



**AVIATOR**

College

*of Aeronautical Science & Technology*

**2024 - 2025 College Catalog**  
March 2024



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# Introduction and Overview

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## 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 college's overall goals.

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 experiences and job skills to enhance 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 to contribute to career success.
5. To make activities and experiences available to our students through various internships to foster personal growth and leadership qualities to assist students in their vocational, academic, and social pursuits.
6. To provide a framework and atmosphere of learning that 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. Maintain a communication process with the community of employers to ensure relevant curricula meet the aviation industry's developing needs.

## 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.

In 1982, Michael Cohen combined his two primary 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 aviation industry's needs. Under Michael Cohen's direction, Aviator Flight School began at the Addison, Texas Airport. 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. Over a decade ago, the school evolved into Aviator College of Aeronautical Science and Technology (ACAST). It also received approval for various Federal Department of Education student loans and veteran's benefits.

In 2009, the College was approved by 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 has over 77,000 square feet of classrooms, offices, flight operations space, and aircraft maintenance facilities.

In 2022, Aviator College received its final approval to offer a Bachelor of Science in Aeronautical Science.

Since its inception, more than 45,000 FAA licenses have been earned by students at Aviator College. Most of the College's graduate pilots fly professionally in the United States and internationally. The College's fleet has increased to more than 40 aircraft, flying more than 35,000 hours yearly. There have been considerable changes since the first years of the College. The one constant remains 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.

In January 2015, under the vision and leadership of Michael Cohen, the development of a new campus started to take shape. The Kissimmee Gateway Airport was selected to host our newly developed Aviation Maintenance Technician Program.

After its remodeling, Aviator College of Aeronautical Science and Technology's newly acquired facility in Kissimmee, Florida, was approved by the FAA in 2017 to offer its Aviation Maintenance Technician Program under 14 CFR Part 147.

Aviator College's AMT Program offers a unique, real-world, hands-on experience utilizing fully operational aircraft and a corporate jet in its facility. The extensive training program prepares the students thoroughly for a fulfilling and successful career in the aviation industry.

## CONSUMER INFORMATION

This Catalog is published 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 that 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, they 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 any Catalog Addendum identified as belonging to it. 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 the current graduation requirements of their 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 academic 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 based on 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, based on 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.

Aviator College does not discriminate based on 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. Following 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](mailto:stopdiscrimination@aviator.edu). The Title IX Coordinator must act equitably and promptly to resolve complaints and should respond 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 disabled 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 be made. An applicant requiring special accommodation will be reviewed. For additional information, please consult an Aviator College Admissions Representative. For further information on [Notice of Non-Discrimination](#), visit for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## DEI STATEMENT

Aviator College of Aeronautical Science and Technology is a welcoming campus with students, staff, and faculty worldwide. This global community provides an opportunity to interact with and learn from individuals of different races, creeds, ages, genders, and orientations. The College's goal is that all individuals are treated with respect and given the same access to high-quality and equitable flight training and other support services.

Our approach to industry training also means that the College provides guidance and support in the training needs of individuals based on their career goals and the experience needed to succeed in aviation respective to their country or selected career path.

Aviator College's policy is that students from all walks of life feel supported and encouraged on their training journey. To assist students in engaging with others representing their career and personal interests, challenges, and opportunities, we support and encourage participation in the following on-campus organizations. However, students from all walks of life are welcome to participate to increase diversity in their personal and professional lives while increasing diversity awareness and sensitivity:

- Aviation Fraternity Alpha ETA Rho
- Women in Aviation chapter
- Latino Pilots Association
- 99's
- EAA

The point of contact for all students who identify with an underrepresented or marginalized group is the Aviator College Title IX coordinator. The director of education/dean or vice president will address any concerns brought to the coordinator's attention to ensure that all student voices are heard. Student statements and reports submitted to the coordinator will be reviewed per the institutional improvement and assessment plan to ensure that the College maintains a campus where all students feel adequately supported and have equal access to necessary resources. Title IX Coordinator (772) 486-4822 or [stopdiscrimination@aviator.edu](mailto:stopdiscrimination@aviator.edu) Additional resources can be located at <https://www.aviator.edu/ix>.



## 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. These assessments aim 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 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](http://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](http://www.cea-accredit.org).
- Aviator College is approved by the United States Department of Education (DOE) Office of Education to offer our students Title IV Federal Stafford Loans. 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](http://www.ed.gov).
- Aviator College's Associate Degree in Aeronautical Science is approved by the State Approving Agency for Veterans' Education and Training, and 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](http://www.fdva.org).
- Aviator College is licensed by the Federal Aviation Administration (FAA); all pilot certification courses and programs are licensed and regulated by the 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 the 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](http://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/](http://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 change the organizational structure, policies and procedures, equipment and materials, and curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contributes to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog and the 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's 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 operations.

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. The 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 at the Treasure Coast International Airport and Business Park (KFPR) at 4220 Aviator Way in Fort Pierce, Florida 34946.** 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. The modern two-story building that houses our administrative offices, FAA Approved Computer Assisted Testing Service (CATS) testing room, nine (9) large classrooms, an ECAS/FAROS Bombardier CRJ-200 Advanced Aircraft Training Device, and a CRJ training mock-up, the Learning Resource Center (library), and our pilot shop. Most classrooms are equipped for multimedia presentations (computers and projectors) and can 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 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. for pilot briefing and training. This building is adjacent to the Student Learning Center. It houses additional administrative offices, dispatch, two weather briefing and flight planning areas, fifteen (15) briefing rooms, three (3) dedicated to conducting 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, well-equipped facility enables our full-time aircraft maintenance staff to maintain the fleet.

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

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 college's Main Campus. The Kissimmee branch campus is conveniently located on the Kissimmee Gateway Airport at 606 Dyer Blvd, Kissimmee, Florida.

## ADMINISTRATION

- **Michael Cohen, *President and CEO***. Mr. Cohen has been the Owner and President of Ari Ben Aviator, Inc. since its inception. He has over 32 years of experience 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, Multi-Engine, and Instrument Airplane ratings. He has also been awarded a “Gold Seal” by the FAA for his performance as a flight instructor.
- **Ulf Lundstroem, *College Vice-President***. Mr. Lundstroem has his Commercial pilot license. He is an Aviator College flight instructor and EASA Safety Manager. Mr. Lundstroem oversees ACAST’s day-to-day operations and finances.
- **Alejandro “Alex” Lopez, *Chief Pilot***. Mr. Lopez has an Associate of Science from Aviator College. He has been a flight instructor and check airman and flew professionally with Avianca in Ecuador. He is an FAA Flight Instructor, Advanced Ground Instructor, Instrument Ground Instructor, and was awarded a “Gold Seal” by the FAA for his performance as a flight instructor.
- **Brian Johnson, *Director of Flight Operations***. Mr. Johnson is an accomplished pilot with an FAA Airline Transport Pilot Certificate, Commercial Rotorcraft Certificate, Remote Pilot Certificate, and Certified Flight Instructor for Single, Multi-Engine, and Instrument Ratings. He has almost two decades in the Aviation industry, and over a decade managing a flight department.
- **Roxanne Palmer, *Director of Academic Affairs***. Mrs. Palmer holds a Master of Science in leadership for Higher Education and has more than 14 years of experience in higher education. Previously, she served at Aviator College as the registrar and VP of degree growth and marketing. Mrs. Palmer oversees all aspects of accreditation, compliance, and academic affairs.
- **Christopher Speer, *Director of Aircraft Maintenance and Director of the Aviation Maintenance Program***. Mr. Speer holds an FAA Aircraft Mechanic Certificate (A&P) and was awarded an Inspection Authorization by the FAA for his extensive experience in aircraft maintenance and airworthiness compliance requirements.
- **Ari Cohen, *Director of International Affairs***. Mr. Cohen has a Bachelor of Arts from FAU. He has over 15 years of experience in the aviation/flight school industry, developing markets in Vietnam, Taiwan, Colombia, Ecuador, Peru, Israel, etc. He works with companies such as Vietnam Airlines and EL AL Airlines to develop pilot programs. He also has his Multiengine/Instrument PPL.
- **Dr. Ginetta Bernard, *Registrar and Dean***. Dr. Bernard has a Doctorate in Music from Academia Santa Cecilia/ Universita La Sapienza in Rome, Italy, a master’s in education from Mercy College in New York, NY, and a master’s in Interpretation from University Laval in Quebec, CA. She was an Assistant Professor at St John’s University for 15 years.
- **Peter Rojas, *Lead Aviation Theory/Ground Instructor***. Mr. Rojas has a Bachelor of Science in Mechanical Engineering and an MBA in Finance and International Business. With nine years of industry experience, he uses his FAA Advanced Ground Instructor, Instrument Ground Instructor (AGI/IGI), Commercial, Instrument, and Aircraft Dispatcher (Part 121) Certificates to train the next generation and has nearly a 100% pass rate in Part 141 flight schools.
- **Michelle Haworth, *Aviation English Instructor***. Mrs. Haworth has a Master of Science in TESOL from Nova Southeastern University. She has over 38 years in education, 13 of those in aviation. She has served as an ICAO Rater for the TEA and TEAC for the past eight years. She has authored three aviation English textbooks, and an internationally used curriculum.
- **Taylor Dollar, *Director of Admission***. Three years of aviation admission and recruitment experience.
- **Vladimir Nelson, *Director of Financial Aid and Veterans Affairs Certifying Officer***. Mr. Nelson holds a Bachelor of Arts in criminal justice and has over six years of experience in Higher Education, specializing in Admission and Financial Aid. Throughout his career, he has undergone recurrent annual training and certifications in various areas, including CampusNexus, FASFAA, Tuition Assistance (TA) for Active Duty personnel, and VA benefits.
- **Jacquelyn Hilton, *Student Services Coordinator***. Ms. Hilton earned a Bachelor of Science in Political Science and has over fifteen years of customer service and administration Support experience.
- **Jessica Rigal, *Career Services Coordinator/Human Resources***: Ms. Rigal has a master's degree in social work specializing in human resources and career services. With a background in mental health counseling, she is dedicated to helping navigate education and career paths. As a faculty member, she teaches the Pilot Career Planning and Interviewing course.
- **T.J. Mete, *Primary Designated School Official (PDSO) for SEVP***. Ms. Mete has been with the college since its inception. Ms. Mete is the Principal Designated School Official for all matters related to the Student Visitor Exchange Program.

**DIRECTORY INFORMATION**

**Aviator College of Aeronautical Science and Technology**  
**Mailing: 3800 St. Lucie Blvd. Fort Pierce, FL 34946**  
**Main Phone: 1-800-635-9032 (Toll-Free) or (772) 466-4886**  
**Dispatch: (772) 672-8220**

**Main Campus: 4220 Aviator Way, Fort Pierce, FL 34946**  
**FAX: (772) 466-4886**  
**Housing: (772) 475-7427 or [housing@aviator.edu](mailto:housing@aviator.edu)**

Department	Phone Extension	Email
Academic Affairs	208	
Admissions	125	<a href="mailto:admissions@aviator.edu">admissions@aviator.edu</a>
Aircraft Maintenance Director	123	
Aviation English	134	
Bookstore / Pilot Shop	102	
Business Development/Corporate Partnerships	205	
Business Office / Billing / Accounts Payable	206	
Campus President	108	
Campus Vice-President	105	
CATS Testing Center	119	
Chief Pilot	112	
Financial Aid	131	<a href="mailto:financialaid@aviator.edu">financialaid@aviator.edu</a>
Flight Operations	115	
Human Resources/ Career Services	140	
International Affairs	199	
Library Learning Resource Center	138	<a href="mailto:llrc@aviator.edu">llrc@aviator.edu</a>
Procurement/Parts – Maintenance Hangar	121	
Registrar	191	<a href="mailto:registrar@aviator.edu">registrar@aviator.edu</a>
Safety Office	342	<a href="mailto:safety@aviator.edu">safety@aviator.edu</a>
Student Exchange Visa (SEVIS) Program Official	194	<a href="mailto:sevis@aviator.edu">sevis@aviator.edu</a>
Student Services	111	

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

Campus Vice President: policies related to business practices, disciplinary actions, and appeals.

