

2024



"Once you have tasted flight, you will forever walk the earth with your eyes turned skyward, for there you have been, and there you will always long to return."
- Leonardo da Vinci

Safety • Integrity • Stewardship • Innovation • Education • Development • Excellence

We welcome and train
career & commercial airline students,
private pilot/recreational students,
and international flight training students
at all of our locations.

COURSE CATALOG

Volume 2024-1
Published: January, 2024

www.FlyAOA.com
#flyaoa



A Word from the Student Support Staff

Welcome to the Academy of Aviation!

Here at AOA, our passion for flying and the wonders of general aviation runs deep. We've not only excelled in training vocational students to become the next generation of flight instructors, airline pilots, and commercial aviators across the industry, but we've also built a warm and close-knit AOA Family.

Being a part of this family is a privilege and a source of immense pride for us. As we strive to uphold our commitment to excellence, there may be times when we need to implement procedures or enforce policies that can be challenging for recreational learners or certificated pilots who rent with us. We want to assure you that your understanding and support mean the world to us.

For those of you already renting with us, a heartfelt thank you! Your presence enhances our vibrant community, and we appreciate each one of you as a valuable member of our extended family. Our busy schedules and late-model fleet are all geared towards ensuring student success, and we're thrilled that these benefits extend to our renters as well.

Let's take a moment to reflect on your own training journey – the quest for perfect weather, the excitement of choosing your favorite plane for a checkride, the pressures of personal performance and budget considerations. Renting an airplane for pleasure is a testament to the goodness of life, and we celebrate that joy with you.

As a renter, you belong to an elite group living out childhood dreams that our aspiring aviators are working hard to achieve. They look up to you as mentors, appreciate a bit of encouragement, and thrive on the support of those already in "the club."

While other schools may choose to limit renters in favor of focusing solely on flight training, our love for general aviation propels us in a different direction. Our motto, "You have the dream, we give it wings," not only applies to those on the path to their dreams but also to those who have already achieved them. We believe in letting dreams take flight, even if it means facing challenges along the way.

Being a part of a future pilot's success is a noble cause, and we kindly ask for your understanding and support as we continue this journey together. Join us in embracing the rewarding adventure of aviation, where dreams soar, and we all play a role in making them come true. Welcome to the Academy of Aviation – where every moment is a celebration of flight!

Table of Contents

1 School Information ... 5

- 1.1 History ... 6
- 1.2 Mission ... 7
- 1.3 Profile of a Graduate ... 8
- 1.4 Core Values ... 9
- 1.5 Non-Discrimination Policy ... 9

2 Facilities ... 10

- 2.1 Campuses ... 11
- 2.2 Safety and Security ... 14
- 2.3 Drug-Free Campus ... 14
- 2.4 Equipment ... 15
 - Aircraft ... 15
 - Simulators ... 16
 - Special Program Equipment ... 16

3 School Staff ... 17

- Founder/President ... 18
- Vice President ... 18
- Chief Instructor/Dean of Academics ... 18
- Registrar ... 18
- Bursar ... 18
- Campus General Managers ... 18

4 Admissions ... 19

- 4.1 Admissions Team ... 20
- 4.2 Contact ... 20
- 4.3 Process ... 20
- 4.4 Disclosures ... 21
- 4.5 Requirements ... 21
- 4.6 Admissions Documentation ... 21
- 4.7 Flight Training Security Program ... 22
- 4.8 English Testing Requirements ... 23
- 4.9 Academic Testing ... 24
- 4.10 Transfer Credit ... 25
- 4.11 Foreign Conversion ... 25

5 Bursars Office ... 26

- 5.1 Student Accounts ... 27
- 5.2 Tuition Accounting ... 27
- 5.3 Tuition Estimating ... 27
- 5.4 Payment ... 28
- 5.5 Refunds ... 28
- 5.6 Reimbursements ... 29
- 5.7 Tuition Installment Plans ... 29
- 5.8 Non-Tuition Expenses ... 30
- 5.9 Surcharges ... 30

- 5.10 Deferments ... 30
- 5.11 Veterans Affairs ... 31
- 5.12 Lending Partnerships ... 31
- 5.13 Student 529 Accounts ... 31
- 5.14 American Opportunity Tax Credit ... 31

6 Registrar ... 32

- 6.1 Student Body ... 33
- 6.2 Student Groups ... 33
- 6.3 Student Success ... 34
- 6.4 Satisfactory Academic Progress ... 35
- 6.5 Graduation Date ... 35
- 6.6 Maximum Time Frame ... 35
- 6.7 Attendance ... 35
- 6.8 Leaves of Absence ... 36
- 6.9 Heightened Academic Monitoring ... 36
- 6.10 Sanctions and Dismissal ... 37
- 6.11 Academic Advisement ... 37
- 6.12 Voluntary Withdrawals ... 38
- 6.13 Graduate Reporting ... 38

7 Academic Operations ... 39

- 7.1 Curriculum ... 40
- 7.2 Syllabus ... 40
- 7.3 Curriculum Companion Document ... 40
- 7.4 Flight Operations Manual ... 40
- 7.5 Curriculum Delivery and Management ... 40
- 7.6 Academic Categories ... 40
- 7.7 Vocational ... 41
- 7.8 Avocational ... 41
- 7.9 Matriculated ... 41
- 7.10 Non-Matriculated ... 41
- 7.11 Full-Time Students ... 42
- 7.12 Part-Time Students ... 42
- 7.13 AOA Instructor Academy ... 42
- 7.14 AOA Multi-Academy at Peachtree City ... 42
- 7.15 Academic Calendar ... 43
- 7.16 Scheduling ... 43
- 7.17 Engagement ... 44
- 7.18 Retention ... 45
- 7.19 Progress Monitoring ... 45
- 7.20 Makeup Work ... 45

8 Courses and Programs ... 46

- 8.1 Avocational Courses ... 47
- PPL - Private Pilot Certificate ... 48
- IRA - Instrument Rating - Airplane ... 48
- CAX - Commercial Pilot Certificate - Single Engine ... 49
- CAM - Commercial Pilot Certificate - Multi-Engine ... 49
- CFI - Certified Flight Instructor ... 50
- CII - Certified Instrument Instructor ... 50
- MEI - Multi-Engine Instructor ... 51
- 8.2 Vocational Preparation ... 52
- VPP - Vocational Preparation Program ... 52
- 8.3 Vocational Programs ... 52
- Core Career Program ... 53
- International Career Program ... 54
- First Flight to First Officer Program ... 55
- Fundamental Career Program ... 57
- Primary Instructor Academy Program ... 58
- Multi-Engine Academy Program ... 59
- 8.4 Additional Academic Requirements ... 60
- FAA Wings Program ... 60
- Student Teaching ... 60

9 School Operations ... 61

- 9.1 Orientation ... 62
- 9.2 Cancellations ... 62
- 9.3 Twenty-Four Hour Cancellation Policy ... 62
- 9.4 Resource No-Show Policy ... 63
- 9.5 Instructor Assignment ... 63
- 9.6 Instructor Change Requests ... 63
- 9.7 Aircraft Availability ... 63
- 9.8 Student Check-in Policy ... 64
- 9.9 Unauthorized Use ... 64

10 Student Services ... 65

- 10.1 Student Concerns ... 66
- 10.2 Career Development ... 66
- 10.3 Budgeting Skills ... 67
- 10.4 Student Housing ... 67
- 10.5 Transportation ... 67
- 10.6 Medical and Family Services ... 68
- 10.7 Academic Development ... 68
- 10.8 Tutoring ... 68
- 10.9 Attendance ... 69
- 10.10 Retention ... 69

11 International Students ... 70

- 11.1 International Student Services ... 72
- 11.2 Application ... 72
- 11.3 Flight Training Approvals ... 72
- 11.4 Regulations ... 73
- 11.5 Attendance Requirements ... 73
- 11.6 Extensions & Re-Applications ... 73
- 11.7 Banking Assistance ... 74
- 11.8 Cultural Development ... 74
- 11.9 Language Services ... 74

12 Code of Conduct ... 75

13 - Flight Operations Manual ... 77

14 - Right To Refuse Service ... 77

15 - Continual Student Feedback Process ... 81





Section 1

School Information

1.1 History

Founded in 1998, the Academy of Aviation is the result of the founder's innovation, quality, and personal attention to his students' needs. As a freelance instructor, 12-hour days were the norm. Picking up students who couldn't get to the airport and driving them home again after the lesson was standard operating procedure. His drive to be in the air not only helped him accrue impressive flight times, but it helped ignite passion in others, keep the passion alive, and give those with limitations the opportunity to fuel their own passion.

Demand quickly outgrew supply, and the free-lance business model was left in favor of shaping an entire school around the principles of a single passionate instructor. Having more instructors meant more students could realize their dreams. Growing the flight school while maintaining his core values required unorthodox methods. Sacrifices and setbacks mark our history alongside our victories.

In 2009, the Academy sought and earned FAA certification under Part 141 regulations for flight training. This certification has allowed the Academy to expand into additional markets, earn approval from the New York State Department of Veteran Affairs, attract new students, and highlight the dedication to quality we have always used as our baseline.

In 2012, the Academy was faced with a changing landscape at Republic Airport as various fuel suppliers came and went, all focusing on Jet fuel sales at the expense of the smaller training aircraft which are so important to the livelihood of Republic Airport. After many attempts to resolve the bottleneck, the Academy partnered with Phillips 66 and worked out a self-serve arrangement at a neighboring airport. During times when other operators could not get fuel for their airplanes, the Academy was nurturing a relationship that would not only keep our fleet operational and keep our students flying for 2012 and 2013 but also give us the knowledge and infrastructure for future growth.

2014 saw the addition of our first remote campus. Based out of Westchester County Airport, the new location allowed us to expand our offerings to the NYC metro area. That same year, the Academy invested in an FAA-approved Part 145 repair station, Heavy Metal Air. Having a Part 145 repair station manage all of our maintenance requirements generated opportunities for reduced parts pricing and greater availability to support

our fleet. This was a driving factor in the Academy's ability to keep tuition prices relatively flat at a time when the industry was raising their prices by as much as 30%.

Beginning in 2016 and culminating in 2022, the Academy of Aviation Farmingdale Campus was named an Accredited school by the Accrediting Commission of Career Schools and Colleges, further illustrating our commitment to student success and further empowering the Academy to develop programs that will assist future aviators to fulfill their dreams. The Accreditation process altered the very core of the Academy and provided a learning pathway for school leadership to envision a Flight School that was aligned with best practices in education rather than just focusing on FAA minimums. Student success became our goal and policies and procedures followed to support success.

Our southern expansion started in 2017 when the Academy was made aware of the City of Gastonia looking for a new company to reinvigorate the Gastonia Municipal Airport. Having a busy flight school, maintenance repair operations, and being a Phillips fuel supplier made the decision simple for the City; The Academy of Aviation would take the lead to revitalize their airport and make Gastonia Municipal Airport an economic engine for the growth of their community. This not only grew all of our existing brands but also was our first experience managing an FBO and an airport.

Between 2019 and 2023, the Academy of Aviation became the first ever Vocational Flight School to be Licensed by the State of New York. While offered an exemption by the state, one which all other operators are glad to enjoy, the Academy saw the benefit of participation in the state licensing process and waived our exemption. This gave the Academy a first-hand look at the standards of New York State concerning the management and operation of a post-secondary school. While the License meant the Academy had to expand our organization's horizons, it also meant that our Farmingdale staff were all required to undergo additional state training. Academy of Aviation instructors had to become state-licensed teachers and school administrators were required to train and satisfy the requirements of being New York State Licensed School Directors.

2020 sadly saw the closing of many flight schools that were unable or unwilling to weather the hardships of the pandemic. And while the Academy would have loved to help everyone, we focused on Peachtree City, GA with its vibrant aviation community, proximity to Atlanta, deep talent pool, and available facilities.

In 2022, the Academy took our next step towards solidifying our position as a school of excellence with our application being accepted by the Middle States Association of Colleges and Schools. As a candidate for Accreditation through MSA, the Academy has submitted all of our campuses and a host of new programs that were developed after reflection on not just our performance, but through deep analysis of industry trends and needs.

Furthermore, in 2023, the Academy was issued the first four school numbers for the newly formed IAAC, International Aerospace Accrediting Commission. This commission is being developed in coordination with the Flight School Association of North America to address the unique challenges associated with delivering academic programs within the framework of the Federal Aviation Administration standards. As one of the few vocational flight schools to have been Accredited, we

plan to work with the IAAC to shape an Accrediting Commission that benefits hopeful student pilots and provides a metric to assess the quality of a flight training provider.

In 2023 our growth continued with the addition of our Kissimmee FL campus. Situated in a building that was custom-designed to be a vocational flight training center and located near Orlando, the Academy is excited to grow this location into a premier flight school in the Central Florida area.

Continuing to focus on student success, the Academy is looking forward to an exciting 2024 by rethinking the student experience and creating a culture of success. Identifying areas where improvements can be made and making these accessible to our student body is driving the next phase of the Academy of Aviation's growth.

Leveraging the favorable conditions of our Atlanta location to formalize the "Multi-Academy," which will welcome students from every campus to engage in a Multi-Engine focused environment for one week, or our Kissimmee-based "Instructor Academy," which takes advantage of the facilities of this remarkable location to prepare our Instructor candidates to succeed.

1.2 Mission

The Academy of Aviation was founded on the simple principle that flying should be safe, fun, and rewarding. Simultaneously, we are keenly aware of the industry beyond our walls. We strive to make available an environment for individual success, thereby helping to ensure the long-term success of the aviation industry.



1.3 Profile of a Graduate

Conscientious Representatives of the Aviation Community

Less than .01% of all people are certificated aviators. Graduates will demonstrate professional behavior and represent the characteristics befitting their status as a member of an elite group with forefathers such as John Glenn, Neil Armstrong, Amelia Earhart, and Chuck Yeager.

Ambassadors of Safety

Safety is the cornerstone of Aviation. Our graduates will be exposed to a just culture of safety and accountability that will guide them throughout their lives and create a lasting impact for future generations of aviators.

Career Ready Aviators

Graduates will be prepared to embark on their careers as professional aviators, embodying the goals and values of their employers, and treating coworkers and customers with respect.

Lifelong Learners

Aviation is an ever-changing environment with new technology and practices being continually introduced. Graduates will be committed to continued education and dedicated to remaining at the forefront of their craft.



1.4 Core Values

Safety and Integrity

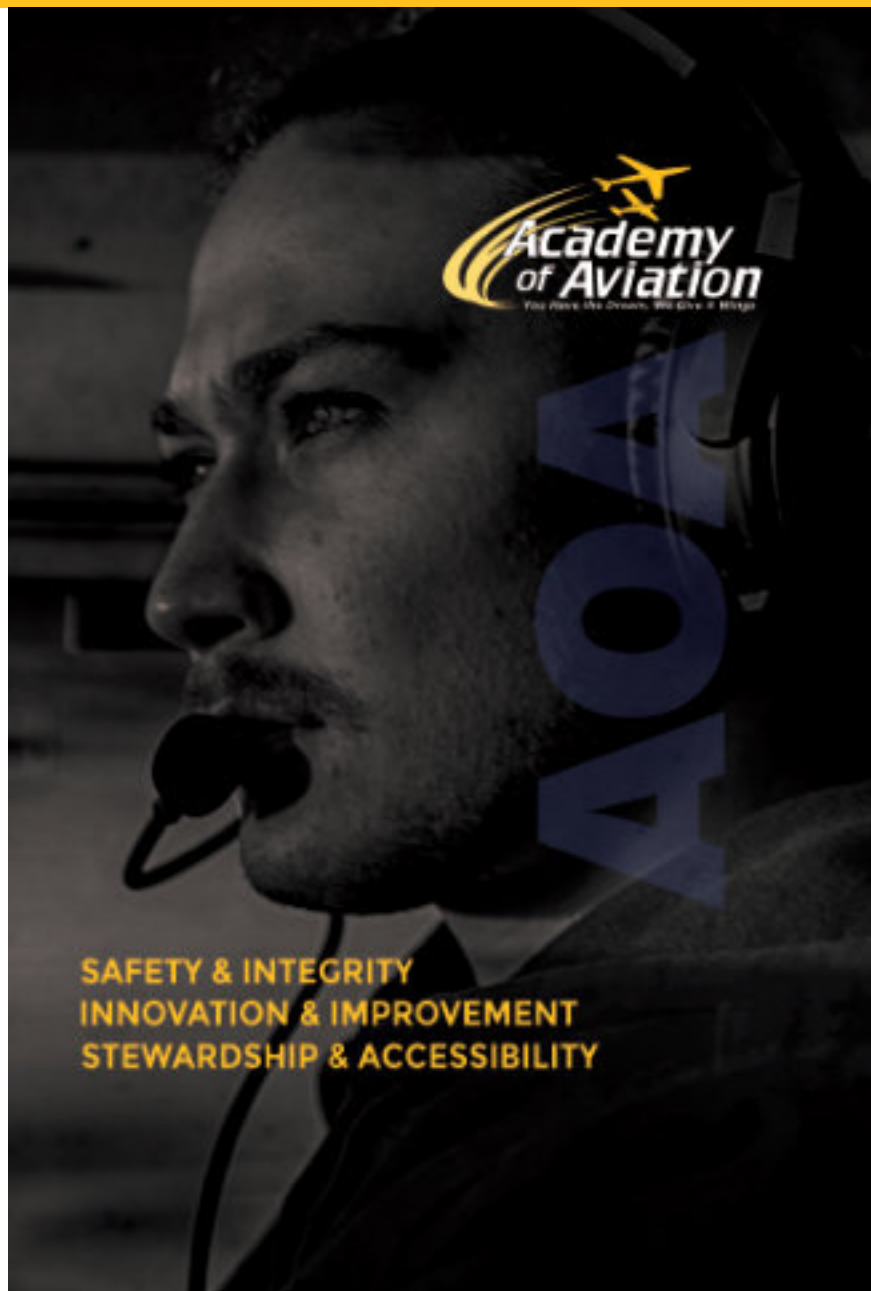
These are the cornerstones of Aviation, and the Academy of Aviation uses these as the foundations for everything we do.

