



Orlando Flight School STUDENT CATALOG

Second Revised Version, May 2025

ORLANDO &
KISSIMMEE
CAMPUSES
2025 YEAR

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SCHOOL OVERVIEW

MISSION

Orlando Flight School is committed to providing the highest level of flight training, combined with unsurpassed safety and customer service, to pilots of all skill levels to achieve their aviation goals and dreams.

CORE VALUES

Integrity: Orlando Flight School is committed to fostering an environment of integrity, honesty, and transparency. It believes that decisions and actions must be made with integrity and respect for all parties involved.

Excellence: Orlando Flight School is committed to excellence in its educational programs, management processes, student services, aircraft maintenance, and employee relations.

Trust: Orlando Flight School is deeply committed to nurturing an environment of trust, honesty, respect, and confidence among instructors, students, clients, and administrators. This commitment ensures that everyone in our community feels secure and valued.

High Quality: Orlando Flight School is unwavering in its commitment to delivering high-quality training programs and services. We continuously review our processes and identify more effective ways of providing programs, services, and processes, ensuring that our students receive the best training possible for their success.

Safety: Orlando Flight School is committed to protecting the safety of its students, instructors, and administrators by establishing and implementing rigorous procedures for all the different scenarios, facilities, and equipment with which our students, instructors, administrators, and visitors interact.

LICENSES AND APPROVALS

The Federal Aviation Administration (FAA) has approved Orlando Flight School (OFS) to provide Part 141 training on the Orlando Campus located at 615 Herndon Avenue, Orlando, Florida 32803.

ADMINISTRATIVE BODY

President - Juan Pablo Rodríguez G

With more than 25 years of experience in the aviation industry and the military, Mr. Rodríguez oversees the day-to-day management and administration of Orlando Flight

School. He is responsible for setting long-term goals and objectives, strategies, plans, and policies.

Director of Operations - Manuel Bello

Mr. Bello has over 35 years in the aviation industry and has trained more than 700 students worldwide. He is responsible for the direct coordination of resources and facilities as well as scheduling of personnel, students among departments within the school to ensure the smooth daily operation of the Orlando Flight School. Also, Mr. Bello ensures that safety procedures are followed in the different areas of the school.

Chief Instructor - Martin Verdesoto Cascante

Mr. Verdesoto ensures that the highest level of ground and flight training program for Part 61 and Part 141 are followed. He evaluates periodically the effectiveness of the aviation instructors through observations, review of class records, and formal and informal evaluations. Also, he monitors the progress of student flight training to ensure safety and increase enrollment and completion rates.

Director of Maintenance – Nicholas Hooten

Mr. Hooten has over 18 years of maintenance experience in the aviation industry. He oversees the maintenance department and has the responsibility of guiding a team of seven maintenance professionals to ensure that the school fleet is flightworthy. He was in the US Army from 2007 until 2011. After his service in the US Army, he worked in Afghanistan with a civilian contractor and with a Part 141 flight school. He has Airframe and Powerplant certifications and Inspection Authorization.

Executive Director Accreditation & School Advancement - Gloria A. Meeks., Ed.D.

Dr. Meeks has been in the higher education field for more than 17 years and has 10 years of experience in marketing. She is responsible for formulating strong partnerships with commercial organizations and other educational institutions, as well as seeking accreditation with government entities and advancing the school towards being accredited as a higher education institution.

Office Manager – Luc Duval

Mr. Duval graduated from the University of Central Florida with a degree in Information Technology in 2024. He ensures compliance with FAA and state laws for student registration, TSA approval, anti-discrimination laws, and other relevant laws and regulations. To achieve this, the office manager must keep up with changes to these laws and regulations and develop and implement policies and practices that comply with Orlando Flight School requirements.

Customer Services Specialist - Diego Salinas

Mr. Salinas has experience in the aviation industry as a helicopter pilot for more than 12 years. Also, he was in the military service in his home country where he was a police officer for over 17 years. Mr. Salinas is charge of providing detailed information to prospective students on the school's programs and enrollment requirements and be the first contact person for any person who comes to the school.

EQUIPMENT

AIRCRAFT: Orlando Flight School operates a fleet composed of Cessna 172s, 152s and 150s for single engine training and a Baron (B-55) 7 and two Twin Comanches (PA-30) for multi-engine training programs. This fleet is distributed on both campuses, at the Orlando Executive Airport, and Kissimmee Gateway Airport, according to the needs of the students in training. Orlando Flight School also has a Schweizer S300 CBI that is used for students interested in obtaining licenses and endorsement in rotorcraft.

SIMULATORS: Orlando Flight School is equipped with ELITE simulators for basic and advanced flight training, which are approved by the FAA. Our simulators models are AATD PI-1000, S923, BATD PI135, and AS350/355. These simulators are available in the Orlando and Kissimmee facilities.

CAMPUSES AND FACILITIES

Orlando Flight School offers personalized and practical instruction crafted to develop learning techniques that meet the needs of future or experienced pilots. We strategically design our training programs with the highest safety standards and in a friendly multicultural environment. We want to ensure that our students take advantage of all the resources available to them to further their learning experience and be successful in their education. Among all the resources we have available, we offer two facilities strategically located in Central Florida, one in Orlando by the Orlando Executive Airport and the second located in Kissimmee by the Kissimmee Gateway Airport.

ORLANDO CAMPUS

Location: 615 Herndon Ave., Orlando, Florida 32803

Airport location: 365 Rickenbacker Dr, Orlando, FL 32803

Our students fly from the Orlando Executive Airport (KORL) where our fleet and our maintenance department are located. The campus is approximately 7000 square feet with a total of 10 classrooms with a maximum capacity for 18 students and a minimum capacity for 2 students. Also, the school has a 2500-square- foot hangar where the

maintenance team operates. The school has a total number of five simulators, including advanced training devices and basic aviation training devices.

