

2024 Student Enrolment Contract  
Commercial Pilot with Applied Human Factors in Aviation Program

**Langley Flying School Inc.**  
**110-5385 216<sup>th</sup> St Langley BC V2Y 0V4 Canada**  
**604-532-6461 / administration@langleyflyingschool.com**

Langley Flying School is designated by the Private Training Institutions Branch (PTIB)

**STUDENT INFORMATION**

Last Name

First Name & Middle Name

Usual First Name

Personal Education Number (if available)

Mailing Address

Mailing Address in Canada (if available and different from above)

Student Telephone Number

Student Email Address

International Student:

Yes

No

If you are an international student:

Citizenship: \_\_\_\_\_

Do you have a study permit?  Yes

No

If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit?  Yes  No

**Date of Birth:**

Y	Y	Y	Y	M	M	D	D		

**Gender**

Female

Male

Non-Binary

**Voluntary Disclosure**

**\*You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit?

Yes  No

If you answered "Yes", please indicate if you are:  **First Nations**

**Métis**

**Inuit**

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?  Yes  No

**PROGRAM INFORMATION**

Commercial Pilot with Applied Human Factors in Aviation

**Program Title**

700 hours

47 Weeks

**Hours of Instruction  
During Contract Term**

**Program Duration in Weeks**

**Contract Start Date**

**Contract End Date**

**Credential Issued on  
Graduation**

Diploma

Certificate

**Program Delivery  
Method**

In-class

Distance –  
Synchronous\*

Distance –  
Asynchronous\*

Distance – Both  
Synchronous and  
Asynchronous\*

Combined

\* **Synchronous** distance delivery means students attend classes virtually in ‘real time’ with instructors and classmates.

\* **Asynchronous** distance learning means students and instructors do not meet in ‘real time’. There is no live video portion of the program. Students in a program may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.

**Language of Instruction:** English

Required course materials and technological resources not provided by the institution (if applicable):  
N/A

**PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION**

- 1. Secondary (high) school graduation certificate or equivalent diploma.**
- 2. English language proficiency assessment or ICAO level 4 English equivalent.**
- 3. Transport Canada Category 1 medical is required prior to first solo flight.**

## PROGRAM OUTLINE



### Commercial Pilot with Applied Human Factors Diploma

<b>Program Description</b>	<p>The Langley Flying School (LFS) Commercial Pilot with Applied Human Factors Diploma program (CP Diploma) is designed for candidates who desire to become Commercial Pilots in a dynamic training environment. It integrates practical concepts of Human Factors in aviation into 3 critical phases of Pilot Training and mountain flying.</p> <p>This enhances Pilot awareness of Human Factors concepts, to enable graduates to be better suited for today's aviation industry.</p> <p>In addition to the Transport Canada standards for pilot training and licencing, The 3 main handbooks being used for the course were designed by a Human Factors team for Transport Canada (TC) following International Civil Aviation Organization (ICAO) recommendations. Transport Canada has taken a leading and active role to include Human Factors in aviation training and Langley Flying School being regulated by TC is using this foundation to enhance Pilot training to graduate safer and more competent Pilots that maintain the LFS quality and standard.</p>
<b>Career Occupation</b>	<p><i>The career occupations for which the program is intended to prepare a student are as follows:</i> Flight Instructor, Ground Instructor, Commercial Pilot, Airline Transport Pilot, Ferry Pilot.</p>
<b>Admission Requirements</b>	<p><i>Requirements the student must meet to be accepted into the program:</i></p> <ol style="list-style-type: none"> <li>1. Secondary (high) school graduation certificate or equivalent diploma.</li> <li>2. English language proficiency assessment or ICAO level 4 English equivalent.</li> <li>3. Transport Canada Category 1 medical is required prior to first solo flight.</li> </ol>
<b>Learning Objectives</b>	<p><i>At the end of this program student will:</i></p> <ol style="list-style-type: none"> <li>a. Obtain a Transport Canada Commercial Pilot Licence.</li> <li>b. Possess the skills required to pass advanced pilot selection processes in the modern Canadian aviation industry, which are often based on a combination of aptitude, skill, physiological and psychological assessments.</li> <li>c. Have an enhanced level of pilot decision-making and situational awareness relevant to entry level pilots into the aviation industry and instruction of trainee pilots.</li> <li>d. Methodological analysis, problem solving and evaluation, which are useful in dealing with abnormal and emergency scenarios that may be encountered in the aviation industry.</li> </ol>
<b>Method(s) of Evaluation</b>	<p>The methods of evaluation used to assess a student are those included in the course outlines.</p>



**Completion Requirements\***

**Requirements that a student must meet to complete the program are:**

1. Complete 100 hours of LFS Applied Human Factors lecture and pass (70%) a LFS Human Factors final exam.
2. Obtain a Transport Canada Commercial Pilot Licence - with all licencing requirements satisfied as per Standard 421 of the Canadian Aviation Regulations (CARs).