Innovation and Improvement

As an industry leader, we strive to innovate and seek out ways to continually improve the flight training process.

Stewardship and Accessibility

Aviation has significant barriers to entry and heightened security has made it even less approachable. The Academy seeks out opportunities to educate our communities and be a reliable resource for those who want to explore the world of aviation.



1.5 Non-Discrimination Policy

At the Academy of Aviation, we embrace diversity and equality with open arms. Our commitment is to provide a warm and welcoming environment where everyone, regardless of sex, age, physical ability, race, national origin, sexual orientation, political affiliation, creed, or religion, is not just welcome, but celebrated.

In every aspect of our programs and activities, from advertising and training to placement assistance and employment, we prioritize inclusivity. We believe in a community that thrives on the unique qualities and perspectives each individual brings to the table.

Join us at the Academy of Aviation, where we foster a positive and exciting atmosphere, valuing the richness of our differences and promoting an environment where everyone can soar to new heights together. Your journey with us is bound to be one of warmth, acceptance, and endless opportunities. Welcome to a place where diversity is not just acknowledged but cherished.



Section 2

Facilities



Flight schools are unique training environments and the Academy is unique even within this subset of the post-secondary education community. With Aircraft and simulators replacing desks and chalkboards, the environment is dynamic and we strive to ensure we set the tone expected of an academic institution.

We encourage our student body, instructors, and school administrators to take advantage of all resources available to further their education and enhance the learning environment.

2.1 Campuses

The Academy of Aviation seeks to provide a comprehensive training experience to every student at each campus. While the physical facilities are unique throughout our campus network, each location is tailored to provide our students with a safe and productive environment to pursue their education and their dreams.

Westchester County Airport, New York (KHPN)

Westchester County Airport is famous throughout the aviation community as one of the nation's most exciting airports. Located in an area known for incredibly high net-worth individuals, the constant rotation of private jets and famous people is a sight to be seen.

Operating under the NYC metroplex airspace makes for an exciting training environment and an even more exciting social experience. The hustle and bustle of New York City or the tranquility of the Adirondack mountains is all within your reach in under an hour.

Facilities:

- 20 Seat Classroom
- 5 Private Briefing/Debriefing Cubicles
- 1 Full Motion, FAA-Approved Advanced Simulator
- 3 FAA Certified written exam testing stations



Farmingdale Republic Airport, New York (KFRG)

The Farmingdale campus is our smallest in terms of square footage, however, as our first location and our school headquarters, the Farmingdale Campus is the heart and soul of the Academy. Operating out of the third busiest airport in the entire state of NY and being under the airspace of Kennedy and LaGuardia airports, this campus is in the big leagues.

With a large and diverse student body, the campus is a lively location for our students to immerse themselves in the lifestyle of aviation.

- 16 Seat Classroom
- 3 Private Briefing/Debriefing Cubicles
- 2 Public Flight Planning Computer Stations
- 1 Full Motion, FAA-Approved Advanced Simulator
- 2 FAA-Approved Basic Simulators
- 3 FAA Certified written exam testing stations

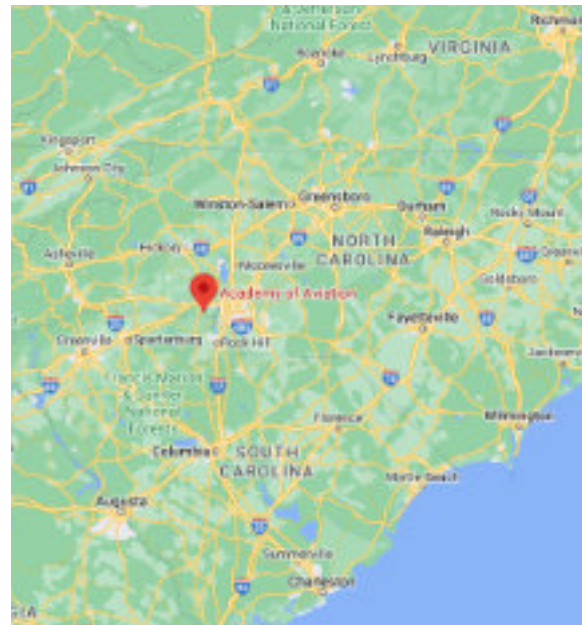


Gastonia Municipal Airport, North Carolina (KAKH)

The Gastonia campus was a tremendous step for the Academy. Not only was it the furthest we had ever expanded in a single step, it brought along the opportunity to run an airport for the city, get into commercial fueling operations, and serve as an excellent base of operations for our aircraft sales and management activities to support our student body.

With tons of space and even more potential, the Gastonia campus is a favorite amongst our students.

- 20 Seat Classroom
- 6 Private Briefing/Debriefing Cubicles
- 1 Public Flight Planning Computer Station
- 1 Full Motion, FAA-Approved Advanced Simulator
- 3 FAA Certified written exam testing stations



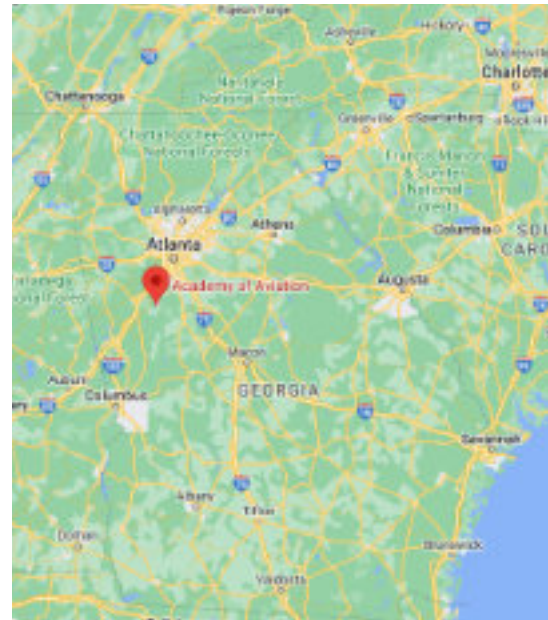
Atlanta Regional Airport, Georgia (KFFC)

Peachtree City is an aviation town. The city has become a favorite hometown for the thousands of Delta employees based out of Atlanta Hartsfield, Delta Airlines' largest hub. The interest in aviation locally is incredible to be around and the airport community is thriving.

Being a 'golf cart' community with nearly 100 miles of golf cart paths that keep the community connected, students find this an ideal mode of transportation and the entire Peachtree City campus a wonderful place to engage in their flight training.

The Falcon Field location is our Multi-Academy and is the base for our preferred Multi-Engine training. Students enrolled in Multi-Engine courses or programs will be based out of our Atlanta location and will have:

- 15 Seat Classroom
- 3 Private Briefing/Debriefing Cubicles
- 1 Public Flight Planning, Weight and Balance Station
- 1 Full Motion, FAA-Approved Advanced Simulator
- 1 FAA-Approved Basic Simulator
- 3 FAA Certified written exam testing stations



Kissimmee Gateway Airport, Florida (KISM)

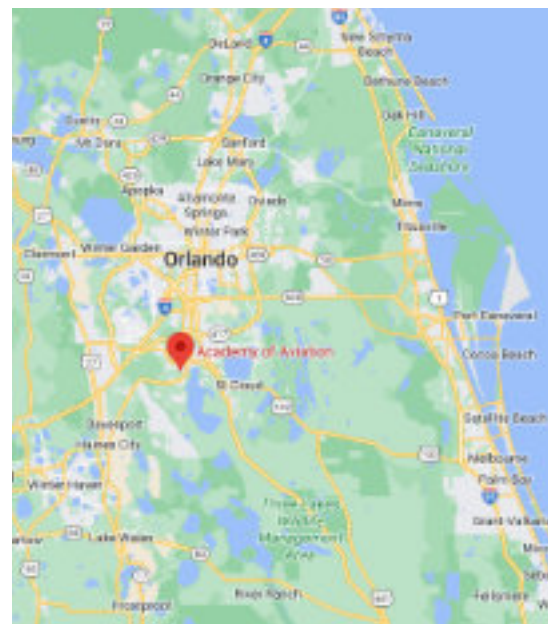
Our modern facilities were custom-built to fulfill the dream of being an aviation school of excellence in the Central Florida area.

It is no secret that Orlando is one of the most popular tourist cities in the world, and students of our Kissimmee campus are right in the heart of it all. With a seemingly endless list of attractions, destinations, and culinary choices, our Kissimmee students will be well entertained in addition to well-trained.

The ample facilities also lend this campus to being our "Instructor Academy." Every student enrolling in the Certified Flight Instructor or Instrument Instructor courses, either avocationally or as part of a program will preferably be trained at Instructor Academy at the Kissimmee campus.

Facilities for this campus are still being finalized. The Academy envisions this campus as being a truly amazing flight education facility and our plans for renovating, revitalizing, and equipping this campus leaves no expense spared.

- 3 Classrooms
- Private Briefing/Debriefing room with Cubicles
- Student Lounge
- Viewing Decks and outside spaces
- 3 FAA Certified written exam testing stations



2.2 Safety and Security

Creating a safe and healthy environment is a core belief at the Academy, and we consider each member of our community as a crucial partner in achieving this goal. Our established policies and procedures serve as the foundation for ensuring a secure campus, complementing safety standards outlined in flight operations and maintenance documentation.

Within our community, both staff and students play a vital role in maintaining vigilance for any unsafe conditions or practices. Utilizing our Safety Management System (SMS) on MyFBO, we encourage the reporting of hazards, incidents, or accidents to Student Support Services. Emphasizing a 'Just Cause' approach, reports made in the spirit of promoting safety do not result in disciplinary actions.

Reporting injuries is paramount, and both staff and students are obligated to promptly report any injury, accident, or safety hazard to the operations desk, which will initiate necessary actions based on local campus protocols.

In promoting a healthy atmosphere, we maintain a drug free, smoke-free environment within our offices and during airside operations, with designated areas for smoking breaks. Upholding our commitment to safety, we strictly prohibit violence and the presence of weapons on campus, ensuring an open, friendly, and supportive community.

Security is a priority, and we support the use of alarm systems, card access, security cameras, and audio monitoring equipment. These measures help monitor campus access and ensure the safety of our community members while striking a balance with privacy considerations.

We appreciate the cooperation of our community in upholding these safety measures, and the Academy reserves the right to use information gained through electronic or other monitoring to support a secure and nurturing environment.

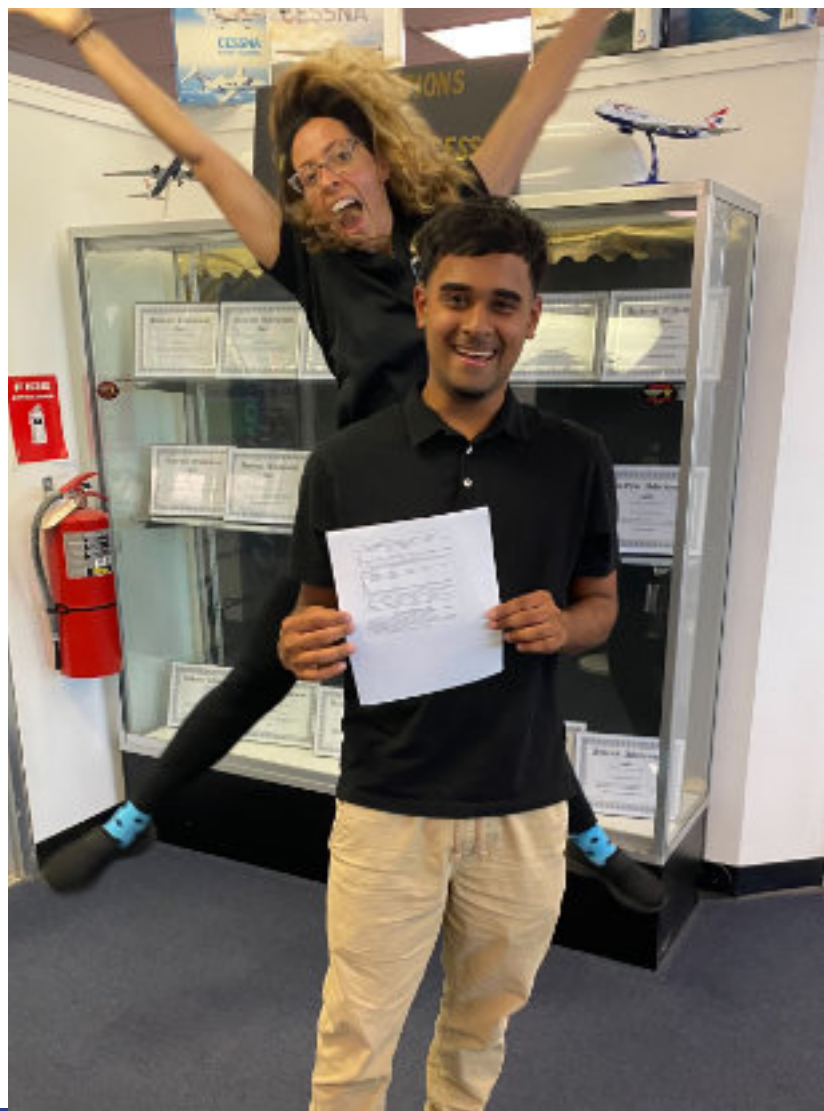
2.3 Drug-Free Campus

At the Academy of Aviation, we prioritize the safety and well-being of our community.

Our comprehensive safety measures include a Safety Management System (SMS) integrated into our primary flight management system, MyFBO. We encourage staff and students to report any safety concerns to Student Support Services, fostering a culture of safety without fear of disciplinary actions.

Our commitment extends to maintaining drug free, smoke-free zones and prohibiting violence and weapons on campus, promoting open, friendly, and supportive relationships. Security measures, including alarm systems and card access, aim to balance privacy considerations with safety requirements.

Your safety is our top priority at the Academy of Aviation. Welcome to a campus where well-being is a shared responsibility.





2.4 Equipment

Aircraft

The requirements and regulations of the Federal Aviation Administration set the baseline for the fleet and academic equipment used at the Academy of Aviation.

The backbone of our fleet is the Cessna 172. With over 44,000 built, the Cessna 172 is the most popular training aircraft in history. Combining forgiving handling characteristics with modest performance, the aircraft has ushered more pilots into the sky than any other aircraft. Modern avionics prepare students for the systems found in airliners and satisfies the Federal Aviation Administration's requirements for a technologically advanced aircraft.

Multi-Engine students will fly the Diamond DA42 airframe. Fully composite construction, advanced avionics, and great handling characteristics, the DA42 is an amazing aircraft to introduce pilots to the challenges of flying an aircraft with more than one engine.



Simulators

Simulators are a critical tool for training safe and compliant aviators. The ability to practice realistic activities while maximizing safety and minimizing costs cannot be overlooked. All Academy of Aviation courses and programs include simulator training which will be scheduled as mandatory lessons through the Student Support staff.

Each campus has a Redbird FMX, the first flight simulator designed to meet the new challenges faced by modern flight training providers. Standard 3-axis motion and 180-degree field of view deliver unmatched training value. The FMX's electric motion platform and wrap-around visual offer impressive realism and training value at a significantly reduced cost per hour as well as requiring fewer hours to achieve the same set of tasks through a customizable flight simulation engine. Approved by the FAA and EASA, simulator time can be logged by domestic and international students to count towards all of their requirements.

The Academy also maintains the Redbird TD simulators at some of our busier campuses. These are approved by the FAA as Basic Training Devices and can be logged for specific activities for both FAA and EASA government agencies. These simulators offer a simple training environment that affords students an opportunity to practice tasks and maneuvers with near-zero impact to training resource allocations.



Special Program Equipment

The Academy works with many organizations around the world and provides equipment to satisfy their unique training requirements. Currently, the Academy maintains a limited fleet of aircraft with traditional avionics including Cessna 172 and Cessna 152 airframes with analog instrumentation.

These aircraft may not be available at all times or at any specific campus. These special programs are coordinated with the Operations and Academic staff and are not managed through the Admissions and Enrollment Staff.





Section 3

School Staff

Founder/President

Christopher Richards

chris@aoa.edu
(631) 777-7772

Mr. Richards is an FAA Certified Flight Instructor with instrument and multi-engine Instructor ratings. A Gold-Seal instructor with over 10,000 hours of instruction given, Mr. Richards has accrued a remarkable record of student success spanning more than 25 years.

Vice President

Frank D'Elia

frank@aoa.edu

Frank D'Elia is a Certificated pilot and a New York State Licenses School Director. With over 20 years of operations experience, Frank oversees the operations of the Academy and aligns the resources to serve the student body.

