

Locations

Main Campus
2700 Flight Line Avenue
Sanford, Florida 32773
(407) 330-7020
1-800-822-6359

Branch Campus
Ellington Field
12711 Blume Avenue
Houston, Texas 77034
(281) 481-4700



STATEMENT OF NONDISCRIMINATION

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

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

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



For once you have tasted flight you will walk the earth with your eyes turned skywards, for there you have been and there you will long to return.

~ Leonardo da Vinci

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The Aerosim Flight Academy catalog is designed for use during the indicated year stated on the cover. It provides a general description of the Academy and course offerings. The catalog is also the primary location for students to access Student Resources information including the Student Code of Conduct. Supplements to the catalog are available online. Aerosim Flight Academy reserves the right to change, without prior notice, any provisions, offerings, or requirements in the catalog, including adjustments to tuition and fees, as necessary. Students will be notified of any changes.

This catalog is effective February 1, 2011.

OUR HISTORY

Aerosim Flight Academy's main campus is located at the Orlando/Sanford International Airport in Sanford, Florida. Established in 1989 by Comair Airlines, the Academy trained professional, highly qualified pilots to fulfill the needs of the growing airline. As the only airline owned and operated pilot training academy, the school's reputation grew with the expanding airline. In 2000, Delta Air Lines purchased Comair Airlines and its subsidiaries. This new era marked boundless growth and excitement for the Academy. To align with the Academy's expanding role in providing first officers to the Delta Connection carriers, the Academy was renamed Delta Connection Academy (DCA). DCA continued to grow and expand its endeavors by partnering with colleges to provide flight training for their aviation degree programs. In November 2008, Delta Connection Academy added a branch campus at Ellington Field, Houston, Texas.

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

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

OUR MISSION

The mission of the Academy is accomplished on a daily basis by the highly qualified and dedicated management and instructor staff. Our purpose is to deliver quality education to produce a professional, employable, and accountable individual. All facilities provide support to meet the needs of both instructors and students. Operationally, the Academy's instructors, maintenance and support personnel work closely together to perform their duties in a professional manner. The direct method approach the Academy uses in the training of each student has proven to be successful, demonstrated by Federal Aviation Administration (FAA) practical test pass rates.

CREDENTIALS AND CERTIFICATES

Aerosim Flight Academy is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Aerosim Flight Academy is also licensed by the Commission for Independent Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number (888) 224-6684. The Professional Pilot and Jet Direct Diploma programs are exempt from state license by the Commission for Independent Education since the institution is an FAA 141 flight school.

The Professional Pilot Program and individual course certifications are FAA approved under FAA Air Agency Certificate Number CE8S057Q. Aerosim Flight Academy is approved for Veterans Administration benefits for those qualified individuals.

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

Aerosim Academy, Inc. is a corporation formed under the laws of the State of Florida and doing business as Aerosim Flight Academy. Officers of the corporation include Dave Rapley, CEO, Paul Woessner, Vice President, and Jason Dauderman, Chief Financial Officer.

The Academy's credentials and certificates may be viewed by contacting the Director of Education.



Comair Aviation Academy in 1989



Naval Auxiliary Air Station Sanford (NAAS Sanford) in 1950

Sanford Campus

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

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

The Academics Building consists of seven (7) multi-media equipped classrooms. All classes are taught by full-time Academic Instructors. One classroom is arranged to accommodate 34 students and the remaining six classrooms can accommodate 24 students.

Also located in the Academics Building are:

1. A Learning Resource Center with seating for 40 students for tutorial purposes, DVD players and monitors for use with aviation DVDs, aircraft instruments and equipment for hands-on learning, and Air Traffic Control monitoring stations.
2. A Computer Lab with avionics training software, test preparation software, and other aviation study software programs.
3. A Testing Center for administration of FAA Knowledge Tests.
4. A Frasca CRJ instructional device.
5. A self-serve Cafeteria.

The Simulation and Maintenance Building consists of office spaces, instructional briefing rooms, FSTD's, and floor space for preventative and ongoing maintenance for all Academy aircraft.

Also located in the Simulation and Maintenance Building are:

1. Four Aerosim Advanced Aviation Training Devices.
2. Four Aerosim Level 6 SR20 Flight Training Devices.
3. Two Frasca 142 Multi-Engine Flight Training Devices.

The Operations Center consists of offices, a Dispatch Center, pre-flight planning areas, post-flight briefing areas, weather service computers and phones, Student Services offices, and a Pilot Store which carries all books and supplies required for students attending the Academy.

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

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

Aerosim Flight Academy, Houston Campus is located at Ellington Airport and is situated on the outskirts of Houston, Texas. Ellington Airport has three hard surface runways and meets the requirements of 14 CFR Part 141.38 for day and night flight operations. The airport also has a FAA control tower on airport property that is in operation 24 hours per day. Other facilities include high intensity runway lighting, four R-NAV landing systems, three Instrument Landing Systems (ILS), an ASOS weather reporting system, and many other enhancements.

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

A modern, Operations Center is the heart of all flying activities at the Houston Campus. The Operations Center houses the Academy classrooms, training devices, learning resources, briefing areas, and the Pilot Store.

Classrooms are equipped with multi-media equipment including projectors and internet access. The classrooms can accommodate 30 students. The Operations Center includes ground training aids, such as navigation computers, AST 201 flight training device (2), and various training videos and DVD's. Additional flight training devices include one Aerosim Level 6 FTD and one Aerosim Advanced Aviation Training Device.

Flight briefing areas are equipped with tables and chairs and briefing cubicles. The main briefing area may accommodate up to 20 students. The Pilot Store carries all books and supplies required for students attending the Academy.

The Professional Pilot Program is offered at both the Houston and Sanford locations. Jet Direct is only offered at the Sanford, Florida location.



PILOT'S MASTER LOG BOOK

ADMISSIONS

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

High School Graduates

High School Diploma

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

Aerosim Academy Assessment Test

All applicants must take the Aerosim Academy Assessment Test prior to the class start date. The exam is used for placing the applicant within the program and consists of an interview, FTD evaluation, personality assessment, and cognitive skill test. Additional information may be found at www.epst.com. This requirement is effective for all students enrolling after June 1, 2011.

Letter of Recommendation

All applicants must submit a letter of recommendation from a person unrelated to the applicant who can speak to the applicant's character and work ethic. This requirement is effective for all students enrolling after June 1, 2011.

Background Check

Applicants must consent, submit to, and satisfactorily complete a criminal background check investigation as a condition of enrollment to Aerosim Flight Academy. Most airline hiring requirements specify that candidates must pass fingerprint, background, and drug tests. Upon initial, conditional acceptance, applicants will be sent a notification to receive consent for the criminal record report to be conducted. Once consent has been provided, the Aerosim Flight Academy selected vendor (IntelliCorp) will conduct a background check and produce a report. Costs of the criminal background check are the responsibility of the applicant/student. If the results of the background check(s) are not deemed acceptable by Aerosim Flight Academy, or if information received indicates that false or misleading statements were submitted, required information omitted, or if the applicant would not be permitted to participate in any portion of the curriculum, the conditional admission may be denied or rescinded. Confidentiality of criminal background check files are maintained consistent with FERPA guidelines and stored separately from students' permanent files. This requirement is effective for all students enrolling after June 1, 2011.

English Language

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

Minimum Age

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

FAA Medical

All applicants must obtain a FAA First Class Medical Certificate before beginning training at the Academy. A First Class Medical Certificate is the minimum that MUST be acquired prior to beginning training. This may be accomplished with the nearest FAA Aviation Medical Examiner. Examiner names and locations may be obtained by contacting your local FAA Flight Standards Office or the Academy Admissions Office.

Deposits and Fees

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

Identification Materials

In order to abide by Transportation Safety Administration (TSA) regulations, applicants must submit one of the following identification materials:

- A copy of a valid passport. The original must be produced at registration.
- A copy of an original U.S. birth certificate with raised seal or certified copy, and a copy of a valid U.S. government issued picture identification (i.e. driver's license). The originals must be produced at registration.

NOTE: Proper identification is required of every FAA test applicant. Acceptable forms of identification must include the applicant's FULL LEGAL NAME.

Permanent Residents

A non-US Citizen holding permanent residence or an international student is required to complete the Alien Flight Students Program (AFSP) application online at www.flightschoolcandidates.gov. He/she must successfully complete the application prior to registration at Aerosim Flight Academy. Fingerprinting can be done at the Sanford campus upon registration. The applicant must be approved to train by AFSP prior to beginning any flight training with Aerosim Flight Academy.

International Students

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

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

High School Diploma

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

Aerosim Academy Assessment Test

All applicants must take the Aerosim Academy Assessment Test prior to the class start date. The exam is used for placing the applicant within the program and consists of an interview, FTD evaluation, personality assessment, and cognitive skill test. Additional information may be found at www.epst.com. This requirement is effective for all students enrolling after June 1, 2011.

Letter of Recommendation

All applicants must submit a letter of recommendation from a person unrelated to the applicant who can speak to the applicant's character and work ethic. This requirement is effective for all students enrolling after June 1, 2011.

Background Check

Applicants must consent, submit to, and satisfactorily complete a criminal background check investigation as a condition of enrollment to Aerosim Flight Academy. Most airline hiring requirements specify that candidates must pass fingerprint, background, and drug tests. Upon initial, conditional acceptance, applicants will be sent a notification to receive consent for the criminal record report to be conducted. Once consent has been provided, the Aerosim Flight Academy selected vendor (IntelliCorp) will conduct a background check and produce a report. Costs of the criminal background check are the responsibility of the applicant/student. If the results of the background check(s) are not deemed acceptable by Aerosim Flight Academy, or if information received indicates that false or misleading statements were submitted, required information omitted, or if the applicant would not be permitted to participate in any portion of the curriculum, the conditional admission may be denied or rescinded. Confidentiality of criminal background check files are maintained consistent with FERPA guidelines and stored separately from students' permanent files. This requirement is effective for all students enrolling after June 1, 2011.

