



L3HARRIS®
FAST. FORWARD.

FLIGHT ACADEMY SCHOOL CATALOG



2700 Flightline Ave., Sanford, FL 32773

Telephone: 1-800-U-CAN-FLY or 407-330-7020

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School Information

L3Harris Aerosim Academy, Inc. is a corporation formed under the laws of the State of Florida and is doing business as L3Harris Flight Academy, a for-profit private institution owned by L3Harris Technologies, Inc.

BUSINESS ADDRESS

2700 Flightline Avenue | Sanford, FL 32773 USA

FUTURE PILOT CENTER ADDRESS

1300 East 26th Place | Sanford, FL 32773 USA

MAILING/DRIVING ADDRESS

2685 Flightline Avenue | Sanford, FL 32773 USA

CONTACT INFORMATION

Phone: +1 407-430-4100

Email (General inquiries): usinfo.cts@l3harris.com

OUR MISSION

L3Harris Flight Academy's mission is to deliver world-class training services and facilities to aspiring men and women with the desire and motivation to become fully qualified Professional Pilots. It is L3Harris Flight Academy's responsibility within this mission to create an atmosphere of dignity, respect, fairness and support so that the students have the optimum environment in which to learn. In addition, the Academy recognizes that to produce world class training, we must provide world-class instructors, management and staff who are professional, accountable and motivated to our mission.

OUR HISTORY

The Academy began as Comair Aviation Academy (CAA) in March 1988, established by Comair Airlines. The Academy was designed to train students to become professional, highly qualified first officers to fulfill the needs of the growing airline. In January 2000, Delta Air Lines purchased Comair Airlines and its subsidiaries, including CAA. In March 2003, the Academy was renamed Delta Connection Academy (DCA) to align with its expanding role in providing pilots to the Delta Connection regional airline system.

In December of 2009, Lincolnshire Management purchased Delta Connection Academy and Aerosim Technologies (an aviation simulator and courseware design firm). Together, the two companies formed Flight Training Acquisitions (FTA). In August 2010, the Academy was renamed Aerosim Flight Academy.

In September 2016, L-3 Communications (now L3 Technologies) purchased FTA, and Aerosim Flight Academy was made a wholly owned subsidiary of L3. In August 2017, the Academy was renamed L3 Commercial Training Solutions Airline Academy.

In June 2019, L3 Technologies and HARRIS Corporation agreed to combine in an all stock merger of equals. The combined company is named L3Harris Technologies, Inc. In September 2020, the Academy was renamed L3Harris Flight Academy.

CREDENTIALS & CERTIFICATES

L3Harris Flight Academy is a 14 CFR Part 141 approved pilot school under FAA Air Agency Certificate Number CE8S057Q.

L3Harris Flight Academy is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Their website is <http://accsc.org>

L3Harris Flight Academy is approved by the Florida Department of Veterans' Affairs for Veterans Administration benefits for those qualified individuals.

L3Harris Flight Academy is approved and designated to accept and enroll international students for training by the United States Citizenship and Immigration Services (USCIS). The Academy is authorized to issue Form I-20 for the F-1 and M-1 student visas. These visas allow non-immigrant students to participate in the Academy's training programs for both academic (F-1) and vocational (M-1) courses of study.

ADMINISTRATION

- > David Cox – Academy Director
- > Richard Hilmer Jr. – Chief Ground Instructor
- > Carl Gegenheimer Jr. – Chief Flight Instructor
- > Robyn Vivona – Student Administration
- > Bridget DiRuscia – Student Affairs
- > Miriam Green – Financial Aid
- > Rachael Brothers – Student Accounts

TRAINING SUPERVISORS:

- > David Fielding (Senior Supervisor)
- > Eleanor Pearson
- > Eric Donahue
- > Crystal Gomez
- > Christopher O'Brien

FACULTY:

- > Magdalini Kotsalis (Senior Instructor)
- > James Powers
- > Currie Nunnery
- > Nikolas Dowling

FACILITIES & EQUIPMENT

L3Harris Flight Academy is located at the Orlando Sanford International Airport (KSFB) in Sanford, FL, 16 miles NE of Orlando. KSFB has an FAA control tower on airport property and four runways with the main runway being 11,002 X 150 feet. Instrument Procedures include Arrival and Departure, plus Instrument Landing Systems (ILS) and Area Navigation (GPS) Approaches. The airspace surrounding the airport is designated as Class "C".

The Academy is comprised of six main buildings: Future Pilot Center, Student Admissions and Financial Aid, Academics Building, Testing Center, Simulation and Fleet Maintenance Building, and Operations Center.

ACADEMICS BUILDING

The Academics Building consists of eight multi-media equipped classrooms. Full-time academic instructors teach all classes. One classroom is arranged to accommodate 34 students, one classroom is arranged to accommodate 42 students, and six classrooms can accommodate 24 students.

Additionally, there is a study room available to students wishing to accomplish studying in a quiet atmosphere as well as a student lounge to relax in.

Our Academic building also includes a Learning Resource Center (LRC). The LRC is open every day of the school week and a Certified Flight Instructor is available during normal business hours. It is designed for individual group studying and student tutoring. Additional resources such as video training computers and aircraft parts are available.

KNOWLEDGE TESTING CENTER

The Testing Center consists of 10 computerized testing stations and proctor station. The Academy administers the FAA Airman Knowledge Test for all courses offered at the school.

SIMULATION & AIRCRAFT MAINTENANCE BUILDING

The Operations Center consists of office spaces, a dispatch center, pre-flight planning areas, post-flight debriefing areas, weather service computers and phones. Additionally, Flight Training Supervisors and Student Affairs personnel are in this building.

RAMP AREA

The Academy has ~400,000 square feet of ramp space for aircraft parking.

DISCLOSURES

L3Harris Flight Academy asserts that no person shall be discriminated against because of race, religion, age, color, sex, disability, handicap, national origin, marital status, veteran's status, political belief or affiliation, and that equal opportunity and access to facilities shall be available to all.

L3Harris Flight Academy maintains all student records in confidentiality according to the Family Education Rights and Privacy Act of 1964.

Changes may occur to course content, materials and/or schedules due to the evolving needs of the aviation industry. These changes are designed and incorporated to ensure each student receives the best training possible. This catalog, as well as other bulletins, publications or announcements, are subject to change without notice. Updates on the facts and other information in this catalog can be obtained from the Manager of Student Administration.

Programs & Courses

L3Harris Flight Academy offers three programs of study as outlined below. ACCSC Accreditation Standards and the United States Department of Education require students to complete the program/track within 1.5 times the calendar length.

ACADEMIC ATTENDANCE

Students enrolled in the full-time Pilot Programs will attend ground classes for each pilot and instructor certificate and will participate in flight training activities for each pilot and instructor certificate as described in the FAA approved 14 CFR part 141 Training Course Outline (TCO).

Refer to Section 5 Satisfactory Academic Progress for complete details.

ACCELERATED AIRLINE PILOT TRACK

The Accelerated Airline Pilot Track prepares the individual to be qualified as a Flight Instructor with Airplane and Instrument ratings and a Commercial Pilot with Single-engine rating leading to a productive career as a pilot and instructor. This program is designed to be completed in 12 months with a diploma awarded upon completion.

COURSE #	COURSE TITLE	DIDACTIC	LAB
ASG 100	Private Pilot Single Ground School	60.0	
ASF 101	Private Pilot Single Flight Lab	43.0	60.0
ASG 120	Instrument Airplane Ground School	60.0	
ASF 121	Instrument Airplane Flight Lab	40.0	65.0
ASG 200	Commercial Pilot Single Ground School	45.0	
ASF 201	Commercial Pilot Single Flight Lab	34.5	49.5
ASG 300	Flight Instructor Single Ground School	40.0	
ASF 301	Flight Instructor Single Ground Briefs	32.0	
ASF 302	Flight Instructor Single Flight Lab	25.0	35.5
ASG 320	Flight Instructor Instrument Ground School	20.0	
ASF 321	Flight Instructor Instrument Ground Briefs	8.3	
ASF 322	Flight Instructor Instrument Flight Lab	15.5	19.7
Total Clock Hours		653.0	

PROFESSIONAL PILOT PROGRAM

The Professional Pilot Program prepares the individual to be qualified as a Flight Instructor with Airplane rating and a Commercial Pilot with Single and Multi-engine ratings leading to a productive career as a pilot and instructor. This program is designed to be completed in 15 months with a diploma awarded upon completion.