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

Chief Pilot / Flight Operations: oversees all flight line policies, instructor assignments, scheduling stage checks and check rides., as well as all other flight training questions or concerns.

Director of Academic Affairs: policies pertaining to grievances, non-discrimination, and student record privacy; information relating to college accreditation and licensure; and the campus academic improvement plan.

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

Financial Aid: 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.

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

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

Safety: Policies on flight training, flight line safety, and emergency preparedness. Information on reporting safety concerns.



# Admissions Information

## ADMISSIONS REQUIREMENTS AND PROCEDURES

Each applicant for admission works with an Admissions Specialist who directs the applicant through 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 before 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 applicant's responsibility to ensure that Aviator College receives all required documentation. All records received become the property of Aviator College.

Returning students shall adhere to most current admissions policies and procedures outlined in this catalog.

## GENERAL ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS

1. The applicant must complete the online Application Form at <http://app.aviator.edu>.
2. The applicant must interview with an admissions specialist. (Interviews can be held on campus, by phone, or video conference)
3. **Proof of age.** The applicant must be seventeen (17) years of age or older at the time they start their 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. **Enrollment Agreement.** Accepted applicants must agree to and sign the Aviator College Enrollment Agreement prior to enrollment or course registration at Aviator College. The legal guardian or parents shall sign the enrollment agreement if the applicant is a minor.

## ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALL DOMESTIC STUDENTS

1. **Proof of Graduation:** The applicant must possess a standard high school diploma from an accredited institution, GED equivalent, or a home-study certificate or transcripts from a home-study program equivalent to high school level and recognized by the student's home state. Applicant must provide **official sealed** documentation of graduation. All documents from foreign countries must also be translated into English and evaluated as 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](http://www.naces.org) for information). Expense(s) of translation and evaluation is the applicant's responsibility. Aviator College will submit official transcripts for translation and evaluation at the applicant's request once the documents are received.
2. **Education/Military Transcripts:** The applicant must submit all transcripts from previously attended colleges/universities, including dual-enrollment transcripts. Active or former military members must submit a Joint Services Transcript.
3. **Proof of citizenship.** The applicant must provide **one** of the following types of documentation:
  - A color copy of a valid passport. The original must be produced at registration.
  - A color copy of an original U.S. birth certificate with a 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.
4. **Medical Aptitude.**  
**Domestic students will be required to arrive with an FAA Medical Certificate.**
  - Vocational flight training applicants must be eligible for or hold a valid 2<sup>nd</sup> Class FAA Medical Certificate.

- Avocational flight training applicants must be eligible for or hold a valid 3<sup>rd</sup> 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/](http://www.faa.gov/licenses_certificates/medical_certification/).

5. **Proof of Funds**—All students must show proof that they have sufficient funds to cover the cost of training. Proof of funds can include a bank statement verifying available funding or an award letter and acceptance of federal or private student loans.
6. **Pilot Certificate(s) and other related documentation.** If the applicant holds an FAA Pilot Certificate, the applicant shall provide copies of current pilot certificates and documentation of prior ground and/or flight training (logbook, validated training records, etc.). The originals must be produced at registration.

## ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALL INTERNATIONAL STUDENTS

1. **Proof of Graduation:** The applicant must possess the equivalent of a standard U.S. high school diploma from an accredited institution. All documents from foreign countries must also be translated into English and evaluated as equivalent or higher than a USA high school diploma by a credential evaluation service with the National Association of Credential Evaluation Services (see [naces.org/members](https://naces.org/members) for information). Aviator College recommends [jisilny.org](https://jisilny.org), and you can find the [details on receiving a quote or submitting official transcripts](#) for evaluation and/or translation. The completed records will be sent to Aviator College for review and acceptance. The expense (s) of translation and evaluation are the applicant's responsibility.
2. **College/University Transcripts:** Degree program applicants must submit all post-secondary, college, or university transcripts for transfer credit evaluation. All documents from foreign countries must also be translated into English and evaluated as equivalent or higher than a USA high school diploma by a credential evaluation service with the National Association of Credential Evaluation Services (see [naces.org/members](https://naces.org/members) for information). Aviator College recommends [jisilny.org](https://jisilny.org), and you can find the [details on receiving a quote or submitting official transcripts](#) for evaluation and/or translation. The completed records will be sent to Aviator College for review and acceptance. The expense (s) of translation and evaluation are the applicant's responsibility.
3. **English Proficiency:** 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).
  - Duolingo English Test (DET)
  - 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 above testing (see below).

TOEFL, IELTS, TOEIC, and Duolingo requirements and placement standards are outlined below. Students who 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. All tests must be taken within 12 months preceding the start date (Benchmark or ICAO ELP test is acceptable for flight line privileges only).

Test	TOEFL iBT	IELTS	TOEIC	DUOLINGO
Minimum Cumulative Score (Listening, Speaking, Reading, and Writing)	61	5.5	500	90

*English testing requirements are waived for students from the United States or those whose primary language is English.*

*These countries qualify for 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 requirements 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.

**AVIATION PROGRAM PROFICIENCY:**

For entry into our aviation programs, the applicant must demonstrate English proficiency as defined in the applicable sections of 14 CFR Part 61. To begin flight training, students must be able to pass a Benchmark Test with ICAO level 4 proficiency standard or higher. The Benchmark Test is a placement test of ICAO English proficiency offered at Aviator College with an in-house ICAO certified administrator and rater. The ICAO 4 Aviation English Language Proficiency Requirement and English Proficiency are two separate requirements, and one cannot replace the other.

*Current Pilots and ATCs* must show proof of current ICAO-level English Proficiency and pilot certificate or ATC credentials for admission no later than at Orientation. TOEFL, IELTS, TOEIC, and Duolingo scores below will mandate that the applicant be enrolled in the Aviation English program.

Test	TOEFL iBT	IELTS	TOEIC	DUOLINGO
Minimum Cumulative Score	40	5.0	400	70

**4. Medical Aptitude.**

**International students will be provided access to an FAA Aviation Medical Examiner (AME) upon arrival and up to seven (7) days to receive the FAA Medical Certificate.** If an incoming international student cannot be issued an FAA Medical Certificate for medical reasons, all monies, less required fees and expenses, will be reimbursed. If the student fails to schedule and attend the appointment, the student will dropped from the course of study.

**5. Pilot Certificate(s) and other related documentation.** If the applicant holds a Pilot Certificate issued by an ICAO member state, the applicant shall provide copies of current pilot certificates and 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 a Foreign License.

For additional information concerning the general issuance of an 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/](http://www.faa.gov/licenses_certificates/airmen_certification/foreign_license_verification/).

**6. 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. Proof of funds may be provided in the form of a bank statement verifying available funding for the program or acceptable private loans. Program costs will be detailed on the issued I-20.

**7. Student VISA Processing**—International students must hold a VISA acceptable to the United States and appropriate for specified training.

**a. Certificate of Eligibility - Form I-20.** Once the proof of funding and all required admissions documents are submitted, a certificate of eligibility (I-20) is issued. The I-20 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), a government-computerized system, to maintain and manage data related to international 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 to enroll non-immigrant alien students under Federal law. 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](http://www.ice.gov/sevis).

- b. **TSA Registration:** International students enrolling in flight training courses with a student VISA must complete a TSA registration form(s) and submit payment. TSA registration must be completed prior to arrival for the training to begin for an Initial Private Pilot. For more information, please refer to the following links: <https://www.fts.tsa.dhs.gov/home>.
- c. **Fingerprinting:** All students on a VISA must be fingerprinted upon arrival at Aviator College. Before arrival, incoming students must register for fingerprinting at [https://secure.natacs.aero/afsp/afsp\\_form.asp?agency=1377&agent\\_number=1001](https://secure.natacs.aero/afsp/afsp_form.asp?agency=1377&agent_number=1001).
- d. **Initial Account Deposit:** Upon arrival, F1/M1 VISA Students must have one-third of their program expenses in their account to begin training. You will be provided with 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 more than \$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 prior to each new student's start date. It introduces students to their program requirements, the staff, and the faculty while reviewing Aviator College’s policies and procedures. Students work with their admissions specialists during orientation 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 be similar in content and duration to those required for 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 “C” or better grade. Students entering Aviator College who have earned a baccalaureate degree from a nationally or regionally accredited school will be granted block credit satisfying all of Aviator College's 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 the following:

- Courses listed on a transcript without a grade.
- Courses earning grades but not credit hours.
- Vocational/technical courses, internship, practicum, or experiential learning.

In some cases, credit will not be given for courses completed more than ten years before Aviator enrollment. Transfer credit for grades of ‘P’ or ‘S’ is subject to the registrar’s approval. 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 registrar’s decision is final.

Transfer credit is certified based on official transcripts bearing the correct seals and authorized signatures from all former institutions. The registrar coordinates the process, certifies courses, and provides notice of the official evaluation. Transfer students may be required to provide the registrar with a college catalog, course syllabi, and the names of textbooks used in courses to help ensure a thorough transfer credit evaluation.

An FAA pilot license is also an acceptable document for transfer credit. To receive transfer credit for flight hours, applicants must have their logbook evaluated by the chief pilot before the commencement of training. Since the certificate programs are



clock-hour-based, all anticipated transfer credits 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 funding 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 an 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.

Students arriving with an FAA written exam completed will be scheduled for an interview with the Chief Pilot to evaluate their 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 the 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](http://www.naces.org) for information), attesting that 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 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 at Aviator. Official course descriptions and/or syllabi may also be required. Official English translations are required for transcripts and course syllabi that are not in English.

While Aviator makes every effort to complete the official certification of transfer credit before the student arrives at the College, guidelines allow one semester 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 [Joint Services Transcripts \(JST\)](#) and a DD214 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 in military service.

### 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 another institution will accept credits.

Undergraduate transfer credit may be awarded for courses taken at a college/university accredited by an accrediting association in the United States or with equivalent recognition. Flight credit is transferable, subject to FAA rules for transferability between colleges. **A minimum of 25% of the credits or clock hours required for non-degree and undergraduate degree programs must be completed at Aviator College.** Candidates for the associate degree program must complete the minimum course requirements as outlined in the appropriate curriculum. These requirements may not be waived.

## ACADEMIC CALENDAR

### 2023

#### SPRING 2023: January 18- May 10

**\*\*\*Active flight students in a Program must show up on the second of January to resume flight training.**

January 16: Martin Luther King Day (College Closed but Flight Line Open)  
 January 18: First Day of Class  
 February 20: President's Day (College Closed but Flight Line Open)  
 February 27-March 3: Spring Break  
 March 9-10: Orientation  
 March 13: First Day of Class for Mid-Session  
 May 5: Commencement  
 May 10: Last Day of Class

#### SUMMER 2023: May 16-August 25

May 16: First Day of Class  
 May 29: Memorial Day  
 June 19: June Teenth National Independence Day  
 July 4: Independence Day  
 July 5-6: Orientation  
 July 7: First Day of Class for Mid-Session  
 August 25: Last Day of Class

#### FALL 2023: August 28-December 15

August 28: First Day of Class  
 September 4: Labor Day  
 (September 18: Constitution Day Observed)  
 October 9: Columbus Day (Flight Line open)  
 October 12-13: Orientation  
 October 16: First Day of Class for Mid-Session  
 November 11: Veteran's Day (Falls on Saturday and is observed on Monday)  
 November 23-24: Thanksgiving Holiday Break  
 December 8: Commencement  
 December 15: Last Day of Class  
 December 18- January 15: Winter Break (Flight line closes on December 23rd and reopens on January 2nd)

### 2024

#### SPRING 2024: January 15- May 10

**\*\*\*Active flight students in a Program must show up on the second of January to resume flight training.**

January 15: Martin Luther King Day (No Classes, Flight Line Open)  
 January 18: First Day of Class  
 February 19: President's Day (No Classes, Flight Line Open)  
 February 26-March 3: Spring Break (No Classes)  
 March 7-8: Orientation (Mid-Session)  
 March 10: First Day of Class for Mid-Session  
 May 5: Commencement  
 May 10: Last Day of Class

