



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





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
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 (Based on Transport Canada minimums; N/A =Not Applicable).

<i>Name</i>	<i>Instructions Hours</i>	<i>Estimate course duration (weeks)</i>	<i>Credential Awarded</i>
Commercial Pilot Licence	200	17	Licence

- b) This program is designed to provide flight and ground training to a suitable candidate (with or without prior experience) to obtain a Canadian Commercial Pilot Aeroplane Licence.
- 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 145 hours of instruction (17 full time weeks)

Program Admission Requirement

Admission to the Commercial Pilot Ground school requires completion of the Private Pilot Written examination; admission to Commercial Pilot Air Instruction requires completion of the Private Pilot Licence and a valid Transport Canada Category 1 aviation medical (a valid category 3 aviation medical may be used until the Transport Canada Commercial Pilot Flight test with approval from the Chief Flight Instructor).

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)





Commercial Pilot Licence (CPL) Program Outline

Program Description	<p>The Commercial Pilot Licence (CPL) program trains candidates to the standard required to obtain a Commercial Pilot Licence in Canada.</p> <p>The program is intended to provide ground knowledge and flight training under actual or simulated instrument meteorological conditions, as well as under actual or simulated instrument flight rules (IFR). Training may be conducted in a single-engine (group 3) or in multi-engine (Group 1) aircraft to satisfy the licencing requirements of the Canadian Aviation Regulations.</p>
Career Occupations	<p>Commercial Pilot, Ferry Pilot, Airline Pilot, Training Pilot, Chief Pilot, Ground School Instructor.</p> <ol style="list-style-type: none"> 1. Valid TC Category 1 or 3 medical as dictated by the licence. 2. Flight - Valid Canadian Private Pilot Licence. 3. Ground - Completion of the Private Pilot Aeroplane (PPAER) Written Exam.
Admission Requirements	
Learning Objectives	<p>Successful completion of the Commercial Pilot Program leads to eligibility for Commercial Pilot License (Aeroplane Category) issued by Transport Canada and the issuance of a Certificate of Qualification—Commercial Pilot by Langley Flying School, Inc. The holder of a Commercial Pilot License may exercise the privileges of Pilot-in-Command of any aircraft engaged in a commercial air service where the aircraft minimum flight-crew document requires a minimum flight crew of one pilot—e.g., air taxi—or the privileges of Second-in-Command¹ of any aircraft type that is endorsed on the license.</p>
Required course materials	<p>Single or multi engine aircraft, Flight Training Device (FTD), Pilot Operating Handbook, TC Flight Instructor Guide, TC Flight Test Guide, Current VTA and VNC charts and Flight supplement, LFS Flight Training Manual and CPL Ground School Textbook, Flight Scheduling software and Lesson Plans, Air Command Weather Manual and Human Factors for Aviation Advanced Handbook.</p>
Duration	200 hours (approximately 14 weeks).
Homework Hours	60 hours
Delivery Method	In-class instruction, aircraft and FTD flight training
Teaching Methods	Lecture/Guided-Discussion/In-Flight Instruction.
Method(s) of Student Evaluation	Students will be assigned homework, individual topics for discussion, and in class quizzes.
Completion Requirements	Successfully complete the CPAER exam with a passing mark of 70% and pass a Commercial Pilot Flight Test.





Commercial Pilot Licence (CPL) Program Outline

Topics	Duration (hours)
Dual Air Instruction	36.0
Preparatory Ground Instruction	10.0
Solo Flight Training	80.0 (30 TC Minimum + 50 Time building)
Ground School Instruction	40.0
Pre/Post Flight Briefings	34.0

*Solo time above is including Time Building, which is typically required to satisfy TC Licencing requirements of 100 hours PIC for the CPL Licence application.





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”).¹

COMMERCIAL PILOT PROGRAM (NOT INCLUDING AIRCRAFT OR FTD RENTAL)	AMOUNT (CAD)
Application fee (\$500 for international students)	150.00
Administrative fee	500.00
Course material fee	140.00
Textbook fee	120.00
Flight test pilot examiner fee (Pay directly to Transport Canada)	400.00
CPAER written exam fee (Pay directly to Transport Canada)	110.00
Transport Canada Licencing fee (Pay directly to Transport Canada)	80.00
<i>*Tc formal language proficiency test (optional)</i>	<i>200.00</i>
40 Hours Instruction tuitions	2760.00
Commercial Pilot Ground School Tuition	750.00
Other (Estimated Aircraft Rental Cost) (optional)	22,000
TOTAL PROGRAM COSTS:	<u>\$4,420.00</u> <i>(\$4770 for international students)</i>

❖ ¹ The Transport Canada and Pilot Examiner fees are minimum estimates only and are not billed upfront. These may change without notice.
 ❖ Taxes are not included.





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"> No later than seven days after student signed the enrolment contract, and Before the program start date 	100% tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> At least 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	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"> After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition.
<ul style="list-style-type: none"> After the program start date, and after more than 10% but before 30% of instruction hours have been provided. 	Institution may retain up to 50% of tuition.
<ul style="list-style-type: none"> After the program start date, and 30% or more of the hours have been provided. 	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"> A student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition paid.
Institution receives evidence a study permit was denied (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> 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"> The program start date in the most recent Letter of Acceptance The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.



Important Information

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.

Other 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

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 by the institution:

- I have read, understood, and agreed to the terms and conditions of this enrolment 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:
 - Commercial Pilot Licence Training 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