Chief Instructor/Dean of Academics

Justin Czyzewski

justin@aoa.edu

The Chief Instructor is responsible for ensuring all training activities are compliant, safe, and productive. The responsibility for students completing their training on time lays with the Chief Instructor. Additionally, as the FAA point of contact for our FAA Part 141 Air Agency Certificate, the Chief Instructor plays a significant role in coordinating flight operations with the supporting departments and organizations.

The Chief Instructor maintains a cadre of Assistant Chief Instructors and Check Airmen for daily local management of the student body at each campus.

The current Instructor Roster is Available at:
<https://academyofaviation.com/roster>

Registrar

Ryan Lekanich

ryan@aoa.edu

The registrar manages the student body from the time new students are enrolled to tracking their post-graduate employment and career progression. The Registrar generates reports to the Chief Instructor and General Managers to provide them with the information needed to address students in need.

Based out of the Farmingdale campus, the Registrar is available to staff and students Monday through Friday, 8:00 a.m. to 3:00 p.m. at the Farmingdale campus, remotely, as well as in person during his routine campus visits.

Bursar

Juliana Tzenova

juliana@aoa.edu

The Bursar manages the Tuition accounts for the student body. The Bursar's office manages all payment arrangements, disbursements, and processing of scholarships, waivers, and incentives.

Based out of the Farmingdale campus, the Bursar is available to staff and students Monday through Friday, 8:00 am to 3:00 pm at the Farmingdale campus or remotely by appointment.

Due to the nature of financial information, and discussions, official Bursar communication is to be done in writing via juliana@aoa.edu.

Campus General Managers

The General Managers of each campus are tasked with supporting the staff and students at their location. Each GM is responsible for ensuring all activities at their location are compliant with the policies and procedures of the Academy of Aviation and acts as a local representative of the organization for all internal and external matters.

Westchester General Manager

Yulissa Menendez
yulissa@aoa.edu

Farmingdale General Manager

Armand Delalla
armand@aoa.edu

Gastonia General Manager

John Healy
john@aoa.edu

Peachtree City General Manager

Miranda Shockley
miranda@aoa.edu

Kissimmee General Manager (Interim)

Frank D'Elia
frank@aoa.edu



Section 4

Admissions

Welcoming you to the Academy is a crucial step in ensuring a seamless journey in aviation education. All students are required to complete the registration process, including executing a training enrollment agreement and confirming receipt of essential policy documents. Our dedicated Admissions staff is here to guide you through this process, providing information on programs, tuition, and assisting with necessary materials. We look forward to officially welcoming you to the Academy of Aviation and supporting you on your educational journey.

4.1 Admissions Team

Director of Strategic Development

Aaron Hollewell
aaron@aoa.edu

Director of Admissions

Rominy Lindsey
rominy@aoa.edu

Admissions specialists work from all campuses as well as remotely.

4.2 Contact

The Admissions team can be contacted via phone, email, web form, social media, or in person.

Phone

Academy of Aviation Main Number:
(631) 777-7772

Select the option for Admissions and Enrollment, or the campus you wish to visit.

Email

admissions@aoa.edu

Web

www.academyofaviation.com

4.3 Process

To streamline the application and enrollment process, we utilize a Contact Resource Management Program, ensuring that your information is meticulously tracked. Once you express interest, we will provide you with comprehensive details about our courses and programs, enrollment requirements, prerequisites, as well as tuition and funding options.

Our goal is to help you choose the best course or program that aligns with your needs and constraints. The course catalog, among other resources, will be thoroughly reviewed to ensure that you make an informed decision about your educational journey with us.

Upon selecting a program, we will generate a Training Quote and Training Enrollment Agreement. This document will clearly outline the scope of services and performance requirements for both the Academy and you as the student. It serves as a reference point for all training activities, ensuring transparency and understanding before you sign.

Please note that applicants need to meet the minimum requirements for their chosen program. For avocational courses, these include:

- Being at least 16 years old
- Proficient in reading, speaking, and writing English
- Passing an FAA Medical Examination
- Being a US Citizen or having TSA clearance under the Alien Flight Student Program

Vocational program requirements encompass all avocational course prerequisites, along with additional steps such as:

- Completing an Application for Enrollment
- Providing a Diploma or Transcript of Secondary or Post-Secondary completion
- Undergoing the Academy of Aviation Student Pilot Assessment for those enrolling in the First Flight to First Officer Program.

4.4 Disclosures

Embarking on the exciting journey of flight training involves meeting specific requirements mandated by Federal agencies. At the Academy, we understand the importance of these criteria, which cover aspects such as citizenship and naturalization status, medical conditions and prescriptions, and criminal background information.

It's important to note that acceptance to the Academy is not solely determined by the information disclosed initially. Our aim is to work collaboratively with applicants, providing guidance and support throughout the process. In instances where there may be disqualifying history, we are committed to informing, counseling, and directing applicants to valuable resources for information.

We want to ensure transparency and cooperation, emphasizing that applicants who share information that might disqualify them from flight training or future employment opportunities post-graduation will still be treated with respect and consideration. All Academy policies and procedures, including refund and dismissal policies, will apply, fostering an environment of integrity and mutual understanding.

We're here to support you on your journey towards a successful aviation career, and we appreciate your commitment to fulfilling the necessary requirements.

4.5 Requirements

All student must satisfy the minimum requirements to engage in flight training in the United States:

- 16 years of age to solo
- 17 Years of age to get a Private Pilot Certificate
- Be able to read, write, and speak English fluently
- Hold an FAA medical certificate
- Be a US citizen or have TSA approval for the course(s) you are enrolling

All student must satisfy the minimum requirements for flight activities at the Academy of Aviation:

- A fully executed Training Enrollment Agreement (TEA)
- An established tuition account with funding pursuant to the TEA
- A current and sufficient rental insurance policy as posted on Campus (Minors included)
- An aviation headset
- An air band handheld transceiver

Any course or program-specific requirements as stipulated in the Courses and Programs section of this Course Catalog.

4.6 Admissions Documentation

As verification of meeting the minimum admissions requirements, applicants must provide at a minimum:

- Government Issues Photo Identification
- Documentation verifying proof of US Citizenship such as:
 - US Passport
 - Birth Certificate
 - Certificate of Citizenship
 - Naturalization Certificate
- Provide a copy of any of the following:
 - High School Diploma
 - Students must provide translation for foreign Diplomas
 - Students must provide proof of equivalency for foreign Diplomas
 - Stamped and dated Transcript, or the equivalent
 - Dated Certificate of a General Equivalency Examination
 - Dated Certificate/Transcript from a home study program equivalent to a High School level that is recognized in the the student's home state
- FAA Medical Certificate performed by an FAA Aero-Medical Examiner completed within the last 6 months
 - Vocational students must have a First Class Medical.
 - Limitations on your medical will be reviewed for Applicability for your desired program

4.7 Flight Training Security Program

In fostering a secure learning environment, the Transportation Safety Administration (TSA) introduced the Flight Training Security Program (FTSP) on September 20, 2004. Designed to ensure the safety of our aviation community, the FTSP mandates that non-U.S. citizens and non-U.S. nationals, aptly termed "candidates" by the TSA, undergo a thorough submission of specific information. This meticulous process allows the TSA to assess whether an individual poses any threat to aviation or national security.

To guide our international students through this essential step, Section 11 of this Course Catalog outlines the specific requirements and the process that must be followed. We want to assure you that your safety and security are paramount, and our team is here to support you through each stage of this process.



4.8 English Testing Requirements

In the aviation community, effective communication is vital. ICAO (International Civil Aviation Organization) has set a standard for a proficiency level of 4 on its scale for pilots, air traffic controllers, and aeronautical station operators in international operations.

This also applies to international students within the U.S. undergoing preliminary screening during the Visa interview and FAA Aeromedical examination. While usually sufficient, additional verification may be needed for enrollment.

We are dedicated to supporting our students through this process, ensuring they meet the language proficiency standards crucial for success in aviation.

LEVEL	PRONUNCIATION	STRUCTURE	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
EXPERT 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
EXTENDED 5	Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/ listener relationship effectively.
OPERATIONAL 4	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.

Levels 1, 2 and 3 are on subsequent page.

LEVEL	PRONUNCIATION	STRUCTURE	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
<i>Levels 4, 5 and 6 are on preceding page.</i>						
PRE-OPERATIONAL 3	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics, but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
ELEMENTARY 2	Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorized grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorized phrases.	Can produce very short, isolated, memorized utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.
PRE-ELEMENTARY 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

Source: "Manual on the Implementation of ICAO Language Proficiency Requirements" International Civil Aviation Organization (2004)

4.9 Academic Testing

Starting a Matriculated Vocational Program with the Private Pilot Certificate course is an exciting step in your aviation education journey. The International Aerospace Accrediting Commission (IAAC) mandates a pre-enrollment assessment for these programs, which is a crucial step and cannot be waived. If completing the assessment is a challenge, alternative options are available for enrolling in individual courses.

For students not pursuing the Private Pilot Certificate course or transfer students with an FAA Private Pilot Certificate or higher, the pre-enrollment assessment is not required. We're here to continually support your aviation goals at the Academy of Aviation.

4.10 Transfer Credit

Recognizing and valuing your previous training experiences, we follow the guidelines set forth by FAR 141.77(c) to seamlessly integrate them into your course progress. Our Chief Instructor will personally assess your relevant training background to determine the appropriate Stage and Phase within the Academy of Aviation curriculum that aligns with your prior experience.

To ensure transparency and accuracy in this process, the Chief Instructor or an Assistant Chief Instructor will meticulously complete a Transfer Credit worksheet. This document not only records the total experience held by you, but also outlines where this experience can be applied to additional training. Importantly, it becomes a permanent part of your Student Training Record, reflecting the unique journey you bring to our academy.

Once any approved transfer credits are determined, they will be prominently referenced on your Training Enrollment Agreement (TEA). It's crucial to note that these credits will not be recalculated after your acceptance and signature on the TEA. Our goal is to honor your individual learning path and make your transition into our curriculum as smooth and tailored as possible.

If you have any questions or would like further clarification on this process, our team is here to assist you every step of the way.

4.11 Foreign Conversion

Navigating the transition of foreign aviation certificates to FAA recognition is vital for your journey with us. The FAA acknowledges the issuance of a Private Pilot Certificate with single-engine and multi-engine privileges based on a foreign certificate. However, for certificates beyond the private level, testing in the United States is required. While total flight hours will transfer, their applicability to FAA standards depends on the student's ability to demonstrate compliance.

To start this process, students create an account on IACRA, apply for a foreign verification letter, and then schedule an appointment with the Flight Standards District Office or a Designated Pilot Examiner upon arrival in the U.S. Essential documents include the verification letter, current foreign license, valid medical certificate, and a photo I.D. Maintaining the foreign license is crucial for exercising private pilot privileges, and if training exceeds six months, another verification letter is necessary. Upon earning a U.S. Commercial, the foreign-based private pilot certificate seamlessly converts to an FAA Certificate.

Note that Designated Pilot Examiners may charge for their time at their discretion. We are here to support you through this process, ensuring a smooth transition into the FAA certification system.





Section 5

Bursar's Office

The Bursar's office is dedicated to overseeing tuition accounts for our student body and ensuring the smooth processing of any reimbursements as outlined in the Training Enrollment Agreement.

Located at our Farmingdale Campus, the Bursar's office stands ready to assist you on your academic journey. Our doors are open Monday through Friday from 9 a.m. to 3 p.m., and we're also available for in-person or teleconference meetings by appointment.

Whether you have questions, need guidance, or require assistance, our friendly team is here to help ensure your financial experience with us is seamless and stress-free.

5.1 Student Accounts

At the time of enrollment, an individual student account is established for each student. The account remains open until graduation or separation from the Academy.

5.2 Tuition Accounting

Ensuring a smooth academic journey, we want to explain how tuition installments are intricately tied to the resources at your disposal for aircraft, simulators, and instruction. Your enrollment triggers an allocation of resources specifically earmarked for academic activities integral to your chosen course or program.

These allocations are provided as lump sums and aren't itemized on a per-hour basis. Their availability hinges on fulfilling tuition installments promptly and in full, alongside compliance with the policies outlined in our course catalog. As you immerse yourself in training activities, the resources allocated are systematically deducted.

For added support, scholarships, incentives, and waivers within a program are applied directly to your resource allotment. This occurs once all tuition installments are posted in accordance with the schedule outlined in the Training Enrollment Agreement. It's important to note that tuition and hours are non-transferable between student accounts and allocations. Our aim is to ensure your academic journey is not only enriching but also financially transparent and accommodating.

If you have any questions or need further clarification on these processes, our team is here to assist you.

5.3 Tuition Estimating

Understanding the financial aspect of your education is crucial, and we want to provide clarity on our tuition structure, which is designed using a projection model encompassing various elements significant to a flight training provider. The cost of enrollment covers essential components such as mortgages on aircraft, facility expenses, insurance, administrative and faculty costs, including training, and expectations for maintenance, parts, and consumables.

In our commitment to making aviation education accessible, we consider risk factors associated with withdrawals, both formal and informal, when modeling tuition pricing. This approach tailors costs based solely on the applicant's chosen course or program, reflecting our dedication to lowering the financial barrier to entry.

Enrollments with a lower risk of withdrawal, particularly from full-time vocational applicants, are modeled with a higher level of certainty for program completion and on-time tuition payment. However, it's important to note that students opting for a 'Block Rate' or 'Pay-as-you-fly' agreement select an enrollment type without fixed graduation dates or firm attendance requirements. While providing flexibility, this prevents us from monitoring academic progress or accurately forecasting operating costs over an unknown period.

Our tuition models are accurate for the projected term of enrollment. Students exceeding the Maximum Time Frame or Resource Allocation defined in our policies default to Model 5, unless an additional Enrollment Agreement is executed to further fund resource allocations. We are here to guide you through this process, ensuring transparency and support in your educational journey.

Tuition Modelling Rubric

Model	Definition	Risk Factor	Availability	Tuition Impact
1	Program Pricing	High certainty of completion	Program Enrollment only	Significant Reduction in Tuition
2	Platinum Pricing	Moderate certainty of completion	Avocational Courses	Significant Reduction in Tuition
3	Gold Pricing	Completion Parameters Unavailable	Block Rate Enrollments	Moderate Reduction in Tuition
4	Silver Pricing	Completion Parameters Unavailable	Non-traditional enrollments, finish-up courses, pinch hitter programs	Low Reduction in Tuition
5	Standard Pricing	High	Extra Curricular, Pay-as-you-fly, Remedial requirements	Standard Costs Modeling

5.4 Payment

We understand the importance of flexibility when it comes to payments, and at the Academy of Aviation, we offer various options to suit your preferences. You can make payments in cash, by check, credit card, wire transfer, ACH payment, or through a payment schedule facilitated by a financing organization accepted by our institution.

For your convenience, credit card payments are accepted, although it's important to note that they are subject to a convenience fee of up to 5% of the transaction amount, as well as a processing fee charged by the processor. Please be aware that international credit cards may incur additional fees or, in some cases, may not be accepted by our Credit Card Processor.

In the event of a returned check by the financial institution, a \$150 returned check fee will be charged. It's important to settle this fee separately as it cannot be deducted from the student's Tuition Account. Failure to pay the fee may result in the suspension of training activities. We aim to make your financial transactions seamless, and our team is here to assist with any questions or concerns you may have.

5.5 Refunds

Refunds requested for this agreement by midnight of the third day after the agreement has been signed will be refunded in full, minus any costs for training or materials already delivered, within 90 days of the request.

Refunds requested between midnight of the 3rd day and midnight of the 30th day are eligible for a maximum of 50% of the unearned tuition balance.

No refunds will be issued after midnight of the 30th day after this Enrollment Agreement is signed.

Refunds are calculated using only the tuition rates at the time the Training Enrollment Agreement was executed.

Approved refunds will be issued within 90 business days of the receipt of the request. All refunds will be charged a \$150 processing fee. Refunds requested after any services have been scheduled will have any applicable late cancellation fees deducted. Refunds will only be processed back to the original payment method.

No refunds will be made for canceled, suspended, or terminated students pursuant to Section 17.1 of the enrollment agreement.

No refunds will be issued due to the standard rotation of equipment and employees through the fleet.

Any resource allocations applied to a student's enrollment remain available for 180 days from the date of withdrawal or scheduled graduation date, whichever occur first.

Any student with 90 days of inactivity is considered withdrawn and forfeits all tuition and training hours allocated.

Time Period	Between signing the Agreement to Midnight of the 3rd day.	Between Midnight of the 3rd day to Midnight of the 30th day.	After 30 days from Signing the Enrollment Agreement.
Refund Calculation	Full Refund, minus processing fee and any costs for flights, simulator, or instructor usage.	50% of the remaining tuition, minus the processing fee and any costs for flights, simulator, or instructor usage.	No refund is available.

5.6 Reimbursements

Ensuring a smooth financial process, any reimbursements outlined in your Training Enrollment Agreement will be disbursed via check at the agreed-upon point in your program. It's important to note that students with overdue tuition installments may experience a temporary hold on disbursements or a suspension of training activities until the payments are rectified. Our financial services team is here to assist you with any questions or concerns.

5.7 Tuition Installment Plans

At the Academy of Aviation, we understand the financial considerations that come with pursuing your dreams. That's why we offer the flexibility of arranging tuition installment plans, and our dedicated Admissions and Enrollment specialists are here to assist you during the application process.

