



Avel Flight School Inc.
DBA: Chicago Flight School
(Assumed Corporate Name)
3N040 Powis Road
West Chicago, IL 60185

Student Name: _____

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Record of Revision

Page Number	Date	Revision #	Changes
	09/26/18	2	School Info, 6.1, 6.7, 6.13, 8
6, 25	10/11/2019	3	School Info, 12
All	02/11/2020	4	Added DBA (Assumed Corporate Name), Chicago Flight School

Dear Student,

Chicago Flight School would like to thank you for choosing us to further your aviation career. Our flight school is an FAA Part 141, Part 65 and VA approved flight training organization, training pilots from all over the world. Equipped with state-of-the-art aircraft, flight simulators, class rooms and facilities. Chicago Flight School maintains very high safety standards surpassing Federal Aviation Administration (FAA) and International Civil Aviation Organization (ICAO) requirements.

Chicago Flight School is the assumed corporate name, i.e. Doing Business As (DBA) of the legal entity, Avel Flight School, Inc. Therefore, where Chicago Flight School is mentioned, this describes and relates to the legal entity of Avel Flight School, Inc.

Chicago Flight School is located at DuPage Airport, West Chicago, USA, with another facility in Chennai, India catering to the Asian subcontinent.

Our mission is to empower students to achieve their goals by providing access to high quality flight training and education. We are committed to fully engaging our students as active learners and by providing a comprehensive flight training experience both on the ground and in the sky.

Our goal is to provide world class flight training using the latest technologies and trends in aviation to produce high caliber pilots.

Our philosophy is, a strong foundation in training will create great pilots. We strive to develop a strong foundation throughout your training with us. We believe this will give you the skills necessary for you to achieve your dream of becoming a great pilot and having a fantastic career in aviation if you choose to do so.

Our vision is to foster in students the desire to learn, the ability to think clearly and express themselves effectively while developing the ability to make sound judgments and good aeronautical decisions.

At Chicago Flight School safety is our highest priority. All our aircraft have excellent safety records and are maintained by FAA certified professional mechanics. With our friendly administrative staff, experienced Chief Flight Instructor and our highly qualified instructors, you will receive the highest quality flight training and have a fantastic learning experience with us.

Thank you for joining our flight school and for giving us an opportunity to make your dream a reality!

Happy Landings,
Chicago Flight School Team

School Information

Corporate Name: Chicago Flight School

Address: 3N040 Powis Road
West Chicago
Illinois – 60193

Phone Number: 847-466-5161 / 847-246-2231

Email Address: fly@chicagoflightschool.com

Website: <http://www.chicagoflightschool.com/>

Facility Officials

President/Chief Flight Instructor: Prashanth Elangovan

PDSO/Manager: Cassandra Reymundo

Office Hours: Monday-Friday
8.00 am – 5.00 pm

Official Holidays:

DAY & MONTH	HOLIDAY
3 rd Monday in JANUARY 3 rd Monday in FEBRUARY	MARTIN LUTHER KING Jr. DAY PRESIDENTS' DAY
Last Monday in MAY	MEMORIAL DAY
04 th of JULY (If the 4 th falls on a Saturday, Independence Day will be observed on the 3 rd and if it falls on a Sunday it will be observed on the 5 th)	INDEPENDENCE DAY
1 st Monday in SEPTEMBER	LABOR DAY
2 nd Monday in OCTOBER	COLUMBUS
11 th of NOVEMBER (If the 11 th falls on a Saturday, Veterans day will be observed on the 10 th and if it falls on a Sunday it will be observed on the 12 th)	VETERANS DAY
4 th Thursday & Friday in NOVEMBER	THANKSGIVING DAY & DAY AFTER THANSKGIVNG
24 th of DECEMBER – 01 st of JANUARY	CHRISTMAS EVE TO NEW YEARS DAY

School will be closed on these days

1 Entrance and Course Completion Requirements

1.1 Available Courses

Chicago Flight School offers the following courses:

- ➔ Private Pilot Course
- ➔ Instrument Rating Course
- ➔ Commercial Pilot Course
- ➔ Pilot Ground School Course
- ➔ Single and Multi-Engine Rating
- ➔ Certified Flight Instructor Rating
- ➔ Certified Flight Instructor Instrument Rating
- ➔ Multi - Engine Instructor Rating
- ➔ Aircraft Dispatcher Course

Chicago Flight School offers both a formal classroom and an online ground school for all the courses offered.

1.2 Part 141 vs. Part 61

Pilot certificates may be issued under Federal Aviation Regulations, FAR Part 61 (other than FAA approved schools) or under FAR Part 141 (FAA approved schools). Under FAR Part 141, previous experience may be credited for up to 25% of the required curriculum. We train under either Part to best suit the individual.

1.3 Syllabus

The FAA approved Gleim syllabus will be used for all courses.

1.4 Minimum Requirements

➔ Private Pilot Course:

- ➔ Be at least 17 years of age
- ➔ Be able to read, speak, write and understand the English language fluently
- ➔ Obtain at least a third-class medical certificate from an Aviation Medical Examiner
- ➔ Pass a computerized aeronautical knowledge test, prior to first solo
- ➔ Accumulate and log a specified amount of training and experience under Part 61, Title 14 of the Code of Federal Regulations (CFR) section 61.109
- ➔ Pass an oral test and flight test administered by an FAA inspector or designated examiner
- ➔ While the minimum required time for Private Pilot License is 40 hours, the national average for completing Private Pilot: License is approximately 65 hours of flight time

➔ Instrument Rating Course

- ➔ Be at least 17 years of age
- ➔ Be able to read, speak, write and understand the English language fluently
- ➔ Hold a Private Pilot License
- ➔ Obtain at least a third-class medical certificate from an Aviation Medical Examiner
- ➔ Pass a computerized aeronautical knowledge test, prior to completion of 10 hours of Instrument Flight training
- ➔ Accumulate and log a specified amount of training and experience under Part 61, Title 14 of the Code of Federal Regulations (CFR) section 61.65
- ➔ Pass an oral test and flight test administered by an FAA inspector or designated examiner
- ➔ The minimum required time for the Instrument Rating is 40 Hours of actual or simulated instrument time under CFR 14 Part 61

Applicant must hold at least a private pilot certificate, with an airplane category and single-engine land rating, prior to enrolling in the flight portion of the instrument rating course.

➤ **Commercial Pilot Certification Course**

- Be at least 18 years of age
- Be able to read, speak, write and understand the English language fluently
- Hold a Private Pilot License
- Obtain at least a second-class medical certificate from an Aviation Medical Examiner
- Pass a computerized aeronautical knowledge test, prior to completion of 180 hours of total flight time
- Accumulate and log a specified amount of training and experience under Part 61, Title 14 of the Code of Federal Regulations (CFR) section 61.129
- Pass an oral test and flight test administered by an FAA inspector or designated examiner
- The minimum required time for the Commercial Pilot License is 250 Hours under CFR 14 Part 61

Applicant must hold at least a private pilot certificate, with an airplane category, single-engine land and instrument rating prior to enrolling in the flight portion of the commercial pilot certification course. If the student does not hold an instrument rating at the time of enrollment, the applicant may continue the course if concurrently enrolled in an approved instrument rating course.

