLUS Loan is no need-based but requires credit approval. Repayment of the Parent PLUS loan begins 60 days after the second disbursement has been sent to the college.

Interest Rates for Direct Loans First Disbursed on or After July 1, 2019		
Loan Type	**Borrower Type**	**Loans first disbursed on or after 7/1/17 and before 6/30/18**
Direct Subsidized Loans	Undergraduate	5.05%
Direct Unsubsidized Loans	Undergraduate	5.05%
Direct Unsubsidized Loans	Graduate or Professional	6.6%
Direct PLUS Loans	Parents and Graduate or Professional Students	7.6%

All interest rates shown in the chart above are fixed rates for the life of the loan.

Are there any other fees for federal student loans?

Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you actually borrow. You're responsible for repaying the entire amount you borrowed and not just the amount you received.

The chart below shows the loan fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after Oct. 1, 2014.

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/17 and before 09/30/18	1.066%
Direct PLUS Loans	On or after 10/1/17 and before 09/30/18	4.264%

Loans first disbursed prior to Oct. 1, 2017, have different loan fees.

Amount per year for dependent students whose parents were approved for a PLUS Loan:

Dependent Students	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amount)
First-Year Undergraduate	$3,500	$2,000	$5,500
Second-Year Undergraduate	$4,500	$2,000	$6,500
Third-Year and beyond Undergraduate	$5,500	$2,000	$7,500

Amount per year for independent students (and dependent students) whose parents were denied a PLUS loan:

Dependent Students	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amount)
First-Year Undergraduate	$3,500	$6,000	$9,500
Second-Year Undergraduate	$4,500	$6,000	$10,500
Third-Year and beyond Undergraduate	$5,500	$6,000	$12,500

Stafford Subsidized Loan Limitations

Student loan limitations are the maximum time to receive subsidized loans based on the length of a program. The degree program maximum time frame is 3 years and the Commercial Pilot Programis 18 months. If a student changes schools the eligibility is calculated by subtracting from the maximum eligibility the time the student has already received subsidized loans, for example if a student was attending a 4 year college and has completed 2 years the student would have 1 year remaining eligibility of federal subsidized loans.

Credit Balance Waiver

To comply with the Federal Department of Education Standards students and the parent of the student who does not have a credit balance waiver on file will have all financial aid monies and parent plus loan monies exceeding semester tuition charges refunded to responsible party by check with 14 days of receipt of the Title IV funds to the address provided on the student aid report or Aviator College's administrative portal.

PRIVATE ALTERNATIVE LOANS

Private loans originate outside of the College and require a separate application. Private loans are offered though commercial lenders and are approved according to the family's ability to repay. Private loans are available to students. Amounts, interest rates, repayment terms and application procedures vary according to individual loan programs. Before considering private loans, students should be certain they understand their rights and responsibilities under the loan program, including how interest is assessed, when repayment begins and what repayment options are available.

TERMS AND CONDITIONS OF THE TITLE IV, HEA LOANS

Terms and conditions of Federal Student Loans (Stafford and Parent PLUS) are listed on the Master Promissory Note signed by a borrower accepting the loan.

A promissory note is a loan application, whether for Stafford, PLUS, or private loans. Stafford loan promissory notes need to be filled out annually. The Stafford Promissory Note is completed online through http://www.studentloans.gov.

Repayment of Federal and Private Student Loans

Different loans have different payment options that may require immediate repayment such as the Parent PLUS loan without deferment. Stafford loans go into repayment six months after graduation or when attendance drops below six (6) credit hours. Make sure to read the information closely on loan applications to make sure you know the repayment requirements as each loan is unique.

Students Right Regarding Financial Aid

Students have the right to accept or refuse any part of their financial aid package. If the student rejects any part of his/her financial aid package, it may affect other aid offered. Students may not receive financial aid from more than one school while enrolled at two or more schools for the same time period. Students must attend college at least half-time (six undergraduate credit hours) in order to be considered for most financial aid.
It is the student's responsibility to inform the Financial Aid Office of any changes to information provided on the financial aid application. Any change in the availability of funds or a student's academic performance may change the award package. If a student's financial aid application is estimated or incomplete, the student will be responsible for any charges that may occur if the estimated financial aid indicated is incorrect or the application remains incomplete. Students receiving state and/or federal aid are required to maintain satisfactory academic progress as detailed in the Satisfactory Academic Progress section of this catalog.

Aviator College students receiving financial aid have the right to, but not limited to:

- Information on all financial aid assistance available to them.
- Contact information for Aviator College's financial aid office.
- Deadlines and procedures for submitting financial aid applications.
- Information on cost of attendance.
- Details of how financial aid recipients are selected by the various programs and how eligibility is determined.
- The details of the type and amount of assistance they qualify for in their individual financial aid package.
- Information relating to interest rates, repayment amounts, date(s) repayment begins, length of repayment schedule, and what cancellation or deferment options are available.
- Know when they receive their financial aid.
- Reconsideration of their financial aid package if they feel a mistake has been made or if personal circumstances change.

Students Responsibility Regarding Financial Aid:

It is the responsibility of each Aviator College student receiving financial aid to:

- Maintain Satisfactory Academic Progress each term.
- Maintain a GPA of 2.0.
- Be enrolled at least half (1/2) time.
- Read, understand or ask questions regarding forms they are given relating to their financial aid package.
- Complete the FAFSA by the priority filing date for each academic year.
- Agree to use any Federal student aid for educational purposes only.
- Be registered with selective service

Entrance Counseling

All first-time and Parent Plus loan borrowers are required to complete an entrance counseling or sign and date an Entrance Counseling agreement. All students must complete the agreement before the loan is disbursed. The Entrance Counseling can be completed online on the following website: http://www.studentloans.gov.

Exit Loan Counseling

Students who are graduating are notified that they are required to complete an Exit Loan counseling or must sign and date an agreement upon completion. Students who terminate attendance by means other than graduation or students who indicate they cannot attend are sent a letter to complete the exit counseling online at http://www.studentloans.gov.

Report to Lenders

The Financial Aid Office electronically submits the Student Status Confirmation Report (SSCR) through the National Student Loan Clearinghouse. If a student withdraws or leaves school, the lending institution must be notified within sixty days. The Financial Aid Office electronically submits the Student Status Confirmation Report (SSCR) through the National Student Loan Clearinghouse.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

The NSLDS Privacy Impact Assessment may be accessed at: http://www.nslds.ed.gov/nslds_SA/SaFaqDetail.do?faqpage=faq7

Additional information regarding the National Student Loan Data System may be accessed at: http://www.nslds.ed.gov/nslds_SA/

VERIFICATION

The Federal Government can require that any FAFSA applicant be selected for FAFSA verification to be conducted by the Financial Aid Officer (FAO). Verification requires that the FAFSA applicant submit financial documents to be verified for accuracy and correctness. Failure to do so may result in loss of funding eligibility.

The FAO receives notice of required verification when a FAFSA application is received by the College. This notice will also appear on the applicant's student aid report. Once verification is required the FAO will notify the applicant by email. The email will provide the applicant with a list of required documents and the steps to follow. Examples include, but are not limited to, proof of household size, child support paid, food stamps received and untaxed income information. Submitted information will be reviewed for accuracy and changes will be made by the FAO as needed.

Federal Student Financial Aid Penalties for Drug Law Violation

Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	Indefinite period

(If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.)

Students denied eligibility for an indefinite period can regain it only after successfully completing an approved rehabilitation program or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

Unusual Enrollment History

Unusual enrollment history is a concern when the student has a pattern of attending multiple institutions where they stay there long enough to receive Title IV credit balance funds but then leave without completing the enrollment period. If it is determined, by reviewing the ISIR, that the student has an unusual enrollment history Aviator College will review Pell Grant disbursements over the last completed 3 award years. The required documents to complete the review will include all previous official college transcripts. If it is determined a student has earned any academic credit for each of the previously attended institutions during the relevant awards year, no further action is required unless the institution has other reasons to believe the student enrolls just to receive credit balances.