COURSE #	COURSE TITLE	DIDACTIC	LAB
ASG 100	Private Pilot Single Ground School	60.0	
ASF 101	Private Pilot Single Flight Lab	43.0	60.0
ASG 120	Instrument Airplane Ground School	60.0	
ASF 121	Instrument Airplane Flight Lab	40.0	65.0
ASG 200	Commercial Pilot Single Ground School	45.0	
ASF 201	Commercial Pilot Single Flight Lab	34.5	49.5
ASG 260	Commercial Multi Add Ground School	30.0	
ASF 261	Commercial Multi Add Flight Lab	18.0	20.5
ASG 300	Flight Instructor Single Ground School	40.0	
ASF 301	Flight Instructor Single Ground Briefs	32.0	
ASF 302	Flight Instructor Single Flight Lab	25.0	35.5
Total Clock Hours		658.0	

COMMERCIAL PILOT TRACK

The Commercial Pilot Track prepares the individual to be qualified as a Commercial Pilot with Multi-engine rating for a commuter or on demand operator. This program is designed to be completed in 10 months with a Diploma awarded upon completion.

COURSE #	COURSE TITLE	DIDACTIC	LAB
ASG 100	Private Pilot Single Ground School	60.0	
ASF 101	Private Pilot Single Flight Lab	43.0	60.0
ASG 120	Instrument Airplane Ground School	60.0	
ASF 121	Instrument Airplane Flight Lab	40.0	65.0
ASG 220	Commercial Pilot Multi Ground School	60.0	
ASF 222	Commercial Pilot Multi 55e Flight Lab	39.0	50.0
Total Clock Hours		477.0	

Courses

COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by L3Harris Flight Academy. The first digit of the course number indicates the level at which students normally take the course. The second and third number determines the logical order the courses should be completed. The course prefix is a three-letter designator based on the content of the specific course.

ASG 100 PRIVATE PILOT SINGLE GROUND SCHOOL

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Private Pilot certificate. This course provides instruction in aeromedical; aircraft structure, systems, and instruments; aerodynamics; regulations and pre-flight requirements; airports/airspace; aircraft operations; emergency procedures; night operations; weather theory and services; VFR navigation, and aeronautical decision making. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Private Pilot Airmen Knowledge Test (AKT).

Prerequisite: None

ASF 101 PRIVATE PILOT SINGLE FLIGHT LAB

This course consists of flight instruction given by an appropriately rated instructor as well as solo practice. Flight instruction is received in the following subjects: pre-flight operations, weight and balance determination, line inspection, aircraft start-up and run-ups, airplane servicing, airport and traffic pattern operations at controlled and uncontrolled airports, radio communications, and collision avoidance precautions flight maneuvering by reference to ground objects flight at slow airspeeds with realistic distractions, recognition of and recovery from stalls entered from straight flight and from turns, and how to execute proper

takeoffs and landings. Additionally, the course will cover how to properly control and maneuver an airplane solely by reference to instruments, including emergency descents and climbs using radio aids or radar directives; and the skill of cross-country flying using pilotage, dead reckoning, and radio aids.

Prerequisite: ASG 100 w/ PAR AKT

ASG 120 INSTRUMENT AIRPLANE GROUND SCHOOL

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Instrument rating. This course provides instruction in human factors; instruments; aerodynamics; regulations; airspace; ATC; IFR navigation; aircraft control; emergency operations; IFR operations; and accident analysis. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Instrument Airmen Knowledge Test (AKT).

Prerequisite: PAR AKT

ASF 121 INSTRUMENT AIRPLANE FLIGHT LAB

This course covers the control and accurate maneuvering of an airplane solely by reference to flight instruments, IFR navigation using VOR and GPS systems (including time, speed and distance computations), and compliance with air traffic control instructions and procedures. The course will also cover flying instrument approaches to published minimums using the VOR, GPS, LOC, and ILS systems and cross-country flying in simulated or actual IFR conditions, on Federal airways or as routed by ATC, are covered in detail.

Prerequisite: Private Pilot Certificate and ASG 120 w/ IRA AKT

ASG 200 COMMERCIAL PILOT SINGLE GROUND SCHOOL

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Commercial Pilot Certificate. This course provides instruction in aeromedical; CRM; advanced aerodynamics; regulations and pre-flight requirements; high performance power plants and advanced aircraft systems; commercial maneuvers & flight considerations; emergency operations; airspace; IFR operations; cross-country planning; and aeronautical decision making. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Commercial Pilot Airmen Knowledge Test (AKT).

Prerequisite: Private Pilot Certificate and IRA AKT

ASF 201 COMMERCIAL PILOT SINGLE 55E FLIGHT LAB

During this course, in flight operations, the student will develop an in-depth knowledge of single engine aircraft components, functions, systems, aerodynamics and performance at the commercial pilot level. The student will also gain necessary knowledge on en-route flight to include weather, navigation, and regulations. Cross country flying, including both a day and night flight with a landing at a point more than 100 miles from the point of departure is accomplished, as well as one long flight with at least one leg more than 250 nautical miles and landings at three different airports. Ten hour of Supervised Pilot in Command time will also be accomplished.

Prerequisite: Private Pilot Certificate with Instrument Rating and ASG 200 w/ CAX AKT

ASG 220 COMMERCIAL PILOT MULTI GROUND SCHOOL

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Commercial Pilot certificate with multi engine rating. This course provides instruction in aeromedical; CRM; multi engine systems/ aerodynamics; regulations and pre-flight requirements; multi engine operations; emergency operations; airspace; meteorology; IFR operations; cross-country planning; and aeronautical decision making. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Commercial Pilot Airmen Knowledge Test (AKT).

Prerequisite: Private Pilot Certificate and IRA AKT

ASF 221 COMMERCIAL PILOT MULTI 55E FLIGHT LAB

This course consists of flight instruction given by an appropriately rated instructor. Flight instruction is received in an airplane with retractable gear, flaps, a controllable propeller, and powered by multiple engines. Night flying, including a cross-country night flight with a landing at a point more than 100 miles from the point of departure, is accomplished. Each student learns normal and maximum performance takeoffs, and landings using precision approaches and prescribed airplane performance speeds,

including operation at maximum authorized takeoff weights. The course also covers emergency procedures appropriate to VFR and IFR flight and to the operation of complex airplane systems.

Prerequisite: Private Pilot Certificate with Instrument Rating and ASG 220 w/ CAX AKT

ASG 260 COMMERCIAL PILOT MULTI ADDITIONAL RATING GROUND SCHOOL

The course is designed to provide students aeronautical knowledge for the addition of a Multi-Engine rating to their FAA Commercial Pilot certificate. This course provides instruction in multi-engine systems/aerodynamics; regulations and pre-flight requirements; multi engine operations including performance and limitations; engine failures; engine-out aerodynamics & maneuvers; emergency operations; IFR operations; cross-country planning; and aeronautical decision making. At the completion of this course, the student will have completed the ground training necessary to begin flight training for the addition of a multi engine rating to their Commercial Pilot Certificate.

Prerequisite: Private Pilot Certificate with Instrument Rating and CAX AKT

ASF 261 COMMERCIAL PILOT MULTI ADDITIONAL RATING FLIGHT LAB

This course consists of flight instruction given by an appropriately rated instructor. Flight instruction is received in an airplane with retractable gear, flaps, a controllable propeller, and powered by multiple engines. Each student learns normal and maximum performance takeoffs, and landings using precision approaches and prescribed airplane performance speeds, including operation at maximum authorized takeoff weights. The course also covers emergency procedures appropriate to VFR and IFR flight and to the operation of complex airplane systems.

Prerequisite: Commercial Pilot Single Engine Certificate and ASG 260

ASG 300 FLIGHT INSTRUCTOR SINGLE GROUND SCHOOL

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Flight Instructor Single Engine Certificate. This course provides instruction in fundamental of instruction; regulations; aeromedical; systems; aerodynamics; pre-flight requirements; airspace; safe operation of aircraft; night/high altitude operations; meteorology; navigation; and flight planning. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Flight Instructor Fundamental of Instruction and Flight Instructor Airplane Airmen Knowledge Tests (AKT).

Prerequisite: Private Pilot Certificate with Instrument Rating and CAX AKT

ASG 301 FLIGHT INSTRUCTOR SINGLE GROUND BRIEFS

During this course the student will obtain the instructional knowledge, necessary to meet the requirements of a Flight Instructor Certificate with an Airplane Category and Single-Engine Class Rating.

Prerequisite: Commercial Pilot Single Engine Certificate and ASG 300 w/ FOI/FIA AKTs

ASF 302 FLIGHT INSTRUCTOR SINGLE FLIGHT LAB

During this course the student will obtain the aeronautical skill and experience necessary to meet the requirements of a Flight Instructor Certificate with an Airplane Category and Single-Engine Class Rating.

