

JANUARY 1, 2019



FAITHFUL GUARDIAN AVIATION
INTERNATIONAL FLIGHT TRAINING

Airport: Fulton County Airport
West Georgia Regional Airport

Address: 285 Carrollton Street Temple,
Georgia, 30179

Telephone: (770) 214-2252

Services: Flight Training, Sales, Rental and Lease,

Approved by the Federal Aviation Administration under FAR Part 141.

Approved by the Georgia State Approving Agency (SAA) to train veterans, servicemembers and
reservists under provisions of Title 38, U. S. Code.

Effective date: _____

All materials contained in this bulletin are true and correct in content and policy.

Signature of Chief Pilot
Lyndon Lamott

SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

Owner

Lyndon Lamott ATP CFII MEI
Thomas Woodruff

Directors

Mr. Thomas Woodruff, President
Mr. Lyndon Lamott, Chief Pilot, Director of Aviation
Ms. Nickie Smith, Secretary-Treasurer

Administrative Officials

Ms. Jordan Shelby, Campus Director
Ms. Shamaine Richmond, Student Enrollment

Instructors

Mr. Willie Rivers, Assistant Chief Pilot
Mr. Greg Welch, Lead Ground Instructor
Mr. Elmaz Tahirovic, Flight Instructor
Mr. Ken Gordon, Flight Instructor
Mr. Stephen Thomson, Flight Instructor
William Joyner, Ground Instructor
Michael Russell, Lead Helicopter Instructor

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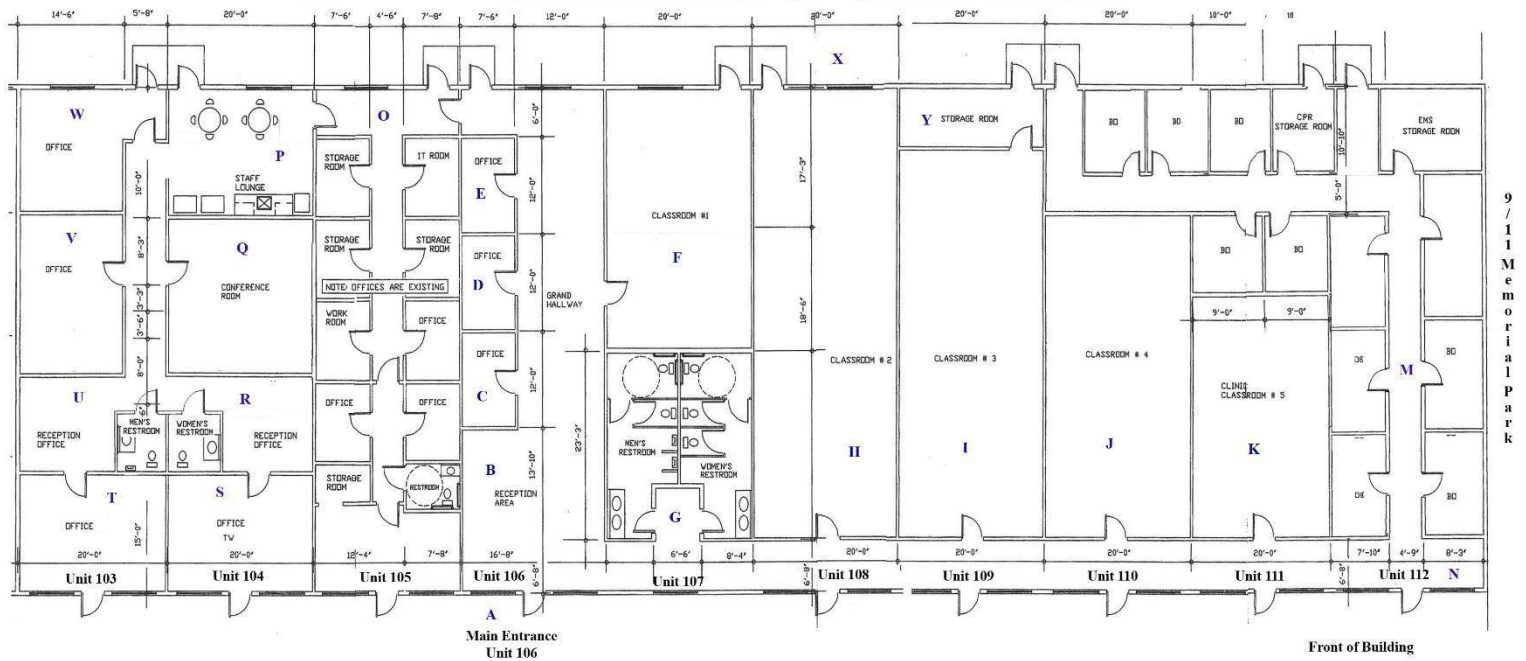
There are three ground training classrooms with a capacity for 20 students and teaching equipment sufficient to meet educational needs.



FAITHFUL GUARDIAN TRAINING CENTER

Temple Crossing

285 Carrollton Street
Temple Georgia
12,500 Square Feet



Labels:

A. Main Entrance	K. Clinic	T. Chief Operating Officer Office
B. Reception Area	L. 9/11 Memorial Park	U. Director of Marketing Office
C. Campus Director Office	M. Break-out Rooms	V. Human Resources Office
D. Student Computer Lab	N. Student Lounge	W. Dean of Education Office
E. Instructor Office	O. Instructor Annex	X. Outdoor Training Complex
F. Classroom1	P. Staff Break Room	Y. Storage Area
G. Restrooms	Q. Conference Room	
H. Classroom 2	R. Off-Site Marketing Office	
I. Classroom 3	S. President Office	
J. FGTC Store		

Located off I-20 in Temple, Georgia, the FGTC Campus is easily accessible to the population centers of Carroll, Haralson, Douglas, Paulding, Cobb, and many other West Georgia and Metro Atlanta area counties.

