



USAeroFlight

Professional Pilot Training

Student Handbook and Catalog **2017**

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USAeroFlight LLC

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USAeroFlight LLC Student Handbook & Catalog

Welcome!

Welcome to USAeroFlight LLC's FAA Approved Part 141 Pilot Training Program!

The safe and efficient operation of an aircraft is a very rewarding and satisfying accomplishment. In the coming months you can gain the knowledge, training, and experience needed to become an Federal Aviation Administration (FAA) certified single-engine or multi-engine Private Pilot, Instrument Pilot, Commercial Pilot, Flight Instructor, or Airline Transport Pilot. Our goal is to provide you with the theory and practical proficiency needed to begin a career, ministry or hobby in flight as well as encourage a professional attitude as you serve your community. Your skill, expertise and dedication in the application of your flight training can set you apart as a true professional.

The world today is highly dependent on aircraft for transportation, security, emergency response and recreation. This career choice can literally take you anywhere in the world. While the staff at USAeroFlight enthusiastically embraces the world of aviation and is dedicated to create the best possible learning environment, it is you, the future Aviation Professional, who will determine the level of your success and accomplishments as you move forward. We are committed to helping you as you work to achieve your hopes and dreams.

Welcome to USAeroFlight, we've planned and prayed for your success!

The USAeroFlight Staff

All material in this catalog is effective as of the date on the cover page and reflects information available as of the date of publication. In the interest of continual improvement USAeroFlight reserves the right to revise the information in this publication at its discretion.

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History

In 1974, Bob Jones University (BJU) in Greenville, SC began a flight training program at the Greenville Downtown Airport (KGMU). In 2011, after 37 years of service and curriculum development, BJU made a decision to discontinue aviation. Several of the faculty in the BJU aviation training program saw continued potential in the proven pilot training curriculum that BJU had brought to maturity. In May of 2012 three former BJU instructors incorporated USAeroFlight LLC for the purpose of continuing the Part 141 flight training program formerly established by BJU.

The owners and instructors have a passion for aviation, a desire to teach, and a drive to provide high quality training. Students will be glad they've chosen USAeroFlight as their flight training provider!

Mission - Statement of Purpose

The mission of USAeroFlight LLC, guided by the following priorities, is to produce highly sought after pilots for: 1) benevolent conservative religious missionary aviation ministries; 2) commercial aviation (i.e., to serve as Certified Flight Instructors (CFI's), corporate pilots, charter and cargo pilots, commercial airline pilots, and specialty pilots and basic preparation for potential military pilots, etc.); and 3) to serve the interests of students who wish to be pilots for personal or recreational purposes. USAeroFlight LLC will endeavor to accomplish this mission by equipping students in the technical subjects, flight hours and ground instructional hours delineated by 14 CFR Parts 61 and 141 which, when complied with, make the student eligible to apply to the Federal Aviation Administration (FAA) for permission to take federal certification exams. USAeroFlight LLC will also equip students professionally by requiring students, during training and while on school premises, to exhibit high standards of safety, professionalism, integrity and respect for the laws governing aviation and the workplace.

USAeroFlight LLC reserves the right, at its own discretion and in keeping with the stated mission priorities above, to reserve seats for or provide priority entrance dates to accepted applicant(s) based on the student's intended career goals and personal attributes.

Accepted applicants who indicate a missionary aviation career goal as identified in the above *Mission - Statement of Purpose* section and who demonstrably exhibit the qualifications for benevolent conservative religious missionary aviation ministries as provided in the *Occupational Objectives and Information* section of this handbook may be assigned a reserved seat or be given preference in start dates over other accepted applicants who have not yet received a start date. No student who has been accepted and been assigned a start date may be reassigned a later start date to accommodate a priority student without the consent of the student whose start date is being delayed. All accepted students will be assigned a start date as soon as priority and seating permits.

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Administration

Ownership

USAeroFlight LLC is a wholly owned subsidiary of USAeroGroup, Inc. which in turn is jointly and equally owned by Mark Spang, Michael Gonzales, and Brett Zukowski.



Mark D. Spang
*USAeroGroup President
Owner & Instructor*



Brett A. Zukowski
*USAeroGroup Vice-
President, Owner &
Instructor*



Michael E. Gonzales
*USAeroGroup
Secretary & Treasurer,
Owner & Instructor*

Owners

Mark Spang¹

Faculty: A&P Instructor, Private Pilot
-Master Instructor, 1986, US Air Force, Beale AFB Base, CA
-AA Bible, 1995, New Tribes Bible Institute, Waukesha, WI
- Mark has over 40 year's aviation experience.

Michael Gonzales

Faculty: CFI, CFII, MEI, Corporate Pilot.
-BS Business and Commercial Aviation, 1990, Bob Jones University, Greenville, SC
-Certificate of Graduation in School of Aeronautics, 1987, Solano Community College, Suisun, CA
-Michael has 29 years aviation experience.

Brett Zukowski

Faculty: CFI, CFII, MEI, ATP, Former Airline and Missionary Pilot
-BS Industrial Technology, Aviation Option, 1990, California State University, Los Angeles, CA
-MA Biblical Studies, 2000, Maranatha Baptist Bible College, Watertown, WI
-Brett has 32 years aviation experience.

Instructors and Staff:

A current list of instructors and staff personnel can be found at: <http://usaeroflight.net/sc-flight-instructors/>

¹ Mark Spang will be an owner and serve as company president through September 25, 2017. After this date Mark will resign as President, be bought out as owner and retire from the company. Brett Zukowski will then serve as President and Secretary, and Michael Gonzales will serve as Vice President and Treasurer of USAeroGroup (parent company of USAeroFlight, LLC).

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Licensing & Accreditation

USAeroFlight, LLC is licensed by the South Carolina Commission on Higher Education (www.che.sc.gov), 1122 Lady St, STE 300, Columbia, SC 29201. (Ph.: 803-737-2260, Fax No: 803-737-2297). Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. It is not equal to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Facilities

Location

USAeroFlight LLC is located at 10 Opportunity Place, Greenville, SC, on the southeast end of the Greenville Downtown Airport. When driving to Greenville, take I-85 to I-385N and get off at the Haywood Road exit. Turn south and continue for ½ mile; Chick-Fil-A is on the right. Go to the *next* stoplight and turn right on Airport Road. Continue straight to the gated entrance and use the intercom to gain access.

Greenville Downtown Airport is a public airport. However, for airport security purposes, 10 Opportunity Place is open to the general public upon request. Therefore, visitors will be welcomed to the facility with guided access by USAeroFlight LLC Faculty and Staff. All airport taxiways and the runway are governed by the FAA to safely control air traffic and restrict motor vehicles as well as pedestrian traffic. The map below indicates the location of USAeroFlight LLC in Greenville, SC.