If it is determined Academic Credit is NOT earned at the previously attended institutions, including current school, the student must explain why he or she failed to earn academic credit. The documentation needs to support the reasons given by the student for failure to earn academic credit and the student did not enroll only to receive credit balance funds. Examples of documentation would be medical bills or proof of a move. Aviator's determination is final and is not appealable to the Department of Education. If a student's documentation is approved, then Aviator will establish an academic plan and counsel the student about the impact of a student's attendance pattern on future Pell Grant eligibility. If the documentation is denied a school must deny the student any additional Title IV however a student can question and appeal the decision, similar to SAP appeals. To regain Title IV eligibility the student is expected to complete a semester of academic credit and meeting the requirements of the academic plan.

Conflicting Information

Under Federal regulations, 34 C.F.R. 668.16(b)(3) and (f) Aviator College bears the burden of reviewing all student documents for accuracy, correctness and validity and resolving conflicting information in order to determine student eligibility for Title IV funds. All applicants to Aviator College completing a FAFSA application will be subject to an information review to be conducted by the Financial Aid Office (FAO). Sources of conflicting information may include, but are not limited to, income tax verification, outside scholarship sources, college application information, subsequent FAFSA applications, National Student Loan Data System information, conversational information provided to an admissions representative, tips from outside sources, etc.

Should conflicting information arise before or during the loan period the student will be required to provide the appropriate documentation to correct or resolve the error or omission. If this documentation is unable to be provided the student will be denied the federal aid award. If monies from this award have already been dispersed to the student's account Aviator College will submit a return of funds to the Department of Education and hold the student liable for all costs and fees incurred during that time.

If Aviator College determines that the conflicting information provided was a result of fraud or other misconduct the College will abide by C.F.R. 668.16(g) by reporting the student's actions to the Office of the Inspector General.

In the event a dependent student marries during an academic year Aviator will review each student individually to determine if the CHANGE OF STATUS will increase their eligibility for additional Title IV funding. Student must notify the FOA 30 days prior to the union.

VETERANS' EDUCATIONAL BENEFITS

Veterans Education Assistance Program - Post 9/11 GI Bill

The Post-9/11 GI Bill provided financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.
This bill became effective on August 1, 2009. The amount of support that an individual may qualify for depends on where he or she lives and what type of program is being pursued.

Approved training includes undergraduate degrees, and vocational/technical training. All training programs must be offered by an institution of higher learning and approved for GI benefit. The Post-9/11 GI Bill expands the number of people who qualify for education support from the Department of Veterans Affairs. To learn more about this bill, visit www.gibill.va.gov

Aviator College is approved by the Veteran's Administration and the State Approving Agency for Veterans' Education and Training to receive Veterans benefits for approved programs. Students receiving VA benefits are required to make satisfactory progress in their programs. Students whose cumulative GPA falls below 2.0 at the end of a term will be placed on VA educational benefits probation for a maximum of two consecutive semesters. If the VA student's cumulative GPA is still below 2.0 at the end of the second consecutive course of probation, the student's VA educational benefits will be terminated.

Veterans who receive allowances directly from the government are responsible for paying their fees and charges on the same basis as other students. Veteran's benefits for Aviator students are administered by the Office of Veterans Affairs. Veterans eligible to receive VA education benefits should contact the Financial Aid office after completing admission requirements. Students will also be required to notify the Financial Aid office of each semester's enrollment and anytime the individual adds, drops or withdraws from a course. Failure to do so may result in processing delays of your benefits; thus delays in payments to you. To ensure accurate processing of military paperwork, the veteran MUST register and declare enrollment and/or any changes to enrollment each semester.

Yellow Ribbon

Yellow Ribbon funds will be applied to the qualified military veteran's student account when the matching funds from the VA are sent to Aviator. If a student withdraws during the semester the Yellow Ribbon funds that are paid by Aviator will be absorbed by Aviator and any of the remaining VA matching funds will be sent to the student in the form of a refund check. If there are no funds remaining, no funds will be returned. All refunds will be processed in compliance with the Department of Education's Return of Title IV funds calculation. Please speak with the Financial Aid office for award qualifications.

SCHOLARSHIPS

Scholarships through Aviator College

Future Aviator Scholarship – awarded to a high school senior in the state of Florida. This is a scholarship that will cover all tuition and fees up to the FAA minimums. Any overflight and written or practical exam retakes will be the responsibility of the student.

- Student must be a Florida resident
- High school senior at time of application
- Cumulative GPA of 3.0 +
- A high school transcript is attached
- 2 letters of recommendation
- Documentation of Extracurricular Activities
- 1200 word essay to explain:
- Your desire to work in aviation
- How could you impact/benefit the Aviation Industry
- Why you are a good candidate for Aviator College
- Statement of Financial Need

Achievement Scholarship – awarded to current student attending a program at the Aviator College demonstrating outstanding airmanship.

- Must be a current student at Aviator College
- FAA Written Examination score 90% or higher (1st attempt)
- Cumulative GPA of 3.35-4.0
- 500 word essay describing why you chose Aviator College to study aviation
- 2 letters of recommendation: 1 from an Aviator Instructor, 1 from outside individual

Online Resources

Students may use the computer based labs to search the Internet for additional scholarships. Scholarship resources may be found using the following url(s):

- http://www.finaid.org/scholarships/
- https://www.salliemae.com/plan-for-college/scholarships/
- https://www.faa.gov/education/student_resources/scholarships_grants/aviation_scholarships/

COST OF ATTENDANCE

Cost of Attendance (COA) is the total amount it will cost you to go to school—usually stated as a yearly figure. The federal methodology formula is used to determine the amount that the student and his/her family will be expected to pay. COA includes tuition and fees; room and board (or a housing and food allowance); and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs.

For students attending less than half-time, the COA includes tuition and fees and an allowance for books, supplies, transportation, and dependent care expenses, and can also include room and board for up to three semesters or the equivalent at the institution. But no more than two of those semesters, or the equivalent, may be consecutive. Contact the financial aid administrator at the school you're planning to attend if you have any unusual expenses that might affect your COA.

Aviator College's Net Price Calculator can be found at http://aviator.edu/home/fund-your-education/federal-financial-aid-programs.aspx.

Living Expenses

In order to access the allotted living expense, the student will need to complete a form and submit it to the Financial Aid Office or the Business Office. A check will be issued in the amount of money requested provided that the amount is approved, provided that the funds requested will not hinder completion and that the expenses qualify under the cost of attendance regulation. For example, this allowance may also include costs for operating and maintaining a vehicle used to transport the student to and from school, but not for the purchase of a vehicle. Living expenses cannot exceed the cost of attendance.

SATISFACTORY ACADEMIC PROGRESS STANDARDS - TITLE IV FEDERAL STUDENT ASSISTANCE

Satisfactory Academic Progress (SAP) is defined as the successful completion of coursework towards an eligible certificate or degree. Federal regulations require the Office of Student Financial Aid to monitor the academic progress of students receiving financial aid.

SAP Standards

- Apply to undergraduate or certificate seeking students who wish to establish or maintain financial aid eligibility
- Apply to a student's entire academic record, whether or not financial aid was received for prior terms of enrollment,
- Include a minimum grade point average, minimum pace requirement, and total number of semester hours earned and/or semesters enrolled.

SAP Eligibility Review

Students' academic records are reviewed at the end of each semester to determine compliance with SAP standards. SAP review includes all terms of the student's attendance, including summer terms. Students who lose financial aid eligibility due to not meeting SAP requirements may:

- Earn the necessary GPA or semester hours to meet the minimum
- Submit a SAP Appeal Form

Satisfactory Academic Progress for Federal Financial Aid Programs

Minimum GPA- To be in good academic standing you must earn a minimum GPA based on attempted credits. Students must maintain a 2.0 ("C") cumulative (overall) Grade Point Average, AND maintain an overall credit completion rate (PACE) of at least 67 percent:
For example: If a student completed 26 credits but attempted 39 total credits: 26 credits completed divided by 39 credits attempted = 67 percent (credit completion rate).

Student must successfully complete (pass) these minimum requirements each term:

- A full-time-student (enrolled in 12 or more credits) must pass at least six credits.
- A three-quarter-time-student (enrolled in 7 to 11 credits) must pass at least 4 credits.
- A half-time-student (enrolled in 6 credits) must pass at least three credits.
- A less-than-half-time-student (enrolled in one to five credits) must at lease pass 2 (TWO) credits or (I credit; in initially enrolled for just 1 credit hour).

