



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) administers the *Private Training Act* and associated regulations. Please note that the contents of this contract are specified by PTIB and it is designed to inform students of the educational services and standards they will receive from Langley Flying School, including the overall costs, as well as the government services provided by PTIB.

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

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

### Institution Information

#### **Langley Flying School, Inc.**

The contact information for Langley Flying School is as indicated above (letterhead).  
Langley Flying School is a designated institution with PTIB registration number 1540.  
Email address – [administration@langleyflyingschool.com](mailto: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
British Columbia Personal Education Number (PEN) (if available)						---	---	---	

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

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

_____	_____
(please print full name above)	(relationship)
_____	_____
(primary telephone number)	(alternate telephone number)
_____	
(address)	





**Program Information (to be completed by Langley Flying School)**

a) 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)



## Advanced Aviation Diploma Program

**Program Description**

The Advanced Aviation Leadership Diploma Program of Langley Flying School (LFS) prepares leaders in the aviation industry with both excellent flying skills and strong understanding of the aviation business. Other than the traditional flight training, academic studies are separate but complementary components that provide the opportunity to acquire 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.

**Career Occupation**

*The career occupations for which the program is intended to prepare a student are as follows:*

Pilot, Instructor, Aviation Company Administrator, Aviation Company Base Manager, Dispatcher, Emergency Response Specialist, Airport Operations Officer, Air Logistics Officer.

**Admission Requirements**

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

- Secondary (high) school graduation certificate or equivalent diploma.
- English language proficiency assessment or ICAO level 4 English equivalent.

**Learning Objectives**

In addition to the knowledge and skill required to obtain the Private Pilot Licence, leadership, crisis management, aviation company management and marketing, application of safety standards, and the ability to work well with others are skills that are integrated into both the classroom learning and flight training portions of the program.

*At the end of this program student will:*

- Describe the regulations and standards of Canadian Civil Aviation;
- Integrate flight theories, aircraft systems, and meteorology;
- Master flying skills;
- Implement various ground operations and safety precautions;
- Apply critical thinking skills into aviation operation;
- Evaluate risk and apply appropriate personal and organizational risk management strategies;

- Create safety nets that reduce human error;
- Analyze the legal, economic and socio-cultural environment that influences aviation markets;
- Adapt a realistic framework for managing various aviation business;

**Method(s) of Evaluation**

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

**Requirements that a student must meet to complete the program are:**

Complete 1248 hours of LFS Advanced Aviation Leadership Diploma program courses and pass (70%) all the final exams in the LFS Advanced Aviation Leadership program.

**Program Duration:  
24 months**

*This program leads to employment in a career occupation regulated by Transport Canada and has an average instructional time of 17 hours per week for 72 weeks broken down as follows:*

Approximately 70 hours of aircraft and FTD training including mandatory pre and post flight briefings (70 hours include 25 hours FTD Pre-PPL, and 45 hours PPL) and;

1178 hours of ground training in a classroom ( Preparation ground instruction and Pre-flight and Post-flight briefing 21 hours, PPL 155 hours, Writing (105 ) 42 hours, English (103) 60 hours, Business English (233) 60 hours, Becoming a Master Student (101) 42 hours, Navigating the New Work Environment (204) 42 hours, Practicum 1: Pre-Private Training Pilot Simulation in a Flight Training Device (111) 25 hours, Practicum 2: Private Pilot Ground School and Flight Training (112) 200 hours, Aerodynamics and Physics of Flight (113) 42 hours, Introduction of Aviation Operations and Services (115) 42 hours, Advanced Psychology and Aviation Human Factors (217) 42 hours, Aviation Safety and Risk Management (216) 60 hours, Analysis of Aviation Meteorology (114) 42 hours, Aviation Communication Strategies (102) 90 hours, Introduction to Aviation Business (230) 60 hours, Principles of Aviation Leadership (140) 42 hours, Introduction to Aviation Industry (231) 60 hours, Aviation Management (220) 96 hours, Crisis Management and Leadership (241) 42 hours, Airport Management (221) 96 hours, Marketing for Airline Industry (232) 42 hours).

Based on the totals above, this program is divided into 18 months ( average 17 hours per week). However, due to flight testing and licencing delays, statutory holidays, as well as other operational irregularities such as weather and airspace closures, the course is listed as a 24-month program.

**Homework Hours** 17 hours a week

**Delivery Method(s)** *Indicate how the program is delivered*

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

**Required Course Materials** *The following are a list of textbooks, equipment, and other educational materials required to complete this program which are provided to the students:*

- Pilot Logbook;
- Flight Computer – E6B and CX3;
- ICAO Chart Ruler;
- Protractor;
- VNC and VTA maps;
- Flight Bag;
- Writing in College: From Competence to Excellence;
- Business English for Success;
- English Composition: Connect, Collaborate, Communicate;
- Becoming a Master Student;
- How to Write a CV (Curriculum Vitae) and Cover Letter: An Essential CV;
- Writing Guide ;
- Career Success: Navigating the New Work Environment ;
- Langley Flying School Groundschool Manual;
- Langley Flying School Flight Training Handbook;
- Flight Training Manual (Aeroplane) (Revised 5th Edition);
- Cherokee Cruiser Information Manual;
- From the Ground Up;
- Aerodynamics for Aviators;
- Langley Flying School Ground Operation and Service Handbook;
- Human Factors for Aviation - Basic Handbook;
- Aviation Safety Programs A Management Handbook;
- From the Ground Up;
- Study Guide for the Restricted Operator Certificate with Aeronautical;
- Qualification(ROC-A);