Formal ground school is conducted at this facility only.

Aircraft Inventory

<u>Make</u>	<u>Model</u>	<u>Horse Power</u>	<u>Leased</u>	<u>Owned</u>	<u>Hourly Rates</u>	
					<u>Solo</u>	<u>Dual</u>
Cessna	C-152	110	2		\$145	\$205
Cessna	C-172 Skyhawk	160	2		\$160	\$220
Cessna	C-182 Skylane	180	1		\$190	\$260
Piper	PA28 Comanche	180	1		\$190	\$260
Cessna	C-310	360	2		\$310	\$490
Robinson	R22	145	2		\$300	\$370
Robinson	R44	245	1		\$550	\$630
Precision Flight Simulator		N/A	1		\$ 60	\$120

(for VA purposes, simulator training is considered flight training)

NOTE: Except for minor substitutions a veteran, service member or reservist enrolled in a flight course may train only in the aircraft (a/c) approved for that course. If a particular a/c is not available for some compelling reason, the student may be permitted to train in an a/c different from that approved for the course, provided the a/c substituted will adequately meet the training requirements for this particular phase of the course. If the charge for the substituted a/c is different from the charge approved for the inventoried a/c, the reimbursement will be based on the lesser charge. When substitution becomes the practice rather than the exception, VA will suspend payments

ACADEMIC CALENDAR

Flight and Ground training is conducted Monday through Sunday except Christmas and New Years day from 7:00 a.m. to 12:00 midnight. It is recommended that students begin the admissions process at least two weeks prior to orientation dates. International students should begin the admissions process at least one month prior to orientation. Incoming and transfer students are normally admitted with orientation on the following dates:

January 13, 2019
March 10, 2019
July 8, 2019
November 12, 2019

Flight training is scheduled on an individual basis and normally commences within two weeks of the start of private pilot ground school and immediately in the case of instrument and commercial students. International students may have an approximate 2 week wait due to TSA approval.

Private pilot Airplane and Helicopter ground school anticipated start dates:

January 13, 2019
March 10, 2019
July 8, 2019
November 12, 2019

Instrument pilot Airplane and Helicopter ground school anticipated start dates:

January 13, 2019
March 10, 2019
July 8, 2019
November 12, 2019

Commercial pilot Airplane and Helicopter ground school anticipated start dates:

January 13, 2019
March 10, 2019
July 8, 2019
November 11, 2019

Faithful Guardian Aviation is closed on the following holidays:

January 1, 2019 New Years Day
January 21, 2019 MLK
May 27, 2019 Memorial Day
September 2, 2019 Labor Day
November 11, Veterans Day
November 28, 2019 Thanksgiving Day
December 25 Christmas Day

MISSION STATEMENT

To meet the needs of our diverse student population, Faithful Guardian Aviation strives to attain high academic achievement and personal growth. This will be accomplished through continued cooperation between the school, community, and students. We will foster a school climate that is safe and supportive of individual students, enabling them to succeed in our ever-changing world.

Message from Director of Aviation



Like many others, I received the "aviation 'itch'" at a very young age. As a young child, I would stare out the window pointing at the airplanes passing by in awe and dared to one day be in command.

My career in aviation started at age 19 after migrating to U.S from Linden, Guyana. I attended Florida Institute of Technology where I excelled and gathered many achievements including a master's in applied aviation safety. Now I am an Airline and ATP rated Pilot with extensive hours instructing in Multi Engine and Single engine aircraft.

As Director of Aviation, I promise to use my vast training and knowledge to provide safe and effective instruction in a positive learning environment. With "Safety as Priority."

ACADEMIC AND FLIGHT PROGRAMS

Professional Pilot Program

The objective of the professional pilot program is to prepare students for safe and effective careers as professional pilots. It is designed primarily for international students. Students who complete the program will be ready to fly commercially as a pilot. Typically, a pilot who completes the professional pilot program will work as a pilot in banner towing, corporate flight, or other general aviation industry segment. Many students will continue after program completion to become flight instructors to build the flight time requirements for airline pilot careers. Students must hold a FAA private pilot certificate for admission to this program. Completion time is approximately 8 months from the instrument rating ground school through endorsement for the FAA commercial pilot certificate practical test, with a maximum of 12 months. The FAA mandates minimum aeronautical experience requirements prior to endorsement for pilot certificate practical tests. All ground course hours must be met per FAA Part 141 regulations, and all aeronautical experience requirements must be met per FAA Part 61 requirements. Hours below are expected minimum times to meet those requirements. Training hours executed above these times will be billed accordingly and hours not executed will not be billed.

In addition to the private pilot prerequisites, the program consists of the following:

- ATT 110 - Instrument Pilot Ground School - 45 clock hours
- ATT 120 - Commercial Pilot Ground School - 40 clock hours
- 1-on-1 ground instruction - 25 clock hours
- Guided flight experience time building (ATF 109) (C-152) - 34 clock hours
- Cross country flight dual instruction- 6 clock hours
- Commercial Time Building Cross country flight solo (ATF 119) (C-152) - 32 clock hours
- Flight Training Device (Simulator) - 45 clock hours
- Dual flight instruction - 40 clock hours
- Dual flight instruction - 10 clock hours
- Dual flight instruction - 13 clock hours
- FAA practical test aircraft - 2 clock hours
- FAA practical test aircraft - 2 clock hours
- Total - 453 clock hours

No program graduation certificate is awarded, but the student will be endorsed to complete the practical test for the FAA commercial pilot certificate with instrument rating, enabling the student to pursue employment as a professional pilot. Students will be provided a copy of their training records upon request.

