

PTIB CONTRACT PACKAGE

Required for all students pursuing a Commercial Pilot Licence, Multi Engine Rating, Multi IFR Rating and Instructor Rating

The Province of BC requires that all students enrolled in commercial training be regulated through the Private Training Institutions Branch of the Ministry of Advanced Education. To this end, Pacific Flying Club, like every other flying school in BC, is required to have students enter into a PTIB tuition contract with the school to ensure students are protected and understand their rights and the school's obligations.

Attached is a PTIB Tuition Contract for you to review and sign and return to us at your earliest convenience. You will be provided a signed copy when the school signs off.

The following is also attached:

1. Equipment Utilization Contract required by PTIB for non-tuition flying costs.
2. Admission Policy
3. Student Refund Policy
4. Withdrawals Policy
5. Student Dispute Policy
6. Student Dismissal Policy
7. Grades Appeal Policy
8. Privacy Policy
9. Member Handbook
10. Flight Training Program Outline

International students MUST submit a copy of their passport AND valid Study Permit where their contract is for 6 months or more.

The school must have a copy of your valid pilot licence and current medical on file. Students may access PTIB's website at www.privatetraininginstitutions.bc.ca and contact Bal Lidhar blidhar@pacificflying.com with any queries.

Student Admissions Policy

Students wishing to be admitted to the Club's commercial programs must meet the following criteria:

For most commercial programs, (Commercial Pilot Licence, Multi Engine Rating, Multi IFR Rating), the student must have:

- A valid membership application on file with the Club
- Minimum age 18 or Grade 12
- Approval of the Executive Director Flight Operations
- Valid Private Pilot Licence or higher
- Valid Category 1 or 3 Medical (please note a Category 1 medical is require for the CPL licence at the time of CPL flight test, written examination and licencing)
- PTIB Contract and Equipment Utilization Contract signed

In the case of the Instructor Rating, a student is admitted to the program with:

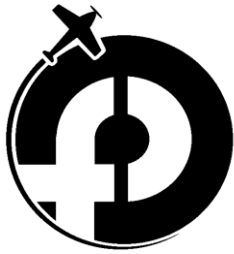
- A Valid membership application on file with the Club
- Minimum age 19 or Grade 12
- Approval of the Executive Director Flight Operations
- Valid Commercial Pilot Licence or Airline Transport Pilot Licence
- Valid Category 1 Medical
- Instructor Rating PTIB Contract signed

Student Refund & Withdrawal Policy

To initiate a refund, written notice must be provided by a student to the institution when the student withdraws or by the institution to the student where the institution dismisses a student.

Upon written notice that a student will be withdrawing from further training, all monies on deposit with the Club will be refunded subject to the following:

- Written Notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
- Should a student have commenced flight training, the Club reserves the right to charge an administration fee of the lesser of 30% of the cost of the program or \$500.00, if withdrawal notice is received in writing within 10% of the program of study's duration.
- If withdrawal notice is received in writing within 30% of the program of study's duration, the Club may retain the lesser of 50% of the total fees due under the contract or \$500.00
- If the student withdraws after 30% of the course duration, no refund will be given
- Refunds for the ground school courses shall be prorated at the rate of \$30 per session held since registration regardless of number of sessions attended. Books and supplies purchased and received are non-returnable.
- Where a student withdraws or is dismissed, they are entitled to a 100% refund of any as yet to be received consumables that have been prepaid.
- Where the program has not commenced, the student is entitled to a full refund less any supplies received.
- All refunds will be processed and paid to the student or a person who paid the tuition or fees on behalf of the student within 30 days of the date the institution receives a student's notice of withdrawal or notice of dismissal is provided to the student or of the date the registrar provides notice to the institution that the institution is not complying with any regulation



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Student Dispute Policy

Any problems concerning fees and/or the performance of Pacific Flying Club's obligations to the student should be forwarded to the appropriate instructor immediately. Should the issue not be resolved at this level, the Executive Director Flight Operations should be contacted in writing within 14 days of the incident/occurrence or provision of service.