Prerequisite: Commercial Pilot Single Engine Certificate and ASG 300 w/ FOI/FIA AKTs

ASG 320 FLIGHT INSTRUCTOR INSTRUMENT GROUND SCHOOL

The course is designed to provide students basic aeronautical knowledge for training towards an FAA Flight Instructor Instrument Rating. This course provides instruction in regulations; aeronautical information manual; ATC; IFR navigation; IFR procedure charts; aviation weather reports and forecasts; aircraft operations under IFR; critical weather. ADM; and CRM. At the completion of this course, the student will have completed the ground training necessary to meet the endorsement requirements to take the Flight Instructor Instrument Airmen Knowledge Tests (AKT).

Prerequisite: Commercial Pilot Single Certificate with Instrument Rating and FOI/FIA AKTs

ASG 321 FLIGHT INSTRUCTOR INSTRUMENT GROUND BRIEFS

During this course the student will obtain the instructional knowledge, necessary to meet the requirements of a Flight Instructor Certificate with an Instrument Airplane Rating.

Prerequisite: Flight Instructor Single Engine Certificate and ASG 320 w/ FII AKT

ASF 322 FLIGHT INSTRUCTOR INSTRUMENT FLIGHT LAB

During this course the student will obtain the aeronautical skill and experience necessary to meet the requirements of a Flight Instructor Certificate with Instrument Rating.

Prerequisite: Flight Instructor Single Engine Certificate and ASG 320 w/ FII AKT

COURSE SUBSTITUTIONS

Course substitutions or any other deviation from the stated requirements of the Diploma offered at L3Harris Flight Academy must have the written approval of the Manager of Student Administration.

Admissions & Registration

L3Harris Flight Academy reserves the right to refuse to provide or accept applications at its sole discretion. Applications for admission are valid for only one year from the date of receipt. Admitted students must enroll within 90 days of acceptance or reapply.

All documentation must be provided prior to starting your chosen program. If any documents are not provided prior to enrollment, acceptance to L3Harris Flight Academy will be provisional until such documents are provided. Acceptance will be revoked if it is determined any documents were completed fraudulently or disqualifying information purposefully withheld. All applicants must be at least 17 years and 6 months of age prior to enrolling into their program of choice.

GENERAL ADMISSIONS POLICIES

To apply for admission to any of the flight programs, please forward the items listed to:

L3Harris Flight Academy

2685 Flightline Avenue, Sanford,
FL 32773 USA

usinfo.cts@L3T.com

PROOF OF IDENTIFICATION

United States Citizens (including individuals from DC, Puerto Rico, U.S. Virgin Islands, Guam, Northern Mariana Island, American Samoa, and Commonwealth of Northern Mariana Island):

- > Valid U.S. Passport or Passport Card
- > and Certificate of Birth Abroad (if applicable) and Certificate of Naturalization (if applicable) OR – Any two of the following:
- > State issued Birth Certificate
- > Unexpired Government Issued Photo ID
- > U.S. Military ID Card
- > Native American Tribal Card

Permanent Residents:

- > International Passport, and Unexpired Permanent Resident Card

International Students:

- > Valid International Passport

FAA MEDICAL

All applicants must obtain an FAA Medical Certificate before beginning training at the Academy (or sign an L3Harris Flight Academy form acknowledging the need to obtain a FAA medical prior to enrollment/orientation). This may be accomplished with the nearest FAA Aviation Medical Examiner. Examiner names and locations may be obtained by contacting your local FAA Flight Standards Office, flightphysical.com, or the Academy Admissions Office. Information on how to obtain Medicals can be found at: https://www.faa.gov/pilots/medical_certification

Applicants should make themselves aware of the different classes of medical certificates available and what class of certificate is required for the different careers in the Pilot and Instructor professions.

MEDICAL INSURANCE

L3Harris Flight Academy requires students to maintain medical insurance while enrolled. Students may join the L3Harris Flight Academy policy (if eligible) or elect to maintain their own coverage by providing evidence of coverage from their provider.

ENGLISH LANGUAGE

In accordance with FAA pilot certification requirements, all applicants must be able to read, write, speak, and understand the English language. For U.S. Citizens and Permanent Residents whose primary language is not English, an Academy English Assessment is required.

INTERNATIONAL STUDENTS

International students are those students who come to the United States on a temporary basis for the purpose of attending L3Harris Flight Academy and hold a valid non-immigrant visa. International students are required to follow all rules and provisions of the Academy as well as the requirements and regulations of the Bureau of Citizenship and Immigration Services and the Department of State which apply to their visa.

International applicants must submit all required application materials to arrive at the Academy at least 30 days prior to the class start date.

Standardized English Language Test – Self-sponsored applicants from countries whose primary language is not English are required to complete one of the following English language assessments, unless the applicant already possesses an FAA Pilot Certificate. Assessments that are more than 2 years old will not be accepted.

IBTOEFL – minimum score = 80

TOEIC – minimum score = 790

IELTS – minimum score = 7

An Academy English Assessment interview via Skype or in person is required for self-sponsored international applicants.

PROOF OF FUNDING

International applicants must provide current evidence of funds available to cover the full cost of tuition, training materials, required fees, and living expenses. A signed letter of sponsorship must be submitted as well if the applicant will be sponsored by any individual(s) or entity. Additional proof of funding is required for F-2 or M-2 dependents. Speak to your Admissions Officer for a breakdown of fees.

TUITION RATES AND FEES:

Please refer to section 10 “Student Accounts” for information regarding tuition rates and fees.

APPLICATION PROCESS

In order to be considered for acceptance to the Academy you must submit the following items to your Admissions Officer. For questions about the application process, feel free to contact your Admissions Officer toll free at: **1 800 U CAN FLY**

1. Completed and signed application for admission
2. \$76.00 USD application fee
3. Education requirements:

Applicant must meet 1 of the following requirements:

- > US High School Diploma
 - > GED - present GED certificate PLUS evidence of completed 24 College credit hours from an accredited institution
 - > An official High School and/or College transcript may be required at the discretion of the Registrar
4. Complete a Wonderlic assessment and meet or exceed the minimum score.
 5. Submit a 250-word essay explaining the reasons for applying to the Academy.
 6. Photocopy of FAA Medical Certificate. International applicants may complete Academy FAA Medical Acknowledgment Form initially but must obtain a FAA medical upon arrival. Go to www.flightphysical.com for information on FAA Designated Medical Examiners in your country.
 7. Photocopy of current FAA Pilot Certificate and logbook pages (if applicable)
 8. Photocopy of Foreign Pilot License with valid FAA Letter of Authenticity (if applicable)

DIPLOMA PROGRAM ADDITIONAL REQUIREMENTS

L3Harris Flight Academy admits only qualified applicants into the Diploma programs. Additional information may be necessary to determine the likelihood of the applications success. Applicants may be required to be interviewed by the Academy’s Selection Committee, at the discretion of the Registrar, before final determination.

ACCEPTANCE

All documents will be reviewed for acceptance by the Registrar. Additional documents may be requested to confirm validity of originals submitted. Applicants will be notified of acceptance or denial in writing.

Applicants who are accepted to the Academy will be assigned a cohort start date. If for unforeseen circumstances, the applicant is unable to attend at that time, he/she will be given the opportunity to enroll in the following cohort at the discretion of the Registrar. In any case, applicants must enroll within 90 days of the original assigned start date or the acceptance letter will be rescinded, and the applicant will need to reapply for admission.

INTERNATIONAL STUDENTS

Student Visas - Once the application has been reviewed and the student is accepted for the training program, the I-20 for the F-1 or M-1 Visa forms are issued by the Academy.

TSA Clearance - All non-U.S. Citizens holding permanent residence and international students are required to complete the Alien Flight Students Program (AFSP) application online at: www.fts.tsa.dhs.gov/home

Students may request assistance with AFSP application during registration. Fingerprinting will be done on campus after orientation. The applicant must be approved to train by AFSP prior to beginning any flight lab course with L3Harris Flight Academy.

DEPOSIT

For courses with tuition estimates over \$10,000.00, a \$10,000.00 deposit is required for cash-paying student prior to Orientation. For courses with tuition estimates under \$10,000.00, the full cost of tuition is due prior to the class start date. Deposit is applied toward estimated tuition only, not toward any other supplies and/or fees. Deposits are required for all students not receiving Financial Aid.

INTERNATIONAL CONTRACT TRAINING PROGRAMS

Contract-based international training programs are offered to individuals who have earned sponsorship through a participating Airline or University. This program is not available to the general public for enrollment; it is designed specifically for contract sponsored students. Tuition and Fees are set by each individual airline or university.