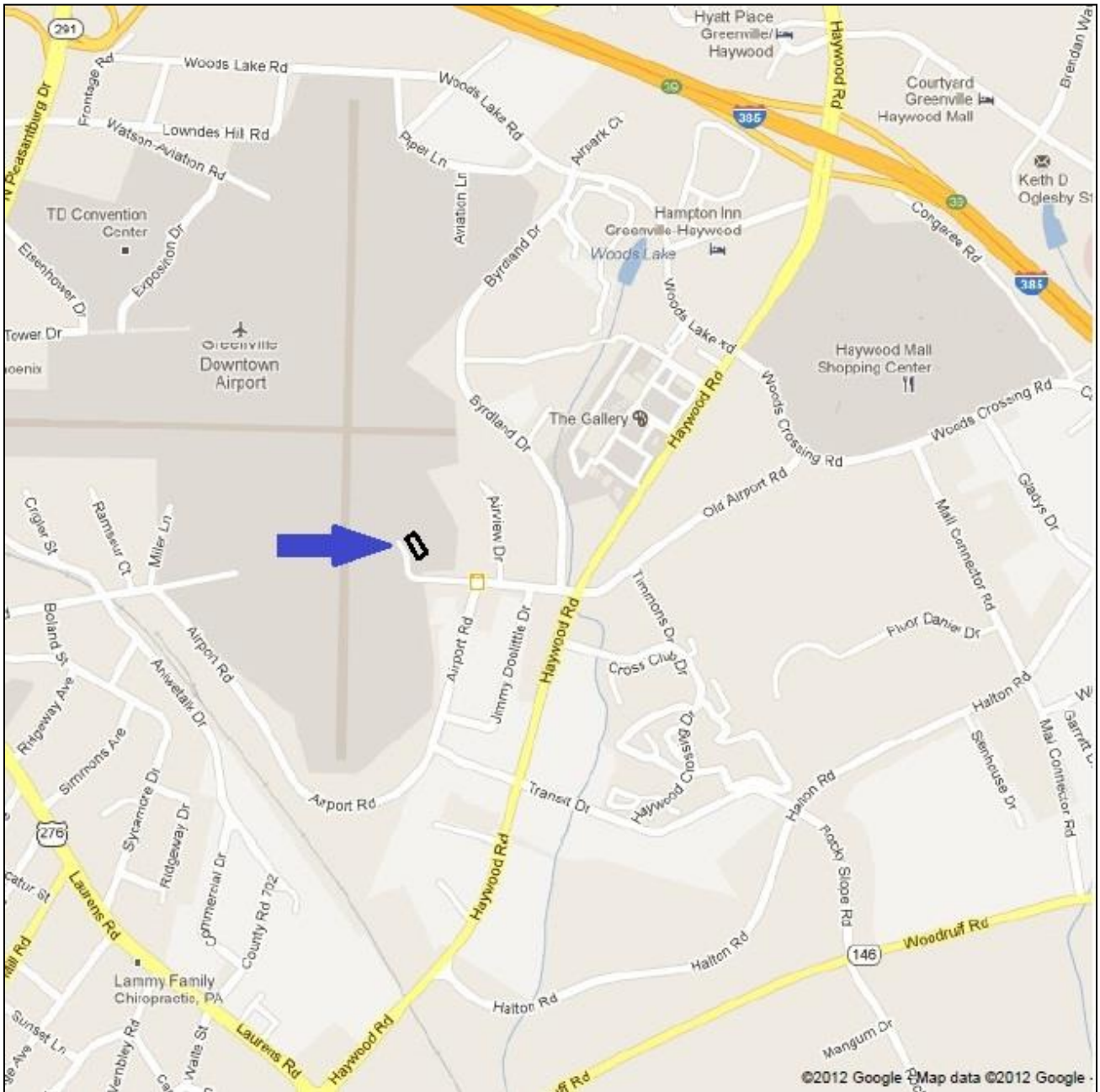
Parking Area(s)

The parking area for the USAeroFlight facility is immediately adjacent to the facility driveway in front of the classroom / hanger building(s) and marked with white lines as commonly found in parking lots.

NOTE:

The school facilities are inside the secure perimeter of the airport and students and their guests must not walk, park or drive past the buildings, on the grass (except to the picnic bench immediately in front of the building), on the ramp, taxiway, airport surface or any aircraft parking areas without permission from USAeroFlight staff. Aircraft operations are routinely in progress in these areas and constitute a hazard to personnel and equipment. Learning how to manage safety concerns is a part of the flight instruction curriculum and will be addressed during instructional events.

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USAeroFlight Hangar

The Flight School facility was constructed in the mid 1990's and is located on airport property in a metal building with 10,000 square feet of hanger space and 3000 square feet of office space. Of this space, USAeroFlight LLC leases 50% for management and instructor offices, aircraft storage, and aircraft maintenance operations. The hanger area has florescent lighting, skylights, and a chemical resistant painted floor and is fully insulated and heated. The one-story office area is located on the west side of the hangar and contains a lobby area, a men's rest room and women's rest room, a kitchen, offices for the secretary, manager, chief instructor, instructors, and records storage, an Advanced Aviation Training Device (AATD) area (colloquially a "simulator"), an aircraft maintenance office and parts storage room as well as free space for student study and rest. These areas have florescent lighting and central air conditioning and heating.

Equipment and Class Size

The school has an extensive library for proper training. All the necessary teaching tools and references, equipment and aircraft are provided for Single-and/or Multi-engine Private, Instrument, Commercial, Flight Instructor, and Airline Transport Pilot training. Class size for flight instruction will be 1:1 and limited by instructor and aircraft availability. Class size for group ground schools will be limited by the size of the room to no more than 24 students per ground school class.

Computers and wireless access points are located throughout the office and hanger area and provide student access to internet services including Federal Aviation Administration (FAA) websites, manufacturer's data, online instructional programs and aviation publications.

Educational Objective

The FAA requires all individuals who fly aircraft for training, personal or recreational use to have at least a Student Pilot, Recreational Pilot, or Private Pilot Certificate. Additionally, to fly for compensation or hire, the FAA requires at least a Commercial Pilot Certificate or Airline Transport Pilot Certificate. Also, with few exceptions, career pilots must also have an instrument rating. Many Private pilots desire an Instrument Rating to increase safety and pilot proficiency. Training is accomplished on the basis of CFR Title 14 Part 61 and an approved Flight School curriculum per CFR Title 14 Part 141. Training activities are supervised and audited by Principle Inspectors from the local FAA Flight Standards District Office (FSDO) located in Columbia, SC, the USAeroFlight Flight School Manager, and the USAeroFlight Chief Instructor and Assistant Chief Instructor located on premise.

USAeroFlight's primary educational objective is to train students for careers as a missionary pilots or commercial aviation pilots (i.e., airline and corporate flight crew), and secondarily, to train students to become private pilots (personal use of aviation). This is done by providing the FAA required flight and ground training which can qualify students to apply for FAA written, oral and practical exams leading to FAA certifications.

Class Schedule

Students may be admitted at any point in the year on a part-time or full-time basis in accordance with USAeroFlight LLC's mission statement and as instructors and aircraft are available.

A student opting for a full-time schedule is typically able to complete the Private Pilot certificate curriculum in 4-8 weeks, the Instrument Rating curriculum in 4-8 weeks, and the Commercial Pilot Certificate curriculum in 8-12 weeks.

A student opting for a part-time schedule (i.e., meeting with an instructor for 3 training events per week at two hours per event) is typically able to complete the private pilot certificate curriculum or the

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Instrument Rating curriculum in 24-30 weeks each, and students enrolled part-time in the Commercial Pilot Certificate curriculum typically complete this instruction in 30-36 weeks.

Drop and Add dates do not apply to flight instruction periods because flight instruction events are offered continuously throughout the year and are dependent upon student availability (scheduled around student work or college responsibilities), curriculum requirements (i.e. night flying, specific terrain and weather criteria), availability of flight instructors, safety considerations and aircraft availability. Students may drop and add flight instruction events throughout the year in keeping with USAeroFlight cancellation policies (see Attendance section).

The school will routinely close on Sundays and major U.S. holidays. However, at the discretion of and with the approval of management and the student's primary instructor, students needing to have flight lessons on Sundays and major holidays when the school is normally closed may request and may be granted an appointment with an instructor and access to the facilities on these days.

The minimum number of contact hours required for pilot certification can be found in Appendix D of this handbook. These hours include both flight and ground instruction and are determined by the Federal Aviation Administration.

Admission Information

Student Housing

Students are responsible for their own room and board. USAeroFlight does not have affiliation with or provide student living quarters but can provide assistance in locating suitable housing. Each student should research information about any property before signing a rental or lease agreement.

Notification of Nondiscriminatory Policy

USAeroFlight does not discriminate on the basis of race, color, gender, national and ethnic origin, or religion in its administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Occupational Objectives and Information

Flight schools are typically able to offer flight instruction under Federal Aviation Regulation (FAR) Part 61. USAeroFlight additionally offers flight instruction under Part 141 of the Federal Aviation Regulations. The information below in *Admission Requirements* describes the advantages of the Part 141 regulations for students.