KISSIMMEE CAMPUS

Location: 3401 Commerce Blvd., Ste F, Kissimmee, FL 34741

Airport location: 401 Dyer Boulevard, Kissimmee, FL 34741

Our students fly from Kissimmee Gateway Airport (KISM). The campus is approximately 1700 square feet with a total of three classrooms with a maximum capacity for four students. Also, the school has a hangar of 2500 square feet. We have a total number of three simulators, including advanced training devices and basic aviation training devices.

DIRECTORY INFORMATION

Below is a list of the people who are a part of the administration team who can assist you.

President / CEO – Mr. Juan Pablo Rodríguez – jp.ofs@outlook.com

Director of Operations – Manuel Bello – manny.ofs@outlook.com

Chief Instructor – Martin Verdesoto – martin.ofs@outlook.com

Exe. Director of Accreditation and School Advancement - Gloria Meeks, Ed.D. – gloria.ofs@outlook.com

Office Manager – Luc Duval – luc.ofs@outlook.com

Customer Services Specialist - Diego Salinas – diego.ofs@outlook.com

ADMISSIONS INFORMATION

All students are required to complete the registration process, including executing a training enrollment agreement and confirming receipt of essential policy documents. Our dedicated Admissions staff are here to guide you through this process, providing information on programs, tuition, and assisting with necessary materials. We look forward to welcoming each prospective student and helping them successfully complete their training.

GENERAL ENROLLMENT/ADMISSIONS PROCESS

The school has a basic enrollment procedure for all students who wish to enroll in one of the following programs under Part 61, Part 141, Helicopter, and Military Training Program.

1. The student will attend a group or an individual information session.
2. The student will submit all his/her required documents to the Office Manager.

3. The Office Manager will initiate the enrollment process.
4. Once the student has completed the enrollment, the Office Manager will create an email introducing the student with a description of the training program, dates, fleet, and training location. This email includes a photo of the student. This email is sent to the CEO, the Chief Instructor, the Chief Ground Instructor, and the Director of Operations.
5. Once the email has been received, the Director of Operations selects the flight instructor, and the Chief Ground Instructor assigns the ground instructor.
6. For Part 61, the instructor has 24 hours to contact the student to create the schedule.
7. For Part 141, the Chief Instructor will coordinate all the training and contact the students to start on the date identified date per the school calendar.

ADMISSION REQUIREMENTS FOR PART 61

- Complete the enrollment form
- Submit a copy of the passport or proof of residency (green card) and a photo I.D. (driver's license)
- Submit at least a third-class medical certificate
- Submit your TSA approval for students who are not U.S. citizens. The student must pay \$199 registration fees to the school and \$145 to Homeland Security. **
- Be English proficient
- Submit an advance deposit of \$2,000. This deposit goes towards training, and it is not refundable.
- Complete the credit card authorization form
- Have rental insurance (required to fly solo)
- Complete the aircraft rental agreement and sign document
- Receive an electronic copy of the School Training Policies
- Receive an electronic copy of the Student Catalog

ADMISSION REQUIREMENTS FOR PART 141

- Complete the enrollment form
- The student must be at least 17 years of age to start his/her training
- Submit a copy of the GED or high school diploma or copy of another degree
- Submit a copy of the passport or proof of residency and a photo I.D. (driver's license)
- Submit a First-Class Medical certificate
- Submit your TSA approval for students who are not U.S. citizens
- Be English proficient

- Submit an advance deposit of \$4,000.00. This deposit goes towards training, and it is not refundable.
- Complete the credit card authorization form
- Have rental insurance (required to fly solo)
- Complete the aircraft rental agreement and sign document
- Receive an electronic copy of the School Training Policies
- Receive an electronic copy of the Student Catalog

HELICOPTER / MILITARY TRAINING PROGRAM

- Complete the enrollment form
- Submit a copy of the passport or driver's license
- Submit a First-Class Medical certificate
- Be English proficient
- Submit your TSA approval for students who are not U.S. citizens. The student must pay 199 registration fees to the school and \$145 to Homeland Security. **(Prices are subject to change)
- Submit an advance deposit of \$2,000 and a credit card on file. This deposit goes towards training, and it is not refundable.
- Additional requirements will be added depending on the specification of the training program
- Military training programs may have additional requirements based on the course or certificate and will be notified in advance

FOREIGN LICENSE CONVERSION

Orlando Flight School offers license conversion programs to individuals who hold valid foreign licenses in both rotorcraft and fixed wing aircraft. The program's cost is available upon request, and it includes filing paperwork with aviation regulators, the securing of an appointment with an FAA examiner to validate the paperwork, and a biannual flight review with one of our instructors.

TRANSFER CLASSES

For Part 61 students, individuals can transfer at any point in their training, so long as they are able to comply with the requirements listed above. However, students who register when they are almost finished with their training or already ready for a check ride must fly at least 10 hours with Orlando Flight School before they are able to complete their check ride.

For Part 141, if the student comes from another Part 141 school, the student may credit up to 50% of the hours. However, the student must complete a knowledge and proficiency test with the Chief Instructor to determine the total number of hours to be transferred.

If the student comes from a Part 61 school and transfers to a Part 141 school, the student may credit up to 25% of the hours. However, the student must complete a knowledge and proficiency test with the Chief Instructor to determine the total number of hours to be transferred.

ACADEMIC CALENDAR

Orlando Flight Schools runs ground school from 7 am to 5 pm, Monday to Friday, and flight training from Monday to Sunday from 7:00 am to 11:00 pm. The school recognizes the following holidays for all courses and programs:

- Labor Day
- Independence Day
- Thanksgiving
- Christmas
- New Year's Day

Start dates for Part 61 training for fixed-wings or rotorcraft are available at the student's convenience and the school's availability.