Admissions Requirements

1. Valid Passport
2. Airline contract as proof of sponsorship
3. Copy of Diploma or official transcript with verification of equivalency to minimum of U.S. High School diploma by approved 3rd party verifier

Applicants may be required to pass either a written or oral, or both, English language proficiency evaluation. Minimum passing standards will be outlined in the training contract between the Academy and the Sponsor. Applicants who fail to meet minimum standards may be conditionally accepted into the program contingent upon attending an L3Harris approved Aviation English course. Satisfactory course completion is required to remain in the training program.

REGISTRATION AND ORIENTATION

L3Harris Flight Academy operates year-round. Program enrollments are offered to prospective students once every month. Holiday closure occurs twice a year: Thanksgiving and Christmas.

Students at L3Harris Flight Academy are responsible for registering for academic programs and additional courses. Initial registration is conducted the week prior to the class start date. Students must register for continuing education courses upon completing their initial program by contacting the Registrar.

A letter to notify each student of the date, time, and other specific information concerning registration will be mailed prior to the class start date.

During registration, students will receive specific information concerning their flight training program, academics, enrollment agreement, student accounts, student housing, and required books and flight materials. If applicable, they will also receive information regarding their financial aid package and the Department of Veterans Affairs benefits.

In the event a course or program is not available, the student will be refunded 100% of any monies paid toward enrollment in that course or program.

Following registration, all new students receive an orientation session. This session provides the opportunity for all new students to meet key Academy Staff Members. Additionally, international students will receive a more detailed orientation briefing to aid in their transition to living and training in the United States.

L3Harris Flight Academy reserves the right to make necessary and appropriate adjustments to the published schedule to include cancellation or rescheduling of any class.

SCHOOL TRANSFER CREDIT

Students with prior flying experience may be eligible for credit towards the hourly requirement established for each FAA pilot certificate or rating. Credit that may be assigned is governed by Federal Aviation Regulation 141.77(b). L3Harris Flight Academy will accept transfer credit on a case-by-case basis. Students requesting review of any flight time, ground school, or exams for the possibility of transfer must notify their admissions representative. All requests for transfer credit must be submitted for review no later than 14 calendar days prior to the course start date; no exceptions made.

PROGRAM TRANSFERS

Students may request to transfer programs at the completion of a certificate or rating course. Transfers must be requested through the Registrar's office and approvals are at the discretion of the Student Progress Monitoring Council. Students may not transfer programs prior to completion of their currently enrolled course.

STUDENTS WORKING WHILE ENROLLED

L3Harris Flight Academy considers its students to be full-time students, available for training according to the terms and conditions set forth in the Academy's enrollment agreement. Students must be available for training at flexible and variable times. Therefore, the Academy strongly discourages students from working while enrolled. International Students are not permitted to work without authorization from the school's PDSO.

STUDENT INACTIVITY

The Student acknowledges his/her responsibility to (a) make himself/herself available for training on a full-time basis, (b) limit personal time off requests to a maximum of 30 days, and (c) in the event the Student terminates and re-enrolls in the school, pay to the school any subsequent increases in instruction, flight time, and other fees and charges. Students who do not make themselves available for training for more than 14 consecutive days may be dismissed from the Academy.

The Academy reserves the right, at its sole discretion, to terminate the student's enrollment in the event the student violates the policies and procedures set forth in the L3Harris Flight Academy Student Flight Operations Manual, fails to maintain, at all times, the balance in his/her school account required by this agreement, fails to make himself/herself available for scheduled training, demonstrates unsatisfactory progress due to failure in applying himself/herself, not completing study assignments, tardiness or absence, improper or irresponsible attitude, any drug/alcohol related activities or incidents, incapacitation or inability to maintain a FAA Medical Certificate, language barriers, the student fails to maintain appropriate immigration or resident alien status, of the school, in its sole discretion, considers the student's competencies, aptitude, or character unsuitable for further training, including, without limitation, any student involvement in any criminal proceeding.

LEAVE OF ABSENCE (LOA)

If a student will be absent for a period that exceeds the allowable PTO and/or CCB, the student may submit a request for a Leave of Absence (LOA). LOA requests are subject to approval upon the review of supporting documentation by the Registrar. The number of days in the approved leave of absence, when added to the number of days in all other approved leaves of absence, cannot exceed 180 days in any 12-month period. The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence except in those cases

where unforeseen circumstances would prevent a student from submitting a request in advance.

A Leave of Absence request form may be obtained in the Registrar's office. The following are the reasons that qualify for a leave of absence.

You may be required to provide supporting documentation:

- > Circumstances that are covered under the Family Medical Leave Act of 1993, which are:
 - > Serious health condition of student
 - > Care of an immediate family member with a serious health condition
 - > Birth/adoption of a child and care for that child
- > Death of an immediate family member
- > Jury duty
- > Military service

If requesting a leave of absence for a reason other than those listed above, please also submit a letter explaining your circumstances, along with supporting documentation, to the Registrar.

Failure to return from an approved leave of absence will result in dismissal from the school. Also, if a student's LOA exceeds the allowable 180 days cumulative, the student will be dismissed from the school.

WITHDRAWAL

A student may withdraw from the Academy at any time. The student must complete the student out-processing paperwork. Completion of this paperwork will initiate the start of the final auditing process of the student's account to properly apply and identify any monies to be refunded or owed. The day the Academy is notified of a student's withdrawal is considered the termination date for the purpose of determining a refund or balance due. A student who withdraws from the academy while on academic probation will receive the appropriate withdrawal grades for courses attended prior to withdrawal.

RE-ENROLLMENT POLICY

A student whose attendance at L3Harris Flight Academy has been interrupted due to academic suspension or dismissal, or enrollment at another institution without proper approval, will be required to reapply for admission. Students whose enrollment is terminated for unsatisfactory progress or disciplinary reasons must wait a period of one year from the termination date before requesting reinstatement to the Academy. Any student dismissed from the academy must provide a written petition for readmission with the application and fees. Eligibility to reapply is subject to approval by the Student Progress Monitoring Council (SPMC).

Students who have previously voluntarily withdrawn from training and are wishing to re-enroll into any a non-accredited program or course, re-entry will be allowed to apply after a 45 day period, subject to Student Progress Monitoring Council approval and verification from the finance department that no balance is owed to the school.

Application fees are valid for 12 months from the date of initial payment only. A new application fee is required for any former student who meets the above criteria to reapply and has exceeded the 12-month timeframe of initial payment.

Please cross-reference the Re-entry Policy outlined in the Student Account’s Office section of the catalog.

GRADING SYSTEM

The final grade a student receives in each course is converted to a numerical equivalent or grade point.

The following is a list of letter grades and the grade point equivalents:

Letter grades of “A”, “B”, “C”, “D”, and “F” are used in the computation of Grade Point Average (GPA).

The grade of “I” represents an incomplete and the student typically has four weeks to convert the “I” to a letter grade of “A”, “B”, “C”, “D”, or “F” at the discretion of the instructor.

Grades of “I”, “C”, “T”, “AO”, “WC” or “WF” are not computed in the GPA.

PERCENTAGE	DESCRIPTION	GRADE	GRADE POINT
94-100	Superior	A	4
87-93	Good	B	3
80-86	Satisfactory	C	2
73-79	Low Pass	D	1
0-72	Failure	F	0
	Incomplete	I	
	Credited (p61)	C	
	Transfer (p141)	T	
	Audited Only	AO	
	Withdrawal from Course	WC	
	Withdrawal from Academy	WA	

COMPARABLE PROGRAM INFORMATION

L3Harris Flight Academy is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is required to provide to the Accrediting Commission, on an annual basis, required tuition, fees and length for each recognized program. Comparable program information related to tuition, fees and program length is available through:

The Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302

Arlington, Virginia 22201

+1 703 247 4212

www.accsc.org

Financial Aid

To help students finance their education and training, L3Harris Flight Academy offers the following financial aid programs.

PRIVATE FUNDING

The Academy has private funding options for those who prefer this type of funding. Contact the Financial Aid department for more information.

SCHOLARSHIPS AND GRANTS

Information about scholarships and additional grants may be obtained by contacting a local library or the Department of Postsecondary Schools in your home state. You may also research scholarships and grants on the Internet.

VETERANS ADMINISTRATION (VA)

Education Benefits and Refund Policy

Flight training is available to eligible veterans and reservists under Chapters 30 and 33 Title 38 USC; and Chapter 1606 Title 10 USC. Only training at flight schools approved under Part 141 are eligible for benefits. Students must have a Private Pilot certificate and a current Medical Certificate valid for second class privileges to enroll in a Commercial or Instrument course. For courses above the commercial level, students must have a Commercial Pilot certificate and maintain a current Class II medical certificate. To enroll in an ATP course, students must have a First Class Medical, valid for first class privileges to receive VA educational benefits. Students must prove Class II privileges prior to the start of each course. Benefits are payable for dual flight, ground school training, and pre/post flight briefings. Benefits are paid monthly following submission by the school of a “monthly certification of training”.

