Wayman Aviation Academy

Changing Lives Through Aviation

January – April 2021 Catalog
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OUR MISSION

Changing lives through aviation by developing the skills and attitudes for safe, successful and professional pilots around the world.

We do this with quality aircraft and quality instruction. Wayman Aviation Academy’s success is built upon ten “Waypoints”:

- Energy, intelligence and integrity
- Curiosity
- Innovation
- Timely, personalized and professional
- CRM³
- Goal-oriented
- Mentorship
- Win-win
- Fearless feedback
- Community
LICENSURE AND ACCREDITATION

American Flight Training, LLC (dba Wayman Aviation Academy) is licensed by the Federal Aviation Administration as a FAA Part 141 flight school, Air Agency Certificate 1WLS982K, expires November 30, 2019.

American Flight Training, LLC (dba Wayman Aviation Academy) is approved to provide flight training for veterans by the US Veteran’s Administration (VA).

American Flight Training LLC (dba Wayman Aviation Academy) is approved to provide I-20 forms for M-1 visas for international students by the US Department of Homeland Security.

American Flight Training, LLC (dba Wayman Aviation Academy) has applied for, but has not yet received, accreditation by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is recognized by the US Department of Education as an approved accrediting agency. However, there is no guarantee that accreditation with ACCET will be achieved.
ABOUT WAYMAN AVIATION ACADEMY

History
Wayman Aviation was founded in April 1987 as a maintenance shop in former Navy barracks at Opa Locka Airport. It quickly grew into related areas of the field. In 1988 our first student received their pilot’s certificate and by 1989 we were introducing dozens of pilots into the skies above Miami. In 1992 Wayman Pilot Supplies started up in a corner of this flight school and only two years later it needed a larger space. It took over the maintenance shop next door becoming the largest pilot shop in Miami. Today, along with the new online shop and its multifaceted inventory, Wayman Pilot Supplies serves an international clientele from Chile and Panama to Sweden and Japan. Throughout all of this, Wayman Aviation has been a trusted consultant of local entrepreneurs and foreign governments facilitating aircraft purchases and navigating the technicalities of international business.

Wayman Aviation’s history begins with Mr. Wayman himself. Originally from Peru he earned his wings at the age of 18 flying for Alas de Esperanza (Wings of Hope). This is a service of bush pilots flying to Christian missions in the Peruvian Amazon. Such flights often land and takeoff from some of the roughest improvised landing strips imaginable; clear-cut out of the jungle. In these conditions, pilots can only use rivers and their instruments to navigate the treacherous paths. Wayman became the chief pilot of this outfit, flying throughout South America. In the 1980s Wayman came north seizing the opportunity to bring his skills to the US while maintaining connections and facilitating business with Latin America.

Wayman Aviation Academy has been serving the aviation community in Miami and throughout the US, Latin America and beyond for nearly 30 years. Bringing the experience of flight to every willing student is the driving force behind the flight school. Over the years, thousands of pilots have earned their wings and are now flying throughout the world for JetBlue, LAN, American Airlines, Korean Air, and many more.

In 2005 Hurricane Rita and Wilma destroyed 2/3 of the fleet. This loss nearly closed the school permanently. The store and exports kept the Wayman name going. In 2008 American Flight Training was spun off from Wayman Aviation to specialize in ab initio training. Contracts with Miami Dade College and Pan Am Flight Academy began soon afterwards.

In 2015 Wayman’s HWO Facility opened in North Perry Airport, Pembroke Pines with 6,000 square feet of office and classroom space, an 11,000 square foot hangar maintenance facility and a second pilot shop.

In March 2017, Wayman was acquired by subsidiaries of Chiway Holding Group, Inc., a Chinese company that also owns and operates numerous schools in China and Singapore. Mr. Yang (Tony) Shen became the CEO and the name was changed to Wayman Aviation Academy.
Facilities

**Hollywood – North Perry (KHWO)**

The Hollywood North Perry location is the main facility and is housed in a large 11,000 square foot brand-new building including four 25-person classrooms, a 75-seat auditorium, testing center, large 700+ square foot cafeteria and an advanced dispatch center. Each classroom includes a computer, large screen TV, and whiteboards. The students have access to 7 cubicles, study / library and 4 private study rooms. The support facility include 10,000 square foot maintenance hangar, administrative offices, conference room, Pilot supply store and simulation center.

As of May 2019, the following aircraft and simulators (FTD) are based at the KHWO base:

- 3 Piper Seneca
- 1 Piper Arrow
- 1 Cessna 172S
- 10 Cessna 172M/N/P
- 16 Cessna 152
- 2 Redbird simulators
- 1 Frasca simulator

**Opa-Locka (KOPF)**

The office facility at the Opa-Locka base is a large office with 4 computers available to students. There is also a small classroom.

As of May 2019, the following aircraft and simulators (FTD) are based at the KOPF base:

- 1 Piper Seneca
- 1 Piper Arrow
- 4 Cessna 172R
- 2 Cessna 172M/N/P
 Owners
American Flight Training, LLC., dba Wayman Aviation Academy is owned by CWEG Investment, Inc., a wholly-owned subsidiary of Chiway Holding Group, Inc., which is a large Chinese education group that also owns and operates a dozen of educational institutions in China and Singapore.

Officers & Administrators
Mr. Yang Shen, President
   MBA, Duke University
   BS, Civil Aviation Flight College of China

Mr. Wayman Eduardo Luy, Vice President
   MBA, Nova Southeastern University
   BA, Interaction Design, Florida State University
   FAA Private Pilot Certificate, ASEL, ASES

Mr. Wayman Alfredo Luy, Director of Flight Operations
   Certified flight instructor, airplane single and multi-engine, instrument airplane, FAA
   Commercial pilot, airplane single engine sea, glider, FAA
   Advanced Ground Instructor, FAA
   Flight Engineer, Turbojet powered, FAA
   Mechanic, Airframe and Power plant, FAA
   BS, Professional Aeronautics, Embry-Riddle Aeronautical University
   “Gold Seal” Certificated Flight Instructor, FAA

Mrs. Rosa Luy, Director of Operations, SEVIS Designated School Official
   MS, Landscape Architecture, Florida International University
   BS, Architecture, Florida International University

Carlos Garcia, Maintenance Manager (KHWO)
   AS, Business, music/video, Art Institute of Fort Lauderdale

Christian Zuniga, Student Affairs, Quality Assurance & Progress Manager
   BS, Business Administration, ULACIT

Qiang (Boris) Wang, Finance Manager
   MBA, Oklahoma City University
   BS, Accounting, Tianjin TV University

Xu (Sunny) Zhang, Accountant
   MBA, Adelphi University
   BS, Economics, Tianjin Polytechnic University
Erkan Ozmeric, Admissions Manager
BS, Aerospace Engineering, Turkish Air Force Academy
PMP Course Certificate, University of Washington
Commercial Pilot, EASA
Private Pilot, ASEL, FAA

Aimeni Quintana Alfonso, Admissions & Housing Coordinator
BS, Business Administration, Strayer University
AS, Commercial Pilot, ITM Jose Marti
AS, Accounting and Finance, Polytechnic Institute of Economics
FAA Private Pilot certificate, ASEL

Katherine Koch, Pilot Shop Manager
BA, International Business & Trade, Management, Florida International University
AA, Business, Miami Dade College
FAA Private Pilot Certificate, ASEL
Vice-President, Florida Goldcoast 99’s

Graylin Stitt, Dispatch Manager
MBA, Nova Southeastern Univeristy
BS, Mathematics, Bethune Cookman Univeristy
FAA Commercial Pilot, ASEL

Faculty
Alejandro Alvarez, Chief Instructor
Certified flight instructor, airplane single and multi-engine, instrument airplane, FAA
Commercial pilot, airplane single engine land, FAA
Advanced ground instructor, instrument ground instructor, FAA
Flight Engineer, Turbojet powered, FAA
Mechanic, Airframe and Power plant, FAA

Sheik Amir, Flight Instructor, Check Airman
Certified flight instructor, airplane single and multi-engine, instrument airplane, FAA
Commercial pilot, airplane single engine land, airplane multi engine land, instrument airplane, FAA
Advanced Ground Instructor, FAA
BS, Professional Aeronautics, Embry-Riddle Aeronautical University
AS, Professional Pilot Technology, Broward College
“Gold Seal” Certificated Flight Instructor, FAA

Craig Russell, Flight Instructor
Certified flight instructor, airplane single engine, instrument airplane, FAA
Commercial pilot, airplane single engine land, instrument airplane, FAA
Advanced Ground Instructor, Instrument Instructor, FAA
BS, Computer Science, University of Technology, Jamaica
AS, Management Information Systems, Excelsior Community College
SAFETY PROGRAM

Wayman Aviation Academy takes safety very seriously, and has a very respectable safety record for a school its size. Our mission statement includes developing the skills and attitudes for safe flight.

Safety Culture
Aviation safety depends on a culture of safety. As such, our school insists on developing and reinforcing a “Just Culture.” In a Just Culture, everybody is encouraged to report safety problems. People are not punished for reporting safety problems or for making honest mistakes. The concept with this is so that safety hazards are identified and then dealt with in the best way possible.

Safety Practices and Procedures
As part of orientation, every Wayman Aviation Academy student is provided with a copy of the Safety Practices and Procedures manual. Students are expected to know and follow these safety rules, and this document must be with the student at all times during flight. These safety practices and procedures are more stringent than FAA regulations.

Safety Reporting
All students and staff are encouraged to report safety hazards or incidents internally with the Wayman Aviation Academy Safety Reporting System. Forms are available at the Dispatch counter. Reported incidents are reviewed for ways to implement improvements for our safety.

Student Safety Meetings
Every month, all Wayman Aviation Academy students participate in a student safety meeting. Recent incidents and proactive measures to prevent unsafe incidents are presented.
ACADEMIC INFORMATION

Academic Calendar

It is recommended that students begin the admission process at least two weeks prior to orientation dates. International students should begin the admission process at least one month prior to orientation. Incoming and transfer students are normally admitted on the third Wednesday of the month, with January being the fourth Wednesday.

Flight training is scheduled on an individual basis and normally commences as soon as TSA approval is received. International students may have an approximate 2-week wait for TSA approval.

Private pilot ground school and instrument pilot ground school courses typically begin the Monday following orientation. Commercial pilot ground school courses are normally in the even numbered months with dates flexible to serve the needs of the most students.

Wayman Aviation Academy is closed on the following holidays

- Friday, January 1, 2021 – New Year’s Day
- Monday, May 31, 2021 - Memorial Day
- Monday, July 5, 2021 - Independence Day
- Monday, September 6, 2021 - Labor Day
- Thursday, November 25, 2021 - Thanksgiving Day
- Friday, December 24, 2021 - Christmas Eve
- Friday, December 25, 2021 - Christmas Day
- Friday, December 31, 2021 - New Year’s Eve
PROFESSIONAL PILOT PROGRAM

Admissions & Enrollment Requirements
- Age of 18 for Commercial Pilot Certification, 17 to begin training. Must reach 18th birthday by the time training is completed to meet FAA Commercial Pilot certification requirements.
- Current Government Issued ID.
- Proof of US citizenship or Transportation Security Administration (TSA) approval.
- First Class Medical Certificate.
- High school diploma.
- Successfully pass English assessment (foreign applicants only, additional training required for those who score slightly below minimum English proficiency level of ICAO level 4).

Program Description
The professional pilot program is design to prepare students for safe and effective careers as professional pilots. Students begin with no training and progress through the FAA Commercial Pilot certificate with either an airplane single-engine land (Essential elective) or airplane multi-engine land (Advanced elective) ratings.
**Program Objectives**

At the Completion of this program the student will be able to:
- Safely operate a single- or multi-engine airplane.
- Operate in VFR or IFR conditions in FAA airspace
- Execute flights with cargo of passenger for hire with compensation
- Perform as a professional pilot, with safe decision making

**Professional Pilot Program Breakdown of Courses & Hours**

1. ATT 100 – Private Pilot Ground school – 60 lecture (classroom) clock hours
2. ATF 100 – Private Pilot Flight – 71 lab (flight and FTD) hours, 16 one-on-one ground instruction hours
3. ATT 105 – Phraseology Ground School – 12 lecture hours
4. ATT 110 – Instrument Pilot Ground School – 60 lecture clock hours
5. ATF 110 – Instrument Pilot Flight – 43 laboratory (flight/FTD) clock hours, 10 one-on-one ground instruction hours
6. ATT 120 – Commercial Pilot Ground School – 50 lecture clock hours
7. ATF 120 (one of two electives) – Commercial Pilot Flight Essential – 120 laboratory (flight/FTD) clock hours, 16 one-on-one ground instruction hours
8. ATF 125 (one of two electives) – Commercial Pilot Flight Advanced – 120 laboratory (flight/FTD) clock hours, 16 one-on-one ground instruction hours

Total – 464 clock hours (including 3 FAA practical tests @ 2 hours each)

**Career Opportunities**

Students who complete the program will be ready to fly commercially as a pilot. However, the FAA mandates 1,500 hours of total flight experience for working as an entry-level pilot for a US airline (with certain exceptions that do not apply to Wayman Aviation Academy graduates). A pilot who completes the professional pilot program can work as a pilot in banner towing, corporate flight, or other general aviation industry segment until reaching this hour requirement. Many students will continue after program completion to become flight instructors to build the flight time requirements for airline pilot careers.