Also, students who want to enroll in Part 141 training may enroll on the start dates listed below or at any day that the school is in session. The start dates for Part 141 training programs for 2025 and first month of 2026 are as follows:

Monday, March 3, 2025

Monday, June 2, 2025

Monday, September 8, 2025

Monday, January 5, 2026

AIRCRAFT RENTAL AGREEMENT

Orlando Flight School has an aircraft rental agreement that the students must review and sign the aircraft rental agreement provided during the registration. This agreement is to ensure that the owner and the student have a clear understanding of use of the aircraft and the responsibilities associated with the use of the fleet during the training program. This rental arrangement contains the following information:

- A description of the aircraft maker, model and registration number

- Rental terms or period
- Ownership acknowledgment and renters' warranties
- Renter's responsibilities
- Aircraft prohibited uses
- Maintenance and repairs
- Renter's insurance
- Liability; renter's indemnity agreement
- Miscellaneous
- Aircraft rental rate sheet

TRAINING PROGRAMS AND COURSE DESCRIPTION

A curriculum serves as a comprehensive guide for each course we offer, outlining the study subjects. Orlando Flight School uses the syllabus developed by Gleim Publications. To facilitate a flowless learning experience, we provide thorough orientation and training for our instructors and staff. This training ensures that our curriculum materials are effectively utilized and aligned with the high standards set forth by our approvals.

Orlando Flight School offers educational and training programs for fixed-wing and rotorcraft. Each training program has specific hours of intensity based on the program and the needs of the experienced or prospective pilot.

FIXED-WING TRAINING PROGRAM

PART 61 RATINGS

COMMERCIAL PILOT TRAINING PROGRAM

This program includes three different certifications: Private Pilot License (PPL), Instrument Rating (IR), and Commercial Pilot (CPL). The information specified in the charts below is the minimum required hours by the FAA.

Private Pilot	Ground Hours	Flight Hours
Dual Flight		30
Solo		10
SIM Dual		2
Ground School	30	
Pre/Post Briefing	10	
Checkride		2
Total	40	44

Time Building		Flight Hours
Dual Flight		68

Instrument Rating	Ground Hours	Flight Hours
Dual Flight		20
SIM Dual		38
Ground School	20	
Pre/Post Briefing	6	
Checkride		2
Total	26	60

Time Building		Flight Hours
Solo/Dual Flight		28

Commercial Single Engine	Ground Hours	Flight Hours
Dual Flight		20
Solo		20
SIM Dual		10
Ground School	20	
Pre/Post Briefing	12	
Checkride		2
Total	32	52

ADDITIONAL RATINGS PART 61

CFI Single Engine	Ground Hours	Flight Hours
Dual Flight		10
Solo Flight		2
Ground School	26	
Pre/Post Briefing	3	
Checkride		2
Total	29	14

CFII Single Engine	Ground Hours	Flight Hours
Dual Flight		6
SIM Dual		4
Ground School	10	
Pre/Post Briefing	6	
Checkride		2
Total	16	12

Multi Add-On	Ground Hours	Flight Hours
Dual Flight		6
SIM Solo		4
SIM Dual		4
Ground School	6	
Pre/Post Briefing	4	
Checkride		1.7
Total	10	15.7

MEI	Ground Hours	Flight Hours
Dual Flight		15
SIM Dual		2
Ground School	8	
Pre/Post Briefing	6	
Checkride		2
Total	14	19

PART 141 RATINGS

Private Pilot Part 141	Ground Hours	Flight Hours
Dual Flight		30
Solo		5
Ground School	35	
Pre/Post Briefing	12	

Checkride		2
Total	47	37

Instrument Rating Part 141	Ground Hours	Flight Hours
Dual Flight		28
SIM Dual		14
Ground School	30	
Pre/Post Briefing	13	
Checkride		2
Total	43	44

Commercial Single Engine	Ground Hours	Flight Hours
Dual Flight		65
Shared Time		55
Ground School	35	
Pre/Post Briefing	20	
Checkride		2
Total	55	122

COMMERCIAL PILOT PROGRAM

This program includes three licenses Part 141, including Private, Instrument and Commercial Single Engine, plus Commercial Pilot Multi Engine Part 61.

Private Pilot Part 141	Ground Hours	Flight Hours
Dual Flight		30
Solo		5
Ground School	35	
Pre/Post Briefing	12	
Checkride		2
Total	47	37

Instrument Rating Part 141	Ground Hours	Flight Hours
Dual Flight		28
SIM Dual		14
Ground School	30	
Pre/Post Briefing	13	
Checkride		2
Total	43	44

Commercial Single Engine Part 141	Ground Hours	Flight Hours
Dual Flight		65
Shared Time		55
Ground School	35	
Pre/Post Briefing	20	
Checkride		2
Total	55	122

Commercial Multi Engine	Ground Hours	Flight Hours
Dual Flight		6
SIM Solo		4
SIM Dual		4
Ground School	6	
Pre/Post Briefing	4	
Checkride		1.7
Total	10	15.7

Grand Total	155	218.7
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PROFESSIONAL PILOT PROGRAM

This program includes three licenses Part 141, including Private, Instrument and Commercial Single Engine, plus four Part 61 licenses, including Commercial Pilot Multi Engine, Certified Flight Instructor Single Engine, Certified Flight Instructor Instrument, and Multi Engine Instructor.