VFR phraseology;  
 LIVE ATC recorders and scripts;  
 Manual of Radiotelephony;  
 Introduction to Business;  
 James MacGregor Burn;  
 Langley flying school;  
 Evolution of International Aviation;  
 Essentials of Aviation Management: a Guide for Aviation Service Businesses;  
 Introduction to Air Transport Economics: from Theory to Applications;  
 Airport planning & Management;  
 Airport Development, Management, and Operations in Canada;  
 Airline Marketing and Management;

**Program  
 Organization\***

***The titles of the courses in this program in the order they are provided, and the hours of instruction allotted to each are:***

	<b>Title of Course</b>	<b>Hours</b>	<b>Credits</b>
1	Writing (105)	42	3
2	English (103)	60	3
3	Business English (233)	60	3
4	Becoming a Master Student (101)	42	3
5	Navigating to New Work Environment (204)	42	3
6	Practicum 1: Pre-Private Training Pilot Simulation in a Flight Training Device (111)	25	3
7	Practicum 2: Private Pilot Ground School and Flight Training (112)	221	9
8	Aerodynamics and Physics of Flight (113)	42	3
9	Introduction of Aviation Ground Operations and Services (115)	42	3
10	Advanced Psychology and Aviation Human Factors (217)	42	3
11	Aviation Safety and Risk Management (216)	60	3
12	Analysis of Aviation Meteorology (114)	42	3
13	Aviation Communication Strategies (102)	90	4
14	Introduction to Aviation Business (230)	60	3
15	Principles of Aviation Leadership (140)	42	3
16	Introduction to Aviation Industry (231)	60	3
17	Aviation Management (220)	96	4
18	Crisis Management and Leadership (241)	42	3
19	Airport Management (221)	96	4
20	Marketing for Airline Industry (232)	42	3
	<b>TOTAL 20 Courses</b>	<b>1312</b>	<b>69</b>





**Program Costs**

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

<b>ADVANCED AVIATION DIPLOMA</b>	<b>AMOUNT (CAD)</b>
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
<b>Tuition fee</b>	<b>38,000.00</b>
<b>Other Fees</b> – Aircraft Rental and Equipment, FSP scheduling and Flight Following.	18000.00
<b>TOTAL PROGRAM COSTS:</b>	<b><u>\$59,400.00</u></b>
	<i>(\$59,650.00 for international students)</i>





<b>REFUND POLICY</b>	
<b>APPROVED PROGRAMS – IN-CLASS OR COMBINED DELIVERY</b>	<b>REFUND DUE</b>
<b>Before program start date, institution receives a notice of withdrawal:</b>	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	100% tuition and all related fees, other than application fee. <b>Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.</b>
<ul style="list-style-type: none"> <li>At least 30 days before the later of:                             <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance (international students)</li> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> <li>More than seven days after the student and institution signed the enrolment contract, and</li> <li>Less than 30 days before the later of:                             <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance (international students)</li> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	Institution may retain up to 20% of tuition, to a maximum of \$1,300.
<b>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):</b>	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	Institution may retain up to 30% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10% but before 30% of instruction hours have been provided.</li> </ul>	Institution may retain up to 50% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and 30% or more of the hours have been provided.</li> </ul>	No refund due.
<b>Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):</b>	
<ul style="list-style-type: none"> <li>A student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid.
<b>Institution receives a evidence a study permit was denied (applies to international students requiring a study permit):</b>	
<ul style="list-style-type: none"> <li>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"> <li>The program start date in the most recent Letter of Acceptance</li> <li>The program start date in the enrolment contract</li> </ol> </li> <li>Student has not requested additional Letter(s) of Acceptance.</li> </ul>	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 Tuition Protection Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution. Student Tuition Protection Fund is available for students in approved programs at certified institutions whether they are registered or designated.

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

**Toll-free:** 1-800-661-7441

**Fax:** 778-945-0606

**Email:** [PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)

[www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)

#### Main Office:

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



## STUDENT DECLARATION

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

- I have read, understood, and agreed to the terms and conditions of this enrolment contract.
- I have received a signed copy of this contract.
- I have represented to the institution and provided evidence to prove that I meet all the admission requirements for this program of study.
- I have read, understood, and agreed to the institution's following documents and a copy has been provided to me:
  - 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 PTIB for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).
- I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Langley Flying School and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.
- Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use, and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.
- Should you have any questions about the collection, disclosure and use of personal information you may contact: Private Training Institutions Branch, 310 - 601 Cordova St West, Vancouver, BC V6B 1G1 or by telephone at (604 569-0019).



**STUDENT DECLARATION (continued)**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date Signed

**INSTITUTION DECLARATION**

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

\_\_\_\_\_  
Printed Name of Langley Flying School Representative

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Signature of Langley Flying School Representative

\_\_\_\_\_  
Date Signed