Commercial Pilot Flight Course

Students who hold a private pilot certificate and meet the aeronautical experience requirements of FAR 61.129 (except FAR 61.129(a)(3)(ii), 10 hours of training in a complex airplane) may enroll in the commercial pilot flight course. Completion time is approximately 3 months from the start of training through the instructor endorsement for the FAA practical test. Students are bound by

the same regulations as the Professional Pilot students. Completion time is a maximum of 12 months.

Avocational Courses

Faithful Guardian Aviation also offers flight training on an avocational basis for students who desire to learn to fly for a hobby, or cannot qualify for or wish to commit to the Professional Pilot program. Training is usually done under FAA Part 61 regulations, and training is adapted to the needs, experience, and abilities of the student to prepare for FAA pilot practical tests. Completion time for avocation courses is 12 months maximum.

For avocational students, there is a one-time school enrollment fee of \$150 which allows the student to enroll in all courses. Aircraft rental fees and instructor fees are as outlined in the financial information portion of this catalog. Late and no-show fees as explained elsewhere in this catalog will be accessed as incurred.



additional expense.

Course Descriptions

For all ground school courses, the maximum number of students in each class is limited to 30 students. Flight lessons are normally limited to one student per instructor per flight. Students must complete all clock hours for all courses. If hours are missed due to illness or other reason, the hours must be made up in a one-on-one setting with the student's instructor at the student's

ATT 100 - Private Pilot Ground School (FAA Part 141)

The objective of this course is to orient the incoming student to flight training and provide the theory and concepts needed for preparing for the FAA private pilot aeronautical knowledge test (airplane). Topics include: airplane systems, aerodynamics, flight instruments, procedures & airport operations, communications procedures, weather, regulations, weather services, aircraft performance, navigation, enroute flight, and cross-country flight planning. 60 clock hours. Prerequisite: None.

ATT 105 - Phraseology Ground School

The objective of this course is to provide the student with the knowledge, skills, and abilities to properly communicate with air traffic control in the national airspace system. 20 clock hours. Prerequisite: ATT 100.

ATF 100 - Private Pilot Flight (FAA Part 141)

The student will obtain the necessary aeronautical skill and experience necessary to meet the requirements for a private pilot certificate with an airplane category rating and single-engine class rating. 35 clock hours airplane, 5 clock hours simulator. Prerequisite: Valid FAA medical certificate and student pilot certificate.

ATF 101 - Private Pilot Flight Helicopter (FAA Part 141)

The student will obtain the necessary aeronautical skill and experience necessary to meet the requirements for a private pilot certificate with an helicopter category rating and single-engine class rating. 40 clock hours airplane and simulator. Prerequisite: Valid FAA medical certificate and student pilot certificate.

ATT 110 - Instrument Pilot Ground School (FAA Part 141)

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified in Part 141 for the FAA Instrument Rating Airman Knowledge Test. 45 clock hours. Prerequisite: FAA private pilot certificate.

ATF 109 - Instrument Pilot Time Building

The student will gain the aeronautical experience necessary to meet the FAA Part 61 aeronautical experience requirements for the instrument rating - airplane. 1 - 40 clock hours. Prerequisite: Valid FAA medical certificate and FAA private pilot - airplane pilot certificate.

ATF 110 - Instrument Pilot Flight (FAA Part 141)

The student will obtain the aeronautical skill and experience necessary to meet the requirements for an instrument rating (airplane). 35 clock hours airplane, 5 clock hours simulator. Prerequisite: FAA private pilot airplane pilot certificate and valid FAA medical certificate.

ATF 111 - Instrument Pilot Flight (FAA Part 141)

The student will obtain the aeronautical skill and experience necessary to meet the requirements for an instrument rating (airplane). 35 clock hours airplane and simulator. Prerequisite: FAA private pilot certificate, valid FAA medical certificate, and FAA Part 61 aeronautical experience requirements met (ATF 109).

ATT 120 - Commercial Pilot Ground School (FAA Part 141)

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified in Part 141 for the FAA Commercial Pilot Airman Knowledge Test. 40 clock hours. Prerequisite: FAA private pilot certificate, with instrument rating recommended.

ATF 119 - Commercial Pilot Time Building

The student will gain the aeronautical experience necessary to meet the FAA Part 61 aeronautical experience requirements for the commercial airplane single engine pilot certificate. 1 - 215 clock hours.

Prerequisite: Valid FAA medical certificate and FAA private pilot - airplane certificate. Instrument airplane rating recommended.

ATF 120 - Commercial Pilot Flight (FAA Part 141)

The student will obtain the aeronautical skill and experience necessary to meet the requirements for an FAA commercial pilot certificate with an airplane category rating and a single-engine land class rating. 120 clock hours airplane. Prerequisites: FAA private pilot certificate with instrument rating and valid FAA medical certificate.

ATF 121 - Commercial Pilot Flight (FAA Part 61)

The student will obtain the aeronautical skill and experience necessary to meet the requirements for an FAA commercial pilot certificate with an airplane category rating and a single-engine land class rating. 35 clock hours airplane. Prerequisites: FAA private pilot certificate with instrument rating, valid FAA medical certificate, and FAA Part 61 aeronautical experience requirements met (ATF 119).