Before you apply, please consider the following requirements:

USAeroFlight's training is specifically designed to achieve the fundamental certifications for pilot careers in venues such as regional airline operations, national passenger airline operations, and cargo airline operations, missionary aviation, flight instruction, general aviation, charter, corporate aviation, as well as some specialty pilot venues such as border patrol, bush pilot, law enforcement, rescue operations, firefighting, aerial photography, aerial application (also known as crop dusting), and military aviation.

Therefore, it is strongly suggested that all applicants be mentally and physically prepared for the unique challenges of these career fields. Students are advised to pass a First Class Medical with a FAA Aviation Medical Examiner (<https://www.faa.gov/pilots/amelocator/>) and Transportation Security Administration (TSA) background check (provided by USAeroFlight LLC at no cost) before enrolling in flight courses to ensure they meet the basic requirements.

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Pilots often cope with several work-related hazards. For example, airline pilots assigned to long-distance routes may experience fatigue and jetlag. Weather and the condition of the aircraft can also pose unique hazards. In addition, flights can be long and flight decks are often sealed, so pilots must be able to work in small teams for long periods in close proximity to one another.

Commercial pilots face other types of job hazards. Aerial applicators, also known as crop dusters, may be exposed to toxic chemicals, typically use unimproved landing strips, and are at a higher risk of collision with power lines and birds than many other pilots. Pilots also face the risk of hearing loss resulting from prolonged exposure to engine noise.

Although flying may not involve unusually high levels of physical effort, the high-level of concentration required to fly an aircraft and the mental stress of being responsible for the safety of passengers can be fatiguing. Pilots must be alert and quick to react if something goes wrong, particularly during takeoff and landing. As a result, federal law requires pilots of particular work scopes, such as major airline pilots, to retire at age 65.

Pilots work all over the country, but most are based near large airports.

For most pilots, federal regulations set maximum work hours and minimum requirements for rest between flights. Airline pilots fly an average of 75 hours per month and work an additional 150 hours per month performing other duties. Pilots have variable work schedules that may include some days of intense work followed by some days off. Flight assignments are based on seniority. In general, that means that pilots who have worked at a company for a long time get preferred routes and schedules.

Airline pilots spend a considerable amount of time away from home because flight assignments often involve overnight layovers, often three nights a week or more. When pilots are away from home, the airlines typically provide hotel accommodations, transportation to the airport, and an allowance for meals and other expenses.

Commercial pilots also have irregular schedules. They typically fly between 30 hours and 90 hours each month. Charter, commuter, corporate and freight pilots may have less free time than major airline pilots because they frequently have more non-flight responsibilities than airline pilots. Although some pilots remain near their home overnight, they may still work nonstandard hours.²

Additionally, students with aspirations for missionary aviation service are strongly encouraged to be spiritually, doctrinally, and culturally prepared for the unique challenges of supporting religious activities on foreign soil via aviation. In particular, applicants with aspirations toward missionary aviation service are encouraged to counsel with USAeroFlight LLC staff, local religious university mission departments, and prospective mission boards regarding personal motivation, physical challenges, religious convictions, personal salvation testimony, and evidence of Christian maturity prior to enrolling with the goal of missionary aviation. Missionary pilots in particular are subject to more physical, mental, spiritual and cultural demands than most commercial pilots.

² <http://www.bls.gov/ooh/transportation-and-material-moving/airline-and-commercial-pilots.htm#tab-3>.

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How to Apply

Prospective students seeking admission to USAeroFlight's Private Pilot Certification Course, Instrument Rating Course or any certification course taught by USAeroFlight and allowed under 14 CFR Part 61 as listed below in Option A must contact the flight school manager or chief pilot and demonstrate the eligibility requirements of paragraph "A" (Option A) below.

Prospective students seeking admission to USAeroFlight's Part 141 Commercial Pilot Certification Course with optional Part 61 Flight Instructor Certification and optional Part 141 Multi-engine Course must contact the flight school manager or chief pilot and demonstrate the eligibility requirements of paragraph "B" (Option B) below.

Admission Requirements

USAeroFlight is authorized to teach under the authority of both Part 61 and Part 141 of Title 14 Code of Federal Aviation Regulations (FARs). Both regulations describe the training requirements for pilot certifications and ratings including Private Pilot, Instrument, Commercial Pilot, and Certified Flight Instructor. The curriculum knowledge and proficiency requirements in each part are, for all practical purposes, identical. The significant differences between Parts 61 and 141 as related to flight training are: 1) Part 141 allows a lower minimum number of flight and ground school hours for certification (see Appendix D); and 2) the admission requirements for the Part 141 Commercial Pilot Course are more detailed (see Option B under *Admission Requirements*).

Generally speaking, students may elect Part 61 training and admission requirements (Option A below) if this provides an advantage to their personal situation (i.e. when students have recreational flying goals commensurate with training for Private Pilot Certification and/or the Instrument Rating, or desire to complete a certification or rating after training elsewhere wherein Part 141 does not credit the previous training).

Alternatively, students may elect the Part 141 Commercial Pilot training and its own specific admission requirements (Option B below) in circumstances where this provides the greatest student advantage (i.e., a student with career pilot goals with little or no previous flight training can realize lower training costs). The USAeroFlight Flight School Manager or Chief Instructor can counsel students as to the best option for a particular student.

Students desiring additional training not leading to additional certification (Discovery Flights, Flight Reviews, Instrument Competency Checks, specific endorsements required or allowed by Federal Aviation Regulations (FARs), Flight Instructor Revalidation or reinstatement, aircraft rental, general flight proficiency or building of flight time, etc. need only meet the requirements of applicable Federal Aviation Regulations (FARs).

USAeroFlight enrolls students in flight training on a rolling enrollment basis. This means that qualified students may enroll based on their availability and availability of aircraft and instructor's schedules. On-site ground schools with in-person teachers (as opposed to online or computer based training) will be held on dates and at times and locations announced on the USAeroFlight Website. USAeroFlight reserves the right to cancel, at the school's discretion, any ground school class if the enrollment in that class is less than 10 students. However, every effort will be made to continue each scheduled ground school class.

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Students are encouraged to select one of two options below, listed as “Option A” or “Option B:”

Option A:

Students seeking training toward:

- a. The Private Pilot Certificate under FAR Parts 61 or 141;*
- b. The Instrument Rating under FAR Parts 61 or 141;*
- c. The Commercial Pilot Certificate under FAR Part 61 (250 total flight hours required for completion);³*
- d. Certified Flight Instructor Certification under FAR Parts 61; and/or*
- e. Multi-engine Rating under FAR Part 61.*

Students may become eligible for admission to USAeroFlight for flight training listed in Option A by meeting the following criteria:

1. Participate in an interview conducted by the USAeroFlight Flight School Manager, Chief Instructor, or Assistant Chief Instructor or their designee.
2. Pass a Transportation Security Administration (TSA) Citizen Verification Check (provided by USAeroFlight LLC at no cost). In this step potential students will be provide, in person, original documentation and copies of US Citizenship or Lawful Presence:
 - a. U.S. Citizens: Valid South Carolina (or most other states) driver's license or permit, valid state issued photo identification card, U.S. birth certificate & photo ID, U.S. passport, military identification, or certificate of naturalization.
 - b. Non-citizens: Permanent residents & International students should contact a USAeroFlight representative for more information.
3. Apply for and obtain at least a current FAA Third Class medical for Private Pilot training, a Second Class medical for Commercial Pilot training, and a First Class medical for Airline Transport Pilot Training. The FAA Third Class medical for Private Pilot training must be obtained prior to solo flight in an airplane,⁴ from a Federal Aviation Administration Aviation Medical Examiner (FAA AME),⁵
4. Apply for, and obtain prior to solo flight, a student pilot certificate from the FAA, a DPE, a Part 141 school official, or Certified Flight Instructor (CFI);⁶
5. Be able to read, speak, write, and understand the English language fluently.
6. Meet the following age requirements by the time training is completed and FAA testing begins:
 - a. To be eligible for a student pilot certificate, an applicant must be at least 16 years of age;
 - b. To be eligible for a private pilot certificate, a person must be at least 17 years of age;
 - c. To be eligible for an instrument rating, a person must be at least 17 years of age;
 - d. To be eligible for a commercial pilot certificate, a person must be at least 18 years of age;

³ Students with little or no former Commercial Pilot training seeking a career in flying may benefit from the provisions of FAR Title 14 Part 141 (190 total flight hours required for completion) and if so desired must see paragraph “B” for specific admission requirements.

