

2025 Student Enrolment Contract  
Aviation Diploma Program

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

Langley Flying School is designated by the Private Training Institutions Regulatory Unit (PTIRU)

**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

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

Country of Citizenship (International Student)

**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**

Aviation Diploma Program	English
Program Title	Language of Instruction
1312 Hours	66 Weeks
Hours of Instruction During Contract Term	Program Duration in Weeks
Contract Start Date	Contract End Date
Aviation Diploma	
Credential Issued on Graduation	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Other
	<hr/> If 'Other', indicate credential type
<b>Program Delivery Method</b>  <i>*Synchronous distance delivery means students attend classes virtually in 'real time' with instructors and classmates.</i> <i>* 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.</i>	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> Combined <input checked="" type="checkbox"/> Distance – Synchronous* <input type="checkbox"/> Distance – Asynchronous* <input type="checkbox"/> Distance – Both Synchronous and Asynchronous*
Required course materials and technological resources not provided by the institution (if applicable): N/A	
<b>PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION</b>	
<b>1. Secondary (high) school graduation certificate or equivalent diploma.</b>	
<b>2. English language proficiency assessment or ICAO level 4 English equivalent.</b>	
<b>PROGRAM OUTLINE</b>	



## Advanced Aviation Diploma Program

<b>Program Description</b>	<p>The Advanced Aviation Leadership Diploma Program of Langley Flying School (LFS) prepares leaders in the aviation industry with both excellent flying skills and strong understanding of the aviation business. Other than the traditional flight training, academic studies are separate but complementary components that provide the opportunity to acquire aviation related knowledge concurrent with flight training. This program includes an expanded look into the details of aviation safety, aviation services, leadership, aviation crisis management, aviation company management, and marketing in the aviation business, further enhancing students' essential background knowledge for a career in aviation.</p>
<b>Career Occupation</b>	<p><i>The career occupations for which the program is intended to prepare a student are as follows:</i></p> <p>Pilot, Instructor, Aviation Company Administrator, Aviation Company Base Manager, Dispatcher, Emergency Response Specialist, Airport Operations Officer, Air Logistics Officer.</p>
<b>Admission Requirements</b>	<p><i>Requirements the student must meet to be accepted into the program:</i></p> <ul style="list-style-type: none"> <li>● Secondary (high) school graduation certificate or equivalent diploma.</li> <li>● English language proficiency assessment or ICAO level 4 English equivalent.</li> </ul>
<b>Learning Objectives</b>	<p>In addition to the knowledge and skill required to obtain the Private Pilot Licence, leadership, crisis management, aviation company management and marketing, application of safety standards, and the ability to work well with others are skills that are integrated into both the classroom learning and flight training portions of the program.</p> <p><i>At the end of this program student will:</i></p> <ul style="list-style-type: none"> <li>● Describe the regulations and standards of Canadian Civil Aviation;</li> <li>● Integrate flight theories, aircraft systems, and meteorology;</li> <li>● Master flying skills;</li> <li>● Implement various ground operations and safety precautions;</li> <li>● Apply critical thinking skills into aviation operation;</li> <li>● Evaluate risk and apply appropriate personal and organizational risk management strategies;</li> </ul>



Based on the totals above, this program is divided into 18 months ( average 17 hours per week). However, due to flight testing and licencing delays, statutory holidays, as well as other operational irregularities such as weather and airspace closures, the course is listed as a 24-month program.

