2013

ACADEMY CATALOG

VOLUME 29

Aerosim
Flight Academy

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aerosim flight academy

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Aerosim
Flight Academy

Aerosim Flight Academy

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

Location
Orlando-Sanford International Airport
2700 Flightline Avenue | Sanford, FL 32773 USA
+1 407 330 7020   +1 800 822 6359

Statement of Nondiscrimination
The policy of Aerosim Academy, Inc. (D.B.A Aerosim Flight Academy) assumes that no person in the United States shall be discriminated against because of race, religion, age, color, sex, disability, handicap, national origin, marital status, veteran's status, political belief or affiliation, and that equal opportunity and access to facilities shall be available to all.

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

Because of the changing needs of the aviation industry, course content, material, or schedules, may occasionally change. These changes are designed and incorporated to ensure each student receives the best training possible. This catalog, as well as other bulletins, publications or announcements, are subject to change without notice. Updates on the facts and other information in this catalog can be obtained from the Director of Education.

Administration

Leadership

Dave Rapley, CEO Aerosim
HNC Engineering
Chichester College of Technology

Henry "Hank" Coates, Vice President
B.S. Chemical Engineer
McNeese State University
Certified Flight Instructor – US Navy

Richard Hilmer, Jr., Chief Ground Instructor
Director of Education and Campus Safety
B.A. Political Science
University of Georgia
Certified Flight Instructor – ASE, AME, IA

Robert Joyce, Director of Operations and Safety
Certified Flight Instructor – ASE, AME, IA

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

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

Shari Riddell, Director of Peoples/Student Services
B.S. Organizational Behavior
Rollins College

Janice Padley, Divisional Controller
B.S. Accounting
Upper Iowa University

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

Management and Administration

Ryan Climo, Chief Flight Instructor
Certified Flight Instructor – ASE, AME, IA

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

Carl Gegenheimer, Manager of Flight Standards
B.S. Accounting
University of New Orleans
Certified Flight Instructor – ASE, AME, IA

Jeremy Mammen, Manager of Flight Safety
B.S. Aeronautics
Embry-Riddle Aeronautical University
Certified Flight Instructor – ASE, IA

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

Thomas Mendenhall, Manager of Admissions
Private Pilot Airplane Certificate

Robyn Vivona, Registrar

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

Jennifer Barnett, Manager of Financial Aid
B.S. Business Administration
Florida Southern College

Christina Harden, Manager of Student Services
B.S. Anthropology
San Diego State University
Certified Flight Instructor – ASE, AME, IA

Michelle Gipe, Manager of Business Administration

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the academy

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OPERATIONS CENTER

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The Academy

Our History

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

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

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

Our Mission

To deliver world class flight training to men and women with the desire and motivation of becoming fully qualified professional airline pilots.

At Aerosim Flight Academy, it is our responsibility to create an atmosphere of dignity, respect, fairness, and support for students to receive an optimal learning environment. The Academy will continuously strive to produce world class flight training through state-of-the art technology and facilities, quality education and staff who are professional, accountable, and dedicated to the success of the student pilot and the aviation industry.

Credentials and Certificates

Aerosim Flight Academy is 14 CFR Part 141 approved under FAA Air Agency Certificate Number CE8S057Q. The Professional Pilot Program is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Their website is accsc.org. Aerosim Flight Academy is approved for Veterans Administration benefits for those qualified individuals.

Aerosim Flight Academy is approved and designated to accept and enroll international students for training by the Bureau of Citizenship and Immigration Services (BCIS) and the Department of State. The academy is authorized to process Form I-20's for the issuance of the M-1 Visa and the F-1 Visa. These programs allow non-immigrant students to participate in the Academy's training programs for up to 12 months (M-1) and 24 months (F-1) to include Optional Practical Training if hired by the Academy as a Flight Instructor.

Aerosim Academy, Inc. is a corporation formed under the laws of the State of Florida and doing business as Aerosim Flight Academy. Officers of the corporation include Dave Rapley, CEO, Mark Sawyer, President and COO, and Dick Rogers, Chief Financial Officer. The Academy's credentials and certificates may be viewed by contacting the Director of Education.

Facilities and Equipment

Aerosim Flight Academy is located at the Orlando-Sanford International Airport and is situated in the heart of beautiful central Florida with its superb year round flying weather as well as its proximity to many of the world famous tourist attractions in the area. The Class "C" Orlando-Sanford International Airport has an FAA control tower on airport property and four runways with the main runway being 9,600 X 150 feet. Other facilities include Instrument Landing Systems (ILS), GPS Approaches, High Intensity Runway Lighting, a Non-Directional Beacon, a modern terminal with complete ground handling equipment, an AWOS weather reporting system, and many other enhancements.

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

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academics building

The Academics Building consists of seven multi-media equipped classrooms. All classes are taught by full-time Academic Instructors. One classroom is arranged to accommodate 34 students and the remaining six classrooms can accommodate 24 students.

Our Academic Building includes:

☐ A Learning Resource Center with seating for 40 students for tutorial purposes, DVD players and
  monitors for use with aviation DVDs, and aircraft instruments and equipment for hands-on learning

☐ A Frasca CRJ instructional device

☐ A self-serve cafeteria

simulation and maintenance building

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

Our Simulation and Maintanance Building also houses:

☐ Four Aerosim Advanced Aviation Training Devices

☐ Four Aerosim Level 6 SR20 Flight Training Devices

☐ Two Frasca 142 Multi-Engine Flight Training Devices

operations center

The Operations Center consists of offices, a dispatch center, pre-flight planning areas, post-flight briefing areas, weather service computers and phones, Student Services offices, our SkyShop which carries all books and supplies required for students attending the Academy. The building also contains a computer lab with avionics training software, test preparation software, and other aviation study software programs

Academy students and instructors perform all flight training in a fleet of 54 single-engine and multiengine aircraft. All aircraft are professionally maintained by a dedicated staff of FAA certified technicians whose job is to ensure compliance with airworthiness and maintenance standards – with the highest emphasis on safety.

aerosim flight academy ramp

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

learning resource center (LRC)

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

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

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

computer and communications lab

The Computer and Communications Lab contains computer equipped with test prep software, avionics system tutorials, and other training aid software. The Computer and Communications Lab is available to students wishing to accomplish additional studying in a quiet atmosphere.

programs

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Programs

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

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

Course Substitutions
Course substitutions or any other deviation from the stated requirements of the diploma offered at Aerosim Flight Academy must have the written approval of the Director of Education.

Professional Pilot Program
The Professional Pilot Program prepares the individual to be initially employed as a flight instructor leading to a productive career as a professional pilot in commercial, corporate, or military aviation. This program is designed to be completed in 12 months with a diploma awarded upon completion.

Start Dates 2013
Professional Pilot Program

JANUARY 24	JULY 25
FEBRUARY 21	AUGUST 22
MARCH 21	SEPTEMBER 19
APRIL 18	OCTOBER 17
MAY 16	NOVEMBER 14
JUNE 13	DECEMBER 12

International students are requested to arrive five days prior to the dates listed above for orientation to adjust for time changes, however, on campus accommodations and transportation will not be available until enrollment day.

Flight Operations are normally conducted between 6:00 am and 11:00 pm Monday through Friday; weekend flight operations are at the discretion of the Academy. Academic classes are normally scheduled between 7:00 am and 10:00 pm Monday through Friday.