➤ **Certified Flight Instructor- CFI**

- Be able to read, speak, write and understand the English language fluently
- Hold a Commercial Pilot License
- Obtain at least a third-class medical certificate from an Aviation Medical Examiner
- Pass the Fundamentals of Instruction (FOI) written examination
- Pass a computerized aeronautical knowledge test
- Accumulate and log a specified amount of training and experience under Part 61, Title 14 of the Code of Federal Regulations (CFR) section 61.187
- Pass an oral test and flight test administered by an FAA inspector or designated examiner

➤ **Certified Flight Instructor Instrument Rating- CFII**

- Be at least 18 years of age
- Be able to read, speak, write and understand the English language fluently
- Hold a Commercial Pilot License with Instrument Rating
- Obtain at least a third-class medical certificate from an Aviation Medical Examiner
- Pass the Fundamentals of Instruction (FOI) written examination
- Pass a computerized aeronautical knowledge test
- Accumulate and log a specified amount of training and experience under Part 61, Title 14 of the Code of Federal Regulations (CFR) section 61.187
- Pass an oral test and flight test administered by an FAA inspector or designated examiner

➤ **Multi-Engine Instructor Rating- MEI**

- Be at least 18 years of age
- Be able to read, speak, write and understand the English language fluently
- Hold a Commercial Pilot License with a Multi-Engine Rating
- Obtain at least a third-class medical certificate from an Aviation Medical Examiner
- Pass the Fundamentals of Instruction (FOI) written examination
- Pass a computerized aeronautical knowledge test
- Accumulate and log a specified amount of training and experience under Part 61, Title 14 of the Code of Federal Regulations (CFR) section 61.187
- Pass an oral test and flight test administered by an FAA inspector or designated examiner

➤ **Aircraft Dispatcher course:**

- Be at least 21 years of age be eligible to take the Aircraft Dispatcher Knowledge test and be able to complete Course.
- Be at least 23 years of age to obtain an Aircraft Dispatcher License.
- Be able to read, speak, write and understand the English language fluently.

1.5 Use of Designated Pilot Examiners (DPE)

Only Chicago Flight School management approved Designated Pilot Examiners will be used for check rides. Each DPE can be assigned only by the management when the student has reached course completion, signed off and recommend for a check ride by their instructor.

1.6 Course Completion Time

Course completion times are based on average completion times. Individual students may complete a course earlier or later than the course duration specified. Course completion times may vary based on several factors including, student aptitude, attendance, diligence of work, weather, aircraft maintenance, and regulatory requirements.

Students are advised not to make travel plans following course completion, until check rides are completed, as these dates may change based on aircraft maintenance, weather and examiner availability.

1.7 Grading System

The grading system used by Chicago Flight School is as follows:

- 1~ Unsatisfactory
- 2~ Below Average
- 3~Average
- 4~Above Average
- 5~Excellent

Any student receiving a 2 on any maneuver four consecutive times, or a 1 on any maneuver two consecutive times will immediately have a progress check by one of the Check Instructors. At the end of the evaluation flight, they will discuss the student's difficulties and whether a change of instructor would possibly help, or whether the student should discontinue the flight training. If the grades have not been brought back to average within the next 30 days, Chicago Flight School may dismiss the student for unsatisfactory progress. Any termination of training due to this cause must be maintained for at least 30 days. After 30 days, the student may be re-enrolled in the course upon approval from the Chief Flight Instructor.

2 Safety Practices and Procedures

2.1 Section I: Weather Minimums

Student Pilot Operations

Flight Operation	Visibility	Ceiling	Max Wind	Crosswind Component
Dual VFR Local	3SM	1,000 feet	20 knots	Limited by POH
Dual VFR Cross Country	5SM	3,000 feet	20 knots	Limited by POH
Solo VFR Local	5SM	3,000 feet	20 knots	10 knots
Solo VFR Cross Country	7SM	5,000 feet	20 knots	10 knots
Night Dual	5SM	3,000 feet	20 knots	Limited by POH
Night Solo	7SM	3,000 feet	20 knots	10 knots

Additional weather-related restrictions:

- Change in minimums is at the sole discretion of the Chief Flight Instructor

Private Pilot Operations

Flight Operation	Visibility	Ceiling	Max Wind	Crosswind Component
Dual VFR Local	3SM	1,000 feet	20 knots	Limited by POH
Dual VFR Cross Country	5SM	3,000 feet	20 knots	Limited by POH
Solo VFR Local	5SM	3,000 feet	20 knots	10 knots
Solo VFR Cross Country	7SM	5,000 feet	20 knots	10 knots
Night Dual	5SM	3,000 feet	20 knots	Limited by POH
Night Solo	7SM	3,000 feet	20 knots	10 knots

Additional weather-related restrictions:

- Change in minimums is at the sole discretion of the Chief Flight Instructor

Instrument Pilot Operations

Flight Operation	Visibility	Ceiling	Max Wind	Crosswind Component
Dual VFR Local	3SM	1,000 feet	20 knots	Limited by POH

Dual VFR Cross Country	5SM	3,000 feet	20 knots	Limited by POH
Solo VFR Local	5SM	3,000 feet	20 knots	15 knots
Solo VFR Cross Country	7SM	5,000 feet	20 knots	15 knots
Night Dual	5SM	3,000 feet	20 knots	Limited by POH
Night Solo	7SM	3,000 feet	20 knots	15 knots

Additional weather-related restrictions:

- Change in minimums is at the sole discretion of the Chief Flight Instructor

Commercial Pilot Operations

Flight Operation	Visibility	Ceiling	Max Wind	Crosswind Component
Dual VFR Local	3SM	1,000 feet	20 knots	Limited by POH
Dual VFR Cross Country	5SM	3,000 feet	20 knots	Limited by POH
Solo VFR Local	5SM	3,000 feet	20 knots	Limited by POH
Solo VFR Cross Country	7SM	5,000 feet	20 knots	Limited by POH
Night Dual	5SM	3,000 feet	20 knots	Limited by POH
Night Solo	7SM	3,000 feet	20 knots	Limited by POH

Additional weather-related restrictions:

- Change in minimums is at the sole discretion of the Chief Flight Instructor

2.2 Section II: Dispatching of Flights

- Students are required to check for the following in the flight bag once the aircraft is dispatched to them
 1. Make sure there are no open discrepancies not authorized by the aviation mechanic for dispatching and flight.
 2. Check for aircraft inspections and due dates on the card provided in the flight bag. Inspections printed on the card will include: Transponder FAR Part 91.413, ELT FAR Part 91.207 (D), Annual and 100 hour FAR Part 43 appdx. D, Static System FAR Part 91.411. All should be current before preflight.
 3. Check for next 100 hours due on the dispatch sheet to make sure if the flight can be made within available time due for next inspection.
 4. Verify if the Tach time before engine start corresponds with the end Tach time of previous flight on the dispatch sheet.
- All flights, solo and dual, must be approved by the students assigned instructor or his/her designee
- No person including students and instructors are allowed to be a passenger in any plane, for any flight, for any reason, unless approved prior to the flight by management. Anyone found violating this rule may result in the School automatically terminating of the student's training, with no refund. For any international students this may result in automatic termination of student status and I-20, which will require them to return home in 15 days.

All cross-country flight planning must be done prior to getting access to the aircraft keys. If the student is not prepared for his/her flight at the time on the flight schedule, the student's flight slot will be given to another student. The student's cross-country navigation log must be signed by his/her instructor or the instructor's designee prior to receiving the aircraft keys.

2.3 Section III: Engine Starting and Taxiing Procedures

Engine Starting Procedures

- All passengers will be briefed before all flights on the use of seat belt, operation of exits and doors, and the location and use of any fire and survival equipment installed in the aircraft
- Left seat occupant and/or PIC should ensure the priming knob is in and secure prior to starting the aircraft
- Before starting any engine on the ramp, all pilots must visually insure that the propeller area is clear; visually check the areas in all directions to clear the propeller arc as well as the prop blast area behind the aircraft; in addition, the pilot will call "CLEAR" before propeller turn in a loud voice and listen for any response prior to starting the aircraft
- Under no circumstances will a student start and taxi the aircraft out from a hangar
- The anti-collision lights (beacon or strobes as appropriate) should be turned on prior to starting the engine(s)

- Engine(s) may not be started if an aircraft on either side is being fueled
- Seat belts and shoulder harness in all occupied and unoccupied seats will be securely fastened prior to starting the engine

Taxiing Procedures

- While taxiing, use power to control speed. Do not ride the brakes
- Taxi speed should not exceed the appearance of a brisk walk. Be sure that your taxi speed allows the pilot, to maintain positive control at all times
- Get clearances from the control tower at controlled airports, or make all intentions known on CTAF at non-towered airports
- Taxi with the nose wheel on the taxiway centerline stripe
- During taxi, pilots will vocalize "Clear Left" and "Clear Right" to verify that nearby objects on either side of the aircraft poses no collision threat
- When observing an aircraft taxing in proximity to other objects give assistance by checking their clearance and give a thumb up or down for clearance
- When the aircraft first starts to move for taxi, pilot(s) will check the brakes for proper operation

2.4 Section IV: Fire Precautions and Procedures

- Students should review and follow the appropriate Pilot Operating Handbook (POH) and aircraft checklist for specific fire procedures
- Smoking and the use of other tobacco products is permitted only in designated areas, and is not permitted in any flight school aircraft or building
- Smoking is prohibited within 50 feet of any aircraft, fueling operation, or fuel storage tank
- Students should familiarize themselves with extinguisher locations and use
- Fire procedures are included in the aircraft checklist; appropriate checklist procedures will be followed in the event of a fire; pilots should memorize all immediate action steps
- If a fire is detected, students should immediately notify flight school management, a flight instructor, or an airport employee
- Students and instructors should never risk personal injury to save an aircraft during a fire.