Per federal regulations, undergraduate students must complete their educational program in a reasonable length of time, which is defined as no more than 150 percent of the credit hours required for graduation, regardless of major changes.
For example: A program requires 71 credits for graduation, 150 percent of 71 is 106.5 this means that the most a student may attempt or enroll in is 106.5 credits, with the objective of earning the 120 needed to graduate. However, if a student cannot complete his or her program within 106.5 credits, all Title IV must stop.

Any terms for which a student receives zero academic credits (total withdrawal, total failure or combination of both) will result in the student immediately being ineligible for financial aid for the following term.

Failure to maintain ALL OF THE ABOVE will place the student in a **WARNING** status for the following term. A student can receive aid while on SAP WARNING, but is at risk for losing eligibility for all financial aid programs. A financial warning is permitted for one semester only and does not require an academic appeal.

SAP Probation

A student is placed on SAP probation after one semester of **WARNING** status. A SAP appeal must be filed and accepted before a student can be placed on SAP probation. Probation terms are one semester in length. The student is given specific requirements that must be met in order to maintain financial aid eligibility in the future. If SAP probationary requirements are not met within the probation term, the student will again become ineligible for financial aid and may need to file another SAP appeal. SAP probation requirements shall include a minimum GPA requirement. The minimum GPA requirement will be determined on a student-by-student basis and will be specified in the SAP appeal acceptance email or letter.

SAP Appeal

When a student becomes ineligible for financial aid due to failure to meet SAP standards, an opportunity is given to apply for further financial aid consideration. A student may file a SAP appeal on basis of:

- Death of a relative
- Injury or illness of the student
- Other special circumstances (such as difficult transition to Aviator College, family issues, legal troubles, work or budget problems, etc.)

Appeals are considered on an individual basis. Depending on the nature of the appeal, the number of appeals the student has filed and/or the student's academic record, additional steps may be required of the student before the appeal can be accepted. For example, the student may be required to complete an Academic Plan.

Completed SAP appeals will be reviewed within 15 business days. The student will be notified by email if the appeal is accepted or denied. If the email is returned undeliverable, the letter will be mailed to the students' current residing address as listed on Aviator College's administrative portal or Student Aid Report (SAR). Students should keep their address up to date with Aviator.

Please note: Up to two appeals may be accepted. Per federal financial aid regulations, appeals are not automatically accepted and may be denied on failure to maintain Satisfactory Academic Progress standards set forth by Aviator College.

Academic Plan

Students, who at the end of the probation period, do not meet Satisfactory Academic Progress (SAP) may submit a second appeal. If Aviator College determines, based on the second appeal, that the student will require more than one semester to meet SAP, the student will be placed on SAP probation and must develop an Academic Plan, for one semester. At the end of the semester, the student must meet SAP or meeting the requirements of the Academic Plan, which leads to program completion.

Note: students whose financial aid eligibility has been reinstated under an academic plan and are making progress under that plan are considered to be eligible students for Title IV purposes.

RETURN OF TITLE IV FUNDS

Aviator College abides by the formula for Return of Title IV Funds (R2T4) found in section with 34 C.F.R. 668.22. Students are encouraged to contact the campus Business office or Financial Aid office before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times a withdrawal can result in a student owing the College and/or federal government financial aid that had already been refunded to the student. Federal laws set forth regulations that govern the treatment and calculation of refunds for recipients of Federal Financial Aid (Title IV aid) when students withdraw from classes.

Refunds are made within 30 days of the date of determination of a student's withdrawal. All balances owed to the College due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.
For students who begin attendance in classes and then withdraw before they have completed 60% of the payment period, Aviator College is required, by regulations, to calculate the amount of earned and unearned title IV aid for the students. The regulations state that a student is entitled to keep only the portion of the aid earned, and the College/student must return the funds that were not earned to the appropriate program.

The calculation steps are as follows:

1. **Calculate the percentage of enrollment period completed**: divide the number of calendar days the student attended by the number of calendar days in the enrollment period (any scheduled breaks of 5 days or more are subtracted). If the percentage is greater than 60%, then the student has earned 100% of aid.
2. **Calculate the amount of earned Title IV aid:** Multiply the percent of the enrollment period completed (if less than 60%) by the total Title IV aid disbursed or that could have been disbursed according to late disbursement rules.
3. **Calculate the amount of unearned Title IV aid:** Subtract the amount of earned title IV aid from the total amount of federal aid disbursed. The difference must be returned to the appropriate title IV program by the College or by the student.
4. **Return of the Title IV funds:**
    a. The College is required to return funds based upon the total institutional charges for the payment period multiplied by the percentage of unearned title IV aid. This could result in the student owing money back to the College that had previously been disbursed as an excess credit to the student during the quarter.
    b. The student will be responsible for any balance of unearned Title IV funds that were not required to be returned by the College.
        i. If the student's portion of the aid to be returned is a loan, the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.
        ii. If the student's portion of aid to be returned is an overpayment of a grant, the student is required to repay only the amount exceeding 50% of the total grants for original amounts over $50. The College will notify the student of the amount and the procedures for repayment, if this is required. If the student does not repay the funds, the student is not eligible for federal title IV funds at any institution until the overpayment is paid.
5. **Return of unearned Title IV funds**: the College allocates refunds and any overpayment collected from the student by eliminating outstanding balances on the funding source received by the student for the period of enrollment for which he/she was charged in the following order:
    - Unsubsidized Federal Stafford loans
    - Subsidized Federal Stafford loans
    - Federal parent Plus loans
    - Federal Pell grant

    If the student's account was not posted with all the funds that he/she earned, a post-withdrawal disbursement may be calculated. If student loans are included in the unfunded aid, the student will have the option to decline the loan funds so that he/she does not incur additional debt. This is not an option for first time/first year borrowers who withdrew during the first 30 days of enrollment, due to the fact that loans cannot be disbursed. The College may use all or a portion of grant fund post-withdrawal for tuition, fees, and room and board charges without student permission. If the student has any other charges, the student must give permission to use the grant funds. The federal regulations governing Title IV aid refunds are separate from the College's tuition refund policy for tuition and charges. (See Tuition refund policy).

Student Policies

STUDENT RIGHTS

Students accepted into an academic program of study at the College have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the College of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the College.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the classrooms. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

AVIATION SAFETY ACTION PROGRAM (ASAP)

The FAA has joined with Aviator College to establish a program to foster a voluntary, cooperative, non-punitive environment for reporting safety concerns. For complete information on the ASAP please consult the memorandum of understanding (MOU) available from the Aviation Safety Department. Covered individuals include Students, Flight Instructors, and Airplane Mechanics, but only while conducting flights or operations at Aviator College.

The goal of the Aviation Safety Action Program (ASAP) is to enhance aviation safety through the prevention of accidents and incidents. Its focus is to encourage voluntary reporting of safety issues and events that come to the attention of employees of certain certificate holders.

To encourage an employee to voluntarily report safety issues even though they may involve an alleged violation of Title 14 of the Code of Federal Regulations (14 CFR), enforcement-related incentives have been designed into the program. An ASAP is based on a safety partnership that will include the Federal Aviation Administration (FAA) and the certificate holder and may include any third party such as the employee's labor organization.

Events must be reported through Aviator College's accident/incident reporting program. Reports may be filed at through the WBAT portal or by phone. Events should be reported as soon as possible. Non-sole source reports should be completed within 24 hours from the end of training activities for the day it occurred, or within 24 hours of becoming aware of possible non-compliance with the regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as Amended, established a set of regulations governing access to and the release of personal and academic information contained in student education records. FERPA applies to the education records of persons who are or have been in attendance in postsecondary institutions, including students in cooperative or correspondence study programs.

FERPA does not apply to records of applicants for admission who have been denied acceptance or, if accepted, do not attend. Education records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or a party acting for the institution. Exceptions to education records include sole possession records, law enforcement unit records, employment records, health records and alumni records. Rights under FERPA are not given to students enrolled in one component of an institution who seek to be admitted in another component of the institution.

Under FERPA, the rights accorded to parents transfer to students who have reached the age of 18 or who attend a postsecondary institution.