Holiday Schedule
The following holidays will be observed at Aerosim Flight Academy:
- Thanksgiving Day
- Christmas Day

COURSE #	COURSE TITLE	CLOCK LECTURE	CLOCK LAB
ASG 100	Private Pilot Single Ground School	62.5	
ASF 101	Private Pilot Single Flight Lab		103
ASG 120	Instrument Airplane Ground School	62.5	
ASF 121	Instrument Airplane Flight Lab		105
ASG 200	Commercial Pilot Multi Ground School	63.0	
ASF 201	Commercial Pilot Multi Flight Lab		94.4
ASF 221	Commercial Single Add Flight Lab		23.5
ASG 270	Flight Instructor Single Ground School	44.0	
ASF 271	Flight Instructor Single Flight Lab		102.5

Total Clock Hours:
660.4

courses

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Courses

Course Descriptions

ASG 100
4 Credits

Private Pilot Single Ground School

The course is a study of the Federal Aviation Regulations applicable to private pilot privileges, limitations, flight operations, and the rules of the National Transportation Safety Board pertaining to accident reporting, the use of the Airman's Information Manual, and the FAA Advisory Circular System. Introduction to VFR navigation using pilotage, dead reckoning and radio aids. Safe and efficient operation of airplanes, including high-density airport operations, collision avoidance precautions, and radio communication procedures. The student will take the flight training necessary to meet the requirements for the private pilot certificate.

ASF 101
3 Credits

Private Pilot Single Flight Lab

This course consists of flight instruction, given by an appropriately rated instructor, and solo practice. Flight instruction is received in the following subjects: Pre-flight operations, including weight and balance determination, line inspection, starting and run-ups, and airplane servicing. Airport and traffic pattern operations, including operations at controlled airports, radio communications, and collision avoidance precautions. Flight maneuvering by reference to ground objects. Flight at slow airspeeds with realistic distractions, recognition of and recovery from stalls entered from straight flight and from turns. Normal and cross wind takeoffs, and landings. Control and maneuvering an airplane solely by reference to instruments, including emergency descents and climbs using radio aids or radar directives. Cross-country flying using pilotage, dead reckoning, and radio aids, including a two-hour dual flight at least part of which must be on Federal airways.
  ☐ *Corequisite: ASG 100*

ASG 120
4 Credits

Instrument Airplane Ground School

This course consists of ground training instruction in the Federal Aviation Regulations that apply to flight under IFR conditions, the IFR air traffic system and procedures, the provisions of the Airman's Information Manual pertinent to IFR flights, dead reckoning appropriate to IFR navigation by radio aids using the VOR, ADF, and ILS systems, the use of IFR charts and instrument approach procedure charts, the procurement and use of aviation weather reports and forecasts, the elements of forecasting weather trends on the basis of that information and personal observation of weather conditions; and the function, use, and limitations of flight instruments required for IFR flight, including transponders, radar and radio aids to navigation.
  ☐ *Prerequisite: ASG 100, ASF 101 or Private Pilot Certificate*
  ☐ *Corequisite: ASF 121*

ASF 121
3 Credits

Instrument Airplane Flight Lab

This course covers the control and accurate maneuvering of an airplane solely by reference to flight instruments. IFR navigation by the use of VOR and 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, and ILS systems and cross-country flying in simulated or actual IFR conditions, on Federal airways or as routed by ATC, are covered in detail.
  ☐ *Prerequisite: ASG 100, ASF 101 or Private Pilot Certificate*
  ☐ *Corequisite: ASG 120*

ASG 200
4 Credits

Commercial Pilot Multi Ground School

This course discusses the Federal Aviation Regulations covering the privileges, limitations, and operations of a commercial pilot, and the operations for which an air taxi/commercial operator, agricultural aircraft operator, and external load operator certificate, waiver, or exemption is required. The course also discusses the safe and efficient operation of airplanes, including inspection and certification requirements, operating limitations, high altitude operations and physiological considerations, loading computations, the significance of the use of airplane performance speeds, the computations involved in runway and obstacle clearance and cross wind component considerations, and cruise control. During the course, the student will review and practice all flight and instrument maneuvers and procedures necessary to attain the proficiency level required of a Commercial Pilot (AMEL) with instrument privileges.
  ☐ *Prerequisite: ASG 120, ASF 121*
  ☐ *Corequisite: ASF 201*

ASF 201
3 Credits

Commercial Pilot Multi Flight Lab

This course consists of flight instruction, given by an appropriately rated instructor, and solo practice. Flight instruction is received in an airplane with retractable gear, flaps, a controllable propeller, and powered by multiple engines. Night flying, including a cross-country night flight with a landing at a point more than 100 miles from the point of departure is accomplished. Each student learns normal and maximum performance takeoffs, and landings using precision approaches and prescribed airplane performance speeds, including operation at maximum authorized takeoff weights. The course also covers emergency procedures appropriate to VFR and IFR flight and to the operation of complex airplane systems.
  ☐ *Prerequisite: ASG 120, ASF 121*
  ☐ *Corequisite: ASG 200*

ASF 221
0 Credit

Commercial Pilot Single Additional Flight Lab

During this course, in flight operations, the student will develop an in-depth knowledge of single engine aircraft components, functions, systems, aerodynamics, and performance at the commercial pilot level. The student will also gain necessary knowledge on en route flight to include weather, navigation, and regulations.
  ☐ *Prerequisite: ASF 201 & ASG 200*

ASG 270
2 Credits

Flight Instructor Single Ground School

This course includes flight instruction in the analysis and performance of flight training maneuvers, including the satisfactory demonstration of stall awareness, spin entry, spins, and spin recovery techniques in an aircraft of the appropriate category that is certificated for spins. The candidate will be required to log practice ground and flight instruction hours.
  ☐ *Prerequisite: ASF 221*
  ☐ *Corequisite: ASF 271*

ASF 271
3 Credits

Flight Instructor Single Flight Lab

During this course the student will obtain the aeronautical skill, instructional knowledge, and experience necessary to meet the requirements of a Flight Instructor Certificate with an Airplane Category and Single-Engine Class ratings. In addition, the student will obtain the knowledge skill and aeronautical experience necessary to meet the requirement for the addition of an Instrument Airplane rating on to an existing flight instructor certificate.
  ☐ *Prerequisite: ASF 221*
  ☐ *Corequisite: ASG 270*

admissions

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Admissions

Aerosim Flight Academy admits only qualified applicants into the diploma program. Applications for admission are valid for only one year from the date of receipt. Admitted students must enroll within one year of admission or reapply.

All documentation must be provided prior to enrollment, if any documents are not provided prior to enrollment, acceptance to Aerosim Flight Academy will be provisional until such documents are provided.

☐ Complete application form and registration fee***

☐ Proof of High School graduation or evidence of having successfully completed the General Education Development Test (GED) administrated by an approved agency. All diplomas and/or transcripts must be in English or have official English translation.

    ☐ Institutions will be verified by the Registrar to ensure they are a valid degree-granting institution. If it is determined that your High School Diploma is from an unacceptable institution, your acceptance to Aerosim will be denied.

    ☐ If your High School Diploma or its equivalent is in any language other than English, you are required to have the documents translated and certified by a reputable company. The certification must include a statement that says the credential is "Equivalent to a U.S. High School Diploma". If you fail to provide translated and certified documents your acceptance to Aerosim will be denied.

☐ DD Form 214 from all veterans requesting VA assistance

☐ Photocopy of current FAA Medical Certificate
Original must be produced at registration

☐ Photocopy of any FAA Knowledge Test results appropriate to the training to be conducted (if applicable)
Original must be produced at registration

☐ Photocopy of all FAA Pilot Certificates currently held (if applicable)
Originals must be produced at registration

☐ A copy of valid eligible non-citizen's resident alien card (if applicable)
Original must be produced at registration

☐ A letter providing evidence of funds for flight training and living expenses (International students only)

☐ Written results of approved English language exam for any student whose native language is not English

☐ Course deposit

☐ Housing deposit for students requesting Academy sponsored housing

U.S. Domestic Students

identification materials

In order to abide by Transportation Safety Administration (TSA) regulations, applicants must submit one of the following identification materials:
    ☐ Copy of a valid passport. The original must be produced at registration.
    ☐ Copy of an original U.S. birth certificate with raised seal or certified copy, and a copy of a valid U.S. government issued picture identification (i.e. driver's license). The originals must be produced at registration.