2.5 Section V: Re-dispatch Procedures Following Un-Programmed Landings

Landing at an airport that is not part of the approved flight plan:

1. Secure the aircraft.
2. Contact the flight school to explain the circumstances of the un-programmed landing.
3. Depending on input from the chief instructor or his/her designated representative:
 - Wait for pick up by another aircraft;
 - Prepare the aircraft for departure and continue the previously planned flight, or
 - Prepare the aircraft for departure and return to home base

Landing off airport:

1. Ensure your safety and the safety of any passengers on board as a first priority.
2. As the situation allows, secure the aircraft.
3. The flight is immediately terminated.
4. Contact the flight school for further instructions.

Landing as the result of a mechanical or medical emergency:

1. The flight is immediately terminated. Never try to takeoff from an unimproved location.
2. Secure the aircraft as best you can.
3. Contact the flight school for further instructions.

Landing as the result of inclement weather:

1. Secure the aircraft.
2. Contact the flight school the circumstances of the un-programmed landing.
3. Discuss the weather forecast with the chief instructor or his/her designated representative and determine when/if further flight operations will commence.
4. Depending on input from the chief instructor or his/her designated representative:
 - Wait for pick up by another aircraft;
 - Prepare the aircraft for departure and continue previously planned flight; or
 - Prepare the aircraft for departure and return to home base

2.6 Section VI: Aircraft Discrepancies and Return to Service Determinations**Noting Aircraft Discrepancies**

Each and every observed aircraft discrepancy must be reported to flight operations as soon as practicable after discovery to be noted in the dispatch sheet. Serious discrepancies have the potential for immediate and/or catastrophic consequences.

Recording Discrepancies

Each and Every observed aircraft discrepancy must be recorded by written description on the Dispatch Sheet.

Clearing Discrepancies

Once aircraft is returned to service by a Aviation Mechanic, flight operations will record in writing that the discrepancy has been cleared on the dispatch sheet.

See Appendix D for Dispatch Sheet.

Aircraft Discrepancies addressed at DuPage Airport

- If a discrepancy is observed during the preflight inspection:
 1. Report the discrepancy to flight operations.
 2. A certified flight instructor will validate the discrepancy or an aviation mechanic will determine if the discrepancy warrants cancellation or delay of the flight using the method identified in 14 CFR Part 91.213.

- If the certified flight instructor validates the discrepancy and the aviation mechanic determines the aircraft is safe and legal for flight, that individual should sign the dispatch release where the discrepancy is recorded, returning the aircraft to service
- If the certified flight instructor validates the discrepancy and an aviation mechanic determines the aircraft is not safe and legal for flight, the flight should be canceled or rescheduled for another aircraft, if one is available

Any open discrepancies must be resolved and signed-off by a certified aviation mechanic at the aircraft's next scheduled maintenance.

- If a discrepancy is observed during flight:
 1. Report the discrepancy to flight operations upon return to the airport.
 2. If possible, notify the instructor and/or student of the next flight using the affected aircraft of the issue.
 3. A certified flight instructor or aviation mechanic will determine if the discrepancy warrants cancellation or delay of the next applicable flight using the method identified in 14 CFR Part 91.213.
 - If the certified flight instructor validates the discrepancy and an aviation mechanic determines the aircraft is safe and legal for flight, that individual should sign the dispatch release where the discrepancy is recorded, returning the aircraft to service
 - If the certified flight instructor validates the discrepancy and an aviation mechanic determines the aircraft is not safe and legal for flight, the flight should be canceled or rescheduled for another aircraft, if one is available
 - Any open discrepancies must be resolved and signed-off by a certified aviation mechanic at the aircraft's next scheduled maintenance
 - If a serious discrepancy is observed during a local flight:
 1. Return to the airport in a safe but efficient manner.
 2. If necessary, the PIC should not hesitate to declare an emergency and receive priority assistance.
 3. Flight operations should be notified of the problem if and when it is safe to do so.
 4. Upon return to the airport, the aircraft should be grounded and turned over to maintenance for further inspection and/or repair.
 - The PIC should provide flight operations and maintenance with a detailed explanation of the incident

Aircraft Discrepancies addressed during a flight away from home base (DPA)

- If a serious discrepancy is observed during a cross-country flight:
 1. Make a safe landing at the nearest appropriate site with an airport being the obvious first choice if such a landing is possible.
 2. If necessary, the PIC should not hesitate to declare an emergency and receive priority assistance.
 3. As soon as it is safe to do so, notify flight operations of the issue.
 4. Terminate the flight and await further instructions.

Flight Operations will coordinate with a locally available certified aviation mechanic if the aircraft has landed in an airport other than DuPage Airport due to identification of a serious discrepancy. In the absence of a locally available certified aviation mechanic, Flight operations will arrange for an aviation mechanic to be sent to resolve the discrepancy and return the aircraft to home base. When required, a permit may be requested from the FAA to ferry the aircraft to return to maintenance facility when applicable.

Making Return to Service Determinations / Returning Aircraft to Service

Only an aviation mechanic may return an aircraft to service after a discrepancy has been validated by a Certified Flight Instructor

and has been noted. The individual making that determination must use sound judgment and the method identified in 14 CFR Part 91.213 during the process. Flight Operations may dispatch the aircraft once it is returned to service.

Flight students are prohibited from operating in any aircraft that have open discrepancies, not cleared by a certified flight instructor upon validation of the discrepancy or cleared by an aviation mechanic.

2.7 Section VII: Towing and Securing of Aircraft

When securing aircraft post-flight, the approved checklist should be used to ensure nothing is overlooked. General procedures include:

- Aircraft are to be tied down and chocked when at home base
- Chocks are to be carried on each flight for use at each airport other than the home airport
- Control locks are to be inserted and each aircraft door must be locked after each flight
- Sun screens should be placed appropriately after each flight

When towing an aircraft an instructor must be present and steering the aircraft at all times. Students may help push the aircraft but at no time are students allowed to steer the aircrafts while towing. Any damages incurred from students while steering an aircraft for the purpose of towing we will fully charge for those damages to the students account and must be paid before their next flight.

2.8 Section VIII: Aircraft Fueling and Fuel Reserves

Students and/or Instructors are required to be standing next to the aircraft that they are needing to be fueled for the entire duration of the aircraft fueling processes. Students and/or Instructors are required to be standing next to the aircraft when fueling starts and must remain there until all fueling is done and fueling personnel are gone. Any Students and/or Instructors that are found to not be supervising the entire fueling process from start to finish will be charged a \$100 fee per instance and could possibly have their flight canceled. If the occurrence continues to happen further and/or permanent disciplinary action will be taken.

At the conclusion of each flight, the following minimum fuel reserves must be present in the fuel tank(s).

Local VFR Flights	1 Hour
Cross-Country VFR Flights	1 Hour
IFR Flights	1 Hour

2.9 Section IX: Collision Avoidance Procedures

The following procedures will be used in collision avoidance during ground operations.