ATF 131 - Commercial Pilot Flight - Multiengine (FAA Part 61)

The student will obtain the aeronautical skill and experience necessary to meet the requirements for an FAA commercial pilot certificate with an airplane category rating and a multi-engine land class rating. 15 clock hours airplane. Prerequisites: FAA commercial pilot certificate with instrument rating and valid FAA medical certificate.

ATT 200 - Certified Flight Instructor Ground School (FAA Part 141)

The student will obtain the necessary aeronautical knowledge, instructional background, and meet the prerequisites specified in Part 61 for the FAA certified flight instructor airmen knowledge test. 40 clock hours. Prerequisite: FAA commercial pilot certificate.

ATF 200 - Certified Flight Instructor (Airplane) Flight (FAA Part 141)

The applicant will demonstrate through flight tests and school records, the aeronautical skill, instructional knowledge, and experience necessary for a flight instructor certificate with airplane category rating and single-engine class rating. 25 clock hours airplane. Prerequisites: FAA commercial pilot certificate and valid FAA medical certificate.

ATF 201 - Certified Flight Instructor (Airplane) Flight (FAA Part 61)

The applicant will demonstrate through flight tests and school records, the aeronautical skill, instructional knowledge, and experience necessary for a flight instructor certificate with airplane category rating and single-engine class rating. 15 clock hours airplane. Prerequisites: FAA commercial pilot certificate and valid FAA medical certificate.

ATT 210 - Certified Flight Instructor - Instrument Airplane Ground School (FAA Part 141)

The student will obtain the necessary aeronautical knowledge, instructional background, and meet the prerequisites specified in Part 61 for the FAA Certified Flight Instructor Instrument Airman

Knowledge Test. 15 clock hours. Prerequisites: FAA certified flight instructor certificate and commercial pilot certificate with instrument rating.

ATF 210 - Certified Flight instructor - Instrument Airplane Flight (FAA Part 141)

The student will obtain the aeronautical skill, instructional knowledge, and experience necessary to meet the requirements for the addition of an instrument, airplane rating, to an existing flight instructor certificate. 15 clock hours airplane. Prerequisites: FAA certified flight instructor certificate and valid FAA medical certificate.

ATF 211 - Certified Flight instructor - Instrument Airplane Flight (FAA Part 61)

The student will obtain the aeronautical skill, instructional knowledge, and experience necessary to meet the requirements for the addition of an instrument, airplane rating, to an existing flight instructor certificate. 10 clock hours airplane. Prerequisites: FAA certified flight instructor certificate and valid FAA medical certificate.

ATT 220 - Multi-Engine (Airplane) Instructor Ground School (FAA Part 141)

The student will obtain the necessary aeronautical knowledge, instructional background, and meet the prerequisites specified in Part 61 to effectively teach in multi-engine airplanes. 20 clock hours. Prerequisite: FAA certified flight instructor certificate.

ATF 220 - Multi-Engine (Airplane) Instructor Flight (FAA Part 141)

The student will obtain the aeronautical skill, instructional knowledge, and experience necessary to meet the requirements for the addition of a multi-engine, airplane class rating, to an existing flight instructor certificate. 25 clock hours airplane. Prerequisites: FAA certified flight instructor certificate and valid FAA medical certificate.

ATF 221 - Multi-Engine (Airplane) Instructor Flight (FAA Part 61)

The student will obtain the aeronautical skill, instructional knowledge, and experience necessary to meet the requirements for the addition of a multi-engine, airplane class rating, to an existing flight instructor certificate. 15 clock hours airplane. Prerequisites: FAA certified flight instructor certificate and valid FAA medical certificate.

ENROLLMENT POLICY

Students may enroll on any day school is in session. All students need to be able to read, speak, write, and understand the English language at ICAO level 4 or higher to obtain FAA pilot certificates. Students must have FAA medical certification. Students with criminal histories, alcohol or drug related driving offenses, or untreated substance abuse problems are advised that it may be difficult to secure employment as a professional pilot. Maximum students allowed per ground course is 50 students, and 20 students to one ground instructor per classroom. Flight Instructors maximum student to instructor ratio is fifteen (15).

Professional Pilot Program Admissions Requirements

- Ability to receive TSA approval or demonstrate US citizenship
- Appropriate age (within 6 months of 18th birthday or older)
- High school diploma or equivalent
- ICAO English level 4 or higher
- FAA Private Pilot Airplane Single Engine Land pilot certificate
- FAA First class medical certificate
- \$150 enrollment fee

Flight Courses Admissions Requirements

Students who are not enrolled in the Professional Pilot program may take flight courses at Faithful Guardian Aviation to pursue FAA pilot certificates.

Admissions requirements include:

- TSA approval or US citizen
- Appropriate minimum age or older for desired pilot certificate
- FAA Medical certification
- ICAO English level 4 or higher
- Prerequisites for flight courses met
- Proof of airplane rental insurance
- Flight course deposit (at least \$1,000 USD)
- \$150 enrollment fee

Ground Courses Admissions Requirements

Any student may enroll in any ground course upon payment of the ground course fee, complete the first page of the enrollment agreement, and present a government-issued photo identification.

General Admissions Procedures

All potential students are encouraged to visit the Faithful Guardian Aviation facilities and/or contact an admissions specialist as early as possible to expedite the admissions process.

Flight Training

Citizens of the USA can begin flight courses immediately upon receipt of \$150 course registration fee and flight deposit; signed enrollment agreement, rental agreement, renter's insurance form, and one of the following:



A valid, unexpired U.S. passport (the FAA also requires another form of identification (ID) showing proof of address in addition to the passport).

