

NEW STUDENT REGISTRATION CHECKLIST

Registration packet

- 1.Student registration form
- 2.CC authorization form
- 3.Policies and procedures form

Citizenship verification:

- 4.Copy of passport or a Birth certificate
- No, apply for TSA

Online registration

- 5.Online student profile
- 6.Apply for student pilot license (instructor)

Student handouts

- 7.Onboarding folder
- 8.S&P Acknowledgement form
- (returned signed)
- 9. Access code to ground school:
 - Sporty's
 - Gleim training package

Before your first solo flight

- 10.Medical exam
- 11.Renter's insurance
- 12.FAA written knowledge test**
- 13.FAA final check ride**

Items 1-3 are included in this registration packet, please return completed forms along with item #4 (passport or a birth certificate copy) to our office via email or in-person to finalize your registration.

STUDENT/RENTER REGISTRATION FORM

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Driver's License Number: _____ State: _____

DOB: ____/____/____ SEX: _____

U.S. Citizen ____ Yes ____ NO

How did you hear about Avia Flight Academy?

If already have any of the pilot ratings, please fill in the field below:

Pilot Certificate #: _____ Medical Class: _____

Ratings: _____

Total Time: _____ Single Engine Time: _____ Multi Engine Time: _____

BFR Due Date: _____ Medical Due Date: _____

Interested in:

____ Rental: Private Pilot or better with a checkout from an approved Avia's CFI

____ Private Pilot License (PPL)

____ Instrument

____ Commercial

____ CFI/CFII

____ Multi-engine add-on or time building hours

____ Career programs: Accelerated, flexible 18 months or fully flex



Please read carefully, initial each page at the bottom and then sign the last page.

OPERATING POLICIES AND PROCEDURES

AIRCRAFT OPERATIONS

1. Adherence to appropriate FARs, meet pilot currency requirements, current insurance requirements, and operate within the rules and regulations of the Academy.
2. Fuel and oil are the only reimbursable expenses allowed.
3. Fuel purchases at airports other than KBDR (except where there is a CC on file at the FBO) will be made by the renter(s).
4. Fuel and/or oil purchases will be credited to the renter's account provided original receipts are submitted within thirty (30) days of purchase. Fuel purchased by renter will be credited in the amount of the receipt or the current fuel price at Bridgeport Airport (KBDR), whichever is lower. Fuel credits will at no time exceed the current per gallon fuel price at the airport home base, KBDR.
- 5. All pilots should be aware of the aircraft status and are responsible for aircraft after accepting it.**
6. Any problems, squawks or damage must be reported to the office immediately.
7. Flights outside the United States are prohibited.
8. Grass fields are prohibited.

INITIALS: _____



END OF EACH FLIGHT

1. Record ending Hobbs and Tach readings on the flight sheet. Include the name, date, hours flown, oil/fuel added. List all landings and any other data as appropriate.
2. Leave fuel tanks **at least to the taps**, and/or notify an administrator.

3. Conduct a proper post-flight inspection and record and report any squawks to the office immediately. Any damage to the aircraft that was not reported and noted will be the responsibility of the last student/renter who flew that aircraft! Depending on the extent of the damages, Avia Flight Academy reserves the right to charge the card you have on file or to invoke your renter's insurance.

4. Remove all trash, personal items, etc. from the aircraft before exiting. Please note, no food and open-container drinks are allowed inside the aircraft, only bottled drinks with appropriate lid can be brought onboard. \$50 trash removal and cleaning fee will be assessed daily to the last student/renter who flew the plane, for any trash and personal items left behind.

No exceptions will be made.

5. Secure the aircraft in the appropriate tie-down spot. Damage to the aircraft caused due to inappropriate tie-down will be charged to the last student/renter who flew the plane.

5. Aircraft will be grounded upon discovery by a pilot/student/renter of any defect that affects flight safety. **Only Avia management and/or authorized maintenance personnel may ground/release the aircraft back for service.**

INITIALS: _____



FAA AND INSURANCE REQUIREMENT

1. Each student/renter desiring flight privileges must hold a current Student, Private, Commercial, or ATP pilot certificate and a current medical certificate.
2. **Each student/renter qualifying for solo flight is required to carry renters insurance in the amount of \$50,000 of aircraft damage liability and needs to provide a copy prior to the scheduled solo flight.**
3. Avia Flight Academy requires that all pilots maintain flight status. Each pilot must meet the following requirements:
 - Must have logged (4) four hours of flight time within the past ninety (90) days or had a check ride with a certified and approved instructor, or an FAA examiner within that time.
 - Must meet the insurance and company required qualification criteria for the aircraft to be flown.
 - Must successfully complete a check-out in the aircraft prior to making flights as pilot in command.

RESERVATIONS / SCHEDULING

1. All reservations are made online via www.flightschedulepro.com or phone app.
2. Each canceled reservation should be updated for verification in the scheduling system as soon as possible, regardless of weather conditions or other phenomena.
3. All cancelations need to be made **24 hours before the scheduled lesson**, or late cancelation penalty fees will apply.