**Program Length**

Completion time is approximately 12 months from no experience through the FAA commercial pilot certificate course completion. The FAA mandates minimum aeronautical experience requirements and ground lecture hours for course completion and pilot certificate practical tests. All flight and ground courses (except Phraseology) are taught to FAA Part 141 standards. Training hours executed above these times will be billed accordingly and hours not executed will not be billed except in accordance with the cancellation and refund policy elsewhere in this catalog. Students who do not successfully complete the Professional Pilot Program within 18 months (not counting approved leaves of absence) will be terminated from the program and will be unable to continue training.
Graduation Requirements
Pilot certificates are awarded by the Federal Aviation Administration (FAA) based on proficiency as determined by Designated Pilot Examiners (DPE) based upon the FAA’s Airman Certification Standards (ACS). The FAA makes no exceptions to these requirements. Wayman Aviation Academy will prepare students to its upmost ability; however final certification relies primarily on the student’s ability and study habits. Successful completion of all classwork, lessons, and stage checks will lead to course completion and endorsement of the individual to present themselves for examination by the FAA.
Professional Pilot Program Courses

ATT 100 – Private Pilot Ground School (FAA Part 141)
The objective of this course is to orient the incoming student to flight training and provide the theory and concepts needed for preparing for the FAA private pilot aeronautical knowledge test (airplane). Topics include: airplane systems, aerodynamics, flight instruments, procedures & airport operations, communications procedures, weather, regulations, weather services, aircraft performance, navigation, enroute flight, and cross-country flight planning. Prerequisite: None.

20 training lessons
60 clock hours

Ground Training Objectives: The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified in Part 61 for the FAA Private Pilot Airman Knowledge Test.

Ground Training Course Completion Standards: Through knowledge exams and records, the student must demonstrate the knowledge necessary to pass the FAA Private Pilot Airman Knowledge Test and show that the prerequisites specified in Part 61 have been met.
ATF 100 – Private Pilot Flight (FAA Part 141)
The student will obtain the necessary aeronautical skill and experience necessary to meet the requirements for a private pilot certificate with an airplane category rating and single-engine class rating. 71 laboratory clock hours (airplane and FTD), 16 one-on-one ground instruction hours. Prerequisite: Valid FAA medical certificate and student pilot certificate.

39 flight/FTD lessons
71 clock hours flight/FTD
16 one-on-one ground instruction clock hours

Flight Training Objectives: The student will obtain the necessary aeronautical skill and experience necessary to meet the requirements for a private pilot certificate with an airplane category rating and single-engine land class rating.

Flight Training Course Completion Standards: The student must demonstrate through flight tests and school records that the necessary aeronautical skill and experience requirements to obtain a private pilot certificate with an airplane category rating and single-engine land class rating have been met.
ATT 105 - Phraseology Ground School

4 training lessons
12 classroom hours

**Course Objective:** The student will learn and practice more advanced communications with air traffic control than is taught at the private pilot ground school level.

**Completion Standard:** The student will have attended and participated in all class sessions.
ATT 110 - Instrument Pilot Ground School (FAA Part 141)

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified in Part 141 for the FAA Instrument Rating Airman Knowledge Test. 60 clock hours. Prerequisite: FAA private pilot certificate.

27 Training Lessons

60 Classroom Hours

Course Objective: The student will learn the principles of instrument flight, including the operation, use, and limitations of flight instruments and instrument navigation systems. The student will also learn how the air traffic control system functions and the use of instrument flight charts for IFR planning and flight. Emphasis will be placed on advanced human factors and physiological factors directly related to instrument flight. In addition, the student will become familiar with the FARs applicable to instrument flight operations.

Completion Standard: The course is complete when the student has taken the Stage Exams with a minimum passing score of 80%, and the instructor has reviewed each incorrect response to ensure complete understanding before the student progress to their FAA written exam.
ATF 110 - Instrument Pilot Flight (FAA Part 141)

The student will obtain the aeronautical skill and experience necessary to meet the requirements for an instrument rating (airplane). 43 laboratory clock hours airplane and FTD, and 10 clock hours one-on-one ground instruction. Prerequisite: FAA private pilot certificate with airplane, single-engine land rating and valid FAA medical certificate.

64 Training Lessons

53 total clock hours

Stage I

Objective: During Stage I, the student learns precise airplane attitude control by instrument reference by performing a variety of maneuvers. In addition, the student gains proficiency in VOR, GPS, NDB, and localizer navigation.

Completion Standard: This stage is complete when the student demonstrates precise airplane attitude control by full-panel and partial-panel instrument reference. In addition, the student must demonstrate proficiency in VOR, GPS, NDB, and localizer navigation by accurately tracking courses and maintaining positional awareness at all times.

Stage II

Objective: During Stage II, the student learns to perform holding patterns and instrument approaches, including circling and missed approach procedures. The student performs VOR, GPS, ILS, and localizer approach procedures using full- and partial-panel instrument reference.

Completion Standard: This stage is complete when the student can demonstrate proficiency in performing holding patterns and all required instrument approach procedures.

Stage III

Objective: During Stage III the student learns IFR cross-country procedures and increases proficiency to the level required of an instrument-rated pilot.

Completion Standard: This stage is complete when the student can demonstrate all IFR maneuvers and procedures at the proficiency level of an instrument-rated pilot, as outlined in the Instrument Rating Practical Test Standards.
ATT 120 - Commercial Pilot Ground School (FAA Part 141)

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified in Part 141 for the FAA Commercial Pilot Airman Knowledge Test. 50 lecture clock hours.

Prerequisite: FAA private pilot certificate, with instrument rating.

27 Training Lessons

50 Lecture clock hours

Course Objective: The student will review airports, airspace, flight information, and meteorology, as well as airplane performance, VFR cross-country planning, and navigation. In addition, the student will gain a greater understanding of aviation physiology, aeronautical decision making, and the FARs applicable to commercial pilot operations

Completion Standard: The course is complete when the student has taken the Stage Exams with a minimum passing score of 80%, and the instructor has reviewed each incorrect response to ensure complete understanding before the student progress to their FAA written exam.
ATF 120 - Commercial Pilot Flight (FAA Part 141)

The student will obtain the aeronautical skill and experience necessary to meet the requirements for an FAA commercial pilot certificate with an airplane category rating and a single-engine land class rating. 120 laboratory clock hours airplane and FTD, 16 one-on-one ground instruction hours. Prerequisites: FAA private pilot certificate (airplane, single-engine land) with instrument rating, valid FAA medical certificate.

72 Training Lessons
120 laboratory clock hours airplane/FTD, 16 one-on-one ground instruction hours.

Stage V

**Objective:** During this stage, the student gains proficiency in operating a complex aircraft. The student learns the procedures to operate the complex airplane’s systems and manage equipment malfunctions and failures. In addition, the student gains skills to perform the flight maneuvers required for commercial pilot certification.

**Completion Standards:** This stage is complete when the student can demonstrate commercial pilot proficiency in the operation of the complex aircraft and understanding of how to perform commercial maneuvers.

Stage VI

**Objective:** During this stage, the student performs maneuvers and procedures to attain the proficiency level required of a commercial pilot with an instrument rating.

**Completion Standards:** This stage is complete when the student can demonstrate all flight maneuvers and procedures at the level required by the Commercial Pilot Practical Test Standards for a commercial pilot with an instrument rating. The student also successfully completes the Stage VI and End-of-Course Flight Checks.
ATF 125 - Commercial Pilot Flight (FAA Part 141)

The student will obtain the aeronautical skill and experience necessary to meet the requirements for an FAA commercial pilot certificate with an airplane category rating and a multi-engine land class rating. 120 laboratory clock hours airplane and FTD, 16 one-on-one ground instruction hours. Prerequisites: FAA private pilot certificate (airplane, single-engine land) with instrument rating, valid FAA medical certificate.

72 Training Lessons

120 laboratory clock hours airplane/FTD, 16 one-on-one ground instruction hours.

Stage V

Objective: During this stage, the student gains proficiency in operating a complex aircraft. The student learns the procedures to operate the complex airplane’s systems and manage equipment malfunctions and failures. In addition, the student gains skills to perform the flight maneuvers required for commercial pilot certification.

Completion Standards: This stage is complete when the student can demonstrate commercial pilot proficiency in the operation of the complex aircraft and understanding of how to perform commercial maneuvers.

Stage VI

Objective: During this stage, the student performs maneuvers and procedures to attain the proficiency level required of a commercial pilot with an instrument rating.

Completion Standards: This stage is complete when the student can demonstrate all flight maneuvers and procedures at the level required by the Commercial Pilot Practical Test Standards for a commercial pilot with an instrument rating. The student also successfully completes the Stage VI and End-of-Course Flight Checks.
AVOCATIONAL COURSES

Wayman Aviation Academy also offers flight training on an avocational basis for students who desire to learn to fly for a hobby or avocational reasons. Training is adapted to the needs, experience, and abilities of the student to prepare for FAA pilot practical tests. Completion time for avocational courses is 12 months maximum.

For avocational students, there is a one-time school enrollment fee of $150 which allows the student to enroll in all courses. Aircraft rental fees and instructor fees are as outlined in the financial information portion of this catalog. Late and no-show fees as explained elsewhere in this catalog will be accessed as incurred. Avocational students must maintain at least $1000 positive account balance in order to schedule lessons. Avocational students who withdraw or terminate training at Wayman Aviation Academy will be granted a full refund of the remaining account balance within 30 days.

Avocational students are otherwise bound by the same Wayman Aviation Academy regulations as vocational students. Avocational students have the same rights to file complaints and appeal decisions.
COURSE DESCRIPTIONS

For all ground school courses, the maximum number of students in each class is limited to 30 students. Flight lessons are normally limited to one student per instructor per flight. Students must complete all clock hours for all courses. If hours are missed due to illness or other reasons, the hours must be made up in a one-on-one setting with the student’s instructor at the student’s additional expense. Most FAA Part 61 flight training is done at KOPF, while the ground school courses (except ATT 010) are all done at KHWO.

ATT 010 - Private Pilot Ground School (FAA Part 141)

Same course as ATT 100, but with shortened hours to meet the needs of part-time, avocational pilots. The objective of this course is to orient the incoming student to flight training and provide the theory and concepts needed for preparing for the FAA private pilot aeronautical knowledge test (airplane). Topics include: airplane systems, aerodynamics, flight instruments, procedures & airport operations, communications procedures, weather, regulations, weather services, aircraft performance, navigation, enroute flight, and cross-country flight planning. 45 lecture clock hours. Prerequisite: None.

ATT 100 - Private Pilot Ground School (FAA Part 141)

The objective of this course is to orient the incoming student to flight training and provide the theory and concepts needed for preparing for the FAA private pilot aeronautical knowledge test (airplane). Topics include: airplane systems, aerodynamics, flight instruments, procedures & airport operations, communications procedures, weather, regulations, weather services, aircraft performance, navigation, enroute flight, and cross-country flight planning. 60 lecture clock hours. Prerequisite: None.

ATT 105 - Phraseology Ground School

The objective of this course is to provide the student with the knowledge, skills, and abilities to properly communicate with air traffic control in the national airspace system. 12 lecture clock hours. Prerequisite: ATT 100.

ATF 100 - Private Pilot Flight (FAA Part 141)

The student will obtain the necessary aeronautical skill and experience necessary to meet the requirements for a private pilot certificate with an airplane category rating and single-engine class rating. 71 laboratory clock hours (airplane and FTD), 16 one-on-one ground instruction hours. Prerequisite: Valid FAA medical certificate and student pilot certificate.

ATF 101 - Private Pilot Flight (FAA Part 61)

The student will obtain the aeronautical skill and experience necessary to meet the requirements for a private pilot certificate with an airplane category rating and single-engine class rating. 40 laboratory clock hours airplane and simulator. Prerequisite: Valid FAA medical certificate and student pilot certificate.

ATT 110 - Instrument Pilot Ground School (FAA Part 141)

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified in Part 141 for the FAA Instrument Rating Airman Knowledge Test. 60 lecture clock hours. Prerequisite: FAA private pilot certificate or completion of ATF 100.
ATF 109 – Guided Cross Country Time Building
The student will gain the aeronautical experience necessary to meet the FAA Part 61 aeronautical experience requirements for the instrument rating – airplane. 55 laboratory (airplane/FTD) clock hours. Prerequisite: Valid FAA medical certificate and FAA private pilot – airplane pilot certificate.

ATF 110 - Instrument Pilot Flight (FAA Part 141)
The student will obtain the aeronautical skill and experience necessary to meet the requirements for an instrument rating (airplane). 43 clock hours airplane/simulator, 10 hours one-on-one ground lessons. Prerequisite: FAA private pilot airplane pilot certificate and valid FAA medical certificate.

ATF 111 - Instrument Pilot Flight (FAA Part 61)
The student will obtain the aeronautical skill and experience necessary to meet the requirements for an instrument rating (airplane). 75 clock hours airplane and simulator. Prerequisite: FAA private pilot certificate, valid FAA medical certificate, and FAA Part 61 aeronautical experience requirements met (ATF 109).