English Language

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

- a minimum score of 80 on the Internet Based Test of English as a Foreign Language (IBTOEFL)
-OR-
- a minimum score of 780 or higher on the Test of English for International Communication (TOEIC).
-OR-
- a minimum score of +7.0 or higher on the International English Language Testing System (IELTS)

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

Minimum Age

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

FAA Medical

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

Visas

Once the application has been reviewed and the student is accepted for the training program, the I-20 for the M-1 or F-1 visa forms are issued by the Academy. Only the M-1 visa is available at the Houston campus.

In addition to the estimated cost of the training program, each international student must possess adequate financial resources to complete the program and to support themselves and any accompanying family members while in the United States. A letter providing evidence of funds for flight training and living expenses is required.

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

Fees and Deposits

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

Identification Materials

In order to abide by Transportation Safety Administration (TSA) regulations, applicants must submit the following identification materials:

- A copy of a valid passport. The original must be produced at registration.
- A copy of a valid U.S. government issued picture identification (i.e. driver's license or identification card). The original must be produced prior to FAA examination.

NOTE: Proper identification is required of every FAA test applicant. Acceptable forms of identification must include the applicant's FULL LEGAL NAME.

Alien Flight Students Program Application

A non-US Citizen holding permanent residence or an international applicant is required to complete the Alien Flight Students Program (AFSP) application online at www.flightschoolcandidates.gov. He/she must success-

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

General Admission Process

To apply for admission to any of the flight programs, please forward the items listed to:

AEROSIM FLIGHT ACADEMY
2700 Flight Line Ave.
Sanford, Florida 32773

1. Complete application form and registration fee.
2. Housing deposit for students requesting Academy sponsored housing.
3. Proof of High School graduation or evidence of having successfully completed the General Education Development Test (GED) administered by an approved agency. All diplomas and/or transcripts must be in English or have official English translation.
4. DD Form 214 from all veterans requesting VA assistance (may be submitted after enrollment).
5. Photocopy of any FAA knowledge test results appropriate to the training to be conducted. The original must be produced at registration.
6. Photocopy of current FAA Medical Certificate (must be minimum First Class.) The original must be produced at registration.
7. Photocopy of all FAA Pilot Certificates currently held. The originals must be produced at registration.
8. A copy of valid eligible non-citizen's resident alien card. The original must be produced at registration.
9. A letter providing evidence of funds for flight training and living expenses (International students only).
10. Written results of approved English language exam for any student whose native language is not English.
11. Clear background check.
12. Letter of recommendation from a person unrelated to the applicant.
13. Aerosim Academy Assessment Test.
14. Course deposit.

Student applicants will be notified of the status of their application when the Admissions Office has received all documents and fees. Delays in notification usually indicate that an item was not submitted with the original application package.

Former Students

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

Registration

Students at Aerosim Flight Academy are responsible for registering for academic programs and additional courses. Initial registration is conducted three (3) days prior to the class start date. Students must register for continuing education courses upon completing their initial program by contacting the Registrar.

Start Dates

Aerosim Flight Academy typically has a Professional Pilot Program starting each month throughout the year.

Course Start Dates for the PROFESSIONAL PILOT PROGRAM – Calendar Year 2011

2011	
Sanford	Houston
January 10	January 13
February 7	March 10
March 7	May 5
April 4	June 30
May 2	August 25
June 27	October 20
July 25	December 15
August 22	
September 19	
October 17	
November 14	
December 15	

International students are required to arrive five (5) days prior to the dates listed above for orientation.

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

Holiday Schedule

The following holidays will be observed at Aerosim Flight Academy:

Thanksgiving Day
Christmas Day

Course Completion Breaks

Upon successful completion of each section of training (Private, Instrument and Commercial), students may have a break in training to await the next regularly scheduled ground school. These breaks will be scheduled on the Personal Time Off Form and submitted to the appropriate Manager for registration into the next ground school.

Registration And Orientation

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

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

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

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

Program Descriptions

Aerosim Flight Academy offers two flight training programs: the Professional Pilot Program and Jet Direct. The diploma programs are offered at both the Sanford and Houston campuses. The Professional Pilot Program prepares the individual to be initially employed as a Flight Instructor leading to a productive career as a professional pilot in commercial, corporate, or military aviation. This program is designed to be completed in 12 months.

Jet Direct prepares the individual to be employed in an entry level first officer professional pilot position for an airline or corporate flight department. The curriculum provides all FAA ratings to conduct flight operations as a commercial pilot. This program is designed to be completed in 12 months.

In compliance with United States Department of Education requirements, the student is required to complete all programs within 1.5 times of the course length.

Credit Hours

The Professional Pilot Program and Jet Direct training activity is based on semester credit hours. A semester credit hour is defined as at least 15 hours of classroom contact, 30 hours of supervised laboratory/shop instruction or 45 hours of documented independent study activities. A class hour of instruction is equal to 50 minutes of instruction.

Course Numbering System

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

Professional Pilot Program				
		Credit	Clock Hour Lecture	Clock Hour Lab
ASG 100	Private Pilot Ground School	4	62	
ASF 101	Private Pilot Flight Lab	3		92.5
ASG 120	Instrument Rating Ground School	4	63	
ASF 121	Instrument Rating Flight Lab	2		82.5
ASG 200	Commercial Pilot Ground School Multi-Engine	4	63	
ASF 201	Commercial Pilot Multi-Engine Flight Lab	3		92.9
ASF 221	Commercial Single-Engine Rating	1		31.5
ASG 270	Flight Instructor CFI Ground School	2	44	
ASF 271	Flight Instructor CFI Flight Lab	3		99.5
ATC 102	Introduction to Aviation Communication	2	30	
	Total Credits:	28		
	Total Clock Hours:	660		

Jet Direct

		Credit	Clock Hour Lecture	Clock Hour Lab
ASG 100	Private/Instrument Pilot Ground School	9	145	
ASF 101	Private/Instrument Pilot Flight Lab	5		154.5
ASG 200	Commercial Pilot Ground School Multi-Engine	5	82.5	
ASF 201	Commercial Pilot Multi-Engine Flight Lab	2		73.4
ASG 220	Commercial Single-Engine Ground School	1	20	
ASF 221	Commercial Single-Engine Flight Lab	0		23.5
ASG 230	Jet Direct Ground School	2	35	
ASF 231	Jet Direct Flight Lab	1		50
ATC 102	Introduction to Aviation Communication	2	30	
	Total Credits:	27		
	Total Clock Hours:	619		

PROGRAM COURSE DESCRIPTIONS

ASF 101

Private Pilot Flight Lab

3 Credits

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

ASF 121

Instrument Pilot Flight Lab

2 Credits

This course covers the control and accurate maneuvering of an airplane solely by reference to flight instruments. IFR navigation by the use of VOR and ADF systems, including time, speed and distance computations, and compliance with air traffic control instructions and procedures are also covered. Instrument approaches to published minimums using the VOR, ADF, and ILS systems and cross-country flying in simulated or actual IFR conditions, on Federal airways or as routed by ATC, are covered in detail. Corequisite ASG 120, Prerequisite ASG 100, ASF 101 or Private Pilot Certificate.

ASF 201

Commercial Pilot Multi Engine Flight Lab

4 Credits

This course consists of flight instruction, given by an appropriately rated instructor, and solo practice. Flight instruction is received in an airplane with retractable gear, flaps, a controllable propeller, and powered by multiple engines. Night flying, including a cross-country night flight with a landing at a point more than 100 miles from the point of departure is accomplished. Each student learns normal and maximum performance takeoffs, and landings using precision approaches and prescribed airplane performance speeds, including operation at maximum authorized takeoff weights. The course also covers emergency procedures appropriate to VFR and IFR flight and to the operation of complex airplane systems. Corequisite: ASG 200; Prerequisite: ASG 100 and ASF 101.

ASF 221

Commercial Single Engine Rating

1 Credit

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

ASF 231

Jet Direct Flight Lab

1 Credits

During this course, the student will review and practice operation of a PA-44 Piper Seminole, multiengine aircraft. Focus will be on building knowledge of transport category aircraft systems and procedures, familiarization with airline policies and procedures, and enhancing IFR cross country skills in an airline crew environment. Following flight time in the PA-44 aircraft, the student will receive time in a FRASCA flight training device with jet capabilities. Prerequisite: ASF 221, ASG 200 and ASF 201.

ASF 241

Advanced Performance Flight Lab

1 Credits

This course will help reinforce and provide tactile skills and concepts learned within the Advanced Performance Ground School through the use of a training device. Special emphasis will be placed on Line Oriented Flight Training (LOFT), high altitude cross-country flight, crew resource management, and advanced airline type procedures. Additionally, this course serves as a bridge between standard piston aircraft operations and advanced cockpit procedures related to FAR Part 121/135 through the use of a modern airline cockpit flight training device. Prerequisite: ASG 240.

ASF 271

Flight Instructor (CFI) Flight Lab

3 Credits

During this course the student will obtain the aeronautical skill, instructional knowledge, and experience necessary to meet the requirements of a Flight Instructor Certificate with an Airplane Category and Single-Engine Class ratings. In addition, the student will obtain the knowledge skill and aeronautical experience necessary to meet the requirement for the addition of an Instrument Airplane rating on to an existing flight instructor certificate. Corequisite: ASG 270; Prerequisite: ASG 220 and ASF 221.

ASG 250**ATP Ground School****3 Credits**

This course prepares the student for the FAA Airline Transport Pilot written exam. The focus of the course is on regulations, aerodynamics, airspace and airports, ATC, IFR navigation, aircraft systems, weather, and aeromedical factors as they apply to airline transportation.