⁴ Flight students are encouraged to obtain the required medical certificate prior to the start of training. This avoids incurring training expenditures in the event that the FAA denies the student a medical or student pilot certificate.

⁵ An initial First Class Medical is *recommended* in each case to insure the student is capable of obtaining the first class medical in the future should training and/or career options require it (<https://www.faa.gov/pilots/amelocator/>).

⁶ https://www.faa.gov/pilots/become/student_cert/

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- e. To be eligible for an Airline Transport Pilot certificate, a person must be at least 21 years of age;
7. Read and sign the Information and Policy Manual (Discovery Flights, Flight Reviews, and Instrument Proficiency Checks, etc. are exempt from this requirement). The IPM can be found at www.usaeroflight.net or by calling 864-987-9330.
8. Sign the USAeroFlight *Student Waiver and Release Of Liability, Assumption Of Risk and Indemnity, and Promotional Consent Agreement* (found in Appendix B herein, or see a USAeroFlight representative).

Option B:

Students seeking Commercial Pilot Certification leading to a professional piloting career and who desire to enroll in USAeroFlight's Part 141 Commercial Pilot Certification Course,⁷ and/or optional and subsequent Part 61 Flight Instructor Certification Courses, and/or part 141 Multi-engine Course, may become eligible for admission if they:

1. Meet all admission requirements in **paragraph "A," above (option A)**, and
2. Hold a valid FAA **Private Pilot Certificate**, and
3. Read the current *USAeroFlight Handbook and Catalog* and completely fill out and return the Student Contract & Enrollment Agreement at the end of the Handbook /Catalog. The Handbook/Catalog can be found at www.usaeroflight.net. The Student Contract & Enrollment Agreement must be signed in the presence of a witness or USAeroFlight Faculty or Staff, and
4. Complete and return an **Application for Admission** with personal references. **NOTE: students having completed private pilot training with USAeroFlight need NOT provide references requested on the application.** Applications can be found www.usaeroflight.net or call 864-987-9330, and
5. Provide **one of the following**:
 - a. evidence of successful completion of training for the FAA Private Pilot Certificate at USAeroFlight (training records, graduation certificate, instructor certification, etc.); **NOTE: students having completed private pilot training with USAeroFlight are NOT required to provide the items in paragraphs b, c, or d below,** or
 - b. evidence of successful completion of High School (an original high school diploma or an official transcript including graduation date and diploma type, a General Education Diploma (GED), or certification of completed home schooling at the secondary school level (Certificates of Attendance or Special Education Diplomas are not recognized for admission purposes). Students not having completed these requirements may provide evidence of current enrollment in and successful progress toward these requirements in lieu of completion documents; or
 - c. evidence of successful completion of at least 30 semester hours or 45 quarter hours at the post high school degree level from a former technical school, college or university

⁷ Students with little or no former Commercial Pilot training seeking a career in flying may benefit from the provisions of FAR Title 14 Part 141 (190 total flight hours required for completion) and if so desired must see paragraph "B" for specific admission requirements.

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showing a minimum of a 2.0 cumulative GPA (C). Official transcripts must be presented.
or

- d. evidence of English language and math proficiency via at least one of the following minimum test scores,⁸ college transcripts, or vocational training and work experience:

SAT: Verbal 430, Math 400; or ACT: Reading 15, English 17, Math 17; or COMPASS: Reading 70, Writing 38, Pre-algebra 37; or ASSET: Reading 38, Writing 38, and Numerical skills 38; or CPE: Reading 70, English 70, and Math 70; or Equivalent military experience, academic testing, training records, or transcripts indicating at least a “C” average or acceptable performance in related work experience (evaluated on an individual basis); or Equivalent civilian work experience records indicating satisfactory job performance or employer sponsored training records accompanied by employer documentation indicating at least a “C” (70%) average training performance.

Note:

The completion of an admission procedure does not guarantee acceptance. Applicants will be notified of their acceptance status via an official letter. An acceptance letter does not guarantee a specific start date nor guarantee specific schedules.

Application Deadline

Applicants should register as soon as possible for the training schedule they desire to have. Applications will be received and considered at any point in the year. Applications will be processed within approximately two weeks. If all aircraft or flight instruction personnel are committed to students, the applicant (application) will be placed on a waiting list and entrance into the program will be based upon company mission priorities and instructor availability.

Transfer-In Credit Policy

USAeroFlight may credit previous flight training into a USAeroFlight curriculum in accordance with FAA Part 61 and Part 141 regulations. See the chief instructor for specific questions about previous training.

Transfer-out of credit (Transfer of Credit to another Institution)

USAeroFlight makes no claim or guarantee that credit earned will transfer to another institution. Transfer of credit to another academic institution is determined by that institution. At the request of a student, USAeroFlight will provide, at no cost, one copy of the student’s training records to students whose accounts are in good standing. A five dollar fee may be charged for additional copies of training records.

USAeroFlight has made articulation agreements with Bob Jones University (BJU) and North Greenville University (NGU). Embry Riddle Worldwide University (ERWU) also provides credit for completed USAeroFlight training and FAA certificates earned. Students enrolled in these institutions may present a FAA pilot certification to the records office of these institutions for university credit (ERWU) or for credits toward a minor associated with a major course of study (BJU and NGU).

⁸ Information for taking the Scholastic Aptitude Test (SAT) or the American College Testing (ACT) program can be obtained from high school counselors; CEEB, P.O. Box 592, Princeton, NJ 08541, 609-771-7600, www.collegeboard.com, for SAT information; or ACT Records P.O. Box 451, Iowa City, IA 52243, 319-337-1320, www.act.org, for ACT information.

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Textbooks / Supplies

Academic texts are available from several sources including Sporty's Pilot Shop, ASA, Jeppesen, Amazon.com, Barnes & Noble, and Books-A-Million and for some electronic copies, FAA.gov. Some documents are provided free of charge by USAeroFlight LLC as noted below.

Student Booklist

Texts are required reading and students must use the most current publication date. For a list of texts see Appendix C at the end of this document or the particular course syllabus which is available at the USAeroFlight office. The FAA Approved USAeroFlight Flight School Manual Training Course Outline (TCO), Manual Control Section, contains the most current list of texts and is available at the USAeroFlight office.

Tuition and Fees

School fees are posted on the school web site (usaeroflight.net). Because students have the option of attending full time, part time, or any available schedule that meets student needs, USAeroFlight LLC does not require traditional tuition payments and all charges may be paid on a fee-for-use or tuition basis as described below.

Charges for flight training may be paid on a tuition basis or a fee-for-use basis. For student convenience and business efficiency, fee-for-use payments may be paid in advance of up to two months of anticipated instruction and paid in the form of student designated amount from which fee-for-use payments can be deducted as training events occur over the month following the payment. When fees are paid in this manner 100% of unused flight instruction fees will be returned to students within 40 days upon request. Students must keep a \$500 positive balance at all times or training may be suspended.

Students may elect to pay daily for instructional charges by check or credit card as charges accrue and may incur a processing fee for such payments. USAeroTech charges 2% for each credit card transaction to help defray the cost of this convenience. Students paying by check may not continue to do so if any payment is delayed by insufficient funds. Students are responsible for ground school fees, textbook purchases, and miscellaneous pilot supplies (headset, plotter, charts).