INITIALS: _____



5. Failure to utilize the aircraft during the reserved time slot or cancelations within less than 24 hours of the reserved time slot is subject to a penalty of a 25% for the length of the reservation (current hourly plane and/or instructor rate). This may be waived by the administrator with a valid reason, i.e. weather, sickness, other emergencies etc. **Repeated short notice (less than 24 hours cancelations) even for a valid reason will still be charged a penalty fee.**

3. Reservations are to be made exactly for the time-period required. If you are late for your flight lesson, it will be cut short to accommodate the next scheduled lesson.

If late more than thirty (30) minutes, aircraft will move on to the next scheduled reservation.

4. All flights must return at the scheduled time; if tardiness is caused by mechanical or weather difficulty, then an administrator must be informed immediately.

If tardiness is caused by other non-related reasons, students/renters will be charged the following:

Up to 30 minutes – 50% of the time that the next student/renter has booked in the schedule

More than 30 minutes – 100% of the lesson/renting lost due to student/renter tardiness

DUES, RATES, AND FEES

1. Rates and fees will be established by Avia Flight Academy and will be subject to periodic evaluation and adjustment to meet the company's operating costs.

2. All payments are due immediately following the flight or ground lesson. A valid Credit card on file is mandatory. The card you have on file at registration will be charged after your flight, no exceptions. It is a student's/renter's responsibility to ensure a proper form of payment is on file.

3. Package installments will be charged automatically once your balance drops below \$500. A courtesy email will be sent to you a day prior.

4. Invalid form of payment/credit card on file that results in transactions for services rendered by the school to be declined, will result in suspension of flight training or flight renting services provided by Avia Flight Academy to the student/renter until the payment info has been updated.

INITIALS: _____



3. Returned check fee, \$30.
4. Any invoices that remain unpaid are subject to collections. Student/renter is responsible for reasonable attorney fee in connection with any collection efforts or actions necessitated by non-payment.
5. Hourly/pay as you go payments only - **there is a minimum of \$500 required in the student/renter's account before a flight can be scheduled.** That includes pay as you go hourly students/renters, and those who were previously on a package deal and continue to pay hourly for additional hours. Individuals can choose to either put money into account to cover for future flights or have a minimum of \$500 in the account in addition to a card on file.
Please note: Money put into account for payments at regular non-discounted hourly prices is fully refundable at individual's request without any penalties.
6. Renter and student accounts must be current to maintain flying privileges and instruction at Avia Flight Academy. **Students/renters with unpaid and negative balances will not be able to schedule flights until the account balances are settled.**
8. Renting an aircraft for longer periods of time – on the weekends and during busy weekdays - for each 8 hours the aircraft is away, 4 hours must be flown. Exceptions can be approved by the management at off-peak times.

INITIALS: _____



CHECK-OUT

1. All pilots and CFIs must be approved by a certified flight instructor who is already approved by Avia Flight Academy.
2. All pilots and CFIs must meet the minimum required qualifications under the company's insurance policy.
3. All lost and found items should be turned in to an administrator who will place them in a safe place in the company's office.

REFUND

When a student purchases a package, or prepays for flights (block time), it is reimbursable according to the following terms:

- Student enrolled in the installment payment plan who decides to discontinue the training will not be responsible for paying off the entire remaining package amount. Refunds, if applicable, will be calculated based on the fees and timeline for prepaid/package purchases below.
- Avia Flight Academy will fully reimburse within 24 hours up to 72 hours (3 days) from the date of the payment for packages/block hours that have not been used, or prorate based on the hours flown and any discount given.

INITIALS: _____



If more than 72 hours up to thirty (30) days, Avia Flight Academy will charge a 20% penalty fee in addition to prorating for the hours flown and any discount given.

- **Anything more than thirty (30) days is NOT REIMBURSABLE. Exceptions will be made for medical reasons. If a student was denied medical after starting the training, Avia Flight Academy will reimburse the student the amount prorated for hours flown without any penalties and fees**
- If the package includes a complimentary training kit or an online course (Sporty's or similar) a \$299 fee will be assessed in addition to prorated and/or penalty fees. \$15 fee will be assessed for pilot logbooks.

INITIALS: _____



CERTIFICATION

I herewith certify that I have read and understood the terms and conditions as defined herein and agree to be bound by the same.

Signature: _____ Date: _____

Print: _____

INITIALS: _____



CREDIT CARD AUTHORIZATION FORM

I, _____ authorize Avia Flight Academy to charge my credit card for hourly services that have been rendered or package installments that are due in the course of the flight training/renting.

Phone: _____ Email: _____

Name on Credit Card: _____

(Print)

Billing Address: _____

Type Card: VISA MasterCard Discover American Express

(Circle One)

Number: _____

Expiration Date: _____

CVN # (3 digit code on back of card or 4 digit code for AMEX):

Signature: _____

Today's Date: _____