ASG 270**Flight Instructor Ground School****2 Credits**

This course includes flight instruction in the analysis and performance of flight training maneuvers, including the satisfactory demonstration of stall awareness, spin entry, spins, and spin recovery techniques in an aircraft of the appropriate category that is certificated for spins. The candidate will be required to log practice ground and flight instruction hours. Corequisite: ASF 271; Prerequisite: ASF 221 and ASG 220.

ASG 280**Flight Instructor-Instrument Rating Ground School****1 Credits**

This course consists of ground training instruction in which the student will obtain the aeronautical and instructional knowledge necessary to meet the technical subject areas required for an Instrument rating for a Flight Instructor Certificate with an Airplane, Land Category. Major topics covered in this course are: Air Traffic control clearances and procedures, Departure, En-route and Arrival procedures, Instrument approach procedures, Lost Communications and Aircraft systems related to IFR operations. Corequisite: ASF 281; Prerequisite: ASG 270 and ASF 271.

ASG 290**Flight Instructor Multi Engine Rating Ground School****1 Credits**

This course consists of ground training instruction in which the student will obtain the aeronautical and instructional knowledge necessary to meet the technical subject areas required for a Multi-engine rating for a Flight Instructor Certificate with an Airplane, Land Category. The student will develop instructional knowledge of topics that include: Fundamentals of Multi-engine flight, multi-engine aircraft systems, and flight principles with one engine inoperative. Corequisite: ASF 291; Prerequisite: ASG 280 and ASF 281.

ATC 102**Introduction to Aviation Communication****2 Credits**

This course introduces student pilots to the National Air Traffic Control System, radio frequencies and services, and is designed to improve student's overall radio communication skills. Students will learn FAA and ICAO terminology and effective communication strategies. Corequisite: ASG100.



Academic Affairs

Aerosim Flight Academy is dedicated to the academic success of all its students. Information on attendance, satisfactory progress, and the grading system can be found in this section of the catalog.

Academic Attendance

The State of Florida specifically states that taking attendance is not required. This is in accordance with Title IV requirements. However, the State of Texas requires attendance at Post Secondary institutions in order to verify meeting the 90/10 rule. Students enrolled in the full time Professional Pilot Program will attend ground classes for each pilot rating and will participate in flight training activities for each pilot rating until completion as required by the Federal Aviation Administration (FAA) and as described in the FAA approved Training Course Outline (TCO).

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

Academics

Students are expected to attend all scheduled ground classes until completion and must meet the specified amount of Academic hours as outlined in the time allocation table in order to complete a stage/course of ground school training. This minimum is mandated by the FAA approved 14 CFR Part 141 Academy Training Course Outline. Ground classes are typically scheduled 4-6 hours per day, 5 days per week with varying start and ending times. Ground class schedules are posted the two weeks preceding the class events.

If the student is absent or tardy for a ground school class, that student will be assigned Academics Make-up time with his/her flight instructor equal to the time absent and will be charged at the current flight instructor hourly rate. Failure to make-up the absence prior to a scheduled ground school exam will result in the student being ineligible for the exam and he/she will be grounded from flight activities until the make-up time is completed and the exam is passed.

If the student is absent from a ground school exam, that student will receive a grade of zero for the exam. Additionally, that student will be assigned Ground School Additional Instruction with his/her flight instructor and charged at the current flight instructor hourly rate. The student will be grounded from flight activities until the make-up is completed and the exam is passed. A retake exam fee will be charged based on scheduled exam hours times the current hourly ground school rate.

Make-up exams will be offered once a week at the discretion of the Chief Ground Instructor. Failure to attend a scheduled make-up exam will result in a grade of zero.

After a student completes a course of training, he/she is required to attend the next available ground school course. Eligible students who wish to defer starting the next available ground school course must use Personal Time Off days until the next available ground school start date. Students who become eligible for the next course after a ground school has already begun will be placed on a Course Completion Break and must wait until the next available start date to begin class. Students may not "drop-in" to ground school after a course has already started. Exceptions to this policy will be at the discretion of the Chief Ground Instructor.

Flight

Individual student activities are scheduled daily and can include aircraft, simulator/flight training device (FTD) and/or advanced aviation training device (AATD) and/or individual ground training events. Individual student activities are posted on a daily event schedule published the day preceding the events. Students are expected to be present at the time of the scheduled event and to be fully prepared for the lesson tasks.

Briefing Pre/Post Flight

Pre/Post flight briefing is instruction received from a Flight Instructor prior to and after completing a flight/device lesson. This is not only required by Federal Aviation Regulations (14 CFR Part 141), but it is an important element of the learning process. One of the most essential elements of each flight/device lesson period conducted at the Academy is the time allocated for pre/post flight briefing.

It is within this time that students and Flight Instructors are able to discuss the many facets of the lesson conducted. This is fundamentally important in ensuring that important points of training are understood prior to or after completion of the actual flight/device activity. During this time, students will also have the opportunity to discuss lesson performance and to preview the next lesson to be conducted.

Because flight briefing is such an essential part of training, each Flight Instructor is to assure that students receive at least the minimum flight briefing time allocated for each flight/device lesson. The minimum time expected will be in accordance with the training syllabus, normally .5 hours, but is occasionally longer.

For any flight/device event that repeats or reviews a syllabus lesson, or for any evaluation activity necessary to assist in student progress, flight briefing will be noted on the Flight Invoice as conducted by the student and Flight Instructor (.3 hour minimum). The training programs mandate that students should always be well briefed before and after any lesson activity.

Should a student have any questions, concerns, or require any additional information regarding pre/post flight briefings, he/she should contact a training Manager/Captain, Chief or Assistant Chief Flight Instructor, or the Manager of Training.

Ground Briefing

Ground briefing is when the student receives instruction from his/her Flight Instructor on the ground other than pre/post flight briefing. Ground briefing sessions may occur for students needing and/or requesting additional guidance on selected subject areas, a review prior to a stage check or FAA Practical Test, or CFI students conducting ground briefing lessons with their Flight Instructors. So as not to compromise the quality of the ground briefing, no more than 2 students may attend a ground briefing session at one time. Students will each be charged the published Flight Instruction rate.

Makeup Work

When a student misses academic classes due to Personal Time Off (PTO), he/she will be rescheduled, based on the Flight Instructor's availability, to complete the material/lessons missed. Flight or simulator lessons will be rescheduled with the student's Flight Instructor. The student will be charged for individual instruction at the published rates.

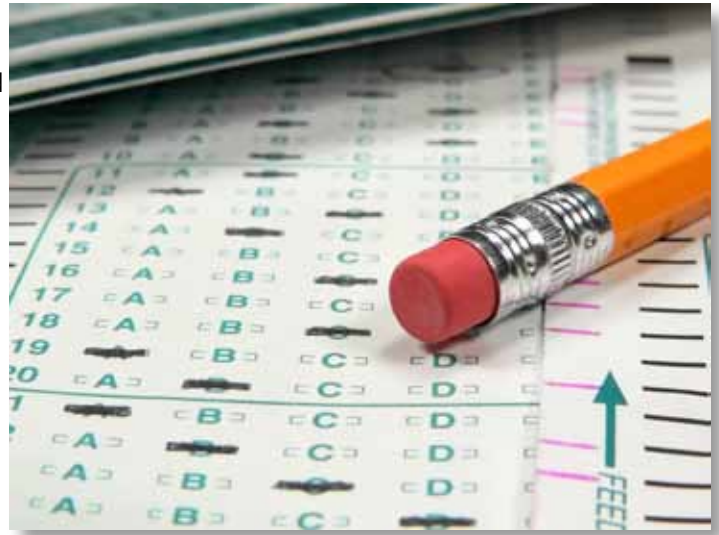


CIRRUS

Satisfactory Academic Progress

Students must demonstrate through their scholastic records that they are making satisfactory academic and attendance progress toward completion of their program in order to remain enrolled at the Academy. The state requires that a student have at least a cumulative GPA of 2.0 or better.

Students receiving flight training through Aerosim Flight Academy must achieve a grade of Satisfactory to continue in the program. A student scoring less than Satisfactory will have remedial training to be brought up to a Satisfactory level. After two remedial lessons, the student will be re-evaluated and a Student Progress Review Form will be placed in the student's file. If the student is not at a Satisfactory level after two additional remedial lessons, the student will be counseled by the Student Progress Monitoring Council or its equivalent and placed on Academic Probation if deemed appropriate.



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

Maximum Time Frame

A student must complete the program within a specific time frame. The time frame for Aerosim Flight Academy's Professional Pilot Program is 12 calendar months. Students should not be permitted to exceed 150% of the normal calendar time required to complete the program. The maximum time frame for the Professional Pilot Program is 18 months. In order to qualify for Federal Financial Aid, the student must successfully complete the credit hours indicated below:

	Credit Hours Enrolled	Credits that must be Completed Successfully
Professional Pilot Program	28	15 (26 weeks)
Professional Pilot Program (Transfer)	21	10 (22 weeks)

Academics

In academic classes, students must maintain a minimum grade point average of "1.0" at the end of the first 25% of the program, (after attempting 25% of the clock hours required for graduation) "1.5" at midpoint, and achieve a minimum "2.0" grade point average upon graduation. Students should not be permitted to exceed "1.5" times the normal calendar time required to complete the program.

If a ground school exam is Unsatisfactory (less than 80% correct) for any reason, the following guidelines will apply:

- The student will be grounded from flight activities.
- The student will receive counseling and will be assigned Ground School Additional Instruction with his/her flight instructor and will be charged at the current flight instructor hourly rate.
- The student will be scheduled for the retake exam and a retake exam fee will be charged based on the scheduled exam hours times the current hourly ground school rate.
- Retake exams will be offered once a week at the discretion of the Chief Ground Instructor. Failure to attend a scheduled retake exam will result in a grade of zero.