These installment plans are thoughtfully designed within the performance terms of your enrollment agreement, considering factors such as total tuition, program length, and payment method to ensure a tailored approach that suits your needs.

If circumstances change, and you find the need to arrange for an installment plan after your enrollment has commenced, our team is ready to support you. In such cases, you may be required to sign a new Training Enrollment Agreement, ensuring that your financial arrangements align seamlessly with your academic journey. Your success is our priority, and we are here to guide you through every step with warmth and professionalism.

5.8 Non-Tuition Expenses

Embarking on your academic journey with us involves a thoughtful consideration of tuition, a reflection of the projected operating costs for all included resources over the duration of your chosen course or program. At the Academy of Aviation, we aim to provide you with a comprehensive understanding of these costs, ensuring transparency and predictability in your financial planning.

However, we recognize that certain activities or equipment may present challenges in accurate modeling due to factors such as cost volatility, availability, personal choices made by students, or elements beyond the Academy's control. In such cases, these components are excluded from the tuition calculation and are transparently listed as non-tuition expenses on your Training Enrollment Agreement.

While we strive for accuracy in our estimates, it's important to note that, due to the dynamic nature of these factors, these figures are estimates rather than quotes. For costs with reasonably calculable minimums, such as fuel, the Academy incorporates these minimums into the tuition. Any surcharges that may apply, based on specific thresholds being exceeded, are clearly outlined in our course catalog and are referenced for your consideration and signature in the Training Enrollment Agreement.

Our goal is to empower you with the information needed to make informed decisions about your education. If you have any questions or need further clarification, our team is here to assist you on this exciting journey.

5.9 Surcharges

Navigating the complexities of operating a safe and effective aircraft fleet involves accounting for certain costs with pricing that can be highly dynamic, influenced by external events beyond the control of the Academy of Aviation.

Factors like fuel prices, aircraft insurance, and regulatory requirements are known to fluctuate rapidly and, at times, for a brief duration. In recognition of this reality, the Academy maintains flexibility in program costs to accommodate variations stemming from direct operating expenses.

To ensure transparency and effective communication, any necessary surcharges will be thoughtfully communicated to both students and staff at least 48 hours in advance. This proactive approach is aligned with our commitment to keeping you informed and engaged throughout your journey with us.

If you have any questions or require further information, our team is here to provide the support and clarity you need.

5.10 Deferments

Understanding that life may bring unexpected situations, we're here to offer flexibility with your tuition installments at the Academy of Aviation. With approval from our Bursar, you can request a deferment by submitting a written request at least 15 days before the due date.

While we appreciate supporting information, we respect your privacy and only require your name and the requested deferment period. Please note, deferments for students with firm graduation dates or specific visa requirements cannot be considered. Approved deferments are time-limited, and adjustments to your schedule may be made for the continued safe operation of our resources.

Multiple deferment requests, especially for Visa students, may lead to separation from the Academy. Late tuition installments, even with prior approval, may incur charges and potential academic consequences. We're here to guide you through this process, ensuring your journey with us remains smooth.

5.11 Veterans Affairs

At the Academy of Aviation, we extend a warm welcome to our veterans seeking to utilize their well-deserved benefits. To make the most of your Veterans Benefits, we kindly request that you hold, at a minimum, a Private Pilot Certificate and a current first-class medical certificate. We're here to support your educational journey, and as a veteran, you can enroll exclusively in a Part 141-approved course.

In ensuring your success, we have specific requirements for flight training and ground instruction. As part of our commitment to your proficiency, we recommend a minimum of 20 hours of flight training and a proportionate amount of ground instruction for every 90 days of enrollment. This ensures a comprehensive and supportive learning environment tailored to your unique needs.

5.12 Lending Partnerships

At the Academy of Aviation, we understand that financing your education is a significant consideration, and we're here to help you navigate the process with warmth and professionalism. We've established lending partnership agreements with reputable institutions like Sallie Mae and Wells Fargo, known for their commitment to education.

It's important to note that these lenders manage their Trade School Portfolios independently, and their vocational lending status may vary based on their market analysis. Our goal is to keep you well-informed, and upon your request, our Admissions and Enrollment Department will present the available lending options.

To ensure transparency and efficiency, our dedicated Admissions and Enrollment staff are here to guide you through the material provided by our current lending partners. While we can't process lending applications on your behalf, we're committed to connecting you with the resources and information you need to make informed decisions about your financing options.

5.13 529 Accounts

Students that have education funding available through a 529 Account may use those funds for any of the Academy Vocational Programs.

5.14 American Opportunity Tax Credit

Students wishing to claim the AOTC to support the funding of their training are encouraged to review their eligibility with a tax professional or on the IRS website.





Section 6

Registrar

The Office of the Registrar plays a vital role in ensuring your academic journey is seamless and well-tracked. From the moment you join us, our dedicated team at the Registrar's office meticulously reviews new admissions, validating all the information in your admissions paperwork. We confirm program eligibility and applicability, and upon acceptance, record you as an active enrollment, marking the beginning of your educational adventure.

As you progress through our programs, the Registrar's office continues to be your guide, tracking and communicating your academic journey. We generate and share reports on various student metrics and performance, ensuring you stay informed and supported throughout your time with us. When the momentous occasion of graduation arrives, we are here to create and provide transcripts that reflect your achievements.

Our Registrar, located at the Farmingdale campus, is ready to assist you. Whether you prefer in-person or teleconference meetings, our office is open Monday through Friday, 9:00 am to 3:00 pm EST, available by appointment. Feel free to reach out to us at registrar@aoa.edu for any inquiries or to schedule a meeting. We look forward to supporting you on your academic journey.

6.1 Student Body

The Academy is proud of our vibrant community made up of the incredible individuals currently enrolled in our Vocational and Avocational programs. We warmly welcome each student, understanding that you are an integral part of our dynamic learning environment.

It's important to note that our Avocational enrollments, while valued and appreciated, are not included in the official count of the student body for enrollment, graduation, or placement reporting, nor for the allocation of student services benefits. This allows us to tailor our support and resources specifically to each group.

Your presence enriches our community, and we are here to ensure your journey with us is both rewarding and fulfilling.

6.2 Student Groups

At the Academy of Aviation, our diverse student body brings together individuals from various backgrounds and aspirations, contributing to the rich tapestry of our learning community. As we embark on this educational journey together, we recognize the importance of adapting to individual goals to ensure student success. Collaborating with your Admissions contact, the choices you make during program selection and enrollment play a pivotal role in shaping how we track and report your progress.

To provide personalized support, we organize students into distinct groups based on the level of responsibility placed on the Academy for ensuring success. From Vocational Programs to International Students on AOA Visa, Full-time and Part-Time Career Students, to those pursuing Single Certificate/Rating Courses or engaging in Block Rate or 'Pay as You Fly' agreements, each group reflects a unique approach tailored to your specific needs.

Upon receiving your acceptance letter, you'll find confirmation of the group your enrollment falls under. Understanding your group is key to comprehending the requirements and expectations set by the Academy, including attendance, flight times, and simulator usage.

For example, Groups 1, 2, and 3 adhere to strict graduation requirements, ensuring successful reporting to licensing agencies and accrediting commissions. Tuition quotes for these programs are based on timely program completion. On the other hand, Groups 4 and 5 have specific graduation dates but operate with a unique level of student autonomy, emphasizing personal responsibility for schedule adherence.

Groups 6 and 7 embrace flexible enrollment options, acknowledging diverse commitments such as full-time jobs, financial obligations, or family responsibilities. While we allow open enrollment for these groups, defining a graduation date is challenging due to varying time commitments. However, tuition account considerations are crucial, and quotes for these groups are based on a 12-month outlook, limiting enrollments to a 1-year term before terms and conditions expire.

Our commitment is to support you on your aviation journey, tailoring our approach to your unique circumstances.

6.3 Student Success

In the diverse community of the Academy of Aviation, we recognize that each student carries a unique vision of success. However, as a school committed to fairness and consistency, we uphold a universally applicable definition of success.

At our Academy, success is defined as a student who, by the agreed-upon graduation date, successfully completes all enrolled courses within the allocated training hours and corresponding tuition amount. To ensure the realization of this definition, we employ assessment protocols such as Satisfactory Academic Progress, Estimated Graduation Date, Maximum Time Frame, and Tuition Resource Allocation.

In our ongoing commitment to your success, the Academy actively monitors the student body, utilizing these protocols. Through regular communication, progress updates, and dedicated support mechanisms like Academic Advisement and Heightened Monitoring when necessary, we aim to provide an environment where every student can flourish and achieve their personal and academic goals.



6.4 Satisfactory Academic Progress

In our ongoing commitment to your academic journey, we implement a methodology known as Satisfactory Academic Progress (SAP), a dynamic approach that fosters continual formative assessments for our student body.

As each student enrolls, the Registrar's Office conducts a thorough review, considering the program, start date, and graduation date. These parameters establish the assessment windows for predefined benchmarks, encompassing both ground activities such as completing written exams and practical benchmarks like fulfilling Cross Country requirements.

To ensure clarity and transparency, we communicate the benchmark assessment dates through a personalized SAP matrix sent to each student by the registrar. We request students to electronically sign and return this matrix as confirmation of receipt.

The SAP matrix serves as a valuable guide, indicating whether students are ahead, on track, or potentially behind in their path to successful completion. We encourage students to view their SAP matrix as a tool for self-assessment, fostering open communication with instructors to collaboratively develop strategies for success throughout their academic journey.

Your success is our priority, and our team is here to provide the guidance and support you need to thrive academically.

6.5 Graduation Date

Your graduation date is intricately woven into the fabric of your admissions and enrollment process. The decisions you make regarding program inclusions, your chosen campus, and the structure of your tuition installment schedule collectively contribute to the definition of your graduation date.

In the spirit of transparency, your estimated graduation date is defined on the Training Enrollment Agreement. We encourage you to thoroughly review and confirm this date before signing the agreement. Should you anticipate any adjustments to your estimated training date, we recommend discussing these considerations with your Admissions Specialist before enrolling.

Understanding that circumstances may change, we acknowledge the need for flexibility. If you find yourself in a situation where a modification to your graduation date is necessary after enrollment, our team is here to support you. Feel free to reach out to your campus General Manager, who will work closely with you to address any concerns or adjustments needed.

Your academic journey is a unique and personal experience, and we are dedicated to providing the assistance and guidance you require for a successful and fulfilling education.

6.6 Maximum Time Frame

In our pursuit of academic excellence, understanding Maximum Time Frame limitations is crucial for maintaining compliance. Students are urged to complete their program within 150% of the scheduled date to ensure a comprehensive education. Exceeding this time frame may affect graduation reporting to state agencies and accrediting commissions. While unforeseen circumstances may arise, students facing challenges meeting this requirement may be subject to expulsion from both their program and the Academy. Our team is here to provide support and guidance for a successful academic journey.

6.7 Attendance

In crafting our attendance requirements, we consider various factors such as program participation, agreements with partner colleges, funding arrangements, and the preferences selected by students during the enrollment process. These considerations contribute to the assignment of student groups, each with tailored expectations to ensure a fulfilling and successful academic experience.

For Group 1, an average of 5 activities per week will be assigned, offering a balanced engagement.

Group 2 members are subject to Federal Regulations which include each student to dedicate 22.5 hours weekly to on-campus or training activities, fostering an immersive learning environment.

Group 3 participants should expect a minimum of 10 hours of school-sanctioned activities each week, including at least 4 lessons, enhancing their educational journey.

Groups 4, 5, 6, and 7 offer flexible structures, with varied access to training courses or the autonomy to schedule activities based on individual preferences.

Students in Group 8, affiliated with Liberty University or Purdue University, are encouraged to maintain satisfactory attendance aligned with their respective enrollment agreements.

We believe that personalized attendance requirements contribute to a dynamic and supportive learning atmosphere. Our team is here to guide you on your academic path, ensuring a positive and enriching experience.

6.8 Leaves of Absence

Navigating unexpected situations is a part of every academic journey, and at our academy, leaves of absence, even for personal emergencies, are treated with personalized attention, assessed on a case-by-case basis. We understand that circumstances can vary, and our approach is to address each situation individually unless regulated by the terms of a Student Visa.

It's important to note that while a leave of absence request may be considered, it does not exempt a student from meeting Satisfactory Academic Progress requirements. Our academic guidance during a leave of absence will clearly outline the conditions for a seamless return, ensuring a supportive transition back into the program.

It's our commitment to guide and support students through their academic challenges. However, students whose leaves of absence lead to a Warning or Probation status may face the possibility of dismissal from their Academy of Aviation program. Our team is here to provide the necessary assistance and resources to help you navigate your academic journey successfully.

6.9 Heightened Academic Monitoring

Ensuring the academic success of our students is a priority at the Academy, and we've implemented a supportive Academic Sanctions process to provide additional monitoring and assistance to those with specific academic needs.

For students not maintaining Satisfactory Academic Progress, we've established a structured approach with different levels of monitoring. The first level is Academic Warning, initiated when satisfactory progress is not maintained or at the Registrar's discretion following a Faculty request for an Academic review.

Students on Academic Warning receive written communication, and a copy is shared with the Campus General Manager and Assistant Chief Instructor. A tailored plan for academic success is collaboratively developed with the Registrar and Campus General Manager, outlining necessary improvements and a time frame for reassessment. Successful completion of the plan removes students from Academic Warning.

If goals outlined in the Academic Improvement Plan are not met, students progress to the next level, Academic Probation. This advanced monitoring phase involves developing a comprehensive improvement plan with additional services or permissions to aid success. Participation in certain Academy activities is restricted during this period.

Academic Probation success results in reverting to Academic Warning for additional monitoring, while failure to meet goals leads to Academic Dismissal. Academic Dismissal is implemented when continued training may not benefit the student, and resource allocation becomes unjustifiable.

For students facing challenges adapting to our unique academic standards, particularly those from different training backgrounds, we offer the option of *Dematriculation*. This allows students to manage their goals independently, though program incentives and benefits cease, along with access to student services. Some students may not be eligible based on factors like the code of conduct or safety concerns.

It's essential to note that Dematriculation is not available for students under Veterans Affairs Administration, Flight Training Security Program, or collegiate affiliation programs. Requests for Dematriculation can be submitted to the Registrar at registrar@aoa.edu.

6.10 Sanctions and Dismissal

At the Academy, we believe in fostering a positive and respectful community, and we outline our expectations for acceptable student conduct in Section 12 of this Catalog. Disciplinary Sanctions may be implemented when there are violations of these conduct guidelines, and we handle each case with fairness and due process.

Our approach to disciplinary actions is centered on providing guidance and opportunities for students to learn from their experiences.

A Disciplinary Warning serves as an initial verbal or written notice to address behavior not in line with Academy policies, aiming to correct and prevent future infractions.

Conduct Probation is an intermediate sanction, offering students a specific period to demonstrate improved behavior. During this probationary period, guidelines for acceptable conduct may be specified, providing a structured framework for students to align with our community standards. Committing further offenses during probation may lead to more serious actions such as suspension or dismissal.

Suspension, an involuntary separation from the Academy for a defined period, allows students time to reflect on their actions and make necessary changes. Readmission is possible after the suspension period, contingent on satisfactory conditions being met.

Dismissal, while a rare occurrence, is the permanent separation of a student from the Academy. This step is taken with careful consideration, recognizing the importance of maintaining a positive and safe learning environment for all.

We strive to ensure a supportive and conducive atmosphere for academic and personal growth, emphasizing the importance of accountability and continuous improvement.

6.11 Academic Advisement

A collaborative approach is a cornerstone of academic success, encouraging all students to actively engage with our dedicated Faculty and Staff for Academic Advisement. Our aim is to provide tailored support by assessing each student's performance against the benchmarks of their respective programs, ensuring a personalized and effective learning journey.

The Academic Advisement process is designed not only to highlight areas where students excel but also to identify opportunities for improvement. We believe that actively seeking areas of enhancement significantly contributes to the overall success of our students in their academic endeavors.

For students facing challenges in maintaining satisfactory academic progress, our support extends to heightened monitoring, coupled with dedicated academic advisement sessions. During these sessions, we collaboratively develop an Academic Improvement Plan, as detailed in the Heightened Academic Monitoring Section of this catalog. This plan serves as a road map for improvement, providing guidance and support tailored to each student's unique needs.

We are committed to fostering an environment where every student can thrive academically, and our Academic Advisement process is a key component of our comprehensive support system.

6.12 Voluntary Withdrawals

Students needing to withdraw from the Academy are requested to submit your withdrawal request in writing to the General Manager of your respective campus. While providing supporting information is not mandatory, we encourage you to share any pertinent details that may assist us in better understanding your situation.

Please be aware that voluntary withdrawals are governed by the refund policies established by the Academy of Aviation. Our team is here to support you throughout this process, and we appreciate your cooperation in ensuring a smooth transition.

If you have any questions or need further assistance, feel free to reach out to the General Manager or our dedicated support staff. We're here to help.

6.13 Graduate Reporting

The Academy's commitment to transparency extends to reporting student body statistics to Federal, State, and Accreditation agencies. These reports play a crucial role in shaping our admissions policies, academic performance guidelines, and ensuring the success of our graduates in the workforce.

We understand the importance of enrolling students who have the potential to truly benefit from our vocational programs. As a result, graduate employment rates serve as a key factor in shaping our policies, ensuring that our programs continue to deliver valuable outcomes for our students.