- PIC will visually and verbally "clear left, clear right, and clear ahead" before any movement on the ground
- PIC will self-announce all movement intentions at a non-towered airport or coordinate movement with ground control at a towered airport
- PIC will be alert to the operations of other aircraft and ground vehicles

The following procedures will be used in collision avoidance during flight operations

- Pilots will be vigilant for other traffic in the air and not become preoccupied by in-flight duties to the point that collision avoidance scanning technique is lost
- Clearing turns will be performed before every flight maneuver
 - Flight instructors will assist with collision avoidance scanning at all times, but the student is equally responsible for scanning the area, except in the case of simulated instrument instruction
- Pilots should monitor the appropriate practice area frequency as well as local airport traffic frequencies to make position reports as necessary and to listen for other aircraft

2.10 Section X: Minimum Altitudes and Simulated Emergency Landings

Minimum Safe Altitudes

The minimum safe altitudes regulated by 14 CFR Part 91.119 are in effect at all times with operating in flight school aircraft. That regulation states that, except when necessary for takeoff or landing, no person may operate an aircraft below the following altitudes:

- Anywhere, an altitude allowing, if a power unit fails, an emergency landing without undue hazard to persons or property on the surface
- Over congested areas; over any congested area of a city, town, or settlement, or over any open-air assembly of persons, an altitude of 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet of the aircraft
- Over other than congested areas; an altitude of 500 feet above the surface, except over open water or sparsely populated areas; in those cases, the aircraft may not be operated closer than 500 feet to any person, vessel, vehicle, or structure

Simulated Emergency Landing Procedure

- When a simulated emergency landing is conducted, it will only be initiated by a certified flight instructor on dual instructional flights
- All simulated engine failures will be simulated by the reduction of throttle, with no other method being acceptable
- If the simulated emergency landing site is off airport:
 - The flight may not continue below the altitude specified in 14 CFR Part 91.119
 - Care should be taken to not disturb persons or property on the ground with loud engine noises during go around procedures
- If the simulated emergency landing site is a suitable airport:
 - Care should be taken to not adversely affect other aircraft in the airport traffic pattern
 - Intentions should be clearly announced over the radio and such operations should be aborted at any time those operations may cause a conflict with other traffic

3 Appendix B- Designated Practice Area

3.1 Practice Area Exiting and Returning

Instructions to Exit and Enter DuPage Airport to and from the designated practice area:

Exiting airport to practice Area:

- Fly Rwy heading and turn X-wind 500 AGL and then climb to TPA 1600 MSL or as instructed by ATC. Class Bravo begins at 4000 MSL and 3000 MSL over portions of the airport
- Leave the traffic pattern, climb and maintain 3000 MSL in and around the practice area. Class Bravo begins at 4000 MSL over a portion of the practice area
- Students and Instructors should use caution not to penetrate class B airspace without clearance from ATC
- Students cannot enter Class B airspace

Returning to airport from practice area:

- Descend to TPA 1600 MSL upon crossing Fox River west of airport once airport is in sight or as instructed by ATC

- The practice area encompasses the highlighted diagram. This provides sufficient space over sparsely populated area for the purpose of flight training practice and has a Maximum Elevation Figure not exceeding 1500 MSL
- Broadcast position and intention on appropriate communication frequency of airports in your vicinity of practice
- Pay attention to glider activity over Sky Soaring over the northern part of the practice area

3.2 Map of Practice Area



4 Designated Cross Countries for Private Pilot License and Grading System

4.1 Dual Cross Countries

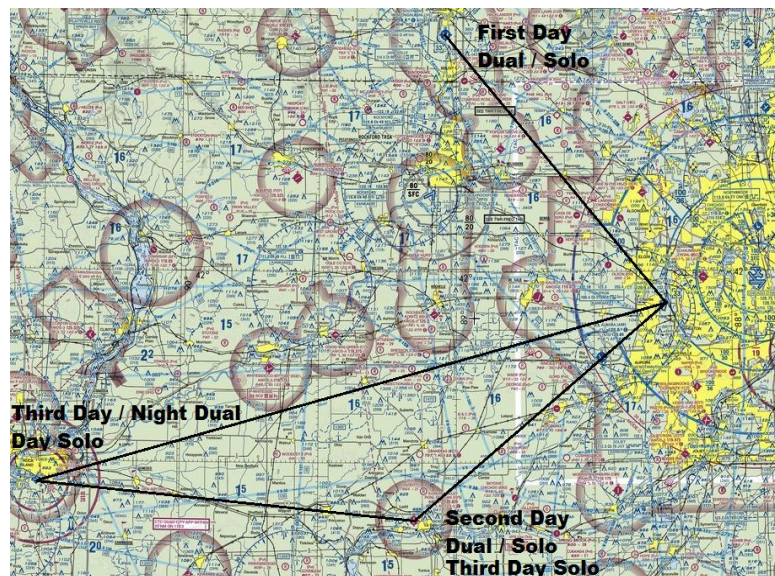
- First dual DPA-JVL-DPA (Day)
- Second dual DPA-VYS-DPA (Day)
- Third dual DPA-MLI (Day) MLI-DPA (Night)

4.2 Solo Cross Countries

- First solo DPA-JVL-DPA (Day)
- Second solo DPA-VYS-DPA (Day)
- Third solo DPA-MLI-VYS-DPA (Day)

4.3 Map of Designated VFR Cross Countries

Map of Designated VFR Cross Countries



5 Flight Operations at Low Temperatures

Flight training operations during temperatures lower than 0 degrees Celsius will be at the discretion of the Chief Flight Instructor.

6 Student Information and Standard of Conduct

6.1 Student Procedures and Standard of Conduct

Students are expected to conduct themselves during their training in a manner which will not reflect discredit to the school or that violates any Chicago Flight School policies, local and federal law or any Federal Aviation Administration regulations. Such infringements may result in the School's termination of the student's training.

All full-time students who are required to meet the minimum attendance requirement of 22 hours a week must attend any events/classes that are deemed for compulsory attendance such as:

- Tidy Time
- FAA Safety Seminars
- Any other programs or events designated as compulsory events

A charge of \$150.00 will be applied for no show or late attendance of any of these events.

All students are required to speak English while in the aircraft or on the school's premises. *Any student found breaking this rule will be subject to disciplinary action that may result in a negative balance of hours that may affect their I-20 status.*

Students are requested not to congregate in the main office/dispatch area for other reasons than dispatching their aircraft.

Students' unsatisfactory progress, personality problems with the instructor, lack of application to the course curriculum, language barriers, scheduling difficulties and other such personal problems may be discussed with the management to reach a mutually satisfactory conclusion.

Students should report to the school 30 minutes prior to the scheduled flight departure time. This time is recommended to be used for the student to familiarize him/herself with all important information pertaining to the flight (i.e., weather briefing, flight planning, etc.), as well as any assignments given by the flight instructor. Each student must arrive at their scheduled lesson prompt, prepared, and in a professional-like manner. Students must remain respectful to everyone including but not limited to: other students, instructors, and administrators. Students must also conduct oneself in an orderly and considerate manner.

Abuse and harassment including but not limited to: sexual, racial, ethnic, physical and verbal abuse and harassments forbidden by law, is strictly prohibited. The School imposes a strict code of conduct on its students. Chicago Flight School expects its students to behave as responsible and mature individuals and to act with exemplary, honesty, moral and within legal norms of the society, whether they are in School premises or otherwise.

Chicago Flight School takes abuse, harassment, discrimination, threats, aggression or slanderous statements against the school, its staff and students very seriously and will not be tolerated. Students who violate these policies are subject to disciplinary action, including possible termination.

Any Student found to violate any laws of the land or policies and rules of the school is subjected to immediate termination with not refund of any payments made.

Occupancy of Classrooms and other areas designated for student learning/training can only be occupied by authorized personnel including students with ID. Students cannot be accompanied by unauthorized personnel in these areas. Please be advised, accompanying unauthorized personnel may lead to fines of up to \$500.

6.2 Travel / Medical Insurance

Medical/travel insurance is mandatory. Students will need to buy their own personal health and accident insurance which will cover them during their duration in the US. Medical treatment is not free.