These rights are:

1. The right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic unit or other appropriate official, written requests that identify the record(s) they wish to inspect. The College 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 the College official to whom the request was submitted, that official shall advise the student of the official to whom the request should be made.
2. The right to request amendment of the student's education records the student believes is inaccurate or misleading. A student should write the College official responsible for the record, clearly identify the part of the record they want changed and why it is felt to be inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. Disclosure is defined as permitting access to or the release, transfer or other communication of the educational records of a student or the personally identifiable information contained therein to any party orally, in writing, by electronic means or by any other means. Disclosure of confidential information to a College official having a legitimate educational interest does not constitute authorization to share that information with a third party without the student's written permission.
   The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); to officials of another College, on request, in which a student seeks or intends to enroll; 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 a College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   FERPA allows release of the following directory information to the public without student consent: student's name, address, telephone number, date and place of birth, major field (s) of study, e-mail address, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, part-time or full-time status, degrees and awards/honors received and the most recent educational institution attended other than Aviator College.

   Students may prevent the release of directory information by completing a Request to Prevent Disclosure of Directory Information form available online and from the Office of the Registrar. By law, however, a student cannot prevent the release of

directory information to the U.S. military for recruiting purposes. Student consent is required for the release of personally identifiable information such as semester grades, academic record, current academic standing, class schedules and Social Security/student number. Student consent is not legally required for disclosure of this information and reports of alcohol or drug policy violations by students under the age of 21, to certain government agencies/officials, sponsoring agencies, parents/guardians of dependent students and to selected College personnel determined to have a legitimate educational interest in such records. Students may consent to release personally identifiable information to others by completing the Authorization for Release of Student Information form available online and from the registrar's office. Information about the provisions of the Family Educational Rights and Privacy Act of 1974 as Amended, and the full text of the law, may be obtained from the registrar's office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ACAST to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

The Solomon Amendment established guidelines for the release of directory information to the United States military for recruiting purposes. This Congressional act allows release of the following directory information without student consent to military recruiters for present and previously enrolled students at least 17 years of age: student name, address, date and place of birth, telephone number, and level of education, major field (s) of study, degrees received and the educational institution in which the student was most recently enrolled.

STUDENT RESPONSIBILITIES AND STANDARDS OF PROFESSIONAL CONDUCT

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe the College's rules and regulations governing conduct.
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.

Prohibited student conduct for the College Code of Conduct includes, but is not limited to, those listed in items 1-24 below. Any student who is found to have violated these acts by a preponderant of the evidence while on campus or on property controlled by the College or in connection with any off-campus College activities or non-College related activity may be subject to the maximum penalty of expulsion or any other penalty authorized herein.

A student present during the commission of an act by another student which constitutes a violation of College policy may also be charged if the student's subsequent behavior constitutes support of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy should report such incidents to a college official.

Students who are accused of criminal violations will be immediately reported to local authorities. Any student convicted of a felony is subject to immediate dismissal without the ability to appeal.

1. ***Assault, Physical Harm, Threat or Extortion (as defined in Florida Criminal Code)***
   - i. Actual or threatened physical assault or intentional or reckless injury or harm to persons, property or reputation.
   - ii. Behavior or activities that endanger the safety of oneself or others, including, but not limited to, riding bicycles, skateboards or inline skates in hallways or on walkways.
   - iii. Verbal, written, printed or electronic communication maliciously threatening to accuse another of any crime or offense.
   - iv. Verbal, written, printed or electronic that unlawfully exposes any individual or group to hatred, contempt or ridicule, and thereby injures the person, property or reputation of another.

2. ***Disruption Disorderly Conduct***
   - i. Deliberate disruption, obstruction or continued interruption of the learning environment, research, administration, disciplinary proceedings or other College activities. This includes inappropriate use of cell phones or laptops or other electronic devices.
   - ii. Disorderly, lewd, indecent or obscene conduct, language or other forms of expression on campus or at any College-sponsored or College-supervised activity. This includes the sending of offensive, harassing, lewd or defamatory messages.
   - iii. Wearing styles or articles of clothing or accessories that cause disruption of the learning environment, or intimidation of others in the learning environment, or violate published classroom protocols of individual professors, subject to the requirements of law.
   - iv. Disruption as set forth in §877.13, Florida Statutes.

3. ***Failure to Obey Reasonable Order of College Official(s)***
   - i. Failure to respond to a request by a College official (or contracted College affiliate) for identification when a student is suspected of violating a stated College policy or is posing or has posed a threat to another person or themselves.
   - ii. Failure to obey a written or verbal request/order by a College official.

4. ***Falsification of Records***
   - i. Misuse of College documents forging, transferring, altering or otherwise misusing a document receipt, course registration card, other College identification, or any other document or record.
   - ii. Making false statements in the application for admission to the College or College program(s), petitions, requests, or other official College documents of records; forgery of "add" or "drop" processes or action on other College records or documents, whether by use of computer or other means of communication. Falsification of application shall subject the student to immediate dismissal with no refund.
   - iii. Contracting in the name of Aviator College of Aeronautical Science and Technology or claiming official representation of the College for any purpose.

5. ***Violation of Prior Disciplinary Sanctions***
   Violation of any of the restrictions, conditions or terms of a prior sanction that resulted from a prior disciplinary action.

6. ***Theft/Damage of Property***
   Attempted or actual theft of and/or damage to property of College or property of a member of the College community or other personal or public property, including the theft of textbooks or library books, as well as the sale of a stolen textbook shall be considered a violation of the Code.

7. ***Unauthorized Use of College Property or Unauthorized Presence***
   i. Presence in an unauthorized area of a building or other unauthorized premise.
   ii. Use of College property or property of members of the College community or College affiliates without prior expressed approval by College personnel or in violation of any section of the Code.
   iii. Forcible entry into a building or other premise.
   iv. Fraudulent and/or unauthorized use of the College name, logo, seal, nickname, slogan or any registered service mark of the College.
   v. Violation of an official College or campus restriction or trespass order or court order related to a student, faculty/instructor or member of the College community.

8. ***Gambling***
   Gambling in any form as defined by the Florida statutes.

9. ***Possession of Alcohol, Narcotics and Illegal Drugs***
   i. Possession, promotion, manufacture, distribution, sale, use, transfer, purchase or delivery of drugs (including drugs not prescribed for the user) or alcoholic beverages.
   ii. Possession of drug paraphernalia or any other item that could potentially contain or does contain illegal residue.
   iii. Public intoxication on campus or at a College-related site or activity.

10. ***Smoking***
   i. Smoking in any enclosed facility or building on campus or in College vehicles, airplanes or where otherwise posted.
   ii. Smoking in areas other than those specifically designated by the campus. Smoking Policy Violation Citations will be issued to those smoking outside the designated areas. Repeat violations may result in disciplinary action.

11. **Misuse of Emergency Equipment**
   Tampering with fire and safety equipment, including failure to evacuate a College building or facility when a fire alarm is sounded.

12. ***Misuse of College Mail Services***
   Inappropriate use of College mail services.

13. ***Duplication of Keys***
   Unauthorized possession of or duplication of College keys.

14. ***Violation of Any Municipal, State or Federal Law, Rule or Mandate***
   i. Violation, arrest or conviction of any municipal, state or federal law, rule or mandate.
   ii. Lewd, obscene, indecent conduct or expression as defined by Florida state statute.

15. ***Possession of Weapons***
   Possession or use of firearms, fireworks, dangerous weapons or possession of chemicals on College property or at a College-sponsored activity without written authorization by an appropriate College official. Dangerous weapons may include, but are not limited to, knives, firearms, explosives or any other item that may cause bodily injury or damage to an individual or property. Students in possession of a firearm on campus or at a College-sponsored activity will be automatically dismissed from campus.

16. ***Illegal Use of a Campus Computer***
   i. Use for the violation of personal privacy or for the committing of crimes.
   ii. Unauthorized access to or use of computer, computer system, network, software or data.
   iii. Unauthorized alteration of computer equipment software, network or data.
   iv. Unauthorized duplications or use of computer programs or files.
   v. Making unauthorized changes to a computer account or other deliberate action that disrupts the operation of computer systems serving other students or the College community generally.

17. ***Inappropriate Online Communication***
    Posting or transmitting threatening, harassing, vulgar, or pornographic content to any College chat rooms, bulletin boards, College-sanctioned social networking sites or e-mails. Posting or transmitting any unsolicited e-mail, advertisement, promotional materials or any other forms of solicitation to students.