ATT 120 - Commercial Pilot Ground School (FAA Part 141)
The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified in Part 141 for the FAA Commercial Pilot Airman Knowledge Test. 50 clock hours. Prerequisite: FAA private pilot certificate, with instrument rating recommended.

ATF 119 – Crew Time Building
The student will gain the aeronautical experience necessary to meet the FAA Part 61 aeronautical experience requirements for the commercial airplane single engine pilot certificate. 1 – 222 clock hours. Prerequisite: Valid FAA medical certificate and FAA private pilot – airplane certificate. Instrument airplane rating recommended.

ATF 120 – Essential (Single-Engine) Commercial Pilot Flight (FAA Part 141)
The student will obtain the aeronautical skill and experience necessary to meet the requirements for an FAA commercial pilot certificate with an airplane category rating and a single-engine land class rating. 120 clock hours airplane/FTD, 16 hours one-on-one ground instruction. Prerequisites: FAA private pilot certificate with instrument rating and valid FAA medical certificate.

ATF 121 - Commercial Pilot Flight (FAA Part 61)
The student will obtain the aeronautical skill and experience necessary to meet the requirements for an FAA commercial pilot certificate with an airplane category rating and a single-engine land class rating. 20 clock hours airplane. Prerequisites: FAA private pilot certificate, valid FAA medical certificate, and FAA Part 61 aeronautical experience requirements met (ATF 119). IFR rating recommended.

ATF 125 – Advanced (Multi-Engine) Commercial Pilot Flight (FAA Part 141)
The student will obtain the aeronautical skill and experience necessary to meet the requirements for an FAA commercial pilot certificate with an airplane category rating and a multi-engine land class rating. 120 clock hours airplane/FTD, 16 hours one-on-one ground instruction. Prerequisites: FAA private pilot certificate with instrument rating and valid FAA medical certificate.
ATF 130 – Additional Airplane Rating - Multiengine (FAA Part 141)  
The student will obtain the aeronautical skill and experience necessary to meet the requirements for an FAA pilot certificate with an airplane category rating and a multi-engine land class rating. 25 clock hours airplane. Prerequisites: FAA private pilot or commercial pilot certificate with instrument rating recommended and valid FAA medical certificate.

ATF 131 – Commercial Pilot Flight – Multiengine (FAA Part 61)  
The student will obtain the aeronautical skill and experience necessary to meet the requirements for an FAA commercial pilot certificate with an airplane category rating and a multi-engine land class rating. 15 clock hours airplane. Prerequisites: FAA commercial pilot certificate, instrument rating recommended and valid FAA medical certificate.

ATT 200 - Certified Flight Instructor Ground School (FAA Part 141)  
The student will obtain the necessary aeronautical knowledge, instructional background, and meet the prerequisites specified in Part 61 for the FAA certified flight instructor airmen knowledge test. 40 clock hours. Prerequisite: FAA commercial pilot certificate.

ATF 200 - Certified Flight Instructor (Airplane) Flight (FAA Part 141)  
The student will demonstrate through flight tests and school records, the aeronautical skill, instructional knowledge, and experience necessary for a flight instructor certificate with airplane category rating and single-engine class rating. 25 clock hours airplane. Prerequisites: FAA commercial pilot certificate and valid FAA medical certificate.

ATF 201 - Certified Flight Instructor (Airplane) Flight (FAA Part 61)  
The student will demonstrate through flight tests and school records, the aeronautical skill, instructional knowledge, and experience necessary for a flight instructor certificate with airplane category rating and single-engine class rating. 15 clock hours airplane. Prerequisites: FAA certified flight instructor certificate and valid FAA medical certificate.

ATT 210 - Certified Flight Instructor – Instrument Airplane Ground School (FAA Part 141)  
The student will obtain the necessary aeronautical knowledge, instructional background, and meet the prerequisites specified in Part 61 for the FAA Certified Flight Instructor Instrument Airman Knowledge Test. 15 clock hours. Prerequisites: FAA certified flight instructor certificate and commercial pilot certificate with instrument rating.

ATF 210 - Certified Flight instructor – Instrument Airplane Flight (FAA Part 141)  
The student will obtain the aeronautical skill, instructional knowledge, and experience necessary to meet the requirements for the addition of an instrument, airplane rating, to an existing flight instructor certificate. 15 clock hours airplane. Prerequisites: FAA certified flight instructor certificate and valid FAA medical certificate.

ATF 211 - Certified Flight instructor – Instrument Airplane Flight (FAA Part 61)  
The student will obtain the aeronautical skill, instructional knowledge, and experience necessary to meet the requirements for the addition of an instrument, airplane rating, to an existing flight instructor
certificate. 10 clock hours airplane. Prerequisites: FAA certified flight instructor certificate and valid FAA medical certificate.

**ATT 220 - Multi-Engine (Airplane) Instructor Ground School (FAA Part 141)**

The student will obtain the necessary aeronautical knowledge, instructional background, and meet the prerequisites specified in Part 61 to effectively teach in multi-engine airplanes. 20 clock hours. Prerequisite: FAA certified flight instructor certificate.

**ATF 220 - Multi-Engine (Airplane) Instructor Flight (FAA Part 141)**

The student will obtain the aeronautical skill, instructional knowledge, and experience necessary to meet the requirements for the addition of a multi-engine, airplane class rating, to an existing flight instructor certificate. 25 clock hours airplane. Prerequisites: FAA certified flight instructor certificate and valid FAA medical certificate.

**ATF 221 - Multi-Engine (Airplane) Instructor Flight (FAA Part 61)**

The student will obtain the aeronautical skill, instructional knowledge, and experience necessary to meet the requirements for the addition of a multi-engine, airplane class rating, to an existing flight instructor certificate. 15 clock hours airplane. Prerequisites: FAA certified flight instructor certificate and valid FAA medical certificate.
Admission and Prerequisites

Admission Requirements
All students need to be able to read, write, speak, and understand the English language at ICAO level 4 or higher to obtain FAA pilot certificates. Students admitted with lower than ICAO level 4 English scores will be required to take additional training at additional expense. All students must have FAA medical certification. Applicants with criminal histories, untreated substance abuse dependencies and certain medical and mental conditions are advised that it may be difficult if not impossible to obtain required FAA pilot certificates or to secure employment as a professional pilot.

Professional Pilot Program Admission Requirements
- Ability to receive TSA approval or demonstrate US citizenship
- Appropriate age (within 6 months of 18th birthday or older)
- High school diploma or equivalent
- ICAO English level 4 or higher
- FAA First class medical certificate
- $150 enrollment fee

Avocational Flight Courses Admission Requirements
Students make take avocational flight courses at Wayman Aviation Academy to pursue FAA pilot certificates. Admission requirements include:
- TSA approval or US citizen
- Appropriate minimum age or older for desired pilot certificate
- FAA Medical certification or BasicMed
- ICAO English level 4 or higher
- Prerequisites for flight courses met
Ground Courses Admission Requirements
Any student may enroll in any ground course upon payment of the ground course fee, complete the first page of the enrollment agreement, and present government-issued photo identification.

General Admission Procedures
All potential students are encouraged to visit the Wayman facilities and/or contact an admissions specialist as early as possible to expedite the admissions process.

Flight Training
Citizens of the USA can begin avocational flight courses immediately upon receipt of $150 course registration fee and flight deposit; signed enrollment agreement, rental agreement, renter’s insurance form, and one of the following:

- A valid, unexpired U.S. passport (the FAA also requires another form of identification (ID) showing proof of address in addition to the passport).
- An original birth certificate of the United States, American Samoa, or Swains Island and a government-issued picture ID.
- An original certification of birth abroad with raised seal (Certification of Birth Abroad (FS-545) or Certification of Report of Birth (DS-1350)) and a government-issued picture ID.
- An original certificate of U.S. citizenship with raised seal (Certificate of U.S. Citizenship (N-560 or N-561)), or a Certificate of Repatriation (N-581), and a government-issued picture ID.
- An original Certificate of U.S. Naturalization with raised seal (N-550 or N-570) and a government-issued picture ID.
- Permanent residents of the United States may begin flight courses with the same documents as US citizens, but there is normally a 2-3 week delay, sometimes up to 7 week delay, for US Transportation Security Administration approval.

International Students
International students require an M-1 visa and US Transportation Security Administration approval prior to commencing flight training. As such, international students should submit the following documents as soon as possible but not later than 30 days prior to the orientation date:

- Personal information required for the Form I-20 “Certificate of Eligibility for Nonimmigrant Student Status”
- Proof of financial support for the entire course or program
- Copy of passport
- First page of enrollment agreement
- Submit a nonrefundable $299 I-20 processing fee

Upon receipt of the preceding, Wayman Aviation Academy will process the Form I-20 and provide the student with the documents necessary for applying for the M-1 visa. The student then will make an
appointment at the nearest US embassy or consulate in their home country and the US embassy or consulate will make the determination whether or not to grant the M-1 visa. Once the visa has been obtained the student can begin the US Transportation Security Administration approval process while still in their home country. This process can be initiated online with the assistance of a Wayman Aviation Academy admissions specialist. In many countries, a student can also obtain the requisite FAA first class medical certificate prior to arrival in the USA.

During orientation, an admissions specialist will assist students in obtaining US Transportation Security Administration approval (if not completed already), obtaining a FAA first class medical certificate, and a FAA student pilot certificate.

During orientation, and prior to commencing training, the student must submit:

- Signed enrollment agreement
- Signed rental agreement
- Signed renter’s insurance form
- Proof of acceptable health insurance
- Financial deposit

*International Transfer Students*

International students who transfer in to Wayman Aviation Academy follow a similar procedure for admissions as initial international students, with minor but critical differences. All transfers including international students are subject to a “placement assessment”. An admissions specialist needs to be consulted as soon as possible to facilitate this process.

*US Military Veterans*

Wayman Aviation Academy is approved by the US Veteran’s Administration (VA) to provide training for qualified veterans of the US armed forces. Veterans should contact an admissions specialist to discuss this possibility of receiving training with significant financial assistance from the VA.

*Transfer, Advanced Standing, and Placement Assessment*

Transfer of credit from previous institutions and advanced standing is done on a case-by-case basis, based on demonstrated competencies, and in accordance with FAA regulations in Parts 61 and 141. For a Part 141 course, no more than one half of the flight hours received in another FAA Part 141 course can be applied to the current course, and no more than 25 percent of the hours received in another FAA Part 61 course may be applied to the current course, per FAA regulations. When transferring into a Part 61 course, all of the previous flight hours received may be applied to the current course. Hours transferred in will reduce the minimum total number of hours required for completion of a given flight course on a one-to-one basis, reducing the total minimum cost of a given course by the hours at current flight and instructor rates.

The student should contact an admissions specialist to initiate this process. The student should request a copy of previous training records from previous school(s) and provide them and their flight logbook to the admissions specialist.
Once the student is enrolled, a flight and aeronautical knowledge test will be administered to the transfer student to determine the student’s current competencies. Student will be charged current aircraft rental and instructor fees for these evaluations. Students who hold a foreign pilot certificate will also be administered a flight and knowledge test.

A short remedial course will be provided to transfer and foreign convalidation students to assure the student meets US and Wayman Aviation Academy standards and procedures, is familiar with the home airport environment, and the student charged at current flight and instructor rates.

Written appeals can be made to the Chief Instructor within 5 business days, who is the final authority per FAA regulations.

Students who desire to transfer out will be provided with a copy of all Wayman Aviation Academy training records upon written request. The Quality Assurance Manager will provide guidance and an exit interview.

**Students with Disabilities**

A FAA first class medical certificate is required for commencing flight training. In rare cases, with Wayman Aviation Academy approval, a lower class medical certificate or FAA BasicMed may be used for training when a student is unable to obtain a FAA first class medical certificate. Wayman Aviation Academy will do its best to accommodate all students with disabilities who are able to obtain the requisite medical certification. Students who have a disability or other medical condition should discuss this with a staff member as soon as possible to determine if this will be a problem and find possible solutions.
ACADEMIC REGULATIONS

Attendance

Attendance is the instrument that forges the educational experience at Wayman Aviation Academy. Therefore, consistent and punctual attendance at all training lessons is essential for maximum academic achievement, a major responsibility of Wayman students. Failure to attend and participate in the training environment significantly and demonstrably diminishes the quality of the educational experience. As a result, absences always affect quality performance.

Stemming from its commitment to a quality educational experience for the entire student community, the Academy formally requires attendance policies. These policies include reasonable penalties and sanctions to discourage absenteeism and avoid digression. These policies ensure the continuity of the student’s proficiency develops within the standard timeframes established to comply with our requirements and those of the Student and Exchange Visitor Program (SEVP).

In the event of prolonged illness, accident, or similar emergencies, it is the responsibility of the student to notify: the instructor, student affairs manager and if applicable the SEVP DSO. Students are directed to confer with their instructors and progress manager when their absences threaten competent progress.

Individual attendance will be addressed at progress monitoring appointments and course completion checkpoint meetings with the progress manager. A student who accumulates “two” back-to-back attendance infractions will be contacted by the progress manager for a consultation to determine if a disciplinary action is required. Three consecutive absences for any lessons without authorization from the Academy will place the student on a drop-out category and training will cease.