**Homework Hours** 17 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** *The following are a list of textbooks, equipment, and other educational materials required to complete this program which are provided to the students:*

Pilot Logbook;  
Flight Computer – E6B and CX3;  
ICAO Chart Ruler;  
Protractor;  
VNC and VTA maps;  
Flight Bag;  
Writing in College: From Competence to Excellence;  
Business English for Success;  
English Composition: Connect, Collaborate, Communicate;  
Becoming a Master Student;  
How to Write a CV (Curriculum Vitae) and Cover Letter: An Essential CV;  
Writing Guide ;  
Career Success: Navigating the New Work Environment ;  
Langley Flying School Groundschool Manual;  
Langley Flying School Flight Training Handbook;  
Flight Training Manual (Aeroplane) (Revised 5th Edition);  
Cherokee Cruiser Information Manual;  
From the Ground Up;  
Aerodynamics for Aviators;  
Langley Flying School Ground Operation and Service Handbook;  
Human Factors for Aviation - Basic Handbook;  
Aviation Safety Programs A Management Handbook;  
From the Ground Up;  
Study Guide for the Restricted Operator Certificate with Aeronautical;  
Qualification(ROC-A);





- Create safety nets that reduce human error;
- Analyze the legal, economic and socio-cultural environment that influences aviation markets;
- Adapt a realistic framework for managing various aviation business;

**Method(s) of Evaluation**

*The methods of evaluation used to assess a student are those included in the course syllabus.*

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

Complete 1248 hours of LFS Advanced Aviation Leadership Diploma program courses and pass (70%) all the final exams in the LFS Advanced Aviation Leadership program.

**Program Duration: 24 months**

*This program leads to employment in a career occupation regulated by Transport Canada and has an average instructional time of 17 hours per week for 72 weeks broken down as follows:*

Approximately 70 hours of aircraft and FTD training including mandatory pre and post flight briefings (70 hours include 25 hours FTD Pre-PPL, and 45 hours PPL) and;

1178 hours of ground training in a classroom ( Preparation ground instruction and Pre-flight and Post-flight briefing 21 hours, PPL 155 hours, Writing (105 ) 42 hours, English (103) 60 hours, Business English (233) 60 hours, Becoming a Master Student (101) 42 hours, Navigating the New Work Environment (204) 42 hours, Practicum 1: Pre-Private Training Pilot Simulation in a Flight Training Device (111) 25 hours, Practicum 2: Private Pilot Ground School and Flight Training (112) 200 hours, Aerodynamics and Physics of Flight (113) 42 hours, Introduction of Aviation Operations and Services (115) 42 hours, Advanced Psychology and Aviation Human Factors (217) 42 hours, Aviation Safety and Risk Management (216) 60 hours, Analysis of Aviation Meteorology (114) 42 hours, Aviation Communication Strategies (102) 90 hours, Introduction to Aviation Business (230) 60 hours, Principles of Aviation Leadership (140) 42 hours, Introduction to Aviation Industry (231) 60 hours, Aviation Management (220) 96 hours, Crisis Management and Leadership (241) 42 hours, Airport Management (221) 96 hours, Marketing for Airline Industry (232) 42 hours).



VFR phraseology;  
 LIVE ATC recorders and scripts;  
 Manual of Radiotelephony;  
 Introduction to Business;  
 James MacGregor Burn;  
 Langley flying school;  
 Evolution of International Aviation;  
 Essentials of Aviation Management: a Guide for Aviation Service Businesses;  
 Introduction to Air Transport Economics: from Theory to Applications;  
 Airport planning & Management;  
 Airport Development, Management, and Operations in Canada;  
 Airline Marketing and Management;

**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	Hours	Credits
1	Writing (105)	42	3
2	English (103)	60	3
3	Business English (233)	60	3
4	Becoming a Master Student (101)	42	3
5	Navigating to New Work Environment (204)	42	3
6	Practicum 1: Pre-Private Training Pilot Simulation in a Flight Training Device (111)	25	3
7	Practicum 2: Private Pilot Ground School and Flight Training (112)	221	9
8	Aerodynamics and Physics of Flight (113)	42	3
9	Introduction of Aviation Ground Operations and Services (115)	42	3
10	Advanced Psychology and Aviation Human Factors (217)	42	3
11	Aviation Safety and Risk Management (216)	60	3
12	Analysis of Aviation Meteorology (114)	42	3
13	Aviation Communication Strategies (102)	90	4
14	Introduction to Aviation Business (230)	60	3
15	Principles of Aviation Leadership (140)	42	3
16	Introduction to Aviation Industry (231)	60	3
17	Aviation Management (220)	96	4
18	Crisis Management and Leadership (241)	42	3
19	Airport Management (221)	96	4
20	Marketing for Airline Industry (232)	42	3
	<b>TOTAL 20 Courses</b>	<b>1312</b>	<b>69</b>