First Unsatisfactory Academic Exam

The student will receive a ground evaluation of items that are found to be deficient areas on the exam. Additional study items or tasks may be assigned to the student in an effort to help the student satisfactorily complete the exam. The student will be briefed on study techniques and material covered on the exam to assist in the progress of the student.

Second Unsatisfactory Academic Exam

The student's performance on the exam will be re-evaluated by the academic instructor. Certain deficiencies in knowledge areas may become more prevalent than before, and a meeting will be arranged with the flight/ground instructor and group manager. Again, the student will be briefed on study techniques and material covered on the exam to assist in the progress of the student. The student will be briefed on future actions of remedial training and the rules outlined for unsatisfactory ground school training.

Third Unsatisfactory Academic Exam

Upon reaching three unsatisfactory grades on any single ground school exam, the student will receive a letter from the Student Progress Monitoring Council. The actions to be taken will be one of two choices, and will be primarily the student's decision unless overridden by the council. First, the student may choose to re-take the current ground school again, when available, at full cost. Or, second, if the student does not wish to re-take the entire ground school, the student will be terminated from the academy.

Flight

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

First Unsatisfactory Oral Stage Check

The student will be scheduled for a review ground briefing with his/her current Flight Instructor. The student must be rechecked on the task(s) found to be deficient. Following an unsatisfactory task, the Check Instructor will brief the Manager/Captain so that cancelling of the flight portion of the exam can occur.

Second Unsatisfactory Oral Stage Check

The student, student's Flight Instructor, and the appropriate Manager/Captain will meet for a ground evaluation. The entire Stage Check (oral) may be retaken at the discretion of the Chief Flight Instructor. The Check Instructor will brief the Manager/Captain so that canceling of the flight portion of the exam can occur.

Third Unsatisfactory Oral Stage Check

The student's Flight Instructor, Manager/Captain, and the Chief/Assistant Chief Flight Instructor will meet to determine the best course of action. The student will be recommended for probation to the Student Progress Monitoring Council. The Check Instructor will brief the Manager/Captain so that canceling of the flight portion of the exam can occur.

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

First Unsatisfactory Flight Stage Check

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

Second Unsatisfactory Flight Stage Check

If an area being rechecked is found to be unsatisfactory during the second Stage Check, the Stage Check will be terminated at that point. The student, student's Flight Instructor, and the appropriate Manager/Captain will meet for a ground evaluation. A Flight Instructor change will be considered. The entire Stage Check (flight) must be retaken.

Third Unsatisfactory Flight Stage Check

The student's Flight Instructor, Manager/Captain, and the Chief/Assistant Chief Flight Instructor will meet to determine the appropriate course of action. The student will be recommended for probation to the Student Progress Monitoring Council.

FAA Knowledge Test

All required FAA Knowledge Tests are available at the Sanford location and are to be taken at the Academy. In Houston, students are responsible for registering and taking the exam at a Lasergrade or CATS testing center. The Manager of Training is available for assisting students in this process. During these tests, programmable calculators/computers shall not be used. Also, personal electronic devices, including cell phones, are not permitted in the testing area.

Proper identification is required of every test applicant.

Acceptable forms of identification with the applicant's FULL LEGAL NAME include:



- For a U.S citizen or resident alien, acceptable, current, and valid photo identification include:
 - U.S. territory or state issued driver's license
 - U.S. government identification card
 - U.S. military identification card
 - U.S. passport
 - U.S. alien residency card
- For a non-U.S. citizen, a current, valid passport AND one or more of the following photo identifications:
 - Driver's license
 - identification card issued by any government entity
 - Military identification card

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

Unsatisfactory FAA Knowledge Test

If the FAA Knowledge Test is unsatisfactory (less than 70% correct) for any reason the following guidelines will apply:

- The student will be grounded from flight activities.
- The student will receive counseling and will be assigned Ground School Additional Instruction with his/her flight instructor and charged at the current flight instructor hourly rate.
- The student must be endorsed by the flight instructor and scheduled for the retake exam. A retake exam fee will be charged based on the current FAA Knowledge Test rates. Each test taken is required to be submitted as part of the Pilot and /or Flight Instructor application(s), when appropriate, for certification.

Unsatisfactory FAA Practical Test

First Disapproval

A student must report to the appropriate Manager with the Notice of Disapproval on the day of the failed check ride. A ground evaluation with the student, the student's Flight Instructor, and the Manager will be scheduled to determine the appropriate action needed for remedial training.

Second Disapproval

The student will be scheduled for ground briefings, or additional review flights, as appropriate. The student's Flight Instructor, Group Manager/Captain, and the Chief/Assistant Chief Flight Instructor will meet to determine the appropriate course of action. The Manager will recommend probation to the Student Progress Monitoring Council.

Unsatisfactory Flight Lessons

If a student fails to meet the minimum flight lesson requirements after four attempts, or complete the training within the maximum time frame, the student will be dismissed unless conditions exist, which in the opinion of the Student Progress Monitoring Council, warrant placing the student on Academic Probation. If the student is unable to fulfill the conditions of probation in the allotted time frame, the student will be permanently dismissed.

Student Progress Monitoring Council

The Student Progress Monitoring Council (SPMC) will consist of the Chief Flight Instructor, Director of Education, Director of Flight Operations, and two members of the Executive Team. The Council will meet every Thursday to discuss the academic progress of current students. Written recommendations and probationary letters will be sent to students within 10 days of the meeting. Students will be allowed to appeal any Council decisions, in writing, within two weeks of receipt of the original Council action letter. Written appeals will be reviewed by the Council at the next available meeting. All decisions of the Council concerning an appeal will be final.

Academic Probation And Re-Establishing Federal Student Aid Eligibility

Students must demonstrate through their scholastic records that they are making satisfactory academic and attendance progress toward completion of their program in order to remain enrolled at the Academy. The state requires that a student have at least a cumulative GPA of 2.0 or better. A student will be placed on Academic Probation when his/her grade average falls below the established cumulative GPA for satisfactory progress. Students will be notified in writing when they are placed on probation.

Should the student achieve satisfactory academic progress (SAP) during the phase of training, the probationary status will be lifted; however, failure to meet SAP standards may result in a secondary probationary period, if appropriate, or the recommendation for dismissal. Continued probation will require the issuance of a letter from the Director of Education and a meeting with the Student Progress Monitoring Council.

Students Working While Enrolled

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

Daily Schedules

The student's Manager submits the student's daily schedule to the Scheduling Department each day. The student will be scheduled for all activities, including flight/device lessons and ground school. The schedule is produced by 5 p.m. daily. It is available in Operations at that time for review. It is the student's responsibility to check the schedule daily. Please note that students are encouraged not to call Flight Dispatch for their personal schedule. Flight Dispatch cannot handle the volume of calls requesting information on daily schedules.

Ground School Class Hours

Classes are scheduled at various times from 7:00 am to 10:00 pm. Monday through Friday. No more than one, ten-minute break will be given during each hour (60 minutes) of classroom instruction.

No-Show

A "No-Show" charge(s) will be assessed at the contracted rate multiplied by the scheduled block hour(s). A \$65.00 charge will be assessed for a scheduled FAA Knowledge Test and a \$400.00 charge for a scheduled FAA Practical Test, when one of the following occurs:

- If a student fails to attend any of the scheduled events listed above.
- If it is determined that a student is "unprepared" for any of the scheduled events listed above by a representative of the Academy.
- If a student arrives in advance of the scheduled training activity, but fails to be available to begin the training activity "on time."

Personal Time Off (PTO)

Student requests for Personal Time Off (PTO) are limited to a maximum of 30 days while enrolled. Any variation will need to be approved by the Director of Education. Due to the course work required for graduation, Personal Time Off is discouraged. Personal Time Off requests must be put in writing by the student then turned into the Chief or Assistant Chief Flight Instructor 2 days prior to the departure date for approval. The Director of Education and/or her designee must approve exceptions to the policy. The student will not be charged any additional charges during the approved Personal Time Off. If the student does not return following the personal time off period, or notify the Academy, within 5 days, the student will be dismissed and the Academy will apply the refund policy published in this catalog.

Requesting Personal Time Off (PTO)

For continuity and proficiency, Aerosim Flight Academy strongly discourages students from taking Personal Time Off. Taking PTO will increase the length of time required to complete a course, and may increase the total cost of the training course. However, the Academy recognizes that there may be circumstances where students would need to request PTO.

Therefore, students should use the following process when requesting PTO:

- Complete the PTO form and meet with the group Manager.
- The Manager must sign and approve the PTO prior to the student's departure.
- If the student does not return from PTO for a scheduled activity, he/she will be charged the appropriate "No-Show" fee.
- If the student does not return from PTO, and does not notify the Academy within 5 days, he/she will be dismissed and the Academy will apply the refund policy published in this catalog.

Course Completion Breaks (CCB)

There will be a break at the completion of each course of training. The length of this break will vary depending upon the start date of the next ground school (the student will automatically be enrolled into the next ground school). If the student does not attend the next available ground school, this break will be considered PTO. Students must complete the appropriate information on the PTO form. The student must check the Course Completion Break block and indicate the name of the next available ground school and the date he/she will be attending.

Student Inactivity

Any student who is not on an approved PTO and has not received prior approval for absence will be considered inactive. Students who are inactive for a maximum of 14 consecutive business days will be dismissed and the Academy will apply the refund policy published in this catalog.