Whenever an instructor is late or absent without notification, students are expected to wait at least 30 minutes before leaving the Academy’s premises. If the instructor is late or does not show up to the lesson, the student should submit an infraction or observation reporting the instructor’s conduct using the “conduct record
form”. All instructors’ attendance issues will be reviewed by the chief instructor; and when necessary corrective or disciplinary action will take place.

When a student infringes our attendance policy, the student will then be alerted that a fee may have been assessed and a record of the attendance infraction filed. Instructors are required to record the lack of attendance and alert the progress manager if the absences exceed more than two consecutive times.

Students must arrive and “check-in” at least 30 minutes prior to the scheduled flight or simulator session, otherwise attendance penalties will apply based on the following guidelines:

**ATTENDANCE EXPECTATIONS**

**Punctual/On-time**

a. It is when a student “checks-in” with a staff member of “Dispatch”, “30 minutes prior” or more from any “scheduled event time”.

**Tardy/Late**

a. It is when a student “checks-in” with a staff member of “Dispatch” within “29-to-15-minutes” prior to the “scheduled event time”. In this case there is no financial penalty, but an attendance infraction will be recorded in the student’s record.

b. It is when a student “checks-in” with a staff member of “Dispatch” within “14-to-1-minute” prior to the “scheduled event time” and there is still enough time to fulfill the lesson without causing a delay on the overall schedule. This must be confirmed by both, the instructor and the dispatcher. In this case the training event may still carry on with a “$75-late-fee” charged to the student’s account; and an attendance infraction recorded in the student’s record.
No-show

a. It is when a student “fails-to-attend” any scheduled event without authorization. In this case there is a financial penalty of “$75-per-hour”, plus the hourly instructor’s fee of up to 4 hours. An attendance infraction will be recorded in the student’s record.

b. It is when a student “checks-in” with a staff member of “Dispatch” within “14-to-1-minute” prior to the “scheduled event time” and there is “not” enough time to fulfill the lesson, the training event will be cancelled. In this case there is a financial penalty of “$75-per-hour”, plus the hourly instructor’s fee of up to 4 hours. An attendance infraction will be recorded in the student’s record.

c. It is when a student shows up “unprepared” and is unable to complete the “scheduled activity”, the action will be recorded as a no-show. An attendance infraction will be recorded in the student record and a no-show fee will apply.

Unpreparedness includes, but is not limited to:

i. Not having a proper uniform
ii. Not having a cross-country navigation log and flight plan prepared prior to a lesson that requires one
iii. Not having takeoff and landing performance, as well as other required raw data prior to the beginning scheduled event time
iv. Not having current instrument approach plates or any other publication required for the flight, e.g., chart supplement, low enroute, VFR Sectional and Terminal Charts, Ops Manual, etc.
v. Not having the required equipment for the lesson, e.g., view limiting device, etc.
vi. Not having the weight and balance calculations complete.

Cancellations

1. It is when for a justified reason a scheduled training event is authorized to be canceled either by the student or an authorized staff member of the Academy.

   i. In order for a cancellation to be effective without financial and disciplinary consequences, the assigned instructor or a staff member from Dispatch, must be notified at least 24 hours prior to the scheduled training event; either verbally or in writing.

   ii. All authorizations for cancellations requested out of the required time frame, must come directly from management in writing on a “Conduct Record Form”. Otherwise will be processed as a “no-show” and recorded as accordingly.

   iii. Any unauthorized cancellation within 24 hours prior to the scheduled time to check-in with Dispatch, will be processed as a “no-show”, billed and recorded accordingly.

   iv. If a student is sick and is unable to attend a scheduled training event, the event must be cancelled at least three (3) hours prior to the scheduled time. The student will need to come in person to Dispatch to cancel the training event, so the manager on duty can speak to the student and decide if the cancellation is justified.
v. If the student is so sick that is unable to come in to the Academy in person, the student will need to see a medical doctor. Then, a note from the doctor’s office regarding the medical visit, will be required for verification of management before the cancellation is justified. Voice-mail messages, messages through other parties and texts for a last-minute cancelation of a scheduled training event will not be considered acceptable means of communication under last minute circumstances; unless that due to a health emergency, it was the only alternative for communication; which in this case the pertinent excuse from a health professional will be required for verification.

vi. If the training event is scheduled for first thing in the morning and the student is not attending due to a health emergency, the student must contact the assigned instructor the night before and follow up with a phone call to Dispatch as soon as the Academy is open for business.

vii. If a student has an illness requiring an absence exceeding 48 hours, the student must present a doctor’s written excuse to the student affairs manager describing the medical condition and stating the length of the days to be excused. This excuse must be presented prior to the 2nd cancellation. The student will be off the schedule for the period of time requested by the medical doctor on the written excuse. A record of this event will be filed in the student’s folder and the period the student is absent recorded as a “leave of absence”. Therefore, ground course and 141 flight training events must be made up with an instructor.

Early Departure
a. It is when a student leaves early than expected from any scheduled event missing activity-time. When pertinent the student will be required to make up the activity-time with an instructor at an additional charge. If pertinent the remainder of the activity-time will be billed as it was scheduled. If the early departure is without authorization, an infraction will be filed in the student’s record.

Ground Attendance
a. A tardy to a one-on-one ground lesson or group ground class will be processed the same as any other tardy.

b. Any absence to a one-on-one ground lesson or group ground class will be processed in the same manner as any other no-show. However, the no-show fee and fine to be charged to the student’s account is not to exceed 1 hour.

c. All classes missed regardless of the circumstances will need to be received at a later time. See make up work policy.

Check-ride Punctuality (FAA examination)
a. Students need to arrive at the base at least one hour prior to scheduled FAA practical tests (check-rides).

d. A no-show to a FAA practical test will be dealt as any other no-shows for time-building, including no-show fees.
e. Regardless of the circumstances, payment for the FAA Designated Pilot Examiner fee will be deducted from the student’s account automatically.

f. An infraction will be recorded on the student’s record depending on the circumstances.

**Punctuality & Consequences for Other Mandatory Events**

As with all mandatory scheduled events including written exams, make-up work lessons, mandatory seminars, appointments and student assemblies, all students must arrive on time. Otherwise, a tardiness or no-show infractions will be recorded in the student’s record.

**Leave of Absence & Academy Holidays**

Leave of absences (LOA) increase the length of time and training costs of any of the training courses. We required that students who request a LOA only do so, when strictly necessary due to an emergency in cases where is imperative such as: medical conditions, subpoenas, military service and bereavement. SEVIS regulated international students may **not** request time off for vacation; unless the dates of the requested time off coincide with the Academy holidays. Otherwise, those students regulated by SEVIS taking an unauthorized LOA or exceeding the allowed time off, thereby affecting the outcome of their original purpose at the Academy, will be terminated from the Academy. For further detail on termination due to excessive time off, read the “Termination” section.

National holidays observed by the Academy are automatically days off for all students. Students may choose to leave on a trip either out of the city, state or country on the Academy’s holidays; see list below:

**Academy Holidays**

Training premises are closed on the following days:

- Friday, January 1, 2021 – New Year’s Day
- Monday, May 31, 2021 - Memorial Day
- Monday, July 5, 2021 - Independence Day
- Monday, September 6, 2021 - Labor Day
- Thursday, November 25, 2021 - Thanksgiving Day
- Friday, December 24, 2021 - Christmas Eve
- Friday, December 25, 2021 - Christmas Day
- Friday, December 31, 2021 - New Year’s Eve

Any trips out of the State of Florida or United States for any amount of time require students to fill out a LOA form.

A leave of absence must be limited to one half of the published course or program length. Multiple leaves of absences may be permitted provided the total of the time off does not exceed this limit. SEVIS regulated students may only request a LOA due to medical conditions, subpoenas, military service and bereavement. In the event a SEVIS regulated student is required to leave the US due to immigration proceedings, the LOA request must be received 30 days prior the student’s departure, unless is an emergency, in which the student must notify the Academy as soon as possible.
Students are responsible for completing the LOA form completely and properly, as well as acquiring all required authorizations prior commencing the LOA. The submission of the information must always contain the reasons for the LOA and the dates.

All LOA requests, with the exception of LOA due to immigration proceedings, must be submitted for approval, to the progress manager at least 5 office business days prior to departure. Emergency last-minute departures due to medical conditions, subpoenas, military service and bereavement will be handled on a case-by-case basis.

**Non-M1 Visa Students Required Steps to Depart on a Domestic or International LOA**
- Submit paper or electronic form to Student Affairs;
- Receive Student Affairs’ authorization to depart on a LOA.

**M1 Visa Students Required Steps to Depart on a Domestic LOA**
- Submit paper or electronic form to Student Affairs;
- Receive Student Affairs’ authorization to depart on a LOA.

**M1 Visa Students Required Steps to Depart on an International LOA**
- Submit paper or electronic form to Student Affairs;
- Receive Student Affairs’ authorization to depart on a LOA;
- Upon receiving authorization from Student Affairs, collect SEVP DSO’s signature or authorized staff member on I-20 form.

**Checking-in Process from a LOA for Non-M1 Visa Students**
- Non-M1 Visa students are responsible to send an email to Student Affairs alerting of their arrival and availability to reinstate training.

**Checking-in Process from a LOA for M1 Visa Students**
- M1 Visa students must send an email to Student Affairs once arriving in to the U.S.
- Must sign-in the “daily log” at the Reception to record the compliance.
- Must report in person to Student Affairs to be verified and get back on schedule.
- The arrival and departure record issued by the official of US Customs & Border Patrol during US re-entry, referred to as “I-94”, must be presented following the check-in.
- Student Affairs will notify the SEVP DSO, the instructor and other pertinent officials of the student’s check-in from the LOA.
- If the student is unable to locate a representative of Student Affairs within 24 hours upon arrival, the student shall notify the SEVP DSO directly either by telephone, email or in person.
- Once the SEVP DSO is notified, a record of the student’s return will be created in the student’s file.
- Any student holding an I-20 exceeding 30 days out of the United States, is required to process a new I-20 paying all pertinent fees to the US government and the Academy.

**LOA Extensions**
Emergency extensions will be granted on a case-by-case basis. In the event a student is not able to return on the date recorded on the LOA, a phone call or email to Student Affairs is mandatory; a voice mail and/or text message are not accepted to notify delays.
Proof of Evidence for the Reason the LOA

Proof of evidence for the reason the LOA was requested will be required by the Academy upon return, unless the LOA was filed upon an official Academy holiday. For example, if a student has departed due to a medical condition, or that of a family member, a written excuse from the medical professional stating the days of intervention will be needed. Other cases will require documentation accordingly. Bereavement leaves will be review on case-by-case basis. Because medical records and such are often classified as confidential, any proof of evidence submitted will be handled accordingly.

A LOA will automatically dislodge the student from the sequence of events and any requests pending for a stage check, end-of-course, and/or practical test will be cancelled.

Make-Up Work Policy

The Academy is aware that there are a variety of legitimate circumstances in which students will miss training classes and that arrangements for make-up work will be required.

Students are responsible for planning their training schedules with their instructors to avoid excessive conflicts with any other requirements.

The Academy promotes an atmosphere of honesty and trust between instructors and their students. It is in both the Academy’s and the student’s interest to outline academic protections for students when they miss training and classes for legitimate reasons. This policy establishes parameters around what is a legitimate justified absence, and reinforces the responsibilities of the instructor and the student.

The Academy may not engage students in a disciplinary process for absences due to the following unavoidable or legitimate circumstances:

- Circumstances where force majeure precedes human control,
- Student’s illness physical or mental or that of a student’s dependent,
- Medical conditions related to pregnancy,
- Subpoena to jury duty or any other judicial matter,
- Military service of any type,
- Bereavement, including travel related to bereavement,
- Religious observance,
- Participation in official Academy extracurricular activities,
- Activities sponsored by the Academy if identified by management as the basis for excused absences.

However, students requiring absences should notify the Academy as soon as possible to arrange for necessary documentation and application for a leave of absence if necessary.

For circumstances not listed previously, the instructor and the Student Progress & Discipline Council (SPDC) have the primary responsibility to decide on a case-by-case basis if an absence is due to unavoidable or legitimate circumstances and grant a request for make-up work.

Students must notify their instructors of the circumstances leading to a request for make-up work immediately once aware of it and provide information to reasonably justify the absence. Some situations will be
significantly urgent that accommodations for make-up work can only take place after the absence has occurred. In such cases, it is imperative that arrangements are made as immediately following the student’s return.

The instructor has the authority to request and the student has the obligation to provide if requested, verification for absences, with the exception of a single episode medical absence that does not require medical services.

The instructor has the right to request verification for a single episode medical absence when:

- The student has had more than one single episode medical absence in the training.
- The single episode medical absence involves missing a final examination or important requirements.

The instructor and/or SPDC will provide without penalization a reasonable opportunity to make up missed work, if the student was absent due to circumstances listed previously; has complied with the notification requirements of the Academy and SEVP; and has provided verification if the instructor, SPDC or management requested further information.

Instructors are not obligated to accommodate a student who has missed so much of the critical components of a class, even for legitimate reasons, that arrangements for make-up work would not be reasonable. Therefore, in this situation the instructor and/or SPDC will determine if the student must retake the class and/or training session.

Instructors should take all factors into consideration when determining whether to grant an excused absence and how to make arrangements for make-up work that has an impact on the educational experience. If a student has missed a component of the course that cannot be made up in exactly the same manner, the instructor or SPDC may substitute with another activity or assignment in order to assess the missed components.