## STATEMENT OF STUDENT RIGHTS

**Langley Flying School** is certified with the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

Before you enroll 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 PTIRU 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 PTIRU 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 PTIRU and how to be an informed student, go to:

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

### WORK EXPERIENCE *(if applicable)*

**NOT PROVIDED**

### REGULATORY REQUIREMENTS *(if applicable)*

**This program leads to Pilot, Instructor, Aviation Company Administrator, Aviation Company Base Manager, Dispatcher, Emergency Response Specialist, Airport Operations Officer, Air Logistics Officer. These jobs are regulated by Transport Canada.**

### PROGRAM COSTS

<b>Total tuition payable during contract term</b>	<b>\$19,000 (First Half) \$19,000 (Second Half)</b>
<b>Application fee</b>	<b>\$250 (\$500 International)</b>
<b>Assessment fee</b>	<b>\$250</b>
<b>Administrative fee</b>	<b>\$500</b>
<b>Fees for textbooks and course materials</b>	<b>\$2,400</b>

<b>Other mandatory fees</b> (fees students must pay that are <u>not</u> in relation to an approved program) (Itemized)	<b>\$18,000</b>
<b>TOTAL PROGRAM COSTS</b>	<b>\$59,400 (\$59,650 international)</b>
<b>PAYMENT TERMS</b>	
Method of payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Other:

<b>REFUND POLICY</b>	
<b>Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery</b>	<b>Refund Due</b>
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% of tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and unused aircraft utilization fees.
<ul style="list-style-type: none"> <li>More than seven days after student signed the enrolment contract, and</li> <li>Before the program start date.</li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal (applies to all programs):	
<ul style="list-style-type: none"> <li>No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal</li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely-asynchronous 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 10% of tuition paid or payable under a contract.
<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 30% of tuition paid or payable under a contract.



Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
<ul style="list-style-type: none"> <li>After the program start date, and after more than 30% but before 50% of instruction hours have been provided.</li> </ul>	Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 50% of instruction 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 asynchronous 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 under a contract.

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
Institution receives a refusal of study permit (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.

**Completed** means the student has received an evaluation of their performance for the specified percentage of hours of instruction. Only hours of instruction for which the student received an evaluation should be included in the calculation of a tuition refund. 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.

Approved Programs – All Delivery Methods	Refund Due
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> <li>If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.</li> </ul>	100% tuition and all related fees, including application fees
Institution does not provide a work experience	
<ul style="list-style-type: none"> <li>The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines</li> </ul>	100% tuition and all related fees, other than application fees

<b>Approved Programs – All Delivery Methods</b>	<b>Refund Due</b>
the institution was prevented from doing so by circumstances beyond its control.	

**Refund of Aircraft Utilization Fees**

The institution must refund unused aircraft utilization fees paid by or on behalf of a student if any of the following apply:

- Student provides notice of withdrawal
- Institution provides notice of dismissal
- Student completes the program
- Student does not attend any of the first 30% of the hours of instruction of the program

**Private Training Institutions Regulatory Unit (PTIRU)**

This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia 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 PTIRU, go to [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.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).

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 Regulatory Unit, System Integrity Branch, Post-Secondary Policy & Programs, 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
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Signature of Parent or Legal Guardian	Date Signed
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**INSTITUTION SIGNATURE**

Signature of Institution Representative	Date Signed
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