Upon graduation, our commitment doesn't end. We actively monitor the employment status of our graduates, working closely with our Third Party Verification service and, in some instances, collaborating with accrediting or government agencies. This ongoing support is designed to foster continued success in the professional journeys of our graduates. If you have any questions or need further information, our team is here to assist you.





Section 7

Academic Operations

At the heart of our institution lies a dedication to academic excellence. Here at the Academy, our foremost responsibility is to ensure the seamless transfer of knowledge to our student body. We take pride in our ability to facilitate a learning environment that empowers students to graduate on time and within their budget. Our commitment to academic success is at the forefront of everything we do, shaping the foundation of a vibrant and enriching educational experience for each member of our community. If you have any inquiries or require additional information, we're here to support you every step of the way.

7.1 Curriculum

A curriculum serves as a comprehensive guide, outlining the subjects of study for each course we offer. At the Academy, we take great care in crafting and implementing prescribed curricula tailored to each specific program. To facilitate a seamless educational experience, we provide thorough orientation and training for our instructors and staff. This ensures that our curriculum materials are not only effectively utilized but also aligned with the high standards set forth by our approvals.

7.2 Syllabus

A syllabus organizes the timeline of the subjects for a particular course. Students will be provided with a copy of the syllabi for their current course. Referencing the syllabi is a useful tool for students to remain on track and identify areas where they need additional support.

7.3 Curriculum Companion Document

Embarking on the journey of flight training, especially in courses like Private Pilot and Instrument Rating, can be a new and exciting experience for students at our Academy. Recognizing the unique challenges of this learning path, we are committed to supporting your success every step of the way.

As part of our commitment, students in these courses, including those in Vocational Programs, will receive a special tool—the Curriculum Companion Workbook. This workbook serves as a valuable resource, fostering alignment among students, instructors, and school administration. Not only does it offer a structured approach to progress tracking, but it also becomes a reference point for Academic Advisors, school administrators, instructional staff, and, of course, students seeking clarity on their journey. Feel free to explore this workbook regularly, and remember, our team is always here to assist you on your flight training adventure.

7.4 Flight Operations Manual

Our Flight Operations Manual (FOM) is your essential guide for airside operations and flight procedures. Newly distributed to all students, this manual provides crucial information, checklists, and maneuvers for upcoming flights. Copies are easily accessible through our Student Support Staff at your local campus, ensuring you're well-prepared for a successful aviation experience.

7.5 Curriculum Delivery and Management

To ensure consistent delivery of our curriculum, the essential material is outlined in our course management documentation. This encompasses various lesson formats, from flights and simulator sessions to dry time and group ground lessons. Our dedicated staff and administrators adhere to a comprehensive Delivery and Management Guide specific to each course or program, as detailed in Section 8 of this catalog.

While these guides are internal documents not available for distribution, we value transparency. Students are welcome to request a review of the guide during an Academic Advisement session, ensuring a collaborative and informed educational journey.

7.6 Academic Categories

To support a student body with diverse academic pursuits, the Academy defines criteria for students, courses, and programs to ensure seamless compliance with regulatory requirements.

These categories not only shape our academic goals, distinguishing between Vocational and Avocational pursuits, but also establish the student tracking requirements, categorized as Matriculated or Non-Matriculated.

This dynamic interplay of categories allows for a richly diverse student body while providing a robust framework to foster student success and ensure compliance.

Students will find clarity on their academic categories provided in their acceptance letter.

7.7 Vocational

Vocational flight training is a journey of skill development and career preparation. Vocational courses at the Academy are designed to equip students with the training necessary for employment opportunities. However, it's important to note that industry expectations may influence the classification of certain courses. While they may align with academic standards, some courses might not immediately translate into ample employment prospects for graduates. For instance, becoming a certified Commercial Pilot might initially offer limited career options without substantial practical experience.

In recognition of these nuances, students enrolling in specific courses may be requested to sign a statement of intent. This ensures the Academy accurately reports graduation and employment rates to Accrediting Agencies, reflecting our commitment to transparency and the success of our valued students.

7.8 Avocational

For those pursuing personal growth and enjoyment, avocational courses offer a pathway to self-enrichment and exploration. Avocational students often harbor long-term vocational aspirations that are not yet ready for full execution, placing them in a distinct category separate from the vocational track. Identifiable by their choice not to enroll in one of the programs outlined in Section 8.2 of this Course Catalog, avocational students find a space at the Academy that caters to their individual learning and development needs.

7.9 Matriculated

Matriculation is a well defined academic standard which the Academy applies to Vocational programs and excludes Avocational courses.

Being a matriculated student signifies enrollment as a graduation candidate in a full-time program, precisely defined in the Programs section of our Course Catalog, with the obligation to maintain satisfactory progress.

Given the immersive nature of matriculated program enrollment, the Academy shoulders a substantial responsibility for ensuring student success. This entails exercising considerable authority over training delivery, involving the scheduling of activities, progress monitoring, and the incorporation of necessary remedial measures.

Matriculation adheres to universally accepted academic standards, encompassing elements like Attendance, Satisfactory Academic Progress, and Maximum Time Frame.

International students enrolled under an Academy of Aviation-sponsored Visa fall under the category of Matriculated students as a function of their Federal requirements for compliance.

7.10 Non-Matriculated

Individuals embarking on avocational journeys will be guided through a non-matriculated enrollment approach. Non-matriculated students enjoy a unique set of flexibilities within the learning experience. Although exempt from strict Attendance requirements, the Academy remains committed to completing the course within the agreed-upon time frame as outlined in the training enrollment agreement.

Non-matriculated students enjoy a personalized approach to scheduling and freedom in attendance management. However, it's important to note that the Academy won't proactively schedule activities for them. Access to student services, including placement and schedule management, is offered on a limited basis, tied to availability.

7.11 Full-Time Students

A full-time commitment to your educational journey at the Academy helps to ensure a comprehensive and rewarding experience. As a full-time student, our Student Support Representatives will schedule you for the necessary lessons and activities, designed to meet both satisfactory academic progress and attendance requirements.

Expect at least 10 hours of school-sanctioned activities each week, including flight lessons, simulator sessions, ground school activities, and homework assignments. It's important to note that any student embarking on a vocational program is required to maintain full-time enrollment to optimize the benefits of the program.

For those individuals eager to pursue vocational programs but unable to dedicate to a full-time course, an alternative path is available. Consider enrolling in consecutive Avocational Courses, allowing for a more flexible schedule that can align seamlessly with your commitments.

7.12 Part-Time Students

We understand that everyone's schedule is unique, and part-time enrollment at the Academy is designed to cater to those with commitments that don't allow for a minimum of 10 hours of school-sanctioned activities per week. It's important to note that international students under an Academy of Aviation Visa and those enrolled in a Matriculated Vocational program are required to maintain full-time status.

7.13 AOA Instructor Academy

Recognizing the evolving landscape in aviation and the crucial role Flight Instructors play, the Academy is dedicated to setting a new standard for Instructor training through the establishment of the "Instructor Academy." As the largest employer of our own graduates, ensuring excellence in our Instructor programs is a top priority.

Located primarily in Kissimmee, Florida, the Instructor Academy offers a unique training experience for students from all campuses, including avocational course participants and vocational program students. During a 4-day immersive session, students will undergo comprehensive CFI and/or CFII training and Checkrides. The Academy will handle logistics, including transportation, housing, and checkride scheduling.

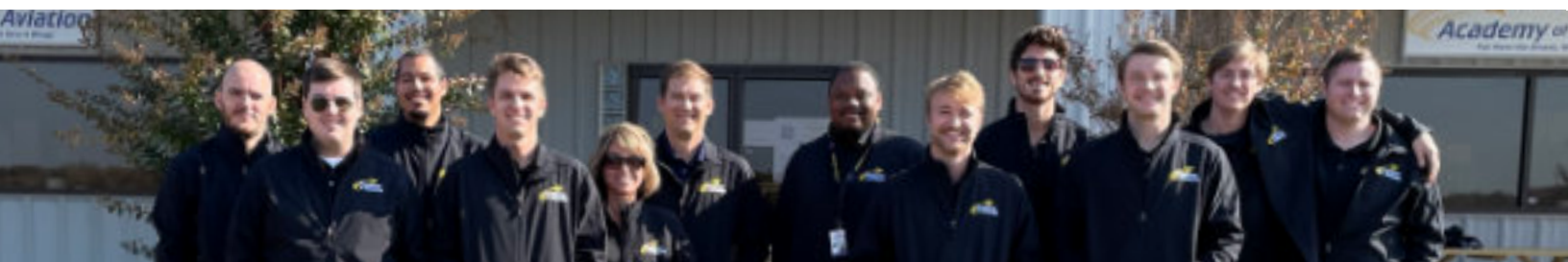
While the primary location is in Kissimmee, the Academy remains flexible and can organize Instructor Academy classes at other campuses based on demand. Please note that class size and dates may be subject to availability.

7.14 AOA Multi-Academy at Peachtree City

In response to the evolving demands in the aviation industry, the significance of Multi-Engine Commercial Certificates has shifted for those pursuing careers in commercial or military flying. While it was once imperative to accumulate substantial multi-engine flight time, the landscape has changed. Graduates are now often able to apply to airlines with just a Multi-Engine commercial certificate and the minimum required hours.

To adapt to this shift in demand while ensuring top-notch training with qualified Multi-Engine instructors and state-of-the-art aircraft, the Academy has centralized its Multi-Engine training activities, equipment, and curricula at our Peachtree City Campus. Students enrolling in the Multi-Engine course or incorporating Multi-Engine training into their Vocational Program will attend the Multi-Academy. Your local campus will assist in coordinating travel, housing, and checkride appointments, all of which are included in the tuition estimates.

Students enrolling in this course or enrolling in Multi-Engine training as part of their Vocational Program will be scheduled to attend the Multi-Academy. Travel, housing, and checkride appointments are all coordinated through your local campus and included in the tuition estimates.



7.15 Academic Calendar

The Academy of Aviation operates 9-5, Monday through Friday. Extended hours, weekends, and holidays are frequently accommodated to provide support to student activities and success.

The Academy of Aviation recognizes the following holidays for all courses and programs:

- Labor Day
- Memorial Day
- Independence Day
- Thanksgiving
- Christmas
- New Years Day

These holidays may result in limited or no staffing for support departments such as Registrar, Bursar, and Admissions.

Depending on the needs of the student body at any individual campus, Student Support Representatives and operations staff may be off or work remotely on holidays.

7.16 Scheduling

At the Academy of Aviation, we strive to provide you with a smooth and efficient scheduling process, tailored to your program, courses, and specific requirements. Our dedicated team, including the registrar, bursar, and academic staff, collaborates to ensure your scheduling aligns with the preset parameters of your enrollment.

To streamline this process, all scheduling is centralized through our Student Support Staff, who work diligently to incorporate input from various departments. Whether it's coordinating with your instructor or assisting you in arranging a special flight profiles, such as a night flight; our team is here to assist you every step of the way.

For your convenience, confirmation emails for scheduled or rescheduled lessons are sent promptly, serving as a useful record for your reference.

We recommend maintaining an active schedule with reservations on file to secure your preferred instructors and resources. Timely scheduling is crucial, as it helps avoid overbooking and ensures you have access to the days and times that suit your needs.

For students in Groups 1 to 4, automatic scheduling is done by the Academy, adhering to best practices and course-specific policies. It's essential to note that these groups have required attendance and completion parameters outlined in your training enrollment agreements.

To provide further clarity, our general scheduling policies include a preference for morning flights for Private Pilot Students, evening flights for Instrument Students, mid-day flights for Commercial and Instructor students, and after-hours flights for those engaged in Time-building flights.

Our schedule is divided into periods or blocks throughout the day, with each period identified by its start time. For your convenience, scheduling emails will include an iCal attachment, facilitating easy management through your preferred calendar application.

We thank you for your cooperation as we work together to create a beneficial scheduling experience for your aviation journey.

The following Periods are defined by campus:

Period	Westchester	Farmingdale	Charlotte	Atlanta	Orlando
1	07:00 - 09:00	06:30 - 08:30	07:00 - 09:00	07:00 - 09:00	07:00 - 09:00
2	09:00 - 10:00	08:30 - 10:30	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00
3	10:00 - 12:00	10:30 - 12:30	10:00 - 12:00	10:00 - 12:00	10:00 - 12:00
4	12:00 - 14:00	13:00 - 15:00	12:00 - 14:00	12:00 - 14:00	12:00 - 14:00
5	14:00 - 16:00	15:00 - 17:00	14:00 - 16:00	14:00 - 16:00	14:00 - 16:00
6	16:00 - 18:00	17:00 - 19:00	16:00 - 18:00	16:00 - 18:00	16:00 - 18:00
7	18:00 - 20:00	19:00 - 21:00	18:00 - 20:00	18:00 - 20:00	18:00 - 20:00
8	20:00 - 22:00	21:00 - 23:00	20:00 - 22:00	20:00 - 22:00	20:00 - 22:00
9	22:00 - 0:00	23:00 - +0100	22:00 - 0:00	22:00 - 0:00	22:00 - 0:00

7.17 Engagement

The importance of remaining consistently engaged in your flight training journey cannot be overstated. Recognizing that the skills we impart are perishable, especially in the early stages, we emphasize ongoing participation.

Vocational students can anticipate an engaging experience, attending a minimum of four lessons per week along with required ground school sessions tailored to their current training stage. The expectation is that you maintain satisfactory academic progress throughout your course.

In the event that challenges arise and students find it difficult to adhere to their flight schedules, arrive punctually, or face any disruptions, our team is here to support you.

Students encountering such situations will be scheduled for an in-person academic review. This review covers training requirements, Academy policies, and collaborative discussions about potential solutions to ensure your ongoing success.

For those enrolled under the Flight Training Security Program (FTSP), additional attendance requirements stipulate a minimum presence of 22.5 hours per week at the Academy, regardless of scheduled lessons. This is crucial to uphold compliance with program regulations and contribute to your overall success.

Your commitment to maintaining an active and engaged presence aligns with our shared goal of fostering a positive and thriving learning environment. We appreciate your dedication to your aviation education journey and look forward to supporting your continued progress.

7.18 Retention

The Academy is committed to our student body, ensuring the success of each student, and contributing to the robust development of the aviation workforce of tomorrow.

We recognize that students contemplating the decision to discontinue or resign from their training journey often grapple with underlying factors that, if brought to light, can be addressed and resolved.

As employees, instructors, and administrators, we embrace a shared responsibility to engage in open and constructive conversations. By fostering an environment where students feel heard and supported, we aim to identify any challenges they may be facing and provide assistance. Our collective commitment is to leave no student behind, ensuring that every effort is made to understand their concerns and extend a helping hand in every reasonable way possible. Together, we pave the way for a journey of success and fulfillment in aviation education.

7.19 Progress Monitoring

Embarking on your academic journey at the Academy is a personalized experience monitored by our Registrar. Through a blend of formative and summative assessments, we strive to maintain a comprehensive understanding of your progress.

A tailored Satisfactory Academic Performance Matrix for each enrollment, serves as a guiding force, benchmarking your achievements and pinpointing areas where additional support may enhance your academic journey.

Challenges are met with a collaborative spirit, as the Registrar works with local campus administrators and academic staff to implement targeted academic improvement activities.

At the Academy, we champion a personalized approach to ensure your success, offering the necessary resources for your academic growth.

For a deeper insight into our commitment to your academic journey and the support available, please explore Section 6.3 of this Course Catalog.

7.20 Makeup Work

Navigating your aviation journey requires flexibility and support tailored to your needs. If you find the need for adjustments to your schedule due to unforeseen circumstances or require additional training, our local Student Support staff is here to assist you.

To ensure minimal disruption to your regular schedule, we schedule remedial lessons during off-peak hours whenever the curriculum allows. For students in programs with predetermined graduation dates, please make yourself available for any required remedial lessons that contribute to your success.

In instances where required remedial lessons exceed the program's allocated hours, rest assured that we aim for transparency and fairness. Any additional lessons will be billed at prevailing rates, unless alternative pricing arrangements have been made.

Your success is our priority, and we're committed to providing the necessary support to help you thrive in your aviation endeavors.



Section 8

Courses and Programs



At the heart of every Academy of Aviation program are the individual courses designed to align with FAA requirements for specific Certificates or Ratings. These courses empower students to shape a tailored and self-paced training plan that aligns with their unique aviation aspirations.

While Individual Courses offer the flexibility to set your own schedule and track your progress, they are not matriculated and thus aren't subject to mandatory attendance. While they may present optimistic graduation projections, students enrolled in these courses are given the autonomy to navigate their learning journey at their own pace, with the obligation to complete the course by the specified date in their Training Enrollment Agreement.

All our courses fall under the non-vocational category. However, for students aspiring to fulfill the Private Pilot Certificate prerequisites of an Academy vocational program, we recommend exploring the Vocational Preparation Course (VPC). Despite its avocational classification as a private pilot course, the Vocational Preparation Course (VPC) is designed to allow for concurrent enrollment which allows applicants to secure their tuition funding for both the Prerequisite course as well as the Vocational Program together and provides a comprehensive and cohesive training plan.

Students receive a diploma to signify the completion of any Academy of Aviation courses or programs.

Should you have any queries or wish to delve deeper into crafting a personalized training strategy, we're here to assist.