For ground courses, make up work must be completed as soon as possible as determined by the instructor. Part 141 ground course hours must be made up entirely for the course completion certificate.

**Satisfactory Progress**

At Wayman Aviation Academy the objective of tracking the students’ progress is to ensure the probabilities for a successful course completion. The academy relies on accurately anticipating student’s progress needs, schedules and preparation accordingly in order to keep students on track.

**Student Progress Monitoring & Tracking**

A team specialized in monitoring aviation progress, including the Flight Instructors, the Chief Flight Instructor and the Chief Flight Instructor’s assistant(s), the Director of Flight Operations, Director of Ground Operations, Director of Operations, and the Student Affairs Manager (overseeing quality assurance and progress), efficiently tracks all students’ progression through every milestone of the course in which they are training.
Tracking Progress

All students are assigned to an instructor from the first day of arrival. From that moment on, the instructor is expected to know the progress of the student, including:

- When the student is in a flight lesson,
- In an academic class,
- Taking a knowledge test,
- On a leave of absence,
- On the flight restricted list,
- Or reassigned to another flight instructor.

Flight Instructors will be asked by the Student Affairs Manager, Chief Flight Instructor or a member of the Student Progress & Discipline Council (SPDC), on an as needed basis, to verify the specific location of their students’ position in the syllabus, description of proficiency and progression and estimated milestones’ achievement dates.

Synchronizing Flight Training with Ground Knowledge

If a student’s academic knowledge is behind his/her flight training progress as determined through instructor’s observations, stage checks and bi-weekly monitoring, the student will receive additional one-on-one theoretical training with an instructor to satisfy the needs. If the student’s knowledge deficiency reaches a degree that will separate his/her course far beyond detriment from the flight training syllabus, the student will be discontinued from flight training lessons. The SPDC may choose not to place the student on discontinued status, if documented circumstances that are beyond the student’s control exist. Such circumstances might include maintenance delays, weather delays, military commitments, health conditions and bereavement. Circumstances deemed “personal-not-detritmental” will not be taken in consideration.

Check-points Upon Completion of Courses

Pursuant of quality experience and student progress satisfaction, the Academy requires that students once completing a course meet with the Student Affairs Manager, who oversees quality assurance and progress. The objectives are to ensure all administrative steps are fulfilled and to review and discuss academic progress, professional accountability and financial information after each one of the following points:

1. Upon completion of the onboarding process.
2. Upon completion of private pilot certificate.
3. Upon completion of the guided cross-country flights, if applicable.
4. Upon completion of the instrument rating certificate.
5. Upon completion of the crew time building, if applicable.
6. Upon completion of the commercial single-engine pilot certificate, if applicable.
7. Upon completion of the commercial multi-engine pilot certificate.

Student Feedback and Course Advancement

During the check-point the student is required to provide key facts about the completion of requirements during the course. These facts are compared to the progression of charges in the student’s financial account. The information is analyzed in correlation to the feedback the student reports regarding the advancement in the course.
Course Advancement Profile
The information is documented in a report to portray a course advancement profile. This report is used to communicate useful instructions for the personnel providing the training. The collective data from these reports helps us during management meetings to analyze our operation as a whole and make decisions to deliver a more efficient service.

Study Habits & Completion
Students are strongly advised that their performance, dedication and study habits are directly related to their ability to meet the timeframe for completion of any of the courses. The maximum timeframe to complete Wayman Aviation Academy’s longest program, the professional pilot program, is 12 months, which is 150% of the program length of 8 months (from the start of instrument ground school through commercial single-engine practical test endorsement).

Academic Performance & Remedial Training
The standard practice for course completion is for students to attend all classes and complete all assignments and all stage and end-of-course exams with a grade of 80% or better. Students who miss ground class sessions are required to make up those missed class hours with their instructor at additional expenses. Students who score on stage and final exams with a grade below 80% will be required to do additional one-on-one ground instructions on the subjects failed and retake the final exam until passing with a score higher than 80%. Additionally, a final grade which is the average of all stage and end of course exams will be issued when the course is completed.

FAA aeronautical knowledge exam satisfactory score is 70% or higher.

Flight training progress (flight lessons) is graded with an average of all elements of the lesson. Upon completion of every lesson, each element is graded on a 1 – 5 scale, with 1 being excellent. Students must complete each of the elements of each lesson with a grade of 3 or lower in order to proceed to the next lesson. Flight stage exams must also be completed satisfactorily by the designee to progress to the next stage of the course.

Students repeating a lesson or stage check more than three (3) times will be suspended from further training while the SPDC assesses the situation and decides whether probation or termination is in the best interests of the student and identifies the best course of action to help the student overcome the challenge if possible.

If warning period for improvement is given, the student will be notified of the length of time of the warning period (not to exceed 30 days) and the terms and conditions.

Grading System
Grading Ground Courses
Ground courses are graded on a complete/incomplete basis. Standard practice for course completion is for students to attend all classes and complete all assignments, and all stage and end of course exams with a grade of 80% or better. Students who miss ground class sessions are required to make up those missed class hours with their instructor, at additional expenses.
**Grading Flight Lessons**

Students must complete each of the elements of each lesson with a grade of 3 or lower in order to proceed to the next lesson. Flight stage exams must also be completed satisfactorily by the chief flight instructor or designee to progress to the next stage of the course.

**Flight Lessons’ Grading Scale**

Individual flights are graded as an average of all elements of the lesson. Each element is graded on a 1 – 5 scale.

- o 0 = Incomplete
- o 1 = Excellent
- o 2 = Good
- o 3 = Pass
- o 4 = Need Improvement
- o 5 = Poor

**Line Item Grade/Grading Definitions**

- o 0=Incomplete – any event not accomplished or attempted due to weather, maintenance etc. It does not affect the average grade of the lesson.
- o 1=Excellent – Ready for check ride. The student will perform the activity without assistance from the CFI. Errors and deviations will be identified and corrected by the student in an expeditious manner. At no time will the successful completion of the activity be in doubt.
- o 2=Good – Meets ACS Standards, Coaching, instruction, and/or assistance from the CFI will correct deviations and errors identified by the CFI.
- o 3=Pass – Instructor assistance is required to successfully execute the maneuver.
- o 4=Need Improvement – Student demonstrated tasks and maneuvers, are mostly outside ACS tolerances.
- o 5=Poor – Student is not prepared and does not demonstrate knowledge or skill for tasks or maneuvers.

**Overall Lesson Grade/Grading Definition Guidelines**

The final lesson grade is the average score of all the lesson line items. The definition of the lesson result is as follows:

- o Satisfactory: Successful completion of the lesson. The final lesson grade is between 1 and 3.
- o Unsatisfactory: Lesson needs to be retaken. The final lesson grade is between 3.01 and 5.0.
- o Incomplete: Zero, 0, is null value. If the final lesson grade is 0, the lesson needs to be retaken.
  - o Note: If the lesson is satisfactory, but with lesson line items scoring 0, 4 or 5, those line items need to be retaken in the following lessons until reaching Satisfactory.

**FAA Tests**

Students take FAA knowledge tests at the Wayman Aviation Academy’s testing center during scheduled testing hours. Wayman Aviation Academy will also schedule practical tests with Designated Pilot Examiners.

**Conduct & Professional Accountability**

Wayman believes that “Aviation Changes Lives” and this can only be achieved through the proper attitudes and principles. This is the reason that, pursuant of all FAA approved regulations and requirements,
Wayman strives to measure all vital aspects influencing a possible outcome. Therefore, to ensure students are guided efficiently towards success, the Academy emphasizes, values and tracks behavior as it does academic and flight progress. Behavior is tracked by measuring conducts of attendance, compliance, engagement and safety.

**Student Progress & Discipline Council (SPDC)**

The Academy has set up a council, specifically to hear, process, assess, follow, review and decide the most efficient outcome in all situations requiring its authority. The Student Progress & Discipline Council (SPDC) is the highest authority in the Academy and its members are the Chief Instructor, Chief Instructor’s Assistant, Director of Operations, Director of Flight Operations & Student Affairs & Progress Manager. The SPDC will meet regularly to discuss the academic and behavior progress of students who require support and are in need of assistance. Written recommendations and probationary letters will be sent to students within 5 office days of these meetings. Students will be allowed to appeal any Council decisions, in writing, within 5 days of receipt of the original Council’s letter requiring an action. Written appeals must include the reason(s) the student finds the prior decision was incorrect or unfair; including any new evidence that may show a different perspective altering the previous outcome of the case. Appeals will be reviewed by the SPDC. In the event the appeal is granted, the student will be given a new hearing to plea the case again. All decisions of the Council concerning an appeal will be final.

Students’ actions deviating from these healthy conducts will be recorded through a written account of observations, infractions, warnings and violations. Two infractions of the same nature will warrant a warning. Two warnings of the same nature will warrant a violation. Two violations of the same nature will be referred to the SPDC for possible probation or termination.

**Dress Code**

Students are required to maintain a neat and professional appearance at all times. In order to develop an attitude of professionalism, the following dress code has been established for all Wayman students on the professional pilot program.

**Uniform**

- **Vital Legal Documents.**
- **Black Pants/Trousers; no jeans, no pin-stripes.**
- **White Shirt; airline style, properly buttoned and always tucked-in.**
- **Black Belt; avoid ornamental, sharp and overly large buckles.**
- **Black Shoes; clean and/or polished. No open shoes, never sandals. Sport shoes only allowed when all black and safe for training.**
- **Black Socks; ensure skin is not visible. Any color or pattern design is allowed.**
- **Epaulets; black and silver only. Gold stripes is only for instructors. Official student leaders may wear other approved epaulets while on duty.**
  - **Black with no stripes required prior to PPL**
  - **1 stripe for PPL holders**
  - **2 stripes for IR holders**
  - **3 stripes for CPL holders**

Uniforms are required to be worn at all times while at the Academy, on any flights (including “back seating” when back seating is permissible) or while attending any Academy off-campus function (meetings, etc.).
Any student observed at any official activity without the required apparel will be issued an infraction and will be instructed to leave until properly dressed. When the training event is not able to continue due to the lack of proper attire a no-show with fees and fines will apply.

Identification badges are to be clipped on a company neck lanyard at all times.

All students and employees of Wayman Aviation Academy will look and act professional while at the Academy. Wrinkled shirts or pants will not be permitted while in attendance or employment at the Academy.

Hats shall not be worn in the Academy building and for aircraft training only Wayman hats are allowed.

Hats or clothing worn off campus at Academy sponsored parties or in student housing shall be in good taste. Clothing items containing vulgar, offensive, abusive, or profane language and/or symbols will not be tolerated.

Regarding personal appearance, the following applies:

**For Male Pilots**

- Hair must be trimmed above the ears, above the collar, and neatly groomed.
- Sideburns should be light to moderate in thickness, shall not be extreme in style, and shall not extend below the middle of the ear.
- Moustaches and beards should be clean and neatly trimmed.
- Earrings are not permitted, nor are facial rings on the tongue, lip, nose, eyebrow, etc.
- Body rings of any type are not permitted while at Academy. They not only pose a hazard to those on the flight line, but also are not permitted by the airlines.

**For Female Pilots**

- Female pilots will maintain a professional business-like appearance.
- Extreme hairstyles, excessive makeup, and earrings larger than the earlobe are inappropriate.
- Jewelry must be coordinated with uniform style and insignia colors.
- Perfumes and nail polish, when worn, should be soft and not overbearing.
- No facial rings are permitted on the tongue, lip, nose, eyebrow, etc.
- Body rings of any type are not permitted while at Academy. They not only pose a hazard to those on the flight line, but also are not permitted by the airlines.

It is the Academy’s responsibility to ensure that all students during training are appropriately dressed, groomed, manicured, and present a professional image. All violations shall be reported to the SPDC for disciplinary action.

**Vital Legal Documents Considered Part of the Uniform**

While in training at the Academy, it is imperative that all students bring the following documents at all times.

- Valid Passport
- Valid I-20
- FAA pilot certificate
- Updated Logbook
- Current FAA Medical Certificate
- Identification Badge on the Academy lanyard
Academic Probation

A written account of behavior will be revised, tracked and analyzed weekly by the Student Progress & Discipline Council to determine the best methods and/or actions to redirect the students who are at risk of disengaging from the Academy’s objectives. When necessary students who resist improvement will be placed on a “Period Redirecting Obstructive Behavior”. The length of a probation period should not exceed 30 days.

Tracking Conduct & Discipline

Student’s actions deviating from a healthy conduct will be recorded through a written account. Any school official from dispatchers all the way to the president may record observations, infractions, warnings and violations on a “Conduct Record Form”. Instances of attendance are always begun at the infraction level.

- Any two observations of the same nature may lead to an infraction, depending on their nature.
- Any two observations of different nature may lead to an infraction, depending on their nature.

- Any two infractions of the same nature will warrant a warning or a violation, depending on their severity.
- Any two infractions of different nature will warrant a warning or a violation, depending on their severity.

- Any two warnings of regardless of their nature will warrant a violation.
- Some offenses of a specific nature will warrant a violation.
- Some offenses of a specific nature will lead to immediate termination.