Private Pilot Part 141	Ground Hours	Flight Hours
Dual Flight		30
Solo		5
Ground School	35	
Pre/Post Briefing	12	
Checkride		2
Total	47	37

Instrument Rating Part 141	Ground Hours	Flight Hours
Dual Flight		28
SIM Dual		14
Ground School	30	
Pre/Post Briefing	13	
Checkride		2
Total	43	44

Commercial Single Engine Part 141	Ground Hours	Flight Hours
Dual Flight		65
Shared Time		55
Ground School	35	
Pre/Post Briefing	20	
Checkride		2
Total	55	122

Commercial Multi Engine	Ground Hours	Flight Hours
Dual Flight		6
SIM Solo		4
SIM Dual		4
Ground School	6	
Pre/Post Briefing	4	
Checkride		1.7
Total	10	15.7

CFI Single Engine	Ground Hours	Flight Hours
Dual Flight		10
Solo Flight		2
Ground School	26	
Pre/Post Briefing	3	
Checkride		2
Total	29	14

CFII Single Engine	Ground Hours	Flight Hours
Dual Flight		6
SIM Dual		4
Ground School	10	
Pre/Post Briefing	6	
Checkride		2
Total	16	12

MEI	Ground Hours	Flight Hours
Dual Flight		15
SIM Dual		2
Ground School	8	
Pre/Post Briefing	6	
Checkride		2
Total	14	19

Grand Total	214	263.7
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ROTORCRAFT TRAINING

Orlando Flight School also offers rotorcraft training programs to students interested in adding new skills to their current aviation experience or those interested in starting their helicopter training from zero. Our training program is Part 61 and students can complete a Commercial Pilot Program or individual ratings.

Private Pilot	Ground Hours	Flight Hours
Dual Flight		30
Solo Flight		10
Ground School	30	
Pre/Post Briefing	10	
Checkride		2
Total	40	42

Time Building		Flight Hours
Dual Flight		80

Instrument Rating	Ground Hours	Flight Hours
Dual Flight		10
SIM Dual		30
Ground School	20	
Pre/Post Briefing	10	
Checkride		2
Total	30	42

Commercial Single Engine	Ground Hours	Flight Hours
Dual Flight		10
Solo Flight		20
Ground School	35	
Pre/Post Briefing	10	
Checkride		2
Total	45	32

Flight Instructor Pilot	Ground Hours	Flight Hours
Dual Flight		15
Ground School	30	
Pre/Post Briefing	10	
Checkride		2
Total	40	17

Commercial Flight Instructor Instrument	Ground Hours	Flight Hours
Dual Flight		10
SIM Dual		5
Ground School	20	
Pre/Post Briefing	10	
Checkride		2
Total	30	17

Grand Total	185	150
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MILITARY TRAINING PROGRAM

Any of the programs offered under the military training is structured to meet the needs of military institutions in terms of training pilots worldwide. Participants in this program must be active members of their country's armed forces and must have the necessary authorization to be considered as aspiring pilots.

Orlando Flight School offers the Initial Entry Rotary Wing Pilot (IERW) Program which normally includes several phases, courses, and training, such as: Primary, Instrument, Tactical Navigation, Night Unaided, Night Vision Goggle (NVG), Turbine Transition. Also, OFS offers Qualified Flight Instructor (QFI), NVG Pilot in Command, NVG Instructor, NVG Refresher, Night - NVG/Tactical Night Operations/ Formation Flight, and Emergency.

DISCOVERY FLIGHT

Orlando Flight School offers a Discovery Flight as an introductory practice where the prospective student gets to sit at the controls with an experienced flight instructor by their side. During this hands-on experience, the person will learn the basics of flying, including how to take control of the plane, navigate the skies, and enjoy the fantastic views.

Besides the hands-on experience, the participant will have a pre/post-flight briefing, which starts with an overview of the aircraft, basic flight principles, and safety procedures. Every Discovery Flight is tailored to the participant's comfort and interests, ensuring a unique experience. A Discovery Flight is the best way to unwrap the pilot in you and start planning your career as a professional pilot or just because you want to add a new skill to your personal or professional portfolio. All people participating in a Discovery Flight must complete a waiver form that a school representative will provide before starting the flight.

ACADEMIC POLICIES AND SERVICES

COURSE COMPLETION AND GRADING

Orlando Flight Schools uses a simplified abbreviated grading system for all the courses as specified in the Gleim Syllabus Publications.

Simplified Abbreviated Grading System	
Grade	Abbreviated
Satisfactory	S
Unsatisfactory	U
Incomplete	I

CHECK RIDES

To receive a Federal Aviation Administration (FAA) certificate or rating, the student must complete a practical test. The check ride exam is administered by an FAA Designated Pilot Examiner (DPE). The DPE will conduct both assessments. Once a student has completed his/her training program for a particular license or certificate, the student has 30 days to complete the check ride. The Chief Instructor will schedule the meeting with the Designated Pilot Examiner (DPE). If the student fails to request the check ride during this 30-day period, he/she must contact the Chief Instructor to restart the process.

INSTRUCTOR ASSIGNMENT

The Chief Instructor and the Chief Ground Instructor coordinate instructor assignments by considering the availability of qualified instructors for specific courses or programs. As the student and instructor pairing considerations arise, it is important to note that assignments are made without any bias related to race, religion, gender, age, or language preferences.

Our goal is to create an inclusive and supportive learning environment where every student can thrive with the guidance of skilled instructors.

INSTRUCTOR CHANGE REQUEST

Orlando Flight School understands the importance of a good student-instructor match. If a student wishes to request a new instructor, the student needs to talk with the Director of Operations and request a change.

In most cases, Orlando Flight School can accommodate instructor change requests when the student provides valid reasons. Orlando Flight School strives to create a positive and engaging learning environment. The students will be notified of the change at the meeting with the Director of Operations.

TUTORING

We recognize that each student is unique, and sometimes students need personalized support to ensure success. While many students may not immediately consider additional tutoring, we want you to know that it's a valuable resource available for those who might benefit from more one-on-one assistance.