8.1 Avocational Courses

Enrolling in an Individual Courses at the Academy of Aviation promises a fulfilling and enriching experience tailored to your personal aviation interests. These courses, thoughtfully crafted for avocational pursuits, are designed to bring you personal pleasure and a sense of enrichment.

Within this framework, we encourage a pace that suits your unique preferences, allowing you to explore each course thoroughly.

These avocational courses are structured to be completed within a generous time frame of 12 months, offering you ample flexibility to savor the learning process.

To ensure the depth of your engagement, we recommend focusing on one Individual Course at a time, allowing you to immerse yourself fully in the content and derive maximum satisfaction from your educational journey.

PPL - Private Pilot Certificate

Course Code: PPL23-1
Length: 12 Months
Campus: All

The Private Pilot Certificate is an exhilarating initiation into the world of aviation. This comprehensive course guides you through the intricacies of flying an airplane, mastering fair weather navigation through the nation's airspace, and ensuring safe flight, whether it be in daylight or under the stars, anywhere in the world. This program serves as the cornerstone for all your forthcoming aviation endeavors, laying the groundwork for a journey filled with exciting adventures in the skies.

The Private Pilot license (PPL) is the bedrock upon which all other licenses and ratings are built, a crucial stepping stone for those aspiring to join our Vocational Programs. Armed with a PPL, you gain the privilege to act as an airman, with the freedom to take to the skies at your convenience, whether day or night. It's important to note that while the PPL permits flying in fair weather conditions, financial compensation as a pilot in command is not allowed, aligning with the regulations outlined by the FAA.

For a detailed understanding of the requirements, the Private Pilot Airman Certification Standards can be found on the FAA's official website at www.faa.gov. As you embark on this exciting journey, rest assured that our team is here to support and guide you every step of the way.

Hours Included in Course:

Resource	Maximum Hours Included
Aircraft Hours	62
Simulator Hours	10
Instructor Hours	83
Computer Lab Hours	35

IRA - Instrument Rating - Airplane

Course Code: IRA23-1
Length: 12 Months
Campus: All

The Instrument Rating is a valuable addition to your Private pilot's certificate that enhances your capabilities as a pilot. This rating empowers you to operate in more challenging weather conditions, relying solely on your instruments for navigation. Throughout this course, you'll delve into new regulations and procedures, gaining the skills needed to navigate efficiently while seamlessly interacting with Air Traffic Controllers to ensure the orderly flow of air traffic.

The FAA provides comprehensive guidance on the requirements for this course through the Instrument Rating Airman Certification Standards, accessible at www.faa.gov. As you embark on this enriching journey, our team is dedicated to supporting you and ensuring a smooth and successful experience.

Hours Included in Course:

Resource	Maximum Hours Included
Aircraft Hours	31
Simulator Hours	34
Instructor Hours	66
Computer Lab Hours	35

CAX - Commercial Pilot Certificate - Single Engine

Course Code: CAX23-1
Length: 12 Months
Campus: All

Your Commercial Single Engine Certificate is an exciting step toward new opportunities in the aviation world. This certificate authorizes you to serve as Pilot in Command of a single-engine aircraft for compensation or hire, opening doors to various career paths.

Before testing for the Commercial Pilot Certificate, it's important to note that a specific prerequisite involves accumulating a minimum number of flight hours beyond the required instruction. Our Admissions team is here to assist you in coordinating these hours independently, ensuring a seamless progression in your training.

For detailed insights into the requirements of this course, the FAA has outlined them in the Commercial Pilot Airman Certification Standards, available at www.faa.gov.

As you embark on this professional endeavor, our dedicated team is committed to supporting your success every step of the way.

Hours Included in Course:

Resource	Maximum Hours Included
Aircraft Hours	20
Simulator Hours	2
Instructor Hours	26
Computer Lab Hours	0

CAM - Commercial Pilot Certificate - Multi-Engine

Course Code: CAM23-1
Length: 12 Months
Campus: Atlanta - Peachtree City Multi-Academy

Your Commercial Multi-Engine License is an exciting venture that opens new horizons in aviation. This license empowers you to serve as Pilot in Command of a multi-engine aircraft for compensation or hire, paving the way for diverse and rewarding opportunities in the field.

Before testing for the Commercial Pilot Certificate, it's essential to fulfill a specific prerequisite involving a minimum number of flight hours beyond the required instruction. Our Admissions team is here to assist you in independently arranging these hours, ensuring a smooth and tailored progression in your training.

For a comprehensive understanding of the course requirements, the FAA has thoughtfully outlined them in the Commercial Pilot Airman Certification Standards, available at www.faa.gov. As you embark on this professional journey, our

dedicated team stands ready to provide guidance and support, ensuring your success in reaching new heights.

Hours Included in Course:

Resource	Maximum Hours Included
Aircraft Hours	20
Simulator Hours	2
Instructor Hours	26
Computer Lab Hours	0

CFI - Certified Flight Instructor

Course Code: CFI23-1

Length: 12 Months

Campus: Kissimmee Gateway Airport - Instructor Academy

The role of a Certified Flight Instructor marks a significant step in your aviation career, offering a unique blend of expertise, mentorship, and the opportunity to share the joy of flight with others. As a commercially rated pilot, you undergo additional training, including the Fundamentals of Instruction, to excel in this instructive role, where you are compensated for imparting the skills of aviation to aspiring pilots.

This position is often hailed as an ideal initial commercial pilot job, allowing you to not only earn income but also accumulate valuable flight hours and experience. It provides a recognized pathway to further career opportunities within the aviation industry.

The FAA meticulously defines the requirements for this course in the Flight Instructor Practical Test Standards, accessible at www.faa.gov. As you embrace the responsibilities and rewards of guiding others through the skies, rest assured that our support team is here to assist you on this fulfilling journey.

Hours Included in Course:

Resource	Maximum Hours Included
Aircraft Hours	12
Simulator Hours	0
Instructor Hours	30
Computer Lab Hours	0

CII - Certified Instrument Instructor

Course Code: CII 23-1

Length: 12 Months

Campus: Kissimmee Gateway Airport - Instructor Academy

Acquiring the Certified Instrument Instructor certification is a noteworthy achievement that empowers instructors to guide students through the intricacies of flying in accordance with the Instrument Flight Regulations. This certification opens up opportunities to share specialized knowledge and skills, ensuring that aspiring pilots gain proficiency in navigating under instrument conditions.

At our academy, we understand the significance of this certification in enhancing your instructional capabilities.

Our support team is committed to assisting you as you embark on this enriching journey, providing guidance and resources to ensure your success.

Hours Included in Course:

Resource	Maximum Hours Included
Aircraft Hours	10
Simulator Hours	4
Instructor Hours	24
Computer Lab Hours	0

MEI - Multi-Engine Instructor

Course Code: MEI23-1

Length: 12 Months

Campus: Atlanta - Peachtree City Multi-Academy

The Multi-Engine Instructor Certificate is a specialized journey that equips instructors with the expertise to guide students in mastering the art of piloting multi-engine aircraft. We take pride in offering this distinctive course exclusively at our Multi-Academy campus in Peachtree City, Georgia.

At our academy, we recognize the importance of providing comprehensive training for instructors, ensuring they are well-prepared to impart knowledge and skills in multi-engine flight. If you're ready to take on this exciting challenge, our dedicated team is here to support you every step of the way.

Hours Included in Course:

Resource	Maximum Hours Included
Aircraft Hours	10
Simulator Hours	0
Instructor Hours	24
Computer Lab Hours	0



8.2 Vocational Preparation

VPP - Vocational Preparation Program

Course Code: VPC23-1
Length: 4 Months
Campus: All

We recognize that a key factor in students' success in vocational flight training lies in the thorough assessment of their capabilities. To ensure a more accurate evaluation, we've established the Private Pilot Certificate as a prerequisite for most of our Vocational Programs. Our commitment to your success is reflected in the creation of the Vocational Preparation Course, a course designed to offer a streamlined pathway to fulfill prerequisites for our vocational programs and meet the criteria set by organizations providing funding for flight training. This approach is aimed at ensuring that every student is well-prepared and set up for success in their vocational aviation journey.

While this program demands a higher level of commitment in terms of schedule, graduation, and academic performance compared to the avocational Private Pilot Course, it offers students the unique opportunity to enroll concurrently in both the preparation course and their chosen vocational program. This ensures accurate funding and financing details and approvals while streamlining the path toward achieving their aviation goals.

At the Academy of Aviation, we're dedicated to empowering our students to soar to new heights in their aviation journey. If you're ready to embark on this exciting path with us, we're here to support you every step of the way.

Hours Included in Course:

Resource	Maximum Hours Included
Aircraft Hours	65
Simulator Hours	15
Instructor Hours	100
Computer Lab Hours	35

8.3 Vocational Programs

Vocational programs are developed to meet popular aviation objectives and harness the wealth of experience the Academy has accumulated over the years. As a student enrolled in one of these programs, you are officially "matriculated," signifying our commitment to take a hands-on approach to your success.

Within these programs, every student is provided with an individual Satisfactory Academic Progress (SAC) Matrix, a personalized tool that monitors and reports your performance throughout the program duration. Unlike self-paced courses, matriculated vocational programs adhere to a defined start and end date. At the Academy, we share the responsibility to ensure you complete your program successfully by its planned graduation date. This commitment is reflected in our proactive approach to scheduling, assessment, and progress tracking, ensuring a supportive and engaging learning experience.

Core Career Program

Program Code: CCP23-1
 Length: 12 Months
 Campus: Multiple
 Hours: 250

Description: The 12-month Core Career Program will prepare the student to satisfy the FAA Written, Oral, and Practical requirements for the Instrument Rating and the Single Engine Commercial Certificate. This full-time program prepares students for an entry-level position as a Certified Flight Instructor.

Applicants must have their FAA Private Pilot Certificate and be able to obtain an FAA First Class Medical Certificate.

This program entails engaging in specialized coursework at one of our dedicated academies, where advanced certifications and ratings take center stage. These specialized academies go beyond FAA minimum requirements, aiming to elevate student success not only during their time at the academy but also in their post-graduation endeavors.

For detailed information regarding student housing arrangements related to this program, we encourage you to explore the Student Housing section within this Course Catalog.

We understand that attending the Specialized Academies at our remote campuses may present challenges for some students. For those who are unable or prefer not to attend these academies, there is an option to complete this segment of their training at their local campus as resources become available. It's important to note that this alternative may result in a slight delay in student progress. Our goal is to provide flexibility while ensuring each student's unique needs are considered.

Courses Included	Campus	CFI Allocation	Aircraft Allocation	Simulator Allocation	Theory Hours Allocation
Instrument Rating	Any	160	50	30	35
Single Engine Commercial Certificate	Any	160	50	30	35
Certified Flight Instructor Rating	Instructor Academy - Kissimmee	30	12	0	0
Certified Instrument Instructor Rating	Instructor Academy - Kissimmee	24	10	4	0

International Career Program

Program Code: ICP23-1
 Length: 12 Months
 Campus: Multiple
 Hours: 268

Description: The 12-month International Career Program will prepare the student to satisfy the FAA written, Oral, and Practical requirements for the Private Pilot Certificate, Instrument Rating, Single Engine Commercial Certificate, and Multi-Engine Commercial Certificate. This program prepares students for an entry level position as a commercial pilot.

Applicants must have their FAA Private Pilot Certificate and be able to obtain an FAA First Class Medical Certificate.

This program entails engaging in specialized coursework at one of our dedicated academies, where advanced certifications and ratings take center stage. These specialized academies go beyond FAA minimum requirements, aiming to elevate student success not only during their time at the academy but also in their post-graduation endeavors.

For detailed information regarding student housing arrangements related to this program, we encourage you to explore the Student Housing section within this Course Catalog.

We understand that attending the Specialized Academies at our remote campuses may present challenges for some students. For those who are unable or prefer not to attend these academies, there is an option to complete this segment of their training at their local campus as resources become available. It's important to note that this alternative may result in a slight delay in student progress. Our goal is to provide flexibility while ensuring each student's unique needs are considered.

Courses Included	Campus	CFI Allocation	Aircraft Allocation	Simulator Allocation	Computer Lab Allocation
Private Pilot Course	Any	245	95	10	35
Instrument Rating Course	Any	160	50	30	35
Single-Engine Commercial Course	Any	80	35	0	0
Multi-Engine Commercial Course	Multi-Academy - Peachtree City	36	12	0	0



First Flight to First Officer Program

Program Code: FFO23-1

Length: 18 Months

Campus: Multiple

Hours: 280

Description: The 18-month First Flight to First Officer Program is our most comprehensive program and has the highest entrance requirement standards. This program will prepare the student to satisfy the FAA written, Oral, and Practical requirements for the Private Pilot Certificate, Instrument Rating, Single Engine Commercial Certificate, Multi-Engine Commercial Certificate, Certified Flight Instructor Certificate, Instrument Instructor Certificate, and Multi-Engine Instructor Certificate. This program prepares students for an entry-level position as a commercial pilot with a focus on building experience working as a Certified Flight Instructor for Primary and Commercial students.

Applicants must have their FAA Private Pilot Certificate and be able to obtain an FAA First Class Medical Certificate.

Additionally, applicants to this program will be required to interview with a member of the Academic Staff to be placed into a starting class.

This program entails engaging in specialized coursework at one of our dedicated academies, where advanced certifications and ratings take center stage. These specialized academies go beyond FAA minimum requirements, aiming to elevate student success not only during their time at the academy but also in their post-graduation endeavors.

For detailed information regarding student housing arrangements related to this program, we encourage you to explore the Student Housing section within this Course Catalog.

We understand that attending the Specialized Academies at our remote campuses may present challenges for some students. For those who are unable or prefer not to attend these academies, there is an option to complete this segment of their training at their local campus as resources become available. It's important to note that this alternative may result in a slight delay in student progress. Our goal is to provide flexibility while ensuring each student's unique needs are considered.

Courses Included	Campus	CFI Allocation	Aircraft Allocation	Simulator Allocation	Computer Lab Allocation
Private Pilot Course	Any	110	65	15	35
Instrument Rating Course	Any	160	50	30	35
Single-Engine Commercial Course	Any	80	35	0	0
Certified Flight Instructor Rating	Instructor Academy - Kissimmee	30	12	0	0
Certified Instrument Instructor Rating	Instructor Academy - Kissimmee	24	10	4	0
Multi-Engine Commercial Course	Multi-Academy - Peachtree City	36	12	0	0
Multi-Engine Instructor	Multi-Academy - Peachtree City	9	15	0	0

Fundamental Career Program

Program Code: PIP23-1
Length: 18 Months
Campus: Multiple
Hours: 280

Description: The 12-month Fundamental Career Program will prepare the student to satisfy the FAA written, Oral, and Practical requirements for the Instrument Rating, Single Engine Commercial Certificate, and Certified Flight Instructor Certificate. This program prepares students for an entry-level position as a commercial pilot with a focus on building experience working as a Certified Flight Instructor for Primary and Commercial students.

Applicants must have their FAA Private Pilot Certificate and be able to obtain an FAA First Class Medical Certificate.

This program entails engaging in specialized coursework at one of our dedicated academies, where advanced certifications and ratings take center stage. These specialized academies go beyond FAA minimum requirements, aiming to elevate student success not only during their time at the academy but also in their post-graduation endeavors.

For detailed information regarding student housing arrangements related to this program, we encourage you to explore the Student Housing section within this Course Catalog.

We understand that attending the Specialized Academies at our remote campuses may present challenges for some students. For those who are unable or prefer not to attend these academies, there is an option to complete this segment of their training at their local campus as resources become available. It's important to note that this alternative may result in a slight delay in student progress. Our goal is to provide flexibility while ensuring each student's unique needs are considered.

Courses Included	Campus	CFI Allocation	Aircraft Allocation	Simulator Allocation	Computer Lab Allocation
Instrument Rating	Any	160	50	30	35
Single Engine Commercial Course	Any	80	35	0	0
Certified Flight Instructor Rating	Instructor Academy - Kissimmee	30	12	0	0

Primary Instructor Academy Program

Program Code: FIP23-1

Length: 1 Month

Campus: Kissimmee Campus

Hours: 45

Description: In response to evolving industry dynamics, our Flight Instructor Academy has undergone a transformation to align with current trends. Recognizing the need for a fresh perspective in creating flight instructors, we have revamped the attributes taught to new instructors, providing them with the essential tools to effectively engage with today's flight training students.

Our immersive 4-week Instructor Academy Program goes beyond the basics, not only imparting the required training to attain Certified Flight Instructor and Instrument Instructor status for your Single-Engine Commercial Certificate but also fostering graduates to become exceptionally successful instructors. We equip them with advanced tools and methodologies that surpass the FAA's minimum requirements, ensuring they are well-prepared for the dynamic landscape of flight training.

Applicants with a Single Engine Commercial Certificate are eligible for this program, which serves as a stepping stone toward an entry-level position as a commercial pilot, with a specific emphasis on becoming a skilled Flight Instructor.

While the program is primarily managed at our Kissimmee, Florida campus, we understand that travel may pose challenges for some students. Hence, as scheduling permits, we are committed to relocating resources to other campuses to accommodate those unable to travel for this phase of training. For details on student housing arrangements, we invite you to explore the dedicated section in this Course Catalog.

