



L3HARRIS[®]
FAST. FORWARD.

L3HARRIS AIRLINE ACADEMY **CANCELLING AND RESCHEDULING EVENTS**

The Academy's flight training programs are designed and delivered to enable you to achieve the required proficiency level for employment as a professional pilot. Your Training Agreement outlines your commitment to train full-time and as such it is your responsibility to make yourself available for Training. Failure to do so without prior approval may result in your training being suspended or terminated.

Occasionally, there may be instances where events need to be cancelled or rescheduled.

STUDENT-RELATED

We understand there are situations in which students may need to cancel for reasons including illness, life events, IMSAFE checklist, or other extenuating circumstances. You are responsible for notifying System Operations Control (SOC) in person (or at 407.430.4135), followed by text / call / or email to your instructor and training manager.

Notifications should be made three hours before your scheduled flight time.

You are responsible for completing and submitting the PIC cancellation form detailing your reason for non-attendance to the SOC or their designee. Forms should be submitted at the time of cancellation and no later than one (1) business day after the cancellation. Failure to submit a cancellation form will result in you being charged as a No Show.

NO SHOWS

If you do not report for your scheduled event without proper notification to the SOC (three hours prior to your scheduled start time), show up late for an event (causing a late departure), or are academically unprepared for an event, you will be reported as a no show for the event, and you will be charged aircraft rental and instruction fees for your scheduled block in accordance with the Additional Charges Policy.

WEATHER

In the event weather is not suitable to minimums, personal or otherwise, the event will be rescheduled. When feasible, the event will be rescheduled within your duty day.

MAINTENANCE

In the event your activity needs to be cancelled due to maintenance, a maintenance discrepancy log must be submitted when cancelling the event. Maintenance cancellations extend until wheels-up.

Misuse or abuse of this policy may result in suspension or termination of your training.