18. ***Sexual Harassment***
    i. Any conduct that has the purpose or effect of unreasonably interfering with the student's educational experience by creating an intimidating, hostile or offensive academic environment.
    ii. Submission to such conduct made either explicitly or implicitly a term or condition of a student's status in a course, program or activity.
    iii. Submission to or rejection of such conduct by a student used as a basis for academic or other decisions affecting a student.

19. ***Stalking***
    Following or otherwise contacting another person repeatedly, so as to put that person in fear for his/her life or personal safety.

20. ***Hazing***
    i. An action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned by the College as an official College activity or organization.
    ii. The prohibition against hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance or other forced physical activity that could adversely affect the physical health or safety of the individual, and also includes any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct, which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual.
    iii. Florida Statutes, §1006.63, prohibits students from engaging in any form of hazing, either on or off campus.

21. ***Academic Integrity***
    Academic misconduct, including, but not limited to, unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other college environments.

22. ***Fraud***
    Use of deception or misrepresentation for unlawful gain or unjust advantage.

23. ***Interference with Disciplinary Proceedings***
    Noncompliance with the Student Disciplinary System, including, but not limited to:
    i. Failure to appear before the Dean of Student Services, Discipline Committee, or other College officials when requested to do so.
    ii. Falsification, distortion, or misrepresentation of information before a Discipline Committee.
    iii. Disruption or interference with the orderly conduct of a disciplinary hearing.
    iv. Knowingly making false accusations of student misconduct without cause.
    v. Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
    vi. Attempting to influence the impartiality of a member of a Discipline Committee prior to, and/or during the course of, the disciplinary hearing.
    vii. Harassment (verbal or physical) and/or intimidation of a member of a Disciplinary Committee prior to, during, and/or after a disciplinary hearing.
    viii. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
    ix. Influencing or attempting to influence another person to commit an abuse of the student discipline system.

24. ***Conspiracy***
    Conspiracy to commit a violation of any of the above, or aiding, abetting, assisting, hiring, soliciting or procuring another person to violate any of the above.

STUDENT DISCIPLINARY SYSTEM

Aviator College is committed to providing a learning environment that supports the growth and development of all students. An orderly, positive and intellectually stimulating environment that fosters fair and ethical behavior of students is essential to our mission. This disciplinary process is designed to foster learning, personal growth and development, but it will result in punitive action, if necessary. The College may exercise its discretion to not officially charge students with violations of the Student Code of Conduct in the event that viable alternatives to disciplinary action are appropriate, such as mediation or counseling.

The disciplinary processes outlined in this document are not criminal in nature; they are administrative. Therefore, they should be considered broadly in context with the mission of the College.

Students who are accused of criminal violations will be immediately reported to local authorities. Any student convicted of a felony is subject to immediate dismissal without the ability to appeal.

Authority

The President of the College is responsible for the administration of policies, regulations and procedures falling under jurisdiction of this document at his/her location. In the case of academic dishonesty charges, the Vice-President of Academic Affairs is responsible for the administration of these policies, regulations and procedures.

The Registrar will maintain all disciplinary files.

While the procedure in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied, certain minimal due process standards must prevail. The following College disciplinary procedures are designed to ensure reasonable protection of the student, a fair determination of the facts, and the application of appropriate sanctions.

Proceedings

An investigation will be conducted by the Vice-President of Academic Affairs or his/her designee. This investigation can include but is not limited to meeting with the accused student, gathering additional written documentation and/or conferring with appropriate College personnel or witnesses.

If, after investigating, the Vice-President of Academic Affairs or his/her designee determines that the complaint is not supported by the evidence presented, the complaint will be dismissed, and the student will be notified in writing or via e-mail that no charges will be filed.

If the investigation reveals that a violation may have occurred, the student(s) accused of misconduct will be notified in writing of the charges and advised that they are required to attend an informal hearing with the Vice-President of Academic Affairs. During the informal hearing the charges will be read and explained to the student, and the student will be asked to respond to the charges. The student also will have an opportunity to ask any questions.

If the student admits responsibility, the Vice-President of Academic Affairs will notify the student of the sanctions; the student can either accept or reject the sanctions. If the student rejects the sanctions, a formal disciplinary hearing will be convened pursuant to the procedures outlined in this handbook. If the student accepts the sanctions, the student will sign a waiver accepting the sanctions and waiving the right to a formal hearing.

If the student denies responsibility, written notice informing the student of the time and place of the hearing will be sent to the student's address of record and to his/her e-mail address.

The Vice-President of Academic Affairs or his/her designee will make available to the student any evidence in his/her possession and, upon written request, any files, subject to the provision of Florida State Statutes and the Family Educational Rights and Privacy Act. This evidence will be made available at least 5 days in advance of the formal hearing. Where several persons are alleged to have been involved in an incident, the Vice-President of Academic Affairs will determine if separate hearings will be held.

Pending a disciplinary hearing, the student will be permitted to attend class and otherwise participate in College activities, except in the case of a temporary suspension. The College's burden of proof shall be based on a preponderance of the evidence.

All disciplinary proceedings are confidential unless confidentiality is waived in writing by the student or the proceedings are found not to be confidential by a court of competent jurisdiction.

Notice of Formal Discipline Hearing

The student will receive written notification via certified mail and e-mail notification five business days in advance as to the time and place of the hearing unless the student waives the right to notice of such duration. This notice shall include the following information:

- The charge(s) filed.
- A student advocate may be provided by the College, upon request, to assist a student through the disciplinary process, or the student may elect to have an independent advocate present at his/her own expense. In either case, the advocate may only counsel the student, not address the committee or others participating in the hearing.
- All hearings will be open only to those involved in the process.
- The student has the right to face his/her accusers, to direct questions to those witnesses through the committee chair, and to present a defense and witnesses in his/her own behalf.
- The student may not be compelled to testify against himself/herself.
- The student has the right to admit to or deny responsibility for the charges prior to the hearing.
- The College reserves the right to make a recording and will notify all parties at the beginning of the hearing.
- Failure to appear or refusal to testify or to answer questions in the course of the hearing shall not be regarded as admission of responsibility. Should the student choose to ask questions of witnesses or otherwise pursue a defense, this will not equate to a student's forfeiture of his/her right to remain silent provided that the student does not offer personal testimony in defense.

Temporary Suspension

A temporary suspension may be imposed when the Vice-President of Academic Affairs determines that a student's continued presence on the campus or at any College-related activity or class constitutes an ongoing danger to persons or property or an ongoing disruption or threat to the educational process. Prior to a temporary suspension, notice of the charges will be given to the student verbally in order to effect an immediate interim suspension. Within one business day of such oral notification, written notification will be delivered to the student's College e-mail address and within three days to the mailing address on record.

If the student denies the charges, a hearing may be requested in writing within two business days and will be convened within five business days of the request.

Campus Discipline Committee

The Vice-President of Academic Affairs shall initiate the formation of a Campus Discipline Committee whenever there is a case to be heard or may establish a standing disciplinary committee for the academic year.

The committee shall be composed of five persons including two students, two faculty members and one administrator. In addition, three alternates will be identified. Potential members are to be carefully screened, and only those with the ability to be impartial and fair-minded in the case under consideration will be selected to serve on the hearing committee. Faculty/instructors, staff and students who are directly involved in the case may not serve on the committee. The Vice-President of Academic Affairs serve as the chairperson of the Committee.

Chairperson responsibilities:

- Call the hearing to order and introduce all parties present.
- Explain to the student and all participants the manner in which the hearing will be conducted.
- Read the charges being considered.
- Maintain proper decorum and order, dismissing any person who impedes or threatens to impede a fair and orderly hearing.
- Ensure that the student and the person bringing the charges each have the opportunity to testify and present evidence and witnesses in his/her behalf.
- Ensure that all available relevant evidence is presented, and that the decision is based solely upon the evidence and any testimony given.
- The committee chairperson is a neutral party and shall facilitate the hearing process, only voting in the case of a tie.
- The chairperson may call a recess at his/her discretion.

Conduct of the Hearing

1. Opening remarks will be given by the chairperson.
2. The individual bringing the charges will present any evidence and witnesses regarding the charges.
3. The student accused of the charges will present his/her perspective including any witnesses or documentation.
4. Any witnesses can be recalled by either party or the committee chairperson.
5. A summary statement will be given by each side.
6. At the conclusion of the fact-finding portion of the hearing, the participants will be excused, and in closed session, a decision will be rendered by a majority vote.