Courses Included	Campus	CFI Allocation	Aircraft Allocation	Simulator Allocation	Computer Lab Allocation
Certified Flight Instructor Rating	Instructor Academy - Kissimmee	45	25	5	0
Certified Instrument Instructor Rating	Instructor Academy - Kissimmee	45	15	15	0

Multi-Engine Academy Program

Program Code: MAP23-1

Length: 1 Month

Campus: Peachtree City Campus

Hours: 45

Description: As the landscape of hiring air carriers evolves, the emphasis has shifted away from extensive multi-engine experience, making programs with significant associated costs less essential.

Our engaging 4-week Multi-Engine Academy Program responds to this industry shift, offering the opportunity to add Multi-Engine Commercial and Multi-Engine Instructor endorsements to your Single Engine Commercial Certificate. This comprehensive program provides the necessary training and experience to earn and exercise the privileges of these certificates.

Applicants holding at least a Single Engine Commercial Certificate are eligible to apply. Additionally, those with a Certified Flight Instructor and/or Instrument Instructor Certificate can enroll to broaden their skill set with Multi-Engine privileges. The program is designed to prepare students for entry-level positions as commercial pilots, focusing on non-passenger carrying, multi-engine roles.

For a transformative experience, this program requires attendance at our dedicated Multi-Academy, situated at our Peachtree City, Georgia campus. We encourage you to explore the Student Housing section of this Course Catalog for detailed accommodation information.

Courses Included	Campus	CFI Allocation	Aircraft Allocation	Simulator Allocation	Computer Lab Allocation
Multi-Engine Commercial	Multi-Academy Peachtree City	24	13	0	0
Multi-Engine Instructor	Multi-Academy Peachtree City	24	19	0	0



8.4 Additional Academic Requirements

FAA Wings Program

We take pride in fostering continuous learning and professional development, and one way we do this is by seamlessly integrating the FAA WINGS Pilot Proficiency Program into all our vocational courses.

The WINGS program serves as a valuable tool, offering credits for completed activities while diligently tracking your progress throughout the programs. These credits not only earn favor with the FAA but also hold weight among industry professionals. Building a comprehensive knowledge base supported by WINGS credits is particularly advantageous in scenarios involving incident or accident investigations.

Furthermore, WINGS credits can be earned through various activities, such as attending FAA seminars or FFAST meetings. These opportunities not only enhance your knowledge but also allow you to earn credits, satisfying Academy of Aviation requirements and nurturing your passion for aviation.

Setting up your WINGS profile is an integral part of your first lesson, conducted with your instructor. This initial session also involves generating your student pilot certificate, reviewing your enrollment, and establishing crucial benchmarks in your Syllabus companion.

All students are expected to complete courses and actively participate in events as part of their program. Additionally, individualized courses may be assigned to address specific knowledge areas identified by our esteemed Academic Faculty or to groups of students to collectively tackle universal topics such as flying in icing conditions as temperatures drop at our campus.

Student Teaching

As our upperclassmen progress through their aviation journey, we are excited to introduce a unique opportunity for them to contribute to the academic growth of our community. Upperclassmen at the Academy will have the chance to fulfill a substantial portion of their attendance and lesson requirements by taking on the role of a tutor to the newer students on campus.

Those currently navigating the CFI, CFII, or MEI phases of their training will be thoughtfully assigned specific topics and groups of underclassmen to mentor. This initiative not only allows our newer students to engage in open discussions and expand their knowledge but also provides our upperclassmen with an excellent platform to refine their skills in articulating aviation topics accurately and concisely.

We believe that this collaborative and supportive environment will foster a culture of shared learning and growth within our aviation family. Together, we continue to build a community where knowledge is freely exchanged, and every aviator is empowered to explore and excel.





Section 9

School Operations

In our journey to provide support and guidance to our student community, it becomes imperative to establish and adhere to policies and procedures that shape the foundation of our educational services.

These policies are crafted with the goal of nurturing the long-term success of our students, even when it might seem to run counter to short-term desires.

At our institution, we view these policies as a road map, carefully designed to navigate students toward achievements that extend beyond immediate aspirations, ensuring a trajectory of enduring success and fulfillment.

Your journey with us is guided by these principles, tailored to create an environment where each step contributes to you achieving your goals.

9.1 Orientation

Your educational journey with us is an exciting endeavor, and to ensure you feel fully prepared and informed, we extend a warm welcome to our Online Orientation.

Upon enrollment, you will receive a link to this comprehensive orientation tailored specifically for your campus. While it serves as an insightful review of the policies outlined in our course catalog, it goes beyond by delving into essential topics such as airport security and academic planning.

This orientation is intended to equip you with the knowledge needed to maximize your educational experience right from the start. We believe that a well-informed beginning sets the stage for a successful and fulfilling academic journey.

9.2 Cancellations

Navigating the intricacies of aviation, cancellations are an aspect we address with careful consideration through our developed policies and procedures. Within this framework, cancellations are categorized into two main types: unavoidable and avoidable. Unavoidable cancellations arise from circumstances beyond anyone's control, emphasizing that they are not indicative of any oversight or poor planning. On the other hand, avoidable cancellations stem from decisions or actions that temporarily impede the ability to conduct a flight. Our approach to cancellations reflects our commitment to managing these situations with understanding and a proactive mindset.

9.3 Twenty-Four Hour Cancellation Policy

To ensure a smooth and collaborative experience, we've established guidelines for cancellations that we'd like our students to be aware of. In general, aircraft rentals and dual lessons can be canceled with a minimum of 24 hours' notice, unless it conflicts with specific terms in your training enrollment agreement, satisfactory academic progress, or a student visa. If a cancellation is made with less than 24 hours' notice, excluding weather or illness, a no-show fee will be charged, although we do consider extenuating circumstances.

Weather-related cancellations will be handled at the Academy's discretion, while students in programs with attendance requirements may encounter restrictions on cancellations as determined by the Registrar. Please note that student attendance policies take precedence over cancellation policies. Late cancellations will incur a fee equivalent to 50% of the reserved resources, payable in cash or check. It's essential to settle this fee promptly, as failure to do so will result in flightline suspension until payment is received.

We appreciate your understanding and cooperation as we work together to uphold a positive and efficient learning environment.

9.4 Resource No-Show Policy

At the Academy, we understand that unforeseen circumstances may arise, leading to missed lessons. Consideration is given to unique situations.

In the event that a student has a history of missed lessons, fails to cancel and doesn't attend a scheduled lesson, a fee equivalent to 50% of the reserved resources for late cancellations will be applied. This fee, payable in cash or check, cannot be deducted from the student's tuition account. We kindly request timely settlement of the cancellation fee, as failure to do so will result in a temporary flightline suspension until the payment is received.

9.5 Instructor Assignment

Our commitment to providing the best learning experience extends to the assignment of instructors. The Student Support Staff coordinates instructor assignments, taking into account the availability of qualified instructors for specific courses or programs.

While academic staff input is sought in cases where student and instructor pairing considerations arise, it's important to note that assignments are made without any bias related to race, religion, gender, age, or language preferences.

Our goal is to create an inclusive and supportive learning environment where every student can thrive with the guidance of skilled instructors.

9.6 Instructor Change Requests

Creating a positive learning experience is our priority at the Academy, and we understand the importance of a good student-instructor match. If a student wishes to request a new instructor, they can simply visit the operations desk on their campus and request an Instructor Change Request Form. We value transparency and maintain a thorough review process for these requests, ensuring they become a permanent part of both student and instructor files.

In most cases, we strive to accommodate such requests, especially when valid reasons are provided and the student does not have a history of frequent requests. We want our students to feel comfortable and engaged in their learning environment. After submitting a request, students will receive a copy of the form, clearly indicating whether the request has been accepted or rejected, ensuring transparency in the process.

It's important to note that requests must align with FAA and AOA regulations and policies, and any requests in violation of these guidelines cannot be approved. Our commitment is to uphold the highest standards while fostering an environment conducive to successful learning.

9.7 Aircraft Availability

Ensuring smooth aircraft availability is crucial for an efficient learning experience at the Academy, and we carefully consider various factors to prioritize allocations. These factors encompass the Flight Profile, Student Group, and the individual student's record.

Activities such as Checkrides, Stage-Checks, Solo Flights, and Cross Country flights are designated as priority flight profiles. This is because these activities involve intricate coordination, and achieving alignment is paramount for seamless dispatch.

We recognize the unique needs of our full-time vocational students and international career students. These dedicated individuals adhere to stringent attendance and completion requirements integral to the timely completion of their programs. As part of our commitment to their success, the Academy takes an active role in crafting compliant schedules for these students, granting them scheduling priority. While they may have limited control over their schedules, rest assured that we work proactively to ensure their academic journey aligns with their goals.

9.8 Student Check-in Policy

To ensure a smooth and organized learning experience, we kindly request all students to check in at the operations desk of their campus at least 15 minutes before any scheduled flight or simulator activity. This proactive approach allows for effective preflight planning, including the completion of flight plans for cross-country flights, prior to the scheduled start of a lesson.

We've implemented a convenient check-in process through the campus fingerprint or card access portal, providing a seamless way for students to be considered checked in.

While the check-in policy serves as guidance, we understand that some students may require additional time to be fully prepared. We encourage those students to make necessary adjustments accordingly. It's important to note that any student who finds themselves unprepared to be dispatched within 10 minutes after the scheduled dispatch time may have their reservation canceled, and the no-show policy will be applied.

9.9 Unauthorized Use

Our commitment to maintaining a safe, respectful, and law-abiding environment is paramount. Academy of Aviation resources, encompassing aircraft, simulators, campus facilities, electronic resources, as well as the esteemed Academy of Aviation name and logo, are designated for the exclusive use of the Academy of Aviation community.

It is imperative for all members of our community to adhere to legal and ethical standards. Any individual found using Academy of Aviation resources for illegal, illicit, or prohibited activities will be subject to legal prosecution to the fullest extent of the law. In cases where applicable, the individual may be presented to the FAA for enforcement action and may face restrictions from future operation of any Academy of Aviation resources.

Moreover, individuals found providing instruction outside the established scope of AOA services will face legal consequences and, where necessary, may be presented to the FAA for enforcement action.

To maintain the highest safety standards, it is strictly prohibited to engage in the carriage of passengers or cargo for hire in Academy of Aviation aircraft. We encourage anyone uncertain about the compliance of an intended flight with this policy to consult with the local General Manager before proceeding.

Your commitment to upholding these principles is crucial in ensuring a secure and positive learning environment for all.





Section 10

Student Services

At the Academy of Aviation, our motto, "You have the dream, We give it wings," embodies a commitment that extends beyond flight training. We are dedicated to fulfilling this promise in various ways, understanding the unique challenges and stresses associated with pursuing a career in aviation.

Recognizing that students may encounter moments that seem overwhelming, questioning their abilities, career choices, and training, we acknowledge that such challenges are part of the journey. Our focus is to turn these experiences into positive and productive learning opportunities. To support this objective, we have made specific services available to assist students not only in their flight training and career development but also in addressing unexpected challenges that may impact their potential for success.

As a school, it is our responsibility to provide access to relevant student services. Students often face pivotal decisions regarding their goals, which may evolve during their training or interactions with staff and peers. These are substantial matters that demand our utmost attention and assistance.

To aid students in navigating various aspects of student life, coping mechanisms, testing, and other critical areas, we offer comprehensive services. Our aim is to empower students to concentrate on their progress and ultimately achieve success in their journey to becoming a pilot. Your goals are our priority, and we are here to support you every step of the way.

10.1 Student Concerns

At the Academy, we understand that the factors influencing our diverse student body are vast and varied. While we diligently monitor, track, and proactively address many issues, we acknowledge that we may not be aware of every detail in every student's life.

We strongly encourage students to communicate openly when facing challenges that impact their training. Beyond insights into how we can enhance our school, we value knowing about any external challenges affecting your educational journey.

If there's a way we can assist, rest assured, we will. If not, understanding your challenges allows us to make every effort to accommodate your needs or, at the very least, communicate how Academy policies interact with your situation. We're here to support you.

Our campus staff is readily available for discussions about your concerns. Additionally, we've provided an online submission form, ensuring a comfortable avenue for students to share their thoughts, whether identified or anonymously. Your well-being matters to us.

To access the submission form, kindly visit <https://aoa.edu/ccp/>

10.2 Career Development

Embarking on a vocational journey, students aspire to secure licenses and ratings that pave the way for employment opportunities. At the heart of this pursuit are our instructors—seasoned career pilots, each a wealth of insights into goals and the pathways to achieve them. Beyond imparting knowledge of regulations, hiring practices, and industry updates, our instructors emphasize the importance of students making informed decisions for their futures.

To further guide our students, we recommend exploring various industry tools that serve as valuable resources:

AOPA.com
Faa.gov
Pilotjobs.com
Alpa.org

AOPA boasts a contact center ready to provide assistance, and ALPA's website includes a dedicated section for aspiring students. Additionally, the Academy of Aviation fosters relationships with airlines that actively hire our graduates. We regularly host events where airline recruiters visit the school, providing an invaluable opportunity for students to engage with potential employers. We encourage all students to be aware of these events and enthusiastically participate.

10.3 Budgeting Skills

While budgeting skills aren't part of our screening criteria for accepting applicants into the Academy, we understand their significant impact on student performance. For those who may not have had prior experience managing their finances, unforeseen challenges can arise, affecting their ability to cover checkrides, manage rent, or even attend classes due to transportation issues.

At the Academy, we recognize the importance of addressing such situations proactively. Students facing financial constraints are encouraged to reach out to us. We stand ready to review individual circumstances, offer recommendations, and provide access to additional resources that can alleviate the burden and ensure continued progress in their aviation journey.

10.4 Student Housing

Your aviation journey involves more than just academic pursuits—it also encompasses the critical aspect of finding suitable housing for a fulfilling and successful experience. At the Academy, we understand the profound impact housing can have on a student's overall well-being, and we are committed to assisting you every step of the way.

For students enrolling in Instructor courses or Multi-Engine programs, whether for personal enrichment or as part of a vocational program, housing options are available near the Instructor Academy in Kissimmee or the Multi-Academy in Peachtree City, respectively.

We want all our students to be well-informed about their housing arrangements, especially those entering leases with third parties. Lease terms can vary, and some may require additional responsibilities such as managing heating and cooling expenses, utility payments, and adhering to local codes for household items. Our Campus General Managers are here to provide guidance in understanding lease terms and conditions.

Whether you choose to stay with local friends or family, opt for an Academy-recommended housing unit, or secure a private rental, you become an integral part of the local community. It's essential to be mindful of the impact you may have on neighbors and community members. Acting as good neighbors is not only a positive reflection on you but also ensures a harmonious relationship with the local community. The Academy of Aviation is dedicated to supporting community members and fostering an environment where all our students contribute positively to their surroundings.

10.5 Transportation

Navigating transportation to and from school is undeniably crucial for a student's overall success, and at the Academy, we are attuned to the significance of this aspect in your academic journey. Our campus locations are meticulously chosen to ensure accessibility, benefitting from the well-established infrastructure of the communities we proudly call home.

While many of our students arrange their transportation independently, we recognize the diverse options available to meet these needs. Several cab companies are readily available to serve our students, offering reliable services. The advent of Ride Share providers has further revolutionized transportation for our students, providing flexibility and convenience. In addition, the recent introduction of electric scooters offers an affordable and regulation-free travel option, enhancing the mobility choices for our student body.

Regardless of the mode of transportation chosen, we emphasize the importance of students taking responsibility for punctuality. Being on time for all lessons is a shared commitment that contributes to a positive learning environment. In cases where transportation challenges persist, we encourage students to communicate promptly with the local General Manager, ensuring that solutions are explored collaboratively.

At the Academy, we understand that timely and stress-free commuting is integral to your academic journey, and we are here to support you in overcoming any challenges that may arise.

10.6 Medical and Family Services

As a post-secondary institution committed to the well-being of our students, the Academy of Aviation acknowledges the diversity and significance of medical and family services. Recognizing the importance of these aspects in the lives of our students, we embrace the utilization of outsourced solutions to cater to their unique needs.

As responsible members of the local community, we take it upon ourselves to assist students in identifying and accessing the necessary services. We understand that emergencies may arise, and in such cases, we encourage students to promptly communicate with the local General Manager, who is here to offer support and guidance.

The accessibility of walk-in clinics in the vicinity of our campuses has proven to be a tremendous benefit for our students. With several clinics available, students have viable options when seeking medical assistance, especially in situations where visiting their family doctor may not be immediately feasible.

10.7 Academic Development

At the Academy of Aviation, we take great pride in our commitment to academic excellence and the success of every student. Academic Development services are available to ensure that each student, within reasonable bounds, has access to the resources essential for their success. We believe that these services play a pivotal role not only in shaping the trajectory of individual students but also in contributing to the overall success of the Academy and, by extension, the aviation industry.

Our dedicated team is here to provide the necessary support and guidance to empower students on their academic journey. We understand that academic success is foundational to a fulfilling and rewarding career in aviation. Through our Academic Development services, we aim to create an environment where every student can thrive and achieve their full potential.

At the Academy of Aviation, we are not just fostering pilots; we are nurturing the future leaders of the aviation industry. Your success is our priority, and our Academic Development services are here to ensure that you have the tools and support needed to soar to new heights.

10.8 Tutoring

We recognize that each student is unique, and we are dedicated to providing personalized support to ensure everyone's success. While many students may not immediately consider additional tutoring, we want you to know that it's a valuable resource available for those who might benefit from more one-on-one assistance.