- Any two violations of any nature will halt the student’s training until the SPDC is able to hear the case. In most of the cases the SPDC will seek to place the student on a period redirecting obstructive behavior (PROB). In case the deviant nature of the offense is unacceptable by the standards of the Academy, the student will be disqualified from PROB. Therefore, termination of the student’s training from the Academy will be inevitable.

Severe Offenses Leading to Termination & Penalties

The following actions are considered severe offenses and will be process for disciplinary action by the Student Progress Discipline Council as they will likely result in termination.

- **US Laws Violation(s):** is when the laws of the United States have been violated. Any diversion from adhering to US laws resulting on a felony conviction will irreparably cause termination. Any conviction or misdemeanor involving putting at risk the safety of others, destruction of property or operating a vehicle or aircraft under the influence of any non-authorized substance will result in immediate termination.

- **Firearms, Weapons, Fireworks, Explosives:** No students, except law enforcement officers, may have weapons in their possession at any time on Wayman premises (including parking lot). Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.

- **Assault to others:** is any display of aggression resulting in violence.

- **Sexual misconduct:** See prohibited behaviors regarding sexual conduct.

- **Harassment and/or Bullying:** is any display of behavior intimidating and/or threatening to others, whether they are students, staff members or personnel of the Academy.
- **Defamation, Threats, and Extortion Verbal**: is the written communication, which unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another. Verbal or written communication which threatens another of a crime or offense, or threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace, with the intent to extort money or other advantage whatsoever, is prohibited.

- **Insubordination**: is when the student is defiant of authority and/or refuses to obey official orders. Insolent behavior is unacceptable and may lead to termination depending on the magnitude.

- **Stealing**: is when a student takes any property belonging to anyone else or the Academy without permission.

- **Dishonesty or Duplicity**: is the inclination or practice of misleading others through lies or trickery; not adhering to the facts; and instead fabricating or altering the account of reality as occurred; including academic dishonesty or any misrepresentation of work. In the event the magnitude of an act is pervasive to affect the well-being, safety, or integrity of others, termination will be inevitable.

- **Extortion or attempt of extortion**: is to obtain or to attempt to obtain money or anything of value from someone in response to a threat against disclosing information, or as a consideration for not disclosing information.

- **Aggravated Property Destruction**: is any display of aggression, unsafe conduct or reckless behavior resulting in property destruction, including but exclusively arson.

- **Alcohol abuse**: is any person of any age drinking alcohol excessively, where the safety and respect for others has been violated.

- **Furnishing Alcohol to Minors**: is any person over or under the age of 21 years old sharing alcohol with a person below the age of 21 years old.

- **Underage Drinking**: is any person under the age of 21 years old drinking alcohol in our premises, including the Academy’s student housing.

- **Unauthorized Alcohol Use**: is the consumption of alcohol 12 hours before a flight or ground session.

- **Use of banned drugs**: is the use of any banned substances. All students are subject to random drug testing.

- **Unauthorized Use of Controlled Substances**: is the use of controlled substances without the official supervision of a U.S. medical doctor.

- **Substance Abuse of an Authorized Controlled Substances**: is the abuse of any controlled substance with the authorization of an official medical doctor. All substances, including over-the-counter, must be reported during the FAA examination to the FAA doctor and to the Academy’s student affairs manager.

- **Unauthorized Substance Handling**: is manufacturing, having in possession, having control over, sale and/or transmission of any narcotic or illegal drugs.

- **Violation of Probationary Status**: is to commit an action leading to an infraction during a period redirecting obstructive behavior.
Offenses Leading to Infractions and Penalties

The severity of some of the following offenses may consequently increase the severity of its classification and the disciplinary action.

- **No-Show**: See attendance policy. This is subject to financial penalties and infractions.
- **Tardy**: See attendance policy.
- **Unjustified Cancellations**: is when a cancellation happens without prior authorization without a justifiable justification. This will automatically be considered a no-show and is subject to financial penalties and infractions. See attendance policy.
- **Substandard Work**: is when the student fails to comply with any assignment requested by the instructor or Academy such as homework, written exam, etc. If the lack of compliance affects the quality of the training event and the lesson is compromised for this reason; the student will be subject to penalties charged to the account, in order to cover the costs of the components of the lesson, such as aircraft, FTD, instructor’s fee, etc. In this case, the penalties will be billed as a no-show. We advise showing up as the instructor may decide to proceed with a different activity.
- **Unprepared for Training**: is when a student arrives to a scheduled training event without the necessary materials, tools or proper uniform. In this case the penalties will be billed as a no-show. We advise showing up as the instructor may decide to proceed with a different activity.
- **Obstruction of Official Procedures**: is preventing any official from conducting its duties. Academy officials reserve the right to search lockers, dorms, and other Wayman property when deemed necessary to uphold the basic responsibility of the Academy regarding discipline, safety, and the maintenance of an educational atmosphere.
- **Unauthorized Activities in the Academy's Premises**: is any activity taking place within the Academy’s premises, including housing, without official authorization; parties, celebrations, gambling, sport events, etc. Any activity threatening our core values, principles, safety and/or the wellbeing of others will be punishable accordingly.
- **Property Negligence**: is the lack of basic care for the property of the Academy. Charges to repair or replace property due to negligence, lack of attention or misuse will apply to the students account.
- **Complicity**: is when a student witnesses the commission of an act by another student which constitutes a violation of the Academy’s policy.
- **Instigation**: is when a student plans, devices, encourages or sets in motion the commission of an act which constitutes a violation of the Academy’s policy.
- **Breach of Peace**: is conduct or expression on Wayman-owned or controlled property which disrupts the orderly functioning of the Academy, or which is lewd, indecent or obscene.
- **Non-Conformity with the Dress Code**: is the failure or refusal to conform to the dress code.
- **“Vaping” and/or Smoking on Restricted areas**: is smoking or “vaping” any product on any space within the premises of the Academy that is not assigned as a “vaping” or smoking area.
- **Inappropriate Garbage Disposal**: is the unsanitary disposal of waste material in excess or misplaced, i.e.: cigarettes butts, containers, bottles, paper, etc. Leaving garbage behind in the aircraft or study areas will be subject to a fine of $50.00 charged to the student’s account.
- **Lack of Personal Hygiene**: is when the lack of personal hygiene becomes offensive producing a pervasive discomfort to others. If this is an issue that has been previously reported and an
infraction or observation has been already recorded, the training session is subject to cancelation and fees for the rental of the aircraft and/or CFI will apply.

- **Unauthorized Use of Electronic Devices**: is the use of any electronic device for any other purpose than training during flight or ground sessions.

- **Unauthorized Diversion from Target Language**: is when a student speaks any language other than the “target” language, which shall be English at all times with in the premises of the Academy.

- **Unauthorized Parking**: students are required to park in student-designated spaces only; whether the vehicle is a car, truck, motorcycle, scooter, bicycle, etc. Failure to do so may result in a citation from a civil authority as well as an infraction on the part of the Academy.

- **Unauthorized Use of Vehicles**: is the riding of bicycles in hallways, buildings, or on walkways. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are considered in the same category as bicycles.

- **Unauthorized Pets**: is to bring a pet or animal to any of the Academy’s-owned properties without authorization. Seeing-eye dogs are permitted on any of the premises of Wayman Aviation Academy.

### Student Housing Offenses

All Wayman Academy Aviation officials are committed to enforce the academy’s policies and procedures in order to maintain the highest standards. It is expected that all students living in the Academy’s housing, including theirs guests and students visiting the premises to behave accordingly. Everyone without exception must follow the standards of code of conduct and the following additional rules.

- **Ignition, Combustion and/or Burning**: is the action of setting on fire or/and burning any material or substance including tobacco, incense, hookah products, etcetera regardless of its purpose.

- **Inappropriate Garbage Disposal**: is the unsanitary disposal of waste material in excess or misplaced within/out of the living building structure, i.e.: cigarettes butts, containers, bottles, paper, etc. Only two 13 lbs. trash bags each are accepted and any excess will be considered a violation of inappropriate garbage disposal.

- **Unhealthy and Unsanitary Conditions**: is the lack of cleaning after oneself in any common living areas and/or including the personal area. The lack of care resulting in a neglected area weather indoors or/and outdoors will be considered unhealthy and unsanitary.

- **Lack of Personal Hygiene**: is when the lack of personal hygiene becomes offensive producing a pervasive discomfort to others.

- **Unhealthy Noise Levels**: is producing any pervasive noise beyond the comfort level of others. All pervasive noise audible to neighbors must stop at 10:00p.m.

- **Unauthorized and/or Overnight Guests**: is when a student-tenant accommodates another person in Student Accommodations overnight without prior notification and authorization of American Flight Training, LLC Student Accommodation’s management.

- **Wild life and/or Pet Possession**: is when a student/tenant hosts in any shape or form any wild or domesticated life in our American Flight Training, LLC Student Accommodations. No animals are tolerated.

- **Unauthorized Moving**: is when a student-tenant moves to any bed and/or room of any apartment including the one residing currently without prior official authorization.
- **Unauthorized Changes and/or Adaptations to the Property**: is when a student-tenant changes the locks, blinds, furniture or any indoor property with our prior authorization from Student Accommodations management. Including furniture, routers, TVs, etc.

**Substance Abuse Including Alcohol**
Wayman Aviation Academy is committed to providing a safe work and training environment for its employees and students to foster their well-being. This commitment is jeopardized when any Academy employee or student illegally uses drugs on the job or training, comes to work or train under the influence; possesses, distributes or sells drugs in the workplace, or consumes and abuses alcohol while on the job or training. The goal of this policy is to balance the Academy’s respect for the employee and student privacy with the need to maintain a safe, productive and drug-free environment. To advance its commitment to a safe and healthy training facility, Wayman has adopted this Drug-Free Workplace Policy. This policy is implemented pursuant to the Drug-Free Workplace requirements set forth in Florida Statute c. 440.102, Florida Administrative Rule 59A-24 of the Florida Agency for Health Care Administration, FAR AIM Sec. 91.17-19 — Alcohol or drugs

**Prohibition against the Use & Possession of Drugs including Alcohol**
As a pre-requisite of enrollment all students must agree to sign a form consenting for random and scheduled screening of any controlled substances, alcohol and/or illegal substances. Students are strictly prohibited from using alcohol and/or illegal drugs on the Academy’s premises or while engaged in any training-related activity, whether on or off Academy’s premises, including aircrafts. Consistent with this policy, the use, possession, distribution, purchase or transfer of alcohol or illegal drugs on the Academy premises is strictly prohibited. The student also is strictly prohibited from performing duties for the Academy while impaired by or under the influence of alcohol or drugs. Additionally, students may not use alcohol within 12 hours prior to a flight or lesson. Any violations of this policy may result in the immediate termination of the training course.

In an effort to ensure a drug-free environment; as disclosed during enrollment and orientation in the “Authorization for Random Testing of Alcohol and Drugs”, the Academy will conduct drug testing of students while in our premises, including the Academy’s housing. This testing may be conducted by any chemical, biological or physical instrumental analysis administered by laboratories certified by the U.S. Department of Health and Human Services and/or licensed by the Florida Agency for Health Care Administration, including but not limited to, urinalysis or analysis of blood samples.

Prior to and after testing, applicants will be given an opportunity to confidentially report to an Academy’s staff member or a medical competent authority the use of any prescription or non-prescription medications which may alter their test results.

For purposes of this policy, “Drug” means alcohol (including distilled spirits, wine, a malt beverage, or an intoxicating liquor); an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of these substances. “Prescription or nonprescription medication” means a drug or medication obtained pursuant to prescription or medication that is authorized pursuant to federal or state law for general distribution or use without a prescription in the treatment of human diseases, ailments, or injuries. An “Illegal Drug” is any drug which (i) is not legally obtainable; (ii) which may be legally obtainable but has not been legally obtained; or (iii) which is being used in a manner or for a purpose other than as prescribed or as intended.
The Academy will conduct drug testing of students in case we receive information that a student has caused or contributed to an accident while training or while using or operating Academy property; observable phenomena while training; abnormal conduct or erratic behavior while at training or a significant deterioration in performance; a report of drug use by a reliable and credible source; evidence that an individual has tampered with a drug test during his course with the Academy; evidence that a student has used, possessed, sold, solicited or transferred drugs while working or while on the Academy’s premises, including our housing or while operating the Academy’s vehicles, aircrafts, machinery, or equipment. Please note that if conducting a test based upon reasonable suspicion, the Academy will record and document the circumstances which formed the basis of the reasonable suspicion determination. A copy of this documentation may be obtained by the student upon request. (i) Post-Injury Testing. The Academy will automatically require drug testing for any student injured while training. (ii) Follow-Up Testing.

Fraternization vs. Mentoring

Wayman Aviation Academy trusts the best guidance is provided through experience and leadership. We believe in demonstrating and exemplifying the values, attributes and roles leading to the success we are proud of representing.

We understand the scope and value of sincere, respectful and honest social contact between students, faculty and staff members of the Academy. This is the reason we support mentoring and discourage fraternization at all levels.

Fraternization

We strive to provide an environment that is respectful, fair and free of harassment and discrimination. Our commitment is to provide equal opportunity to all students, faculty and personnel. At all costs we want to avoid potential conflicts of interest, favoritism, exploitation and harassment or breaches of professional standards.

This is the reason the Academy discourages fraternization and prohibits romantic or sexual relationships where there is supervision, direction or control between the parties.