6.3 Personal Hygiene

Due to the close proximity of the student and instructor, especially in the cockpit environment, good personal hygiene is required. Students are recommended to shower, use clean clothes and **deodorant** when coming to school. Offensive odors such as bad body odor, over use of perfume, or bad hygiene may result in the student being asked to leave by the management or instructor to correct the problem and then come back once resolved.

6.4 Smoking, Drug and Alcohol

Smoking is strictly prohibited at all times in and around the airport and any accommodations organized by the school. If a student is caught smoking or comes to the school smelling of cigarette smoke, management/instructors have the right to ask them to leave. Repeated offenders may be terminated from the school.

All kinds of non-prescription drugs are strictly prohibited at all times. Students are not allowed to come to school within 12 hours of consumption of alcohol or if under the influence of alcohol even after the 12 hours have passed.

Students may be subject to random alcohol and drug tests. Refusal to take a test or failure of a test will result in student termination.

6.5 Telephone Calls, Cell Phone and Electronic Device Usage

The business phone may not be used for personal phone calls. However, personal calls may be approved by the management in certain circumstances and in emergency situations. Calls will be charged at the current rate.

Cell phones are not to be used at any time while at the school in either the class room or the office, other than for weather briefing or emergency situations. If cell phone usage is needed in an emergency situation the student must leave the room. If students are seen using unauthorized electronic devices including cell phones on the ramp, in the vicinity of the aircraft or in the actual aircraft itself they will be asked to leave for the day and issued a \$100 fine. If this offense is committed a second time the management reserves the right to terminate the student.

Electronic devices such as but not limited to navigation, communication and recording devices, other than ones already installed in the plane are not allowed at any time in the plane.

6.6 Graduation Rings

Graduation rings or class rings are a time-honored tradition, worn by students and alumni to commemorate their achievement of graduating as a pilot. The students' graduation ring will be personalized with their name engraved inside the ring, making it unique to them. Students who are interested in purchasing a ring, should contact management to place on order.



6.7 Uniforms

For Citizens or Permanent residents of the USA: Chicago Flight School suggests a uniform although it is not a requirement. Clothing should be appropriate to a learning environment. No Open-toed shoes are permitted while flying.

For International Students: Uniform is mandatory and students must wear only the prescribed uniform and it should always be neat and tidy.

Uniform code: White shirt (school provided), black formal trousers, black leather belt, black formal shoes and black socks

Students are expected to enter School premises in complete uniform.

All students are required to wear their student ID cards at all times while attending ground school and flight training. If the ID card is lost or stolen please notify management right away. There will be a \$10 fee for any replacement.

Students will not be allowed to attend ground school or flight training without their ID cards or appropriate attire such as the uniform (jeans are not appropriate formal attire). This will result in a NO SHOW fee charge. Time spent at school without proper attire/uniform will not be counted towards the attendance requirements.

Exemptions to uniform are weekends, Tidy Time or explicitly authorized by management.

6.8 Attendance

Regular attendance is required by all students. Student must be on time for scheduled ground and flight lessons. Please see section 6.11 for minimum attendance requirements and procedure for application of leave essential for maintenance of student status. International students are allowed no more than 2 breaks during their course. Each of these breaks cannot be taken within 45 consecutive days and should not exceed a period of 20 days each. If students require a longer break, they will be charged for the additional dual flying required to retrain them back to the flying proficiency prior to leave. Attendance records will be maintained for each student.

Students are required to notify Chicago Flight School dispatch to make a cancellation of their ground or flight lesson at least six hours prior to the scheduled time. Students are also required to independently notify their instructor as soon as they know they will not be able to attend a scheduled ground or flight lesson. Failure to notify dispatch by at six hours ahead of their scheduled ground or flight time will result in a NO SHOW FEE. The NO SHOW FEE will be equal to the scheduled ground and flight instruction and aircraft time scheduled.

6.9 FAA Airman Knowledge Test Requirements

For student to be eligible to schedule their FAA Airman Knowledge Test the following criteria must be met:

1. The online Ground school must be completed
2. The online graduation certificate and sign of must be obtained
3. A minimum of 15 online practice tests must be completed. No lower than a score 90% must be achieved on at least three consecutive practice tests

Once these criteria are met the instructor in charge will recommend the student to the principal or chief flight instructor of the school for approval to schedule the FAA Airman Knowledge Test.

If any FAA Airman Knowledge Test are included in the student's course pricing all testing must be done at Avel Flight School's testing center and only one attempt per test is included. Any retests for the purpose of acquiring a higher score or due to failure will be at the student own expense. Any FAA Airman Knowledge Test that are taken at testing facilities other than Avel Flight Schools will at the student own expense.

All FAA Airman Knowledge Test must be scheduled at least 24 hours in advance, scheduling is based on proctor availability.

6.10 FAA Practical Test Requirements

For student to be eligible to have the FAA Practical Test scheduled the following criteria must be met:

1. The approved syllabus of the course curriculum must be completed
2. Students are required to perform consistently above practical test standards/airmen certification standards. Consistent performance for the purpose of this criteria will be to perform above these required standards during their oral exam preparation and in at least 3 consecutive flights during their practical test preparation.

Once these criteria are met the instructor in charge will sign off and recommend the student to the principal or chief flight instructor of the school for approval to schedule the FAA Practical Test with an examiner.

If any FAA Practical Tests are included in the student's course pricing all testing must be done at Chicago Flight School and only one attempt per test is included. Any resets and additional training needed due to failure will be at the student own expense.

6.11 I-901

The Student and Exchange Visitor Program (SEVP) I-901 is a US government requirement for students aspiring to come to the US for Flight Training. *It is a prerequisite to a student getting their visa.* Students will need to show an I-901 receipt to their adjudication officer at their visa interview. The I-901 is done online. The Student and Exchange Visitor Program (SEVP) Form I-901 online completion site is www.fmjfee.com. This website is used to pay the fee required for M non-immigrants. If a student does not pay this fee prior to their visa interview they will not be issued an M visa for admission to the United States.

6.12 TSA Formalities

TSA is the Transportation Security Administration which is an agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States. Transportation Security Administration, Alien flight Student Program is to ensure that candidates seeking training at flight schools regulated by the Federal Aviation Administration (FAA) do not pose a threat to aviation or national security.

Persons seeking flight training must submit a request if they are not citizens or nationals of the U.S. and:

- They wish to receive flight training in the U.S. or its territories, regardless of whether training will lead to an FAA certificate or type rating; and/or
- They wish to receive flight training from an FAA-certificated facility, provider, or instructor that could lead to an FAA rating whether in the U.S. or abroad.

This site contains the application for aliens seeking to train at FAA-regulated flight schools. www.flightschoolcandidates.gov. Candidates are required to complete this application prior to beginning flight training.

Students are solely responsible for applications, payments and completion of all TSA formalities.

The TSA formality needs to be completed three consecutive times, before and during flight training.

1. Before commencing Private Pilot Course
2. Before commencing Instrument Rating
3. Before commencing Multi Engine Rating

TSA approval is a prerequisite to commencing the students' course. We will not be able to start the students' course unless you have a TSA approval to commence flight training. Therefore, the student should plan to start their TSA process prior to their course commencement. This way their training will not be delayed.

For detailed information on the TSA procedures please go to our TSA webpage at:

<http://www.avelflightschool.com/transportation-security-administration-tsa-and-alien-flight-student-program-afsp/>

6.13 I-20 and Maintaining Student Status for International Students

The Form I-20, "Certificate of Eligibility for Nonimmigrant Status." is the document that is given to an International student at the time of issue of letter of admission. Form I-20 allows the student to apply for a bank loan as well as their M-1 student visa required to study at our school in the US. The I-20 states how much the course fees and estimated living expenses for the student's course duration in the US will be.

Students can enter the US no more than 30 days prior to the start date on the Form I-20 and no later than this start date. Students are required to leave the country no later than 30 days upon course completion. In unlikely event of a student's status being terminated, the student has 15 days to leave the country and return home.

A minimum of 22 hours of weekly attendance is compulsory to maintain student status.

