

SHORT FINAL AVIATION

Policies and Procedures

ENROLLMENT

- Students can enroll at any time, with any level of experience

REQUIREMENTS BEFORE TRAINING CAN COMMENCE

- Must provide a passport or birth certificate
- Must provide a valid driver's license
- Non-US citizens must go through the Alien Flight Student Program (AFSP) procedure (instructor will help you with this)

PAYMENT

- PAY AS YOU GO – Payment in full at the end of each training session (cash or credit card)
- BLOCK TIME – A better price will be available for 10-hour blocks of time purchased
- FINANCING – Available through Pilot Finance (applications available through school)

TRAINING REQUIREMENTS

PRIVATE PILOT

Dual - 20 hours minimum of flight training with an instructor on the Private Pilot areas of operation including:

- 3 hours of cross country flight training in a single engine airplane;
- 3 hours of night flight training in a single engine airplane, that includes at least:
 - 1 cross country flight of over 100 nm total distance; and
 - 10 T/O's and 10 landings to a full stop with each involving a flight in the traffic pattern at an airport.
- 3 hours of flight training by reference to instruments in a single engine airplane; and
- 3 hours of flight training in a single engine airplane within the 60 days prior to the practical test.

Solo - 10 hours minimum of solo flying in a single engine airplane on the Private Pilot areas of operation including:

- 5 hours of solo cross country flying;
- 1 solo cross country flight of at least 150nm total distance with full stop landings at 3 points and one segment of at least 50nm between take offs (T/O) and landings; and
- 3 T/Os and landings to a full stop at an airport with an operating control tower

The additional 10 hours will be a combination of dual and solo flights

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GROUND SCHOOL

- Either with an instructor or home study course;
- Students choosing home study course will be tested before endorsement is provided for the knowledge test.

**The 40-hour total flight time is per the Federal Aviation Regulations 61.109 (aeronautical experience) and is a minimum standard. Each student will vary on the amount of time they will need to be successful.

SCHEDULING

- All scheduling will be done through your instructor. Students need to look at the calendar prior to providing dates and then again after the instructor agrees to the scheduling, to insure the dates and times are correct.
- If there is a discrepancy the student must notify Short Final Aviation immediately
- Students will receive text notifications for each time they are scheduled at 24 hours in advance and 3 hours in advance (do not respond to text notifications, as they will not be received by Short Final Aviation)

Short Final Aviation strives to keep instruction rates as low as possible. One way to accomplish this is to make efficient use of the aircraft and instructor schedule. When an instruction flight is cancelled without adequate notice, the aircraft and/or instructor will likely be grounded due to the inability to fill the cancellation vacancy. Therefore, the following policy for flight instruction cancellations, no-shows, and late arrivals is as follows:

CANCELLATION

- A reservation cancellation with less than 12 hours notice may result in a charge of \$50.00, per aircraft and/or instructor.
- Short Final Aviation will make every attempt to fill the vacant reservation with another student.
- If the vacancy is filled, adjustments to the cancellation charge will be considered.

NO-SHOW

- You will be considered a no-show 20 minutes after your reservation start time. No-shows will result in a charge of \$50.00 per aircraft and/or instructor reservation.

LATE ARRIVAL

- You are considered late if you have not arrived within 15 minutes of your reservation start time. After this 15 minute period, your reservation may be cancelled, and the aircraft may be dispatched to another student wishing to utilize the aircraft and/or instructor. If you anticipate a late arrival, you are encouraged to notify the instructor as soon as possible for a schedule adjustment.

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REPEATED/HABITUAL CANCELLATIONS AND NO-SHOWS

In the event of repeated cancellations with less than 12 hours notice, or no-shows by any student, Short Final Aviation reserves the right to charge the full hour (instructor and airplane).

Short Final Aviation understands that sometimes unforeseen events occur that will prevent students from calling in advance. Waiver of any cancellation or no-show fee will be at the discretion of Short Final Aviation.

SHORT FINAL AVIATION CANCELLATIONS DUE TO WEATHER

In the event of inclement weather cancellations, reservations will be rescheduled for the next available time slot on the schedule.

- Dual Flight Cancellations – Will be at the discretion of Short Final Aviation
- Solo Flight Cancellations – Will be determined by the following:
 - Ceilings not less than 4000’;
 - Visibility not less than 6 sm;
 - Wind not more than sustained at 15 kts or gusting to above 15 kts and/or a crosswind component of not more than 8 knots

TRAINING SUCCESSION

- Short Final Aviation understands the student’s desire to schedule flights related to the required aeronautical experience, so they can quickly progress through the program. However, it is important to not schedule flights for subsequent phases in the program without first completing the previous necessary step.
- Students will not be allowed to schedule anything beyond their level of aeronautical experience
- Students are encouraged to complete their knowledge test within 30 hours of flight training to prevent the additional costs it would require to remain proficient in the aircraft

PASSENGERS ON FLIGHTS

- Short Final Aviation welcomes passengers on discovery flights, cross country flights and any flight where prior arrangements have been made.
- If a flight must be terminated due to the physical effects of flight on the passenger, Short Final Aviation reserves the right to bill for entire scheduled instruction time.

