



Student Name _____

General Information

This contract is required by the Private Training Act and is designed to inform students of the educational services and standards they will receive from Langley Flying School, including an estimate of the overall costs of the program.

While the flight training conducted by Langley Flying School is regulated by **Transport Canada**, The Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education administers the *Private Training Act* and associated regulations. Please note that the contents of this contract are specified by PTIB and it is designed to inform students of the educational services and standards they will receive from Langley Flying School, including the overall costs, as well as the government services provided by PTIB.

This program has been approved by the Private Training Institutions Branch (PTIB).

The institution is certified by the Private Training Institutions Branch and as such, must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications.

Institution Information

Langley Flying School, Inc.

The contact information for Langley Flying School is as indicated above (letterhead).
Langley Flying School is a designated institution with PTIB registration number 1540.

Email address – administration@langleyflyingschool.com





Student Information

a) The student's legal name is as follows:

b) The student's previous name, if applicable, is as follows:

c) The student's full **British Columbia** mailing address, including street, city, province/state, and postal code is as follows:

d) The student's full **Permanent** mailing address (if applicable), including street, city, province/state, postal code, **and country** is as follows:

e) The student's telephone number is as follows:

f) The student's **alternate** telephone number is as follows:

g) The student's main email address is as follows:





h) International student:

Yes

No

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					Gender	Male	Female
	Y	Y	Y	Y			
British Columbia Personal Education Number (PEN) (if available)							

Next of Kin (Emergency Contact in case of accident or injury)

In the event of an emergency, Langley Flying School staff should contact:

_____ (please print full name above)

_____ (relationship)

_____ (primary telephone number)

_____ (alternate telephone number)

_____ (address)





Program Information (to be completed by Langley Flying School)

- a) Program Name and Duration in Hours (Based on Transport Canada minimums; N/A =Not Applicable).

<i>Name</i>	<i>Aircraft and FTD</i>	<i>Ground Training</i>	<i>Estimate course duration (weeks)</i>	<i>Credential Awarded</i>
Commercial Pilot with Applied Human Factors Aviation	325	375	80	Diploma

- b) This program is designed to provide flight and ground training to a suitable candidate without prior experience to obtain a Transport Canada Commercial Pilot licence, endorsed with an enhanced knowledge of human factors and mountain flying abilities.
- c) The commencement date of the program is as follows:

- d) Estimated completion date:

- e) The language of instruction is English.
- f) The method of delivery is site based (at Langley Flying School training facility, using classrooms, small aircrafts, and flight training devices).
- g) The standard minimum program duration as approved by PTIB is 700 hours of instruction (47 full time weeks)

Program Admission Requirement

The following are the program admission requirements:

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 admission requirements may not be waived by the student or the institution.

Statement of confirmation: *"I confirm that I meet this admission requirement."*

 (student signature acknowledging above statement)

Commercial Pilot with Applied Human Factors Diploma

Program Description

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.

This enhances Pilot awareness of Human Factors concepts, to enable graduates to be better suited for today's aviation industry.

In addition to the Transport Canada standards for pilot training and licensing, 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.

Career Occupation

The career occupations for which the program is intended to prepare a student are as follows: Flight Instructor, Ground Instructor, Commercial Pilot, Airline Transport Pilot, Ferry Pilot.

Admission Requirements

Requirements the student must meet to be accepted into the program:

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.

Learning Objectives

At the end of this program student will:

- a. Obtain a Transport Canada Commercial Pilot Licence.
- 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.
- 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.
- 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.

Method(s) of Evaluation

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



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
TOTAL	700

**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.





Program Costs

Program costs are in Canadian Dollars and are based on Transport Canada Minimums (Aircraft and Ground school). (Aircraft and equipment utilization are included in the costs below—see “Important Information”).¹

COMMERCIAL PILOT WITH APPLIED HUMAN FACTORS AVIATION DIPLOMA	AMOUNT (CAD)
Application fee (\$500 for international students)	150.00
Administrative fee	500.00
Course material fee	300.00
Textbook fee	200.00
375 hours of lecture and ground training tuition	56,200.00
TUITION TOTAL = \$56,200.00	
TOTAL PROGRAM COSTS:	<u>\$57,350</u> (\$57,770 for international students)



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"> No later than seven days after student signed the enrolment contract, and Before the program start date 	100% 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.
<ul style="list-style-type: none"> At least 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	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"> After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition.
<ul style="list-style-type: none"> After the program start date, and after more than 10% but before 30% of instruction hours have been provided. 	Institution may retain up to 50% of tuition.
<ul style="list-style-type: none"> After the program start date, and 30% or more of the hours have been provided. 	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"> A student does not attend the first 30% of the program. 	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"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.



Important Information

Please note that under the *Private Training Act*, only **tuition** outlined above is protected under the private training act.

Payment Plan

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.

Information: The Private Training Institutions Branch (PTIB)

All private institutions that provide career training programs to students where the tuition charged is greater than or equal to \$4,000, and where the instructional time is greater than or equal to 40 hours must be registered under the *Private Training Act*. The Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education administers the *Private Training Act* and associated regulations. A list of registered / designated institutions can be found on PTIB's website.

PTIB also manages the Student Tuition Protection Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution. Student Tuition Protection Fund is available for students in approved programs at certified institutions whether they are registered or designated.

For further information about PTIB and the services it provides, students may contact PTIB at:

Toll-free: 1-800-661-7441

Fax: 778-945-0606

Email: PTI@gov.bc.ca

www.privatetraininginstitutions.gov.bc.ca

Main Office:

Private Training Institutions Branch
310 - 601 Cordova St West
Vancouver, BC
Canada V6B 1G1



STUDENT DECLARATION

This contract is legally binding when signed by the student and accepted by the institution:

- I have read, understood, and agreed to the terms and conditions of this enrolment contract.
- I have received a signed copy of this contract.
- I have represented to the institution and provided evidence to prove that I meet all the admission requirements for this program of study.
- I have read, understood, and agreed to the institution's following documents and a copy has been provided to me:
 - Commercial Pilot Licence with Applied Human Factors in Aviation Diploma Program Outline
 - Langley Flying School Policy Booklet: including the following policies:
 - Code of Conduct and Dismissal Policy
 - Attendance Policy
 - Cancellation and "No Show" Policy
 - Respectful and Fair Treatment of Students Policy
 - Sexual Misconduct Policy
 - Tuition and Fee Refund Policy
 - Dispute Resolution
 - Grade Appeal Policy
 - Student Withdrawal Policy
 - Prior Learning Assessment Policy
 - Language Proficiency Assessment Policy
 - Privacy Policy
 - Work Experience Policy
- I will refer to the Langley Flying School website and Policy Booklet periodically.
- I understand that it is my responsibility to request and receive my Pilot Training Record within 14 days of suspension, dismissal, or completion of training. Any requests for PTR after 14 days are subject to a PTR processing fee of \$50.
- The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract; and
- I consent to the Institution sharing my personal information with the PTIB 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 sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Langley Flying School and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.
- 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.
- Should you have any questions about the collection, disclosure and use of personal information you may contact: Private Training Institutions Branch, 310 - 601 Cordova St West, Vancouver, BC V6B 1G1 or by telephone at (604 569-0019).



STUDENT DECLARATION (continued)

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION DECLARATION

The institution agrees to deliver the program according to the terms of this contract. The institution certifies that the student has met the admission requirements for the program of study.

Printed Name of Langley Flying School Representative

Position Title

Signature of Langley Flying School Representative

Date Signed