#### SUMMER 2024: May 14-August 23

May 8-10: Orientation  
 May 14: First Day of Class  
 May 27: Memorial Day (College Closed)  
 June 19: Juneteenth National Independence Day  
 July 4: Independence Day (College Closed)  
 July 2-3: Orientation (Mid-Session)  
 July 8: First Day of Class for Mid-Session  
 August 23: Last Day of Class

#### FALL 2024: August 26-December 16

August 21-23: Orientation  
 August 26: First Day of Class  
 September 2: Labor Day (College Closed)  
 September 17: Constitution Day observed  
 October 14-15: Orientation  
 October 16: First Day of Class for Mid-Session  
 November 11: Veterans' Day (No Classes, Flight Line Open)  
 November 28: Thanksgiving (College Closed)  
 December 8: Commencement  
 December 13: Last day of classes  
 December 22 – January 2, 2025: College and Flight Line Closed

2025

**SPRING 2025: January 14- May 9**

***\*\*\*Active flight students in a Program must show up on the second of January to resume flight training.***

January 8-10: Orientation  
 January 14: First Day of Class  
 January 20: Martin Luther King Day (No Classes, Flight Line Open)  
 February 17: President's Day (No Classes, Flight Line Open)  
 February 24- February 28: Spring Break (No Classes)  
 March 3-4: Orientation (Mid-Session)  
 March 5: First Day of Class for Mid-Session  
 May 7: Commencement  
 May 9: Last Day of Class

**SUMMER 2025: May 13-August 22**

May 7-9: Orientation  
 May 13: First Day of Class  
 May 26: Memorial Day (College Closed)  
 June 19: Juneteenth National Independence Day  
 July 1-2: Orientation (Mid-Session)  
 July 4: Independence Day (College Closed)  
 July 7: First Day of Class for Mid-Session  
 August 22: Last Day of Class

**FALL 2025: August 25-December 15**

August 20-22: Orientation  
 August 25: First Day of Class  
 September 1: Labor Day (College Closed)  
 September 17: Constitution Day  
 October 13: Columbus Day (College Closed, but Flight Line open)  
 October 14-15: Orientation  
 October 16: First Day of Class for Mid-Session  
 November 11: Veteran's Day (No Classes, Flight Line Open)  
 November 27: Thanksgiving Holiday (College Closed)  
 December 11: Commencement  
 December 15: Last Day of Class  
 December 22- January 2, 2026: Flight Line and College Closed)

# Academic Programs and Course Description

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## 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 emphasizing 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 various aviation-related vocational programs and certification courses focusing on airman certification. Current programs offered through the College include the following undergraduate degree and diploma programs:

- ▶ Associate of 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 integral to 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. The ground courses must meet specific grades and attendance standards to comply with FAA requirements. 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 that 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](http://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 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 inform their 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 around 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 and a liberal arts core to provide 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 a 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. The students selected to complete their internship as flight instructor interns can 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. Students successfully completing the Associate Degree (Flight Education Track) will be eligible to be hired as flight instructors. Graduates are not guaranteed employment at Aviator College.

<b>DEGREE PROGRAM COURSES PLAN OF STUDY: Flight Education Track</b>	
Duration: 24 Months / Maximum Allowable Time Frame: 36 Months	<b>CREDIT HOURS</b>
<b>General Education Courses</b> (see course descriptions for options)	
Communications (2)	6
Mathematics	3
Humanities	3
Social Science	3
Science	3
<b>TOTAL</b>	<b>18</b>
<b>Core Aviation Courses</b>	
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
<b>TOTAL</b>	<b>29.5</b>
<b>Aviation Elective Courses (2 Required)</b>	
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
<b>TOTAL</b>	<b>6</b>
<b>Flight Education Track (Additional Required Courses)</b>	
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
<b>TOTAL</b>	<b>17.5</b>
<b>Degree Credit Hours Needed for Graduation Total</b>	
	<b>71</b>

<b>DEGREE PROGRAM COURSES PLAN OF STUDY: Airline Track</b>	
Duration: 24 Months / Maximum Allowable Time Frame: 36 Months	<b>CREDIT HOURS</b>
<b>General Education Courses</b> (see course descriptions for options)	
Communications (2)	6
Mathematics	3
Humanities	3
Social Science	3
Science	3
<b>TOTAL</b>	<b>18</b>
<b>Core Aviation Courses</b>	
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
<b>TOTAL</b>	<b>29.5</b>
<b>Aviation Elective Courses (2 Required)</b>	
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
<b>TOTAL</b>	<b>6</b>
<b>Airline Track (Additional Required Courses)</b>	
AVG2300 – Airline Transport Pilot Theory OR	4
AVF2500 – Transition to Fixed Wing – Flight Training	6.5
AVF2700 – Advanced Flight Training Qualification	3.5
AVI2100 – Externship/Internship I	3.5
AVI2200 - Externship/Internship II	3.5
<b>TOTAL</b>	<b>17.5</b>
<b>Degree Credit Hours Needed for Graduation Total</b>	
	<b>71</b>

## COMMERCIAL PILOT PROGRAM (CERTIFICATE)

The Commercial Pilot Program is centered around Commercial Pilot training certified under FAA 14 CFR Part 141 and prepares students for FAA certification (licensing) and ratings. The Program includes courses from primary flight through multi-engine and a commercial pilot with an 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 airplanes and 33 will be in a flight simulator. Students have the option to elect additional hours of single and multi-engine time. The 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.

CERTIFICATE PROGRAM COURSES PLAN OF STUDY: Commercial Pilot Certificate*	
Duration: 9 Months / Maximum Allowable Time Frame: 13.5 Months	CLOCK HOURS
<b>Core Aviation Courses</b>	
AVT1111 - Private Pilot (Part 141) Theory	80
AVF1111 - Private Pilot (Part 141) Flight Training	55
AVT1311 - Instrument Rating (Part 141) Theory	80
AVF1311 - Instrument Rating (Part 141) Flight Training	40
AVT1411 - Commercial Pilot (Part 141) Theory	80
AVF1411 - Commercial Pilot (Part 141) Flight Training	120
<b>Clock Hours Needed for Graduation Total</b>	
	<b>455</b>

(\* ) The outlined program qualifies for the M1 VISA. ALL international students seeking a certificate program must apply for it. Upon enrollment, additional continuing education training options can be selected.

The Continuing Education Courses available upon completion of the Commercial Pilot Program and their related VISAs are:

- **M1 VISA:** Jet Transition & CRJ Simulator Training
- **F1 VISA:** Professional FAA Instructor Course: AVT2011 and AVF2011 for three instructor ratings. AVI2000, IF working at Aviator College as a Flight Instructor. Then AVI2011 for a 7-month internship, including checkouts **OR** Professional EASA Instructor Course (4 instructor ratings, 3 FAA and 1 EASA, and 7-month internship including checkouts).

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, allowing graduates to build the flight experience needed for successful employment. Upon program completion, F1 students must meet eligibility requirements to be employed as flight instructors.

## INDIVIDUAL RATINGS – CONTINUING EDUCATION

Aviator College maintains an array of course selections. 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 the Admission Department.



## COURSE DESCRIPTIONS

The Course numbering system used for the Aviation courses in this catalog is 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 usually take the course. The second and third digits determine the logical order in which courses should be completed. The course prefix is a three-letter designator. The content of a course determines the assigned prefix.

*Not all classes are taught every month, so please contact admissions to request a class schedule.*

### AVIATION SCIENCE – GENERAL (AVG)

#### **AVG1600 - Pilot Career Planning and Interviewing: 3 Credit 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 how employees affect an aviation organization's success. 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. Prerequisites: AVT1400, AVF1422.

#### **AVG1700 - Aviation Law: 3 Credit Hours.**

This course provides students with the history, framework, and fundamentals of aviation regulations and guidance information. Students are introduced to all major aspects of aviation law, emphasizing 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. Prerequisites: AVT1100, AVF1100.

#### **AVG1800 - Aviation Meteorology: 3 Credit Hours.**

This course provides students with the fundamentals of aviation weather and weather services, which are a foundation for appropriate and safe preflight planning and in-flight decisions. Special emphasis is on understanding, analyzing, interpreting, and using weather data and information through real-world scenarios and NTSB case studies. Prerequisite: AVT1100, AVF1100.

#### **AVG2100 - Aerodynamics: 3 Credit Hours.**

This course analyzes the physical laws and aerodynamic principles that govern an airplane's flight and performance, stability, controllability, and maneuverability. Additional emphasis is given to high-speed aerodynamics and the application of aerodynamics to specific flying problems. Prerequisites: AVT1400, AVF1422.

#### **AVG2200 - Aviation Safety: 3 Credit Hours.**

This course prepares aviation professionals to make wise and informed decisions and actions in the interest of aviation safety. It will explore factors affecting safety, including human factors, the 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.

Prerequisites: AVT1100.

**AVG2300 - Airline Transport Pilot Ground: 3 Credit Hours.** The 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 Credit Hours.**

The course provides students with a working understanding of high 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 Hour.**

The course gives the student the skills necessary to perform normal/ abnormal/ emergency procedures associated with the CRJ-200. In addition, special emphasis is placed on the 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 TECHNOLOGY: THEORY (AVT)**

**AVT1100 - Private Pilot (Part 141) Theory: 5 Credit Hours.**

This Single-Engine Training course provides students with the 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 Prerequisite(s).

**AVT1111 - Private Pilot (Part 141) Theory: 80 Clock Hours.**

This Single-Engine Training course provides students with the 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 Prerequisite(s).

**AVT1300 - Instrument Rating (Part 141) Theory: 5 Credit 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 instrument-rated pilot operations, and the elements of resource management and develop safe flying practices.

Prerequisite(s): AVT1100.

**AVT1311 - Instrument Rating (Part 141) Theory: 80 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 instrument-rated pilot operations, and the elements of resource management, as well as develop safe flying practices.

Prerequisite: AVT1111.

**AVT1400 - Commercial Pilot (Part 141) Theory: 5 Credit 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. It will further review the aerodynamic principles, A/C performance, VFR Cross-Country navigation techniques, weather reports, and forecasts, Federal Aviation Regulations pertinent to Commercial Pilot operations, the elements of resource management, and develop safe flying practices. Prerequisite(s): AVT1300, AVF1100.

**AVT1411 - Commercial Pilot (Part 141) Theory: 80 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. It will further review the aerodynamic principles, A/C performance, VFR Cross-Country navigation techniques, weather reports, and forecasts, Federal Aviation Regulations pertinent to Commercial Pilot operations, the elements of resource management, and develop safe flying practices. Prerequisite(s): AVT1311, AVF1111.

**AVT2000 - Fundamentals of Instruction Theory: 2 Credit Hours**

This course provides students with the appropriate knowledge necessary to be competent aviation instructors and prepares them to pass the required FAA Fundamentals of Instructing Written Exam. This course emphasizes the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning, and classroom training techniques. Prerequisite(s): AVF1400.

**AVT2011 – Professional Flight Instructor Course: 120 Clock Hours.**

This course includes all instructor theory courses, Fundamental of Instruction, Flight Instructor Airplane, and Flight Instructor Instrument Theory courses as a continuing education option for commercial pilot students. It will provide students with the necessary knowledge to be competent aviation instructors and prepare them to pass the required FAA Fundamentals of Instructing, Flight Instructor Airplane, and Flight Instructor Instrument Written Exams. This course emphasizes the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning, and classroom training techniques. Prerequisite(s): AVF1411.

**AVT2050 – EASA Flight Instructor Theory: 70 Clock Hours.**

This course provides students in the EASA Professional Pilot Concentration with the necessary knowledge to be a competent and safe EASA Flight Instructor. Emphasis is placed on the Fundamentals of Instructing, including the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning, classroom training techniques, and the appropriate aeronautical knowledge areas required to perform as a Certified EASA Junior Flight Instructor. Prerequisite(s): AVF1450.

**AVT2100 - Flight Instructor Airplane Theory: 3 Credit 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 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 Credit 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 Credit Hours.**

This Single-Engine Training course provides students with the skills and 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.

**AVF1111 - Private Pilot (Part 141) Flight Training: 55 Clock Hours.**

This Single-Engine Training course provides students with the skills and 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 1111.

**AVF1300 - Instrument Rating (Part 141) Flight Training: 2 Credit Hours.**

This course gives students the skills and 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 using 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 AVT1300.