Fraternization is often confused with mentorship, straying in to gray areas where conflictive scenarios lead to: consumption of alcohol and possibly alcohol abuse; borrowing and lending money; disclosure of sensitive and confidential information; romantic or sexual relationships; and other situations that are not considered healthy to the professional environment Wayman promotes.

Romantic or Sexual Relationships with a Faculty Member or Instructor

Romantic or sexual relationships between a faculty member or instructor and a student enrolled in the faculty member’s or instructor’s class are prohibited. This includes co-curricular activities or supervised student activities for which academic credit is given. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism that can impair the academic experience of all students in that class, often resulting in social discord. Therefore, it is considered improper conduct for a faculty member or instructor to engage in a romantic or sexual relationship with a student enrolled in the faculty member’s or instructor’s class.
Prohibited Behaviors Regarding Sexual Conduct

Wayman Aviation Academy is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and misconduct based on sex, including sexual orientation and gender-related identity and expression. This applies to students, employees, and others when the behavior occurs in our owned or controlled property. Prohibited behaviors regarding sexual conduct are:

- Sexual violence including; rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
- Sex-based harassment, including hostile environment
- Intimate relationship violence, including dating and domestic violence
- Stalking Sexual exploitation

Information about confidential resources, rights of all parties, definitions and examples of prohibited behaviors and the procedures for investigating and resolving reports of misconduct is available by contacting Student Affairs Manager - Christian A. Zuniga, Director of Operations - Rosa Luy or Director of Human Resources – Eduardo Luy.

Terminations

At Wayman Aviation Academy any indefinite interruption of studies disabling progress on the registered course or program is considered termination of studies and categorize under the reason the termination took place.

Some terminations are motion by the student and others by the Academy. Any student affected by an Academy’s decision, has the right to appeal it to the SPDC following appeal guidelines.

All Academy terminations are subject to a termination-fee described on the refund policy.

Termination for Academical & Conduct Reasons

In the event that a student is unable to benefit from the SPDC’s efforts to reengage the student in to the course objectives and the unproductive behavior continues, mandatory termination of the course will be inevitable. This will be determined through observation of behavior patterns during the “Period Redirecting Obstructive Behavior”.

Termination for Disciplinary Reasons

Termination can also occur when the student has been found responsible of one or various offenses leading to termination. See list of offenses leading to termination on pages 47-48.

Termination through Withdrawal

A “withdrawal” is a type of termination motioned by the student rather than the by Academy; through the accepted channel, which is a written notice through email or in person; with the name of the student withdrawing and the date when the withdrawal is to become effective.

Termination through Drop-out

A termination through “drop-out” is a type of withdrawal motioned by default when a student has attended at least one class and ceased attending further classes without submitting an official notice through
the accepted channel. A student will be considered withdrawing through drop-out once three (3) consecutive unjustified absences are identified and reaching out for communication has proven futile.

Termination through Withdrawal due to Administrative Reasons

A student who is unable to continue training due to the following reasons will be categorized under an administrave withdrawal:

- Unable to renew immigration currencies
- Deportation from the United States
- Financial hardship
- Bereavement
- Health impediments

Applying for re-admission after a Termination for Disciplinary, Conduct or Academical Reasons

Depending upon the nature of the conduct and the subsequent events, a terminated student for disciplinary, conduct and/or academical reasons, has the right to apply for re-admission to the program or a course after one year.

Re-admission & Re-enrollment after Withdrawing or Dropping-out

Students who withdraw or drop-out from the program or course and want to continue studying at Wayman Aviation Academy at a later time will need to reapply for enrollment through admissions. Student Affairs and in some cases the SPDC will need to approve the re-admission prior re-enrollment to ensure there are not any past concerns in the student record impeding a healthy academical progress.

Once the student is approved for re-enrollment, the student will need to start at an official enrollment date and go through the onboarding process: enrollment, orientation and administrative tasks.

All fees pertinent to enrollment will need to be paid even if these fees had been paid once before for a previous course. Those previously paid memberships to electronic learning tools that have expired will need to be paid again to regain access.

Students who have withdrawn through a drop-out due to administrative or health reasons, will be allowed to extend validation of their registration and FAA student records fees for up to 4 months only. After 4 months all fees will need to be paid as a new student.

Students who have departed leaving a negative balance will only be allowed to re-enroll once the balance has been paid or a payment arrangement made to satisfy thei debt.

Student Exchange Visa Program

All international students who are under an M1 visa processed through a Wayman Aviation Academy I-20, must abide by all the rules and guidelines established by the Student Exchange Visa Program. Infringing on any of the SEVP rules and/or guidelines may result in termination of the program or course.
Students who need to re-new their I-20 due to consequence of a leave of absence or prolongation of their course of studies, will need to pay an administrative fee of $200 to Wayman Aviation Academy and an I-20 activation fee of $350 to SEVP.

**Student Records**

All records will be kept confidential and within a secured area, and accessible only to appropriate personnel. Records will be maintained in accordance with mandates from FAA, TSA, SEVIS, and the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is a Federal law that protects the privacy of student education records. Available records include transcripts of completed ground courses and all flight lessons.

Upon completion of the course, the student will be provided with an official copy of their transcripts. Students have access to an unofficial electronic file of their records anytime during training. Students are able to request an official printed copy of their records at any time, upon a written request to the Director of Operations, and only to parties specified by the student (or parent or guardian only in the case of a student under 18 years of age, or at the request of an adult student). All accounts must be paid in full and if mailing is required, a mailing fee will be assessed. For students requesting records for transfer to another flight school, records will be provided in accordance with FAA Part 141 regulations.

**STUDENT SERVICES**

The student housing in nearby apartments is available to students at additional cost. Housing accommodations is provided at request, only to those students who are full time and enrolled in the flight courses.

Wayman Aviation Academy has a tutoring program for students who would like more help with academic subjects. Tutoring is provided at no cost by student leaders and by advanced students who are pursuing the certified flight instructor certificate. This program gives free help to students and also provides invaluable practical teaching experience for certified flight instructor applicants.

Wayman Aviation Academy has regular meetings of all students, where problems can be addressed. Student leaders are chosen to assist and mentor other students.
The Student Leader Team

Wayman Aviation Academy counts with a team of volunteer advanced students selected due to their high proficiency, philanthropic skills and eagerness to experience a structured environment supporting their peers. The Student Leader Team members are carefully screened, interviewed, selected and trained prior to commencing their duties in full capacity according to the Student Leader Guide Book. The Student Leader team is managed by the Student Affairs Department who ensures there is a variety of Student Leaders adequately mentoring the student population, based on age, gender and background.

The Student Leaders are a source of feedback and for dialogue between all the other students and the Academy’s Administration and Faculty. Meetings between the Administration and the Student Leaders addressing projects, activities, general training and the student body general concerns are held on weekly basis.

Student Safety & Recognition Monthly Meetings

The Academy provides, with the assistance of the Student Leader Team, on monthly basis a Student Safety & Recognition meeting to address: incidents, concerns, announcements and recognitions. In this platform educational safety material based on the most recent incidents is shown to all the students. This meeting provides a channel where problems can be addressed among all students fostering integration and values by exercising healthy communication and mentoring. Including the opportunity for the recognition of the latest students’ achievements.
The Beacon Program

The Academy offers on daily basis, from Monday through Friday, a tutoring program for students who would like more help with academic subjects. Tutoring is provided at no cost by student leaders and by advanced students who are pursuing the certified flight instructor certificate. This program gives free help to students and also provides an invaluable practical teaching experience for certified flight instructor applicants.

Job Placement

Aviation has historically been a cyclical industry, with periods of brisk hiring and periods of stagnant hiring. The consensus of industry forecasts projects a worldwide shortage of pilots in upcoming years. Wayman Aviation Academy does not guarantee employment; however, the following services are available to all of our vocational students:

During the process of the graduate’s account reconciliation and closure, Student Affairs will archive the, “job applicant’s” pertinent contact information, to make available to the Academy’s Career Advisor; in order to reach out to the applicant every quarter until employed.

Once the applicant has been employed 30 days, our Career Advisor will be reaching to the employer to review the graduate’s performance; update the Placement Review Form; and support the graduate adjusting to the workplace.

Students can be provided assistance by the Academy’s Career Advisor in the design and preparation of their resumes and with industry job postings upon request.

Student who chose to pursue the Certified Flight Instructor course will be eligible to interview for an instructor position at Wayman Aviation Academy. The Academy has agreements with SkyWest, Republic Airlines and Silver Airways to recommend alumni that are nearing the requirements for the FAA airline transport pilot certificate. Additionally, the Academy continues to search for more partners in the industry; Envoy and other Airline recruiters periodically visit the Academy for recruiting purposes.

In addition, the Academy’s Career Advisor will provide the students and alumni the names and contact information of flight departments, airlines, corporate flight departments, and other aviation organizations that have hired Wayman Aviation Academy graduates in the past.
DISCRIMINATION

Wayman Aviation Academy welcomes and respects people from all over the world. Wayman Aviation Academy does not discriminate on the basis of sex, race, ethnic origin or religion.

COPYRIGHT INFRINGEMENT POLICY

All Wayman Aviation Academy managers, faculty, staff, and students are required to adhere to this copyright infringement and plagiarism policy. Violations of this policy can result in disciplinary action and/or academic penalties for courses up to and including failure of a course. Violations can also result in personal liability for the person violating copyright laws. It is incumbent on all Academy managers, faculty, staff, and students to become aware of and learn about copyright laws and how to prevent violations.

It is the policy of the Academy to respect all applicable laws regarding copyright infringement. This includes but is not limited to making copies or reproducing copyrighted or protected written textual material, images, names, software programs, recordings, or other forms of intellectual property on paper or digital format. Academy computers and office equipment may not be used for these unlawful and inappropriate copies or reproductions.

Plagiarism is a serious academic offense. It is the passing off of another’s work as one’s own, or without attribution. The most common forms of this are copying another’s answers for homework assignments or during tests. Violations of this policy can result in academic penalties up to and including course failure, expulsion from the Academy, or revocation of any certificate or degree awarded by the Academy.
FINANCIAL INFORMATION

Fees & Rates

Professional Pilot Program

The estimated tuition of Professional Pilot Program is $49,950 for Advanced Elective, and $46,950 for Essential Elective with 9 monthly payments. This estimate includes the minimum required flight, simulator, and ground instruction; ground schools, materials, and an account for electronic books, charts, and documents. For students who are taller than 1.9 meters or weigh more than 78 kilograms an aircraft upgrade may be required which will increase the price. Additional flight, simulator, and ground instruction is at student additional expense as outlined in the “Training Fees” section. Students should be aware that all governmental charges are not included in the tuition such as designated pilot examiner fees, medical certificate fee, and for international students, TSA and SEVIS fees. Additional expenses to be budgeted by the student are not limited to transportation, living expenses, health insurance, taxes and hotel.

Additional Fees

These additional fees will not apply to students with their own housing, health and/or renter’s insurance.

- Additional Housing: $50.00 per Day
- International Health Insurance: Individual basis
- Aircraft Renter’s Insurance: $170/$230 annual (approximate)

Ground Course Fees

For students enrolling in stand-alone ground school courses, the following ground school tuition applies. Each course may have additional expenses for books and supplies.

- Ground School Course
  - ATT 100 - Private Pilot: $1,200.00
  - ATT 105 - Phraseology: $500.00
  - ATT 110 - Instrument Pilot: $1,200.00
  - ATT 120 - Commercial Pilot: $1,000.00
  - ATT 200 - Certified Flight Instructor: $1,600.00
  - ATT 210 – Certificated Flight Instructor – Instrument: $600.00
  - ATT 220 – Multi-Engine Instructor (Airplane): $800.00
**Training Fees:**

- Certified Flight/Ground Instructor: $62.00/hour
- Certified Flight/Ground Instructor (CFI & ATP training): $105.00/hour
- Frasca G1000 & Redbird TD Simulator: $49.00/hour
- Redbird FMX Simulator: $65.00/hour
- C152: $109.00/hour
- C172 M/N/P: $129.00/hour
- C172R: $139.00/hour
- C172S (G1000): $169.00/hour
- PA-28R Arrow (Complex): $169.00/hour
- PA-34 Seneca (Multi-Engine): $299.00/hour
- FAA Written Knowledge Test: $165.00 per attempt
- Registration Fee: $150 per flight course
- FAA Practical Test Check-ride: $600.00 - $1,200.00 paid directly to examiner

Hourly aircraft rates include fuel. When refueling off base, the student pays for the fuel directly to the fuel provider. A credit of $4.00 per gallon is then applied to the student’s account when refueling off base, and the student is responsible for the remainder of the fuel cost.

Block rates are available for local students paying for ten or more dual instruction flight hours in advance.

**Payment Schedule**

Enrollment ($150 per course), I-20 visa processing ($299) and FAA Records & Scheduling ($100) fees are due upon enrollment.

Professional Pilot Program Payments:

- 1st payment due 5 business days prior to start date: US $10,000
- 2nd payment due on the 15th of the month following start date: US $5,000
- 3rd payment due on the 15th of the following month: US $5,000
- 4th payment due on the 15th of the following month: US $5,000
- 5th payment due on the 15th of the following month: US $5,000
- 6th payment due on the 15th of the following month: US $5,000
- 7th payment due on the 15th of the following month: US $5,000
- 8th payment due on the 15th of the following month: US $5,000
- 9th payment due on the 15th of the following month: US $4,950 (Advanced), US $1,950 (Essential)
- 10th payment due on the 15th of the following month: remaining balance

Note: Any additional fees for the training above will be included in the remaining balance.