The process for determining the outcome of the hearing is called deliberation. This process involves a review of the evidence and testimony, discussion and a vote. The chairperson will ensure that only evidence presented at the hearing itself may be taken into account in reaching a decision and that the committee adheres to standards of confidentiality as provided for in state and federal law (i.e., Family Educational Rights and Privacy Act).

Final decision(s) and potential sanctions and made known to the Student within two (2) hours after deliberation. The Registrar will maintain all records of formal hearing, including any sanction to be imposed and supporting documentation. All records are confidential, per the Federal Educational Rights and Privacy Act.

Evidence of prior criminal convictions and/or College disciplinary action may be considered in determining the sanction only after the charges have been validated and the student found to be responsible.

Conduct of College disciplinary officers must take into account the necessity of preserving and protecting the rights and interests of the student. In compliance with the Family Educational Rights and Privacy Act, information regarding a student's disciplinary status may not be discussed with persons who are not concerned College officials without written authorization of the individual in question.

If the student wishes to appeal or have time to consider making an appeal, the President or his/her designee will hear arguments for withholding the imposition for the sanctions until the time for filing an appeal has expired or until an appeal decision has been rendered. The appeal must be made within one (1) day of the Committee's findings. All appeals will be heard by the College President, who will take testimony from both the Student and the Committee. The President's judgment must be in writing and will be final.

Sanctions

If the committee finds the student is responsible for the charges filed, the committee will determine and recommend sanctions to the President. These sanctions shall be included in the written notification of the guilty finding by the committee. Conditions of sanctions will be clear and precisely stated.

Sanctions that may be imposed by the College include but are not necessarily limited to:

- Dismissal -- mandatory separation from the College and any College program with no promise for future readmission. An application for readmission will not be considered until such time as specified in the order of dismissal has elapsed. A student who has been dismissed is barred from enrolling at, or visiting, any of the campuses of Aviator College.
- Suspension -- mandatory suspension from the College for a period of time as specified in the sanctions.
- Disciplinary Probation -- notice that the student's behavior is in violation of this Code. Another violation may result in suspension.
- Behavior Agreement -- Student signs and agrees to abide by College behavior agreement.
- Disciplinary Warning -- notice that the student's behavior is inappropriate, and further problems will result in more permanent and formal sanctions.
- Restitution -- When imposed for offenses involving damage to, destruction of, or misappropriation of property, agreement by the student to make restitution may constitute grounds for mitigation of the sanction.
- Parental Notification for drug or alcohol use or offenses involving weapons, where appropriate.

Other such sanctions as deemed appropriate, including written apologies, revocation of privileges, counseling or community service.

Students wishing to appeal the outcome of a disciplinary hearing should contact the President in writing within five business days for appropriate guidance in filing an appeal. In any case, appeals will only be heard if the student can provide additional documentation or evidence that the committee did not hear or see at the time of hearing. Students may request to have an advocate be present during appeal proceedings.

DRUG AND ALCOHOL POLICY

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all Aviator College of Aeronautical Science & Technology students and employees annually. Pursuant to federal and state drug laws as well as the FAA regulations, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs.
Aviator College of Aeronautical Science & Technology also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment and suspension of their FAA / EASA licenses.

The following excerpts are important facts that every student should know:

- Employees and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on the property of the school or when participating in any school activity. This prohibition applies while on the property of the school or when participating in any institution activity including flight training and time building outside the limit of the state.
- All underage students are also subject to Florida State laws regarding alcohol consumption.
- All students and employees are also subject to all Federal and State laws regarding illicit drug use.
- Employees or students who violate this policy will be subject to disciplinary action up to and including expulsion. In addition to legal penalties, the record of a felony or conviction of a drug related crime can prevent a person from entering some careers.
- Violations of this policy could result in the school losing its eligibility to receive funds or any other form of financial assistance under any federal program. Confidential help is available.

Students with questions or concerns about drug and alcohol abuse should contact a school official immediately. Aviator College reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug and Alcohol Policy will be dismissed and will not be eligible for readmission.

COPYRIGHT PROTECTION POLICY

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

NON-SMOKING/NON-TOBACCO POLICY

The Aviator College is a non-smoking, non-tobacco facility. Smoking, including the use of e-cigarettes or vaporizers, is only allowed in designated outdoor areas of the College's premises. Use of tobacco of any kind is not permitted inside the College's buildings. Smoking in non-designated areas is a violation of the College's Standards of Conduct.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The College provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Campus Security Report is available in paper format to all enrolled students and employees, and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.

Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences. For more information, visit https://nces.ed.gov/collegenavigator/?q=Aviator+College&s=all&id=447847.

Reporting Crimes and Emergencies

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual of crime statistics.

It is the policy of Aviator College of Aeronautical Science & Technology that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. Students and employees should promptly report all criminal actions and emergencies occurring on or around Aviator College of Aeronautical Science & Technology facilities to school officials.

To report emergencies or criminal acts occurring in school housing, students should contact the Housing Office (772) 475-7427 to speak with the professional staff, or dial 911 to report a crime or emergency requiring an immediate response. All criminal activity is acknowledged by the completion of an Incident Report and is reported to local police agencies. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder. In the event of fire or medical emergencies, staff and employees should contact the Fort Pierce Police Department by dialing 911, and then notify College.

Security and Access to the College

It is the policy of Aviator College of Aeronautical Science & Technology that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors.

Visitors are at all times subject to Aviator College of Aeronautical Science & Technology's policies, its conduct codes and the airport safety regulations and the TSA regulations and procedures. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to present a valid school identification care upon request, and encouraged to have the identification visible at all times. Guests must present valid identification upon signing in and must remain with their host while in the facility.

ALL VISITORS MUST SIGN IN AND OUT AT THE FRONT DESK OF THE ADMINISTRATIVE BUILDING LOCATED 4220 PAN AM BLVD.

Access to Academic Buildings

Aviator College of Aeronautical Science & Technology is concerned that every student enjoys a safe, secure stay. Aviator College of Aeronautical Science & Technology's policies and housing rules strictly prohibit the possession of weapons and the illegal use of alcohol, controlled substances and other drugs on the campus or in off-campus housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion. The lawful and appropriate behavior of the visitor is the responsibility of their student or employee host. Closed circuit security cameras continuously monitor the school facilities at 4220 Pan Am blvd.

Campus Law Enforcements

Campus staff with security responsibilities is always at the school during business hours. While the staff does not have arrest authority, such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.

Programs to Inform Students and Employees about Campus Security

All new students and employees are informed about safety and security procedures at their respective orientation programs.

Programs to Inform Students and Employees about the Prevention of Crimes

In the event of certain crimes that represent a continuing threat to students and employees, the Aviator College of Aeronautical Science & Technology will issue warning reports to advise everyone on the types of recurring actions that have occurred and the procedures that can be taken to prevent these. For instance, in the case of repeated burglary of petty thefts in a facility, warnings will be distributed to all faculty and staff with instructions for faculty to read to all of their classes or posted throughout the building.

STUDENT HOUSING POLICY

Students desiring a specific housing assignment may submit requests to the **Office of Student Housing**.

Requests for room assignments are honored on a first-come, first-served, space-available basis. The College does not guarantee assignment to a specific building, room, or roommate.

Aviator College has instituted an educationally based policy requiring all students enrolled in the A.S. degree program, under the age of 21 to live on campus for the entire time of enrollment. Students over 21 must live on campus until entering the internship program.

These rules are contingent upon room availability. Students with children are not required to live on campus. Exception requests should be brought to the attention of the President. A dormitory deposit must be on file in the student's account prior to the student receiving a housing assignment and remain on file for as long as the student lives in the College housing. The deposit is not covered by any scholarship or financial aid and cannot be waived. It is refundable, minus any outstanding College charges, provided the terms and conditions of the Housing Agreement are fulfilled. Students who sign Housing Agreements are obligated for the entire period of the agreement.

Neither buyouts nor substitutions are allowed. Students cannot cancel their Housing Agreements after the deadline dates as outlined on the Housing Agreement.

Students who do not enter or withdraw prior to the start of the first semester will be considered "Cancelled" and must notify the Billing Office to receive a refund.