NOTE: Proper identification is required of every FAA test applicant. Acceptable forms of identification must include the applicant's FULL LEGAL NAME. Name on all documents must be identical.

minimum age

The minimum age requirement for admission to the Academy is 17. The applicant must turn 18 no more than six months after enrolling. Commercial Pilot and Flight Instructor certifications require that the applicant be at least 18 years of age.

high school diploma

To enroll at Aerosim Flight Academy, applicants must have graduated from a recognized high school and have been awarded a diploma or equivalent, or have been issued a high school equivalency certificate (GED) from a State Department of Education.

☐ Institutions will be verified by the Registrar to ensure they are a valid degree-granting institution. If it is determined that your High School Diploma is from an unacceptable institution, your acceptance to Aerosim will be denied.

☐ If your High School Diploma or its equivalent is in any language other than English, you are required to have the documents translated and certified by a reputable company. The certification must include a statement that says the credential is "Equivalent to a U.S. High School Diploma". If you fail to provide translated and certified documents your acceptance to Aerosim will be denied.

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FAA medical

All applicants must obtain an FAA Medical Certificate before beginning training at the Academy. This may be accomplished with the nearest FAA Aviation Medical Examiner. Examiner names and locations may be obtained by contacting your local FAA Flight Standards Office or the Academy Admissions Office.

Information on how to obtain medicals can be found at: faa.gov/licenses_certificates/medical_certification/

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

deposits and fees

The application must be accompanied with the required registration fee of $150.*** For courses with tuition estimates over $10,000, a $10,000 deposit is required prior to the class start date. For courses with tuition estimates under $10,000, the full cost of tuition is due prior to the class start date.

permanent residents

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

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

english language

For U.S. Citizens and Permanent Residents whose first language is not English, an Academy English Assessment is required. All Academy English Assessment results will assist the Academy and the student in defining any weaknesses. The assessment must be completed on campus prior to the class start date. In accordance with FAA pilot certification requirements, all applicants must be able to read, write, speak, and understand the English language.

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International Students

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

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

identification materials

In order to abide by Transportation Safety Administration (TSA) regulations, applicants must submit the following identification materials:
- ☐ Copy of a valid passport. The original must be produced at registration.
- ☐ Copy of a valid U.S. government issued picture identification (i.e. driver's license or identification card).
  The original must be produced prior to FAA examinations.

NOTE: *Proper identification is required of every FAA test applicant. Acceptable forms of identification must include the applicant's FULL LEGAL NAME. Name on all documents must be identical.*

minimum age

The minimum age requirement for admission to the Academy is 17. The applicant must turn 18 no more than six months after enrolling. Commercial Pilot and Flight Instructor certifications require that the student be at least 18 years of age.

high school diploma

International applicants are required to provide a copy of their High School diploma equivalent with an official English translation, if necessary.

- ☐ Institutions will be verified by the Registrar to ensure they are a valid degree-granting institution. If it is determined that your High School Diploma is from an unacceptable institution, your acceptance to Aerosim will be denied.

- ☐ If your High School Diploma or its equivalent is in any language other than English, you are required to have the documents translated and certified by a reputable company. The certification must include a statement that says the credential is "Equivalent to a U.S. High School Diploma". If you fail to provide translated and certified documents your acceptance to Aerosim will be denied.

FAA medical

All applicants must obtain an FAA Medical Certificate before beginning training at the Academy. This may be accomplished with the nearest FAA Aviation Medical Examiner. Examiner names and locations may be obtained by contacting your local FAA Flight Standards Office or the Academy Admissions Department. For those international students who cannot receive an FAA medical examination prior to arrival in the United States, a waiver may be issued by the Admissions Office.

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

fees and deposits

The application must be accompanied with the required registration fee of $150.*** For courses with tuition estimates over $10,000, a $10,000 deposit is required prior to the class start date. For courses with tuition estimates under $10,000, the full cost of tuition is due prior to the class start date.

alien flight students program application

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

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

english language

For all international applicants, whose main language is not English, an official language test as well as the Academy English Assessment is required. The Academy will accept the following official language tests:

IBTOEFL		TOEIC		IELTS
Minimum score of **80** on the Internet Based Test of English as a Foreign Language	**OR**	Minimum score of **790** or higher on the Test of English for International Communication	**OR**	Minimum score of **+7.0** or higher on the International English Language Testing System
www.ets.org		**www.toeic.com**		**www.ielts.com**

TOEFL, TOEIC, and IELTS scores must be sent directly to Aerosim Flight Academy by the testing agency. Scores below the minimum will be assessed on a case-by-case basis. In accordance with FAA pilot certification requirements, all applicants must be able to read, write, speak, and understand the English language.

visas

Once the application has been reviewed and the student is accepted for the training program, the I-20 for the M-1 or F-1 visa forms are issued by the Academy. In addition to the estimated cost of the training program, each international student must possess adequate financial resources to complete the program and to support themselves and any accompanying family members while in the United States. A letter providing evidence of funds for flight training and living expenses is required.

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

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Tuition Rates and Fees for the Accredited Professional Pilot Program

Program Tuition	☐ Registration Fee	$150.00	
	☐ Professional Pilot Program	$69,995.00	Package Tuition
	☐ Professional Pilot Program (Transfer Student)	$57,240.00	Package Tuition
Admissions, Books and Supplies	☐ Estimate for Professional Pilot Programs	$3,200.00	
On Campus Housing	☐ Housing Deposit	$500.00	
	☐ Single Occupancy	$600.00	Per Month
	☐ Double Occupancy	$500.00	Per Month
Miscellaneous Fees	☐ Fuel Surcharge	Varies with Cost	
	☐ FMSB Loan Qualification Process Fee	$500.00	
	☐ TSA Fingerprinting (Non-U.S. Citizens)	$100.00	Non-Refundable
	☐ TSA AFSP Application (Non-U.S. Citizens)	$130.00	Non-Refundable
	☐ ID Badge/Emergency Card (if lost, stolen, or retained)	$50.00	Each

***Cancellation Policies:

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

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than $150.

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

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student
account's office

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Student Account's Office

The Student Account's Office is responsible for maintaining records of students' finances in relation to academic activities at Aerosim Flight Academy. The Student Accounts Office is prohibited from releasing student records, without student consent, except as permitted under the Family Educational Rights and Privacy Act.

Tuition Policy

Students enrolled in the accredited program are charged a package price for their entire program. The program is broken down into two payment periods. The student's account is charged tuition for the first payment period when the student enrolls; this would be for the first half of the program. Upon completion of the first payment period, the student's account will then be charged the remainder of their tuition to cover their second payment period. The students account will have a running balance until the total tuition is paid in full. The package price does not include any additional course work that results from the option to complete lower level or prerequisite requirements, failed courses, or program changes that may result in additional tuition and fee charges.

Tuition Payments

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

Payment Methods

Aerosim Flight Academy accepts the following forms of payment: Cashier's check, money order, wire transfers, and all major credit cards (Discover, Visa, and MasterCard) except American Express. Payments may be made at the Student Account's Office at the Sanford location.

No-Show Policy

A "No-Show" charge will be assessed at the students contracted rate multiplied by the scheduled block hour(s) when one of the following occurs:

☐ If a student fails to be available on campus for any scheduled ground or flight activity without giving prior notification to their primary instructor or group manager of the impending absence.

☐ If a student is on campus, but fails to be available to begin the training activity on time.

☐ If it is determined that a student is unprepared for any ground or flight activity.

