



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:

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b) The student's previous name, if applicable, is as follows:

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c) The student's full **British Columbia** mailing address, including street, city, province/state, and postal code is as follows:

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d) The student's full **Permanent** mailing address (if applicable), including street, city, province/state, postal code, **and country** is as follows:

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e) The student's telephone number is as follows:

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f) The student's **alternate** telephone number is as follows:

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g) The student's main email address is as follows:

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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

<input type="checkbox"/>	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) Program Name and Duration in Hours (estimated)

<i>Name</i>	<i>Dual</i>	<i>Solo</i>	<i>Ground Training</i>	<i>Estimate course duration (weeks)</i>	<i>Credential Awarded</i>
Class 4 Flight Instructor Rating	30	N/A	46	17	Class 4 Flight Instructor Rating and Completion Certificate

- b) This program is designed to provide flight and ground training to a suitable candidate (with or without prior experience) to obtain a Canadian Class 4 flight instructor Aeroplane rating.
- c) The commencement date of the program is as follows:  
 \_\_\_\_\_
- d) Estimated completion date:  
 \_\_\_\_\_
- e) The language of instruction is English.
- f) The method of delivery is site based (at Langley Flying School training facility, using classrooms, small aircrafts, and flight training devices).
- g) The standard minimum program duration as approved by PTIB is 76 hours of instruction (17 full time weeks)

**Program Admission Requirement**

Admission to the Class 4 Flight Instructor Rating training program requires the candidate to hold a valid Canadian Commercial Pilot Licence or Canadian Airline Transport Pilot Licence, with a valid Transport Canada Category 1 aviation medical certificate.

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)



## Flight Instructor Rating (FIR) Program Outline

<b>Program Description</b>	<p>The Flight Instructor Rating (FIR) program trains candidates to the standard required to become class 4 flight instructors in Canada.</p> <p>The program is intended to provide ground knowledge and flight training of the principles of instruction in order to pass the Transport Canada (TC) AIRAF exam and the Class 4 Initial Flight Test.</p>
<b>Career Occupations</b>	Flight Instructor, Airline Pilot, Training Pilot, Ground School Instructor.
<b>Admission Requirements</b>	<ol style="list-style-type: none"><li>1. Valid TC Category 1 medical.</li><li>2. Valid Canadian Commercial Pilot Licence or Canadian Airline Transport Pilot Licence.</li></ol>
<b>Learning Objectives</b>	<p>Upon completion of this program the successful student will demonstrate:</p> <ol style="list-style-type: none"><li>a. An understanding of the principles of flight instruction and the flight instructor guide.</li><li>b. Use of the flight training manual.</li><li>c. Use of lesson plans.</li><li>d. A passing mark of 70% on the Transport Canada AIRAF exam and Initial class 4 flight test.</li><li>e. Knowledge of safety and safety concepts as they relate to flight instruction.</li></ol>
<b>Required course materials</b>	Single engine aircraft, Flight Training Device (FTD), Pilot Operating Handbook, TC Flight Instructor Guide, TC Flight Test Guide, Human Factors for Aviation Instructor Guide, Current VTA chart and Flight supplement, LFS Instructor Rating Textbook, Flight Scheduling software and Lesson Plans.
<b>Duration</b>	76 hours (approximately 5-6 weeks).
<b>Homework Hours</b>	30 hours
<b>Delivery Method</b>	In-class instruction, aircraft and FTD flight training
<b>Teaching Methods</b>	Lecture/Guided-Discussion/In-Flight Instruction.
<b>Method(s) of Student Evaluation</b>	Students will be assigned homework, individual topics for discussion, and in class quizzes.
<b>Completion Requirements</b>	Successfully complete 25 hours of ground and 30 hours of flight training in accordance with the Canadian Aviation Regulations.



## Flight Instructor Rating (FIR) Program Outline

Topics	Duration (hours)
<b>Dual Air Instruction</b>	31.0
<b>Preparatory Ground Instruction</b>	10.0
<b>Ground School Instruction</b>	25.0
<b>Pre/Post Flight Briefings</b>	10.0





**Program Costs**

Program costs are in Canadian Dollars and are based on Transport Canada Minimums (Aircraft and Ground school). (Aircraft and equipment utilization are not included in the costs below — see “Important Information”).<sup>1</sup>

<b>CLASS 4 INSTRUCTOR RATING PROGRAM (NOT INCLUDING AIRCRAFT OR FTD RENTAL)</b>	<b>AMOUNT (CAD)</b>
Application fee (\$500 for international students)	150.00
Administrative fee	500.00
Course material fee	140.00
Textbook fee	120.00
Flight test (Pay directly to Transport Canada)	210.00
Transport Canada AIRAF written exam fee(Pay directly to Transport Canada)	35.00
Instruction Tuition (25 hours ground school and 30 hours dual instruction tuition)	<b>4,200</b>
Other fee (Aircraft Rental Estimated Cost) (Optional)	7,620
<b>TOTAL PROGRAM COSTS:</b>	<b><u>\$5,110</u></b>
	<i>(\$5460 for international students)</i>

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❖ <sup>1</sup> The Transport Canada and Pilot Examiner fees are minimum estimates only and are not billed upfront. These may change without notice.

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**REFUND POLICY**

**APPROVED PROGRAMS – IN-CLASS OR COMBINED DELIVERY**

**REFUND DUE**

Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> <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.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than distance-education-only programs):	
<ul style="list-style-type: none"> <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.
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> <li>A student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid.
Institution receives a evidence a study permit was denied (applies to international students requiring a study permit):	
<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 about Program Costs for Flight School Students**

Equipment Rental, dual and supervision instruction rates are as posted. Please request or refer to the latest *Equipment Rental and Dual Instruction Rates*. Langley Flying School provides all candidates with at least 45 days' notice prior to making any changes to these posted rates. Any fees reflected on the *Equipment Rental and Dual Instruction Rates* are not protected under the *Private Training Act*.

### **Payment Plan**

If the term of this enrolment contract is shorter than 6 months Tuition is due on the *Commencement Date* — unless otherwise agreed by the Financial Manager.

If the term of this enrolment contract is longer than 6 months, LFS requires tuition to be paid in 2 equal instalments, the instalment dates shall be set as evenly as possible in relation to the term of the student enrolment contract (typically at the halfway point), and the tuition amount shall be apportioned equally to each instalment date.

Please note LFS also requires students to maintain a *minimum deposit* of \$500 for aircraft rental fees to ensure that students do not have a balance owing to LFS after each flight. Any unused funds will be refunded upon dismissal, withdrawal, or training completion.

### **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*. 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 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:
  - Instructor Rating 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 Pilot Training Record within 14 days of suspension, dismissal, or completion of training. Any requests for PTR after 14 days are subject to a PTR processing fee of \$50.
- 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