Understanding that individual instruction with your assigned Instructor can incur additional costs, our commitment to your success extends beyond traditional avenues. The Chief Instructor or the Chief Ground Instructor are available to provide you with alternative options, such as connecting you with experienced upper-level students who are eager to share their knowledge. In this collaborative environment, both newer students seeking extra help and upper-level students gaining instructional experience can find mutually beneficial opportunities. At Orlando Flight School, we believe in fostering a supportive community where everyone can thrive. The success of our students is our priority, and our tutoring options are designed to cater to your unique needs and learning preferences.

MAXIMUM COMPLETION TIME

Students must complete their program within 150% of the average length, as calculated in months or contact hours as appropriate.

ACADEMIC PROGRESS

Students completing Part 141 training will have stage checks for Private (PPL), Instrument Rating (IR) and Commercial Single Engine (CPL). These stage checks are designed to ensure that the learner has acquired the necessary skills and knowledge before having the final examination with the Designated Pilot Examiner (DPE) required to obtain different licenses.

For the PPL, the student must complete two stage checks and an end-of-course test. For the instrument rating, students must complete three stage checks and an end-of-course test. For the commercial pilot license, students must complete three stage checks and an end-of-course test applicable to the ground school and flight portion. The passing grades for private, instrument rating and commercial pilot must be a minimum of 80% of the ground portion and for the flight portion with a satisfactory (S).

ATTENDANCE

Regular class attendance is required of all students. Promptness and dependability are qualities that are particularly important in all occupations, particularly in the aviation field. Students are informed of the attendance in their enrollment agreement as well as at the

beginning of each class. For ground instructions, students must arrive 15 minutes before each class. For flight training, students must arrive at least 30 minutes before the scheduled time. Any instructor/student meeting will start at the established time and students must adhere to the agreed-upon hour.

TARDINESS

All students are expected to be on time for ground class and flight class. Once the student is 20 minutes late after the class has started, it will be considered a “No-Show”, and the student will be charged for one (1) hour of instruction plus the rent of the aircraft or simulator. This is applicable to ground or flight instruction. OFS considers adequate advance notice to be at least 24 hours before the lesson’s scheduled start time. A tardiness will be recorded on the student’s file by the Chief Instructor.

EARLY DEPARTURE

Suppose a student needs to have an early departure for a personal emergency, health issue, prior commitment, or any valid circumstance. In that case, they must notify the instructor in advance before starting the class and explain the reason for the early departure. The Chief Instructor will record the early departure on the student’s file.

LEAVE OF ABSENCE

A student who needs to stop his/her training program due to personal circumstances, such as illness, family issues, or another demanding event, must notify the Chief Instructor in advance with at least two (2) weeks of anticipation and no less than three days prior to the leave. The Chief Instructor will approve the leave of absence and record the information properly in the student’s personal file. A form to request a leave of absence is available on request.

WITHDRAWAL

Students who wish to withdraw from the school at any time during their training course must contact the Office Manager as well as the Chief Instructor at least three (3) days before leaving the campus if they wish to withdraw in good standing. Students should read and understand the provisions in the enrollment agreement as there are clauses relating to a student’s rights and responsibilities in the withdrawal process.

READMISSION POLICY

Any student who left the program/school for any reason and has properly informed the school of the withdrawal, the student will be able to come back and continue with the training prior meeting with the Chief Instructor. The Chief Instructor will conduct a knowledge assessment and then give the authorization to be readmitted in the training

program. Once the student has been approved to continue with his training program, he/she must contact the Office Manager and update the student enrollment information.

CANCELATION CLASS ATTENDANCE

If a student needs to cancel a class due to personal circumstances, he/she must contact the flight instructor 24 hours in advance. Failure to cancel the class with 24 hours, the student will be charged with “No-Show” fees as illustrated on the subject Tuition and Fees.

CERTIFICATE OF COMPLETION – GRADUATION

The graduation requirements for the Commercial Pilot Program and Professional Pilot Program, include completing the required number of clock hours as specified in the syllabus and the Enrollment Agreement, successfully passing all FAA written and FAA practical examinations, and satisfying all financial obligations to the school. Students will receive a certificate upon graduation. Also, students who complete single ratings as listed in the syllabus and successfully pass all FAA examination will receive a certificate of completion for each rating. Students generally graduate according to the training program requirements of the catalog at the time of their admission unless attendance has not been continuous.

TUITION AND FEES

TUITION AND FEES DISCLOSURE

Orlando Flight School provides information on the cost of training to each student once they come to a tour/information session with the Customer Services Representative. The prices for all the different programs are disclosed and provided to the prospective student despite their interest in our programs. Our goal is to make sure that the prospective student understands the investment on their flight training program. Any updates or changes to the fees will be communicated in advance to all students.

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, prices are subject to change). 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. (Prices are subject to change.)

REFUND AND CANCELLATION POLICY

All money deposited into OFS student accounts is non-refundable unless the student's course of study has been completed. If a student stops training during a course, all money left in the account must be used towards flight credit, and no refunds will be issued. If a student who registers after April 1, 2024, stops training, and has funds left in their account, they will have one year to use those funds for flight credit. If one year passes without using the funds, all funds will be forfeited to the school.

CHECKRIDE CANCELLATION POLICY

Prior to the check ride, Orlando Flight School will debit the examiner fee from the student's account for those students who have a loan with Stratus Finance and will pay the DPE directly. For students who use the pay-as-you-go system, they are responsible for paying the fees to the DPE. If the student cancels the check ride for an unapproved reason and without sufficient notice, the DPE may charge a fee that will come out of the student's account. Orlando flight school may also charge a fee for loss of aircraft usage if the check ride is canceled within 24 hours (like the cancellation policy). All remaining funds would then be used for the rescheduled check ride.

NON-REFUND POLICY

All money deposited into OFS student accounts is non-refundable unless the student's course of study has been completed. If a student stops training during a course, all money left in the account must then be used for flight credit, and no refunds will be issued. If a student who registers after April 1, 2024, stops training, and has funds left in their account, they will have 1 year to use those funds for flight credit. If 1 year surpasses without using the funds, all funds will be forfeited to the school.