Any disputes regarding amounts outstanding should be directed to the Chief Financial Officer of the Pacific Flying Club in writing within 14 days of the invoice date or provision of service.

Written notification shall be provided to the student within 15 days of receipt of a student written complaint to the Executive Director or Chief Financial Officer.

Should any issues remain unresolved at this point, the student/member should contact the Board of Directors of Pacific Flying Club through the Chair in writing no later than 45 days from the invoice date/incident/occurrence.

Transport Canada examinations are conducted by Transport Canada Pilot Examiners and written examinations conducted by Transport Canada and/or Transport Canada Authorized Examination Invigilators. Any dispute of a grade should be forwarded to Transport Canada in Vancouver.

Students are counseled that they are entitled to be represented by an agent or lawyer if desired.

Dismissal Policy

The Executive Director Flight Operations reserves the right to withdraw flying privileges for any student or member who exhibits poor airmanship, does not adhere to all Club policies and procedures or where safety is an issue.

Grade Appeal Policy

Transport Canada and/or Transport Canada Pilot Examiners administer all flight tests and examinations so the student can only appeal to the regulator. See Dispute Policy for any additional disputes.

Privacy Policy

The Club's Privacy Policy is posted at the Club and adheres to all federal and provincial regulations. Collecting, using and disclosing personal information in an appropriate, responsible and ethical manner is fundamental to the Club's operations. The Club strives to protect and respect personal information of its customers, employees, business partners and students in accordance with all applicable provincial and federal laws. Each staff member must abide by this organization's procedures and practices when handling personal information. Questions regarding the Club's Privacy Policy should be directed to Bal Lidhar. Members or students may sign up for newsletter, notifications and event information by contacting info@pacificflying.com. To unsubscribe, send us a notification at info@pacificflying.com.

Pacific Flying Club collects, uses, retains and discloses information in accordance with the Personal Information Protection Act ("PIPA"). The Club may share and disclose personal information within the institution to carry out its mandate and operations. Information, in aggregate form only, may also be used for research purposes and statistics.

Student records:

For all PTIB approved programs:

A student's record includes, as applicable, a student enrolment contract; evidence a student met all admission requirements and entrance examinations; financial records, attendance records; documentation of any dispute, grade appeals or dismissal; copies of study permits and practicum/work placement information.

Pacific Flying Club retains student records for a period of seven (7) years following the student's withdrawal, dismissal or graduation. After seven years, the student record may be destroyed using a secure destruction method.

Within 60 days of a student completion of the program of study or withdrawal or dismissal, Pacific Flying Club stores a copy of the students' enrolment contract, transcript and diploma or certificate. These records are retained for a period of fifty-five (55) years.

For all programs not requiring PTIB approval:

A student's record includes a student enrolment contract; financial records and documentation of any dispute, grade appeals or dismissal.

Student records are kept for 7 years following the completion of a short duration program and are not archived.

Access to student's records

Student records are maintained in a secure storage medium in a secure location.

Upon written request to Bal Lidhar, a student may access his/her records for a fee of \$0.25 per page.



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Commercial Pilot Licence

Brief Program Description

Flight training required to meet requirements to be issued a Commercial Pilot Licence by Transport Canada

Career Occupation

Commercial Pilot

Admission Requirements

Age 18 or Grade 12, Category 1 Medical, Private Pilot Licence, Valid Membership Application on file with Club, Approval of the Executive Director Flight Operations, PTIB Contract signed

Learning Objectives

At the completion of this program student will demonstrate the competencies outlined in Transport Canada's Flight Test Guide and Study & Reference Guide for the Commercial Pilot Licence and demonstrate the required flight and knowledge competencies to pass the Commercial Flight Test and pass the Commercial Written Examination. Students should refer to Flight Training Programme in Member Handbook

Method(s) of Evaluation

*Practice test prior to Transport Canada examination
Transport Canada CPL written examination
Preflight test prior to Transport Canada flight test
Transport Canada CPL flight test*

Completion Requirements

Student must hold 200 hours total time and complete all regulatory hour requirements for the issuance of a Commercial Pilot Licence including successful completion of a flight test and written examination by Transport Canada. Students should refer to Flight Training Programme in Member Handbook for further details.