The tuition basis of payment is restricted to the Part 141 Commercial Pilot Training Course and Part 61 Flight Instructor Certification Course and may be used as a basis for payment if the tuition paid is for training which is anticipated to occur over a period of weeks or months (i.e., a 3 week course, a 3 month course etc. and is being paid for a specified curriculum or portion of a curriculum. Daily charges for flight instruction are deducted from the student's tuition payment account as training occurs until training is complete or the tuition funds are depleted. Students who have depleted their tuition charge as described in this paragraph yet have not reached proficiency must make additional payments for continued training in order to complete the instruction or fail the course. When fees are paid in this manner 100% of unused flight instruction fees and tuition will be returned to students within 40 days upon request. Students must keep a \$500 positive balance at all times or training may be suspended.

All students must keep a \$500 positive balance at all times or training may be suspended.

NOTE: Eligible students may pay for instruction with Veteran's Administration (VA) benefits. While USAeroFlight Staff may assist the student to process VA benefits the student is completely responsible to assure the status of his or her benefit level at all times. All instructional charges or fees

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not paid by the VA on behalf of any student for any reason will become the responsibility of the student and payment will be considered due as of the day the services are rendered.

USAeroFlight estimated charges and fees listed below do not include any of the FAA Knowledge Tests (FAA written tests) or Designated Pilot Examiner (DPE) oral and practical test charges. These are listed as additional fees and are determined by the particular Written Testing Center or FAA Designated Pilot Examiner (DPE). Charges for any retests required by a FAA DPE will also be additional and pricing determined by the individual FAA DPE. Aircraft rental of USAeroFlight aircraft for use in a FAA DPE practical test must be paid to USAeroFlight by the student. Non-current accounts will result in disenrollment until account balance is paid. Students are responsible for their room, board, transportation to and from school and pilot supplies.

Estimates of the current costs of flight training, based on USAeroFlight's FAA approved 141 curriculum for each FAA certificate and/or rating as well as an estimate of the current costs of flight training based upon average student completion times are listed in the table below. Average student completion times may be higher than curriculum requirements depending on factors such as student aptitude, personal study habits, and the chosen frequency of training, etc. Fees are subject to change. Charges are a total of aircraft rental, instructor fees, ground school fees, books and pilot gear, and fuel surcharges when necessary for each certificate or rating.

USAeroFlight Estimated Charges and Fees

Flight Courses	141 Curriculum Cost*	Average Cost**
Private Pilot	\$9,200	\$12,000 (Average based on 55 hrs.)
Instrument Rating	\$8,050	\$9,500 (average based on 40 hrs.)
Commercial Pilot	\$20,000	\$24,300 (average based on 120 hrs.)
Multi-engine add-on	\$6,705	\$8,500 (average based on 15 hrs.)
Certified Flight Instructor	N/A	\$4,550 (average based on 15 hrs.)
Certified Flight Instructor-Instrument	N/A	\$2,000 (averaged based on 8 hrs.)
Multi-engine Instructor	N/A	\$5,750 (average based on 15 hrs. PIC)

*Prices shown above are based on minimum cost and include flight instruction, aircraft rental, pre-flight and post-flight instructor briefings, ground school courses associated with flight training, and assume no prior training. They do not include additional fees, and alternate equipment expenses listed below. **Average cost may vary considerably based on alternate aircraft used, frequency of lessons, student aptitude and optional lessons.

Ground School Courses	Cost
Private Pilot	\$295
Instrument Rating	\$325
Commercial Pilot	\$250
Certified Flight Instructor	\$325

Aircraft Rental Rates and Instructor Fees (hourly):	Cost
Aircraft Rental Rates	
DA20C-1 (Diamond 20c1)	\$128
B24R (Beech Sierra)	\$165
CE172M (Cessna 172 Skyhawk)	\$133
AATD (One-G Foundation)	\$75
Cessna 310Q	\$325
Instructor Fees (hourly)	
Basic Instructor	\$50

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Advanced Instructor	\$60
Stage Check Instructor	\$65
Designated Pilot Examiner Retest	\$65

Additional Fees	Cost
Designated Pilot Examiner Fee (except Flight Instructor)	\$400
Designated Pilot Examiner Fee (Flight Instructor)	\$500
FAA Written Exam Fee	\$165
Headset Rental per flight	\$3
Fuel Surcharge – based on fuel price fluctuations	Varies
Application Fee (standard, citizen, self-pay)	\$25
Application Fee: Veteran’s Administration	\$300
Application Fee: International Student	\$500

Equipment Expenses (paid to third party of student’s choice)	Cost (estimated)
Headset	\$350
Chart	\$10
Plotter	\$10
Flight Computer	\$10

Additional financial policies are listed on the current AVIATION RATES sheet posted in the aviation lobby.

Grading Policy

Instructors have flexibility concerning the use of learning and measuring tools during instructional events. The use of oral or written quizzes, tests, or in flight evaluations allows for reinforcement of training and feedback to both the student and instructor.

The minimum passing grade for all written tests and quizzes during the duration of the training is 80%. Failure to achieve 80% on all written tests or quizzes during training will require additional instruction and retesting to achieve 80% on the failed test.

Additionally, all passing grades between 80%-99% for all written tests and quizzes will require remedial instruction to review areas of deficiencies such that the final score is remediated to 100%.

All final grades in any curriculum will be PASS/FAIL and based on FAA certification requirements and FAA DPE testing to the FAA Practical Test Standards or Airman Certification Standards (ACS) as appropriate. Students must demonstrate the proficiency required of the FAA PTS and /or ACS to pass any oral or practical stage check or FAA checkride for Certification.

All Part 141 courses have stage checks by FAA approved and highly experienced instructors for the purpose of evaluating progress in both knowledge and flight proficiency. These stage checks will also be graded as PASS or FAIL and failures will require additional instruction until students can demonstrate proficiency per the applicable FAA PTS in all required areas of operation applicable to the specific stage check involved. FAA required oral and practical (flight) exams, conducted by the FAA or representatives of the FAA (DPEs) are required for certification and are also pass/fail. A student who attempts FAA certification and fails any portion of an FAA oral or practical (flight) exam must receive remedial instruction for the portion failed prior to re-examination by the FAA.

School Policies

USAeroFlight Information and Policy Manual

Detailed USAeroFlight school policies can be found in the USAeroFlight Information and Policy Manual (IPM). This manual, available at the school office and school website, must be read in

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conjunction with this Student Handbook & Catalog and will be the controlling document for student expectations during flight training and while on the school premises. All Part 141 program students will be provided with this document before being allowed to enroll.

General Expectations Regarding Professionalism

Safety

Safety is a top priority and unsafe practices are considered extremely unprofessional. Students violating any FAA regulation, advisory information or safety procedure; any USAeroFlight policy or safety standard; any other federal, state, or local law or ordinance regarding safe operation of aircraft; any industry accepted standard practice; or any unprofessional behavior with respect to the operation of an aircraft may result in the loss of privilege of flight training at USAeroFlight LLC. The above policy includes but is not limited to drugs and alcohol use. Students may not train or have access to aircraft on USAeroFlight LLC premises while under any degree of influence of illegal drugs. Prescription and over the counter drugs are permitted in accordance with FAA and Aviation Medical Examiners (AME) regulations and recommendations. Students exhibiting poor judgment in regard to any matter of personal behavior, including but not limited to violations of the law or abuse or misuse of any drug or alcohol may lose flight training privileges.

Attendance

If a student cannot meet his scheduled lesson, whether tardy or absent, (e.g. accident, illness, on medication, etc.) *he is required to contact his instructor* or he will be considered late or absent and the appropriate penalties imposed. Penalties can include being billed the ground school instructor rate for the student's flight block. Emergencies beyond the student's control, if documented, will not incur a fee. Students will not be granted any training hours credit toward FAA requirements during the time the student is late or when absent. All missed lessons must be made up in their entirety to receive credit.