Student Illness

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

- In order to avoid being charged a "No-Show" fee, the student must call Flight Dispatch two (2) hours prior to any scheduled activity. If Flight Dispatch is closed, a message must be left on the Flight Dispatch voicemail at least two (2) hours prior to any scheduled activity.
- Special rules apply to canceling an FAA Practical Test. Please see the Cancelling Practical Tests section in this catalog. Flight Dispatch will fill out the termination form. Failure to call Dispatch at least two (2) hours before a scheduled activity block time will result in a "No-Show" charge.
- The student must call his/her Flight Instructor to inform them of the cancellation, discuss the next day's schedule, and determine a plan of action to make up the lost training activity(s).

Sufficient Funds For Training

As described in the enrollment agreement, students are responsible for maintaining sufficient funds on account for training. Students are also responsible for making themselves available for training on a full-time basis. It is possible to exhaust or nearly exhaust the training funds necessary to complete the total program and/or course. This situation may be caused by such things as PTOs, poor weather, and additional flight training time in excess of the projected time for any course. When a student is “financially grounded” due to insufficient funds on account, this causes delays in training, a decrease in flight proficiency, and an increase in training time, all resulting in an increase in overall cost.

When applicable, students will be notified by the Bursar in writing, via the student's Academy e-mail, when their account balance falls to a dollar amount of \$2,000 or less. Final notification by the Bursar will be made if a student's account balance falls to a dollar amount of \$700 or less. The Bursar will advise the student on the amount of funds that are necessary to complete training.

Once a student's account balance reaches \$700 or less, the student is “financially grounded” and may not be scheduled for any training activities.

Students who are “financially grounded” must see the Bursar to deposit funds into their account in order to return to flight status.

Students, who are inactive for 14 business days, due to any reason, including financial grounding, may be dismissed from the Academy.

Student Training Records

An electronic Flight Release or Course Lesson Sheet must be completed for every training and evaluation flight. Lesson items to be completed are listed on the lesson sheet.

After Dual Flights

The appropriate items will be completed, the Flight Instructor will enter a Satisfactory, Unsatisfactory, or Incomplete grade, and the Flight Instructor and the student will sign the form electronically.

After Solo Flights

The student will complete all of the pertinent information on the Flight Release. Grade the flight as either Satisfactory or Incomplete. Students shall not grade themselves as Unsatisfactory. Students must sign the Flight Release electronically.

Both Dual and Solo Flights

A properly completed Flight Release or Lesson Sheet is kept electronically in the training record.

Completion of Dual and Solo Lessons

Dual and solo flight lessons must be flown in accordance with the flight time allocated in the appropriate syllabus. This ensures that the Training Course Outline (TCO) flight time minimums are obtained.

FAA Practical Tests/Acr Certification

At the appropriate time, the student's primary Flight Instructor will assist the student in completing his/her FAA Airman Application in IACRA. IACRA, which stands for Integrated Airman Certification and Rating Application, is the web-based certification/rating application that guides the user through the FAA's airman application process. After completing the End-of-Course Test in courses that require certification by an FAA Designated Pilot Examiner (DPE), the Check Instructor who completes that final stage check will submit the training folder for final auditing. After the training records have been audited, the Chief/Assistant Chief Flight Instructor will sign the training folder certifying that the records are correct. At this time, the appropriate paperwork will be given to the Scheduling department to schedule the Practical Test with the FAA, Designated Pilot Examiner.



Students are not permitted to schedule their own Practical Tests independently. Students may not request specific examiners, except under special circumstances. For example, if a student has failed a previous Practical Test, the student may request not to be scheduled with that DPE for the next Practical Test. This request must

be communicated to the Chief/Assistant Chief Flight Instructor prior to the submission of the application for that Practical Test. Aerosim Flight Academy will try to honor that request; however, this request may delay scheduling of the Practical Test and could increase the time and cost required to complete the course.

Practical Tests may be scheduled at any time following submittal of the application. Students may not know until 5:00pm the day prior to the Practical Test that it has been scheduled. Schedules are posted each day with Flight Dispatch.

Once the daily Practical Test schedule has been published, students may not cancel that test without incurring the "No-Show" fee. If a student is unable to make the schedule due to illness or an emergency, the Academy will make every attempt to provide a substitute applicant. However, if the Academy is unable to find one, the student will be charged the "No-Show" fee.

All Academy Practical Tests must be conducted in Academy aircraft.

For courses having examination authority, the End-of-Course test (Stage Check) completes the course. Students will receive a Temporary Airman Certificate in these courses from the school's Airman Certification Representative (ACR).

Stage Check Cross-Country Routes

The student must contact the appropriate Manager/Captain the day prior to a Stage Check or End-of-Course Test to receive the cross-country assignments. At some Academy locations, this information is posted in Flight Dispatch.

Cancelling Practical Tests/Stage Checks Due To Weather

Students are reminded that they must be present at the airport to cancel the flight portion of the test. Also, the student should expect to conduct the Oral portion of the test. Additional guidance may be found in Aerosim Flight Academy's Safety Procedures and Practices.

Flight Lesson Cancellations Due To Weather

Occasionally, adverse weather conditions may make it necessary to cancel a flight lesson(s) activity. This can occur on instructional (dual) as well as solo flight lesson activities. When a flight lesson is canceled, the student's training progress is obviously delayed. This delay may cause an increase in calendar time and cost. Additional guidance may be found in Aerosim Flight Academy's Safety Procedures and Practices.

In an effort to help students minimize any weather related delays in their training, the following procedures will be followed:

If the weather is forecast to be below the weather minimums, as established in the Aerosim Flight Academy's Safety Procedures and Practices, for the local area or route (or alternate routes), as appropriate, and the weather is also forecast to remain below minimums during the duration of the scheduled flight lesson, the flight lesson will:

- Be moved to another available time period to allow for completing all or part of the scheduled lesson activity, or
- The lesson activity will be subject to termination.
The flight termination form will be completed and signed by the student, Flight Instructor, and appropriate Flight Department personnel.

If the weather is forecast to be at or above the weather minimums, as established by the Aerosim Flight Academy's Safety Procedures and Practices, for the local area or route (or alternate routes), as appropriate, and the weather is also forecast to remain at or above the minimums during the duration of the scheduled flight lesson, the lesson activity will be expected to be accomplished. Should the student and/or Flight Instructor desire to terminate the flight lesson activity, the Flight Supervisor or a training Manager must be contacted for further guidance.

Examples of the guidance that the Flight Supervisor or training Manager could provide are as follows:

- Assistance with the selection of a more appropriate local area or route selection.
- Rescheduling of the lesson activity for a time during the day when more favorable weather is forecasted.
- Suggestion to file, if appropriate, an IFR flight plan to VFR On Top (dual flight lessons only).
- If the flight lesson is a dual flight lesson and the student's Flight Instructor is not able to reschedule later in the day due to other scheduled activities, the Flight Supervisor or training Manager may schedule the student with another Flight Instructor who is available to conduct the flight lesson(s) at the rescheduled time.



Please note: a Flight Dispatcher is not authorized to approve a flight termination. The Flight Supervisor, or appropriate Flight Department personnel, must sign all flight terminations.

If after discussion with the Flight Supervisor, it is determined that the flight must be terminated, a Flight Termination form will be completed and signed by the student, Flight Instructor, and the Flight Supervisor or appropriate Flight Department personnel.

Please note: This guidance is provided to assist the student and Flight Instructor in making sound go/no-go decisions pertaining to flight operations at the Academy. However, it in no way relieves the Pilot-in-Command of their responsibilities outlined by the Federal Aviation Regulations.

Aviation Safety Action Program (ASAP)

The FAA has joined with Aerosim Flight Academy to establish a program to foster a voluntary, cooperative, non-punitive environment for reporting safety concerns.

The following are the main elements of this program. For complete information on the ASAP please consult the Memorandum of Understanding available from the Operations Department Management.

- Covered individuals include students, Flight Instructors, and other select individuals, but only while conducting flights or operations at Aerosim Flight Academy.
- Events that are not inadvertent or involve an intentional disregard for safety, criminal activity, substance or alcohol abuse, or intentional falsification are not included.
- Events must be reported through Aerosim Flight Academy's Accident/Incident Reporting Program. Reports may be filed at Flight Dispatch or at the Flight Supervisor's station.
- Events should be reported as soon as possible. Non-sole source reports (see below) should be completed within 24 hours from the end of training activities for the day it occurred, or within 24 hours of becoming aware of possible non-compliance with the regulations.

Please note: The participation of Aerosim Flight Academy in this program does not diminish the right of the Academy to withhold training from, or terminate employment of, any individual covered under the ASAP.

The ASAP process is as follows:

- All reports will be reviewed by an Event Review Committee (ERC). That committee includes FAA representatives.
- The program will be managed by the Aerosim Flight Academy's Manager of Safety and Security (MSS).
- The ERC will meet periodically to review reports submitted and the MSS will periodically present reports to the FAA and Academy, but those reports will not include the names of the individuals involved.
- The FAA retains all legal rights and responsibilities.



Student Progress Review Form

In order to maintain a safe and orderly training operation, the Student Progress Review Form is used to cite student progress in each course. This form may be used to document students who are excelling or struggling in the course. It may also be used to document students failing to adhere to the policies and/or procedures established and outlined in the Academy Operations Manual and the Academy Catalog. A copy of the Student Progress Review Form will be retained and become part of the permanent student record.

Disciplinary Probation

Students are expected to conduct themselves in a professional manner while attending the Academy. Unprofessional behavior, violations of Academy rules, Federal Aviation Regulations, local, state or federal laws or general misconduct will not be tolerated and can result in the student being placed on Disciplinary Probation and/or dismissed from the Academy. The student will receive written notice via the Student Progress Review Form or a letter from the Director of Education. Any repetition of this conduct or a single major violation could be grounds for immediate termination.

Students who are terminated for unsatisfactory progress or disciplinary reasons must wait a period of one year from the termination date before requesting reinstatement to the Academy. Any exceptions must be approved by the Vice President.

