

## ORLANDO FLIGHT SCHOOL TRAINING POLICIES

DEAR FUTURE STUDENT,

THANK YOU FOR YOUR INTEREST IN FULFILLING YOUR AVIATION DREAMS AT ORLANDO FLIGHT SCHOOL.

OUR FLIGHT AND GROUND TRAINING PROGRAMS ARE DESIGNED TO MEET YOUR NEEDS BY PROVIDING A

PERSONALIZED LEARNING ENVIRONMENT, AND OUR INSTRUCTORS ARE COMMITTED TO PROVIDING THEIR

BEST TRAINING EXPERIENCE FOR OUR STUDENTS. THE ORLANDO EXECUTIVE AIRPORT (KORL) IN

ORLANDO, FLORIDA ALSO PROVIDES AN EXCELLENT FLIGHT TRAINING AIRPORT. IF YOU WOULD LIKE MORE

INFORMATION OR A TOUR OF OUR FACILITIES, PLEASE STOP BY OUR OFFICE. WE LOOK FORWARD TO

ASSISTING YOU WITH YOUR FIRST STEPS TOWARDS BECOMING A PILOT.

## REGISTRATION AND SCHEDULING ACCESS

THE REGISTRATION FEE OF \$199 ONLY APPLIES TO NON-U.S. CITIZENS AND IS DUE TO THE TSA CHARGE. THE REGISTRATION FEE IS A ONE-TIME, NON-REFUNDABLE CHARGE.

## STUDENT PILOT ACCOUNT BALANCE

ORLANDO FLIGHT SCHOOL (OFS) REQUIRES EACH STUDENT PILOT TO DEPOSIT \$2,000.00 INTO THEIR ACCOUNT FOR PAYMENT OF GROUND SCHOOL AND FLIGHT LESSONS. THIS DEPOSIT IS NONREFUNDABLE AND MUST BE USED TOWARDS TRAINING. PLEASE NOTE THAT IF A CREDIT/DEBIT CARD IS USED FOR REPLENISHMENT OF THE STUDENT ACCOUNT BALANCE, A 4% CREDIT/DEBIT CARD FEE WILL BE ADDED TO THE TRANSACTION. STUDENTS MUST ALSO HAVE AN ACCOUNT BALANCE OF AT LEAST \$500 PRIOR TO BOOKING OR CHECKING OUT ANY FLIGHT LESSON, AS WELL AS A MINIMUM OF \$200 PRIOR TO BOOKING OR CHECKING OUT AND GROUND LESSONS.

ALL MONEY DEPOSITED INTO FLIGHT SCHOOL ACCOUNTS IS NON-REFUNDABLE UNLESS THE COURSE OF STUDY HAS BEEN FULLY COMPLETED AND THE CHECKRIDE HAS BEEN PASSED.

### NO-SHOW/LATE CANCELLATION POLICY

AT THE DISCRETION OF THE ORLANDO FLIGHT SCHOOL, THERE WILL BE A CHARGED “NO-SHOW” FEE OF

1 HOUR OF WHATEVER LESSON TYPE WAS PLANNED FOR WHICH A STUDENT DOES NOT SHOW UP OR

CANCELS WITH INSUFFICIENT ADVANCED NOTICE. OFS CONSIDERS ADEQUATE ADVANCE NOTICE TO BE AT LEAST **24 HOURS** BEFORE THE LESSON’S SCHEDULED START TIME. THE NO-SHOW FEE FOR CROSS-COUNTRY FLIGHTS IS \$498 (AIRCRAFT FEE + INSTRUCTOR FEE). OFS UNDERSTANDS THAT EXTENUATING CIRCUMSTANCES OCCUR AND WILL ALLOW EXCEPTIONS TO THIS POLICY AT ITS SOLE DISCRETION. JUSTIFIED CANCELLATIONS WOULD BE CONSIDERED TO INCLUDE FACTORS SUCH AS WEATHER, AIRCRAFT DISCREPANCY, AND PERSONAL REASONS. IF STUDENTS ARE SICK, A DOCTOR’S MUST BE PROVIDED WITHIN 3 DAYS OF THE SCHEDULED FLIGHT.

### **CELL PHONE/IPAD USE**

USE OF CELL PHONES, IPADS, OR ANY OTHER ELECTRONIC DEVICE IS STRICTLY PROHIBITED WHILE THE AIRCRAFT IS IN MOTION, UNLESS IT'S USE IS FOR AN ELECTRONIC FLIGHT BAG OR ANOTHER AVIATION SPECIFIC USE. ANY STUDENT THAT IS FOUND TO BE IN VIOLATION OF THIS POLICY MAY FACE CORRECTIVE ACTION FROM THE SCHOOL.