For a complete description of the school's VA program, please refer to the Catalog's Appendix A "Veterans Information Bulletin"

Applications for Education Benefits (22-1990) and Request for Change of Program or Place of Training (22-5495) should be sent to: VA Regional Office | P.O. Box 8888 | Muskogee, OK 74402-8888. For more information, Veterans may call +1 888 442 4551 or visit the website at:

www.benefits.va.gov/gjbill/flight_training.asp

VA Policy requires refunds are in accordance with L3Harris Flight Academy's refund policy for all students. Students training under Veterans Administration Educational Assistance should be aware that any funds paid to them from their entitlement must be refunded to the Veterans Administration should they withdraw. Only students with mitigating circumstances would be exempt from this provision.

Additional information regarding VA refund regulations and procedures can be obtained by contacting the VA regional office in Muskogee, OK or the Financial Aid Office at L3Harris Flight Academy.

ADDITIONAL INFORMATION

For further information regarding student loans, including payments and deferments, please contact the Financial Aid Office.

Disclaimer Notification: L3Harris Flight Academy intends to adhere to the rules and regulations, course offerings, and financial charges as announced in the Catalog and in other publications. We, however, reserve the right to withdraw any subject or course, to change the academic calendar, to change rules affecting the admission and retention of students or the granting of diplomas, or to alter its fees and other charges, whenever such changes are desirable or necessary. Attendance at L3Harris Flight Academy is a privilege that may be forfeited by anyone whose conduct is inconsistent with the traditions, policies, or regulations.

Student Account's Office

The Student Account's Office is responsible for maintaining records of students' finances in relation to academic activities at L3Harris Flight Academy. The Student Account's Office is prohibited from releasing student records, without student consent, except as permitted under the Family Educational Rights and Privacy Act. All students wishing to share information must sign a FERPA form authorizing the Academy to discuss your information with the specific person indicated on the form.

TUITION POLICY

Students enrolled in an accredited program are charged a package price for tuition. The program is broken down into two terms. The student's account is charged tuition for ½ the total

estimated tuition cost for the first term when the student enrolls. Upon completion of the first term's training, the students account will be charged the second half of the total estimated cost for the program. The student's account will have a running balance until the tuition is paid in full.

All prices are estimates and based on the Training Course Outline (TCO) hours it takes an average student to go through the various programs. All prices are subject to change. Each student's experience may vary, and hours or costs may be different than what is quoted. Tuition does not include additional training over the schedule lesson block required for competency; fuel surcharge; repeating failed ground school classes or exams, FAA knowledge tests (except PAR), repeating failed flight lab stage checks, Airman Certification practical tests/ACR fees; or student visa extensions (if required). Charges will be applied to the students account as applicable. Please contact your Admissions Officer or the Bursar for more details.

ENROLLMENT CANCELLATION AND SETTLEMENT POLICY

Cancellation requests should be made in writing, signed by the student, and mailed or delivered to the Academy. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following:

- > The regularly scheduled orientation procedures, or
- > Following a tour of the school facilities and inspection of equipment where training and services are provided

All monies paid by an applicant must be refunded if requested within three days after signing the enrollment agreement and making initial payment.

An applicant requesting cancellation more than three days after signing an enrollment agreement but prior to entering the school is entitled to a refund of all monies paid minus an application fee of \$76.00.

TUITION PAYMENTS

Monthly payments for students on a payment plan are due by the 15th of each month, unless otherwise stipulated in writing. If the additional payments are not made on a monthly basis by the 15th, the student will be "financially grounded" (all training activities will cease) until the appropriate payment has been received by the Student Account's Office.

PAYMENT METHODS

L3HarrisFlight Academy accepts the following forms of payment: Cashier's check, money order, wire transfers, and all major credit cards (Discover, Visa, MasterCard, and American Express). Payments may be made to the Student Account's Office, Monday through Friday from 8:00 A.M. to 5:00 P.M. If the Bursar is unavailable, payments may be made at the reception desk in the Welcome Center lobby. On weekends and after hours, payments may be made at Dispatch.

LESSON CANCELLATION FEE POLICY

A student may be charged a lesson cancellation fee in the amounts outlined below for any of the following reasons:

- > The student fails to make themselves available for any scheduled training or testing event without notification to the school (No Show).
- > The student fails to notify their Instructor, Group Manager, or Dispatch at least two hours in advance that they will be unavailable for that event (Not Available).
- > The student is on campus but fails to present themselves on time to their instructor or check pilot to begin any ground or flight training or testing activity (Tardy).
- > The student is on campus and present but is not prepared to begin any ground or flight training or testing activity on time (Unprepared).
- > The student has more than 6 non-exempt cancellations (student related). Exempted cancellations are listed below and must be accompanied by verifiable documentation:
 - > Doctors note for illness (every 7 days for continuation)
 - > Family emergencies
 - > Legal obligations
 - > Any other event at the discretion of senior management

Cancellations fees are charged at the following rates:

1. The first event will generate a charge to the student's account for \$130.00.
2. The second event will generate a charge to the student's account for \$250.00.
3. The third event will generate a charge to the student's account for \$500.00.
4. The fourth and all subsequent events will generate a charge to the student's account for \$500.00 and may result in dismissal from the Academy.

Cancellation Fee for an FAA Knowledge Test will be \$175.00.
Cancellation Fee for an FAA Practical Test will be \$900.00.

FINANCIAL GROUNDING POLICY

Any student whose tuition account balance drops below Zero dollars (\$0) may be financially grounded from training until a payment is made to bring the account balance above this amount. Students will have 14 days to make a tuition payment to satisfy this requirement.

Students may be able to continue training with a negative tuition account balance of up to \$3000 at the discretion of the Student Account's office.

Any student whose tuition account balance is below Zero dollars (\$0) at the completion of a training term, must make full payment to bring the account balance above that amount, or make payment plan arrangements with the Student Accounts office, before being approved to enroll in any subsequent training terms.

Payment plan agreement terms [amount and length], if approved, are determined using a formula whereby the amount of the balance due is divided by the number of expected months the student has remaining in their program to graduate.

For example, balance due is \$3000 with 6 months training expected left to graduate. $\$3000/6 = \500 per month payment. This amount will be added to their regular tuition payment due the 15th of each month.

STUDENT REFUND POLICY

In the event a student terminates the course of instruction for any reason, the student shall comply with the following refund policies.

L3Harris Flight Academy will make all refunds within 45 calendar days of the date of the student's official or unofficial withdrawal/dismissal date. Private loan recipients understand that any refund will be sent back to the lender to reduce the outstanding loan debt. Fingerprinting fees, TSA fees, charges for electronic training materials, textbooks, uniforms, transportation pass and the Private loan fees are non-refundable.

INSTITUTIONAL REFUND POLICY

Institutional Refund Policy is based upon the portion of the payment period successfully completed by the date of withdrawal as determined by the institution.

- > Up to 60% completion of the Term: The student will be charged for the percentage of clock hours completed within the term.
- > 61% and above completion of the Term: The student will be charged the full amount of the term, no refund. However, the unused tuition balance of the term retained by the school may be applied to any additional training balance owed by the student. Should the additional training balance exceed the unused tuition balance, the student will be responsible for the excess balance.

Students with transfer hours will have different payment periods and 60% marks and are advised to see the Bursar or Financial Aid department to determine their payment period and 60% mark.

In case of a student's prolonged illness or accident, a death in the family, or other circumstances the school may make an exception at the discretion of the Academy Director.

Once issued, all books, uniforms, and supplies are non-returnable/non-refundable. A student will be charged for training completed through his/her last day of recorded classroom or flight training attendance. Any refunds shall be based on the date the institution has determined the student has withdrawn and will be paid within 45 days.

If L3Harris Flight Academy closes or discontinues a course or program, the school shall refund to each currently enrolled student monies for tuition for which the student would have been liable had the course or program continued.

In the event a student is granted personal time off or leave of absence and advises the school that he/she will not be returning, the date of notice of intent to withdraw will be used. Students will be dismissed after 14 days of undocumented inactivity.

L3Harris Flight Academy reserves the right to discontinue the training of any student who does not maintain our standards in grades, attendance, or conduct. In such a case, cancellation and settlement will be made in accordance with the above schedule. The Academy reserves the right to relax certain provisions of its refund policies in cases of extreme hardship.

Failure to pay the balance or make a scheduled payment will result in the account being turned over to a collection agency. Failure to make acceptable payment arrangements or pay outstanding balance in full will result in the account being reported to a credit bureau after 45 days of non-payment and may result in legal action to recover balance due to L3Harris Flight Academy.