**Program Duration 18 months.**

*This program leads to employment in a career occupation regulated by Transport Canada and has an instructional time of 15.0 hours per week for 47 weeks broken down as follows:*

*Approximately 325 hours of aircraft and FTD training including mandatory pre and post flight briefings (250 hours of actual flight and FTD time [15 FTD Pre PPL, 70 PPL, 15 FTD PRE CPL, 150 CPL]) and;*

*375 hours of ground training in a classroom (70 PPL, 120 CPL, 10 Mountain Flying, 10 aviation research projects, 50 hours Multi Engine IFR ground school, 10 hours pilot decision making (PDM), 105 Applied Human Factors)*

*Based on the totals above, this program is divided into 12 months (700/15 = 47 weeks).*

However, due to homework hours (approximately 10 hours per week), flight testing and licencing delays, statutory holidays, as well as other operational irregularities such as weather and airspace closures, the course is listed as an 18-month program.

*\*325 hours above factors in 0.30 hour for the Transport Canada mandatory briefings (Pre-flight briefing, Preparatory Ground Instruction (PGI), and Post-flight debriefing) per 1 actual aircraft or FTD hour of training.*

**Homework Hours 10 hours a week.**

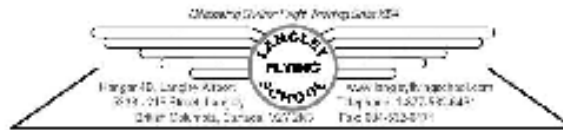
**Delivery Method(s) Indicate how the program is delivered**

- In-class instruction
- In-flight instruction
- Distance education
- Combined delivery (both in-class and distance)

**Required course materials List textbooks, equipment, uniform and other educational materials required to complete this program.**

*The following are a list of textbooks, equipment, and other educational materials required to complete this program which are provided to the students:*

- Company Uniform.
- Nav Canada VFR phraseology guide;



- From the Ground Up textbook and workbook;
- Human Factors for Aviation - Basic Handbook;
- Ground school and Flight training workbooks with lesson plans;
- Flight Training Manual, 4th Edition;
- C152/C172 Pilot Operating Handbook;
- Pilot Logbook;
- Flight Computer – E6B and CX3;
- ICAO Chart Ruler;
- Protractor;
- VNC and VTA maps;
- Canadian Flight Supplement;
- Flight Bag;
- Human Factors for Aviation - Advanced Handbook;
- Jeppesen Multi-Engine Manual;
- PA34 Pilot Operating Handbook;
- Instrument Procedures Manual;
- Canada Air Pilot and General Pages CAP/CAP GEN;
- TC flight Instructor Guide;
- Human Factors for Aviation - Instructor's Guide;
- PA28 Pilot Operating Handbook;
- TC study and flight test guides;

#### Program Organization\*

*The titles of the courses in this program in the order they are provided, and the hours of instruction allotted to each are:*

Title of Course	# of Hours*
Private Pilot Ground School	70
Pre-Private Training Pilot Simulation in a Flight Training Device (FTD)	19.5 (15)
Private Pilot Flight Training	91 (70)
Human Factors Introduction	30
Commercial Pilot Ground School	120
Pre-Commercial Training Pilot Simulation in a Flight Training Device (FTD)	19.5 (15)
Commercial Pilot Flight Training	195 (150)
Human Factors for Commercial Pilots	40
Mountain Flying Ground School	10
Multi Engine IFR Ground School	50
Pilot Decision Making	10
Human Factors for Professional Pilots and Instructors	35
Aviation Research Projects	10
<b>TOTAL</b>	<b>700</b>

\*All Flight Training above factors in the additional 0.30 hour for the Transport Canada mandatory briefings (Pre-flight briefing, Preparatory Ground Instruction (PGI), and Post-flight debriefing)

\* The Applied Human Factors courses are taught concurrently with Flight and Ground Training.