Academic Progress Records

USAeroFlight maintains individual academic progress records as a part of the student syllabus. Student progress is available to the student daily and reported at each lesson in these records. Progress records are filed with each student's overall records. A copy of completed academic progress record is available to the student upon request. These records will be kept on file for a minimum of six years.

Incomplete Grades

A student who fails to reach proficiency or who discontinues flight training may retain his or her pilot logbook and a copy of his or her training records. USAeroFlight will retain the original records for a minimum of six years for all students.

Graduation Requirements

Proficiency and FAA Testing

Because flight training is proficiency-based, lessons will continue until proficiency has been reached and testing with an FAA DPE has been successfully completed.

Students will be considered to have completed graduation requirements for any pilot course when all proficiencies, FAA Practical Test Standards (PTS) or Airman Certification Standards as appropriate, USAeroFlight curriculum and FAA Federal Aviation Regulations (FAR) requirements have been met. A certificate of completion and/or any FAA required logbook endorsements will be provided for every student meeting graduation requirements in preparation for Federal Aviation Administration Designated Pilot Examiner (FAA DPE) testing.

Students must understand that a criminal record may delay or prevent a student from FAA testing, certification, or employment.

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Job Placement Assistance

Successful completion of a training program at USAeroFlight does not guarantee employment after graduation. Moreover, a criminal record may prevent the student from obtaining employment in the field or delay application to the FAA for testing. However, the following resources are available to students to assist their search for employment:

- USAeroFlight posts job openings from companies who make their needs known.
- USAeroFlight graduates contact the school to communicate the needs within their company.
- USAeroFlight regularly posts magazine and electronic publications references to job postings.
- USAeroFlight refers students to internet-related aviation related job search websites and local businesses.

Training Interruption and Reinstatement

Should situations arise that interrupt a student's schedule where he or she needs to leave school, the student can return to flight lessons without a new application. The student must notify the flight school manager and the Chief instructor of his or her intention in order to be placed with a flight instructor. The student will be accommodated as flight instructors and equipment are available.

Probation (General Principles)

If a student is placed on any category of probation, he or she will be notified personally and in writing and provided with the reason and the steps necessary to be removed from probationary status. Students may also receive face-to-face counseling from the USAeroFlight management or instructors after they are placed on probation. If a student is placed on probation a second time for the same reason, USAeroFlight LLC reserves the right to terminate the student from the program. The student will be notified personally and in writing by certified mail of probation or suspension.

To be removed from any probationary status and to be restored to good standing, the student must address the issues delineated in the notification of probation while also making measurable progress in the flight training process during the probationary period. Consultation with the student's primary instructor, reference to the student's flight training syllabus, and/or evaluation flights or ground training by the chief instructor, assistant chief instructor or senior flight instructors may be used as an evaluation tool for both the initial issue(s) and verifying the measurable progress required to be removed from probation.

Academic Probation

A Pilot Review Board will convene when necessary to review serious infractions of Flight Department policies or to council students whose progress is not acceptable. This board will consist of the flight school manager, the chief instructor and the instructor who is currently teaching the student.

If a student's progress indicates a lack of reasonable progress the student may be placed on academic probation. This step will be evaluated by the primary flight instructor in reference to the student's flight training syllabus, and evaluation flights or ground evaluation by the chief instructor, assistant chief instructor or senior flight instructors.

Disciplinary Probation

A student may be placed on disciplinary probation if he or she violates any school policy, standard of conduct, state or federal laws, or professional behavioral expectation, or for using poor judgment with regard to aviation safety. Disciplinary probation extends for a minimum period of 30 days. If the issue continues, USAeroFlight, at its discretion, reserves the right to terminate the student's training program.

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Academic Suspension

If a student does not maintain satisfactory academic progress during a probationary period, he or she will be placed on academic suspension and not be allowed to take flight instruction until the issues causing the probation and suspension can be resolved to the satisfaction of USAeroFlight management.

Dismissal Appeals Process

The student may appeal a suspension in writing within five calendar days after receiving the suspension notice, addressed to the chief instructor or managing officer, and documenting the mitigating circumstances.

The chief instructor will convene an appeal panel of at least two owners, the flight school manager, the chief instructor, and the primary flight instructor and/or instructors in order to determine if the student will be permitted to continue on a probationary status, despite non-satisfactory probationary progress. The student will be sent the written decision within ten days of receipt of the appeal. The decision of the panel is final.

Reinstated students are on a probationary status until the next evaluation. During this time, they must meet the terms and conditions set forth in the official notification. At the end of every evaluation period thereafter, the student's academic status is scrutinized. The student may continue on probation as long as he or she meets the terms of the probation or until such time as satisfactory academic progress status is regained.

Handling Student Complaints

If a student has a complaint about a classroom situation, he should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then the student may contact the chief instructor for mediation. If the complaint cannot be resolved at the school level through its complaint procedure, a student may contact the South Carolina Commission on Higher Education. The school manager or chief instructor will provide the student with the necessary form which may also be accessed at the following link:

http://www.che.sc.gov/Portals/0/CHE_Docs/academicaffairs/license/1_Complaint%20procedures%20and%20form-Generic.pdf.

Withdrawal / Termination

It is anticipated that each student will successfully complete the pilot certification training at USAeroFlight LLC. However, should he or she find that continuing studies are not possible, he or she must advise the primary instructor and chief instructor. Course withdrawals and terminations will be documented and records retained should the student resume studies at some future date.

If a student desires to withdraw, he or she should provide the primary instructor and chief instructor with a written withdrawal letter stating the date of termination.

Refund Policy

If a student prepays flight training and discontinues training for any reason, a full refund of all unused training prepayment will be reimbursed at 100% within 40 days. All fees for training are due on the day the training occurs, whether deducted from a prepaid account or paid as the service is rendered, and the paid fees for any complete or partial training event, ground school lesson, or flight lesson will not be refunded for any reason.

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FAA Certification Procedures

Successful completion of a USAeroFlight pilot curriculum qualifies a student to apply for the FAA written, oral and practical exams leading to certification. In addition to the procedures below, the requirements listed in 14 CFR, Part 61 apply and will be explained to students during their training.

Written Tests

There are three tests for each certification or rating: Knowledge (written), Oral, and a Practical Flight Test. Knowledge (written) tests are taken at a FAA computerized testing facility and the results are issued immediately. Each Knowledge test is randomly generated from Oklahoma City, OK, and presented on the screen. It is immediately graded and returned. A third party testing center administers the tests but does not determine test questions, answers, or results. Students must have completed the minimum number of FAA required ground instruction hours, obtained a FAA required logbook endorsement from a certified flight instructor, and, per USAeroFlight policy, have passed two Knowledge (written) practice tests, provided by USAeroFlight, with a minimum of 80% pass rate before applying for and taking any FAA administered Knowledge Tests.

Oral and Practical Exams

Practical tests are administered by an FAA Designated Pilot Examiner (DPE). The details of the oral and practical tests will be decided by the DPE selected by the student.

To pass, the applicant must meet the performance standard of the FAA Standards (PTS/ACS) in each subject area selected by the examiner. If the applicant fails to meet the performance standard for the selected operation he or she must retest in that area. Detailed information about FAA oral and practical exams can be found in the PTS online at:

https://www.faa.gov/training_testing/testing/test_standards/#pilots

A history of illegal drug or alcohol use or a history of misdemeanors or felonies may make a student ineligible to take federal exams leading to any airman certificate or may create a delay in processing required federal applications to take federal exams leading to an airman certificate. Contact USAeroFlight LLC's chief instructor or the FAA to determine the effect these histories may have on training before starting school.

Required Hours of Instruction

The Federal Aviation Regulations Parts 61 and 141 will govern the minimum number of ground and flight hours required for certification. Certification may require greater than the minimum hours due to the proficiency requirements of the FAA Practical Test Standards used by FAA Designated Pilot Examiners (DPE). See Appendix E for a detailed description of FAA minimum training hours.