REENROLLMENT POLICY

If a student has dis-enrolled from L3Harris Flight Academy and wishes to re-enroll, the following policy will apply:

- > A full audit must be completed on the student's account, and any balance owed must be paid in full before admission into a new course or program will be considered.
- > If a withdrawn student's previous enrollment resulted in an unpaid balance due to the Academy, the outstanding balance must be paid in full prior to re-entry.

Please cross-reference the Reenrollment Policy outlined in the Registration section of the catalog.

Student Affairs

The Student Affairs Department at L3Harris Flight Academy is involved in the mentoring and advising of its students regarding student life at the Academy. The Student Affairs Office assist with orientation, student activities, student life, graduation, and pastoral care.

STUDENT ACTIVITIES

Various extra-curricular student activities at L3Harris Flight Academy are coordinated by the Student Services Office. These activities reflect the needs of the busy, career-oriented students who, from time to time need to de-stress and relax. Many ideas for the field trips come from student inspiration and we are always open to new and exciting options. The Student Services Office also helps students who may not be familiar with the Orlando area.

Student Services plan activities and provide local information to benefit the entire student body.

Local attractions include but are not limited to:

- > Trips to the local beaches
- > Sporting events and competitions
- > Evening activities that include movies, dinner, etc.
- > Historical, educational, and cultural events
- > Trips to local theme parks including Disney, Universal, SeaWorld, etc.
- > Local aviation shows

STUDENT HOUSING

We can suggest several off-campus housing options. The Student Services Office is available to assist students with additional questions and/or concerns they may have related to accommodations.

TRANSPORTATION

Shuttle service may be provided on a limited scheduled basis for transportation to and from select Academy affiliated hotel, apartment, and housing complexes for a monthly fee. Daily schedules are provided to students who sign up for this service.

FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

L3Harris Flight Academy has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the

extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address functional limitations of the disability that adversely affect equal educational opportunity.

The training programs are subject to the regulatory requirements of the FAA. Therefore, persons with certain disabilities may be limited or unable to participate and/or certification in the training programs.

Applicants or students who would like to request disability service/accommodations must make a request to the Registrar's office. Students will receive written notification of the determination within seven calendar days. L3Harris Flight Academy is dedicated to assisting and providing reasonable accommodation to students with documented disabilities who request assistance. Individual student's needs are addressed by the Student Affairs/Student Services Office about specific disabilities, academic and career goals, learning styles, and objectives for personal development.

Students interested in L3Harris Flight Academy aviation programs are encouraged to contact their Recruiting Advisor for information regarding eligibility concerns. All information is confidential and not included in the student's academic record.

PERSONAL TIME OFF (PTO)

Student requests for Personal Time Off (PTO) are limited to a maximum of 15 days while enrolled. Personal Time Off requests must be made by the student to the Student Affairs department at least two days prior to the requested date(s). PTO requests may be subject to additional requirements/stipulations and are not guaranteed to be approved. Students on academic probation are not eligible for PTO. The student will not be charged any additional fees during an approved PTO.

If the student does not return following the PTO period, or notify the Academy of their intentions within 7 calendar days after their expected return date, the student may be dismissed from the Academy and the school will apply the refund policy published in this catalog. Due to the course work required for graduation, Personal Time Off is strongly discouraged. Any variation to any of these policies must be approved by the Student Progress Monitoring Council.

STUDENT ILLNESS

If a student becomes ill or has a medical issue, he/she is responsible for providing the Academy with appropriate documentation. Otherwise, the student illness days may be deducted from the 15 days of allowed PTO at the discretion of the Manager of Student Affairs.

CODE OF CONDUCT

L3Harris Flight Academy upholds a strict code of conduct policy to both maintain the integrity of the institution and the safety of the student and employee population.

PROFESSIONALISM

Students are expected to conduct themselves in a professional manner while attending the Academy. Violations of Academy policy; federal aviation regulations; local, state or federal laws; or general misconduct, will not be tolerated and can result in the student being placed on disciplinary probation, suspension, and/or dismissed from the Academy.

Students are expected to project a professional manner in both attire and behavior when on campus. Professionalism is demonstrated through knowledge, ability, attitude, and appearance. A positive, courteous attitude toward fellow students, flight instructors, and administration is required for daily interaction.

ACADEMIC INTEGRITY

L3Harris Flight Academy students work under an honor system which obligates them to do their own work. Students who violate this policy are subject to sanctions including probation or dismissal. The honor system further incorporates intellectual integrity, which prohibits the use of inappropriate sources of information during testing.

L3Harris Flight Academy is committed to upholding professional conduct and integrity. All students, faculty, and staff have obligations to uphold academic integrity and act when violations of institutional policy occur. Students found by the Student Affairs Department to have committed violations of academic integrity may receive the following sanctions including a failing grade on the assignment, a failing grade for the course, probation, or dismissal from the Academy.

Violations of Academic Integrity Include:

- > Cheating including giving or receiving help from unauthorized persons or materials during examinations and /or assignments; the unauthorized communication of examination questions prior to, during, or following administration of the examination; collaboration on examinations or assignments expected to be individual work; fraud and deceit which include knowingly providing false or misleading information or failing to provide appropriate information when requested, such as when applying for admission to the Academy.
- > Plagiarism including presenting as one's own ideas words or work of another; providing use of a source for completing academic assignments without properly acknowledging the source.
- > Unauthorized use or tampering with academic records or transcripts

BEHAVIOR AND DRESS

Students are expected to project a professional manner in both attire, personal hygiene, and behavior when on campus as well as any time in uniform and/or displaying any L3Harris identification off campus.

The following dress code is in place:

- > All students and instructors unless notified are required to wear appropriate L3Harris Flight Academy approved uniforms
- > Hats and clothing worn on campus (including student housing) shall have nothing written on it, or attached to it, that may be considered vulgar, profane, or offensive
- > Students who violate social codes of dress, orderliness, and mode of conduct will be directed by the faculty or administration to correct their behavior or risk disciplinary action

Exceptions to this policy must be documented and approved by L3Harris Flight Academy Management. Requests for exceptions must be initiated through Student Affairs.

FOOD, DRINK, AND TOBACCO ON CAMPUS

Food and drinks will be allowed in designated areas only. You are encouraged to take a plastic water bottle in the aircraft.

There will be no tobacco use in classrooms, in buildings, on the flight line, or in any aircraft. Tobacco use includes cigarettes (including e-cigarettes), cigars, and chewing/dipping tobacco. No alcoholic beverages are allowed on campus.

DISCIPLINARY PROBATION/SUSPENSION

Student who violate code of conduct policy will receive written notice via a letter from the Student Affairs Department. Any repetition of this conduct or a single major violation could be grounds for immediate termination.

Examples of undesirable conduct include, but are not limited to:

- > Conduct that disrupts the educational process of the Academy or the safety of students, staff, administration and/or campus
- > Misuse of aircraft, computers, equipment or facilities
- > Failure to follow Academy or Airport security policies
- > Drug, alcohol, or weapons policy violations
- > Any violation of local, state, or federal law resulting in the student's arrest

Students who are terminated for Code of Conduct reasons must wait a period of one year from the termination date before requesting reinstatement to the Academy.

Enrolled students at L3Harris Flight Academy will receive and acknowledge the Student Handbook containing further details of topics discussed in this and other sections of the Academy Catalog.

POLICY AGAINST HARASSMENT

The Academy prohibits harassment (including sexual harassment), bullying and abusive conduct, whether physical, verbal, or visual.

Students are expected to refrain from harassing behavior on the campus, in any school-related setting (including on-campus and off-campus housing, and school-related social events) and on electronic media (including blogs, text messages, social media, message boards, and instant messaging)

Violations of this policy may result in disciplinary action, up to and including school dismissal.

SOCIAL MEDIA USE POLICY

Defined: Any media that allows for the publication, collection and exchange of user-generated content to the general public. Students are not allowed to disclose proprietary information about L3Harris or its partners and customers. Students are not allowed to post copyrighted material, including logos, imagery and other branded information. Students cannot speak on behalf of L3Harris, unless they are authorized to do so as a company spokesperson.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

Unauthorized distribution of copyrighted materials, including Academy documents, and unauthorized peer-to-peer file sharing may subject the student to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading, or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. For "willful" infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000.00 per offense.

Students found to have violated the policies of academic integrity, including copyright infringement with respect to unauthorized peer-to-peer file sharing, including illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system, may receive the following sanctions including a failing grade on the assignment, a failing grade for the course, probation, or dismissal from the Academy.