All students, regardless of program or course, must maintain a positive account balance at all times. International students are required to have a $1,000 account balance in order to schedule more training, and
domestic students must maintain a $1,000 balance in order to schedule more training. This financial requirement is waived for approved VA, Liberty University, and Miami Dade College students in good standing.

The Student will be billed by The Academy a late fee of $200.00 for payments not received on or before the specified due date, unless a contract amendment is agreed to. An additional penalty of 1% over the amount due will be billed daily until the payment is received.

In no case will a student be responsible for a financial obligation for more than 12 months.

**Payment Methods**
Payments can be made via credit card, cash, check, or wire transfer. Students are responsible for all wire charges and/or credit card processing fees of 2%.

**Refunds/Cancellations**
Students that have cancelled or withdrawn from a course are entitled to a refund of remaining funds pending the proper execution of the following requirements.

Regardless of the reason, all agreed and final refunds due will be paid within 30 calendar days from the documented “date of determination” (DOD). If a student never attended class the refund will be no later than 30 days from the first scheduled day of class or the cancellation notice.

If the school is unable to contact, locate, or return the funds they will be held for up to 60 months in accordance with Florida Statute 717.102

**Refund Due Dates:**
1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within 30 calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution; or the date the institution terminates the student, by applying the institution’s attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 30-day window for refund processing ends before the last date of attendance, the refund will be paid within thirty (30) calendar days from the last date of attendance.

**Charges Other Than Tuition:**
1. Non-refundable charges are admissions fees, non-returnable materials, visa processing fees, and issued technology. These materials are only distributed and attributable to the portion of the course attended by the student. Example: Private Pilot books in a full course, not including IFR nor Commercial.

2. A student is bound by the terms as defined in any student housing agreement. Actual housing costs incurred by the Academy are non-refundable.
3. There is a course enrollment fee of $150 for each course and a $100 fee for FAA Records & Scheduling.

Cancellations:

1. Rejection of Applicant: If an applicant is rejected for enrollment, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less an I-20 processing fee of $299 and shipping when applicable.

2. Cancellation: If the Academy cancels a course subsequent to a student’s enrollment, the Academy will refund all monies paid by the student.

3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the Academy cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less an application fee of $150, and any actual housing costs incurred by the institution. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event the Academy may only retain a maximum total of $500 for any non-refundable fees including application, I-20 processing, and shipping fees.

Withdrawal or Termination after the Start of Class and after the Cancellation Period:

For all pilot courses/programs

a. Refund amounts are based on a student’s “Date of Determination” (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution; or the date the institution terminates the student, by applying the institution’s attendance, conduct, or Satisfactory Academic Progress policy. When determining the number of weeks completed by the student, the Academy may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

b. During the first week of classes, tuition charges withheld will be the earned tuition up to a maximum of $1,000.

c. After the first week and through forty percent (40%) of the period of financial obligation (time length of course/program), tuition charges retained will be the earned tuition for the training period completed. Earned tuition is the value of the training activities consumed by the student to date.

d. Between forty percent (40%) through fifty percent (50%) of the period of financial obligation (time length of course/program), tuition charges retained will be the earned tuition for the training period completed plus ten percent (10%) of the unearned tuition up to a maximum of $1,000.

e. After fifty percent (50%) of the period of the course/program time length is completed by the student, the Academy will retain the earned tuition plus twenty-five percent (25%) of the unearned tuition.

f. Students who are unable to continue training because of death, serious illness, incarceration, or active military service will receive the entire account balance as a refund.

g. Nonrefundable items are: I-20 Processing Fee ($299), English Language Level Screening Test Fee $50, Enrollment Fee ($150 per course), Non-Returnable Materials (up to $596), Electronic Flight Bag (One year of subscription, Non-Prorated $179), and housing costs ($650 per room per student per month) incurred by “The Academy”.

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(last reviewed on 2-12-2021)
h. Regardless of the reason, all agreed and final refunds due will be paid within 30 business days from the documented “date of determination” (DOD).

Refund Computation Example
The student enrolled in a 52-week Professional Pilot Program, starting on January 17th and scheduled to complete on August 29th. The total tuition is $47,995. The last date of attendance (LDA) for the student is February 28th. The date of determination is March 14th.

- Number of weeks student attended: 8 weeks
- Number of weeks financially obligated: 32 weeks
- Pro rata portion completed based on 8 weeks: 25%
- 25% of $49,995 tuition = $12,498.75 (earned tuition)
- Owed to institution = $35,496.25
- Student payment = $20,000
- Refunded to student by April 22nd = $7,501.25

Definitions:
- Cancellation: A student who never attends classes at the institution after enrolling, or who informs the Academy of his/her desire to cancel prior to the first day of training.
- No Show: A student who never attends class at the institution after enrolling and does not inform the institution.
- Drop-out: A student who attends at least one class at the institution, but does not complete his/her course.
- Termination: A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.
- Period of Financial Obligation: The portion of the course for which the student is legally obligated to pay and may not under any circumstances, exceed a period of 12 months.
- Last Date of Attendance (LDA): The final date the student attends class.
- Date of Determination (DOD): The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student. After 30 days of absence without notification, and reasonable attempts by the school to contact the student without success, the student will be terminated.

Delinquent Accounts
Each student’s balance must not go below $1000 at any time. The student is responsible for keeping up with their balance. It is not the Academy’s responsibility to notify each student if his or her balance falls below $1000. Dispatch will provide a printed record of the student’s financial account upon request. If for any reason, the students account balance becomes a “Balance Due”, the student will immediately be placed in a fly restricted list and may not be scheduled for any training activities without prior written permission from upper management.

Financial Assistance
No financial assistance is offered to students. However, Wayman Aviation Academy does have a partnership with We Florida Financial Credit Union where students can apply for personal loans from We Florida
Financial Credit Union to help with flight training expenses. Such loans will only be given for those students who qualify with We Florida Financial Credit Union's lending criteria.

**CONCERNS, GRIEVANCES, COMPLAINTS & APPEALS**

Wayman is committed to continuous increasing the satisfaction of its students and staff members. Therefore, complaints are excellent opportunities to analyze the quality and efficacy of our procedures, actions and services. A complaint represents dissatisfaction about a service, an action throughout the execution of a service or the lack of an action. For this reason, the Academy at all levels of its operation values and exercises the right to complaint, providing adequate and efficient procedures to deal with dissatisfaction. Effective complaint resolution processes provide the Academy with valuable opportunities to examine recurring or persistent issues and guarantee continuous development and improvement of services and satisfaction. Our commitment is ensuring that all issues are resolved through a confidential and yet transparent process, guaranteeing a prompt and just outcome to all parties. Wayman is aware that complaints that are managed promptly with the least amount of parties involved have the greatest chances of avoiding constrictions.

**Advancing Concerns, Grievances and Complaints**

In order to ensure healthy working, teaching and learning relationships, Wayman has a process for all students to receive guidance and advice when they have questions, concerns, or grievances during their training.

**Addressing Issues Early & Directly**

It is always highly encouraged that all issues are resolved at a department level, directly and promptly to the staff member concerned; if necessary, to the nearest pertinent authority.

**Outreach & Support through Student Affairs**

Several avenues are available to students, but the key to achieving a favorable solution is to communicate the problem in a timely manner to an appropriate member of the Academy. At any time during the training, students can always reach out in person, through e-mail, phone call or via phone text to Student Affairs; to address any questions, concerns, grievances and complaints.

The Academy welcomes and encourages the submission of student’s feedback of any type including concerns, complaints, reports, observations, etcetera to [http://wayman.net/Support](http://wayman.net/Support) or feedback@wayman.net. All incoming feedback through this email is received by all members of management and processed for a reply by Student Affairs.

**Escalating an Issue to a Complaint**

Any higher official will only intervene if found that the issues raised by the complainant were not resolved satisfactorily in accordance with the documented Academy principles and policy below:

- The right to complaint is recognized and supported through all levels of the Academy.
- The process to manage and resolve complaints is just and also perceived as reasonable.
- All complaints are handled confidentially and any information collected throughout the process, is only used for the purposes for which it was obtained.
- All complaints procedures are clearly understood providing students and staff members direct access to information about the complaint process.
All identified obstacles preventing students and personnel from accessing the complaint system are removed.

Provide reasons for decisions to all parties concerned, avoiding bias inclining to either students or staff members.

All parties part to a complaint have the opportunity to respond to issues raised where appropriate; and treat each complaint on its merit regardless of the manner of presentation of either the complaint or the complainant.

The complainant is never victimized or suffers deprivation for filing a complaint; any attempt to penalize a student or a staff member for presenting a complaint will be disciplined by management accordingly.

All complaints are managed within a reasonable time frame, with achievable deadlines, clearly stated for each step in the resolution of the complaint.

Parties who manage complaints are permitted and encouraged to exercise a judgment within a framework of documented Academy policy.

Complaints are to be managed, resolved and reviewed only with the necessary pertinent parties.

The effectiveness of the complaints system is frequently examined by the Academy staff members and students involved in the process. The complaint and appeal system ensures a student can reach the proper channels of legislation when a student believes that an unfavorable and unfair decision has been made against of him/her.

**Formalizing Concerns & Grievances in to Complaints to Upper Management**

If the student deems necessary to escalate a problem through a formal complaint, it must be submitted in writing electronically or on paper. Electronic complaints should be sent to http://wayman.net/Support or feedback@wayman.net. Paper forms for complaints are at the Student Affairs Office accessible and available at the request of any student; and can be submitted through Dispatch or Student Affairs.

Incoming written grievances and concerns are processed through the management team with the assistance of Student Affairs and in some cases are referred to the SPDC, depending on the type of issue. As soon the written information is received, the student is notified of its acknowledgement and advice to allow up to 5 office days for an outcome. If the complaint requires to be escalated to the management weekly meeting or the SPDC, the resolution may take up to 10 office days.

**Grades or Academic Evaluations & Appeals**

A student who believes that the instructor erred in the assignment of a grade, or who believes a grade recording error or omission has occurred must pursue resolution immediately. The process involves up to three steps:

I. First, a discussion with the instructor, failing resolution there.

II. Second, addressing the request for review either in writing via email or verbally to the head of department whether is flight or ground; chief of instructors, assistant chief of instructors or head of ground.

III. Third, a written appeal addressing it to SPDC through Student Affairs; within 10 days of the grade being assigned.

**Submitting Academic Reviews or Appeals to the SPDC**

The student should include documentation as to a definitive statement from the student as to why he/she failed to meet satisfactory academic progress standards and what has changed in the student’s situation that will allow him/her to meet satisfactory academic progress standards at the end of the next evaluation. All complaints and appeals received are submitted to the Student Progress Discipline Council for processing, reviewing and decide a
fair and reasonable resolution based on the principles mentioned before. The student will be notified of a decision within 10 office days of the written appeal.

**Appealing Infractions**

Infractions can be appealed by completing the “appeal” section of the Conduct Record Form and submitting it through Dispatch or directly to Student Affairs within 5 office days of its issuance for all recorded offenses, except for attendance infractions. Attendance infractions appeals must be submitted by the student within 24 hours of issuance. Once the appeal is submitted, Students Affairs will consult with the instructor and pertinent officials to assess the circumstances and legitimacy of the infraction before presenting it to the SPDC. Any additional paperwork the student finds appropriate submitting with the appeal to plea either to; be exempt; nullify the infraction; or acquitted will be taken in consideration when assessing circumstances.

Instructors and students who have questions about what constitutes an excusable bereavement absence, religious observance, or eligible dependent illness should consult with members of the Student Progress & Discipline Council (SPDC). In accordance with the Administrative Policy, addressing Student Academic Complaints, the final authority rests with the Student Progress & Discipline Council (SPDC).

**Appealing a Termination**

In order to appeal a termination, the student must follow the same steps as an infraction appeal. The right to appeal all decisions to a higher official, escalating to the President if required, is given to all Wayman students. All termination appeals are submitted to the President by the SPDC prior to final resolution.

**Procedure Complaint for Institutions Accredited by ACCET**

Wayman Aviation Academy is an accredited institution by the Accrediting Council for Continuing Education & Training (ACCET).

**Standards for Accreditation.**

It is a mutual goal of ACCET and the Academy to ensure that educational training programs of high quality are provided.

When issues arise, students should make every effort to find a fair and reasonable solution through the institution’s internal complaint procedure, which is required by ACCET and frequently requires the submission of a written complaint. Refer to the institution’s written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. In the event that a student has exercised the institution’s formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented; however, the complainant will be requested to subsequently submit the complaint in writing.

2. The written complaint must contain the following information:
   a. Name and location of the institution;
b. A detailed description of the alleged problem(s);
c. The approximate date(s) that the problem(s) occurred;
d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution’s complaint procedure was followed prior to contacting ACCET;
f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and

g. The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the written complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student’s enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036
   Telephone: (202) 955-1113 Email: complaints@accet.org Website: www.accet.org Note: Complainants will receive an acknowledgement of receipt within 15 days.