**AVF1311 - Instrument Rating (Part 141) Flight Training: 40 Clock Hours.**

This course gives students the skills and 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 using 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 1111, AVF 1111. Co-requisite(s) AVT1311.

**AVF1400 - Commercial Pilot Part 141 Flight Training: 6 Credit 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.

**AVF1411 - Commercial Pilot Part 141 Flight Training: 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 Ratings – CFII (Initial) CFI; MEI (Add-ons): 1 Credit Hour.**

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-hour flight) is completed for Instrument. Then, additional instructor ratings are added at 5 hours of flight for each rating (NOTE: 15 hours of flight could be required for the Multi-Engine add-on rating due to PIC requirements). Prerequisite(s): AVT 2000, AVT2100 & AVT2200.

**AVF2011 - Flight Instructor Ratings: 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-hour flight) is completed. Then, additional instructor ratings are added at 5 hours of flight for each rating (NOTE: 15 hours of flight could be required for the Multi-Engine add-on rating due to PIC requirements). Prerequisite(s): AVT 2011.

**AVF2100 - Flight Instructor Ratings – CFI (Initial) MEI; CFII (Add-ons): 1 Credit Hour.**

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-hour flight) is completed. Then, additional instructor ratings are added at 5 hours of flight for each rating (NOTE: 15 hours of flight could be required for the Multi-Engine add-on rating due to PIC requirements). Prerequisite(s): AVT 2000, AVT2100 & AVT2200.

**AVF2200 - Flight Instructor Ratings – MEI (Initial) CFI; CFII (Add-ons): 1 Credit Hour.**

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-hour flight) is completed. Then, additional instructor ratings are added at 5 hours of flight for each rating. 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 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 SCIENCE – INTERNSHIP (AVI)

The Externship/Internship courses at Aviator College are designed to enhance traditional classroom instruction by engaging students in real-life experiences in the field of aviation. Students receive academic credit for participating in the externship/internship, which requires on-site work at Aviator College or with a partner placement site. Students complete a total of 320 hours, which can be done within a single semester or over the course of two at 160 hours per semester. Clock hours students will have a maximum of seven months to complete their 320 hours.

Our partner placement and externship/internship opportunities include various US Regional Airlines, Part 135 Charter Operators, and the Flight Operations Department at Aviator College. Participating students work under the direct supervision of an on-site supervisor for approximately a minimum of 10 to 11 hours each week during the semester.

Students registered in the externship/internship courses and operating as Flight Instructors in Aviator College's Flight Operations Department will be required to have satisfactorily completed AVI2000 before initiating the externship/internship in such capacity.

### **AVI2000 - 141 Flight Instructor Standardization Course: 1.5 Credit 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 – Externship / Internship I: 3.5 Credits (Minimum 160 Clock Hours).**

Students receive academic credit for participating in the externship/internship, which requires on-site work at Aviator College or with one of our partner placement sites for a set minimum number of hours per semester (160 hours per semester). Our partner placement and externship/internship opportunities include various US Regional Airlines, Part 135 Charter Operators, and the Flight Operations Department at Aviator College. Participating students work under the direct supervision of an on-site supervisor for approximately a minimum of 10 to 11 hours each week during the semester. Prerequisite: AVI2000.

### **AVI2200 – Externship / Internship II: 3.5 Credits (Minimum 160 Clock Hours).**

The second semester of the internship builds upon the same benefits of the prior externship/internship experience. The grading scale and evaluation criteria remain the same, but the student is expected to show improvement and professional development over the previous semester. Prerequisite(s): AVI2100.

### **AVI2011 – Externship / Internship II: 320 Clock Hours.**

Students in the certificate program who elected to earn flight instructor ratings can enroll in the externship/internship to build additional on-the-job experience. Most will work on-site work as an Aviator College flight instructor, but there are options to work as a flight instructor through a partnered flight training program. Students will need to complete a minimum of 320 hours within seven months, including all checkout time. Prerequisite: AVT2011, AVF2011, AVI2000, only when working at Aviator College.

## 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 before admission into the Associate of Science Degree will be granted a block transfer of all 18 required credits and forego the course-by-course matriculation.

## COMMUNICATIONS

### **ENC1101 - English Composition I: 3 credit hours.**

Allows the student to study and apply rhetorical principles of writing to develop effective sentences, paragraphs, and essays, with particular emphasis on analyzing and writing expository prose about short fiction and non-fiction prose. Student essays will be based on a variety of texts on various topics. The course uses various computer applications, including word processing and the Internet. Prerequisite(s): None

**ENC1102 - English Composition II: 3 credit hours.**

This course emphasizes critical thinking through the study of literature and develops skills in writing research essays for analytical, argumentative, and expository purposes. Students demonstrate college-level writing skills through multiple assignments. Prerequisite(s): ENC1101.

**MATHEMATICS**

**MAT1100 - College Algebra: 3 credit hours.**

Topics for the College Algebra course will include equations and inequalities, graphs and functions, polynomial and rational functions, and inverse, exponential, and logarithmic functions. Prerequisite(s): None

**MAC1114 - Trigonometry: 3 credit hours.**

This course covers the following topics: trigonometric and inverse trigonometric functions with their properties and graphs, trigonometric identities, conditional trigonometric equations, solutions of triangles, vector algebra, parametric equations, polar coordinates, and applications. Prerequisite(s): MAT1100.

**HUMANITIES**

**LIT1000 – Introduction to Literature: 3 credit hours.**

This course introduces students to the challenge of reading classic literary and philosophical writing. Emphasis is placed on interpretive reading, writing, and discussion to enhance critical thinking, communication, and understanding of the human condition. Prerequisite(s): ENC1101.

**LIT1201 – Current Interest Themes in Literature: 3 credit hours.**

This course is a survey of literary forms dealing with a specific theme. Themes of interest such as "Science Fiction Literature," "Detective Literature," or "American Western Literature" serve as a basis for this course. Students read, analyze, discuss, and prepare written assignments based on poetry, short story, novel, and drama selections that deal with the theme indicated. Themes are selected and announced on an annual basis. Prerequisite(s): ENC1101.

**SCIENCE**

**BSC1005 – Life Science: 3 credit hours.**

Designated for non-science majors. Communicate major biological concepts and relate how these are connected within various 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. Prerequisite(s): None

**PHY1020 – Principles of Physics: 3 credit hours.**

This course is both a classic and technical physics course. It emphasizes the applications of physical principles and physics in today's world. The student learns the scientific method of problem-solving, developing critical thinking and reasoning skills. Topics include, but are not limited to, measurement, problem-solving, motion, force, work, energy, simple machines, rotational motion, matter, fluids, temperature and heat, gas laws, wave dynamics, electricity, magnetism, and optics. Prerequisite: MAT1100 or higher.

**SOCIAL SCIENCE**

**SYG2000 – Introduction in Sociology: 3 credit hours.**

This course introduces sociology concepts, principles, perspectives, methods, and findings. It seeks to integrate social reality and individual life experiences, with particular emphasis on contemporary American society. Prerequisite(s): None

**SYG2010 – Social Problems: 3 credit hours.**

This course examines the causes and proposed solutions of contemporary social problems: poverty, the economy, alienation, delinquency and crime, family changes, minority groups, war, health, aging, education, and population growth. Prerequisite(s): SYG2000

**CONTINUING 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 below aims to provide the knowledge and the competency required to pass the respective subject matter test administered by EASA successfully. 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.

**AVG2511A - Jet Transition and CRJ 200/700/900 Systems: 45 Clock Hours.**

The course provides students with a working understanding of high 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: AVT1411 & AVF1411.

**AVG2511B - CRJ Simulator Training: 40 Clock Hours.**

The course gives the student the skills necessary to perform normal/ abnormal/ emergency procedures associated with the CRJ-200. In addition, special emphasis is placed on the use of Flight Management System (FMS), automation, and Crew Resource Management using scenario-based techniques and Line-Oriented Flight Training (LOFT) principles. Prerequisite: AVG2511A

**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 their instrument rating in accordance with 14 CFR Part 61, Section 61.57. Prerequisite: Hold at least an 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 their Pilot Certificate in accordance with 14 CFR Part 61, Section 61.56. Prerequisite: Hold at least an 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 their Pilot Certificate on a specific Make and Model of a single-engine airplane operated by the College. Prerequisite: Hold at least an 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 their Pilot Certificate on a specific Make and Model of multi-engine airplane operated by the College. Prerequisite: Hold at least an FAA Private Pilot Certificate with Airplane Multi-Engine Land Rating.

**CE-CRJ1 – Jet Transition/Airline Preparation Course. 40 Clock Hours.**

This fast-paced three-week training program provides the student with the necessary training to be a successful pilot candidate for employment. The course combines one-on-one theoretical and practical instruction in our CRJ FTD. Students 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 an 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 an 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 an 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 a 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 an FAA Private Pilot Certificate on the basis of a Foreign License and upon a 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 an FAA Commercial Pilot Certificate.

**CEF1100 - Private Pilot (Part 141) Flight Training: 3 Credits/55 Clock Hours.**

This Single-Engine Training course provides students with the skills and 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 students with the skills and 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 the 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 instrument-rated pilot operations, and the elements of resource management, as well as develop safe flying practices. Prerequisite: CET1100.

**CET1400 - Commercial Pilot (Part 141) 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. It will further review the aerodynamic principles, A/C performance, VFR Cross-Country navigation techniques, weather reports, and forecasts, Federal Aviation Regulations pertinent to 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 students of Intermediate EIL (English as an International Language). 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 students of Intermediate EIL (English as an International Language).

**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 level of ICAO Level 4 English proficiency.

Aviator College provides the required language training and testing for its international students. The front-loaded course strengthens international students' English skills 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 students to “lean on” more written words as they progress in their English Proficiency. Some activities are constructed using a cloze design, so students only need to reproduce shorter phrases. Additional activities in the materials add a deeper understanding of vocabulary words and provide grammatical structure for Level 2 students. Students practice the skills required in ICAO testing and routine aviation situations. Prerequisite: Students need to meet the ICAO English Proficiency Level 2.

**AVE0200 – Expedite Level 4.**

This course is designed to assist students in meeting the ICAO English Proficiency Level 4. This course offers long stretches of listening activities without the written word to lean on. At level 3, there is more opportunity to brainstorm and more of a requirement to think under pressure, as students will need to when flying the aircraft. Prerequisite: Students 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 and how to communicate in these situations using non-standard, general English. Students learn to predict patterns and cognitively process the communication. Prerequisite: Students 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 to have the greatest chances of 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 the skills needed to earn ICAO Level 5 using non-routine situations in aviation. Although there is some reading and writing, the class's main focus is 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.*

# Academic Policies and Services

## ACADEMIC ACHIEVEMENT / GRADING

Course Grades are calculated based on the work completed in the classroom and under the guidance of the instructors. When necessary, grading can be done based on 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 ( for A, 3 for B, 2 for C, 1 for D, or 0 for F). The GPA is three digits.

Students' 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 grading each lesson, the student must obtain a minimum of an 80% grade on each required practice written examination before being allowed to attempt the FAA Written Examination. According to FAA Standards, they must pass the FAA Written Examination with a score of at least 70%.

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

Grades are based on the quality of work shown by written tests and 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 earns 9.0 quality points [credit value of the 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 the 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 the rate of progress calculations.

A student may repeat a failed course up to two times (for a total of three attempts) to include qualifying for federal funding.

### Grading Scale:

<b>A</b>	90-100	Excellent	knowledge and performance above the norm for the subject matter or lesson
<b>B</b>	80-89	Satisfactory	knowledge and performance at a level appropriate for the subject matter or lesson
<b>C</b>	70-79	Acceptable	knowledge and performance but could use improvement
<b>D</b>	65-69	Unacceptable	knowledge/performance below acceptable standards. Must repeat course
<b>F</b>	64 or below	Failing	knowledge/performance far below acceptable standards. Must repeat course.
<b>I</b>	No grade	Incomplete	Student must request approval. See Incomplete Grade Policy for details.