Student Complaint Policy

Aerosim Flight Academy has a process for all students to receive guidance and advice when they have questions, concerns, or problems during their training. The key to achieving a favorable solution is to communicate the problem in a timely manner with the appropriate member of the Academy staff. Each student will also be assigned a flight instructor for each phase of training. The assigned instructor will manage the student's training and will provide a majority of the flight, simulator and ground training for that phase. Each student should understand that he/she might also receive training from other instructors during the course of their training. This is both necessary and beneficial in that it exposes the student to other flying and instructional techniques. The Academy reserves the right to make changes in the student's assigned instructor in cases where it is clearly in the best interest of the student or the Academy.

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

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

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

Student Complaint/Grievance Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints considered by the Commission must be in written form, with the permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and
Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education.

Aerosim Flight Academy Operations Manual

The Operations Manual contains information, procedures and policies pertaining to operations and training at the Academy. Students enrolled at Aerosim Flight Academy are provided a copy of, and are required to review and update the Operations Manual on a regular basis. This document is part of the student's professional pilot library and should be in his/her possession during all flight activities.

It is each student's responsibility to ensure that all items in the Operations Manual have been read and are understood.

Cancellation Policy

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

All monies paid by an applicant must be refunded if requested within three days after the start date and making an initial payment. An applicant requesting cancellation more than three days after the start date and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the registration fee of \$150.00 and any applicable TSA fees.

Comparable Program Information

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

The Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212

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

Withdrawal

A student may withdraw from the Academy at any time. When a student withdraws from the Academy, a meeting with the Student Services Manager must be accomplished to complete the Student Exit paperwork. Completion of this paperwork will initiate the start of the final auditing process of the student's account to properly apply and identify any monies to be refunded. The day the Academy is notified of a student's withdrawal is considered the termination date for the purpose of determining a refund.

A student who withdraws from the Academy while on Academic Probation will receive the appropriate withdrawal grades for classes attended prior to withdrawal. Those grades may be considered when re-evaluating the student's record in accordance with the Academic Probation policy.

Termination Policy

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

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

The student will not be eligible for reentry consideration for a period of 12 consecutive months. Any exceptions must be approved by the Vice President.

Appeals Process

A student may appeal any decision regarding probation, suspension, or termination. The appeal must be made in writing within 10 days of the decision and submitted to the Student Progress Monitoring Council. The student will be notified of a decision within seven days of receipt of the appeal request. All decisions are final.

Transfer Credit

Students with prior flying experience may be eligible for credit toward the hourly requirement established for each FAA pilot certificate or rating. Credit that may be assigned is governed by Federal Aviation Regulations 141.77(b). Aerosim Flight Academy will accept transfer credit on a course-by-course basis. Transfer courses must be completed with a grade of "C" (2.0) or better. Any courses transferred to Aerosim Flight Academy will be entered on the Academy transcript as hours earned and will not be used in computation of the grade point average.

The transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Grading System

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

Grading System			
Percentage	Description	Grade	Grade Point
94-100	Superior	A	4
87-93	Above Average	B	3
80-86	Average	C	2
73-79	Below Average	D	1
0-72	Failure	F	0
	Audit	AU	0
	Passing, Incomplete	I	0
	Passing (Credit)	P	0
	Accepted by Transfer	T	0
	Withdrawal from Course	W	0
	Withdrawal from Academy	WF	0

Letter grades of "A", "B", "C", "D", and "F" are used in the computation of a grade point average (GPA). The grade of "I" represents an incomplete and the student typically has four weeks to convert the "I" to a letter grade of A, B, C, D, or F at the discretion of the instructor. Grades of "P", "W", "AU" or "I" are not computed in the GPA.

Grade Reports

The Academy is prohibited from releasing grade information without written authorization from the student.

Notification Of Rights: FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.
A student should submit to the Education Department or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Academy official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Academy official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the Academy to amend a record should write the Academy official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision and the student's right to an appeal regarding the request for amendment. Additional information regarding the appeal procedures will be provided to the student when notified of the right to an appeal.
3. The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Academy in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Academy has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Academy.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA.
The name and address of the Office that administers FERPA is:

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

Tutoring Policy

Occasionally, a student may need additional instruction or tutoring in a particular area. When this occurs, Academy Instructors may be available for tutoring assistance.

If a student is having problems in a particular area and requests remedial help, the student may choose to attend the Learning Resource Center for free resources, or pay an instructor the current flight instructor hourly rate for instruction time.

Requirements For Graduation

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

Graduation Process

When a student has completed training, a meeting with the Student Services Manager or the Registrar must be accomplished to complete the Student Exit paperwork. Completion of this paperwork will initiate the start of the final auditing process of the student's account. This audit will ensure that all credits and debits to the student's account were properly applied and identify any amount due the student or the Academy. Refunds shall be made within 30 days of the date that the school is made aware by the student that the student has graduated.

Transcript Requests

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

Articulation Partners

Through articulation agreements with the following institutions, Aerosim Flight Academy students may transfer their coursework to degree programs at the University of Phoenix. The transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. For further information on Aerosim Flight Academy's articulation partners, please contact the Director of Education.

Student Services

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

Student Activities

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

The Student Services Office plans activities to benefit the entire student body. These activities include: trips to Walt Disney World, Disney Attractions, Sea World, local beaches, sporting events and competitions, and historical, educational, and cultural events. Events at Houston will be determined by the on-site Student Services Coordinator.

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

Student Messages And Mail

Students are assigned individual mailboxes, which are located in the Operations Building. Mail and messages will be delivered to the mailboxes by 5:00 pm, Monday through Friday. Emergency calls will be routed through the Dispatch desk. In addition, students and flight instructors have the capability of receiving schedules via email.

Behavior And Dress

Students are expected to project a professional manner in both attire and behavior when on campus. Professionalism is demonstrated through knowledge, ability, attitude, and appearance. A positive, courteous attitude toward fellow students, flight instructors, and administration is required for daily interaction. In our effort to develop an attitude of professionalism, we have established the following dress code for all Aerosim Flight Academy students:

All instructors and students are required to wear appropriate uniforms. Uniforms may be purchased at the Pilot Store on campus.

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

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

Honor System

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

Copyright Infringement Policies And Sanctions

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

Eating, Drinking, And Tobacco Use In Classrooms And Aircraft

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

Pilot Store

The Pilot Store has a broad and complete offering of textbooks, uniforms and other educational materials and aids used for flight instruction at Aerosim Flight Academy. Pilot store items may not be charged to the student's account. Charges at the Pilot Store may be paid in cash or credit card. These supplies are offered for your convenience.

Student Identification Badges

For security purposes, the Student Identification (ID) Badge, once issued by the Academy, must be worn at all times while on campus property. In addition, NO flight training equipment will be dispensed by Flight Dispatch without presenting the Student ID Badge.

Should your Student ID Badge become lost, misplaced, or stolen please report this situation immediately to the Student Services Office. A new Student ID Badge will be issued. A charge of \$50.00 will be assessed to replace a Student ID Badge.

Upon graduation or for any other reason for separation from the Academy the Student ID Badge must be surrendered to the Student Services Office during the Student Exit interview. A charge of \$50.00 will be assessed if the Student ID Badge is not returned.

Handicap And Disabled Person Accommodations

Aerosim Flight Academy has designated areas in the parking lot for handicap parking. They are lined in blue and have the proper Handicapped Parking sign posted.

Diabled persons will be required to meet the FAA (Federal Aviation Administration) medical and optical examination requirements.

Learning Resource Center (LRC)

The Learning Resource Center (LRC) is located in the Academics Building at the Sanford, Florida campus. The Houston campus LRC is located beside the dispatch desk. The LRC is open every day of the school week and a certificated Flight Instructor is available. It is designed for individual and group studying, student tutoring, and viewing of DVD training materials. Additional resources such as books, magazines, and aircraft parts are available.

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

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

Computer And Communications Lab

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

Preparing For Exams And Tests

Students are provided with a book list of all texts and resources needed for exam preparation. In addition, Aerosim Flight Academy has Gleim FAA Test Preparation Software available for use in the Computer and Communications Lab. Students are recommended to practice the following:



- Review material(s) well in advance of any examination.
- Construct a list of topics that will be assessed during the exam.
- Prepare all equipment needed for the exam one day in advance.
- When taking a written exam, read the questions slowly to ensure understanding.
- Allocate enough time to finish the exam. Proofread and check answers before submitting the test.
- When taking an oral or flight exam, set a steady pace. Make certain that questions are understood. Know what is expected when a demonstration is necessary. If a question is not understood, ask the evaluator to repeat the question or instructions. Think through the task before an attempt is made to explain or perform.

Motivation

In order to maintain self-motivation during training, and to overcome the normal challenges that occur, it is important for students to consider and abide by the following:

- Maintain good physical health through diet, exercise, and rest.
- Maintain a positive attitude.
- Be prepared for course and flight lab activities.
- Ask questions and contribute to scheduled activities.
- Strive to improve performance.
- Seek assistance in the LRC when needed.
- Be responsible for one's own learning and goals.

Memory Aids

Various memory assistance techniques exist to help students remember important information. Techniques such as mental pictures, acronyms, and word association may help a student remember words and actions needed for flight training. However, true memory occurs when students review notes taken during class or briefing time, apply what is learned, and explain information they have received and now understand. This is accomplished through studying daily and discussing topics with peers and Flight Instructors.

Listening

Students should focus on actively listening during course and flight lab instruction. Do not allow noise to become a distraction. Listen for phrases like, "this is important" and "don't forget." Listen for key points and examples. Take notes. Repeat information back to the speaker to ensure understanding. Students are encouraged to ask questions when they do not understand.