An original birth certificate of the United States, American Samoa, or Swains Island and a government-issued picture ID.

An original certification of birth abroad with raised seal (Certification of Birth Abroad (FS-545) or Certification of Report of Birth (DS-1350)) and a government-issued picture ID.

An original certificate of U.S. citizenship with raised seal (Certificate of U.S. Citizenship (N-560 or N-561)), or a Certificate of Repatriation (N-581), and a government-issued picture ID.

An original Certificate of U.S. Naturalization with raised seal (N-550 or N-570) and a government-issued picture ID.

Permanent residents of the United States may begin flight courses with the same documents as US citizens, but there is normally a 2-3-week delay, sometimes up to 7 week delay, for US Transportation Security Administration approval.

International Students

International students require an M-1 visa and US Transportation Security Administration approval prior to commencing flight training. As such, international students should submit the following documents as soon as possible but not later than 30 days prior to the orientation date:

- Personal information required for the Form I-20 “Certificate of Eligibility for Nonimmigrant Student Status”
- Proof of financial support for the entire course or program
- Copy of passport
- First page of enrollment agreement
- Submit a \$300 I-20 processing fee

Upon receipt of the preceding, Faithful Guardian Aviation will process the Form I-20 and provide the student with the documents necessary for applying for the M-1 visa. The student then will make an appointment at the nearest US embassy or consulate in their home country and the US embassy or consulate will make the determination whether or not to grant the M-1 visa. Once the visa has been obtained the student can begin the US Transportation Security Administration approval process while still in their home country. This process can be initiated online with the

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- Submit a \$300 I-20 processing fee

assistance of a Faithful Guardian Aviation admissions specialist. In many countries, a student can also obtain the requisite FAA first class medical certificate prior to arrival in the USA.

During orientation, an admissions specialist will assist students in obtaining US Transportation Security Administration approval (if not completed already), obtaining a FAA first class medical certificate, and a FAA student pilot certificate.

During orientation, and prior to commencing training, the student must submit:

- Signed enrollment agreement
- Signed rental agreement
- Signed renter's insurance form
- Proof of acceptable health insurance
- Program deposit

International Transfer Students

International students who transfer in to Faithful Guardian Aviation follow a similar procedure for admissions as initial international students, with minor but critical differences. An admissions specialist needs to be consulted as soon as possible to facilitate this process.

VA Students

Veterans, servicemembers or reservists may be enrolled in only one flight course at a time. Students must possess the appropriate ratings and/or certificates and must meet the medical requirements for Commercial pilot certification (Class I for ATP) at the time training begins. A Veteran, servicemember or reservist must be in pursuit of a vocational objective in aviation (benefits for ancillary, avocational or recreational objectives are not payable).

NOTE: VA education benefits cannot be paid if a student does not possess a valid second-class medical certificate at the start of each course (first class medical for Airline Transport Pilot).

Transfer and Advanced Placement

Transfer of credit from previous institutions is done on a case-by-case basis, and in accordance with FAA regulations in Parts 61 and 141. The student should contact an admissions specialist to initiate this process. The student should request a copy of previous training records from previous school(s) and provide them and their logbook to the admissions specialist. A flight and aeronautical knowledge test will be administered to the transfer student to determine the student's current abilities. Student will be charged current aircraft rental and instructor fees for these evaluations. For a Part 141 course, no more than one half of the flight hours received in another FAA Part 141 course can be applied to the current course, and no more than 25 percent of the hours received in another FAA Part 61 course may be applied to the current course, per FAA regulations. When transferring into a Part 61 course, all of the previous flight hours received may be applied to the current course. Students who hold a foreign pilot certificate will also be administered a flight and knowledge test. A short remedial course will be provided to such

students to assure the student meets US and Faithful Guardian Aviation standards. Appeals can be made to the Chief Pilot, who is the final authority per FAA regulations.

Students who desire to transfer out will be provided with a copy of all Faithful Guardian Aviation training records upon written request.

Students with Disabilities

A FAA first class medical certificate is required for commencing flight training. In rare cases, with Faithful Guardian Aviation approval, a lower-class medical certificate or FAA BasicMed may be used for training when a student is unable to obtain a FAA first class medical certificate. Faithful Guardian Aviation will do its best to accommodate all students with disabilities who are able to obtain the requisite medical certification. Students who have a disability or other medical condition should discuss this with a staff member as soon as possible to determine if this will be a problem and find possible solutions.

CREDIT EVALUATION POLICY

Domestic and International students

All students enrolled at Faithful Guardian Aviation will be monitored at least once bi-weekly by the Chief Pilot. If a student's academic knowledge is behind the flight progress as determined through monitoring, the student must receive additional one-on-one theoretical training with an instructor to satisfy the needs. If the student's knowledge deficiency reaches a degree that will separate his/her course far beyond detriment from the flight training syllabus, the student will be discontinued from flight status. The chief pilot may choose not to place the student on discontinued status, if documented circumstances that are beyond the student's control exist. Such circumstances might include maintenance delays, weather delays, military commitments, health conditions and bereavement. Circumstances deemed "personal not detrimental" will not be taken in consideration.

FAA aeronautical knowledge exam satisfactory score is 70% or higher.

Flight training progress (flight lessons) is graded with an average of all elements of the lesson. Upon completion of every lesson, each element is graded on a 1 - 5 scale, with 1 being excellent. Students must complete each of the elements of each lesson with a grade of 3 or lower in order to proceed to the next lesson. Flight stage exams must also be completed satisfactorily by the designee to progress to the next stage of the course.