Housing Type	Location	Description	Monthly cost
Shared	On-campus	2 people in one room, shared bathroom	$550.00
Private	Off Campus	Private room, shared bath	$650.00
Shared	Off Campus	2 people in one room, shared bathroom	$450.00

Housing Rules

Students who live in College housing must comply with the following rules:

1. No Student shall be in the housing area while under the influence of alcoholic beverages, cereal malt beverages or illegal drugs. There shall be no consumption, storage or sale of alcoholic beverages, cereal malt beverages or illegal drugs in the housing area. Students in violation of this regulation are subject to dismissal from housing and potentially the College.

2. There will be NO SMOKING allowed in any of the housing units. Smoking is only allowed in designated areas. Please dispose of cigarettes in the proper containers.

3. Authorized ACAST personnel including ACAST staff, Safety, custodial and maintenance employees, and special projects staff may enter student rooms at any time to perform normal duties, make necessary repairs and/or to inspect rooms for damages, assessment for future housing remodel/upgrades and to assure that ACAST policies are being adhered to.

4. No person under the age of 18 is allowed in the swimming pool or swimming pool area. Students must abide by all pool area rules as posted.

5. There will be no pets, of any kind, housed in or around the housing areas.

6. The sidewalk, entry ways, passage ways and stairways of the dormitories/housing shall not be obstructed.

7. No Student shall interfere in any manner with any portion of the heating and air conditioning thermostat apparatus in or about the dormitories nor about the building containing the same.

8. No additional locks shall be place upon any door of the building without written consent.

9. Students shall not play musical equipment or instruments at such hours and at a volume that would disturb other students in the dormitories.

10. Students agree that the cleanliness of the apartment is important. The College maintains the right to inspect for cleanliness and in the event an apartment is found unsatisfactory the Students will be given notice. If not cleaned satisfactorily in the time stated, a professional cleaning service will clean the apartment and any expense incurred will be billed to the Student's billing account. Students are responsible to keep their living quarters clean from mold, mildew, dust and dirt, sweep and mop floors, keep counters clean, refrigerators must be cleaned out once a week and no rotten food in any areas. Garbage must be taken out at least weekly or whenever the bin is full.

11. Any damage to apartments or housing units will be billed to all members of that specific apartment or housing unit unless responsibility can be established to the contrary. The cost of repairs will be billed to the Student's account on file upon completion of the repairs. Students are not allowed to do any repair work to a unit.

12. Students are responsible for the care and proper use of all furnishings and equipment in the dormitory facilities. Students may be charged for damage to, unauthorized use of or alterations to furnishings or equipment provided in rooms or common areas. Students are jointly responsible for the care and proper use of lounges and other common or public areas. Vandalism or other improper care of rooms or public areas may result in fines and/or disciplinary action, including dismissal from housing without refund. In addition, students found responsible for tampering with or altering fire protection devices or systems will be subject to federal and state laws, as well as ACAST policies.

13. Fire extinguishers and smoke alarms are in each apartment for your protection. Any tampering with this equipment will result in disciplinary action and the cost of replacement equipment will be billed to the student's account on file.

14. There will be no flammable materials or explosives stored in or about the housing area. This includes, but is not limited to, fireworks and petroleum products.

15. There will be no weapons of any kind permitted in housing. This includes but is not limited to; paintball guns, BB guns, firearms, bows/arrows and knives.

16. No overnight guests permitted without prior permission from the Housing Director. No person under the age of 18, unless accompanied by a parent shall be in any housing unit, or in the parking area without permission from the Housing Director. Visitors are only allowed in the apartments when accompanied by a resident student.

17. No vehicle repair work shall be performed in the housing unit parking areas. Disabled vehicles are not permitted on premises.

18. Campus housing residents are permitted only one vehicle on campus.

19. Students are NOT allowed to move to another apartment or room without permission from the Director of Housing.

20. Students are responsible for providing their own cleaning supplies, toiletries, and bedding.

21. Nothing except toilet paper is to be flushed down the toilets. If you notice a toilet running or a water leak anywhere, report it immediately to the housing director or an administrator.

22. The safekeeping of personal property is the responsibility of the student. ACAST urges every student to exercise all appropriate care to avoid theft and other loss or damage. ACAST are not liable for the loss of or damage to students' personal property, including but not limited to acts of God, theft, mechanical failures, electrical surges, water pipes breaking, sprinkler discharge, accidents or natural disasters. ACAST is not financially liable for temporary interruptions in service or utilities. ACAST encourages all students to obtain Renter's insurance at their own expense.

PROFESSIONAL CONDUCT AND UNIFORM POLICY

All Aviator College personnel and especially uniformed Aviation Operations staff, when in the presence of the public, or when representing the College, shall conduct themselves in a dignified, courteous and professional manner. Perception is reality in the minds of prospective students and visitors. In the aviation community, observers form their opinions of an aviation organization by observing the behavior of the personnel who fly the aircraft.
Prospective employers visit our school frequently and are very conscious of the appearance of students. Our purpose is to prepare students for employment; therefore, we require that students be neat in appearance and attire. Students in some programs will be expected to wear protective clothing designated by the instructor. Protective clothing includes such items as coveralls, aprons, hard hats, uniforms, lab coats, welding gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

DRESS CODE OF AIRMAN

General

1. Careful attention shall be given to personal cleanliness and hygiene by all uniformed faculty, staff and students.
2. All members of the College will be dressed in a neat, clean manner at all times. Personnel who deal with the public will be dressed in a manner prescribed by their supervisor. The College reserves the right to ask any faculty member, staff or student, improperly dressed and in violation of the dress code regulations, to go home and change clothing and return to their specific assignment.
3. This policy is in effect for all faculty member, staff, and students conducting official business, providing or receiving training on campus or participating to any flight operations.
4. All flight crewmembers shall conduct themselves in an appropriate manner, regardless of their presence on or away from the Aviator College campus or Flight Operations Building.
5. Aviator College flight crews are expected to both project and protect the positive perception and reputation of the College and of the aviation industry. Flight crews shall be neat, clean, well groomed, courteous and helpful whenever they are in uniform in public, on campus, at College functions, and during flight operations.
6. Flight crewmembers shall wear the Aviator College uniform in the prescribed manner and will uphold Aviator College appearance and conduct standards at all times. Failure to do so will lead to disciplinary action. There shall be no exceptions to these uniform policies unless specifically authorized by the Vice-President of Academic Affairs and the Director of Flight Standards.
7. Aviator College flight crewmembers are expressly PROHIBITED from wearing any labeled part of the uniform (jacket or shirt with Aviator College logo, name badge if applicable, identification badge), in any bar, tavern or any other inappropriate establishment.
8. Flight crews may wear the Aviator College uniform in a restaurant that serves alcohol provided they are not in the “bar” portion of the restaurant.
9. Aviator College flight crewmembers are PROHIBITED from consuming, purchasing, or distributing alcohol when wearing any part of the Aviator College uniform.

A. Uniform

1. Uniforms will be purchased by the airman.
2. The specified duty uniform is required to be worn by all airmen conducting official business on campus, to include flight instructors and students.
3. A pilot may supply any uniform items identical to the style and color available from the vendor normally used by the College. When in doubt please check with the Director of Flight Standards.

a) Uniform trousers

1) Only standard black uniform trousers/pants will be worn with the uniform.
2) In every case trousers/pants, when worn level on the waist, will be tailored to just break on the top of the shoe.
3) The trousers/pants shall be worn with a black leather belt of conservative design.

b) Uniform shirt

1) Long/short sleeve white pilot shirt may be worn without epaulets when worn with the approved sweater.
2) Short sleeve white pilot shirt with epaulets when worn without the approved sweater.
3) Flight Instructor Wings will be worn over, parallel to and centered with the left pocket flap of the shirt.
4) Shirt collars will be buttoned up to, but not to include, the last button and worn on top of a plain white tee-shirt (or plain white undershirt)

c) Footwear

1) Male Airman
   - Only oxford or slip-on plain toe or plain cap toe shoes or smooth or scotch-grain black leather uppers may be worn with the uniform.
   - Leather, synthetic leather or black, oil-resistant rubber soles may be used.
   - Only conventional height heels are authorized.
   - Round toe boots may be worn, trousers must be worn on the outside of these boots.
   - Western-style boots (pointed toes), welts, or penny loafers are not permitted.
   - All footwear will be adequately polished.
2) Female Airman
   - Black dress shoes with closed heel and toe or plain-toe black boots are required.
   - Maximum heel height is 1 ½ inches.
   - Western-style boots (pointed toes), welts, or penny loafers are not permitted.
   - For safety considerations, avoid wearing narrow heels during those periods of the flight operations where slick surfaces or gratings may be encountered.
   - Pants will be worn outside of boots.
   - All footwear will be adequately polished.