Study Tips

Self-study is essential to a student's success at the Academy. Students are recommended to spend at least four (4) hours of personal time studying each day. The Academy recommends the following:

- Designate a study area and time

- Avoid interruptions, but take breaks when needed
- Keep noise to a minimum
- Define the material(s) needed to study
- Skim the material(s) to be studied, and then focus on the important topics
- Focus on notes, maps, charts, diagrams, and summaries
- Review the material(s) studied during the session, and reflect on their application during course or flight lab activities.

Ensuring Success

Students can ensure success by giving the maximum effort in the classroom, flight lesson activities, and by utilizing the Learning Resource Center (LRC). The entire staff and faculty are ready and willing to offer assistance in many ways, but it is the individual student who is responsible for his/her own success. Students must take an active role in their learning.

Being an active participant means becoming part of the Academy by going beyond daily classes and flight lessons. Students must listen to Academy announcements, check bulletin boards for upcoming activities, read e-mails, establish daily study times, and ask for help when needed.

Students should not hesitate to seek advice or assistance from a Flight Instructor, Academics Instructor, Manager/Captain, or the Chief/Assistant Chief Flight Instructor. The Academy encourages students' best efforts and is confident that students will have a memorable experience in the process.



Training Guidance

The Academy maintains a training Manager(s) assigned to each facility to help provide training guidance for students or Flight Instructors with questions and/or problems. In addition, one or more training Captains are also assigned to assist the Manager. Managers and Captains may be found by contacting the Chief Flight Instructor of the Manager of Flight Standards.

Application Procedures For Flight Instructor Employment

Students that desire employment as a Aerosim Flight Academy Flight Instructor may obtain an employment application from the Human Resources Department. After the successful completion of the Flight Instructor-Instrument Airplane Rating, applicants must submit an application to the Human Resources Department along with the following:

- Resume
- Copy of U.S. Social Security Card
- Copy of Driver's License or I.D. card issued by a State of the U.S.
- Copy of current FAA Pilot and CFI Certificates
- Copy of current FAA Medical Certificate
- Copy of Visa Documentation (IAP-66 or I-20), International applicants only.
- A local address and telephone number, or point of contact for at least 30 days after the application is made.

Eligibility

To be eligible for the selection process, an applicant must have a Commercial Pilot Certificate with Single and Multiengine Land ratings, an Instrument Airplane rating, and a Flight Instructor Certificate with an Airplane Single-Engine & Instrument ratings.

Phase I – Instructor Candidate Selection Review Board

Upon completion of the Certified Flight Instructor, Instrument rating, students will be invited in writing to the Instructor Selection Review Board. The selection process includes a technical knowledge exam, a multi-dimensional aptitude battery exam, and a board-style interview. The Board convenes regularly, and typically reviews four (4) to six (6) candidates at each meeting. This candidate selection process will last an entire business day.



After the meeting with the board, a decision will be conveyed in writing and mailed within seven (7) business days from the applicant's Review Board date. If the interview is successful, applicants will be offered Flight Instructor employment, and placed in the next available Instructor Candidate Standardization Class.

Phase II – Instructor Candidate Standardization Class

A Flight Instructor Candidate Standardization Class is scheduled to begin on an as-needed basis. The request to attend an Instructor Candidate Standardization Class is a conditional offer of employment as an Academy Flight Instructor. Only one request for attendance will be made. Should an applicant be unable to attend, no additional opportunities to attend a subsequent class will be offered and the applicant's name will be removed from the "pool" of candidates.

The Flight Instructor Candidate Standardization Class is a rigorous, demanding, and comprehensive program. The class focuses on the knowledge, understanding, and skills necessary to be a Flight Instructor for the Academy.

Upon successful completion of the class, graduates will begin their employment as Flight Instructors immediately. Employment might be offered at any of the Academy's training locations. The process for assigning personnel to the bases will be a two-phase process. Firstly, candidates will be called by the Human Resources Department (prior to attending class) and asked to volunteer for deployment at another location other than the one where their initial training was conducted. If no volunteers are found, then selection for base assignments will be done on a "seniority in class" system. This system works on the basis that those not selected for specific duties (e.g. ground school, LRC, etc.) will be placed in order of seniority based on interview time and date with the most senior person being the one who completed their interview first.

The above mentioned system is subject to the demands of the Academy and time permitting will be followed. However, the demands of the bases may mean that base assignments happen while a class is in attendance at which point the seniority in class system will be implemented. The Human Resources Manager may alter this policy if it is deemed in the best interest of the Academy. Changing of a base once assigned may occur only through a one for one exchange of "like qualified" instructors. This exchange may only occur with the approval of the Human Resources Manager.

Campus Security Statistics

In accordance with the Student Right-to-Know and Campus Security Act, Public Law 1010542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, Aerosim Flight Academy hereby publishes and distributes its campus statistics and campus security policies and procedures:

Campus Security Statistics					
Offense	Number of Offenses				
	2005	2006	2007	2008	2009
Homicide Offense	0	0	0	0	0
Sex Offenses, Forcible & Unforcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Liquor-Law Violations	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0
Weapons Violations	0	0	0	0	0

Students, faculty, and employees of Aerosim Flight Academy are directed to report criminal actions to the Security Manager who will notify the appropriate law enforcement agency and complete an [Incident Report](#). Access to all Aerosim Flight Academy facilities and events are limited to currently enrolled students, currently employed flight instructors, faculty and staff members. Visitors are required to sign in at the reception desk. All visitors, employees, and students are required to have identification badges displayed while on the premises.

Aerosim Flight Academy is located on the grounds of the Orlando/Sanford International Airport. The Sanford Airport Authority (SAA) has arranged for two officers from the Sanford Police Department to be on duty patrolling the area. In the evening to early morning hours, the Sanford Airport Authority has roving night watchmen with constant radio communication with the Sanford Police Department. Aerosim Flight Academy also has a monitored alarm with sprinkler system for fire protection.

The branch campus is located at Ellington Field in Houston, Texas. Ellington Field is used heavily by NASA and is patrolled by United States military personnel. The operations building also has a monitored alarm with sprinkler system for fire protection.

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

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

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



Student Housing

Housing is not provided at the Houston Branch location. The Student Services Coordinator may assist students with local apartment information at the Houston campus. In Sanford, Aerosim Flight Academy, in conjunction with the Sanford Airport Authority (SAA), offers dormitory style housing. The housing contract is between SAA and the student. Any violations of the dormitory rules and regulations may result in disciplinary action by the Academy. The Academy has a full time Student Services Coordinator available to provide services and answer any question students may have concerning their housing.



Pets

No pets of any kind are allowed in student housing.

Withdrawals from Student Housing

Students must submit written notice to the Student Services Office to indicate their desire to vacate student housing. Students must vacate student housing upon completion of training or withdrawal from the Academy.

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

Placement Assistance

While Aerosim Flight Academy cannot guarantee employment upon completion of training, every reasonable effort is made to assist our graduates in attaining their goals. The following is a list of services the Pilot Placement office provides to our graduates:

- Instruction in the preparation of resumes and employment applications.
- A large network of Aerosim Flight Academy graduates who provide information concerning job opportunities to current students.
- Current aviation magazines, articles, job guides, and information available to all students to aid them in their job search.

Banking Assistance

While the Academy does not provide banking services, we will provide assistance to students in obtaining an account at one of the local banking institutions.

Drug-Free Schools And Communities Act

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

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

Alcoholic Beverages And Illegal Drugs

Federal regulations require postsecondary institutions who participate in Federal student financial aid programs have a program in effect to prevent the use of illicit drugs and the abuse of alcohol by employees and students, and to distribute drug and alcohol related information to employees and students on an annual basis.

Standard of Conduct: Aerosim Flight Academy employees and students are prohibited from being on campus under the influence of, or in possession of, illicit drugs or alcohol; and are prohibited from engaging in the use or distribution of illicit drugs or alcohol as any part of the Academy activities, whether such activities are conducted on or off campus. Students who know of Academy employees or fellow students who violate these

standards are encouraged to notify the Chief Flight Instructor of such offenses.

Academy Sanctions: Students found in violation of the standards of conduct will have written reports placed in their permanent academic files, will be expelled from the Academy, and may be referred to local authorities for prosecution. Parents of "dependent" students will be notified of such violations. Additional information regarding State/Federal Sanctions and assistance agencies is available through the Director of Education.

NO student will be permitted in Aerosim Flight Academy aircraft or facilities while under the influence of alcohol. Academy students will comply with FAR 91.17 concerning the use of alcohol.

Standard Of Conduct

Aerosim Flight Academy employees and students are prohibited from coming on Academy property while under the influence of, or in possession of, illicit drugs or alcohol as any part of Academy activities, whether such activities, are conducted on or off campus. Students who know of Academy employees or fellow students who violate these standards are encouraged to notify the Director of Operations of such offenses.

Academy Sanctions

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

State And Federal Sanctions

Florida statutes deem it unlawful for any person to sell, purchase, manufacture, or deliver illicit drugs. Penalties associated with conviction of violations of these statutes include prison terms of up to 30 years with accompanying fines ranging from \$1,000 to \$500,000. Federal penalties include prison terms up to life and fines of up to \$20 million. Property may also be seized. Conviction of driving while under the influence of alcohol can result in a financial burden of paying court costs, lawyer fees, and fines; participation in community services; suspension of driver's license; higher cost or loss of automobile insurance; and imprisonment.

Health Risks

The costs associated with drug and alcohol use can be astronomical. From a financial standpoint, statistics show that an individual can easily spend \$100 to \$3,000 per week to support a drug habit. Damage to the lungs, kidneys, liver, brain, heart, and reproductive organs have been linked to drug and alcohol use down through history. Alcohol is the third major cause of death in the nation behind heart disease and cancer; and now AIDS has reared its ugly head on the drug scene. Not only is the user affected by drugs and alcohol, babies are born with maladies that are tied directly to the "user" parent(s).