Program

USAeroFlight offers a Pilot Training Program which when completed to FAA standards permits the student to apply for FAA exams leading to various levels of FAA pilot certifications or ratings. Students may select any of the following as their end goal: Private Pilot Certification; Instrument Rating; Commercial Pilot Certification; the Multi-engine Rating; Flight Instructor Certification (CFI for Airplane, Instrument and/or Multi-engine) and/or Airline Transport Pilot (ATP) Certification.

Academic Course Descriptions

The following course descriptions provide an overview of the content of each course and how each course contributes to FAA certification.

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Private Pilot Ground

Ground: Theory of flight which includes aerodynamics, aircraft systems, airports, communication, meteorology, Federal Aviation Regulations, aerial navigation, cross-country flying, medical factors, and safety of flight.

Private Pilot Flight

Flight training as necessary to gain knowledge and proficiency to make solo flights and complete the requirements to test for the FAA *Private Pilot Certificate*. Training includes night flights, cross-country flights and instrument training to meet FAA requirements.

Instrument Ground

Theory of instrument flying, regulations and procedures for instrument flight, operational techniques including communications, meteorology, enroute navigational aids, instrument approach procedures, area navigation equipment, radar, emergency procedures and aeronautical decision making.

Both semesters, summer, four credits. Prerequisite: Private Pilot Certificate.

Instrument Flight

Flight instruction in day and night cross-country flights and instrument flight to increase the proficiency of the Private Pilot. Includes the development of professional skills in IFR procedures including the use of SIDS, STARS, ODPs, Instrument Landing Systems, RNAV, VOR, radar, air traffic control procedures, and IFR emergencies.

Commercial Ground

Advanced training in Federal Aviation Regulations, air traffic procedures, aerodynamics, aircraft performance, basic and advanced aircraft systems, navigation, meteorology, aeromedical factors, crew resource management, and aeronautical decision making.

Commercial Flight

Introduction to the complexities of commercial flight, including advanced maneuvers, commercial required cross-countries, high performance operations, and emergency procedures. Dual instruction and supervised solo practice on the flight maneuvers required for the Commercial flight test. Course includes single engine commercial maneuvers, optional multiengine procedures, advanced cross country, and night flight. This course is designed to give the necessary instruction to receive the Airplane Single-Engine or Multiengine rating on the Commercial Pilot Certificate.

Flight Instructor Ground

Develops principles and practices of instructor techniques as applied to teaching the Private and Commercial Pilot Certificate applicant..

Flight Instructor Flight 1

Course is designed to help develop lesson plan presentations as well as instructional proficiency in a single-engine or multi-engine aircraft. This course is designed to give the necessary instruction needed to add the single-engine or multiengine airplane to the flight instructor certificate.

Flight Instructor Flight 2

This course develops instructional proficiency in instrument procedures in a single-engine airplane..

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List of Appendices

Appendix A: Student Contract & Enrollment Agreement

Appendix B: Student Waiver and Release of Liability, Assumption of Risk and Indemnity, and Promotional Consent Agreement

Appendix C: List of Academic References

Appendix D: Instructional Hours

Appendix E: Commercial Multi-engine Additional Course Instructional Hours

Appendix A: Student Contract & Enrollment Agreement

STUDENT CONTRACT/ ENROLLMENT AGREEMENT

Please read this document in its entirety before signing. This document is a legally binding instrument and its effect is to confirm that the undersigned is in agreement and will make a good faith effort to remain in compliance with the USAeroFlight LLC Student Handbook & Catalog during training with regard to the USAeroFlight Pilot Training Program located at 10 Opportunity Place, Greenville SC 29607.

1. I, _____, the undersigned, maintaining residence at _____ (current residential address) which phone number is ____ (____) _____ - _____ do hereby acknowledge receipt of the USAeroFlight Student Handbook & Catalog (“Handbook”) volume _____ dated _____ .
2. I hereby confirm that I have read, do understand, and will follow the guidelines, standards, and information contained herein while a student at USAeroFlight, LLC, (“USAeroFlight LLC”). This Student Contract / Enrollment Agreement (“Agreement”) shall remain applicable and remain in force for so long as I am enrolled in the USAeroFlight LLC Pilot Training Program.
3. I confirm and attest that I have read and understand all sections in the Handbook including those pertaining to hours of required training, the anticipated training schedule policy, the costs of the training and acceptable methods of payment, cancellation and refund policy, employment guarantee, and transfer of credit.
4. By entering into this Agreement, I am not relying on any oral or written representation or statements made by the releasees, including USAeroFlight LLC, other than what is set forth in this Agreement.
5. I understand that this Agreement shall be governed by the laws of the State of South Carolina.
6. I further understand that information in the student handbook is considered accurate and applicable unless modified or rescinded by a USAeroFlight LLC flight instructor, chief instructor, or flight school manager, owner, or Federal Aviation Administration representative.
7. NOTE TO VA ELIGIBLE STUDENTS: All instructional charges or fees not paid by the VA on behalf of any student for any reason will become the responsibility of the student and payment will be considered due as of the day the services are rendered.

IMPORTANT:

This Student Contract / Enrollment Agreement must be read by you, the prospective student. You must sign this Student Contract / Enrollment Agreement in the presence of a Witness. The Witness must be an adult who has observed you sign this document and can attest to your identity (i.e., a member of your family, a friend, a Notary Public or a member of the USAeroFlight LLC staff). The signed agreement must accompany your application. The application and agreement and will be kept at USAeroFlight LLC. Your signature will be verified against your official government picture ID or driver’s license on the first day of school.

I HAVE READ THIS ENTIRE AGREEMENT AND I FULLY UNDERSTAND THE CONTENTS, MEANING, AND IMPACT OF THIS CONTRACT, AND I AGREE TO ABIDE WITH ITS PROVISIONS IF AND WHILE A STUDENT AT USAEROFLLIGHT.

Student Information:

_____	_____
Student’s Signature	Date

Printed Name	

Notary or other Witness Information:

_____	_____
Signature	Date

Printed Name and Title	

Appendix B:
**Student Waiver and Release Of Liability, Assumption Of Risk and Indemnity, and
Promotional Consent Agreement**

Please read this document in its entirety before signing. This document is a legally binding instrument in regard to the USAeroFlight Pilot Training Program located at 10 Opportunity Place, Greenville SC 29607 and its effect is to confirm that the undersigned has: 1) received, read and is in agreement with and will comply with the USAeroFlight LLC Policy and Information Manual; 2) has agreed to release USAeroFlight LLC from any liability resulting from participation in the activities undertaken at USAeroFlight LLC; 3) has agreed to waive all claims for injury, damages, or losses against USAeroFlight LLC which may arise from activities undertaken in conjunction with USAeroFlight LLC; and 4) has agreed to using his or her likeness in a photograph in the publications of USAeroFlight without compensation.

1. I, _____, the undersigned, maintaining residence at _____
_____ (current residential address)
which phone number is __ (____) _____ - _____ do hereby acknowledge receipt of the current USAeroFlight LLC Policy and Information Manual dated _____ USAeroFlight LLC Policy and Information manual, and I affirm and acknowledge that I have been fully informed of the inherent hazards and risks associated with my participation in this training program offered by USAeroFlight LLC. I understand and acknowledge that the risks and hazards inherent in the activities associated with my participation may include personal injuries that range from relatively minor injuries to severe permanent personal injury and even loss of life.
2. Despite the potential risks, hazards, and dangers associated with my participation in training program I wish to enroll and freely accept and expressly assume all risks, dangers, and hazards that may arise from my participation which could result in temporary or permanent personal injury or loss of life. I further understand that I have the option to obtain insurance on my own against any such loss.
3. By signing this agreement, I the undersigned forever hold harmless and indemnify USAeroFlight and its employees, partners, heirs, executors, and administrators, of and from all loss, cost (including attorneys' fees), expense, damage, claims or liability due to my alleged negligence or fault or the negligence or fault of USAeroFlight LLC, including claims or liability relating to injury to others arising from or in any way related to the aforementioned activity, including but not limited to any and all manner of action and actions, causes, causes of actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, extents, executions, claims, and demands whatsoever in law or in equity, whether past, present, future, plead, or unplead, against USAeroFlight, arising out of or in connection with any claim or claims occurring from any conduct, whether known or unknown, plead or unplead, incident or circumstances in any way related to participation in the training program or related activity including but not limited to use of USAeroFlight LLC property for personal gain, use of facilities for personal gain or use of personal property while on or in USAeroFlight facilities or property.
4. I understand that injury, loss, or property damage that I incur includes anything caused by wind, fire, theft, or any act of God while I am working in school-owned facilities (either during formal class time or on my own time) with either school-owned or personally-owned facilities or equipment and I accept full financial responsibility for any damages or losses occurring to school-owned facilities or equipment in connection with my work.
5. I also hereby authorize USAeroFlight LLC to use my likeness in a photograph in its publications, including, but not limited to, printed and digital publications of USAeroFlight for no compensation. I further authorize USAeroFlight LLC to use, edit, alter, and publish for the purpose of publicizing the USAeroFlight or any other lawful purpose and hereby discharge and hold harmless all claims and actions previously mentioned.