Program Duration

150 hours including 80 hours ground school, 5 hours ground briefings, 35 hours dual and 30 hours solo flight time (minimum regulatory requirements). Full time involves 15 hours per week of training and takes approximately 4-6 months depending on weather restrictions. Part time varies depending on student's availability for flying and can take from 6 months to 18 months.

Homework Hours

Students can expect to do a minimum of 1 hour prereading and studying for each hour of ground school held as well as approximately 1 hour of pre and post flight preparation for each hour of flight training conducted. Further self study is required to prepare for CPL written examination.

Delivery Method

*Flight training is delivered one on one.
Indicate how the program is delivered*

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

Commercial Pilot Licence

Required Course Materials

Advanced Pilot's Flight Manual by Kershner
Pilot supplies including Canada Flight Supplement and maps as required
Textbooks & Resources from the Private Pilot Licence

Program Organization

The program is composed of an 80 hour ground school, 35 hours of dual flight instruction and 30 hours of solo flying. All flying is conducted one on one. Ground schools are held Tuesdays and Thursdays according to the schedule provided.



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Multi Engine Rating

Brief Program Description	<i>Flight training required to meet requirements to be issued a Multi Engine Rating by Transport Canada</i>
Career Occupation	<i>Commercial Pilot with Multi Engine Rating</i>
Admission Requirements	<i>Age 18 or Grade 12, valid aviation medical, Private Pilot Licence, Valid Membership Application on file with Club, Approval of the Executive Director Flight Operations, PTIB Contract Signed</i>
Learning Objectives	<i>At the completion of this program student will demonstrate the competencies outlined in Transport Canada's Flight Test Guide for the Multi Engine Rating and demonstrate the required flight and knowledge competencies to pass the Multi Engine Flight Test. Students should refer to Flight Training Programme in Member Handbook</i>
Method(s) of Evaluation	<i>Preflight test prior to Transport Canada flight test Transport Canada Multi Engine flight test</i>
Completion Requirements	<i>Student must demonstrate competency to be recommended for a Multi Engine Flight Test for the issuance of a Multi Engine Rating. Students should refer to Flight Training Programme in Member Handbook for further details.</i>
Program Duration	<i>11 hours including 7 hours dual aircraft and 4 hours individual one on one briefings. Full time involves 15 hours per week of training and takes approximately 2 weeks depending on weather restrictions. Part time varies depending on student's availability for flying and can take from 1 month to 18 months.</i>
Homework Hours	<i>Students can expect to do a minimum of 1 hour prereading and studying for each hour of ground school held as well as approximately 1 hour of pre and post flight preparation for each hour of flight training conducted. Further self study is required to prepare for INRAT written examination.</i>
Delivery Method	<i>Flight training is delivered one on one. Indicate how the program is delivered</i> <input checked="" type="checkbox"/> <i>In-class instruction</i> <input type="checkbox"/> <i>Distance education</i> <input type="checkbox"/> <i>Combined delivery (both in-class and distance)</i>
Required Course Materials	<i>Jeppesen Multi Engine Seneca Pilot Operating Handbook</i>

Program Organization

The program is composed of 7 hours of dual flight instruction and 4 hours pre and post flight ground briefings. All flying is conducted one on one.



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Multi Engine Instrument Rating

Brief Program Description

Flight training required to meet requirements to be issued a Multi Engine Instrument by Transport Canada

Career Occupation

Commercial Pilot with Multi Engine Instrument Rating

Admission Requirements

Age 18 or Grade 12, Category 1 Medical, Private Pilot Licence, Valid Membership Application on file with Club, Approval of the Executive Director Flight Operations, PTIB Contract Signed

Learning Objectives

At the completion of this program student will demonstrate the competencies outlined in Transport Canada's Flight Test Guide and Study & Reference Guide for the Multi Engine Instrument Rating and demonstrate the required flight and knowledge competencies to pass the Multi Engine Instrument Flight Test and pass the INRAT Written Examination. Students should refer to Flight Training Programme in Member Handbook

Method(s) of Evaluation

*Practice test prior to Transport Canada examination
Transport Canada INRAT written examination
Preflight test prior to Transport Canada flight test
Transport Canada Multi Engine Instrument flight test*

Completion Requirements

Student must hold 50 hours cross country time total time and complete all regulatory hour requirements including 40 hours instrument time for the issuance of a Multi Engine Instrument Rating including successful completion of a flight test and written examination by Transport Canada. Students should refer to Flight Training Programme in Member Handbook for further details.