REFUND POLICY

Any funds from an approved loan provider will be exempt from this policy. If a student on a loan drops out during their course of study, all unused funds will be refunded to their provider, minus any documented and legal administrative fees, down payments, or application fees incurred through the withdrawal point.

FINANCIAL AID

PRIVATE LOANS

Orlando Flight School offers loan options with private entities, including **We Florida Financial, AOPA, and Stratus Financial**. The student is responsible for processing these loans. The school brings these options, but it is the student's and family's responsibility to decide the best loan option. Each of these entities that offer loans have different

requirements; therefore, the student must contact these financial organizations and start the process. With We Florida Finance and AOPA, the student manages these funds, and these funds don't come directly to the school. The student has the responsibility of making payments to the school.

Stratus Financial is another loan option created by FAA Certified Flight and Ground Instructors passionate about helping others achieve their aviation dreams. Once the credit is approved, Stratus Financial makes the payments to the school.

The Office Manager and/or the Customer Services Representative will provide you with the guidelines and requirements for these different loan options.

PAY AS YOU GO

Students can also select this option and pay for the training program as he/she is advancing with the training. This is a flexible way to manage your budget when paying for the training program. However, the student must keep some funds in the account to be able to receive ground or flight instruction.

Orlando Flight School understand the importance of flexibility when it comes to payments, particularly with the "Pay As You Go" plan. The school offers various options to suit your preferences. Students can make payments in cash, by check, credit card, debit card, or wire transfer.

For your convenience, credit card and debit card payments are accepted, although it is important to note that they are subject to a processing fee of up to 4% of the transaction amount. Please be aware that international credit cards may incur additional fees or may not be accepted by our credit card processor in some cases.

STUDENT POLICIES AND GUIDANCE

Orlando Flight School has in place policies and procedures to ensure all students have access to a positive and productive learning environment. Students are encouraged to read about their rights, services, and disciplinary systems.

STUDENT RIGHTS

Students who are accepted into a training program at Orlando Flight School have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students who are admitted to an academic program at Orlando Flight School are entitled to certain privileges and obligations. These rights, along with corresponding

responsibilities, form a student code of professional behavior. The core of this code is to guarantee an environment where students can pursue their studies without disruption

- Students have the right to receive fair and impartial evaluations of their academic performance. At the beginning of each course, they will be provided with written details outlining how their progress will be assessed and how final grades will be determined.
- Upon enrollment, the student will receive a copy of the Practices and Safety Procedure manual, appropriate course syllabus, and certificate enrollment.
- Students must be treated with respect and dignity. They should not be subjected to intimidation, harassment, ridicule, insults, or physical aggression.
- Students are entitled to fair disciplinary procedures. Formal processes are in place to ensure that all students facing disciplinary actions are adequately informed.
- If students believe they have been mistreated, they have the right to seek resolution through the Chief Instructor. Moreover, in case the student does not feel that he or she needs to the next instance, they may address concerns and issues through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known promptly.
- Students have the right to question and form their own opinions about the information presented in their courses. However, they are responsible for mastering the academic material for which they are enrolled.
- Orlando Flight School must provide students with clear explanations of all fees and financial obligations.
- Students have the right and responsibility to participate in evaluations of courses and instructors, providing constructive feedback on the school services.
- Students have the right to a high-quality education, which includes well-developed programs, appropriate teaching methods and content, qualified instructors with relevant expertise, adequate resources for practical learning, and an environment that fosters creativity, personal growth, and professional development.
- Students have the right and responsibility to grow personally through various opportunities, including formal education, work experience, volunteering, cocurricular activities, and interaction with others.
- Students have the right to a safe and conducive classroom atmosphere. Food and drinks are prohibited, and cell phones should remain silent unless for receiving emergency calls.

When confronted with perceived injustices, students may address concerns and issues through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known promptly.

LOST AND FOUND

Orlando Flight School is not responsible for any personal belongings left in aircraft, classrooms, simulators, or any other facilities used by the school. Students are fully responsible for safeguarding their belongings, including headsets, computers, laptops, phones, books, or any other items brought to school. If an item is misplaced, the student is responsible for its recovery and any associated loss. Typically, misplaced items are brought to the front desk, where they are held for up to one year, awaiting retrieval by their owner.

STUDENT DISCIPLINARY SYSTEM

DISCIPLINARY ISSUES

Orlando Flight School is committed to providing a safe learning experience that supports the growth and fosters the development of all students within a positive environment among peers and instructors. The school has in place a disciplinary process to implement corrective actions, if necessary, when conduct issues arise. The disciplinary process established by the school is administrative and not criminal in nature.

Below is a list of behaviors that can trigger a disciplinary issue that must be evaluated and may require corrective action:

- Interrupting classes
- Repeated lateness or unexcused absences
- Physical, verbal, or cyber bullying of other peers
- Violence or physical altercations
- Damaging or defacing school property
- Consuming alcohol or drugs on school grounds
- Refusing to follow safety regulation or school policies
- Stealing personal property or school supplies
- Speaking disrespectfully to instructors, peers or administrative personnel
- Bringing guns to the school
- Not wearing the appropriate uniform.

PROCEEDING WITH A DISCIPLINARY ISSUE

If a disciplinary situation occurs, the Chief Instructor will be the school representative to address the issue with the parties involved and inform them about the corrective action(s). The Chief Instructor will document the situation/claim and properly record it with the resolution. Any disciplinary issue is confidential, but it will be communicated to the CEO of the school.

GRIEVANCE PROCEDURES

Orlando Flight School is committed to an open environment where honest communication is the expectation. OFS wants its students to feel comfortable approaching school instructors and staff in instances where it is believed violations of policies or standards have occurred.