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	No	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

## INCOMPLETE GRADE POLICY

It is expected that students will complete all requirements for a course within the scheduled semester. For reasons beyond a student's control, the Registrar may provide an incomplete grade when there is reasonable certainty the student will successfully complete the course without retaking it. **Requests for an incomplete grade must be submitted no less than one (1) week prior to the end of the scheduled semester by either the student or the instructor.**

Incomplete courses will be given a minimum of five (5) business days and a maximum of one (1) additional semester based on the amount of coursework/flight time still needed to complete. Breaks in the academic calendar do not count against the approved time. The incomplete extension includes an agreement that the student will participate to the best of their ability in completing all remaining requirements within the time provided.

Incomplete grades (I) are only available to a student who has been in attendance, maintains a 2.0 GPA, meets satisfactory academic progress, and whose work is incomplete for reasons beyond their control, as supported by documentation and the instructor.

An approved incomplete course will be moved from In-Progress (IP) to Incomplete (I). The approved extension is intended to allow the student to complete the required hours. During IP course completion, the Registrar or Financial Aid Director, as applicable, can prohibit subsequent enrollment in other courses until the IP course is completed. Flight hour approvals may involve a consultation with the Chief Pilot and/or Director of Flight Operations, as needed.

If the student is denied an Incomplete (I) the course grade will be converted to an "F" and affect the student's cGPA. **All repeat courses will be billed at the published per credit hour rate for the number of credit hours associated with that course of study.**

## 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 students regarding their progress. In addition, summative evaluations will be completed at the completion of a stage of training, as indicated in the syllabus, and a designated check instructor will conduct a comprehensive course evaluation at the end of each course.

Aviator College of Aeronautical Science & Technology is an 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.

## ACADEMIC HONORS

A student who completes ground classes and flight ratings with a minimum GPA of 3.35 is on the Dean's List. A letter from the registrar 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. Transfer credits do not apply when computing the cumulative GPA for Honors. 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 to graduate.

All courses from which a student has withdrawn must be repeated and successfully completed in compliance with course prerequisite requirements and 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 student's responsibility 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 subsequently 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.

## RE-ENTRY POLICY

All students who are dropped or withdrawn from their program for any reason must apply and be approved for re-entry through the campus readmission process. All students are evaluated for SAP as part of the re-entry approval process. As a condition of re-entry based on poor past academic performance, including course failures and drops, students may be required to accept the terms of an academic plan. Students shall not be readmitted if they cannot complete the program within the MTF or re-establish appropriate SAP standing.

The student must apply for re-entry for an academic term date when the course(s) becomes available. Students must be in good financial standing to return to Aviator College.

**The following documentation must be submitted prior to the start of the semester you plan to attend: Please contact the Office of Admissions/Financial Aid for specific deadline dates.**

1. A completed "Application for Readmission" form.
2. An interview with an Admissions Representative addressing: What year did you leave Aviator College, and what circumstances prompted your departure? What have you been doing since leaving Aviator College? Why do you wish to return to Aviator College?
3. A non-refundable application fee.

Once the complete readmission package is verified, the documents will be forwarded to the appropriate authority for review. The student will be notified of the approval or denial decision regarding their readmission.



## COURSE AUDIT / COURSE REFRESHER POLICY

Any current student may audit a lecture class without charge, provided they have already passed it or hold the associated FAA rating. It also requires that the course has seating space available in the course of choice and that auditing a class does not interfere with the student's schedule of course needed. Arrangements to audit a class must be made with the Registrar. 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 to audit a class, the student will not be charged tuition for the audited class.

The student is expected to participate in all typical learning activities except examinations or quizzes during an audit class. Audit courses do not count toward credit attempted or earned, nor 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, and auditing a class cannot lengthen the time it takes to complete the program.

## TRANSCRIPT OF GRADES

College Transcripts are the official 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. Aviator College will retain grades and transcripts for a minimum of five years from the student's last date of attendance.

In accordance with the Family Educational Rights and Privacy Act of 1974, transcripts are considered confidential. They 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 ([registrar@aviator.edu](mailto:registrar@aviator.edu)), 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 get in touch with the Registrar.

## GRADUATION REQUIREMENTS

**Graduation Requirements for the Associate 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.

**Graduation Requirements for the Commercial Pilot Program:** 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. Students will receive a certificate upon graduation.

The College reserves the right to change graduation requirements when necessary. Students generally graduate according to the degree requirements of the catalog at the time of their admission unless attendance has not been continuous.

Aviator College holds a Commencement ceremony twice a year (May and December). Graduates from the Commercial Pilot Program and Associate degree program are welcome to attend, and guests are invited to celebrate their program completion

with them. In the final term or towards the final rating, upcoming graduates must apply for graduation with the registrar. This will include an audit to confirm that students are within one semester of satisfactory completion of all program requirements.

The ceremony will involve Aviator administrative staff and include a keynote address and the presentation of graduates. A cap and gown will be worn. A light reception will follow the ceremony to celebrate each individual's degree completion.

### COUNSELING / ADVISEMENT

Academic advising is available throughout the student's enrollment at the College to assist students with identifying and resolving academic problems. Individual advisement sessions are scheduled by appointment and may be outside 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 entire class day throughout the program. Students who have trouble understanding and learning the material contained within the training programs should contact the Registrar 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 regular classroom hours.

### MAXIMUM TIMEFRAME

Students must complete their program within 150% of the average length, as calculated in months or credits as appropriate. If the Student cannot complete the program within the required timeframe, the student is ineligible for Federal Aid. Failure to complete the program within the maximum timeframe may cause the student to be ineligible to complete their internship as a Flight Instructor with Aviator College. It may be grounds for dismissal from the program.

**Domestic Student:** Full-time enrollment in the associate degree will normally complete 71 credits within 24 months and must complete 106.5 attempted credits within 36 months. Three-quarter-time enrollment will normally complete 71 credits within 36 months and must complete 106.5 attempted credits in 54 months. Part-time enrollment will normally complete 71 credits within 72 months. The student pursuing the Commercial Pilot Program, which is 12 months long and 455 Clock Hours, would need to complete the program within 18 months and 682.50 clock hours.

**International Student:** The student in the associate degree program on an F-1 VISA must take at least 12 credit hours per term. This full-time enrollment in the associate degree will typically complete 71 credits within 24 months and must complete the degree within 106.5 attempted credits in 36 months. The student pursuing the Commercial Pilot Program, which is 12 months long and 455 Clock Hours, would need to attend full-time and complete the program within 18 months and 682.50 clock hours.

A VISA student must be approved and authorized through SEVIS to attend less than full-time. The DSO/PDSO and Registrar must approve reduced course loads so SEVIS records can be updated.

## 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 the program, either by clock hours or months in training, whichever comes first and as determined by the enrollment agreement.

The evaluation will include calculating the grade point average, which must be at least 2.0, and reviewing flight training completion times in relation to the enrolled program. Flight ratings should be completed within four months to meet satisfactory academic progress. Degree students should complete all credits they are registered for in the semester. Certificate students should be on track to complete within the allotted time. Courses with grades of D, 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 the Office of the Registrar. The warning will require that the student correct 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 academic probation unless they appeal the warning within two weeks of notice and are found to have 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 or be academically dismissed from the college.

**STUDENTS ON FINANCIAL AID, REVIEW THE SATISFACTORY ACADEMIC PROGRESS POLICY UNDER TUITION AND FEES.**

### 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 not to have 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 on academic probation until the following SAP review determines that their requirements have been met.

Students on academic probation must meet with the registrar prior to registering for subsequent terms. The Registrar is authorized to prohibit or limit the number of hours and types of courses students take 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 fails to regain satisfactory academic progress after being previously suspended from the College and readmitted. 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. The Registrar will appoint a committee to hear any appeal cases before the final decision.

### 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 their 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 significant extenuating circumstances are determined by the committee members.

An academic appeal must be received within seven calendar days of the student being notified of the decision that they wish to appeal. Appeals must be submitted in writing to the Registrar. The appeal must include a description of the academic decision the student is requesting to be reviewed and as much documentation as possible substantiating the reason for the review of the decision.

The Registrar will convene a meeting of the Academic Review Board, consisting of the course/flight instructor, the Financial Aid Officer (if the student is using Financial Aid) or SEVIS DSO (if the student is on a VISA), and the college Vice President. This meeting will be held within seven calendar days of the Registrar receiving the student's written appeal.

The student will be notified in writing via 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 violating the attendance policy, the student will remain withdrawn from the school until the appeal is successful.

If the student believes that they still have not received 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 a class by the instructor and posted in the 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 fewer than 15 minutes will be counted as a quarter-hour of absence. The Registrar maintains attendance records 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 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 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 the administration, acceptable reasons are dealt with individually, and unacceptable excuses will be grounds for disciplinary action.

Students with chronic absenteeism over 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 they do not attend within a 14-day calendar period (excluding school holidays, breaks, and exams). Once withdrawn, the student will be charged for the published tuition rate to reenroll in the course. The student will be withdrawn from their program immediately if they do not attend any course(s) within a 30-day calendar 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. The student should first discuss the issue with their instructor.

### MAKE-UP WORK

Arrangements to make up assignments, projects, tests, and homework missed due to absence must be made with the instructor's approval. If make-up time will be extended beyond the last day of the registered class or term, see the Incomplete Grade Policy.

### TARDINESS / EARLY DEPARTURE

Students must be on time and stay for the entire class duration. Students assume the responsibility for planning with individual instructors for any and all make-up of work missed due to 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.

### PERIODS OF NON-ENROLLMENT (Domestic Degree Students Only)

Aviator College's programs and courses are delivered continuously throughout the year, except for scheduled breaks. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, an individual student can elect to interrupt their degree program before the start of the term without formally withdrawing from the college for up to one semester. This is intended to allow the student a complete semester break to care for family, personal health, or other matters, with no change to enrollment status.

The Period of Non-Enrollment (PNE) must be requested and approved prior to the start of a new semester. Once the Drop/Add period has passed, no student can pause their program or request approval for PNE. To qualify for the PNE enrollment status, the student must otherwise be in good academic and financial standing with the College and sign a Student Status Change Request Form where the student affirms that they will return for the subsequent term. The Registrar must approve the PNE request. The Financial Aid Officer must also approve the PNE request if the student is the recipient of Financial Aid. Any approved PNE means that the College will not charge the tuition, books, or fees for the instruction that would not be delivered during the SPN.

Students will be withdrawn if they do not return by the indicated date.

### 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; **the duration of leave may not exceed more than five consecutive months for International students**, 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.

Examples of unforeseen circumstances may include but are not limited to:

- documented severe illness of a family member.
- documented medical condition preventing completion of a course.
- death of an immediate family member (father, mother, sister, brother).
- involuntary call to active military duty or jury duty.
- documented change in conditions of employment.



- other emergency circumstances or extraordinary situations, such as national disasters.
- documented financial hardship (criteria for determining financial hardship shall include, but not be limited to, qualifications for federal need-based financial aid).
- FAA imposed training delay.
- Emergency situation: explanation will be required.
- International Students MUST submit an LOA request before leaving the approved three-county area overnight. This includes times of scheduled breaks and applies to Instructors when on a Student VISA OPT Status.**

An LOA **will not** be granted for any of the following reasons:

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

### Leave of Absence Requests

**Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. For degree students, an LOA can only begin once the 15-week term has ended. For certificate program students, an LOA can only begin after a rating is completed and before the next one starts.**

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 Registrar 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 Seventh (7th) calendar day of the leave.

### Failure to Return from a Leave of Absence

**A student must return from an LOA on the first day of any needed semester or course, should the start date commence before the scheduled return date.**

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) with a grade of “W” will be included as an attempt to calculate SAP using the rate of progress and maximum time frame. A Title IV refund calculation will be completed, and the last date of attendance will be used prior to the start of the LOA.

For International Students, this withdrawal will result in the termination of the student VISA.

The Registrar will explain to the student the academic consequences of failing to return from an LOA prior to the beginning of the leave. Consequences include the effect on the students:

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

### Possible Effects of Leave of Absence

Students contemplating an 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 class 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 class 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 LOA's length, may adversely affect a student's 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 Registrar at least three (3) days before leaving the campus if they wish to withdraw in good standing. Students 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 essential 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 their 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 Registrar. (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 to be considered for a medical withdrawal from all of their 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 are 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 issues may interfere with class attendance and/or academic performance.