## STATEMENT OF STUDENT RIGHTS

Langley Flying School is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

## WORK EXPERIENCE (Not Provided)

Not Provided

## REGULATORY REQUIREMENTS

**This program leads to Flight Instructor, Ground Instructor, Commercial Pilot, Airline Transport Pilot, Ferry Pilot. These jobs are regulated by Transport Canada.**

PROGRAM COSTS	
Total tuition payable during contract term	\$56,200
Application fee	\$150 Domestic \$500 International
Assessment fee	\$0
Administrative fee (Office maintenance, record management, aircraft booking system, etc.)	\$500
Fees for textbooks or other course materials, including equipment and uniforms	\$500
Other mandatory fees (fees students must pay that are <u>not</u> in relation to an approved program)	\$0
<b>TOTAL PROGRAM COSTS</b>	<b>\$57,350</b> <b>Domestic</b> <b>\$57,700</b> <b>International</b>

**PAYMENT TERMS**

Method of payment:     Cash    Cheque    Credit Card    Other: \_\_\_\_\_

LFS will typically issue the enrollment contract for a duration of 18 months. Therefore, tuition is due in two equal installments of \$28,100, the first payment is due on the commencement date, and the second payment is due after 9 months. Additionally, the aircraft and FTD rental fees are due in two equal installments of \$30,000, the first payment is due on the commencement date, and the second payment is due after 9 months — unless otherwise approved by the Financial Manager. Any additional aircraft or FTD rental training time required by a candidate to complete the program are not included in this contract. Candidates are encouraged to ask for a payment invoice prior to making payments.

**REFUND POLICY**

APPROVED PROGRAMS – IN-CLASS OR COMBINED DELIVERY	REFUND DUE
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	100% tuition and all related fees, other than application fee. <b>Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.</b>

<ul style="list-style-type: none"> <li>At least 30 days before the later of: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li>b) The program start date in the enrolment contract.</li> </ul> </li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> <li>More than seven days after the student and institution signed the enrolment contract, and</li> <li>Less than 30 days before the later of: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li>b) The program start date in the enrolment contract.</li> </ul> </li> </ul>	Institution may retain up to 20% of tuition, to a maximum of \$1,300.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than distance-education-only programs):	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	Institution may retain up to 30% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10% but before 30% of instruction hours have been provided.</li> </ul>	Institution may retain up to 50% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and 30% or more of the hours have been provided.</li> </ul>	No refund due.
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> <li>A student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid.
Institution receives a evidence a study permit was denied (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> <li>Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance</li> <li>b) The program start date in the enrolment contract</li> </ul> </li> <li>Student has not requested additional Letter(s) of Acceptance.</li> </ul>	100% tuition and all related fees, other than application fee.
<b>APPROVED PROGRAMS – DISTANCE DELIVERY</b>	<b>REFUND DUE</b>
<p>Before program start date, institution receives a notice of withdrawal:</p> <ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	100% tuition and all related fees, other than application fee.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> no more than 30% of the program.</li> </ul>	Institution may retain up to 30% of the tuition paid.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> more than 30% but less than 50% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> 50% or more of the program.</li> </ul>	No refund due.
<p><b>Completed</b> means the student has received an evaluation of their performance for the specified percentage of hours of instruction. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.</p>	



**PRIVATE TRAINING INSTITUTIONS BRANCH (PTIB)**

This institution is certified by the PTIB of the Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to [www.privateinstitutions.gov.bc.ca](http://www.privateinstitutions.gov.bc.ca).

Please be advised that under section 61 of the *Private Training Act*, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar’s regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

**STUDENT DECLARATION**

I consent to the institution sharing my personal information with the Ministry of Post-Secondary Education and Future Skills for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the *Personal Information Protection Act (PIPA)*.

I consent to the institution sharing my personal information with Immigration, Refugees and Citizenship Canada for the purposes of the International Student Program under the authority of section 6(2)(a) and 10(1)(a) of the *Personal Information Protection Act (PIPA)*.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Branch, Governance, Legislation and Corporate Planning Division, Ministry of Post-Secondary Education and Future Skills, 310-601 Cordova Street W, Vancouver, BC V6B 1G1 or by telephone at (604 569-0019).

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

**INSTITUTION SIGNATURE**

Signature of Institution Representative

Date Signed