A first and second no-show will generate a charge to the students' account at the students' instructional and equipment rate multiplied by the scheduled block hour(s). A third no-show will generate a charge to the students' account same as above and the student will be subject to probation. A fourth no-show will generate a charge to the students' account same as above and the student will be subject to dismissal from the Academy.

No-showing an FAA event will result in a $65 penalty charge for a scheduled FAA Knowledge Test, and a $400 penalty charge for a scheduled FAA Practical Test.

Financial Aid

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

Veterans Administration (VA) Education Benefits and Refund Policy

Title 38 of the United States Code authorizes various VA education programs that assist veterans and dependents of certain deceased or disabled veterans. Monthly awards vary with each VA program. For further information, contact the VA Regional Office in your area. Florida residents call toll free, +1 800 827 1000.

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

Additional information regarding VA refund regulations and procedures can be obtained by contacting the VA regional office in St. Petersburg, Florida, or the Financial Aid Office at Aerosim Flight Academy.

Financial Assistance Available From Federal Programs

Federal Pell Grants

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

Effective on July 1, 2012, you can receive the Federal Pell Grant for no more than 12 semesters or the equivalent. You'll receive a notice if you're getting close to your limit. If you have any questions, contact the financial aid office or to learn more about the Federal Pell Grant program, please visit: **federalstudentaid.ed.gov**

Direct Stafford Loan Program

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

Direct Stafford Loans include the following types of loans:

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

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

□ **Direct Unsubsidized Loans —** You are not required to demonstrate financial need to receive a Direct Unsubsidized Loan. Like subsidized loans, your school will determine the amount you can borrow. Interest accrues (accumulates) on an unsubsidized loan from the time it's first paid out. You can pay the interest while you are in school and during grace periods and deferment or forbearance periods, or you can allow it to accrue and be capitalized (that is, added to the principal amount of your loan). If you choose not to pay the interest as it accrues, this will increase the total amount you have to repay because you will be charged interest on a higher principal amount.

Direct PLUS Loans for Parents

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

To be eligible for a Direct PLUS Loan for Parents:

□ The parent borrower must be the student's biological or adoptive parent. In some cases, the student's step-parent may be eligible.

□ The student must be a dependent student who is enrolled at least half-time at a school that participates in the Direct Loan Program. Generally, a student is considered dependent if he or she is under 24 years of age, has no dependents, and is not married, a veteran, a graduate or professional degree student, or a ward of the court.

□ The parent borrower must not have an adverse credit history (credit check will be completed). If the parent does not pass the credit check, the parent may still receive a loan if someone (such as a relative or friend who is able to pass the credit check) agrees to endorse the loan. The endorser promises to repay the loan if the parent fails to do so. The parent may also still receive a loan if he or she can demonstrate extenuating circumstances.

□ The student and parent must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the federal student aid programs.

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

To learn more about the Direct Stafford Loan programs and the Parent PLUS loan program please visit: *studentloans.gov*

Applying for Financial Aid

If you have never completed a FAFSA application, you may be directed to apply for a PIN (Personal Identification Number), which will allow you to sign your application electronically.

Please visit: *fafsa.ed.gov/*

Refund Policy

In the event a student terminates the course of instruction for any reason, the student shall comply with the following refund policy. To ensure a rapid refund of paid tuition to the student by the Academy, students shall notify the Academy in writing of intent to withdraw from the course of instruction. All monies paid by an applicant excluding the estimated fingerprinting fee (as required by Homeland Security for non-citizen trainees) of $100.00 shall be refunded if requested within 3 days after the start date. All students will be charged for any training actually received at the current published rates, plus registration and fingerprinting fees; remaining unused monies will be returned. Aerosim Flight Academy will make all refunds within 30 calendar days of the date of the student's official or unofficial withdrawal/dismissal date. All refunds will be returned according to the Refund Priority Method outlined in the Student Catalog.

Aerosim Flight Academy's school code is:

041571

private alternative funding

Contact the Financial Aid Office for more information.

scholarships and grants

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

Minimum Cancellation and Settlement Policy

☐ All applicants not accepted by the school are entitled to a full refund of any monies paid.

☐ Cancellation requests should be made in writing, signed by the student, and mailed or delivered to the Academy.

☐ If the school closes or discontinues a course or program, the school will refund to each currently enrolled students monies paid by the student for tuition and fees.

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

☐ All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than $150.

The Return to Title IV Policy

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and the school can retain when a student withdraws from all classes. Students who officially withdraw or are unofficially withdrawn from all classes prior to completing more than 60% of a payment period will have their eligibility for aid recalculated based on the percent of the payment period completed.

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

This policy will apply to all students who withdraw, drop out, or are dismissed from Aerosim Flight Academy and have received Title IV Funds.

"Title IV Funds" refers to the Federal Financial Aid Programs authorized by the Higher Education Act of 1965 (as amended) and includes the following programs:

☐ Direct Subsidized Loans

☐ Direct Unsubsidized Loans

☐ Direct PLUS loans (for parents)

☐ Pell Grants

☐ Supplemental Education Opportunity Grants (SEOG)

☐ Federal Work Study

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A student's withdrawal date is defined as:

☐ The date the student began the institution's withdrawal process or officially notified the institution of the intent to withdraw.

☐ The date the school determines to drop the student according to the policy under which the student is being dropped.

Refunds on all institutional charges, including tuition and fees, will be calculated using the Aerosim Flight Academy Institutional Refund Policy published herein.

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

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

$$\frac{\text{\# OF DAYS completed by the student}}{\text{TOTAL \# OF DAYS in a payment period}} = \text{\% Title IV Aid Earned}$$

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

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

Unearned aid shall be returned by Aerosim Flight Academy from the student's account to the following program(s) as follows:

☐ Direct Unsubsidized Loans

☐ Direct Subsidized Loans

☐ Direct PLUS Loans (for parents)

☐ Pell Grants

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

☐ Direct Unsubsidized Loans

☐ Direct Subsidized Loans

☐ Direct PLUS Loans (for parents)

☐ Pell Grants

Loan amounts are returned with the terms of the promissory note. Amounts to be returned by the student to federal grant programs will receive a 50% discount.

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

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

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

Institutional and Student Responsibilities in regard to the return of Title IV funds

Aerosim Flight Academy's responsibilities in regard to the return of Title IV funds include:
□ Providing each student with the information given in this policy

□ Identifying students who are affected by this policy and completing the Return of Title IV funds calculation for those students

□ Returning any Title IV funds that are due to Title IV programs

The student's responsibilities in regard to the return of Title IV funds include:
□ Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid

□ Returning to the Title IV programs any funds that were disbursed directly to the student in which the student was determined to be ineligible for via the Return of Title IV Funds calculation

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

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

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

Institutional Refund Policy
Institutional Refund Policy is based upon the portion of the payment period taught by the date of withdrawal as determined by the institution.
□ Up to 40% will be charged the percentage of classes taken

□ 40% and above = No Refund

In case of a student's prolonged illness or accident, a death in the family, or other circumstances that make it impractical to complete the program, the school may make a settlement which is reasonable and fair to both the individual and the school, at the discretion of the campus director.

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

A student will be charged for the amount of training completed through his/her last day of recorded classroom attendance. Any refunds shall be based on this date and will be paid within 30 days. In the case of an official leave of absence, a refund due shall be based on the last day of attendance and paid within 30 days of the scheduled last day of the leave of absence.

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

Failure to pay the balance or make a scheduled payment will result in the account being turned over to a collection agency. Failure to pay the collection agency will result in the account being referred to a credit bureau after 45 days of non-payment.

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

Cancellations and/or withdrawal notices must be made in writing. All monies, except the registration, and fingerprinting fees, will be refunded if the school does not accept the applicant.