## EDUCATIONAL DELIVERY SYSTEM

Courses combine didactic, laboratory, and experimental or practical learning. The course's lecture, laboratory, and externship hours are identified on the syllabus. Flight/Lab hours may be scheduled differently from classroom hours and vary continuously throughout the program. The flight/Lab Schedule is organized by the primary flight instructor and posted through the flight dispatch. Students and Instructors can schedule and check aircraft availability by contacting the dispatcher on duty or online through [myfbo.com](http://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 involve hands-on learning activities that are either led, guided, or supervised by an instructor or performed by students in groups of two or individually. Such activities may occur 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 online or distance education instruction at Aviator College.

## CREDIT HOUR VERSUS CLOCK HOUR OF INSTRUCTION

Aviator awards semester credit hours 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 60 minutes.

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 is 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 of didactic learning, 1 hour of the supervised lab, and 1 hour of student hours of out-of-class student work for each flight 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 change programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending on the course.

Class schedules vary per semester.

Flight operations are scheduled 24 hours a day, seven days a week. Flight training may be scheduled at times other than regular College hours, including late evenings, early mornings, and weekends.

## 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.

If 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 Start Date. 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 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's current class schedule with no enrollment record on the student's official transcript.

A “drop” made after the drop deadline for a class is considered a withdrawal. A withdrawal will remove the class from the student's current class schedule and 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 a student's financial aid.

## FACULTY EVALUATIONS

Students conduct course and Faculty Evaluations at the end of every class period. They are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assist 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 various services and resources to support academic courses and flight training. Over half of the library's collection is aviation print volumes, including 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 and popular magazines, 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 course lists found in the catalog. The Librarian provides individual and group instruction on 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 [lrc@aviator.edu](mailto:lrc@aviator.edu).

## CAREER SERVICES

Aviator College offers Career Services by assisting students in obtaining professional, career-oriented employment. The College works to establish relationships with airlines to provide students with available job information. Airline representatives hold informational sessions on campus. Students can work with career services on resume writing, interview preparation, and insights into the requirements provided to the college by airline recruiters.

Partnerships between Regional Airlines and the College indicate standards students must meet to qualify for an interview. Based on meeting the airline hiring requirements and maintaining a good standing with the college, a conditional job offer (CJO) may be provided.

Degree 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 expand worldwide employment options in the aviation industry.

## 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 careers, with the ultimate goal of graduating with life skills to contribute effectively to society. Aviator College's 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 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 of the classes. The dormitories are fully furnished with four bedrooms, suite-style living with a common room, and a 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 a shuttle service provided to and from the College campus on a set schedule.

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 or turning 21. Exception requests will be brought to the attention of the Director of Housing. These rules are contingent upon room availability.

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

Students desiring a specific housing assignment may submit requests to Admissions before arrival or through the Housing Office. 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.

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 before the student receives 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.

Students who receive approval to move off-campus must provide a 30-day notice, or they will be billed for the thirty days at a daily rate. Housing rates will be pro-rated when moving in, but students moving out during a billing cycle will be charged the total monthly rate.

Students cannot cancel their Housing Agreements after the Enrollment Agreement is signed. No refunds will be provided once housing charges are billed (extenuating circumstances will be considered).

## STUDENT MESSAGES AND MAIL

Students are assigned individual mailboxes located in the Mailroom in the operations building. Mail and messages are delivered to the mailboxes by 5:00 p.m. Monday through Friday.

Emergency calls will be routed through the dispatch desk. In addition, students and flight instructors can receive schedules via email.



## Tuition and Fees

Program Cost	AS Degree Program	Commercial Pilot Program
Tuition	\$28,582.50	\$7,725.00
Flight Fees(*)	\$70,895.00	\$52,920.00
Housing – On Campus	\$15,600 (24 Months)	\$7,800.00 (12 Months)
<b>Sub-Total</b>	<b>\$115,077.50</b>	<b>\$68,445.00</b>

The costs listed below are estimated based on a student in full-time status living on campus for the duration of the entire program. Each student's situation is unique. Below is a general outline of the estimated additional costs.

Estimated Additional Costs	AS Degree Program	Commercial Pilot Program
Certification/ Licensing (Checkrides)	\$5,400.00	\$2,100.00
FAA Knowledge Tests	\$1,056.00	\$528.00
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) (**)	\$650.00/month	\$650.00/month
Transportation (***)	-	-

**(\*)Flight Fees are based on completing the flight training within or by the FAA's stated minimums. Exceeding those hours or "overflight" will incur additional fees.**

**(\*\*) Additional Housing Costs(Also refer to the Student Housing Policy)**

Housing	Location	Description	Monthly cost
<b>Shared</b>	On-campus	2 people in one room, shared bathroom	\$650.00
<b>Private Plus</b>	On-campus	Private room, Private bathroom	\$975.00
<b>Shared</b>	Off-Campus (Portofino Landings Apartments)	2 people in one room, shared bathroom	\$650.00
<b>Private</b>	Off-Campus (Portofino Landings Apartments)	Private room, shared bathroom	\$850.00
<b>Private</b>	Off-Campus (Vero Beach Housing)	Private room, shared bathroom	\$750.00
<b>Private Plus</b>	Off-Campus (Vero Beach Housing)	Private room, Private bathroom	\$850.00

**(\*\*\*) Transportation - Free shuttle service is provided to all students for transportation needs to or from student housing to the campus on a scheduled basis. 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: \$515 per Credit Hour

### Flight Fees for the AS Degree Program and the Commercial Pilot Program:

Aircraft Type	Dual (With Instructor)	Solo (Without Instructor)
Airplane Single-Engine (*)	\$250.00 per hour	\$155.00 per hour
Airplane Multi-Engine (Seminole)	\$470.00 per hour	\$350.00 per hour
Flight Training Device (Simulator)	\$170.00 per hour	N/A
CRJ Simulator	\$179.38 per hour	N/A

(\*) Use of Piper PA-28-181 Archer TX: Dual (with instructor) is \$280.00 per hour / Solo (without instructor) is \$175.00 per hour. The use of such aircraft is not mandatory for student training.

### Additional Fees

- **ICAO TEA Test:** \$625 with the 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 divided into two basic categories. The first is the tuition and fees associated with the required coursework for the program the student is completing. The second is 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 using the refund policy in the contract and this catalog. The content and schedule for the programs and academic terms are described in this catalog. Except for the registration fee, which is a one-time charge, all other tuition and fees are charged per activity (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. 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 academic year. Flight Fees are calculated based on minimum FAA requirements. Changes in tuition will be published each April, giving notice before a new funding year. They 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.

Any enrollment break or program change requires a new enrollment agreement, and the student is subject to current tuition costs.

A student withdrawing from the College must comply with the proper withdrawal procedures. For withdrawals beyond the student's control, such as an emergency, tuition reductions are made solely at the college's discretion.

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/period they are currently attending, plus any prior balance on the account.

## PAYMENT OF TUITION AND FEES

After the application is completed, the initial application payment and/or enrollment fees can be made through the College's website at [aviator.edu](http://aviator.edu). All other payments can be made in person by credit card, check, money order, or wire transfer.

The College must receive all payments by the due date. Students should maintain a minimum balance of \$1,000.00 on their accounts. Accounts falling below \$1,000.00 could subject the student to "No-Fly" status until sufficient funds are restored. All forms of payment must include the student's name and student number to ensure 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. Student accounts with a balance due may be subject to finance charges and other fees. The cost of flight time must not exceed funds on account.

## Collections

If an account becomes 30 days past due, it may be turned over to a collection agency or referred for legal action. If an account is turned over to a collection agency, the debtor will be responsible for all collection costs and legal fees associated with the debt collection.

## 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 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

A Student who cancels more than three days after signing the Enrollment Agreement and making an initial payment but prior to the start of classes will be entitled to a refund of ALL monies paid, minus the \$150.00 Application Fee, the \$100 Housing Deposit (if applicable), any cost of educational evaluation, and any postage fees.

Students who cancel within the first three days (excluding Saturday, Sunday, and federal and state holidays) of starting ground class for a current rating are entitled to all monies paid for the current rating and future ratings, minus the \$150.00 Application Fee, the \$100 Housing deposit (if applicable), 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 the program or single course**

The Friday of the first week of a Course is considered the “Drop Date.” If the Student files a Change of Status Form to Withdraw from either the Program or a Single Course by the end of business on the Drop Date, the Student is entitled to a 100% Refund of Tuition Paid. If the Student does not meet this deadline and withdraws, the student is liable for the cost of each Course. Costs for each Course will be deducted from any funds deposited by the Student for the Program.

Additional non-refundable items include the following:

- Any fund paid for supplies, books, or equipment deemed not returnable to the school.
- Any housing/rent
- Fee(s) for any FAA written exams taken.
- Logged Flight or lab training fees (educational fees)
- Student is liable for the following:
  - All balances owed to the College due to the return of Title IV funds or withdrawal calculation.
  - Balance due at time of graduation.

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

### **Dismissal from program or single course**

A Student facing dismissal from a program or a single course will be held to the same policies stated in the Withdrawal Policy. A student is liable to pay in full for each course taken or not dropped by the Drop Date. If the Student has deposited funds for the program, the full deposit, less this liability, will be refunded to the student.

Additional non-refundable items include the following:

- Any fund paid for supplies, books, or equipment deemed not returnable to the school.
- Any housing/rent
- Fee(s) for any FAA written exams taken.
- Logged Flight or lab training fees (educational fees)
- Student is liable for the following:
  - All balances owed to the College due to the return of Title IV funds or withdrawal calculation.
  - Balance due at time of graduation.

Aviator College reserves the right to terminate a student:

- Violation of the Standards of Professional Conduct
- Inability to Pay
- Medical with the inability to continue the program
- Violation of Academic Satisfactory Progress
- Violation of Attendance Policy

### **Return of Title IV Funds**

Aviator College abides by the formula for Return of Title IV Funds (R2T4) found in section 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. Withdrawal can result in a student owing the College and/or federal government financial aid that may have 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 includes the following programs:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent Plus Loan

- Federal Pell Grant
- Other Grants

Refunds are made within 30 days of the date of determination of a student's withdrawal. If the student withdraws, the student must reimburse Aviator College for any Title IV Funds returned and for any Title IV Funds used for Withdrawal Calculations.

If the Student withdraws before completing 60% of the payment period, Aviator College is required, by regulations, to calculate the amount of earned and unearned Title IV aid for the student. 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 the 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 federal aid disbursed. The difference must be returned to the appropriate Title IV program by the College or the student.
4. **Return of the Title IV funds:**
  - a. The College is required to return funds based on 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 repayment procedures if 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 they were charged in the following order:
  - Unsubsidized Federal Stafford loans
  - Subsidized Federal Stafford loans
  - Federal Parent Plus loans
  - Federal Pell grant

A post-withdrawal disbursement may be calculated if the student's account was not posted with all the funds they earned. If student loans are included in the unfunded aid, the student can decline the loan funds so that they do not incur additional debt.

This is not an option for first-time/first-year borrowers who withdraw 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 the 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 to students who qualify and demonstrate need, including grants, loans, scholarships, and veterans' benefits. Counseling and assistance is available at the financial aid office. Financial information is confidential to the extent possible and in compliance with 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 their family.

Applicants for financial aid must complete the [Free Application for Federal Student Aid \(FAFSA\) application](#). 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.

Financial Aid is determined by various 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 through the process. It is strongly recommended that students file for financial assistance as early in the year as possible.

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

## ELIGIBILITY FOR FEDERAL AID

To qualify for federal financial aid, you must meet the following requirements:

- Be a US citizen or eligible non-citizen.
- 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 students who meet the financial need requirements, are in good academic standing, and are making satisfactory academic progress. The award range is based on the award year.

Students 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 with a bachelor's degree are not eligible for a 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), in good academic standing, and making satisfactory progress toward their program.