Understanding that individual instruction with your assigned Instructor can incur additional costs, our commitment to your success extends beyond traditional avenues. Our local General Manager and Assistant Chief are here to explore alternative options, such as connecting you with experienced upperclassmen who are eager to share their knowledge. In this collaborative environment, both newer students seeking extra help and upperclassmen gaining instructional experience can find mutually beneficial opportunities.

At the Academy of Aviation, we believe in fostering a supportive community where everyone can thrive. Your success is our priority, and our tutoring options are designed to cater to your unique needs and learning preferences.

10.9 Attendance

Ensuring consistent attendance is vital for our flight students, considering the perishable nature of the skills taught, especially during the crucial formative stages of training. It's essential for flight students to familiarize themselves with the attendance requirements upon enrollment.

Students who encounter challenges in maintaining their flight schedule, arrive late, or miss flights entirely will be invited to a meeting with the Campus General Manager. This meeting aims to discuss the implications of their training progress and explore potential solutions to guarantee their success.

For students enrolled in the AFSP, there is an additional requirement mandating a minimum of 20 hours of weekly attendance at the Academy, irrespective of scheduled lessons or classes, to maintain compliance with the program.

10.10 Retention

At the heart of our commitment to student success lies the provision of essential services designed to foster the retention of our valuable student body and contribute to the growth of the aviation workforce of tomorrow. Our dedication extends beyond traditional training, aiming to ensure the triumph of every student under our wing.

We understand that instances of students contemplating quitting or resigning from their training often stem from indirect factors that might be identified and addressed through open and supportive conversations. It is our collective responsibility, as employees, instructors, and administrators, to engage in these conversations and extend a helping hand.

By fostering an environment of understanding and empathy, we strive to eliminate barriers to success, making certain that no student is left behind. Our commitment to your journey goes beyond the classroom, ensuring that you not only achieve your aviation goals but also overcome any challenges that may arise along the way.





Section 11

International Students



The Academy enjoys robust international enrollments and we recognize two distinct regulatory groups, each with its unique set of requirements and considerations.

Firstly, we have International Students, individuals in the United States under an Academy of Aviation M1 or F1 Visa, with the sole purpose of completing their agreed-upon training activities. Then, there are Resident International Students, individuals legally present in the United States, holding appropriate documentation, such as a Visa from a college or University, and aspiring to engage in flight training. This group includes Permanent Residents, student visa holders attending other schools (F1 or J1), or holders of various visas legally maintaining their status with visa sponsors, thus being eligible for part-time flight training.

These distinctions come with specific prerequisites, ranging from prior training approval to potential restrictions on the distance a student may legally reside from campus. It's crucial to understand that international students are subject to meticulous monitoring not only by the Academy but also by the Federal Government through the Flight Training Security Program.

Maintaining satisfactory academic progress and meeting financial obligations are paramount for international students to remain in compliance and uphold their status. Non-compliance may limit the Academy's flexibility in managing such cases, particularly within the constraints of the Flight Training Security Program and student Visa regulations.

We emphasize the importance of thoroughly reading and understanding the material provided regarding immigration and approval status. Adhering to laws and regulations at all times ensures a smooth and successful academic journey for our international students.

Navigating the complexities of compliance is a shared challenge for many of our international students, often stemming from a misunderstanding of their obligations. In some cases, external factors beyond their control, such as delayed tuition installments from their families, can inadvertently impede their ability to meet the required minimum hours of training per week. It's essential to highlight that these requirements are meticulously outlined and approved by the Student and Exchange Visitor Program (SEVP/SEVIS), the US government department overseeing student visa programs on a national scale.

Any unintentional breach of these federally mandated student visa requirements and the Flight Training Security Program could have serious consequences, potentially leading to expulsion from the Academy and subsequent removal from the United States, coupled with a ban on reentry. Understanding these obligations down to the finest detail is paramount for our international students to ensure a smooth and successful academic journey.

11.1 International Student Services

Embarking on an international academic journey comes with unique challenges, and at the Academy, we recognize the potential impact these challenges can have on our students' academic performance. Committed to providing the best possible education and support, we actively engage with our international students, closely monitoring key indicators like attendance and Satisfactory Academic Progress.

From pre-enrollment to post-enrollment, the Academy ensures robust support from the Student and Exchange Visitor Program, Department of Homeland Security, and Transportation Safety Administration. Our International Coordinators are available to assist students in navigating the intricate and diverse regulations governing flight training in the United States.

While comprehensive information is provided during enrollment processes and orientations to address common queries, we understand that unforeseen circumstances can arise. Whether it's a sudden return home for an emergency, a delay due to illness, or issues with status during training, our international students can always turn to an Academy of Aviation Designated School Official (DSO). These dedicated professionals are here to discuss specific situations and provide the necessary support to ensure compliance with all federal regulations.

11.2 Application

As prospective international students begin their journey with the Academy of Aviation, additional steps beyond the standard enrollment process may be required. These steps can include applying for a Student Visa, obtaining clearance through the Flight Training Security Program, or processing other essential documentation.

It's important to note that changes to these requirements are influenced by international events and are beyond the control of the Academy of Aviation. To ensure the most up-to-date and accurate information, we encourage students to refer to the Study in the States website <https://studyinthestates.dhs.gov/students> for real-time insights into student visa requirements both before their arrival and during their training.

For further clarification and direct communication, students are urged to contact the Student and Exchange Visitor Program (SEVP) Help Desk at 1-800-892-4829. Our commitment is to guide and support students through every stage of this process, and we remain dedicated to providing a warm and welcoming environment for their educational journey.

11.3 Flight Training Approvals

Flight training as an international student is an exciting step, and we are here to guide you through the necessary procedures with warmth and support.

To access comprehensive information on the Flight Training Security Program (FTSP) requirements, please visit www.fts.tsa.dhs.gov. As part of the FTSP, students not born in the United States or those who have become naturalized U.S. citizens must undergo a security threat assessment if they are seeking flight training inside the United States for certificates such as recreational, sport, or private pilot, multi-engine, or instrument ratings. Similarly, this assessment is required for those seeking U.S. airman certificates under 14 CFR through flight training outside the United States.

However, certain exemptions exist, and a student is not obligated to participate in the FTSP if they are seeking recurrent training, ground training, participating in a discovery or demonstration flight for marketing purposes, or receiving training from the Department of Defense or U.S. Coast Guard. If you have been endorsed by the U.S. Department of Defense and the training event has been coordinated with your flight training provider by the Department of Defense Attaché in your home country, you may also be exempt. Further details on these exemptions can be found at www.FTS.TSA.DHS.gov

It's crucial to note that international students must wait for their final approval documentation before engaging in any flight training, simulator activities, or aircraft operations. Flight training approvals should accurately specify the course, campus, and equipment, aligning with the agreed-upon time frames of your enrollment with the Academy.

To avoid any delays in approvals, ensure timely certification of documentation, provision of information, and adherence to payment deadlines. We are committed to your success and are here to provide assistance every step of the way, fostering a positive and supportive learning environment.

11.4 Regulations

Navigating the regulations associated with the Flight Training Security Program is an essential aspect of your journey with us. To access the most up-to-date information, we recommend visiting <https://fts.tsa.dhs.gov/home> and selecting the 'regulatory' tab on the header bar. This resource provides a comprehensive overview of the current guidelines that pertain to flight training security.

Furthermore, we encourage applicants, students, and staff to delve into the Frequently Asked Questions (FAQ) section available on the <https://fts.tsa.dhs.gov/home> website. This section is designed to address common queries and concerns, offering valuable insights that contribute to a smoother understanding of the regulations.

Your success is our priority, and we want to ensure that you have all the necessary information at your fingertips. Feel free to explore these resources and reach out if you have any additional questions or need further clarification. We are here to support you every step of the way.

11.5 Attendance Requirements

Your educational journey with the Academy as an international student is an exciting and rewarding experience. To ensure a seamless and successful integration into our program, it's crucial to be aware of the attendance requirements set forth by the US government departments, USCIS, and SEVP for those holding an Academy of Aviation-issued Visa.

Maintaining a full-time course of study involves dedicating 22.5 hours to on-campus attendance each week, ensuring an uninterrupted training schedule. We understand the importance of these guidelines and encourage you to consider factors that may impact your attendance, such as housing choices that might affect your daily commute or engaging in illegal employment, which is not permissible.

Deviation from these attendance requirements constitutes a violation of your flight training approval, potentially leading to removal from the United States and a ban on reentry. In such cases, students will be terminated from their Academy of Aviation program and will adhere to the refund policies outlined in our Course Catalog and Training Enrollment Agreement.

For your convenience, we recommend reviewing the documentation provided during your application process, which outlines the requirements for student visa eligibility and participation in our SEVP-approved program, including the Flight Training Security Program. Familiarizing yourself with the Leave of Absence Policy in this Course Catalog will also contribute to a well-informed and successful academic journey.

We are here to support you throughout your time at the Academy, and if you have any questions or concerns regarding these requirements, please do not hesitate to reach out. Your success is our priority.

11.6 Extensions & Re-Applications

International student approvals is an integral part of ensuring a smooth and successful academic journey for both the student and the Academy. These approvals are a collaborative effort, with expectations set by the student, the school, and the issuing agencies of both the host and foreign governments. It is essential for students to meet these expectations to avoid potential repercussions that could impact both their academic path and the reputation of the school.

For those seeking extensions to their I-20s or Flight Training Security Program Approvals, it's paramount to have fulfilled baseline requirements in their program, including attendance, satisfactory academic progress, and tuition installment schedules. These criteria must be met to be considered eligible for an extension or renewal.

International students should be well-informed about the financial aspects related to extension and renewal requests. Tuition applied under an existing I-20 or Flight Training Security Program approval is allocated to that specific period, including dates and limitations. Students seeking an extension or renewal will initiate a new tuition agreement, forfeiting their existing tuition balance.

International students should be well-informed about the financial aspects related to extension and renewal requests. Tuition applied under an existing I-20 or Flight Training Security Program approval is allocated to that specific period,

including dates and limitations. Students seeking an extension or renewal will initiate a new tuition agreement, forfeiting their existing tuition balance.

Furthermore, students pursuing an extension or renewal are required to cover processing fees, calculated based on current fees, fines, penalties, legal, and administrative costs associated with the request.

It's crucial to note that students on probation or warning, those who haven't met attendance requirements, or haven't adhered to tuition installment schedules are ineligible for renewal or re-application of international student status. However, in certain cases, students may explore returning under a new training enrollment agreement and approvals from both host and foreign governments. The Academy, mindful of previous performance and disciplinary actions, exercises caution in endorsing re-enrollment for students considered high risk for not maintaining satisfactory academic progress in a new program.

11.7 Banking Assistance

Understanding the challenges associated with international tuition payments, we acknowledge that students and sponsors often encounter difficulties in accessing the necessary funds due to restrictions imposed by foreign governments on offshore transfers. At the Academy of Aviation, we recognize the significance of overcoming these hurdles and have taken proactive measures to assist our students and their families in navigating the complexities of international financial transactions.

Collaborating with reputable international banking institutions, we have developed solutions to facilitate the seamless transfer of funds, ensuring that students can access the required financial resources precisely when they need them, all while adhering to current economic regulations. Whether it involves strategically scheduling transfers in advance, creating a compliant schedule, or utilizing widely available services like MoneyGram, our primary objective is to alleviate the burden of international finance regulations on our students. Our aim is to enable them to stay focused on their academic programs without the added stress of navigating intricate financial processes.

11.8 Cultural Development

Embracing diversity is a core value at the Academy of Aviation, and we recognize that students from various cultural backgrounds may encounter unique aspects of life in the United States. Our commitment extends to fostering an inclusive environment where students from different cultures can not only adapt but also thrive in their academic journey.

Understanding that challenges such as language barriers and cultural norms can impact a student's ability to succeed, we encourage students to collaborate with our dedicated local campus staff. Together, we aim to explore these challenges, providing tailored assistance and support as needed. Your comfort and success at the Academy are of utmost importance to us, and we are here to ensure that your experience is enriching and fulfilling.

11.9 Language Services

Welcoming students from diverse linguistic backgrounds, the Academy of Aviation recognizes the importance of effective communication, especially when it comes to the nuances of language. Before embarking on flight training, SEVP requires a notation on the student's I20 affirming their demonstrated ability to read, write, and speak English. However, we understand that colloquial English, with its nuanced inflections, may present challenges.

For some, the different conventions regarding emphasis in a statement can sometimes lead to misunderstandings and even frustration. What might be perceived as aggression or argumentative to an English speaker may simply be a matter of linguistic nuances such as tone or colloquialisms. At the Academy of Aviation, we take pride in our diverse international student body, and we recognize the need for tailored support.



Section 12

Code of Conduct

Creating a safe and respectful environment is paramount at the Academy of Aviation, and we strive to maintain high standards of conduct within our community. The following guidelines outline behaviors that are not acceptable on Academy of Aviation premises or during any Academy-sponsored or supervised activities:

Abusive/Threatening Behavior: Any conduct that poses a threat to the health or safety of individuals within the Academy community, whether verbal or written, including threats, intimidation, harassment, coercion, or the use of profanity.

Physically Intimidating Behavior: This encompasses actions such as touching, lurking, staring, following, or invading personal space, creating an atmosphere that may be perceived as threatening.

Computer/Network Security Violations: Misuse of computers, computing facilities, software, hardware, or unauthorized access to another individual's computer or account.

Disorderly Conduct: Behaviors that are excessively loud, lewd, indecent, or otherwise inappropriate within the Academy of Aviation school setting.

Theft: Unauthorized possession, misuse, theft, or attempted theft of property belonging to the Academy, an affiliated organization, or a member of the Academy community.

Unauthorized Entry or Use: Attempted or unauthorized entry or use of Academy facilities, equipment, or property.

Weapons Possession: The possession or use of weapons, including firearms, BB guns, air guns, paintball guns, dangerous chemicals, incendiary devices, explosives, fireworks, slingshots, martial arts devices, or any objects classified or used as weapons with potential for danger or harm.

Criminal Violation: Violation of any state or federal criminal code while on Academy property or during Academy-sponsored events.

Violation of Procedures: Any breach of communicated procedures, rules, regulations, and guidelines, including Federal Aviation Regulations, security training for the local airport, and operating manuals for equipment.

Just Cause: Any other behavior deemed unethical or disruptive to the Academy community.

We believe that fostering a safe and inclusive environment is a shared responsibility, and your adherence to these guidelines contributes to the well-being of our community. If you have any questions or concerns, feel free to reach out to our staff for assistance and support.



Section 13

Flight Operations Manual

At the Academy of Aviation, we take great care in defining our flight operations through the Flight Operations Manual (FOM). This comprehensive document serves as the singular source for all operational and training information, outlining essential aspects of flight at our institution.

Within the FOM, you'll find a wealth of information, including but not limited to details on pilot responsibilities and qualifications, weather assessment and minimums, preflight preparation processes and requirements, ground and flight operations, dispatch procedures, aircraft discrepancies and maintenance, flight planning, emergency procedures, campus-specific area information, and amplified maneuvers procedures and limitations.

We consider the FOM mandatory reading for all flight personnel, encompassing both staff and students. New students will receive a copy of the FOM as part of their Syllabus package, ensuring they have access to this vital resource. If you ever need a replacement copy, simply request one at the local operations desk on each campus.

This manual is designed to provide clear guidance and support, fostering a safe and effective flight environment for everyone involved in our aviation community.





Section 14

Right To Refuse Service

At the Academy of Aviation, we uphold certain standards to ensure a safe and supportive environment for all our students and renters. We reserve the right to refuse services under specific circumstances, always with the well-being and integrity of our aviation community in mind.

Service may be declined for students with outstanding tuition installments or those with an insufficient allocation of resource hours necessary for the intended flight. Additionally, pilots must possess all required documentation, including:

- a valid photo ID
- current medical certificate
- necessary approvals/documentation for international students
- the appropriate pilot certificate and ratings for the intended flight profile.

A current renters insurance policy meeting the minimum coverage requirements is also a prerequisite.

Refusal of service may occur if a pilot is found in violation of any FAR, law, or policy. Moreover, instances where a customer has breached the trust or good faith of the Academy, potentially compromising the safety or security of operations, goods, or services, may lead to a decision to decline services.

These measures are in place to maintain the highest standards of safety, compliance, and professionalism within our aviation community.





Section 15

Continual Student Feedback Process

We value the thoughts and experiences of our students as we believe that their feedback is an invaluable compass guiding us on the journey of continual improvement. Your insights, whether they come in the form of suggestions, compliments, or even concerns, are the threads that weave the tapestry of our commitment to excellence.

While we encourage an open dialogue between students and their instructors, staff, or faculty, we recognize that certain matters may necessitate a more dedicated approach. In this spirit, we've established a robust student feedback system, amplifying our commitment to address any concerns with diligence and care.

In embracing transparency, we welcome you to share your feedback through a dedicated form accessible at the following link: <https://aoa.edu/ccp>

Your input, once submitted through this platform, not only generates a record of your submission but also triggers an email notification to our senior management, ensuring that your voice is heard and acknowledged promptly. This structured approach allows for systematic tracking, assuring you that your submission is duly recorded and primed for follow-up.

Your feedback is the compass that guides our course, and we thank you for contributing to the vibrant dialogue that shapes the Academy of Aviation.





2024 Course Catalog

Volume 2024-1 Published: January, 2024