**Appendix B:
Student Waiver and Release Of Liability, Assumption Of Risk and Indemnity, and
Promotional Consent Agreement**

6. I understand that self-employment is a common vocational objective of the Pilot Training Program. At my discretion I may decide to pursue self-employment after training is complete. Upon graduation, if I choose to pursue self-employment related to the training I received, I will, upon school request, notify USAeroFlight LLC in writing of my decision to seek self-employment and relate to USAeroFlight LLC my progress in seeking self-employment.
7. This Agreement will be maintained by USAeroFlight LLC in the individual student folders.
8. I understand that a history of illegal drug or alcohol use or a history of misdemeanors or felonies may make a student ineligible to take federal exams leading to the any airman certificate, or, may create a delay in processing required federal applications to take federal exams leading to an airman certificate. I understand I must contact USAeroFlight LLC's Chief Maintenance Instructor or the FAA to determine the effect of these histories on my training before I start school.
9. In addition, I agree to abide by all policies, dress codes, and safety procedures governing use of all school-owned facilities and equipment realizing that abuse of these may cause the privilege of their use to be withdrawn.

Student Information:

Student's Signature	Date
Printed Name	

Notary or other Witness Information:

Signature	Date
Printed Name	Title

Appendix C: List of Academic References

BOOKS – GROUND SCHOOL

The following texts are required for USAeroFlight Ground School Classes and as preparation for flight training events and must be obtained by the student from FAA.gov or commercial sources.

PILOT INFORMATION MANUAL – DA20, C172RG, Aztec as applicable to equipment flown.
PRIVATE, INSTRUMENT, COMMERCIAL COURSES PILOT'S HANDBOOK OF AERONAUTICAL KNOWLEDGE
INSTRUMENT RATING COURSE INSTRUMENT FLYING HANDBOOK
PRIVATE, INSTRUMENT, COMMERCIAL COURSES ASA reprint of Federal Aviation Regulations & Airmen's Information Manual (FAR/AIM)

HANDOUTS

The following texts are available at the Flight School Office free of charge.

MEMORIZED PROCEDURES – DA 20 ECLIPSE
AIRSPACE CLASSIFICATION
CAN I FLY THIS AIRPLANE?
ELECTRICAL SYSTEMS
FORCED LANDINGS
GETTING AHEAD
GO-AROUND!
HAVE I CHECKED THE NOTAMS?
LOST COMMUNICATIONS
MAXIMIZING YOUR WX BRIEFING
MEMORIZED FACTS SHEET
MINIMUM EQUIPMENT LIST
PATTERN OBJECTIVES
PILOT IN COMMAND
PRE-SOLO STUDY SHEET
PRIVATE PILOT STUDY SHEET
RADIO COMMUNICATIONS
SEE & AVOID
SHORT & SOFT FIELD OPERATIONS
TIRED TIRES & BREAKING BRAKES
USING THE USAF VFR FLIGHT LOG
SEE & AVOID

Appendix C: List of Academic References

FAA PUBLICATIONS

The following texts are available from FAA.gov or as noted.

FAA-P-8740 - 2	Density Altitude
FAA-P-8740 - 3	Time In Your Tanks
FAA-P-8740 - 5	Weight and Balance
FAA-P-8740 - 9	Descent to the MDA and Beyond
FAA-P-8740 - 12	Thunderstorms - Don't Flirt 'em, Skirt 'em
FAA-P-8740 - 13	Engine Operations for Pilots
FAA-P-8740 - 15A	Maintenance Aspects of Owning Your Own Aircraft
FAA-P-8740 - 17	Pilot Prerogatives
FAA-P-8740 - 23	Planning Your Takeoff
FAA-P-8740 - 29	Meet Your Aircraft
FAA-P-8740 - 35A	All About Fuel
FAA-P-8740 - 36	Proficiency and the Private Pilot
FAA-P-8740 - 37	The Prop Watcher's Guide
FAA-P-8740 - 38	Human Behavior
FAA-P-8740 - 40	Wind Shear
FAA-P-8740 - 44	Impossible Turn
FAA-P-8740 - 45	Shoulder Harness
FAA-P-8740 - 47	Radio Communications Phraseology and Techniques
FAA-P-8740 - 48	On Landings - Part I
FAA-P-8740 - 49	On Landings Part II
FAA-P-8740 - 52	The Silent Emergency
FAA-P-8740 - 53	Introduction to Pilot Judgment
FAA-P-8740 - 54	Notices to Airmen
AC 20-5G	Plane Sense
AC 20-32B	Carbon Monoxide Contamination in Aircraft
AC 20-125	Water In Aviation Fuels
AC 60-4A	Pilot's Spatial Disorientation
McCauley Constant-Speed Prop Governing System (McCauley web site)	

Appendix D: Instructional Hours

USAeroFlight Aviation Course Structure

	STAGE	PART 61 Approximate Hours					PART 141 Minimum Hours				
		Ground	Flight	Dual	Solo/ PIC	Inst.	Ground	Flight	Dual	Solo	Inst.
PRIVATE PILOT CERTIFICATION COURSE	PGSC	24									
	1	8	15	15	0	3	35	35	20	5	3
	2, 3	25	35	25	10						
COMMERCIAL PILOT CERTIFICATION COURSE PART 1	1, 2	10	40	28	12	12		35			
	3	3	45	7	20			30	10	5	
								35			
INSTRUMENT RATING COURSE	IGSC	24				35	30	35	35		35
	1, 2	20	40	40							
COMMERCIAL PILOT CERTIFICATION COURSE PART 2	CGSC	16				6	35	30	25	5	
	4	7	21	16	5						
			13	3	10						
	5	12	41	20	21						
TOTALS		149	250	154	78	56	100	190	110	20	43

**COMMERCIAL MULTIENGINE ADDITIONAL
RATING COURSE**

**PART 141
PROJECTED TRAINING HOURS**

NO.	LESSON TITLE	GROUND	FLIGHT	INSTRUMENT	
				FTD	FLIGHT
B1	MULTI-ENGINE BRIEFING	8.5			
1	NORMAL OPERATIONS	0.5	1.5		
2	MANEUVERS & SINGLE-ENGINE - FLIGHT	0.5	1.8		
3	TRAFFIC PATTERN OPERATIONS – FLIGHT	0.5	1.3		
4	DUAL DAY CROSS COUNTRY	0.5	2.2		1.7
5	DUAL NIGHT CROSS COUNTRY	0.5	2.2		1.7
6	INSTRUMENT APPROACH PROCEDURES – FTD – Reserve for future use				
7	INSTRUMENT APPROACH PROCEDURES – FLIGHT	1.0	1.5		1.1
8	REVIEW - FLIGHT	1.0	3.0		0.5
9	STAGE CHECK	1.5	1.5		0.5
	TOTALS	15.0	15.0		5.5

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