For more information and FAQ's visit the U.S. Copyright Office:

copyright.gov

PEER TO PEER FILE SHARING POLICIES

L3Harris Flight Academy's IT resources support a wide range of educational and administrative activities. Faculty, staff, and students are expected to comply with all policies that apply to the use of these resources. As part of L3Harris Flight Academy's plan to combat the unauthorized distribution of copyrighted materials by users of IT resources, this policy addresses the issue of illegal peer-to-peer (P2P) file sharing. It is the intention of L3Harris Flight Academy to strictly enforce a policy of zero tolerance for illegal file sharing and to comply with all applicable laws and regulations.

RISKS OF P2P FILE SHARING

Copyright Violation

P2P file sharing is often used to distribute copyrighted works without the permission of the copyright owner. Such use is illegal and subjects the user to personal liability even if the user is unaware that he or she was violating the law.

Security

P2P software may bypass a computer's operating system security, thereby making the computer vulnerable to computer viruses and hacking and puts the user's personal and private data at risk.

Network Resources

The use of P2P applications can, in many instances, use a disproportionate share of available bandwidth. This can result in other important network activities being compromised due to P2P activities.

Alternatives to Illegal Downloading

Legal downloading and streaming of movies may be accessed using the following link to the Motion Picture Association of America (MPAA) website:

mpaa.org/contentprotection/get-movies-tv-shows

Legal music downloads may be accessed using the following link to the Recording Industry Association of America (RIAA) website:

riaa.com

Many sites claim to be legal when they are not. A list of sites that appear to be legal – but in fact are not – may be accessed using the following link to the Center for Democracy and Technology website:

cdt.org

CONSEQUENCES OF ILLEGAL P2P FILE SHARING

Illegal P2P file sharing is a violation of L3Harris Flight Academy's Policy and Federal Law and may result in the loss of computing privileges. To protect both network users and L3Harris Flight Academy, IT will disable network access for any device for which a complaint of copyright infringement has been received. To restore network access, the user must contact the IT department and state, in writing (e.g., email), that the user has disabled the file sharing function of their software and has agreed to discontinue all illegal file sharing activity. Further complaints against the user may result in long term or permanent loss of network access and computing privileges.

Faculty and staff who violate this policy are subject to discipline in accordance with Human Resources Policies and Procedures. Students who violate this policy are subject to discipline pursuant to the Code of Student Conduct. Additionally, L3Harris Flight Academy may report violations to appropriate authorities for criminal or civil investigation/prosecution.

CIVIL AND CRIMINAL PENALTIES FOR ILLEGAL P2P FILE SHARING

A person or entity found to have committed a copyright violation may be civilly liable for up to \$150,000.00 for each separate act of infringement. Individuals may also be prosecuted criminally for copyright infringement. First offenses may result in a prison sentence up to five years and fines of up to \$250,000.00.

STUDENT COMPLAINT POLICY

L3Harris Flight Academy has a process for all students to receive guidance and advice when they have questions, concerns, or problems during their training. The key to achieving a favorable solution is to communicate the problem in a timely manner with the appropriate member of the Academy Staff.

Each student will also be assigned a Flight Instructor for each phase of training. The assigned instructor will manage the student's training and will provide most of the flight, simulator, and ground training for that phase. Each student should understand that he/she might also receive training from other instructors during their training. This is both necessary and beneficial in that it exposes the student to other flying and instructional techniques. The Academy reserves the right to make changes in the student's assigned instructor in cases where it is clearly in the best interest of the student or the Academy.

If the student's instructor is not available or the student feels it would be inappropriate to discuss a problem with his/her instructor, the student is encouraged to make an appointment with their Training Manager, Chief Flight Instructor, or the Manager of Student Affairs.

Questions pertaining to areas other than flight or academic training should be addressed to the Manager of Student Affairs. The Manager of Student Affairs will be able to answer most student questions or direct students to someone who can assist the student.

If a student does not feel that the Academy Staff has adequately addressed a complaint or concern, the student may write a letter to the Academy Director of L3Harris Flight Academy. All complaints or concerns will be reviewed and acted upon within ten working days.

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the commission must be in written form, with the permission from the complainant(s) for the commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

703 247 4212

accsc.org

A copy of the commission's complaint form is available at the school and may be obtained by contacting the Manager of Student Affairs or online at accsc.org. Enrolled students at L3Harris Flight Academy will receive and acknowledge the Student Handbook and Student Housing Packet containing further details of topics discussed in this and other sections of the Academy Catalog

FLORIDA COMMISSION FOR INDEPENDENT EDUCATION

To file a complaint against a nonpublic postsecondary institution in Florida, please write a letter or send an email containing the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.

Send letter to:

Commission for Independent Education

325 W. Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Letters can also be emailed or faxed.

cieinfo@fldoe.org

850 245 3238

Note: Documents received in this office are considered public record. Confidentiality cannot be guaranteed. This office cannot give legal advice to any individual or take any legal action on behalf of any individual. We will investigate your complaint to see what assistance, if any, we may be able to offer.

Satisfactory Academic Progress

ACADEMIC ATTENDANCE

Students must demonstrate through their scholastic records that they are making satisfactory academic and attendance progress toward completion of their program in order to remain enrolled in the program. Students maintaining a grade of 80% or higher on school administrated computerized exams and a GPA of 2.0 or better in the flight laboratory are making satisfactory progress. The school uses a 4.0 scale with letter grades. Progress records will be maintained by the academy and a copy will be provided to the student.

MAXIMUM TIME FRAME

The academy monitors satisfactory academic progress based on 150% program length timeframe per term. With this method of progress monitoring being based off 150% program completion, the academy considers outside disturbances to be already factored into the monitoring system. This includes, but is not limited to, weather delays, maintenance delays, aircraft availability, student/instructor illness, student personal time off (PTO) requests, and unsatisfactory attempts at lessons.

In order to project whether the student will meet the anticipated milestone dates, the academy will issue academic warning letters to the student if they have not met the predetermined goal at the intervals outlined in the student enrollment agreement.

If a student is unable to meet the terms of an academic warning letter, the academy may move forward with dismissal of the student.

More details can be found later in this section under Student Progress Monitoring Council.

GROUND SCHOOL

Students are expected to attend all scheduled ground school classes and must meet the specified amount of clock hours as outlined in the Training Course Outline (TCO) time allocation table in order to complete a stage/course of ground school training. Ground classes are typically scheduled 4-6 hours per day, 5 days per week with varying start and ending times. There is a two-day drop/add period for subsequent courses after initial Academy enrollment. Minimum passing score for all ground school exams is 80%.

If the student is absent or tardy for a ground school lesson, that student will be assigned academic make-up time by the ground school instructor equal to the time absent. Failure to make-up the absence prior to a scheduled ground school exam will result in the student being ineligible for the exam. If the student is absent from a scheduled ground school exam without a legitimate excuse, that student will receive a score of zero for the exam.

If a Ground School Exam is unsatisfactory, the following guidelines apply:

An exam retake fee will apply at the time of the exam attempt.

The student's performance on the exam will be evaluated by the Ground School Instructor. Additional study items or tasks may be assigned to the student to help the student satisfactorily complete the exam. The student will be briefed on study techniques and material covered on the exam to assist in the progress of the student.

A second failure of the same stage of ground school training will result in a meeting with the Chief/Asst. Chief Ground Instructor or designee. The student will be briefed on study techniques and material covered on the exam to assist in the progress of the

student. The student will be briefed on future actions of remedial training and the rules outlined for unsatisfactory academic progress.

A third failure of the same stage of ground school training will result in the student receiving a letter from the Chief Ground Instructor notifying the student that he/she will be required to re-take the current ground school again, when available, at full cost.

Failure of any exam in the repeated ground school course will result in the student being referred to the Student Progress Monitoring Council. Outcomes could include dismissal from the enrolled program of study.

COMPLETION OF GROUND SCHOOL/FAA AIRMAN KNOWLEDGE TEST

Upon successful completion of a ground school course, the student will be scheduled for his/her FAA Airman Knowledge Test (AKT). All required FAA AKT's are available and are to be taken at the Academy. Students must pass the FAA Test with at least a minimum score of 70% before they will be scheduled for their flight lab course.

Currently enrolled students are not eligible to test at the L3Harris Flight Academy Testing Center if their endorsement is from a non-L3Harris affiliated school or instructor. Also, FAA AKT's taken at another location may or may not be accepted at L3Harris Flight Academy at the discretion of the Chief Ground Instructor.

Each test taken is required to be submitted as part of the pilot and/or flight instructor application(s), as appropriate, for certification.