d) Socks/Hose

1) Male Airman: Black socks at least as dark as the trousers will be worn.
2) Female Airman: Black socks/hose at least as dark as the pants or neutral hose will be worn.

e) Shoulder stripes (epaulets)

1) Appropriate number for airman position held.
2) Chief Instructors, Assistant Chief Instructors and Check Instructors will wear 4 silver stripes.
3) Interns and Flight Instructors will wear 3 silver stripes.
4) Students, holder of an FAA Commercial Pilot Certificate will wear 3 silver stripes.
5) Students, holder of an FAA Private Pilot Certificate with an Instrument Rating will wear 2 silver stripes.
6) Students, holder of an FAA Private Pilot Certificate without an Instrument Rating will wear 1 silver stripe.

f) Sweater/Pull Over

1) When wearing a jacket, black in color, light-weight V-neck sweaters can be worn beneath the jacket.
2) College-approved V-neck black military sweater with appropriate shoulder stripes epaulets are preferred.

g) Hats: Hats are not allowed.

B. Grooming Policy for Male Airmen

1. A cleaned, shaven face and neatly trimmed hair are required when wearing the uniform or while in training.
2. All hair styles (including mustaches and sideburns, etc.) shall be neat, conservative and in keeping with a well-groomed appearance.
3. Hair will be kept neat and at no times will be below the collar.
4. Hair color shall be of a conservative natural tone and in keeping with a well-groomed professional appearance.

5. Mustache will be neatly trimmed to the side of mouth (not to join sideburns).
6. Sideburns are not to extend below the earlobe.
7. Beards and goatees are not permitted.
8. Hands and fingernails will be clean. Fingernails shall be kept at "sport" length.
9. There will be an absence of perspiration and breath odors, etc. It is understood that the summertime cockpit environment often makes this requirement impractical. The intent is for each crewmember to do his best to stay neat and clean.

C. Grooming Policy for Female Airmen

1. Any cosmetics worn should be appropriate for daytime wear and complement the individual's skin tone and uniform.
2. Hair styles worn while on duty must not interfere with vision or duties of the Pilot. When selecting a hair style, consideration must be given to the wearing of the uniform and being conservative and in keeping with a well-groomed appearance.
3. Hair that is shoulder length or longer must be styled up or controlled at the nape of the neck.
4. Hair color shall be of a conservative natural tone and in keeping with a well-groomed professional appearance.
5. Hands and fingernails will be clean. Fingernails shall be kept at "sport" length. Nail polish color shall be of a conservative tone.
6. There will be an absence of perspiration and breath odors, etc. It is understood that the summertime cockpit environment often makes this requirement impractical. The intent is for each crewmember to do his best to stay neat and clean.

D. Jewelry Policy

1. One conservatively styled bracelet (other than wristwatch) may be worn.
2. Facial jewelry (e.g., nose jewels, tongue piercing, etc.), except earrings on female airman, will not be worn. Simple, small earrings are acceptable (one per ear).
3. No more than one ring, appropriate for business wear, may be worn on each hand.
4. Jewelry should not detract from the well-groomed uniform look.
5. Necklaces are not authorized unless concealed properly under the white tee-shirt collar.

E. Tattoo(s) Policy

Must not have any indelible marks or figures (tattoos) visible on any exposed part of the body while wearing the prescribed duty uniform.

SAFETY PROCEDURES AND POLICIES

The very nature of the educational activities conducted at the school makes a well-planned and executed safety program essential. Each area of instruction shall follow safety practices that are appropriate to the activities scheduled. All students are required to observe all local, state, and federal safety regulations.

For students participating to flight training activities, Safety Procedures and Practices have been prepared in accordance with 14 CFR Part 141.93(3) to provide with the most up-to-date guidance necessary to conduct flight training in the safest manner possible. Students are required to follow the safety guidance and policies provided in the Aviator College Safety Procedure Manual. Failure to do so may be grounds for dismissal.

Grievance Procedures

DEFINITIONS

A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee.
Students should initially discuss the grievance with their instructor.

An appeal is the escalation of the complaint to a next level authority. If the appeal is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to appeal all matters with respect to

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

PROCEDURES

Aviator College of Aeronautical Science & Technology provides a grievance procedure to be followed by all students who seek resolution of a grievance, complaint, or concern related to their attendance at the College.

1) The student should attempt to resolve the grievance at the staff level, nearest to the source of the cause of concern. Most concerns can be solved at that level.

2) If this issue cannot be resolved at the source, the student is encouraged to present the concern to the department supervisor or the next level of authority.

3) If after a timely review at the department level, which will include a report to the student of the findings and decision, the student remains dissatisfied with the decision, the student may submit a written grievance to be considered by the Vice-President of Academic Affairs. The written document must include a clear statement of the grievance, complaint, or concern, and request a specific remedy, corrective action, or suggest a resolution for consideration. Five to seven working days will be allowed to discuss the matter with the interested parties and provide the student a written determination stating the reasons for the decision.

4) If the dispute remains unresolved after evaluation by the Vice-President of Academic Affairs, the student should address his or her concerns by directing them to the State Licensing Authority, the College's accrediting body, and/or programmatic accreditation agency. Students who reside out of state may contact any of the agencies listed on the following page or contact the Campus President for information about agencies in their local area.

5) In the event that a dispute cannot be satisfactorily, resolved using the proceeding actions, then the dispute between the student and the College shall be resolved through binding arbitration. The parties will attempt to agree on an impartial arbitrator or arbitrators.

Please direct all inquiries to:

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

Florida Department of Veterans Affairs
9500 Bay Pines Blvd, Suite 214,
Bay Pines, FL 33744
(727) 319-7440
www.fdva.org.

Commission on English Language Program Accreditation (CEA),
801 North Fairfax Street, Suite 402A,
Alexandria, VA 22314,
(703) 665-3400
www.cea-accredit.org

FAA Orlando Flight Standard District Office
5950 Hazeltine National Drive, Suite 500
Orlando, FL 32822
(407) 812-7700
www.faa.gov

United States Department of Education (DOE)
400 Maryland Avenue, SW
Washington, D.C. 20202
(800) 872-5327
www.ed.gov.

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee Florida, 32399-0400
Toll Free (888)224-6684
www.fldoe.org/policy/cie/.

ARBITRATION

Be it acknowledged, that we the representatives of Aviator College, as our interests exist in and to a certain contract, dispute, controversy, action or claim do hereby agree to resolve any dispute or controversy we now have or may ever have in connection with or arising from said claim by binding Arbitration. Said Arbitration shall be in accordance with the rules and procedures of the American Arbitration for the City of Fort Pierce, Florida, which rules and procedures for arbitration are incorporated herein by reference and the decision or award by the Arbitrator shall be final, conclusive and binding upon each of us and enforceable in a court of law of proper jurisdiction.

STUDENT COMPLAINT 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 Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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 & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at www.accsc.org.

COME FOR A VISIT AND TOUR OUR BEAUTIFUL CAMPUS

4220 Aviator Way
Fort Pierce, Florida 34946

MAIL
College Admissions Office
Aviator College of Aeronautical Science & Technology
3800 Saint Lucie Boulevard
Fort Pierce, Florida 34946
USA

PHONE	FAX	TOLL FREE
(772) 466-4822	(772) 466-4886	(800) 635-9032

facebook.com/pages/Aviator-College/176273593693

www.aviator.edu

Aviator College does not discriminate on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. To obtain more information regarding accessibility, please contact the Aviator College of Aeronautical Science & Technology, 3800 Saint Lucie Boulevard, Fort Pierce, Florida 34946.

The information contained in this publication is subject to change without notice as a result of action by federal and/or state governments, the trustees of Aviator College, and the administration of Aviator College. Questions concerning the contents of this publication should be directed to the appropriate Aviator College department or official.