VA Students

A written record of any previous training will be maintained in the student's file. The Chief Flight Instructor will grant credit as appropriate for all previous training and shorten the veterans, servicemembers or reservists flight course proportionately. Even when an FAA regulation indicates that it is not required, an analysis of prior credit must be performed for the purpose of

VA payment. Evaluation of prior credit may be based upon a review of training records and other transcripts, oral and/or written examination, flight check or a combination thereof. Any credit granted shall be indicated on an enrollment certification, and the student shall be notified.

Grading System

Ground courses are graded on a complete/incomplete basis. Standard practice for course completion is for students to attend all classes and complete all assignments, and all stage and end of course exams with a grade of 80% or better. Students who miss ground class sessions are required to make up those missed class hours with their instructor, at additional student expense. Students who fail to complete all course requirements within 30 days of the last class period will be dropped from the course.

Individual flights are graded as an average of all elements of the lesson. Each element is graded on a 1 -

5 scale, with 1 = excellent, 2 = above average, 3 = average, 4 = below average, and 5 = below acceptable

standards. Students must complete each of the elements of each lesson with a grade of 3 or lower in order to proceed to the next lesson. Flight stage exams must also be completed satisfactorily by the chief flight instructor or designee to progress to the next stage of the course.

ATTENDANCE POLICY

Consistent and punctual attendance at all training lessons is essential for maximum academic achievement, a major responsibility of students. Failure to attend and participate in the training environment significantly and demonstrably diminishes the quality of the educational experience. As a result, absences always affect quality performance.

In the event of prolonged illness, accident, or similar emergencies, it is the responsibility of the student to notify the instructor, base and progress managers. Students are directed to confer with their instructors and progress manager when their absences threaten competent progress. Individual attendance will be addressed at regular monitoring appointments and checkpoint meetings with the Progress Manager. A student who accumulates two back-to-back attendance infractions will be contacted by the Progress Manager for a consultation.

Whenever an instructor is late or absent without notification, students are expected to wait at least 30 minutes before leaving the Academy's premises, sign the Dispatch Attendance List and submit a Conduct Record Form, which will be reviewed by the base manager and Chief Instructor. When a student infringes our attendance policy, he/she will then be alerted that a fee may have been assessed and a record of the attendance infraction filed. Instructors are required to record the lack of attendance and alert the base and progress managers if the absences exceed more than two consecutive times.

Students must arrive at least 15 minutes prior to the scheduled flight or simulator session, otherwise attendance penalties will apply based on the following guidelines:

Tardy

- a) Anytime a student shows up in between 15 minutes prior and 15 minutes after the scheduled time and is still able to complete the event without delaying the scheduled block time or training lesson, which needs to be confirmed by both the dispatcher and the instructor, the training event may carry on but an attendance infraction will be recorded in the student record.
- b) In the event the student shows up anytime 16 minutes or more after the scheduled time and there is enough time to fulfill the lesson without causing a delay on the overall schedule, which needs to be confirmed by both the dispatcher and the instructor, the training event may carry on but a \$75 late fee may be charged to the student's account and attendance infraction will be recorded in the student record.

No-show

- a) When a student shows up 16 minutes after the scheduled time and there is not enough time to fulfill the scheduled training session, which is confirmed by the instructor or the dispatcher, the training event should be canceled and a no-show fee of \$75 per hour scheduled, not to exceed 2 hours, and applicable instructor fees will apply to the student's account.
- b) If a student shows up "unprepared" and is unable to complete the lesson on schedule, a no-show fee of \$75 per block hour scheduled and applicable instructor fees will apply to the student's account and an attendance infraction will be recorded in the student record. Unprepared includes, but is not limited to:
 - i. Not having proper uniform
 - ii. Not having a cross-country navigation log and flight plan prepared prior to a lesson that requires one
 - iii. Not having takeoff and landing performance, as well as other required raw data prior to the beginning block time
 - iv. Not having current instrument approach plates or any other publication required for the flight, e.g., chart supplement, low enroute, VFR Sectional and Terminal Charts, Ops Manual, etc.
 - v. Not having the required equipment for the lesson, e.g., view limiting device, etc.

Early departure

- a) Student who leave classroom or one-on-one ground training early will be required to make up those hours with their instructor. If student leaves unauthorized a one-on-one ground instruction prior to the scheduled ending time, the student will be billed for the remainder of the scheduled time and an infraction will be filed in the students record.

For other training events including one-on-one ground, ground school and written exams, students must arrive on time, otherwise an attendance infraction will be recorded in the student record. For no-show one-on-one ground lessons an hour of flight instructor time fee will be assessed.

Students need to arrive at the base at least one hour prior to scheduled FAA practical tests (check rides). For all no-show FAA practical tests, the designated pilot examiner fee may be assessed.

Cancellation

Without management approval: In order for a cancellation to be effective without any financial consequence and management approval, it must take place verbally to either the instructor or dispatch at least 24 hours prior to the scheduled training session. A Conduct Record Form will be filed in the student folder.

Cancellations with authorization: All authorizations for cancellations requested out of the required time frame must come directly from management. A Conduct Record Form will be filed in the student folder.

Cancellations without authorization: Any unauthorized cancellation within 24 hours prior to the time scheduled to report to dispatch for any training event. A Conduct Record Form will be recorded in the student record.

Cancellation due to sickness: If a student is sick and has a scheduled training event, the event must be cancelled no later than 2 hours prior to the scheduled time. This cancellation must be received verbally by dispatch. Voice-mail messages and texts to instructors or dispatchers will not be accepted and will be counted as a no-show. An attendance infraction will be filed in the student's folder.