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

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

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

registration

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Registration

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

Registration and Orientation

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

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

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

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

Comparable Program Information

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

The Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201

+1 703 247 4212

accsc.org

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

Transfer Credit

Students with prior flying experience may be eligible for credit toward the hourly requirement established for each FAA pilot certificate or rating. Credit that may be assigned is governed by Federal Aviation Regulations 141.77(b). Aerosim Flight Academy will accept transfer credit on a course-by-course basis.

Directory Information

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

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

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

Notification of Rights: FERPA

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

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

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

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

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

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

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

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

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

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

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

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

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

Former Students

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

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student services

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Student Services

Student Services at Aerosim Flight Academy consist of mentoring and advising students regarding student life at the Academy. The Student Services Office will provide assistance with enrollment, student activities, and student affairs.

Student Housing

Aerosim Flight Academy offers dormitory-style housing. All students are eligible for on-campus housing.
On-campus housing is limited.

The Academy's full time student services coordinator is available to assist students with additional questions and/or concerns related to their housing. Any violations of the dormitory rules and regulations may result in disciplinary action by the academy.

withdrawals from student housing

Students must submit written notice to the student services office to indicate their desire to vacate student housing. Students must vacate student housing upon completion of training or withdrawal from the academy.

Other student housing accommodations are also available in the area. The Student Services Coordinator will provide you with a list of local apartments upon your request.

pets

No pets of any kind are allowed in student housing.

The SkyShop

Aerosim Flight Academy's SkyShop is your one-stop-shop for on-campus needs. Our store offers a wide selection of materials and supplies. It doesn't matter whether you are just starting out or have been in the industry for years. We have all required course materials as well as supplemental items for every need. In addition to training materials, we have uniforms, gift items and Aerosim Flight Academy clothing items. You may purchase your items with either cash or a credit card.

Student Activities

The student activities at Aerosim Flight Academy reflect the extra-curricular needs of the busy, career-oriented adults they are designed to serve. While these activities are coordinated through the office of Student Services, student inspiration and leadership are welcome. Many creative ideas have emerged as a result of dialog between students and the Student Services Office.

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

These activities include:
- Trips to local beaches
- Sporting events and competitions
- Historical, educational, and cultural events
- Trips to local theme parks

The student services office also helps students who may not be familiar with the Orlando area. If a student needs assistance in student housing or with transportation for things such as grocery shopping, they may contact the student services office for assistance.

Student Messages and Mail

Students are assigned individual mailboxes, which are located in the operations building. Mail and messages will be delivered to the mailboxes by 5:00 pm, Monday through Friday.

Emergency calls will be routed through the dispatch desk. In addition, students and flight instructors have the capability of receiving schedules via email.

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Facilities and Services Available to Students with Disabilities

Aerosim Flight Academy is dedicated to assisting and providing reasonable accommodation to students with documented disabilities who request assistance. Individual student needs are addressed by the student services office with regard to specific disabilities, academic and career goals, learning styles, and objectives for personal development.

Campus-specific services include academic advising, assistance with registration, advising on time-management skills, study skills, and testing skills, arrangement of peer tutoring, and facilitation of physical access.

The FAA-certified programs are subject to regulation requirements by the FAA. Therefore, due to regulatory requirements, persons with certain disabilities may be limited or delayed in participation or licensure in the flight training programs.

Students interested in Aerosim Flight Academy aviation programs are encouraged to contact the admissions office for information regarding eligibility concerns. All information is confidential and not included in the student's academic records.

Student Complaint Policy

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

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

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

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

If a student does not feel that the Academy staff has adequately addressed a complaint or concern, the student may write a letter to the president of Aerosim Flight Academy. All complaints or concerns will be reviewed and acted upon within 10 working days.

Student Complaint/Grievance Procedure

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

Please direct all inquiries to:

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

A copy of the commission's complaint form is available at the school and may be obtained by contacting the director of education.

campus safety and security

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Campus Security

student identification badges

For security purposes, the student identification badge once issued by the academy must be worn at all times while on campus property. In addition, **NO** flight training equipment will be dispensed by flight dispatch without presenting the student ID badge.

Should your student ID badge become lost, misplaced, or stolen, please report this situation immediately to the *Registrar's Office*. A new student ID badge will be issued. A charge of $50 will be assessed to replace a student ID badge.

Upon graduation, or for any other reason for separation from the academy, the student ID badge and student emergency card must be surrendered to the Registrar's office during out processing. A charge of $50 each will be assessed if the student ID badge and/or student emergency card are not returned.

Campus Crime and Fire Policies and Procedures

In accordance with the Student Right-to-Know and Campus Security Act, Public Law 1010542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, Aerosim Flight Academy maintains a daily crime and fire log which is available in the campus safety and security office. Additionally, the Academy publishes and distributes the Annual Security and Fire Safety Reports through its website: ***aerosim.com/academy/about/consumer-information.***

Students, faculty, and employees of Aerosim Flight Academy are directed to report criminal actions to the manager of campus safety who will notify the appropriate law enforcement agency and complete an incident report.

Access to all Aerosim Flight Academy facilities and events are limited to currently enrolled students, currently employed flight instructors, faculty and staff members. Visitors are required to sign in at the reception desk. All visitors, employees, and students are required to have identification badges displayed while on campus property or utilizing Academy equipment.

Aerosim Flight Academy is located on the grounds of the Orlando-Sanford International Airport. The Sanford Airport Authority (SAA) has two police officers per shift on duty patrolling the area 24 hours a day/7 days a week.

Campus security procedures are discussed at orientation sessions, faculty meetings, and administrative management meetings. The purpose of these discussions is to encourage prompt reporting of campus crime to local police and encourage students and employees to be responsible for their own safety, the security of others and the prevention of crime.

Student organizations conducting off-campus activities are subject to monitoring and recording of criminal activity by local police agencies.

The Academy dormitory is covered by a fire alarm system monitored 24 hours/day, seven days/week and has an integrated automatic sprinkler system. The building has life safety systems including: fire safety equipment, sprinkler system, hallway, common area, and stairwell emergency lighting, entrance and exit access control, and a first aid kit and Automatic External Defibrillator (AED). The fire safety equipment, hallway, common area, and stairwell emergency lighting, and access control system all have battery backup provisions. If there are any technical problems with or within the emergency life safety systems, a fire watch patrol and fire log is instituted until the problem is rectified.

Drug and Alcohol Abuse Prevention Program

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

The possession, use, or sale of alcoholic beverages and illegal drugs is prohibited on campus and at all functions sponsored by the Academy or student organizations. Students, faculty, and staff are directed to refer to the annual notice of "Drug-Free Campuses" for information and other policies related to drug and alcohol abuse.

The following provides students, faculty, and staff with the required information and advises those individuals of their responsibilities under the Drug-Free Schools and Communities Act.

standard of conduct

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

academy sanctions

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

loss of title IV eligibility

A student is ineligible to receive Title IV, HEA program funds if the student was receiving Title IV, HEA program funds and during that time has been convicted of an offense involving the possession or sale of illegal drugs for the period described in the chart:

Number of offenses	Possession of illegal drugs	Sale of illegal drugs
1st offence	1 year from the date of conviction	2 years from the date of conviction
2nd offence	2 years from the date of conviction	indefinite period
3rd offence	indefinite period	

state and federal sanctions

Florida statutes deem it unlawful for any person to sell, purchase, manufacture, or deliver illicit drugs. Penalties associated with conviction of violations of these statutes include prison terms of up to 30 years with accompanying fines ranging from $1,000 to $500,000. Federal penalties include prison terms up to life and fines of up to $20 million. Property may also be seized.

Conviction of driving while under the influence of alcohol can result in a financial burden of paying court costs, lawyer fees, and fines; participation in community services; suspension of driver's license; higher cost or loss of automobile insurance; and imprisonment.