The school has a grievance procedure for the students. A grievance procedure is a claim, complaint, or expression of concern made by a student regarding any aspect of their educational experience, including misapplication of campus policies, rules, regulations, and procedures or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee.

- Students should initially discuss the grievance with the other party involved in the situation.
- If the student does not feel comfortable with the initial resolution, the student can contact the Chief Instructor who may provide guidance and facilitate a problem resolution.
- If, after exhausting these two informal steps, the student does not feel comfortable with the resolution, the student may submit a written complaint to the school CEO, who investigates and makes the final decision. The interested student/individual must provide a clear description of the event addressing:
 1. Name of the person filling the grievance
 2. Description of the event
 3. When and where the situation happened
 4. Who was involved in the situation

Students can request a grievance procedure form through the Office Manager or the Customer Services Representative. The CEO will schedule a meeting with the interested parties and work to find a resolution for the situation.

PROFESSIONAL CODE OF CONDUCT

As a pilot-in-training, any student who attends classes at Orlando Flight School must strive to be a role model and maintain high standards of conduct. A professional code of conduct for students and any school members promotes a positive and respectful learning environment where everyone is encouraged to act responsibly, be accountable, and contribute positively to their educational community. Below we are listing behaviors that are not acceptable.

UNACCEPTABLE BEHAVIORS

Weapons Possession: Under Florida law, the possession of firearms is prohibited in colleges, universities, and institutional educations. Orlando Flight School does not allow possession or use of weapons on any of the premises of the school and during flying or attending ground school. The following weapons are prohibited: firearms, BB guns, air guns, paintball guns, dangerous chemicals, incendiary devices, explosives, fireworks, slingshots, martial arts devices, or any objects classified or used as weapons with potential for danger or harm.

Abusive/Threatening Behavior: Discrimination, harassment, or bullying in any form (verbal, physical, or online) will not be tolerated. Any conduct that exhibits a threat to the health or safety of individuals within the school, whether verbal or written, including threats, intimidation, harassment coercion, or the use of profanity.

Physically Intimidating Behavior: This encompasses actions such as touching, lurking, staring, following, or invading personal space, or creating an atmosphere that may be perceived as threatening.

Computer/Network Security Violations: Misuse of computers, computing facilities, software, hardware, or unauthorized access to another individual's computer or account.

Equipment Damages: Misuse of aircraft, simulators and other learning equipment available to facilitate the learning experience.

Disorderly Conduct: Behaviors that are excessively loud, lewd, indecent, or otherwise inappropriate within OFS premises and settings.

Theft: Unauthorized possession, misuse, theft, or attempted theft of property belonging to OFS, an affiliated organization, or a member of the OFS community.

Unauthorized Entry or Use: Attempted or unauthorized entry or use of OFS facilities, equipment, or property.

Criminal Violation: Violation of any state or federal criminal code while on OFS property or during the school-sponsored events.

Violation of Procedures: Any breach of communicated procedures, rules, regulations, and guidelines, including Federal Aviation Regulations, security training for the local airport, and operating manuals for equipment.

Sexual Harassment: Encompasses a range of behaviors, including unwanted advances, inappropriate comments, physical touching, and other forms of harassment that create an intimidating, hostile, or offensive environment.

Other Reasons: Any other behavior deemed unethical or disruptive to the OFS community.

DRUG AND ALCOHOL POLICY

Orlando Flight School is a training and educational institution that must be free of alcohol and drug consumption. Employees and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on the school's property or when participating in any school activity. This prohibition applies to any institutional activity, including flight training and time building, outside the limits of the state.

- All underage students are also subject to Florida State laws regarding alcohol consumption.
- All students and employees are also subject to all Federal and State laws regarding illicit drug use.
- Employees or students who violate this policy will be subject to disciplinary action, including expulsion. In addition to legal penalties, a record of a felony or conviction of a drug-related crime can prevent a person from entering some careers and educational programs.

Students with questions or concerns about drug and alcohol abuse should contact a school official immediately.

NON-SMOKING / NON-TOBACCO POLICY

Orlando Flight School is a non-smoking, non-vaping, non-chewing tobacco facility. Smoking, including the use of e-cigarettes or vaporizers, is only allowed in outdoor areas of the school's premises or facilities. Tobacco or Vape use is not permitted inside campus, ramp, and/or aircraft. Smoking in prohibited areas described above violates the Orlando Flight School Standards of Conduct.

CRIME AWARENESS AND CAMPUS SECURITY ACT

Everyone is responsible for a safe environment on the school premises. Students, instructors, and staff are encouraged to report all criminal acts, suspicious activities, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident with the CEO of the school, and in his absence, the event must be reported to the Director of Operations.

UNIFORM POLICY

Students in training and instructors conducting official business on campus must wear the specified uniform. Orlando Flight School has two uniforms, one for students enrolled in part 61 training and another for students enrolled in part 141 training.

UNIFORMS FOR STUDENTS ENROLLED IN PART 61 TRAINING

Shirt: Students must always wear a blue royal polo shirt or an OFS T-shirt. The shirt with the logo is also a way for students to identify themselves when landing at different airports while in training.

Footwear: Students must wear toe-covered shoes and never flip-flops or crocks. Sneakers are highly suggested in a neutral color, black, brown, or white. Pointed shoes, flip-flops, or crocks are not allowed. Leather, synthetic leather, or black, oil-resistant rubber soles may be used. Footwear must be adequately clean and polished.

UNIFORMS FOR STUDENTS ENROLL IN PART 141 TRAINING PROGRAM UNIFORM

Shirt: Students enrolled in part 141 training have a different uniform. Students must always wear an Orlando Flight School charcoal polo shirt. The shirt with the logo is also a way for students to identify themselves when landing at different airports while in training.