If a student has an illness requiring an absence exceeding 48 hours, the student must present a doctor's written excuse to the base manager stating the condition and length. This excuse must be presented prior to the 2nd cancellation. The student will be off the schedule for the period of time required by the medical doctor on the excuse. A record of this event will be filed in the student's folder. Ground course and 141 flight times must be made up with an instructor.

VA Students

Veterans, servicemembers or reservists receiving federal educational assistance benefits under Title 38, U.S. code, are required to complete a minimum of 15 hours of instruction per quarter (defined as every 90-day period following the date training began) Exceptions may be granted due to weather, illness or other unavoidable circumstances and must be documented in the student file to be considered acceptable.

Veterans, servicemembers or reservists failing to meet these quarterly minimums will be placed on probation for the following 90-day period. If the student, during the probationary period, again fails to meet these minimums they will be terminated for the purpose of VA payment effective the last day of that quarter. A student may be reenrolled only after evidence is shown that the conditions relating to unsatisfactory attendance have been rectified.

PROGRESS POLICY

Students repeating a lesson or stage check more than three (3) times will be suspended from further training while the Chief Pilot assesses the situation and decides whether probation or termination

is in the best interests of the student and identifies the best course of action to help the student overcome the challenge if possible.

If warning period for improvement is given, the student will be notified of the length of time of the warning period (not to exceed 30 days) and the terms and conditions.

VA Students

Flight Training: A VA student who fails a Stage Check will be placed on probation. If the student fails the next Stage Check, that person's training will be terminated, and the VA promptly notified. The student may be reenrolled for VA benefits only after evidence is shown that conditions which caused the unsatisfactory progress has been rectified and the facility determines there is a reasonable likelihood that the student will progress satisfactorily.

Ground School: A VA student who fails to pass the FAA written examination appropriate to the aircraft certificate or rating sought will be placed on probation. If the student again fails the written exam, that person's training will be terminated, and the VA promptly notified. The student may be reenrolled for VA benefits after the written exam has been completed successfully and the facility determines that there is a reasonable likelihood that the student will progress satisfactorily.

CONDUCT POLICY

Faithful Guardian Aviation believes that "Aviation Changes Lives" and this can only be achieved through the proper attitudes and principles. This is the reason that, pursuant of all FAA approved regulations and requirements, Faithful Guardian strives to measure all vital aspects influencing a possible outcome. Therefore, to ensure students are guided efficiently towards success, the flight school emphasizes, values and tracks behavior as it does academic and flight progress. Behavior is tracked by measuring conducts of attendance, compliance, engagement and safety.

VA Students

The student will at all times comply with Federal Aviation Regulations and applicable airport course rules. A course rules brief will be provided to the student by competent authority prior to actual flight training and as needed thereafter. Violation of FAA rules and regulations is cause for dismissal.

The student shall, at all times when on the airfield, conduct themselves in a responsible and orderly manner, and shall appear for training in a sober and receptive condition. Violation of these conditions is cause for dismissal.

STUDENT TRAINING SYLLABUS

A student at the time of enrollment must receive a copy of the FSDO approved Student's Training Syllabus as required under FAR 141.93(a)(2). Contact the chief flight instructor immediately if the Syllabus is not provided for you.

SOLO FLIGHT TIME AND CARRYING PASSENGERS

Passengers shall not be carried on any solo flights as specified in the Training Course Outline during any phase of training. "Solo" flight is defined as the pilot alone in the aircraft. "Pilot in Command" may be applied to the solo requirement provided only persons authorized by the school are on board the aircraft.

PAYMENT REFUND POLICY

International Students

Application (\$150) and I-20 visa processing (\$300) fees are due upon enrollment.

Professional Pilot Program Payments:

1st payment due prior to start date: US \$10,000

2nd payment due on the 15th of the month following start date: US \$10,000

3rd payment due on the 15th of the following month: US \$10,000

4th payment due on the 15th of the following month: US \$10,000

5th payment due on the 15th of the following month: Remaining Balance

Note: Any additional fees for the training above will be included in the remaining balance.

All students, regardless of program or course, must maintain a positive account balance at all times. International students are required to have a \$1,000 account balance in order to schedule more training, and domestic students must maintain a \$100 balance in order to schedule more training. This financial requirement is waived for approved VA, Liberty University College students in good standing.

The Student will be billed by The Academy a late fee of \$200.00 for payments not received on or before the specified due date, unless a contract amendment is agreed to. An additional penalty of 1% over the amount due will be billed daily until the payment is received.

In no case will a student be responsible for a financial obligation for more than 12 months.

VA Students

This school maintains a policy of refunding the unused portion of tuition, fees, and other charges in the event the eligible person fails to enter the course, or withdraws or is discontinued therefrom at any time prior to completion. The amount charged to the eligible person for tuition, fees, and other charges for a portion of the course may not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges. The length of the completed portion of the course

should bear to its total length. However, no more than \$10.00 may be retained as a registration fee.

Payment Methods

Payments can be made via credit card, cash, check, or wire transfer.

Refunds/Cancellations

Students that have cancelled or withdrawn from the program are entitled to a refund of remaining funds pending the proper execution of the following requirements.

All refunds will be returned to students within 30 days of their Last Date of Attendance (LDA). If a student never attended class the refund will be no later than 30 days from the first scheduled day of class or the cancellation notice.

Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within 30 calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 30-day window for refund processing ends before the last date of attendance, the refund will be paid within thirty (30) calendar days from the last date of attendance.

