



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) of the Ministry of Post-Secondary Education and Future Skills.

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		M	M	D	D

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) Name, Duration and Credential:

<i>Name</i>	<i>Hours</i>	<i>Estimate course duration (weeks)</i>	<i>Credential Awarded</i>
Advanced Aviation Diploma	1312	66	Diploma

b) Description:

This program prepares leaders in the aviation industry with flying skills and strong understanding of the aviation business. In addition to the basic flight training, academic courses are separate but complementary components that provide 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.

c) The commencement date of the program is as follows:

d) Estimated completion date:

e) The language of instruction is English.

f) The in-class method of delivery is site based (at the Langley Flying School training facility, using classrooms, small aircrafts, and flight training devices).

g) The standard minimum program duration as approved by PTIB is 1312 hours of instruction (66 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.

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)





Program Costs

Program costs are in Canadian Dollars. (Aircraft and equipment utilization are included in the costs below—see “Important Information”).

ADVANCED AVIATION DIPLOMA	AMOUNT (CAD)
Application fee (\$500 for international students)	250.00
Administrative fee	500.00
Assessment fee	250.00
Course material fee	500.00
Textbook fee	1900.00
Tuition fee	38,000.00
Other Fees – Aircraft Rental and Equipment, FSP scheduling and Flight Following.	18000.00
TOTAL PROGRAM COSTS:	<u>\$59,400.00</u>
	<i>(\$59,650.00 for international students)</i>



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

The program is divided into **6 semesters**. Each semester lasts 11 weeks for a total of 66 weeks. LFS will typically issue the enrollment contract for a duration of **18 months**. Therefore tuition is due in two equal installments at the beginning and at the halfway point. So, candidates are to pay all fees as invoiced, but the first half of the **Tuition fee** is due no later than the commencement date for semester 1 since there are 6 semesters in the program. The second half or balance of tuition amount is due no later than the commencement date of semester 4. The **Other Fees** for Aircraft Rental also follows this same payment plan/schedule as the Tuition fee schedule outlined above.

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 Training Completion 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.

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
203 - 1155 West Pender St
Vancouver, BC
Canada V6E 2P4

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:
 - Advanced 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 Training Record within 14 days of suspension, dismissal, or completion of training. Any requests for Records after 14 days are subject to a records processing fee of \$100.
- 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 Ministry of Advanced Education 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: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 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