Unsatisfactory FAA Knowledge Test

If an FAA Knowledge Test is unsatisfactory (less than 70% correct) for any reason, the student will be assigned a Flight Instructor to conduct counseling and receive ground school additional instruction. When ready, the student will be endorsed by the instructor providing the additional instruction and will be scheduled for the AKT retake.

Upon a second consecutive failure of an FAA Knowledge Test, the student will receive a letter from the Registrar notifying the student that he/she will be required to re-take the current ground school course again, when available, at full cost.

Upon a third failure of the same FAA Knowledge Test, The Chief Ground Instructor will recommend the student to the Student Progress Monitoring Council. Outcomes could include dismissal from the enrolled program of study.

FLIGHT TRAINING

Individual student flight lesson activities will be scheduled daily depending on the instructor's work schedule, equipment availability, weather, etc. These lessons can include individual ground training events, an advanced aviation training device (AATD), a flight training device (FTD), and/or an aircraft. Flight lesson activity schedules are made available to students the day preceding the scheduled activity. It is the student's responsibility to check his/her schedule every day. Students are expected to be present at the time of the scheduled activity and to be fully prepared for the lesson's tasks.

In order to monitor and ensure the students are progressing in their flight training appropriately, certain flight lessons will be designated as stage checks. Stage check lessons will be conducted by a check instructor designated by the Flight Standards department and will consist of both an oral exam and flight test. Both the oral exam and flight test must be passed satisfactorily before the student may progress into the next stage of training.

If an Oral Stage Check is unsatisfactory, the following guidelines apply:

The student will be scheduled for a ground briefing with his/her current Flight Instructor. The student will then be rechecked on the task(s) found to be deficient.

Additional failures of the same Oral Stage Check will result in additional counseling and potentially the repeating of all tasks in the Oral Stage Check or repeating the entire stage of training. Details are available in the L3Harris Operations Manual Chapter 15.

If a Flight Stage Check is unsatisfactory, the following guidelines apply:

The student will be scheduled for a review flight and ground briefing (if appropriate) with his/her Flight Instructor. The student will then be rechecked on the tasks found to be deficient.

Additional failures of the same Flight Stage Check will result in additional counseling and potentially the repeating of all tasks in the Flight Stage Check or repeating the entire stage of training. Details are available in the L3Harris Operations Manual Chapter 15.

COMPLETION OF FLIGHT TRAINING/FAA AIRMAN CERTIFICATION STANDARDS

Upon successful completion of any Commercial Pilot part 141.55e course or Flight Instructor Instrument course, the student will be scheduled for his/her FAA Airman Certification Test with an FAA Designated Pilot Examiner (DPE). L3Harris Flight Academy has examining authority for its CFR part 141 Private Pilot, Instrument Airplane, Commercial Pilot Multi Engine App D, and Flight Instructor Airplane course. No DPE Test is required for these courses.

If the FAA DPE Certification Test is unsatisfactory:

First Disapproval

A student must report to the appropriate Flight Manager or Supervisor with the Notice of Disapproval on the day of the failed test. A ground evaluation with the student, the student's Flight Instructor, and the Manager will be scheduled to determine the appropriate action needed for remedial training.

Second Disapproval

The student will be scheduled for ground briefings, or additional review flights, as appropriate. The student's Flight Instructor, Manager and/or Supervisor, and the Chief/Assistant Chief Flight Instructor will meet to determine the appropriate course of action.

Third Disapproval

The Chief Flight Instructor will recommend the student to the Student Progress Monitoring Council. Outcomes could include dismissal from the enrolled program of study.

COURSE COMPLETION BREAKS (CCB)

Upon completion of a certificate or rating, students will be placed on a Course Completion Break while he/she waits for the next course of training to begin. The length of this break will vary depending upon the start date of the next available course. If the student does not wish to attend the next available course of training, the student must complete a PTO for the time period of the course not attending.

STUDENT PROGRESS MONITORING COUNCIL

The Student Progress Monitoring Council (SPMC) typically consists of a three-person panel consisting of Department Managers and/or Chief Instructors. Members of the Council may change at the discretion of the Academy Director.

The Council and training managers will meet regularly to discuss the academic progress of current students. Written reviews, warnings, and dismissal letters will be given to students within three calendar days of the meeting.

ACADEMIC WARNING

Students who are not making satisfactory academic and/or attendance progress (SAP) at specified milestones will be placed on academic warning. Students will be notified in writing of the terms and conditions when they are placed on academic warning. The student may meet with their Flight Manager or Supervisor to determine the best course of action to accelerate the students' training and obtain the objectives of the course and program.

Students on academic warning are classified as students not in good standing and could lose eligibility for financial aid programs and personal time off. Students who are placed on academic warning generally will be allowed to continue any course in which they are currently enrolled during this period. However, they may or may not be allowed to enroll in subsequent courses without the consent of the Student Progress Monitoring Council.

Students on Academic Warning must remain enrolled as full-time status and continue to progress at an acceptable rate towards completing their current course. Failure to maintain full-time status or progress in their training may result in student dismissal from the program prior to course completion.

DISMISSAL POLICY

Students may be dismissed by the Academy for failing to meet the terms of warning and/or for violating the procedures set forth in this catalog and L3Harris Flight Academy's Operations Manual. This includes, but not limited to, not being available for scheduled training, unsatisfactory progress due to failure in applying themselves, not completing study assignments, tardiness or absence, improper or irresponsible attitude, any drug or alcohol related activities, not being capable of maintaining an FAA Medical certificate, or poor English language skills.

The Academy reserves the right to terminate a student at any time if the student's conduct is considered undesirable. Undesirable conduct is defined as any conduct which compromises or poses a risk of threat or danger to the safety, health, or property of the Academy, other students, staff, or the student himself/herself. Or conduct which is disruptive of the educational process or any other just cause. The last date of actual attendance shall be considered the termination date and used for the purpose of computing earned tuition.

APPEALS PROCESS

A student may appeal any decision regarding dismissal. The appeal must be made in writing within 7 calendar days of student notification and must be submitted to the Student Progress Monitoring Council. The student will be notified of a decision of the appeal within 3 calendar days of receipt of the appeal request.

Students who are dismissed and do not appeal, or are not successful in their appeal, will not be eligible for program reentry consideration for a period of 12 consecutive months.

REINSTATEMENT AND PROBATION

The Student Progress Monitoring Council will only accept appeals that are significant indications of the student's ability to succeed in the program moving forward. The student must demonstrate that the reason or condition which prevented successful progress in the past no longer exists, and that the student has developed a self-imposed plan of action to be successful in the program.

Students that are reinstated into the program will be placed on probationary status for the remainder of their attendance at the school. Students will meet with the Registrar and Student Affairs and will be notified in writing of the terms and conditions of the probation in their reinstatement letter. The student will then meet with the primary Flight Instructor and Flight Manager or Supervisor to determine the best course of action to accelerate the students' training and obtain the objectives of the course and program.

Students who are dismissed or withdraw while on probationary status will not be eligible for program reentry consideration for a period of 12 consecutive months.

All decisions of the Council concerning an appeal will be final.

Graduation and Employment

REQUIREMENTS FOR GRADUATION

Once a student has successfully fulfilled all of the prerequisites and requirements of the training Course Outlines (TCO's) of their Program or Track of study, has paid all fees, and has completed all of L3Harris Flight Academy's requirements, he/she will be conferred a Diploma.

GRADUATION PROCESS

When a student has completed training, a meeting with the Registrar must be accomplished to complete the student exit paperwork. Completion of this paperwork will initiate the start of the final auditing process of the student's account.

This audit will ensure that all credits and debits to the student's account were properly applied and identify any amount due the student or the Academy. Refunds shall be made within 45 days of the date of determination that has been confirmed by the Registrar.

TRANSCRIPT REQUESTS

Students may request an official transcript for issuance to other institutions through the Registrar's Office. Written authorization from the student must be provided. Official transcripts will not be faxed. A \$3.00 processing fee will be assessed for an official transcript. Additional postage fees may apply for expedited requests or for requests to mail internationally. Individuals who have an outstanding balance on their account will be unable to receive a transcript until the balance is paid in full.

GRADUATE EMPLOYMENT ASSISTANCE

L3Harris Flight Academy encourages students to maintain satisfactory attendance, conduct, and academic progress so that they may be viewed favorably by prospective employers. While the Academy cannot guarantee employment upon completion of training, every reasonable effort is made to assist our graduates in attaining their goals.

The following is provided to our graduates through the Career Services office:

- > Instruction in the preparation of resumes and employment applications
- > A large network of L3Harris Flight Academy graduates who provide information concerning job opportunities to current students

Graduates are eligible to apply for employment as an L3Harris Flight Academy Flight Instructor. Career Services can provide information and assistance in the process to apply for those that are interested.