Health Risks

Drug use causes physical and emotional dependence, interferes with memory, sensation and perception, and in some cases, may cause permanent brain damage or sudden death. The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs, and is not intended to be an exhaustive or a final statement of all possible health consequences of substance abuse.

☐ alcohol

Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Alcohol is an especially dangerous drug for pregnant women.

☐ marijuana

Marijuana contains THC, a chemical that alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

☐ cocaine/crack

Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

☐ methamphetamine/amphetamines

Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive "uppers" that produce extreme alertness and elation, along with a variety of severe adverse reactions. Methamphetamine is generally cheaper than cocaine and because other body metabolizes it slower, the effects may last as much as 10 times longer. Methamphetamine users can experience sustained, severe mood and thought disturbances, serious physical effects, including sudden death.

☐ narcotics

Narcotics such as heroine, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.

☐ ecstasy

"Designer drugs" such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphoriants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

☐ ghb/rohypnol

Often known as "date rape" drugs, GHB and Rohypnol initially produce a feeling of intoxication similar to alcohol (the user feels relaxed, sociable, affectionate and playful, and uninhibited) followed by a feeling of drowsiness. Higher doses can lead to sleep from which the user cannot be woken. The effects can last from four to 24 hours. Both GHB and Rohypnol represent a serious overdose threat. Since they are depressants, both drugs can be fatal when mixed with alcohol. Symptoms of overdose can include intense drowsiness, unconsciousness or coma, muscle spasms, disorientation, vomiting, and slowed or stopped breathing (fatalities usually occur from respiratory failure).

☐ inhalants

Inhalants are readily available and inexpensive. More than 1,000 common household products can be used to get high. Examples of organic solvents (carbon compounds) include gasoline, lighter fluid and butane lighter fuel, spray paint, paint thinner, rubber-cement, hair spray, nail polish, and many cleaning fluids. Nitrite compounds (amyl nitrite, butyl nitrite) act mainly as vasodilators. Nitrous oxide (laughing gas) is packaged in small metal cartridges (called whippets), which are often used to make whipped cream.
Inhalants irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may not produce a pleasant high and result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD). The risk of SSD is higher if the abuser engages in strenuous physical activity or is suddenlystartled.

☐ steroids

Steroids are manufactured testosterone-like drugs used to increase muscle mass, strength, and endurance. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. Psychological effects include very aggressive behavior ("roid rage"), severe mood swings, manic episodes, and depression.

Assistance

drug and alcohol programs

Students requiring or requesting information about drug abuse treatment should contact Student Services or the designated campus official for contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Employee Assistance Program using the toll free helpline at 1 800 932 0034 or online at *acieap.com.*

Additional helpful information and resources may be found by contacting the following organizations:

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

National Council on Alcoholism and Drug Dependence
1 800 NCA CALL (1 800 622 2255)
ncadd.org

Assistance – Sanford	
Center For Drug-Free Living	+1 407 423 6612
We Care (Crisis & Suicide Intervention)	+1 407 245 0012
Al Anon	+1 407 425 2624
AA 24 Hour Hotline (Alcoholics Anonymous)	+1 800 292 6489
Crime Victim Services (Rape Assistance)	+1 407 321 7273
Crisis Intervention - Safehouse of Seminole	+1 407 330 6933
Drug Abuse - Charter Behavioral Health System	+1 800 242 7837
City of Sanford Police Department	+1 407 323 3030
Social Services (Leagal Services)	+1 407 322 8938
Victim Advocate	+1 407 665 6922

code of conduct

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Code of Conduct

Aerosim Flight Academy upholds a strict code of conduct to both maintain the integrity of the Academy programs and the safety of the student population.

Honor System

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

Academic Integrity

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

violations of academic integrity include:

- Cheating including giving or receiving help from unauthorized persons or materials during examinations and/or assignments, the unauthorized communication of examination questions prior to, during, or following administration of the examination, collaboration on examinations or assignments expected to be individual work, fraud and deceit which include knowingly providing false or misleading information or failing to provide appropriate information when requested, such as when applying for admission to the Academy.

- Plagiarism including presenting as one's own ideas, words, or work of another; providing use of a source for completing academic assignments without properly acknowledging the source.

examples of undesirable acts of conduct include:

- Unauthorized use or tampering with academic records or transcripts.

- Altering, falsifying, forging, destroying, or unauthorized use of an academy document, record, or identification. This includes the use of the Aerosim logo, stationery, business cards, or other documents of the Academy or otherwise identifying oneself as an agent of Aerosim for personal, non-Aerosim business.

- Misuse of Aerosim computer and simulation facilities and/or security violations of those facilities.

- Conduct that disrupts the educational process of Aerosim Flight Academy or the safety of flight, training, staff, students, and/or campus.

Students are also expected to conduct themselves in a professional manner. Students who exhibit undesirable acts of conduct may be dismissed by the academy. Undesirable conduct is defined as any conduct which compromises or poses a risk of threat or danger to the safety, health or property of the academy, including but not restricted to other students, staff, the student himself/herself, or conduct which is disruptive of the educational process, or any other just cause.

Behavior and Dress

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

In our effort to develop an attitude of professionalism, we have established the following dress code for all Aerosim Flight Academy students:

- All instructors and students are required to wear appropriate uniforms. Uniforms may be purchased at The SkyShop on campus.

- Hats and clothing worn on campus (including student housing) shall have nothing written on it, or attached to it that may be considered vulgar, profane, or offensive.

- Students who violate social codes of dress, orderliness and mode of conduct will be directed by the faculty or administration to correct their behavior or risk dismissal.

Eating, Drinking, and Tobacco Use in Classrooms and Aircraft

The academy is a tobacco-free environment. There will be no tobacco use in classrooms, buildings, the flightline, or in aircraft. Tobacco use includes cigarettes, cigars, and chewing tobacco. Food and beverages will be allowed in designated areas only. An exception is that you are encouraged to take a plastic water bottle in the aircraft.

Disciplinary Probation

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

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

Copyright Infringement Policies and Sanctions

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

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

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

For more information:

U.S. Copyright Office
copyright.gov

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

Peer to Peer File Sharing Policies

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

Risks of P2P File Sharing

copyright violation

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

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

network resources

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

satisfactory academic progress

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Satisfactory Academic Progress

Students must demonstrate through their scholastic records that they are making satisfactory academic and attendance progress toward completion of their program in order to remain enrolled in the program.

Students maintaining a grade of 80% or higher on school administrated written tests and a grade of 2.0 or better in the flight laboratory are considered to be making satisfactory progress. The school uses a 4.0 scale with letter grades.

Academic Attendance

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

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

Maximum Time Frame

A student must complete the program within a specific time frame. The program consists of two terms of six months each. Normal time frame for completion of the program is 12 calendar months. Students will not be permitted to exceed 150% of the normal calendar time required to complete the program.

Ground School

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

If the student is absent or tardy for a ground school lesson, that student will be assigned academics make-up time with a flight instructor equal to the time absent and will be charged at the current flight instructor's hourly rate. Failure to make-up the absence prior to a scheduled ground exam will result in the student being ineligible for the exam. If the student is absent from a scheduled ground school exam without a legitimate excuse, that student will receive a score of zero for the exam.

If a student fails a ground school exam, he/she will be assigned academic additional instruction with the LRC coordinator for a minimum of one hour per each 10 points below the passing score of the exam. Minimum passing score for all ground school exams is 80%. Additionally, a retake exam fee will be charged based on scheduled exam hours times the currently hourly ground school rate.

First Unsatisfactory Ground School Exam

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

Second Unsatisfactory Ground School Exam

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

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

Third Unsatisfactory Ground School Exam

Upon reaching three unsatisfactory grades on any single ground school exam, the student will receive a letter from the Student Progress Monitoring Council.