The Federal government subsidizes 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 the disbursement of funds until the loan is paid in full. A borrower can 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 toward 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 UNDERGRADUATE 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 not 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			
Loan Type	Borrower Type	Loans first disbursed on or after 7/1/23 and before 6/30/24	Loans first disbursed on or after 7/1/22 and before 6/30/23
Direct Subsidized Loan	Undergraduate	5.50%	4.99%
Direct Unsubsidized Loan	Undergraduate	5.50%	4.99%
Direct PLUS Loan	Parents	8.05%	7.54%

*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 borrow. You're responsible for repaying the entire amount you borrowed, not just the amount you received.

**Loan Fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and PLUS Loans**

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/20 and before 10/1/24	1.057%
Direct PLUS Loans	On or after 10/1/20 and before 10/1/24	4.228%
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/19 and before 10/1/20	1.059%
Direct PLUS Loans	On or after 10/1/19 and before 10/1/20	4.236%

**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's maximum time frame is three years, and the Commercial Pilot Program is 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 is attending a 4-year college and has completed two years, the student would have 1-year remaining eligibility for federally 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 the 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 through 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 sure 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

The terms and conditions of Federal Student Loans (Stafford and Parent PLUS) are listed on the Master Promissory Note, which a borrower can complete and sign, 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.

### 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 on loan applications closely to ensure 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 their 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) to be considered for most financial aid.

The students are responsible for informing the Financial Aid Office of any changes to the 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 this catalog's Satisfactory Academic Progress section. Aviator College students receiving financial aid have the right to, but are 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 the various programs select financial aid recipients and how eligibility is determined.

- The details of the type and amount of assistance they qualify for in their financial aid package.
- Information relating to interest rates, repayment amounts, the date(s) repayment begins, the length of the 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 for 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 at <https://studentaid.gov/entrance-counseling>.

### Exit Loan Counseling

Graduating students 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 <https://studentaid.gov/exit-counseling/>.

### 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 their parents are advised that if they take out a Title IV HEA loan, their loan data will be submitted to the National Student Loan Data System (NSLDS) and 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.nsls.ed.gov/nsls\\_SA/SaFaqDetail.do?faqpage=faq7](http://www.nsls.ed.gov/nsls_SA/SaFaqDetail.do?faqpage=faq7)

[http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/)



**VERIFICATION**

The Federal Government can require that any FAFSA applicant be selected for verification by the Financial Aid Officer (FAO). Verification requires that the 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 the College receives a FAFSA application. 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 from 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 as 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 the sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	One year from date of conviction	Two years from the date of conviction
2nd offense	Two years from the 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 every student upon enrollment with 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 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 how to regain eligibility under section 484(r)(2) of the HEA.

**Unusual Enrollment History**

An unusual enrollment history is a concern when the student has a pattern of attending multiple institutions where they stay long enough to receive Title IV credit balance funds but 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 three completed award years. The required documents for 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 to receive credit balances.

If it is determined that academic credit is NOT earned at the previously attended institutions, including the current school, the student must explain why they failed to earn academic credit. The documentation needs to support the reasons the student gave for failure to earn academic credit and the fact that 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, 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 meet 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 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 resulted from 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. The 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 an individual may qualify for depends on where they live and what type of program they are pursuing.

Approved training includes undergraduate degrees, as well as 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](http://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. The Office of Financial Aid administers veterans' benefits for Aviator students. 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 any time the individual adds, drops, or withdraws from a course. Failure to do so may result in processing delays of your benefits and, 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 Aviator pays 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.

### VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veteran Readiness and Employment Services (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the student's enrollment.
- Assess a late penalty fee.
- Require students to secure alternative or additional funding.
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide evidence of VA approval (Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school) by the first day of class.  
**Note:** Chapter 33 students can register at the VA Regional Office to use E-Benefits to get proof of Chapter 33 of Eligibility. Chapter 31 students cannot get a completed VA approval before the VA VR&E case manager issues it to the school.
- Provide a written request to be certified.
- Provide additional information needed to certify the enrollment as described in other institutional policies properly.

## SCHOLARSHIPS

**Scholarships through Aviator College. Students can only qualify for one (1) Aviator College Scholarship during their total enrollment time. Scholarships are only available to degree students and cannot be combined with any Pathway programs. Scholarship awards do not hold any cash value.**

**Future Aviator Scholarship**—awarded to a high school senior in the state of Florida. **This scholarship will cover all tuition and fees up to the FAA minimum.** The student will be responsible for any overflight and written or practical exam retakes.

- Student must be a Florida resident.
- High school senior at the time of application.
- Cumulative GPA of 3.0+.
- An official high school transcript is provided.
- two 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 I** – \$15,000 awarded to a current Associate Degree student attending a program at the Aviator College demonstrating outstanding airmanship.

- Must be a current Associate Degree student at Aviator College.
- FAA Private Pilot Written Examination score 90% or higher (1<sup>st</sup> attempt) and a first-time pass for the End-of-Course.
- Cumulative GPA of 3.25 or higher.
- Meeting Satisfactory Academic Progress.
- Copy of log time demonstrating Private Pilot Rating earned within 60 total hours and within the registered semester.
- two letters of recommendation: one from an Aviator Instructor and one from an outside individual.

**Achievement Scholarship II**—\$5,000 awarded to a current Associate Degree student attending a program at Aviator College who demonstrates outstanding airmanship.

- Must be a current Associate Degree student at Aviator College.
- FAA Commercial Written Examination score 85% or higher (1<sup>st</sup> attempt) and a first-time pass for the End-of-Course.
- Cumulative GPA of 3.4 or higher.
- Meeting Satisfactory Academic Progress.
- Copy of log time towards Commercial Rating Earned within 110% of FAA Minimum hours (dual) and within the registered semester.
- two letters of recommendation: one from an Aviator Instructor and one from a Chief Pilot.

### Online Scholarship Resources

Students can access scholarship information through the financial aid office or the following resources:

- <http://www.finaid.org/scholarships/>
- <https://www.salliemae.com/plan-for-college/scholarships/>
- [https://www.faa.gov/education/student\\_resources/scholarships\\_grants/aviation\\_scholarships/](https://www.faa.gov/education/student_resources/scholarships_grants/aviation_scholarships/)

### Florida Department of Education:

Scholarships available include the Florida Bright Futures Scholarship Program and the Children of Deceased or Disabled Veterans or Children of Servicemen Classified as Prisoners of War or Missing in Action Scholarship.

## COST OF ATTENDANCE

Cost of Attendance (COA) is the total amount it will cost you to attend school—usually stated as a yearly figure. The federal methodology formula is used to determine the amount that the student and their 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. It can also include room and board for up to three semesters or the equivalent at the institution. However, no more than two of those semesters or the equivalent may be consecutive. Contact the financial aid administrator if you have any unusual expenses that might affect your COA.

Aviator College's [Net Price Calculator](#).

### Living Expenses

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 toward 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 (every four months) 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 an 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 or courses in the clock-hour program. 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).

Degree Students 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 four 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 least pass 2 (TWO) credits or (1 credit if initially enrolled for just one credit hour).

**Program Pace:** 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 total program length.

The Associate Degree program is 24 months in length. 150 percent of 24 is 36, meaning the most time a student may take to complete the program is 36 months or nine semesters. However, if a student cannot complete their program within 106.5 credits and 36 months, all Title IV must stop.

Any term for which a student receives zero academic credits (total withdrawal, total failure, or combination of both) will immediately make the student 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 of 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 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 an SAP appeal based on the following:

- Death of a relative
- Injury or illness of the student
- Other special circumstances (such as a 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. If the appeal is accepted or denied, the student will be notified by email. If the email is returned undeliverable, the letter will be mailed to the student's current address on file. 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 do not meet Satisfactory Academic Progress (SAP) at the end of the probation period 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 the Academic Plan's requirements, 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 eligible 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 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. The student will be billed for all balances owed to the College due to the return of Title IV funds, withdrawal calculation, or a balance due at graduation.

By regulation, Aviator College is required to calculate the amount of earned and unearned Title IV aid for students who begin attending classes and then withdraw before they complete 60% of the payment period. 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 the 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 on 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 repayment procedures if 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 they were charged in the following order:
  - Unsubsidized Federal Stafford loans
  - Subsidized Federal Stafford loans
  - Federal parent Plus loans
  - Federal Pell grant

A post-withdrawal disbursement may be calculated if the student's account was not posted with all the funds they earned. If student loans are included in the unfunded aid, the student will have the option to decline the loan funds so that they do 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 the 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

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## 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. At the beginning of each course, students shall receive in writing 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 reasonably disagree with the data or views offered in any course of study and form their own judgments. Still, they are responsible for learning the academic content for any course of enrollment.
- 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 college's services.
- 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. No food or drink is allowed in the classrooms. Cell phones are not allowed to be used in the classroom. Only when receiving an emergency call may cell phones be kept on vibrating 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.

Enforcement-related incentives have been designed into the program to encourage employees to voluntarily report safety issues even though they may involve an alleged violation of Title 14 of the Code of Federal Regulations (14 CFR). 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 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 of 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 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 to 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 if the student believes they are inaccurate or misleading. A student should write the College official responsible for the record and 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 their 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 their tasks. A College official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.

FERPA allows the 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 records, current academic standing, class schedules, and Social Security/student numbers. 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 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 the 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, faculty, and the business community, they are expected to act professionally and respectfully, which complements 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 their educational experience.
- Maintain satisfactory grades.
- Know and observe the College's rules and regulations governing conduct.
- Become informed and express their opinion.
- Do not discriminate against others 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.
- Treat all people and the property of others with respect.

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 preponderance of the evidence while on campus or 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 that constitutes a violation of College policy may also be charged if the student's subsequent behavior supports the violation. Students witnessing any act(s) that constitute(s) a violation of college policy should report such incidents to a college official.



**Students 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, 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 disrupt the learning environment, intimidate 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 college official's written or verbal request/order.

**4. Falsification of Records**

- i. Misuse of college documents includes 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 actions on other College records or documents, whether by use of computer or other means of communication. Falsification of the 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 restrictions, conditions, or terms of a prior sanction resulting from a previous disciplinary action.

**6. Theft/Damage of Property**

The attempted or actual theft of and/or damage to property of the 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 premises.
- 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 premises.
- 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, trespass order, or court order related to a student, faculty/instructor, or College community member.

**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 committing crimes.
- ii. Unauthorized access to or use of a 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 is 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 to put that person in fear for their life or personal safety.

**20. Hazing**

- i. An action or situation that recklessly or intentionally endangers a student's mental or physical health or safety for the purpose of initiation, admission, 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 Vice-President, Discipline Committee, or other College officials when requested.
- 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 before and/or during 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 violate 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 student behavior is essential to our mission. This disciplinary process is designed to foster learning, personal growth, and development but 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 if 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 college's mission.

**Students 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 Campus Vice President or Director is responsible for administering policies, regulations, and procedures that fall under the jurisdiction of this document at their location. Regarding academic dishonesty charges, the Vice President and the Director of Education/Dean are responsible for administering 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

The Vice-President or their designee will conduct an investigation. 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 or their 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. During the informal hearing, the charges will be read and explained to the student, who will be asked to respond. The student will also have an opportunity to ask any questions.

If the student admits responsibility, the Vice-President 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 according 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, a written notice informing the student of the time and place of the hearing will be sent to the student's e-mail address.

The Vice-President or their designee will make available to the student any evidence in their 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 five days in advance of the formal hearing. Where several persons are alleged to have been involved in an incident, the Vice-President 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 a court of competent jurisdiction finds them not to be confidential.

### Notice of Formal Discipline Hearing

The student will receive written notification via e-mail 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.
- The student can elect an advocate from the college staff/faculty or student body to assist the student through the disciplinary process. In either case, the advocate may only counsel the student and not address the committee or others participating in the hearing.
- All hearings will be open only to those involved, including individuals listed on the student's FERPA form.
- The student has the right to face their accusers, to direct questions to those witnesses through the committee chair, and to present a defense and witnesses on their behalf.
- The student may not be compelled to testify against themselves.
- 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 answer questions during the hearing shall not be regarded as an admission of responsibility. Should the student ask questions of witnesses or otherwise pursue a defense, this will not equate to a student's forfeiture of their 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 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. Before a temporary suspension, verbal notice of the charges will be given to the student to initiate 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 shall initiate the formation of a Campus Discipline Committee whenever a case needs to be heard to ensure that only those who are impartial and fair-minded in the case under consideration will be selected to serve on the hearing committee.