Trousers: Black trousers are a component of the uniform for students and students enrolled in Part 141 training must always wear black trousers.

Footwear: Students must wear toe-covered shoes and never flip-flops or crocks. Sneakers are highly suggested in black color. Pointed shoes, flip-flops, or crocks are not allowed. Leather, synthetic leather, or black, oil-resistant rubber soles may be used. Footwear must be adequately clean and polished.

PERSONAL PRESENTATION PART 141 STUDENTS

Grooming for Male Students

- A clean, shaven face and neatly trimmed hair are required when wearing the uniform or while in training.
- Hair color shall be of a conservative natural tone and in keeping with a well-groomed professional pilot appearance.
- Mustaches, sideburns, and goatees will be neatly trimmed.
- Hands and fingernails will be clean. Fingernails shall be kept short in length.
- Students and instructors must observe very good hygiene habits to avoid perspiration and breath odors. It is important to wear a clean shirt every day and use deodorants to avoid body odors. Certain foods can trigger strong body odors, so please be aware of implementing extra hygiene precautions.

Grooming Policy for Female Students

- The use of any cosmetic product must be appropriate for daytime and not excessive and colorful.
- Hairstyles worn while flying must not interfere with your vision or duties. When selecting a hairstyle, it is highly recommendable to use a conservative color and a

hairdo that looks professional, and it is easy to maintain a well-groomed appearance.

- Hair that is shoulder length or longer must be styled up or controlled at the base of the neck.
- Hair color shall be of a conservative natural tone and in keeping with a well-groomed professional appearance.
- Hands and fingernails will be clean. Fingernails shall be kept short in length. The nail polish color shall be conservative and professional.
- Students and instructors must observe very good hygiene habits to avoid perspiration and breath odors. It is important to wear a clean shirt every day and use deodorants to avoid body odors. Certain foods can trigger strong body odors, so please be aware of implementing extra hygiene precautions.

STUDENT SERVICES

Orlando Flight School understands the challenges and difficulties that students could face during their training program; therefore, we work to create a positive student-centered learning experience and guide our students during their training process.

CAREER AND PROFESSIONAL DEVELOPMENT

Embarking on a vocational journey, students aspire to secure licenses and ratings that pave the way for employment opportunities. At the heart of this pursuit are our instructors—seasoned career pilots, each with a wealth of insights into goals and the pathways to achieve them. Beyond imparting knowledge of regulations, hiring practices, and industry updates, our instructors emphasize the importance of students making informed decisions for their futures.

To further guide our students, we recommend exploring various industry tools that serve as valuable resources:

- AOPA.com
- FAA.gov
- Pilotjobs.com
- Alpa.org
- IATA.org

Meet and Greet: The school has “meet and greet” activities during the year where students can interact with other students, instructors, and administrators in an informal friendly manner and create strong partnerships. “Meet and greet” activities are always around lunch time, so students can enjoy lunch with their peers.

Housing: In 2025, Orlando Flight School will offer housing options near the school in Baldwin Park Village Center, within walking distance of supermarkets, restaurants, stores and recreational options to enrich the life of our students.

Our first housing facility is a townhouse with five dormitories which will accommodate 10 students. Each dormitory will be furnished for two students who will share a bathroom. Each dormitory has a separate bathroom, WI-FI, Internet connection, and it will be furnished with two single beds, two nightstands, a desk, a chair, and a wardrobe armoire closet. The house has a common dining room, a full kitchen, and a living room. Students will be responsible for bringing their own linens and towels. Pets are not allowed. A dormitory security deposit must be on file in the student's account before the student receives a housing assignment and remains on file for as long as the student lives in the school housing. The security deposit will be returned to the student once he/she has completed his time per the contract and no major repairs are required due to damage. Students will request housing services from the Office Manager and will be assigned on a first come first served basis.

STUDENT SUPPLIES

Aviation Headsets: Orlando Flight School does not sell headsets; therefore, the student is responsible for buying their own headsets. Students need to have their headsets for the first flight lesson. The school recommends students buying Bose or David Clark headsets.

Flight Bag: Orlando Flight School does not sell flight bags, but the Gleim kit comes with a flight bag.

Flashlight: Used for night flight. It is best if it has **red** and **white** lights.

Kneeboard: Used to strap your knee and hold your iPad, in flight and write down clearances and notes. Orlando Flight School kneeboard inventories can be purchased for use by registered student pilots. For additional information, interested students can talk with the Office Manager.

iPad: OFS recommends an iPad Air no larger than 11 inches with Wi-Fi and cellular function built in. All OFS aircraft are ADS-B compliant and will connect through Bluetooth to your tablet. A method of mounting will be required. For additional information, interested students on mounts can talk with the Office Manager.

Navigation App: Orlando Flight School students will have an annual subscription to "ForeFlight", and this subscription will be paid for during the registration process.

Private Pilot Logbook: The student will receive a paper logbook with the Gleim Private Pilot Kit, but it is recommended to use a digital logbook as well. Students will have access to a digital logbook with the ForeFlight subscription. OFS recommends keeping both a

digital and paper logbook for a couple reasons; if the student loses one, he/she has the other as a backup.



This is the first Student Catalog of Orlando Flight School and has been approved by the Administrative Body of the school in February 2025.

Although every effort has been made to ensure the accuracy of the information, students and others who use the catalog should consult with an admissions representative or program director for any additions, corrections, deletions, or changes.

Any addendums or changes will be published and communicated to all our students, instructors, and staff.

Catalog Addendum, May 20, 2025

Orlando Flight School
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Catalog Updates

Academic Calendar	Page 9	Added a clarifying statement
Certificate of Completion - Graduation	Page 22	Added sub-heading and statement
Housing	Page 32	Added information about new housing services

Orlando Flight Student Catalog, effective 05/20/2025