International students are required to maintain student status at all times to remain legal in the US on an M-1 student visa. To maintain student status, tuition fees due must be paid on schedule. Students will not be allowed to attend school with pending tuition fee payment/s. It is the responsibility of the student to make sure all fees are paid in a timely manner to avoid disruption to course attendance and maintenance of student status. Student status may be terminated if not reporting to school past the course commencement date to attend flight training or not maintaining minimum attendance requirements.

SEVIS regulations require students to give a formal application and receive an approval from the school before they can leave the country or discontinue from any course. Written request and approval is by email only. Leave without approval will result in automatic termination of student status and I-20.

For an I-20 extension, students must request an extension with the PDSO/DSO no sooner than 60 days and no later than 15 days after the program end date mentioned on their I-20. All fees associated with any I-20 and visa formalities are at the student's own expense and is not included in any course fees. It is the students' responsibility to request an I-20 extension. If the extension is not processed during the allowed time frame mentioned above the school will not be held responsible. For more details on I-20 extension please visit our website at: <http://www.avelflightschool.com/i20/>

Students who are on an I-20 issued by Chicago Flight School are only allowed to fly Chicago Flight School authorized aircraft for the purpose of flight training, time building and logging flight hours. Chicago Flight School is required to have oversight of both ground and flight activity of all current M-1 students on an I-20 issued by Chicago Flight School for their entire duration in the US. Please be advised, any students flying for the purpose of flight training, time building, logging flight hours and/or doing any other general aviation flying for ANY reason, in ANY aircraft other than Chicago Flight School authorized aircraft is subject to having their I-20 canceled and being termination from the school.

6.14 Administrative Assistance

Administration is normally open Monday through Friday from 8am to 5pm excluding holidays. Students requiring administrative assistance are welcome to approach administration for help. Administration will strive to provide assistance in a timely manner. Students are reminded that a reasonable amount of time is required for administration to provide assistance on any requests made. A reasonable amount of time is at least 3 days heads-up.

7 Accommodation

7.1 The Student arranging their own accommodation

If accommodation is required, students must arrange their own accommodation. While the school may help with this process, the school is not obligated to be involved. The student will have to arrange their own airport pick up and

transportation. The student will be taking full responsibility to identify and arrange their accommodation and transportation for their entire duration in the US. The students' responsibility to make all accommodation payments on time is unconditional.

Airport pickup is available for an additional fee.

7.2 Requesting school to facilitate in the student's accommodation arrangement (only at school approved facilities)

Depending on the duration of the students stay in the US, they may choose to stay with one of our school approved accommodations. Please contact us for additional information on rates and rental procedures. The students' responsibility to make all accommodation payments on time is unconditional.

Airport pickup is available for an additional fee.

7.3 Guide for Utilities

Here are a few tips at keeping your energy costs down for any accommodation you may rent:

Heating

- The heating thermostat should not be set above 72 degrees to help not exceed the fair usage policy. Do not have the heating full on and then open all the windows to cool down.
- Please also ensure the heating is left off / on low when all residents are away from the property for long periods (Christmas / Easter etc.)

Portable / Electric Heaters

- Portable / electric heaters are NOT recommended for they use up a lot of electricity and will most likely put you past the fair usage policy.

Lights

- Turn lights off when a room is empty. Use natural light as much as possible. If you use a light for an average of four hours or more a day, fit an energy saving light bulb. It will use around a quarter of the electricity and will last ten times longer than an ordinary bulb.

Fridges and Freezers

- Shut the fridge and freezer doors to stop cold air escaping. Avoid putting hot food into your fridge. Defrosting your fridge and freezer regularly will keep them running efficiently and reduce running costs. Check that the door seals are working properly.

Electrical Appliances

- Avoid leaving electrical appliances such as televisions, laptops, stereos, mobile phones and electric toothbrushes on standby or charge.

Water

- Don't leave taps running, as it wastes water. Do not over fill the bath and do not leave water running unnecessarily. In the event of loss of water ensure taps are turned off.

Kettles

- Fill the kettle with the correct amount of water for what you really need. Always make sure the element of the kettle is covered.

Washing Machines

- Try always to do a full load or use half load or an economy programmer. Try to use the low temperature setting unless you have very dirty clothes to wash.
- **DO NOT OVERFILL THE WASHING MACHINE AS THIS COULD CAUSE THE DRUM TO BREAK.**

Cleaning Service

- The house is to be tidy at all times, especially before the cleaning service arrives. The cleaning service will not be able to properly clean the house if it is not tidy enough. Keeping the house tidy refers to the following but not limited to: putting all paper, mail and books away, having nothing on the bedroom, bathroom and kitchen floors, dishes are cleaned and put away and ALL counters and tables are cleared.
- Even with a weekly/bi-weekly cleaning service depending on the season and the number of students living in each accommodation, students are still be required to keep the house tidy and clean up after themselves at all times. If the house is found to be in unacceptable condition at any point, all students in the house may be fined up to \$100 and will be required to clean the house themselves until it is back to appropriate living standards.

8 Transportation

There are many transportation options available for our students. The Chicago land area has several public transportation options available including but not limited to trains, buses and taxis.

While public transportation may be available, it may not always be the most convenient or time efficient option.

Students are recommended to buy their own cars, as this will offer better flexibility and convenience to anywhere they need to go.

9 Financial Information

9.1 Payment and Refunds

All course fees are to be pre-paid. Any fees paid are non-refundable. A refund may be considered in extreme situation such as but not limited to, the loss of aviation medical certificate due to health reasons and death. If a refund is given it will be at the management's discretion. The refund process can take up to a minimum of 60 days.

Chicago Flight School accepts a variety of payment methods for our students' training convenience. We accept money orders, cashier's checks, and wire transfers; personal checks are not accepted. We also accept most major credit cards up to a \$500 at the discretion of the management. There will be a 3.5% fee added on to the total cost for any credit card transactions made. The bank details for wire transfer are available on the e-brochure. Please make sure Student's Full name as in their Passport appears on the wire transfer, otherwise it becomes very difficult for us to match the student to incoming wire and credit transfers. The school will not be liable for any applicable wire transfer service charges. Students with insufficient funds will not be allowed to fly.

A students' account status is confirmed before they are scheduled for check rides. If the students' current balance will not cover the cost of the check ride, the check ride will be denied. To ensure there is no delay in completing the course and the check ride students should make certain that their account is current at all times.

9.2 Enrollment Fees and Formalities

Paying the enrollment fee is required and will be put towards the students' course fees. The student must complete the application form sent to the student in their e-brochure. Once the student has done this, they will need to scan and attach in a single email the completed application form, current photo page of their passport (passport validity minimum 6 months) and proof of wire transfer of enrollment fees and send it to fly@avelflightschool.com. Fees paid are non-refundable. For enrollment procedures please visit: <http://www.avelflightschool.com/admission-procedure/>

9.3 Cross – country Fuel Reimbursement

Payments made toward refueling at approved Cross-Country airports by the students, will be remembered by the school. Students should hold onto their fuel receipts until the 1st of the following month to receive a fuel reimbursement. Students can receive their reimbursement either with a check or by adding the money to their school account. Reimbursements will be given out between the 1st and 5th of each month. It is the student's responsibility to hold onto their receipts until the 1st of the following month. Lost receipts will not be reimbursed.

9.4 Minimum Account Balance

Students may not fly with a negative account balance. If a student exceeds the minimum hours prescribed in the original course, payment of fees will be required for additional hours of training. Chicago Flight School does not support payment options for each individual lesson. A minimum of 5 hours of additional training is to be paid in advance. If further training is required for course completion, progressive payments of additional 5 hours of training must be made. In such cases, students are required to keep a minimum \$500 account balance at all times, which cannot be used towards flying. It is the student's responsibility to make sure they have sufficient funds with the school available for their flight training at all times. If the student's account goes below \$500 they will not be allowed to fly again until they have sufficient funds cleared and available in their account. Upon course completion and passing the check ride any tuition fee remaining in their account can be used towards their flying. All fees paid are non-refundable.