The committee shall comprise no less than three and no more than five persons, including the Vice President or their designee, 1-2 faculty members, and 1-2 administrators. Faculty/instructors, staff, and students involved in the case may not serve on the committee. The Vice President or their designee shall 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 how 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 have the opportunity to testify and present evidence and witnesses on their behalf.
- Ensure that all relevant evidence is presented and that the decision is based solely on 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 their discretion.



## Conduct of the Hearing

1. The chairperson will give opening remarks.
2. The individual bringing the charges will present any evidence and witnesses regarding the charges.
3. The student accused of the charges will present their perspective, including any witnesses or documentation.
4. Either party or the committee chairperson can recall any witnesses.
5. Each side can elect to present a summary statement.
6. After the fact-finding portion of the hearing, the participants will be excused, and in a closed session, a decision will be rendered by a majority vote.

The process for determining the hearing's outcome is called deliberation. It involves reviewing the evidence and testimony, discussing it, and voting. The chairperson will ensure that only evidence presented at the hearing itself may be considered in reaching a decision and that the committee adheres to standards of confidentiality as provided for in state and federal law (e.g., the Family Educational Rights and Privacy Act).

The final decision(s) and potential sanctions will be made known to the Student within two (2) hours after deliberation. The Registrar will maintain all records of the 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.

College disciplinary officers must conduct themselves in a way that preserves and protects the student's rights and interests. In compliance with the Family Educational Rights and Privacy Act, information regarding a student's disciplinary status may not be discussed with persons other than concerned College officials without the individual's written authorization.

***If the student wishes to appeal or has time to consider appealing, the Vice President or their designee will hear arguments for withholding the imposition of 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 Vice President, who will take testimony from both the Student and the Committee. The Vice President's judgment must be in writing and will be final.***

## Sanctions

If the committee finds the student responsible for the charges filed, it will determine and recommend sanctions to the Vice President. These sanctions shall be included in the committee's written notification of the guilty finding. The conditions of sanctions will be clear and precisely stated.

Sanctions that the College may impose include but are not necessarily limited to:

- Dismissal—mandatory separation from the College and any College program with no promise of future readmission. An application for readmission will not be considered until the time specified in the order of dismissal has elapsed. A student who has been dismissed is barred from enrolling at or visiting any of Aviator College's campuses.
- Suspension -- mandatory suspension from the College for a period as specified in the sanctions.
- Disciplinary Probation: Notice that the student's behavior violates this Code. Another violation may result in suspension.
- Behavior Agreement -- Student signs and agrees to abide by college behavior agreement.
- Disciplinary Warning: This is a 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, the student's agreement 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 Vice 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 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 school's property 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 school's property or when participating in any school activity. This prohibition applies to any institutional activity, including flight training and time building, outside the limits 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, including expulsion. In addition to legal penalties, a 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 violating the Drug and Alcohol Policy will be dismissed and ineligible for readmission.

### COPYRIGHT PROTECTION POLICY

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

Aviator College training materials are also the intellectual property of the college. They cannot be used to recreate textbooks, video tutorials, or any other training aids that are sold or used to generate income.

### NON-SMOKING/NON-TOBACCO POLICY

Aviator College is a non-smoking, non-vaping, non-tobacco facility. Smoking, including the use of e-cigarettes or vaporizers, is only allowed in designated outdoor areas of the College's premises. Tobacco or Vape use is not permitted inside the College's buildings. Smoking in non-designated areas violates the College's Standards of Conduct.

## CRIME AWARENESS AND CAMPUS SECURITY ACT

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

The Campus Security Report is always available in the published Consumer Information section of the website at <https://www.aviator.edu/consumer-information>. The 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 educational data in the U.S. and other nations. NCES is in 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

Everyone is responsible for a safe environment. 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 crime statistics.

It is the policy of Aviator College of Aeronautical Science & Technology that all criminal acts or other emergencies be appropriately 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 completing an Incident Report and reporting 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 the 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 subject to Aviator College of Aeronautical Science & Technology's policies, conduct codes, airport safety regulations, and TSA regulations and procedures at all times. Students and employees are responsible for their guests' conduct at all times. Students, staff, and faculty must present a valid school identification card upon request and are 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.**

### 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 campus or in off-campus housing. Violating 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 4220 Aviator Way school facilities.

## Campus Security

Campus staff with security responsibilities are 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. They 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 or petty thefts in a facility, warnings will be distributed to all faculty and staff, and instructions will be given 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. Students can request a change to their assigned housing twice during their time in student housing, with no penalties. After that, any housing changes will incur a room change fee of \$150 to be billed to the student account. No room changes will be approved during orientation week or the two weeks following while all new students' assignments are finalized.

Any student changing rooms without prior approval from housing will be fined \$500, required to move back to the original room, and will forfeit all opportunities to request a change to housing at a later day. Requests should be made to [housing@aviator.edu](mailto:housing@aviator.edu).

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 before the student receives 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.

Aviator College requires all enrolled students under the age of 21 to live on campus for the entire time of enrollment, or until they turn 21.

Neither buyouts nor substitutions are allowed. Students cannot cancel their Housing Agreements after the deadline dates outlined in the Housing Agreement. Housing rates will be pro-rated when moving in, but students moving out during a billing cycle will be charged the total monthly rate.

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

## 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 violating this regulation are subject to dismissal from housing and potentially the College.
2. Smoking is not allowed in any of the housing units. It is only permitted 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 regular duties, make necessary repairs, inspect rooms for damages, assess future housing remodels/upgrades, and assure that ACAST policies are being adhered to.
4. No one under 18 is allowed in the swimming pool or pool area. Students must abide by all posted pool area rules.
5. There will be no pets of any kind housed in or around the housing areas.
6. The sidewalks, entryways, passageways, and stairways of the dormitories/housing shall not be obstructed.
7. No Student shall interfere with any portion of the heating and air conditioning thermostat apparatus in or about the dormitories or the building containing the same.
8. No additional locks shall be placed upon any building door 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 student housing is essential. The College maintains the right to inspect for cleanliness, and if 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 for keeping their living quarters clean from mold, mildew, dust, and dirt, sweeping and mopping floors, and keeping counters clean; refrigerators must be cleaned out once a week, and no rotten food in any areas. Garbage must be removed 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 on a unit.
12. Students are responsible for caring for and properly using 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 caring for and adequately using lounges and other shared or public areas. Vandalism or improper care of rooms or public areas may result in fines and/or disciplinary action, including dismissal from housing without a refund. In addition, students found responsible for tampering with or altering fire protection devices or systems will be subject to federal and state laws and 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. no flammable materials or explosives will be stored in or around the housing area. This includes but is not limited to, fireworks and petroleum products.

15. No weapons of any kind will be permitted in housing. This includes but is not limited to paintball guns, BB guns, firearms, bows/arrows, and knives.
16. No overnight guests are permitted without prior permission from the Housing Director. No person under 18, unless accompanied by a parent, shall be in any housing unit or the parking area without consent 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, and disabled vehicles are not permitted on the 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 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 is 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, especially uniformed Aviation Operations staff, shall conduct themselves in a dignified, courteous, and professional manner when in the presence of the public or when representing the College. Perception is a 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 aircraft's personnel.

Prospective employers visit our school frequently and are conscious of students' appearance. 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 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 FOR AIRMEN

##### **General**

1. All uniformed faculty, staff, and students shall pay careful attention to personal cleanliness and hygiene.
2. All college members will always dress neatly and cleanly. Personnel dealing with the public will be dressed in a manner their supervisor prescribes. The College reserves the right to ask any faculty member, staff, or student improperly dressed and violating the dress code regulations to go home, change clothing, and return to their specific assignment.
3. This policy applies to all faculty, staff, and students conducting official business, providing or receiving training on campus, or participating in flight operations.
4. All flight crew members shall properly conduct themselves, 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 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 crew members shall wear the Aviator College uniform in the prescribed manner and uphold Aviator College's appearance and conduct standards at all times. Failure to do so will result in disciplinary action. No exceptions to these uniform policies shall exist unless specifically authorized by the Vice-President or the Director of Flight Operations.
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 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. The airmen will purchase uniforms.
2. All airmen conducting official business on campus must wear the specified duty uniform, including flight instructors and students.
3. A pilot may supply 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 break on the top of the shoe.
- 3) The trousers/pants shall be worn with a black leather belt of a conservative design.

**b) Uniform shirt**

- 1) A long/short-sleeve white pilot shirt may be worn without epaulets and with the approved sweater.
- 2) Short-sleeved 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 Airmen
  - The uniform may be worn only with oxford or slip-on plain-toe or plain cap-toe shoes or smooth or scotch-grain black leather uppers.
  - 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 outside of these boots.
  - Western-style boots (pointed toes), welts, or penny loafers are prohibited.
  - All footwear will be adequately polished.
- 2) Female Airmen
  - Black dress shoes with closed heels 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 prohibited.
  - For safety considerations, avoid wearing narrow heels when slick surfaces or gratings may be encountered during flight operations.
  - Pants will be worn outside of boots.
  - All footwear will be adequately polished.

**d) Socks/Hose**

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

**e) Shoulder stripes (epaulets)**

- 1) Appropriate number for airman position held.
- 2) Chief Instructors, Assistant Chief Instructors, and Check Instructors will wear four silver stripes.
- 3) Interns and Flight Instructors will wear three silver stripes.
- 4) Students holding an FAA Commercial Pilot Certificate will wear three silver stripes.
- 5) Students holding an FAA Private Pilot Certificate with an Instrument Rating will wear two silver stripes.
- 6) Students holding an FAA Private Pilot Certificate without an Instrument Rating will wear one 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) A College-approved V-neck black military sweater with appropriate shoulder stripes epaulets is 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 hairstyles (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 time 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. The mustache will be neatly trimmed to the side of the 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, breath odors, etc. It is understood that the summertime cockpit environment often makes this requirement impractical. The intent is for each crew member to do their 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. Hairstyles worn while on duty must not interfere with the pilot's vision or duties. When selecting a hairstyle, consideration must be given to wearing the uniform, being conservative, and maintaining 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. The nail polish color shall be conservative.
6. Perspiration, breath odors, etc., will be absent. It is understood that the summertime cockpit environment often makes this requirement impractical. The intent is for each crew member to do their best to stay neat and clean.

**D. Jewelry Policy**

1. One conservatively styled bracelet (other than a wristwatch) may be worn.
2. Facial jewelry (e.g., nose jewels, tongue piercing, etc.), except earrings on female airmen, 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 appropriately concealed under the white tee-shirt collar.

- E. Tattoo(s) Policy:** Must not have 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 appropriate to the activities scheduled. All students are required to observe all local, state, and federal safety regulations.

For students participating in flight training activities, Safety Procedures and Practices have been prepared in accordance with 14 CFR Part 141.93(3) to provide 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. The manual can be obtained at orientation or email [safety@aviator.edu](mailto:safety@aviator.edu) for a copy.

# Grievance Procedures

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## DEFINITIONS

A grievance is a claim, complaint, or expression of concern made by a student regarding any aspect of their 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. Please see the academic appeals process if the appeal concerns an academic decision, such as a grade.

A student has the right to appeal all matters concerning:

- 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 for all students who seek to resolve 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 the student remains dissatisfied with the decision after a timely review at the department level, including a report to the student of the findings and 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 with a written determination stating the reasons for the decision.
- 4) If the dispute remains unresolved after evaluation by the Vice President and/or the Director of Academic Affairs, the student should address their 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) If a dispute cannot be satisfactorily resolved using the proceeding actions, it shall be resolved through binding arbitration between the student and the college. 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](http://www.accsc.org)

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

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

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

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

Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee FL 32399-0400  
Toll Free (888)224-6684  
[www.fldoe.org/policy/cie/](http://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 a 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. 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 permission should be granted 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 informed of the status of the complaint and the Commission's final resolution. 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](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Director of Academic Affairs or online at [www.accsc.org](http://www.accsc.org)





**AVIATOR**

*College*  
*of Aeronautical Science & Technology*

**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**

(772) 466-4822

**FAX**

(772) 466-4886

**TOLL FREE**

(800) 635-9032



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**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.