The actions to be taken will be one of two choices, and will be primarily the student's decision unless overridden by the council.

- ☐ The student may choose to re-take the current ground school again, when available, at full cost.

- ☐ If the student does not wish to re-take the entire ground school, the student will be dismissed from the Academy.

Completion of Ground School

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

All required FAA Knowledge Tests are available at the Sanford location and are to be taken at the Academy. During these tests, programmable calculators/computers shall not be used. Also, personal electronic devices, including cell phones, are not permitted in the testing area.

Proper identification is required of every test applicant.

*Acceptable forms of identification for a U.S. citizen or resident alien, with the applicant's **full legal name** include:*
- □ U.S. territory or state issued driver's license
- □ U.S. government identification card
- □ U.S. military identification card
- □ U.S. passport
- □ U.S. alien residency card

For a non-U.S. citizen, a current, valid passport AND one or more of the following photo identifications:
- □ Driver's license
- □ Identification card issued by any government entity
- □ Military identification card

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

Unsatisfactory FAA Knowledge Test

If the FAA Knowledge Test is unsatisfactory (less than 70% correct) for any reason the following guidelines will apply:
- □ The student will be grounded from flight activities.
- □ The student will receive counseling and will be assigned Ground School Additional Instruction with the LRC Coordinator
- □ The student must be endorsed by the LRC Coordinator and scheduled for the retake exam by the Testing Center Supervisor.

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

Flight Training

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

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

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

First Unsatisfactory Oral Stage Check

The student will be scheduled for a review ground briefing with his/her current flight instructor. The student will then be rechecked on the task(s) found to be deficient.

Following an unsatisfactory task, the check instructor will brief the manager and/or group leader so that cancelling of the flight portion of the exam can occur.

Second Unsatisfactory Oral Stage Check

The student, the student's flight instructor, and the appropriate manager and/or group leader will meet for an evaluation. The student will be scheduled for a ground briefing with his/her current flight instructor. The student will then be rechecked on the task(s) found to be deficient.

Third Unsatisfactory Oral Stage Check

The student's flight instructor, manager and/or group leader, and the chief/assistant Chief Flight Instructor will meet to determine the best course of action. The student will be recommended to the Student Progress Monitoring Council.

Fourth Unsatisfactory Oral Stage Check

The actions to be taken will be one of two choices, and will be primarily the student's decision unless overridden by the council.

1. The student may choose to re-take the flight stage of training currently enrolled in at additional cost.

2. If the student does not wish to re-take the current flight stage of training, the student will be dismissed from the Academy.

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

First Unsatisfactory Flight Stage Check

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

Second Unsatisfactory Flight Stage Check

The student, the student's flight instructor, and the appropriate manager and/or group leader will meet for an evaluation. The student will be scheduled for a ground briefing with his/her current flight instructor. The student will then be rechecked on the task(s) found to be deficient.

Third Unsatisfactory Flight Stage Check

The student's flight instructor, manager and/or group leader, and the chief/assistant Chief Flight Instructor will meet to determine the appropriate course of action. The student will be recommended to the Student Progress Monitoring Council.

Fourth Unsatisfactory Flight Stage Check

The actions to be taken will be one of two choices, and will be primarily the student's decision unless overridden by the council.

1. The student may choose to re-take the flight stage of training currently enrolled in at additional cost.

2. If the student does not wish to re-take the current flight stage of training, the student will be dismissed from the Academy.

Completion of Flight Training

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

Unsatisfactory FAA Practical Test

First Disapproval

A student must report to the appropriate manager with the notice of disapproval on the day of the failed check ride. A ground evaluation with the student, the student's flight instructor, and the manager will be scheduled to determine the appropriate action needed for remedial training.

Second Disapproval

The student will be scheduled for ground briefings, or additional review flights, as appropriate. The student's flight instructor, manager and/or group leader, and the chief/assistant Chief Flight Instructor will meet to determine the appropriate course of action. The manager will recommend the student to the Student Progress Monitoring Council.

Student Inactivity

The Student acknowledges his/her responsibility to (a) make himself/herself available for training on a full-time basis, (b) limit leaves of absence to a maximum of 30 days, and (c) in the event the Student terminates and re-enrolls in the School, pay to the School any subsequent increases in instruction, flight time, and other fees and charges.

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

Inactivity Procedures

1. Upon the event of a student not attending a scheduled training event, the student's instructor will contact the student via phone call and e-mail, through the institutional student e-mail service.

2. If the student does not respond within 24 hours, the instructor will notify their group leader.

3. The group leader will again attempt to contact the student via phone call and e-mail.

4. If the student does not respond within 24 hours, the group leader will notify their group manager.

5. The group manager will again attempt to contact the student via phone call and e-mail.

6. If the student does not respond within 24 hours, the group manager will notify the Chief Flight Instructor.

7. The Chief Flight Instructor* will send the Inactivity Letter to the student.

8. If the student does not resume training within 14 days of the last day of training, the student will be dismissed from the Academy.

9. The Chief Flight Instructor will notify the Director of Education on the 14th day of inactivity.

10. The Director of Education will attempt to contact the student to begin the dismissal process on the 14th day of inactivity.

11. The Director of Education will dismiss the student regardless of any verbal communication on the 14th day after the last day of training.

* An Assistant Chief Flight Instructor may send the inactivity letter on behalf of the Chief Flight Instructor.

Personal Time Off (PTO)

Student requests for Personal Time Off (PTO) are limited to a maximum of 30 days while enrolled. Any variation will need to be approved by the Director of Education. Due to the course work required for graduation, Personal Time Off is strongly discouraged. Personal Time Off requests must be made by the student to the Chief or Assistant Chief Flight Instructor at least 2 days prior to the departure date to be eligible for approval. The Director of Education and/or her designee must approve exceptions to the policy. The student will not be charged any additional charges during the approved Personal Time Off. Students on academic probation are not eligible for PTO. If the student does not return following the personal time off period, or notify the Academy of their intentions within 14 calendar days after their expected return date, the student will be dismissed and the Academy will apply the refund policy published in this catalog. Any variation to these policies will need to be approved by the Director of Education.

Student Illness

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

Course Completion Breaks (CCB)

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

Students Working While Enrolled

Aerosim Flight Academy considers its students to be full-time students, available for training according to the terms and conditions set forth in the Academy's enrollment agreement. Students must be available for training at flexible and variable times. Therefore, the Academy strongly discourages students from working while enrolled.

Student Progress Monitoring Council

The Student Progress Monitoring Council (SPMC) will consist of the Chief Flight Instructor, Chief Ground Instructor, Director of Academic Affairs, Director of Flight Operations, and the Vice President of the Academy.

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

Student Progress Review Form

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

Academic Warning

Students who are not making satisfactory academic and attendance progress at 10 weeks in the program term will be placed on academic warning. The warning letter will outline expected completion standards and a timeframe for meeting those goals. Should a student fail to meet the recommendations of the warning, the student will be placed on academic probation.

Academic Probation

Students who are not making satisfactory academic and attendance progress at 15 weeks in the program term will be placed on academic probation for a period of 11 weeks. Students will be notified in writing when they are placed on academic probation.

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

Academic Probation and Re-Establishing Federal Student Aid Eligibility

Students must demonstrate through their scholastic records that they are making satisfactory academic and attendance progress toward completion of their program in order to remain enrolled at the academy.

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

Withdrawal

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

Dismissal Policy

Students may be dismissed by the Academy for violating the procedures set forth in the operations manual, such as, but not limited to, not being available for scheduled training, unsatisfactory progress due to failure in applying themselves, not completing study assignments, tardiness or absence, improper or irresponsible attitude, any drug or alcohol related activities, not being capable of maintaining an FAA Medical Certificate, or language barriers.