### **CHECKRIDES**

PRIOR TO STUDENT CHECKRIDES, ORLANDO FLIGHT SCHOOL WILL DEBIT THE EXAMINER FEE FROM THE STUDENT'S ACCOUNT AND WILL PAY THE DPE DIRECTLY. IF THE STUDENT CANCELS THE CHECKRIDE FOR AN UNAPPROVED REASON AND WITHOUT SUFFICIENT NOTICE, THE DPE MAY CHARGE A FEE THAT WILL COME OUT OF THE DEBITED AMOUNT. ORLANDO FLIGHT SCHOOL MAY ALSO CHARGE A FEE FOR LOSS OF AIRCRAFT USAGE IF THE CHECKRIDE IS CANCEL WITHIN 24 HOURS (SIMILAR TO THE AFOREMENTIONED CANCELLATION POLICY). ALL REMAINING FUNDS WOULD THEN BE USED TOWARDS THE RESCHEDULED CHECKRIDE.

## **COURSE INFORMATION**

COURSES BEGIN AT YOUR CONVENIENCE AND ARE ARRANGED AROUND YOUR BUSY SCHEDULE.

- FULL-TIME STUDENTS SPEND APPROXIMATELY 3 TO 5 MONTHS TRAINING FOR THEIR PRIVATE PILOT CERTIFICATE.
- OUR PRIMARY AIRCRAFT USED FOR TRAINING PRIVATE PILOTS IS THE CESSNA 172N.

## **REQUIREMENTS:**

- ADVANCED DEPOSIT OF \$2,000 AND CREDIT CARD ON FILE.
- PASSPORT OR DRIVER'S LICENSE.
- MEDICAL CERTIFICATE.
- RENTAL INSURANCE. \*\*
- TSA APPROVAL FOR STUDENTS WHO ARE NOT U.S. CITIZENS

## **RENTERS INSURANCE POLICY**

AS A PILOT, YOU ARE RESPONSIBLE FOR OBTAINING A "RENTERS INSURANCE POLICY" BEFORE

BEGINNING SOLO-FLIGHT LESSONS AND/OR RENTING OFS AIRCRAFT.

PLEASE CHECK WITH MANAGEMENT

FOR THE LIST OF OUR APPROVED INSURERS. IF YOU ARE UNABLE TO MEET THE REQUIREMENTS OF THIS

POLICY, YOU WILL NOT BE ALLOWED TO SCHEDULE SOLO FLIGHT LESSONS OR RENT OFS'S AIRCRAFT.

- WE REQUIRE THE POLICY TO INCLUDE NON-OWNED PHYSICAL DAMAGE LIABILITY, INCLUDING LOSS OF USE OF NON-OWNED AIRCRAFT (HULL POLICY MINIMUM AMOUNT 50,000 EACH OCCURRENCE).

### **ORLANDO FLIGHT SCHOOL UNIFORM**

EACH STUDENT WILL PURCHASE AN ORLANDO FLIGHT SCHOOL SHIRT THAT CAN BE WORN WITH SHORTS OR PANTS. THE OFS UNIFORM MUST BE WORN TO GAIN ACCESS TO THE ATLANTIC AVIATION RAMP OR TO COMPLETE A GROUND LESSON. **OPEN-TOED SHOES AND/OR FLIP-FLOPS ARE NOT ALLOWED. (STRICTLY ENFORCED).**

### **OFS AIRCRAFT OPERATIONS**

- ALL OFS STUDENTS ARE REQUIRED TO REMOVE ANY EMPTY WATER BOTTLES OR TRASH AFTER THE FLIGHT LESSON.
- ALL OFS STUDENTS WHO RENT A PLANE TO FLY SOLO MUST LAND NO LATER THAN 22:00.
- ONLY A MAXIMUM OF THREE PEOPLE ARE ALLOWED ONBOARD ANY OFS FLIGHT.
- STUDENTS MUST COMPLY WITH ALL SAFETY PROCEDURES AND PRACTICES.
- STUDENTS MUST ARRIVE TWENTY MINUTES BEFORE ANY TRAINING EVENT.
- THERE IS A MINIMUM DEPOSIT OF \$500 FOR FLIGHT REVIEWS AND INSTRUMENT FLIGHT PROFICIENCY.
- THERE ARE NO REIMBURSEMENTS FOR ANY TRAINING EVENT CHARGED.
- DEPOSITS MADE TO FLIGHT SCHOOL ACCOUNTS ARE NON-REFUNDABLE, UNLESS THE STUDENT'S COURSE OF STUDY HAS BEEN COMPLETED.
- PILOTS THAT HAVE NOT FLOWN WITHIN THE PAST 15 CALENDAR DAYS MUST COMPLETE A CHECKOUT FLIGHT A CERTIFIED FLIGHT INSTRUCTOR FROM THE ORLANDO FLIGHT SCHOOL.

- FOR A STUDENT TO RENT IN OUR KORL LOCATION, THE MUST BE CURRENTLY ENROLLED IN A TRAINING PROGRAM. RENTALS IN THE KISM LOCATION WILL BE MORE WIDELY AVAILABLE.
- ANY POLICY THAT WILL BE ADDED WILL BE INFORMED TO THE STUDENT AND WILL BE BINDING RETROACTIVELY.

### **WEBSITE AND SOCIAL MEDIA**

ORLANDO FLIGHT SCHOOL REQUESTS YOUR EXPRESSED PERMISSION AND APPROVAL TO POST PHOTOS

AND VIDEOS OF YOU TO PROMOTE AND ADVERTISE ORLANDO FLIGHT SCHOOL INC.

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