SOLO REQUIREMENTS

- Current class 3 medical
- Student pilots license
- Pre-solo knowledge test

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SOLO FLIGHT

- Students will not operate solo without prior approval by their instructor (no exceptions) EVERY FLIGHT
- If a solo student has not flown within (7) days of his/her last flight, the student will be required to have a dual flight of not less than .5 hours, to determine the student's level of proficiency prior to additional solo flight.
- Part 61.89 (a) 8 in a manner contrary to any limitations placed in pilot's logbook by an authorized instructor

USE OF SHORT FINAL AVIATION'S AIRPLANES DUAL FLIGHTS

- Preflight must be completed before every flight
- Weather will be checked either with EFB or via a call to the weather station(s)
- Students will arrive 15 minutes early to pre-flight the aircraft for the scheduled lesson time
- Airplanes are on a strict maintenance schedule and should something be noted inoperable during the preflight, the instructor should be notified immediately, and airworthiness determined prior to each flight.
- The instructor will have final authority on the status of the flight.

USE OF SHORT FINAL AVIATION'S AIRCRAFT FOR SOLO FLIGHTS

- Student must take the pre-solo written test prior to any solo operations.
- Students are encouraged to purchase renter's insurance prior to solo operations.
 - In the event of damage to the aircraft during solo flight, the student will be responsible for any damages that are not covered by Short Final Aviation's insurance policy
 - A link is provided on Short Final Aviations' webpage for the purchase of renter's insurance (contact instructor for information related to the HULL amount)
- No aircraft will be operated outside the limits set forth by the instructor's endorsement.
- Scheduled aircraft will be placed on the ramp for students prior to their arrival.
- No aircraft will be flown to areas not designated to be the practice area(s) or to any airport other than the home base, unless the student has been issued an endorsement for operations at other areas/airports.
- Student will also notify the instructor prior to each departure and arrival (no exceptions).
- Student will monitor their log book endorsements and advise instructor if an additional endorsement is required.

USE OF AIRCRAFT OTHER THAN SHORT FINAL AVIATION'S FOR DUAL/SOLO FLIGHTS

- Aircraft will under go an inspection to determine its airworthiness by a Short Final Aviation designated mechanic.
- Aircraft's maintenance records will be inspected to determine airworthiness by Short Final Aviation staff.

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- Student must take the pre-solo written test prior to any solo operations.
- No aircraft will be operated outside the limits set forth by the instructor's endorsement
- No aircraft will be flown to areas not designated to be the practice area(s) or to any airport other than the home base unless the student has been issued an endorsement for operations at other areas/airports.
- Student will notify their instructor of their intention to fly for every flight
- Student will also notify the instructor prior to each departure and upon returning
- The instructor has the final authority on the status of the intended flight
- Student will monitor their log book endorsements and advise instructor if an additional endorsement is required

SOLO CROSS COUNTRIES

- Readiness will be determined by the Instructor
- Written exam must be completed and passed
- The route of the flight will be determined by the instructor
- The route of the flight will be followed unless an emergency requires a change
 - If student is unable to land at the planned destination for whatever reason, the student will return to the home base
 - The student may not choose to land at an alternate location to complete the flight
- Student will complete all navigation via a paper map and navigation log (EFB's can be used a secondary source)
- A flight plan will be filed, opened and closed with 1800WXBRIEF
- Weather across the entire route must be within the specified endorsement limits

CHECKRIDE

- Student will provide the instructor with his/her logbook for a review of aeronautical experience prior to beginning any checkride preparation
- Deficiencies in aeronautical experience will be completed prior to any checkride preparation
- Students will be required to participate in oral testing and must be very well versed in their answers prior to an endorsement being issued
- Students must complete the appropriate certification application through IACRA and have it signed off by their instructor prior to scheduling with a designated pilot examiner
- The examiner will not be contacted or scheduled until the student has received the endorsement allowing them to participate in the practical testing

EMERGENCIES DURING DUAL FLIGHT

- Should something mechanical or electrical fail which disrupts normal operations, the student will relinquish the controls to the instructor and the flight will be terminated.
- Should any type of emergency occur during flight, the student will relinquish the controls to the instructor without delay, followed by termination of the flight.

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EMERGENCIES DURING SOLO FLIGHT

- Should something mechanical or electrical cause concern during flight that is not designated as an emergency, the student without delay will return to the airport
- In the event of an actual emergency the student will handle the emergency as trained

DATE: _____

PRINT: _____ SIGN: _____