Charges Other Than Tuition:

1. Non-refundable charges are admissions fees, non-returnable materials, visa processing fees, and issued technology. These materials are only distributed and attributable to the portion of the program attended by the student. Example: Private Pilot books in a full course, not including IFR nor Commercial.
2. A student is bound by the terms as defined in any student housing agreement. Actual housing costs incurred by the Academy are non-refundable.
3. There is a course enrollment fee of \$150 for each course.

Cancellations:

1. Rejection of Applicant: If an applicant is rejected for enrollment, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less an I-20 processing fee of \$300.
2. Program Cancellation: If the Academy cancels a program subsequent to a student's enrollment, the Academy will refund all monies paid by the student.

3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the Academy cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less an application fee of \$150, and any actual housing costs incurred by the institution. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event the Academy may only retain a maximum total of \$500 for any non-refundable fees including application, I-20 processing, and shipping fees. Withdrawal or Termination after the Start of Class and after the Cancellation Period:

1. For all pilot courses

a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the Academy may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.

c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed

d. After fifty percent (50%) of the period of the course length is completed by the student, the Academy will retain up to a maximum of the full tuition.

Refund Computation Example

The student enrolled in a 32-week Professional Pilot Program, starting on January 17th and scheduled to complete on August 29th. The total tuition is \$49,995. The last date of attendance (LDA) for the student is February 28th. The date of termination is March 14th.

- Number of weeks student attended: 8 weeks
- Number of weeks financially obligated: 32 weeks
- Pro rata portion completed based on 8 weeks: 25%
- 25% of \$49,995 tuition = \$12,498.75 (earned tuition)
- Owed to institution = \$12,498.75
- Student payment = \$20,000
- Refunded to student by April 22nd = \$7,501.25

Definitions:

Cancellation: A student who never attends classes at the institution after enrolling, or who informs the Academy of his/her desire to cancel prior to the first day of training.

No Show: A student who never attends class at the institution after enrolling and does not inform the institution.

Withdrawal: A student who attends at least one class at the institution but does not complete his/her program.

Termination: A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.

Period of Financial Obligation: The portion of the program for which the student is legally obligated to pay and may not under any circumstances, exceed a period of 12 months.

Last Date of Attendance (LDA): The final date the student attends class.

Date of Determination (DOD): The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student. After 30 days of absence without notification, and reasonable attempts by the school to contact the student without success, the student will be terminated.

Delinquent Accounts

Each student's balance must not go below \$1000 at any time. The student is responsible for keeping up with their balance. It is not the Academy's responsibility to notify each student if his or her balance falls below \$1000. Dispatch will provide a printed record of the student's financial account upon request. If for any reason, the student's account balance becomes a "Balance Due", the student will immediately be placed in a fly restricted list and may not be scheduled for any training activities without prior written permission from upper management.

REIMBURSEMENT TO VETERANS, SERVICEMEMBERS & RESERVISTS

The U. S. Department of Veterans Affairs will reimburse an eligible veteran, servicemember or reservist for dual and solo flight training, preflight briefings, postflight critiques, and ground school at the rate of 60%. The allowance is paid monthly by VA to the student based upon actual training certified by the flight school as indicated on VA Form 22-6553c, "Monthly Certification of Flight Training". Entitlement is charged based on the rate of one month for a benefit amount equal to the full-time institutional rate (plus dependents where applicable).

Example:

Reporting Period 8/1/98 -- 8/31/98.

Total cost of training to student this reporting period = \$1500.

$\$1500 \times 60\% = \900 reimbursed to the student this reporting period.

No reimbursement is made for books, examination fees, or other charges. Additional hours for FAA check rides may not be reimbursed for a flight course unless the FAA requires that a licensed pilot be present during the flight test. Advanced pay is not authorized for flight training courses.

For more information or for resolution of specific payment problems the veteran, servicemember or reservist should call the VA nationwide toll free number:

1-888-442-4551

MAXIMUM REIMBURSABLE COST

Maximum reimbursable costs are based on the most expensive aircraft approved for a particular course. For example, the Commercial pilot course is approved for 65 hours of solo flight training in the 360 horsepower Piper Seminole at \$170.00 per hour. However, a student will typically train utilizing a far less expensive aircraft such as the Cessna 152 or Piper Warrior. Specific aircraft rates are available in the course descriptions contained in this bulletin and prices may vary (but cannot exceed VA approved limits) according to current fuel prices and aircraft availability.

Maximum reimbursable cost pricing is a means of providing more flexibility to flight school operators and students for designing an instructional program within the limitations of an FAA approved TCO and the law regarding payment of veterans' benefits.

SIMULATOR TRAINING

For VA purposes, simulator training is flight training.

STUDENT SERVICES

Faithful Guardian Aviation has a tutoring program for students who would like more help with academic subjects. Tutoring is provided at no cost by student leaders and by advanced students who are pursuing the certified flight instructor certificate. This program gives free help to students and also provides invaluable practical teaching experience for certified flight instructor applicants.

The Chief Pilot has regular meetings of all students, where problems can be addressed. Student leaders are chosen to assist and mentor other students.

Job Placement

Aviation has historically been a cyclical industry, with periods of brisk hiring and periods of stagnant hiring. The consensus of industry forecasts projects a worldwide shortage of pilots in upcoming years. Faithful Guardian Aviation does not guarantee employment; however, the following services are available to students:

Upon successful completion of the Certified Flight Instructor course, graduates will be eligible to

interview for an instructor position at Faithful Guardian Aviation.