Assistance (Sanford)

Students who desire additional information or request assistance with a drug or alcohol problem are encouraged to contact Student Services for further assistance.



IMPORTANT PHONE NUMBERS

Assistance (Sanford)	
Center For Drug-Free Living.	423-6612
We Care (Crisis & Suicide Intervention)	407-245-0012
Al Anon (Alcoholics Anonymous)	407-425-2624 24 hour Hotline 1-800-292-6489
Crime Victim Services (Rape Assistance)	407-321-7273
Crisis Intervention – Safehouse of Seminole	407-330-6933
Drug Abuse – Charter Behavioral Health System	1-800-242-7837
City of Sanford Police Department	407-323-3030
Social Services (Legal Services)	407-322-8938
Victim Advcate	407-665-6922
Assistance (Houston)	
The Council on Alcohol & Drugs Houston	713-942-4100
Crisis Intervention Houston	713-527-9864
Rape Hotline	713-528-7273
Houston Police Dept	713-884-3131
Alcoholics Anonymous	713-686-6300
Texas Crime Stoppers	1-800-252-8477
Victims Assistance Center	713-755-5625
Clear Lake Counseling Service (substance abuse)	281-280-0393

Tuition Rates and Fees

Admissions	
Registration Fee	\$150.00 non-refundable
Aerosim Academy Assessment Test	100.00 applied toward flight training upon acceptance
Housing Deposit	500.00
Background Check (U.S. Citizens)	40.00 non-refundable
Background Check (Non-U.S. Citizens)	IntelliCorp prices vary by country (non-refundable)
Books & Supplies	
Estimate for all courses	\$3,200
Program Tuition	
Professional Pilot Program	\$70,024.24 Fixed Tuition
Professional Pilot Program (Transfer Student)	52,050.00 Fixed Tuition
Jet Direct	44,468.90 Estimate
Additional Courses	
Private Pilot Certificate Part-141	\$15,545.20 Estimate
Instrument Pilot Rating Part-141	15,505.70 Estimate
Commercial Multi-Engine Certificate Part-141	15,775.10 Estimate
Commercial Single-Engine Rating Part-61	2,538.25 Estimate
Commercial Single-Engine Rating Part-141	5,632.50 Estimate
Certified Flight Instructor Certificate Part-141	11,221.70 Estimate
Certified Flight Instructor-Instrument Rating Part-61	4,463.00 Estimate
Certified Flight Instructor-Instrument Rating Part-141	7,102.00 Estimate
Multi-Engine Instructor-Rating Part-61	6,717.00 Estimate
Multi-Engine Instructor-Rating Part-141	10,254.00 Estimate
Jet Bridge	4,847.50 Estimate
On Campus Housing	
Single Occupancy	\$500.00 per month
Double Occupancy	400.00 per month
Miscellaneous Fees	
Fuel Surcharge	Charges variable dependent on fuel costs
TSA Fingerprinting (Non-U.S. Citizens)	\$100.00 non-refundable (one time fee)
*TSA AFSP Application (Non-U.S. Citizens)	130.00 non-refundable
ID Badge (for lost, stolen, or retained badges)	50.00

*The TSA AFSP Application fee is per certificate for the Private, Instrument, and Commercial courses.

Tuition Policy

Each of the programs offered by the institution consists of two different types of courses, Ground School courses and Flight Laboratory courses. Tuition for Flight Laboratory courses is charged on an hourly basis. The hourly charge is accrued as the student flies and depends on the type of aircraft or simulator used by the student. There is also a charge for a Flight Instructor, that is, the cost of an instructor who will, at times, accompany the student. The Flight Laboratory courses consist of flight briefings with the flight instructor before and after each flight. Some Flight Laboratory courses also include a ground briefing where the flight instructor provides instruction on the ground. The Ground School courses and Flight Laboratory courses also include FAA examinations, which are required for completing each course.

NOTE: Equipment and Instructor rates are subject to change without notice.

Bursar's Office

Payment Methods

Aerosim Flight Academy accepts the following forms of payment: Cashier's check, money order, wire transfers, Discover, Visa, and MasterCard payments will be accepted. Payments may be made at the Bursar's Office at the Sanford location. Payments at the Houston campus can be made to the Administrative Coordinator or Manager of Training during business hours.

Student Financial Accounts

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

Tuition Payments

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

To deposit additional funds on account, the Academy will accept Cashier's checks, money orders, wire transfers, Discover, Visa, and MasterCard payments.

Financial Aid Office

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

Veterans Administration (VA) Education Benefits And Refund Policy

Title 38 of the United States Code authorizes various VA education programs that assist veterans and dependents of certain deceased or disabled veterans. Monthly awards vary with each VA program. For further information, contact the VA Regional Office in your area. Florida residents call toll free, 1-800-827-1000. VA Policy requires refunds are in accordance with Aerosim Flight Academy's refund policy for all students. Students training under Veterans Administration Educational Assistance should be aware that any funds paid to them from their entitlement must be refunded to the Veterans Administration should they withdraw. Only students with mitigating circumstances would be exempt from this provision. Additional information regarding VA refund regulations and procedures can be obtained by contacting the VA regional office in St. Petersburg, Florida or the Registrar's Office at Aerosim Flight Academy.

Direct Loan Program

Students may qualify for Pell Grant assistance, Subsidized and Non-Subsidized Stafford Loans and the Parent PLUS loan for dependent students under the age of 23.

Students may apply for federal student aid by completing a FAFSA at www.fafsa.ed.gov. Once the FAFSA is signed and submitted electronically, the Financial Aid office should contact the student within two weeks from the date of submission.

Eligibility is determined by utilizing the Department of Education's published guidelines. Once enrolled and the financial aid packet is complete, the Financial Aid office will process Pell Grant Awards and Stafford Loans (if applicable) and submit appropriate amounts to the Accounting Office. Students will have the grant award deposited into their student flight account within 3-4 business days. First year, full-time students will have Stafford loan funds deposited to their flight account 30 days after enrollment. This does not apply to students who have attended a post-secondary institution prior to enrollment at the Academy.

Contact the financial aid office for more information.

Private Alternative Funding

Private alternative sources of funds are available to students who qualify and additional funds for personal expenses may be obtained through these loans. Contact the Financial Aid Office for more information.

Scholarships And Grants

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

Refund Policy

In the event a student terminates the course of instruction for any reason, the student shall comply with the following refund policy. To ensure a rapid refund of paid tuition to the student by the Academy, students shall notify the Academy in writing of intent to withdraw from the course of instruction. All monies paid by an applicant excluding the estimated fingerprinting fee (as required by Homeland Security for non-citizen trainees) of \$100.00 and registration fee of \$150.00 shall be refunded if requested within 3 days after the start date. All students will be charged for any training actually received at the current published rates, plus registration and fingerprinting fees; remaining unused monies will be returned.

Tuition for ground school is charged at normal, school published customary rates per clock hour of instruction. If a student withdraws with a last date of actual attendance occurring more than 3 days after the start date of class, the tuition amount retained by the Academy will be based on the length of time the student remained enrolled in the class, up to a maximum of 40% of the scheduled class hours. If a student's last date of actual attendance occurs after 40% of the scheduled classes have occurred, there will be no tuition refund for such class. The termination date for refund computation of ground school classes is the last day of actual attendance by the student. Refunds shall be made within 30 days of the date that the Academy is made aware by the student that the student has withdrawn.

In the event a student is granted personal time off, and advises the school that he/she will not be returning, the date of notice of intent to withdraw will be used. Students will be dismissed after 14 days of undocumented inactivity. Cancellations and/or withdrawal notices must be made in writing to the Academy. All monies, except the registration and fingerprinting fees, will be refunded if the school does not accept the applicant.

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

Return To Title IV Funds

The U.S. Department of Education dictates the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When a student withdraws during the payment period or period of enrollment (the Financial Aid Administrator can define these for the student), the amount of Title IV program assistance earned up to that point is determined by a specific formula. If the student, Academy, or parent, on the student's behalf, received less assistance than the amount earned, the student may be eligible to receive those additional funds. If the student, Academy, or parent, on the student's behalf, received more assistance than earned, the excess funds must be returned to FSA by the Academy and/or the student.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period or period of enrollment, the student would earn 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student would earn all the assistance he/she was scheduled to receive for that period.

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

funds to reduce the student's debt.

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

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent (Plus) Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant
7. Other Title IV Assistance

Upon early withdrawal, the student cannot earn some Title IV funds previously scheduled for receipt due to eligibility requirements. For example, if the student were a first-time, first-year undergraduate student and he/she did not complete the first 30 days of the program before withdrawal, the student would not earn any Direct loan funds that he/she would have received had he/she remained enrolled past the 30th day.

Title IV Future Professionals reentering within 180 days of the withdrawal date will resume at the same status as prior to withdrawal.

If the student, the Academy, or a parent (on the student's behalf) receives excess Title IV program funds that must be returned, the Academy must return a portion of the excess funds equal to the lesser of:

1. the institutional charges multiplied by the unearned percentage of the student's funds, or
2. the entire amount of excess funds.

The Academy must return this amount even if it did not keep this amount of the student's Title IV program funds.

If the Academy is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student and/or parent (PLUS Loan) must repay the loan in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the received amount. The student must make arrangements with the Academy or the Department of Education to return the unearned grant funds.

The refund requirements for the Title IV program funds are separate from any refund policy that the Academy may have with students. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The Academy may also charge the student for any Title IV program funds that the school was required to return.

Questions about the Title IV program funds can be processed through the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

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

Disclaimer Notification

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

Ownership and Administration

Aerosim Flight Academy is located at:

2700 Flight Line Avenue
Sanford, Florida 32773

and

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Administration – Aerosim Flight Academy

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