10 Aircraft Insurance and Deductible

In the unlikely event that a pilot is involved in an incident or accident not involving mechanical problems with the aircraft, the pilot will be responsible for the first \$5,000 of damage. For example, an aircraft if fully damaged may cost up to \$200,000. The student will not have to pay this entire amount as this is covered by the insurance. Therefore, since the pilot becomes responsible when he/she becomes Pilot-in-Command, he/she must not take an airplane out on a solo flight unless he/she feels ready to solo.

Note: There is no insurance coverage for damage to the aircraft if the damage occurs while the pilot is acting in violation of applicable Federal Aviation Regulations. In this case, the pilot will be responsible for the ENTIRE cost of the damage.

11 Aircraft Over Night / Battery Drain Charges

Unauthorized retention/use of aircraft over night will be charged a minimum of 5 hours of flight time per day.

A charge of \$150.00 will be issued to any pilot who leaves the battery master switch on after a flight, resulting in aircraft downtime due to draining the battery to a degree which requires a recharge. If the battery will not recharge, the pilot will be charged for a new battery installation and 2 hours of flight time.

12 Terms and Conditions of Admission

All students enrolled in any program or course offered by Chicago Flight School are subject to the rules of the school. Students must assume full responsibility for compliance.

Rules governing alcohol, controlled drugs, flying with any unauthorized passengers and other serious offenses will be strictly enforced. Applicants are reminded that students must comply with both the letter and the spirit of the law of the land where the course is offered in order to retain valid student status. Violations of such laws will render the student liable for immediate dismissal from the program. In such cases, International Students will be repatriated to their home country.

The obligation to pay the tuition fees is unconditional. No portion of such fees so paid or outstanding will be refunded or cancelled notwithstanding the subsequent absence, suspension, expulsion, dismissal or withdrawal of the student for any reason.

Students will be liable to pay all necessary bank and/or transfer charges for any financial transaction. Please note that by making a fee deposit payment to the school, students agree to pay the full amount of their tuition fees to the School in due course.

Students with outstanding balances will be immediately placed on hold by the school, and may be barred from attending classes until payment is made in full. The School reserves the right to suspend, expel or prevent students from attending lectures and flights without any advance notice if their fees are in arrears or non-compliance to applicable Terms and Conditions. Students may not transfer to another institution unless their account with Chicago Flight School is paid in full. Where applicable, International students seeking transfer or discontinuation between the date of initial arrival in the United States may have their I-20 transferred or cancelled without any refund.

Students with balances due after 30 days are subject to a \$500 late payment fee or a penalty amount prescribed by the management based on course enrolled and amount of payment due in addition to a 5% interest.

The course price for the programs offered only reflect the flight training tuition fees and related expenses. This does not include but is not limited to the following expenses:

- Personal spending money
- Personal Insurance
- Meal and housing costs
- Textbooks and other necessary supplies not included in the course price.
- Travel Expenses
- Extra costs for English Improvement Classes which may be required by a student whose English language proficiency is inadequate

Special Features and deals including course price freeze and unlimited ground school offered in course packages are valid only for 6 months from the date of each course commencement.

Admission is subject to availability. Early application and payment is advised. Wire payments are recommended.

Students may have a longer than originally anticipated course duration incurring extra costs for any changes or additional training required for which the student will be responsible.

Progression at the end of any course or program is dependent on successfully passing all courses with the minimum pass percentage prescribed for the course. The pass percentage of each course will be briefed in the orientation program.

Any reference in these terms to liability of students shall also infer liability on the parent or financial sponsor, and such liability is joint and several.

Students are responsible for payment for any damage caused by them to Chicago Flight School and associate organization's property, including fixtures and fittings in approved accommodation. Occupants of shared accommodation are jointly and severally liable for the proper care of rooms, fixtures and fittings. Chicago Flight School reserves the right to recover costs for damage or exceptional cleaning.

Once the student has commenced the course or program, if:

- The school's ability to deliver programs or other services in accordance with the descriptions provided is compromised by circumstances beyond the control of the school (e.g. third party industrial action or an act of god), the school will use all reasonable endeavors to minimize disruption as far as it is practical to do so;
- The Program is cancelled or substantially varied from that described in the prospectus for reasons other than circumstances beyond the institution's reasonable control, the school will use reasonable endeavors to provide a suitable replacement program, but cannot guarantee to do so. If the student does not wish to accept the replacement program, the student shall be entitled to withdraw from the program. In the event of such withdrawal the school shall make an appropriate refund of tuition fees. Depending on the point at which the withdrawal takes place, the school reserves the right to retain fees or charges to cover the tuition or services which the student has actually received.
- The School reserves the right to change or amend any or all of these refund procedures without any prior notice.
- When a student submits any material via application, email, letter and other media, including any text, photographs and all content, the student, unless Chicago Flight School. advises otherwise, licenses and grants Chicago Flight School., its affiliates, royalty-free, perpetual, worldwide, irrevocable, and sub-licensable right to use, reproduce, modify, adapt, publish and display such Content for any purpose in any media, without compensation, restriction on use, attribution or liability. Student agrees not to assert any moral rights in relation to such use and warrant that they have the full authority to grant these rights.

Students (and their parents or guardians, where applicable) agree that images, sound, details and achievements of Chicago Flight School may be used in any media for promotional purposes without written consent or notification, as long as the images are used to publicize Avel Flight School.

No variation to these conditions is valid unless agreed in writing by the management of the school. Chicago Flight School reserves the right to make any addition, amendment or alteration to these conditions upon giving written notice of such change to all affected students.

Please supply Chicago Flight School with personal e-mail addresses and mobile telephone numbers prior to course commencement, in order that communication, to include transmission of student reports, may be maintained at all times. Please also advise of any changes as they occur.

It is the student's responsibility to provide valid and up-to-date contact information for themselves and, when appropriate, their agent. This contact information should include a working e-mail address. The School will assume that any method of communication for which the student has provided contact information, including e-mail, is secure. The School will not be liable for any damages, financial or otherwise, resulting from the release of the student's personal information to a third party as a result of communication with an invalid or insecure contact point or the interception of communication with said contact point, be it a postal or e-mail address, a telephone or fax number or an SMS.

Students will at all times comply with the Federal Aviation Administration Regulations and airport and school rules. Instruction will be given and documentation provided in these rules and regulations, and periodically and appropriately from time to time thereafter.

Failure to comply with this policy in a habitual manner shall be grounds for dismissal from the school.

The candidates who have been declared guilty of the following will be summarily dismissed and expelled:

- Obtaining support for his candidature by any means; or Impersonating; or Procuring impersonation by the person; or Submitting fabricated documents or documents which have been tampered; or Making statement which are incorrect or false suppressing material information; or Resorting to any other irregular or improper means in connection with his/her candidature for admission. Use of obscene language or misbehaving in any other manner with member of our staff or students or harassing or doing bodily harm to anyone.

The School reserves the right to charge additional tuition fee at its discretion if the student is unable to complete the course within the prescribed course duration due to lack of attendance. The School reserves the right to charge additional tuition fee at its discretion if the student requires extension of course duration as a result of negligence or failure to pass the necessary examination within the prescribed time.

The Zero to Commercial Pilot License Course duration is 12 months. Minimum completion time is 7 months, maximum completion time is 24 months.

International students are issued an I-20 for this course for 12 months. International students who take longer than 12 months to complete their course will need to extend their I-20. All fees associated with the I-20 extension are at the student's own expense. International students who procrastinate and delay training completion will not be allowed to extend their I-20 after 12 months. The option to extend I-20 beyond 12 months is only available to students who have completed a minimum of the following: 1. Private Pilot Certificate, 2. Instrument Rating Ground School and FAA Knowledge Exam, and 3. Commercial Pilot Ground School and FAA Knowledge Exam. Maximum time to complete this course is 24 months. If a student is unable to complete this course within this period due to lack of attendance, effort, aptitude, or due to procrastination, this non-refundable course will automatically terminate in 24 months. Any unused remaining credit available on student account balance beyond this time will be forfeited.

Designated Pilot Examiners availability may result in delay of check-rides. Our flight school does not have any control over examiner availability. Students will be required to maintain regular flying to remain current during the time between course completion signoff and actual check-ride date. Cost of additional flying necessary to remain current after course completion and sign off is not included in this course and will incur additional charges.