Program Duration

62 hours including 20 hours dual aircraft and 20 hours simulator time (plus ground school and individual one on one briefings). Full time involves 15 hours per week of training and takes approximately 13 weeks depending on weather restrictions. Part time varies depending on student's availability for flying and can take from 4 months to 18 months.

Homework Hours

Students can expect to do a minimum of 1 hour prereading and studying for each hour of ground school held as well as approximately 1 hour of pre and post flight preparation for each hour of flight training conducted. Further self study is required to prepare for INRAT written examination.

Delivery Method

*Flight training is delivered one on one.
Indicate how the program is delivered*

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

Multi Engine Instrument Rating

Required Course Materials

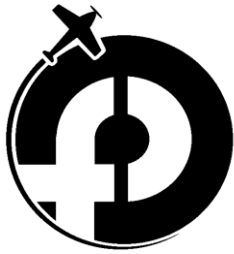
Instrument Procedures Manual

Pilot supplies including CAP2, CAP GEN, Enroute 1/2 and TAC as required

Canadian Instrument Rating Workbook by Aerocourse

Program Organization

The program is composed of a 2 day ground school, 20 hours of dual flight instruction and 20 hours of simulator instruction in addition to pre and post flight ground briefings. All flying is conducted one on one.



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Instructor Rating

Brief Program Description	<i>Flight training required to meet requirements to be issued a Class 4 Instructor Rating by Transport Canada</i>
Career Occupation	<i>Commercial Pilot – Flight Instructor</i>
Admission Requirements	<i>Category 1 Medical, Commercial Pilot Licence or ATPL, Valid membership application on file with Club, Minimum age 19 or Grade 12, Instructor Rating PTIB Contract and Equipment Utilization Contract</i>
Learning Objectives	<i>At the completion of this program student will demonstrate the competencies outlined in Transport Canada's Flight Test Guide and Study & Reference Guide for the Instructor Rating and demonstrate the required flight and knowledge competencies to pass the Instructor Rating Flight Test and pass the Instructor Rating Written Examination. Students should refer to the Flight Training Programme in Member Handbook for details on knowledge requirements.</i>
Method(s) of Evaluation	<i>Transport Canada Instructor Rating written examination Preflight test prior to Transport Canada flight test Transport Canada Instructor Rating flight test</i>
Completion Requirements	<i>Student must have completed 30 hours of flight time of which 5 hours may be in an approved flight training device and 25 hours of ground briefings including successful completion of a flight test and written examination by Transport Canada for a Class 4 Instructor Rating</i>
Program Duration	<i>55 hours including 25 hours ground briefings, 30 hours dual flight time of which 5 hours may be conducted in an approved flight training device. Full time involves 15 hours per week of training and takes approximately 3-5 months depending on weather restrictions. Part time varies depending on student's availability for flying and can take from 5 months to 18 months.</i>
Homework Hours	<i>Students can expect to do a minimum of 10 hours prereading and lesson planning for each hour of ground briefing held as well as approximately 3-5 hours of pre and post flight preparation for each hour of flight training conducted.</i>
Delivery Method	<i>Flight training is delivered one on one in aircraft</i> <input checked="" type="checkbox"/> <i>In-class instruction</i> <input type="checkbox"/> <i>Distance education</i> <input type="checkbox"/> <i>Combined delivery (both in-class and distance)</i>
Required Course Materials	<i>Transport Canada Flight Instructor Guide</i>

Program Organization

The program is composed of 30 hours of dual flight instruction and 25 hours of ground briefing. All flying is conducted one on one. Ground briefings are held one on one or in a small group setting.