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

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

Appeals Process

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

The student will be notified of a decision of the appeal within 7 calendar days of receipt of the appeal request. All decisions are final.

Acceptable Appeals

The *Student Progress Monitoring Council* will only accept appeals that are significant indications of the student's ability to succeed in the program moving forward including, for example, a previous death in the family or serious illness. The student must demonstrate that the condition, which prevented successful progress in the past, no longer exists. All decisions of the council concerning an appeal will be final.

Grading System

The final grade a student receives in each course is converted to a numerical equivalent or grade point. The following is a list of letter grades and the grade point equivalents:

PERCENTAGE	DESCRIPTION	GRADE	GRADE POINT
94–100	Superior	A	4
87–93	Above Average	B	3
80–86	Average	C	2
73–79	Below Average	D	1
0–72	Failure	F	0
	Audit	AU	0
	Passing, Incomplete	I	0
	Passing	P	0
	Accepted by Transfer	T	0
	Withdrawal from Course	W	0
	Withdrawal from Academy	WF	0

Letter grades of "A", "B", "C", "D", and "F" are used in the computation of grade point average (GPA).

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

Grades of "P", "W", "AU" or "I" are not computed in the GPA.

graduation

2013

ACADEMY CATALOG

VOLUME 29

Aerosim
Flight Academy

Graduation

Requirements for Graduation

Once a student has successfully fulfilled all of the prerequisites and requirements, has paid all fees, and has completed all of Aerosim Flight Academy's requirements, he/she will be conferred a diploma upon successful completion of the non-degree programs.

Graduation Process

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

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

Transcript Requests

Transcripts are available through the Registrar's Office. Students may request an official transcript from the registrar for issuance to other institutions. Written authorization from the student must be provided. Transcripts will not be faxed.

flight instructor employment

Aerosim
Flight Academy

Flight Instructor Employment

Application Procedures for Flight Instructor Employment

Students that desire employment as an Aerosim Flight Academy Flight Instructor may obtain an employment application from the human resources department.

After the successful completion of the Certified Flight Instructor Certificate, applicants must submit an application to the human resources department along with the following:

- ☐ Resume
- ☐ Copy of U.S. Social Security Card
- ☐ Copy of Driver's License or I.D. card issued by a State of the U.S.
- ☐ Copy of current FAA Pilot and CFI Certificates
- ☐ Copy of current FAA Medical Certificate
- ☐ Copy of Visa Documentation (IAP-66 or I-20)-International applicants only

Eligibility

To be eligible for the selection process, an applicant must have a commercial pilot certificate with single and multi-engine land ratings, an instrument airplane rating, and a flight instructor certificate with airplane single-engine rating.

Phase I – Instructor Candidate Selection Review Board

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

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

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

If the interview is successful, applicants will be offered flight instructor employment, and placed in the next available instructor candidate standardization class.

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Phase II – Instructor Candidate Standardization Class

A flight instructor candidate standardization class is scheduled to begin on an as-needed basis. The request to attend an instructor candidate standardization class is a conditional offer of employment as an Academy Flight Instructor.

The flight instructor candidate standardization class is a rigorous, demanding, and comprehensive program. The class focuses on the knowledge, understanding, and skills necessary to be a flight instructor for the Academy.
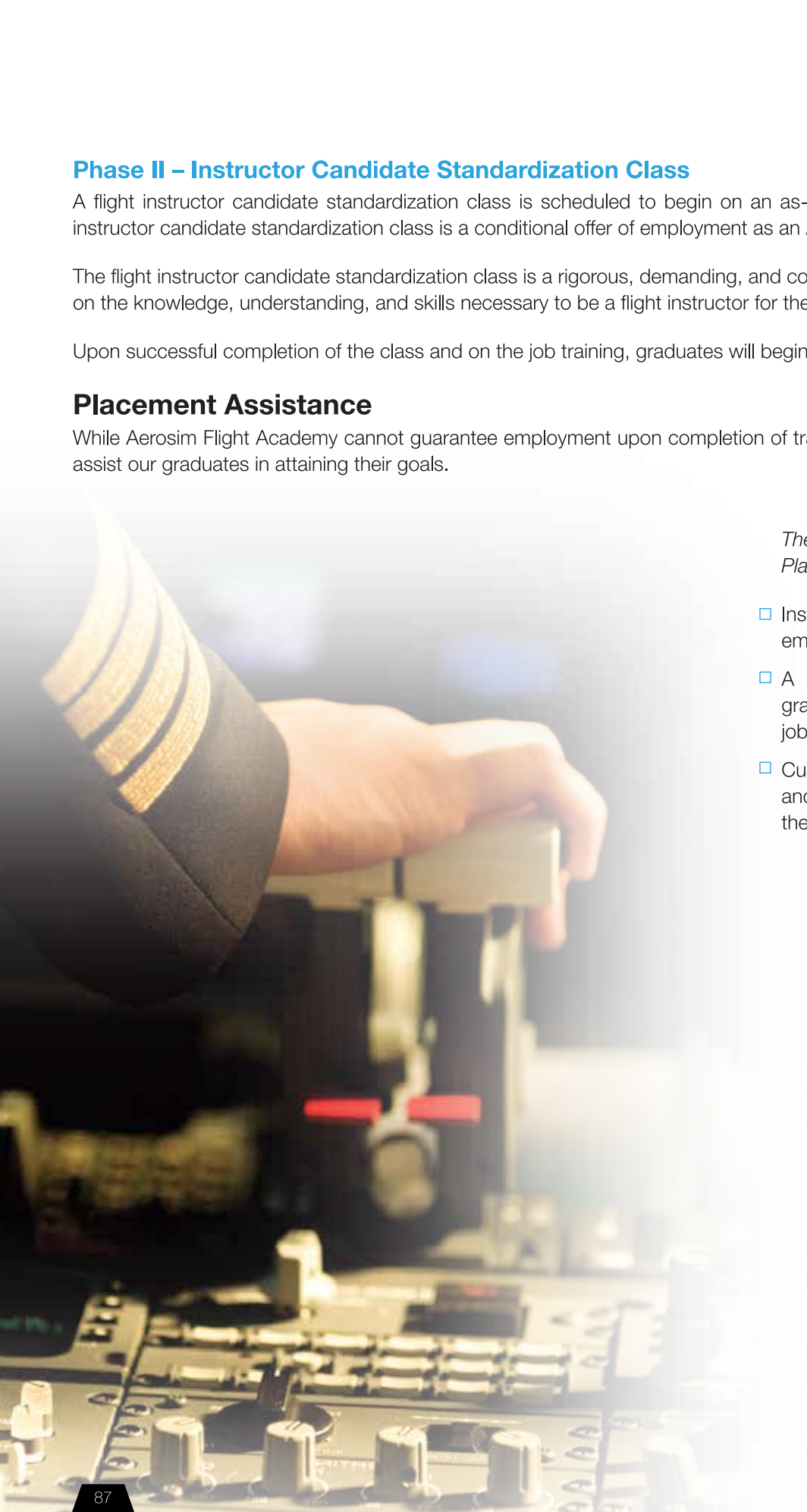
Upon successful completion of the class and on the job training, graduates will begin their employment as flight instructors.

Placement Assistance

While Aerosim Flight Academy cannot guarantee employment upon completion of training, every reasonable effort is made to assist our graduates in attaining their goals.

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

☐ Instruction in the preparation of resumes and employment applications

☐ A large network of Aerosim Flight Academy graduates who provide information concerning job opportunities to current students

☐ Current aviation magazines, articles, job guides, and information available to all students to aid them in their job search

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How Good Can You Be?

aerosim.com/academy

Aerosim Flight Academy

Orlando-Sanford International Airport
2700 Flightline Avenue | Sanford, FL 32773 USA

+1 407 330 7020   +1 407 323 3817   info@aerosimacademy.com