The course price mentioned in this email is the discounted course price. This discounted course price is valid for twelve months from the date of course commencement. Portions of this course not completed within this time will not be covered by this discount. Any changes made to this course will result in the course price going back to a non-discounted course price.

The School reserves the right to cancel any advertised courses due to insufficient admissions or enrollments. The school authorities, may due to very low attendance making it unviable for the School to continue, cancel classes. The School reserves the right to amend, where necessary, fees and course commencement dates. The School prospectus is subject to alteration without prior notice. In case of course cancellation, the student can only make refund request if the School has failed to offer an alternative course.

The School reserves the right to expel or transfer students who fail to complete and submit compulsory coursework, assignments and/or dissertations to the appropriate instructors / lecturers or who fail to satisfactorily progress their understanding of the subject matter taught on their chosen course, without any liability to the School.

Chicago Flight School is always happy to work with students and facilitate their needs, where relevant and possible to the best of our ability. Students are welcome to meet with our management team to discuss any issue(s) they may face with Chicago Flight School and we will do our best to help resolve the issue, where possible. All disputes that may arise related to either student or Avel Flight School, shall be settled, if possible, by good faith by the student and/or the school. If the matter is not resolved by negotiations any party may, by giving written notice, refer the matter to independent arbitration within seven (7) days of notifying either party of the issue(s). The decision of the arbitrator shall be final and binding. The arbitrator shall not have any authority to alter or change any provision of the Chicago Flight School Student Catalogue or to substitute any new provisions or make an award contrary to the terms and conditions of this student catalogue. The procedure for arbitration where applicable shall be in accordance with the laws of Illinois, the American Arbitration Association and the (710 ILCS 30/1-1) International Commercial Arbitration Act. Any publishing or indiscretion of issue(s) related to Chicago Flight School by student or their related/associated parties will automatically forfeit the student or their related/associated parties' rights to any negotiation or arbitration procedure with Avel Flight School. Chicago Flight School retains its rights to challenge any publishing of information related to its company.

Students who make exceptional progress in their studies and who are subsequently able to cover their course syllabus and pass associated examinations prior to the scheduled end date of their course will not be able to maintain their student status beyond the date of completion of their examinations without re-enrolling on a new course of study representing a clear academic progression from their previous academic endeavors.

Students wishing to continue studying at Chicago Flight School after their previous studies have ended in either of the above circumstances must re-enroll on a new course of study. New enrollments in either of these cases will incur the School's standard course fees.

The School will assist students in acquiring recommended textbooks and relevant materials at reasonable cost. Some reference material is available in the School Library for consultation. Students must arrange to acquire and read the required textbooks and course study materials prior to the relevant lecture. Students should also arrange to purchase such stationary as may be needed for their studies.

Only those students who complete their attendance requirements, do not have any pending financial dues, are not barred from examinations by the Management due to disciplinary or other misdemeanors and have no failings or discrepancies in their academic record are allowed to take periodic examinations and check ride for their course, provided their Instructor / Lecturer has recommended that they take such exams.

Where applicable, the student must seek and obtain a certificate of eligibility or similar from the appropriate professional institution/examining body before applying for a course.

Student must understand that gaining admission into the School does not necessarily guarantee their registration. When requested, the School will inform, counsel and assist students in negotiating different external examination entry procedures. However, it is the responsibility of the students to keep themselves informed and prepared for such examinations as recommended by the School and to register with these authorities in time. Students will be expected to pay all student examination and membership fees. The School does not charge any fee for helping students in this regard.

All examination in the aviation industry has a pass percentage of 70%. The same standards are applicable to this course. For re-examination additional payment will be chargeable. School will not be responsible for the outcome of visa interview, success and failure of obtaining the visa solely depends on individual performance at the visa interview and at the discretion of the adjudicating officer.

Any variation, changes or alteration to any course structure will result in a course price change. Any changes to course structure will result in ground and flight instruction given being charged at \$75/hr.

For students enrolled on a guarantee course, guarantees are based on the students having a 100 % attendance and completing assignments given to them by their instructors. Some of the factors that will forfeit the guarantee are Absenteeism,

Noncompliance of school rules, not completing assignments given by instructors. Students exceeding the prescribed course duration of 12 months will be charged additional tuition fees as required.

The School reserves the right to amend advertised course content, tuition fees and start dates for its courses at its discretion and without any prior notice. The School reserves the right to amend or alter the Terms and Conditions at its discretion and without any prior notice.

By signing the application:

You understand and agree to abide by the terms and conditions of Avel Flight School. This gives us the permission for the administration of first aid. You waive and release all claims against Avel Flight School, its associate organization and its agents for:

- Any injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the program.
- To indemnify them with regard to any financial obligations or liabilities that the applicant may personally incur or any damage or injury to the person or property of others that the applicant may cause while participating in this program.
- An appeal cannot be made against the decisions of the management. No legal action can be taken in disputes in which claims are raised against Chicago Flight School decisions as to annul an admission or dismissal.

(File in student's Folder)

CHICAGO FLIGHT SCHOOL CATALOG

Date:

Student Name:

Student Signature:

Signature (Manager):

APPLICATION FORM

(PLEASE TYPE OR USE CAPITALS ONLY)

PERSONAL INFORMATION (as it appears on your Passport)

Passport size
photograph
(taken within the
last 6 months)

First Name		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Middle Name		Date of Birth	MM / DD / YYYY
Surname (Last Name)		Nationality	
Passport Nationality		Passport/ID Number	
Primary Contact Number		Email ID - 1	
Alternate Contact Number		Email ID - 2	
Mailing Address			
City		Province / State	
Country		Postal / Zip Code	
If you hold a Pilot Certificate, please specify,		Students Weight: (For Aircraft Type)	

HOLD HARMLESS AGREEMENT & RELEASE OF ALL CLAIMS / INDEMNIFICATION

I,, for and in consideration of the use, rental or charter of Chicago Flight School Aircraft(s), the receipt and sufficiency of which is hereby acknowledged and I agree for myself and my heirs, distributes, guardians, legal representatives, and assigns that I will not make a claim against Chicago Flight School, its officers, directors, managing agents, aircraft owners and employees, or any other person who may acquire an interest in Chicago Flight School. and I hereby completely release, acquit, satisfy, and forever discharge Chicago Flight School, its offers, directors, managing agents, aircraft owners and employees, or any other person who may acquire an interest in Chicago Flight School. for any and all claims, actions, causes of action, damages, judgments or execution or any claims whatsoever in law or equity that I may have now have or may have in the future against Chicago Flight School, arising out of the rental of aircraft, charter of aircraft and /or receipt of flight training. I further acknowledge and agree, that I shall forever release Chicago Flight School, its officers, directors, managing agents, aircraft owners and employees, its heirs, executors, assigns, or any other person who obtains an interest in Chicago Flight School. for any and all causes of action, claims, of any sort that arises from the rental of aircraft or flight training provided by Chicago Flight School.

I further acknowledge and agree by my signature and also, for my heirs, distributes, guardians, legal representatives, and assigns, that I will fully indemnify, save, and hold harmless, Chicago Flight School. its officers, directors, managing agents and employees, and their heirs, executors, assigns or any other person who might acquire an interest in Chicago Flight School. for any and all claims, actions, judgments, damages, that have or may arise out of the use or rental of any aircraft, or obtaining of any flight training from Chicago Flight School by any other individual, party, corporation, limited liability company or other entity. I agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Illinois and that if any portion of said agreement is held invalid, it is agreed that the balance shall notwithstanding such finding as to any particular portion, continue in full force and legal effect. I further acknowledge, by my signature on this document, that I fully understand, that there are associated hazards in flying, the rental of aircraft and flight training, including serious injuries and death from the use of aircraft. I acknowledge by my signature on this document, that I understand and accept such risks.

Copy of valid ID required with application. *All fees paid are non-refundable.* I understand, agree and comply with the terms and conditions published on the website: www.chicagoflightschool.com.

Signature

Date

FOR OFFICE USE ONLY

Comments / Remarks: