AMERICAN WINDS

ACADEMIC CATALOG
JAN. 2025 - DEC. 2026

1600 Triplett Blvd. Bldg. B, Akron, Ohio 44306
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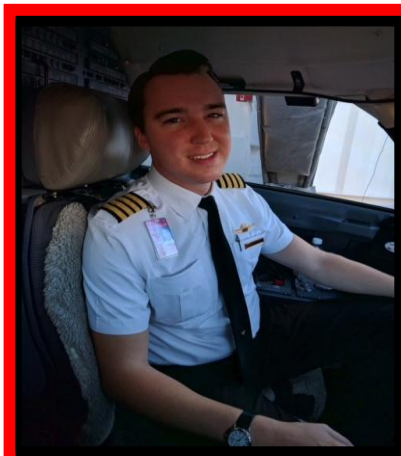

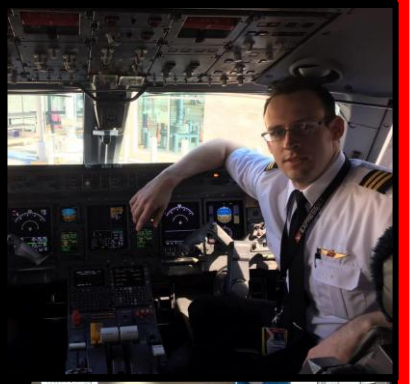

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ABOUT AMERICAN WINDS

A MESSAGE FROM OUR PRESIDENT

American Winds----student-centered aviation college where we pride ourselves on building the lives of our students through small class sizes, expert faculty, and company sponsored social events. Our goal at American Winds is to ensure all students get the best aviation education possible while having a truly remarkable flight school experience.

To do this, we make students our #1 priority, never losing sight of their reason for being here. Through orientations, awareness programs, and attentive guidance, American Winds students are given opportunities to thrive, whether it is inside or outside the classroom. Students who graduate from American Winds are well-rounded, educated, and capable individuals.

People say, "a pilot is always prepared for the worst day ever." I believe that all the instruction given at American Winds is based on real-life examples which make our students not only good pilots, but also safe pilots. The College of Aeronautics is like a family. People are always here for you with a helping hand, so you never feel alone. The instructors are excellent, and flight scheduling is readily available. All airplanes are maintained under the stringent standards set forth by the Federal Aviation Administration. The College has a well-structured syllabus and systematic way of teaching both the ground lessons and flight lessons.

At American Winds, instructors give every student a pre-flight briefing on lessons that will be practiced in the airplane. A student is graded based on his/her performance. In this way, a student always knows his/her progress, which helps throughout his or her training. One word that comes to my mind when I think of American Winds is commitment! The instructors are always willing to answer questions, whether in the air or on the ground. In fact, they have Q & A sessions to test student's knowledge and brush up on topics to help the student obtain proficiency. Care is taken to get each student's flying done on a day-to-day basis. Face the challenge to become a pilot!

I thank you for your interest in American Winds and encourage you to continue exploring American Winds online or by visiting the College.

Yours truly,

Denise Hobart

President
American Winds College of
Aeronautics

HISTORY

Chief Denise Hobart was headed to Continental Airlines when the tragedy on Sept. 11, 2001 happened. At that time, the airlines stopped hiring and even began layoffs. Mike Kolomichuk, Denise's husband, got the brilliant idea to start a flight school until the aviation industry recovered. With in two years, American Winds was authorized as an FAA approved Part 141 flight school and within three years a full Part 135 private air charter service.

American Winds started with only four airplanes. It was very apparent northeast Ohio was in desperate need of a flight school which was run like a flight department focusing on students who would like to become professional pilots training under Part 141 and 61 rules. Every month of every year, American Winds double and tripled their students count and services.

American Winds heart and soul is from the founder, Mike Kolomichuk. As a former Marine, he was a proud, hard-working American. He was never shy to push students when they needed motivation or provide support when they needed guidance.

American Winds has been able to adjust to four seasons flying, economic down turns, and even the "scamdemic" of Covid shutdown. Sadly in 2015, Mike passed. American Winds went through restructuring and a new direction. In 2016, American Winds was licensed by the State of Ohio (OSBCCS) and 2017 was approved as a college offering aviation associate degrees. In 2018, the FAA approved the aviation associated degrees for the coveted R-ATP approval allowing graduates to be hired to the airlines in less flight time.

Fast forward 25 years later, American Winds is celebrating 25 years in business at Akron Fulton Airport (KAKR) under one owner. Unlike all the other flight schools which change names every few years, American Winds is proud to say… we are still growing and changing graduate's lives as they have a career as a professional pilot.

American Winds owns a spacious 17,000 sq. ft. building which houses new administrative offices, classrooms, and 11 aircraft. In 2024, American Winds built a state-of-the-art maintenance facility for our team of seasoned mechanics.

MISSION STATEMENT

Our mission is to cultivate a culture of safety and professionalism while empowering individuals to pursue rewarding careers in aviation as professional pilots. Through comprehensive training, innovative instruction, and a commitment to excellence, we prepare our students to navigate the skies with confidence, competence, and a passion for aviation.

HOURS OF OPERATION

Administrative offices are open 7 am — 6 pm EST, Monday-Friday, and 9 am – 5 pm EST, Saturday. The office has limited Sunday hours based on the season. Students may train (ground and flight) seven (7) days a week year-round. Students can tailor their flight training around personal obligations. Students are prohibited from flying solo without the consent of their flight instructor or the Chief Flight Instructor. Students must work with their instructor to plan their flight usually two weeks in advance. See Academic Calander for other important dates.

ACCREDITATION AND LICENSURE

American Winds is licensed, accredited, and governed by the following:

- Licensed by the Federal Aviation Administration (FAA) as:
  - Part 141 Flight School Air Agency Certificate. #AYKS724K
  - Part 135 Private Aircraft Charter Air Carrier Certificate. #AKYKA724K
- Recognized as an IHL (institution of higher learning) authorizing three Restricted ATP degrees. 61.160(c). Students graduating from these degrees will receive a certificate qualifying them to be eligible for hire by the airlines in reduced flight time.
- Licensed by the Ohio State Board of Career Colleges and Schools (OSBCCS). #14-05-2043T
  - https://oh.edvera.com/directory/institutions
  - Degree and non-degree programs
- Accredited by Accrediting Council for Continuing Education and Training (ACCET). #1473
  - Three associate degrees programs
  - One non-degree program
  - In resident and Interactive Distant Learning (IDL)
- Approved by the Ohio Department of Veteran Services to provide flight training.
- Approved by the US Department of Homeland Security (DHS) to issue non immigration student visas.
  - https://studyinthestates.dhs.gov/certified-school/82209
  - F-1 visas for the college program
  - M-1 visas for “stand-alone” flight school courses

PARTNERSHIPS

American Winds is proud to be partners with:

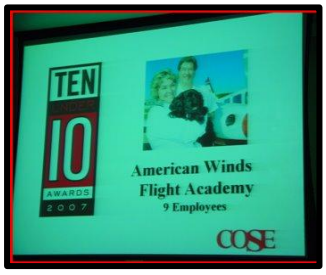
- Liberty University – Lynchburg, Virginia
  - Students can pursue the Bachelor of Science in Aviation online from LU’s School of Aeronautics in 2.5 years (based on full time enrollment).
  - Take advantage of online classes while flying at American Winds as an approved flight training affiliate.
  - https://www.liberty.edu/aeronautics/flight-training-affiliate-program/
- Walsh University – Canton, Ohio
  - WU will be offering a pathway to a Bachelor of Science Aviation degree. 2+2
  - Classes are online or in person classes while flying at American Winds.
  - https://www.walsh.edu/major/professional-aviation.html

SERVICES OFFERED

- Provide Private Aircraft Charter Services as a licensed FAA Part 135 operator.
- Provide Professional Pilot aviation degree and non-degree programs.
- Provide full services Part 61 & Part 141 flight school services & “stand alone” courses.
- Provide FAA ground school and flight training for Private Pilots through ATP Certificates.
- Provide continued education, recurrent training, and advancement flight training.
- Provide students with a flight department atmosphere preparing them for a career in aviation as a professional pilot.
- Provide educational counseling, career orientation and job assistance as a commercial pilot.

AWARDS AND RECOGNITIONS

New and Emerging Business Award
American Winds reached another milestone when it was selected New and Emerging Business of the Year by the Greater Akron Area Chamber of Commerce from more than 1,500 area business. This achievement helped further establish the school's role as a leader in education, business and economic and community development. These successes cannot compare with our greatest achievement … our students. We are proud of each graduate, whether he or she chooses a career in aviation or merely flies for pleasure.



Top Ten Business Under Ten Employees
American Winds was selected one of the top ten businesses amongst 18,000 businesses in Northeast Ohio by the Council of Smaller Enterprises (COSE). COSE is an organization recognizing the hard-working efforts of small businesses.

Excellence in Internship Program
Northeast Ohio Council on Higher Education (NOCHE) is a nonprofit business and higher education collaborative in 23 county regions in Northeast Ohio. American Winds internship was selected to receive the award in Excellence. NOCHE is a cross section of public, private, two- and four-year schools. Collectively these institutions enroll more than 226,000 degree seeking students across the USA and grant more than 35,000 certificates and degrees annually.

FAA History – Trained the First Deaf Instrument Rated Pilot
On February 25, 2006, Stephen Hopson passed his Instrument Pilot Checkride, becoming the first deaf pilot to qualify for and receive an Instrument Rating. The accomplishment of training the first hearing-impaired Instrument Pilot further established American Winds as an innovator and leader in the flight training industry through recognition by the Aircraft Owners & Pilots Association (AOPA).

FUN FACTS

- 1 of approx. 515 Part 141 FAA approved flights school
- 1 of approx. 350 college/ university (IHL) aviation bachelor's &/or associate degrees
- 1 of approx. 125 FAA approved Restricted ATP IHL degree programs (allows pilots to be hired by the airlines in less flight time)
- 3rd flight school to be accredited by ACCET
- 1st flight school to be licensed by OSBCCS

TRAINING FACILITY AND AIRPORT

For over 25 years, the flight school and college have been located at the Akron Fulton Airport (AKR) in Akron, Ohio. U.S.A

The educational and support facility is housed in an approx. 17,000 square foot building. The building is divided into three spaces: administrative/educational, aircraft hangar, and maintenance services. The administrative and educational space consists of the executive offices, a conference table, Student Services Check-in Counter (dispatch center), strategic planning area and two classrooms. In addition, there is an outdoor patio to host a class, study group or traffic pattern.

Each classroom includes computers, large screen TVs, whiteboards and aircraft parts for training aids. Each aircraft hangar has private study areas for instructors and students to conduct small study groups and/or one-on-one debriefing areas

This is a view of the Akron Fulton Airport (KAKR) on a United Airline flight at 7,000 ft on descent into Cleveland Hopkins Airport (KCLE). The cloud layer was broken to overcast in the area of northeast Ohio. When Chief Denise looked out the window, she saw our beloved airport.

The Akron Fulton Airport is located 6 nm north of Akron Canton Airport (KCAK). The airspace is uncontrolled and “E” to the surface. Runway 07 / 25 is 6,337 sq. ft. x 150 ft wide. AW is the only flight school based at KAKR. All aircraft are hangered. Aircraft fueling is full-service meaning student do not need to fuel their own aircraft at a self-service pump.

MAINTENANCE FACILITY

American Winds built a brand-new, $150,000, two-story maintenance facility located at the south end of the building. The mechanics will be able to conduct their work in a double-insulated hangar with heated floors.

Before and After

AIRCRAFT AND RESOURCES

American Winds defines resources as aircraft, aircraft parts, books, supplies, and flight training devices.

AMERICAN WINDS FLEET						
HORSE POWER	RATE		TYPE OF AIRCRAFT	AIRCRAFT TYPE	GENERAL INFO.	COURSE TITLE
	DUAL	SOLO				
150 hp.	$260.38	$205.38	Cessna 172 L	C-172: N4337Q	Single Engine	All
160 hp.	$260.38	$205.38	Cessna 172 L	C-172: N4303Q	Single Engine	All
150 hp.	$260.38	$205.38	Cessna 172 M	C-172: N30181	New N#, 642AW Single Engine	All
160 hp.	$260.38	$205.38	Cessna 172 M	C-172: N503MA	Single Engine	All
160 hp.	$260.38	$205.38	Piper Cherokee	PA-28-140: N217AW	Single Engine	All
160 hp.	$260.38	$205.38	Piper Cherokee	PA-28-140: N56239	New N#, 219AW Single Engine	All
160 hp.	$260.38	$205.38	Piper Cherokee	PA-28-140: N333FA	Single Engine	All
160 hp.	$260.38	$205.38	Piper Warrior	PA-28-161: N4291S	Single Engine	All
160 hp.	$260.38	$205.38	Piper Warrior	PA-28-161: N84301	New N#, 645AW Single Engine	All
200 hp.	$314.23	$259.23	Piper Arrow	PA-28R-200: N8508C	SEL, Complex	All
160 hp.	$416.19	$361.19	Piper Apache	PA-23-160: N627AW	New N#, 648AW MEL, Complex	All
210 hp.	$518.30	$463.30	Piper Seneca II	PA-34-200T: N107AB	MEL, Complex & HP	All
	$130.00	$0.00	Sim ATD	Basic AATD		All

12 AIRPLANES

2025 ACADEMIC CALENDAR

	TERM	DATE	EVENT
TERM 1	2025 WIN	1/1/2025	Closed - New Years day observed
	2025 WIN	1/2/2025	Yearly Domestic Registration Fee (**$125**)
	2025 WIN	1/2/2025	Winter 2025 Term Begins: Academic & Flight (Lab) Courses
	2025 WIN	1/2/2025	Liberty Students confirmation required
	2025 WIN	1/6/2025	General Education AND Aviation Academic Classes Start
	2025 WIN	1/12/2025	Last Day to Add Classes AND Last Day to Drop without WD
	2025 WIN	3/1/2025	Registration for Spring 2025 begins
	2025 WIN	3/15/2025	Spring Bills Due
	2025 WIN	3/31/2025	Winter 2025 Term Ends
	2025 WIN	3/31/2025	Liberty Students confirmation required
TERM 2	2025 SPR	4/1/2025	Spring 2025 Term Starts: Academic & Flight (Lab) Courses
	2025 SPR	4/1/2025	General Education AND Aviation Academic Classes Start
	2025 SPR	4/13/2025	Last Day to Add Classes AND Last Day to Drop without WD
	2025 SPR	4/20/2025	Easter Sunday
	2025 SPR	5/26/2025	Memorial Day
	2025 SPR	6/1/2025	Registration for Summer 2025 Begins
	2025 SPR	6/15/2025	Summer Bills Due
	2025 SPR	6/30/2025	Spring 2025 Term Ends
	2025 SPR	6/30/2025	Liberty Students confirmation required
TERM 3	2025 SUM	7/1/2025	Summer 2025 Term Starts: Academic & Flight (Lab) Courses
	2025 SUM	7/1/2025	Summer A 2025 Term Starts: July 01 - Sept. 30, 2025
	2025 SUM	7/1/2025	General Education AND Aviation Academic Classes Start
	2025 SUM	7/4/2025	Independence Day Observed
	2025 SUM	7/13/2025	Last Day to Add Classes AND Last Day to Drop without WD
	2025 SUM	9/1/2025	Registration for Fall 2025 begins
	2025 SUM	9/1/2025	Labor Day
	2025 SUM	9/15/2025	Fall Bills Due
	2025 SUM	9/17/2025	Consitution and Citizens Day
	2025 SUM	9/30/2025	Summer A 2025 Term ends
	2025 SUM	9/30/2025	Liberty students confirmation required
TERM 4	2025 FAL	10/1/2025	Fall 2025 Term Starts: Academic and Flight (Lab) Courses
	2025 FAL	10/1/2025	General Education AND Aviation Academic Classes Start
	2025 FAL	10/12/2025	Last Day to Add Classes AND Last Day to Drop without WD
	2025 FAL	11/11/2025	Veteran's Day
	2025 FAL	11/20/2025	Thanksgiving Recess (No Classes). Open for flight training
	2025 FAL	11/28/2025	Thanksgiving Day
	2025 FAL	12/1/2025	Registration for Winter 2026 begins
	2025 FAL	12/15/2025	Winter Bills due
	2025 FAL	12/25/2025	Closed - Christmas Break
	2025 FAL	12/31/2025	Fall 2025 Term Ends

2025 AV 100 Private Pilot Ground School Schedule
Monday & Wednesday 6:00 pm - 8:30 pm
Some Tuesdays have been scheduled due to holidays

Session 1	Session 2	Session 3	Session 4	Session 5
Monday, January 13th	Monday, March 31st	Monday, June 2nd	Monday, August 4th	Monday, October 6th
Wednesday, January 15th	Wednesday, April 2nd	Wednesday, June 4th	Wednesday, August 6th	Wednesday, October 8th
Monday, January 20th	Monday, April 7th	Monday, June 9th	Monday, August 11th	Monday, October 13th
Wednesday, January 22nd	Wednesday, April 9th	Wednesday, June 11th	Wednesday, August 13th	Wednesday, October 15th
Monday, January 27th	Monday, April 14th	Monday, June 16th	Monday, August 18th	Monday, October 20th
Wednesday, January 29th	Wednesday, April 16th	Wednesday, June 18th	Wednesday, August 20th	Wednesday, October 22nd
Monday, February 3rd	Monday, April 21st	Monday, June 23rd	Monday, August 25th	Monday, October 27th
Wednesday, February 5th	Wednesday, April 23rd	Wednesday, June 25th	Wednesday, August 27th	Wednesday, October 29th
Monday, February 10th	Monday, April 28th	Monday, June 30th	Tuesday, September 2nd	Monday, November 3rd
Wednesday, February 12th	Wednesday, April 30th	Wednesday, July 2nd	Wednesday, September 3rd	Wednesday, November 5th
Monday, February 17th	Monday, May 5th	Monday, July 7th	Monday, September 8th	Monday, November 10th
Wednesday, February 19th	Wednesday, May 7th	Wednesday, July 9th	Wednesday, Sept. 10th	Wednesday, November 12th
Monday, February 24th	Monday, May 12th	Monday, July 14th	Monday, September 15th	Monday, November 17th
Wednesday, February 26th	Wednesday, May 14th	Wednesday, July 16th	Wednesday, Sept. 17th	Wednesday, November 19th
Monday, March 3rd	Monday, May 19th	Monday, July 21st	Monday, Sept. 22nd	Monday, December 1st
Wednesday, March 5th	Wednesday, May 21st	Wednesday, July 23rd	Wednesday, Sept. 24th	Wednesday, December 3rd
Monday, March 10th	Tuesday, May 27th	Monday, July 28th	Monday, September 29th	Monday, December 8th
Wednesday, March 12th	Wednesday, May 28th	Wednesday, July 30th	Wednesday, October 1st	Wednesday, December 10th
(3-week break)	(No Break) No Class Monday May 26th	(No Break)	(No Break) No Class Monday September 1st	No Classes November 24th and 26th Thanksgiving Week

Revised 12-20-2024 Rev 0

TERM DATES AND ENROLLMENT INFORMATION

Each year, American Winds produces an official academic calendar. The current academic calendar announces the schedule of courses throughout the year, course start/ending dates, and other important dates to students. The calendar is published in this Academic Catalog and posted next to the Admissions Department, in the Student Knowledge Binder at the Check-in Counter, and on the American Winds Website. The Academic Calendar is available 24/7 in Microsoft Teams in the Student Orientation Folder home page.

American Winds has selected the three-month quarter system in lieu of the academic four-month semester. The quarter system will allow the student to flight train in the necessary timeframe without having extra unnecessary time remaining. The four-month semester system found at other university aviation degree programs allow for more time than students need causing great delays. The time delays found in the four-month semester not only cause students to sit around waiting to start their next FAA flight certificate or rating course but most importantly costs them additional money. Students will spend tens of thousands of dollars extra in unplanned money to maintain their flight proficiency and/or refresh their perishable flight skills while flight programs shut down during the summer months or summer term. These long delays do not fit the fast-paced aviation training environment preferred by students wanting to have a career as a professional pilot.

At American Winds, students are strongly encouraged to commit to their education, fly 3-5 times a week fast tracking their college program. The college program may be completed in as little as four (4) quarters/ twelve (12) months to five (5) quarters or fifteen (15) months or 104 weeks.

Term Start and End Dates

American Winds quarter system begins on the 1st day of the month at midnight and ends on the last day of the quarter month at midnight.

- Winter Term: January 2nd to March 31st. American Winds is closed on Jan. 1st.
- Spring Term: April 1st to June 30th.
- Summer "A" Term: July 1st to September 30th.
- Summer "B" Term: August 1st to September 30th.
- Fall Term: October 1st to December 31st.

There is one exception - the Summer Term has two starting dates: A and B.

- Summer "A" Term consists of three months starting on July 1st and ending on September 30th.
- Summer "B" Term consists of only two months starting on August 1st and ending on September 30th. Examples: A student will be enrolled into AV 200L beginning Summer B Term (August 1st – September 30th). Student classes will begin the first day of August and will end September 30th.

FAA Certificate Flight Lab Courses

A flight lab and a flight course mean the same thing. Students may begin their flight lab courses technically at midnight on the first day of the term. Students have the quarter term to complete their required FAA fight training at that time prior to midnight on the last day of the term. Students must not only complete their flight training during this time frame but also must pass their FAA Practical Exam (Checkride).

According to FAA federal regulations, a student must complete a flight lab prior to enrolling in the subsequent flight course. Ex: A student enrolled in Private Pilot fight lab AV100L cannot enroll in the Instrument Rating flight lab AV200L until they have successfully passed the Private Pilot Practical Exam (Checkride). The FAA federal regulations do allow for students enrolled in the Instrument Rating flight lab AV200L to be concurrently enrolled in the Commercial Pilot flight lab AV300L.

Incomplete Flight Lab – Additional Time Needed

A student enrolled in a flight lab course should be able to complete their FAA required ground and flight training in one quarter term. A student may not finish their flight lab course due to circumstances out of their control. Examples: inclement weather conditions, unforeseen aircraft maintenance, or scheduling conflicts. In the event this occurs, a student will enroll in the same flight lab course again. The student will be granted one additional term to complete any incomplete work. After the subsequent term, if a student does not complete the course, he/she will receive a "IP in progress" See Grading / Satisfactory Academic Progress policy page 78.

Academic and General Education Courses

Academic courses begin concurrently starting the first week of the month and ending approximately the second week of the third month. Academic courses are generally 45 hours long and are held twice a week for nine (9) weeks. Due to potentially hazardous weather conditions during the Fall and Winter Term, a class may be cancelled for the safety of the

students traveling to American Winds. In this case, classes may extend into the third week of the third month or students may be assigned additional work to make up the lost class.

Advanced Standing
Students could receive credit for work related experience or any other experience outside of an accredited academic institution if it meets the standards. See Credit Transfer Policy page 75.

Canceling Student Application
A student who cancels the application at any point in the admissions process may reactivate the application without a fee any time up to the admissions deadline for the same term of the following academic year. After one year, a new agreement, registration fee, and supporting documents must be submitted.

Early Enrollment
The Admissions Department will begin enrolling college students in one (1) calendar month prior to the start of the quarter term. Example: Student may begin enrolling for the 2025 Winter Term on December 1st, 2024. Some veteran students are on active duty while others may be in the reserves or retired. The Admissions Department will work with each veteran to make sure their enrollment process is efficient and without delay.

Enrollment after the Term begins "Add / Drop Date"
Academic Course
Students may enroll in an academic course in the first fourteen (14) days of a term. An academic course is an Aviation Academic Course (AV350 - AV355, and AV450), General Education Courses (ENG101, BUS 105, PSY101, etc.) or an FAA Certificate Course (AV100/100L, AV200/200L, AV300/300L, etc.) If a student enrolls during this period, the student is responsible to making up and completing all required training missed due to late enrollment and at the student's expense. See Attendance Policy page 70.

Flight Lab Course
Due to the difficulty of scheduling a FAA Practical Test (Checkride), a student may enroll in a FAA Certificate Course (AV200L, AV300L, etc.) in the first twenty (20) days of a term. American Winds realizes the student should not be penalized due to the shortage of FAA Designated Pilot Examiners (DPE). If a student enrolls in a flight lab during this timeframe, he/she must understand they must schedule additional flights and work hard to maintain a flight schedule to complete their FAA required syllabus by the completion of the term.

Priority Enrollment
American Winds may extend priority enrollment, i.e., the opportunity to register for classes at least 45 days earlier than other students, for the following reasons:

- ✓ Continuing students enrolled in the college program who have not missed more than two consecutive primary terms, e.g. fall, winter, and who are in good academic / progress standing.
- ✓ Students who enrolled in and successfully completed an American Winds course, are in good academic / progress standing, and ready to enroll in the College.
- ✓ The student will need to bring a copy of the original Eligibility Letter issued by the Veterans Administration. This letter will show the benefits awarded to the student.
- ✓ Veterans or active service members. The term "veteran or service member" refers to an individual who: Has served in the United States Armed Forces, including a reserve component and the National Guard and was discharged or released from such service with a condition other than dishonorable.

GENERAL ADMISSION INFORMATION AND PROCESS

Due to policies and procedures set forth by governing agencies (FAA, VA, SEVIS, etc.) and accrediting bodies (ACCET, OSBCCS, etc.), there will be several differences in the enrollment process depending on your enrollment category:

- College Program
- Flight School "Stand Alone" Course (Part 141 or 61).
- Students Using Veteran Benefits - Veterans who qualify to receive Veteran Benefits must follow additional policies and procedures set forth by the VA. See page 96.

BARRIERS TO EMPLOYMENT

The Federal Aviation Administration has placed many restrictions and requirements for obtaining a pilot certificate or acting as a flight crew member. It is at the sole discretion of the FAA to set regulatory policy for obtaining, holding, or revoking a pilot certificate or medical certificate. In addition, it is up to each airline, corporate flight departments and international countries to set their own standards for hiring a pilot or what is deemed acceptable behavior.

Here are some standards:

Age Requirements:

- ✓ Must be at least 17 years of age prior to obtaining the FAA Private Pilot Certificate
- ✓ Must be 18 years of age prior to obtaining the Commercial Pilot Certificate
- ✓ Must be 23 years of age prior to obtaining the Airline Transport Pilot Rating.

Alcohol Usage & Testing: The FAA has federal regulations on the consumption and levels of alcohol prior to beginning your duty day, acting as a flight crew member or flight training activities. Canada will not allow a U.S. licensed airline pilot to fly into Canada if convicted of a DUI vehicular offense. Students are prohibited from attending campus or the airport under influence (hangover, consumption, etc.) Students suspected of being under the influence will be subject to testing under FAA federal regulations and guidelines.

Color Blindness: During your FAA medical, the examiner will test for color blindness. If a person does not pass this test, limitations will be placed on the pilot certificate, and this may limit your ability to act as a flight crew member. See 14 CFR Part 67.103 for further information.

Criminal Offenses and Background Check: Aviation companies will conduct a criminal background check. Depending on the behavior or offense, this may limit job opportunities. The cost of the criminal background check will be a part of the program cost. Students are encouraged to consider their personal history when making appropriate career choices. Any felony or misdemeanors identified on the student's record may result in the college not being able to place the student at an externship site.

Dress Code: The aviation industry expects professional pilots to conduct themselves in a conservative manner. There are strict guidelines on hair color, length, uniform standards, make-up, jewelry, nail polish etc. A man will look & act like a man using the men's restrooms. A woman will look & act like a woman using the women's restroom.

Drugs Usage & Testing: AW students while flight training may be randomly tested for the use of illegal drugs. The aviation industry requires a pre-employment drug/alcohol test and will also require random drug testing throughout the year. A refusal to take a test or a failed test will have extreme consequences such as termination and unable to be hired. Students suspected of being impaired by legal (medication) or illegal (marijuana, cocaine, etc.) drugs will be subject to testing under FAA federal regulations and guidelines. The FAA considers the use of marijuana to be illegal and consumption (smoking, eating, drinking, chewing, etc.) to be illegal. Under no

circumstance may an individual consume marijuana and become or flight train as a pilot.

Educational Standards: The FAA sets the training layout, aeronautical knowledge standards and flight skills requirements for the FAA Knowledge Exams and Practical Exams (Checkrides). The FAA sets forth the requirements to earn pilot certificate(s) or rating(s) through federal regulations, policies, guidance, and the Airmen Certification Standards (ACS). A student's failure to meet FAA standards may result in not becoming a pilot or having a career as a professional pilot. Visit www.FAA.gov.

Gender: According to the FAA, there are two genders. The FAA makes zero exceptions for the FAA pilot and medical certificates, passport, and Birth Certificate to have different genders listed. The FAA requires a mental assessment, See FAA guidelines. Student / pilot may be subject to being denied an FAA Medical Certificate or have it revoked after issuance.

FAA authorization The FAA holds the right to refuse anyone a pilot certificate(s)/rating(s) and/or medical certificate. Students should review CFR 14 Part 61 for additional regulation which may be additional barriers. Ex: lying

Falsification of Records: CFR Title 14, §61.59 Falsification, reproduction, or alteration of applications, certificates, logbooks, reports, or records.
According to the FAA, no person may: 1.) Make or cause to be made any fraudulent or intentional false statement on any application for a certificate, rating, authorization, or duplicate, 2.) Any fraudulent or intentional false entry in any logbook, record, or report that is required to be kept, made, or used to show compliance with any requirement for the issuance or exercise of the privileges of any certificate, rating, or authorization. 3.) Any reproduction for fraudulent purpose of any certificate, rating, or authorization. 4.) Any alteration of any certificate, rating, or authorization. A person violating this regulation is subject to: 1.) Denial of an application or 2.) Suspension or Revocation.

Flight Hours: The FAA requires 1500 flight hours to be hired by an airline unless you are a graduate from an R-ATP associate degree program which reduces the flight hours to 1,250.

Medical Certificates: CFR Title §61.23 Medical Certificate: requirements and duration. According to the FAA, students must obtain a Medical Certificate from an authorized Designated Medical Examiner (D.M.E). The standards for medical care are set by CFR Part 67. Students must maintain a First-Class Medical Certificate to become a Part 121 airline pilot "Captain" and a Second-Class Certificate for other general aviation commercial pilot jobs.
Satisfactory physical and mental health must be maintained for continuance in the program. Students must be free of any physical and/or mental condition that might adversely affect their performance in the program.

Students with pre-existing physical and/or mental conditions which might adversely affect performance in the program who do not self-disclose this information in writing are subject to dismissal from the program. A student must immediately disclose if the FAA has suspended or revoked their FAA Medical Certificate or if there is any condition interfering with their ability to be FAA compliant and operate aircraft safety within SOP manual and FAA regulations.

Medicines, Medical Problems and Mental Health: The FAA has an entire division dedicated to the use of legal medications, the allowable dosage, and frequency. The FAA will make the determination of what is allowable. The use of mood-altering drugs such as Prozac and other similar drugs are highly regulated. The use of medications and severity of mental health could limit career opportunities.

Military Service A dishonorable discharge from military service may be a barrier to employment.

Motor Vehicle Record: In the aviation industry, it is common practice for a potential employer to request a pilot's motor vehicle record. The FAA motor vehicle search report will cover all 50 states, not just the state you live in or currently hold a valid driver's license. The prospective employer will look at speeding tickets, motor vehicle accidents and any drug or alcohol events, tickets, convicted or not. An OVI or DUI may be a barrier to employment.

Scheduling: Students are required to complete learning experiences at the airport, school campus, classroom setting, one-on-one setting, small group, and in the aircraft. Students may be required to attend both day and/or evening classes. Students are also required to flight train (schedule flight lessons) during the day, night weekdays and weekends. Students must provide their own transportation to class and flight lessons.

ENGLISH PROFICIENCY

According to Section 14 CFR, Subchapter D, Part 61, students must demonstrate English proficiency (listen, read, write and speak) to obtain a FAA Medical or Pilot Certificate. Students may demonstrate this proficiency through one of the following:

- Test of English as a Foreign Language (TOEFL),
- International English Language Testing System (IELTS)
- Test of English for International Communication (TOEIC) - all four (4) sections are required (i.e., Listening, Reading, Speaking and Writing).
- Duolingo

ENTRANCE COUNSELING

Students have three ways to finance their education (self-pay, student loans or Veteran Benefits). If a student has not received a Direct Loan or Federal Family Education Loan (FFEL), the federal government requires the student to complete entrance counseling to ensure the student understands the responsibilities and obligations he/she is assuming.

During entrance counseling, you will learn about the following:

- What a Direct Loan is and how the loan process works
- Managing your education expenses
- Other financial resources to consider helping pay for your education
- Your rights and responsibilities as a borrower

You must complete entrance counseling at https:// studentaid.gov/entrance-counseling/ before you can receive the proceeds of your first Direct Loan for both Subsidized Loans and Unsubsidized Loans.

HIGH SCHOOL DIPLOMA OR GED EQUIVALENT

A student may not enroll in a college program unless they have graduated from high school or have a GED equivalent certificate. A student may enroll in “stand alone” flight school course prior to completion of high school/ or have a GED equivalent certificate.

NON-DISCRIMINATION

American Winds is proudly owned by a female aviator. American Winds is an equal opportunity institution providing educational and employment opportunities, programs, courses, and services and therefore prohibits discrimination, harassment, and retaliation of any student, faculty, instructor, staff member and/or visitor. This discrimination policy covers the admission/ educational opportunities (process, educational activities/programs) or employment opportunities. Discrimination is defined as adverse treatment of an individual based on that individual’s membership in one or more of the protected groups listed above. American Winds complies with all requirements of the regulations implementing Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Campus SAVE Act of 2013

Enrollment is based on FAA standards and regulations. Enrollment and/or employment is not based on age, color, national or ethnic origin, citizenship, disability, marital status, parental status, pregnancy, race, religion beliefs, sex, veteran status or any other characteristic protected under applicable federal or state law. Any person suspected of violating this policy will also be in violation of the Code of Conduct policy and may be subject to disciplinary action which may result in expulsion or termination from American Winds.

An individual is in violation of the discrimination policy if they deny, deprive, and/or limit the educational, employment, housing and/or social access, benefits, and/or opportunities of any member of the campus community based on their actual or perceived membership in the protected classes

Discriminatory and harassing behavior is unacceptable behavior and will not be tolerated. Incidents of discrimination and harassing behavior will be subject to disciplinary action, up to and including expulsion and/or termination. Retaliation is a separate cause for complaint and individuals are encouraged to report such conduct in a timely manner. Individuals with supervisory duties, who disregard, fail to investigate adequately, or delay investigation of discrimination claims also violates this policy.

RESTRICTED ATP CERTIFICATE

According to federal regulations, a student wishing to earn an associate degree with the Restricted ATP approval must complete their FAA Instrument Rating and Commercial Pilot Certificate at American Winds. If the student has already obtained their FAA Instrument Rating according to FAA federal regulations, they must repeat the FAA Instrument Rating course at American Winds to receive the R-ATP graduation certificate.

SPECIAL NEEDS STUDENTS AND DISABILITIES

American Winds recognizes and accepts its obligations under The Americans with Disabilities Act (ADA) of 1990 prohibiting discrimination based on a disability and requiring reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the institution, provided such accommodation would not impose an unreasonable burden on the school or other students. These Acts prohibit discrimination based on disability in any program or activity offered by an entity or institution receiving federal funds.
The Rehabilitation Act Title V of The Rehabilitation Act of 1973 is generally regarded as the first civil rights legislation on the national level for people with disabilities. Section 504 of The Rehabilitation Act is a program access statute Section 504 states (as amended): “No otherwise qualified person with a disability in the United States… shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.” The Americans with Disabilities Act (ADA) The ADA is a federal civil rights statute that prohibits discrimination against people with disabilities.

There are four sections of the law: employment, government, public accommodation, and telecommunications. The ADA provides additional protection for people with disabilities in conjunction with the Rehabilitation Act of 1973. The ADA is designed to remove barriers, which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to individuals without disabilities. In relation to Section 504 of The Rehabilitation Act, the ADA states: “Institutions that receive federal funds are covered under Section 504. The ADA

does not supplant Section 504, but in those situations where the ADA provides greater protection the ADA standards apply. Therefore, postsecondary institutions must adhere to both the Rehabilitation Act and The Americans with Disabilities Act." Disability Services Policy

According to Section 3 of the Americans with Disabilities Act of 1990 (ADA), the term "disability" means, with respect to an individual,

A. Having physical or mental impairment that substantially limits one or more of the major life activities in their life.

B. Having a record of an impairment

C. Being regarded as having such impairment. Otherwise, Qualified Applicant A student who provides American Winds with sufficient evidence of a disability meeting the standards established by the ADA or Section 504 is eligible for appropriate accommodations and services, provided the student is an otherwise qualified applicant. In order, to be considered an otherwise qualified applicant, a student with a disability must be capable, either with or without accommodations, of fulfilling the essential requirements of a program of instruction.

American Winds recognizes and accepts its obligations under The ADA of 1990 and the Rehabilitation Act of 1973 and will do their best to accommodate all students with disabilities and find a viable solution within the confines of the FAA standards and regulations. American Winds will offer guidance upon the student's request however the student must understand they will have to receive authorization from the FAA to waive published standards and regulations. Visit www.faa.gov

A student with special needs or may have a potential problem meeting physical standards, academic standards, medical certificate, and/or requirements of becoming a Commercial Pilot or obtaining a Private Pilot must inform the Admissions Department during the application process. With the oversight of the Vice President, the Admissions Department will manage the process for the determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act.

American Winds will provide reasonable accommodations including auxiliary aids and/or services to student with disability unless it would result in undue burden or fundamentally alter the federal guidelines of becoming a FAA pilot. Students must understand the FAA is the final authority in regulating academic content/ standards, flight skills, Medical Certificate standards, issuing a pilot certificate and general practices of hiring standards in the aviation industry. Students must consider if their disability requires a waiver from the FAA, the student must contact the government at least six months to a year prior to beginning a program or course. The FAA is a federal governmental agency, and it is a slow process. Approval may have to come from multiple levels of government and offices.

No student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures regarding The Americans with Disabilities Act of 1990.

Disability Grievance Procedure. If a student believes any American Winds employee has discriminated against them because of a disability, he or she has the right to seek a review of such concerns. Students have the option of pursuing formal grievance. When filing a formal grievance, the student should contact the Vice President in writing.
Upon receipt of this notice of grievance from the student, the Vice President will undertake a review of the unresolved complaint during which time additional documentation may be requested of the student's disability. Once all the information has been received and reviewed,

the Vice President will present the results of this review in writing to the student. If the Vice President is unable to produce a resolution to the student's satisfaction, the student may submit a formal written appeal to the President.

This written appeal should include a brief description of the disputed decision and/or perceived discrimination, reasons why the student believes the decision was in error and a short description of a proposed resolution to the disputed decision. Once all the information has been reviewed, the President will provide a written response regarding the determination to the student. This response will state the final determination regarding the requested accommodation and/or discrimination and the specific reasons supporting the decision. Every effort will be made to produce this final determination in a prompt manner.

If a student believes American Winds is not in compliance, she or he may file a written complaint with the Office of Civil Rights: U.S. Department of Education Office for Civil Rights Lyndon Baines Johnson Dept. of Education Bldg. 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Telephone: 800-421-3481 Fax: 202-453-6012; TDD: 800-877-8339 Email: OCR@ed.gov To file a complaint online: https://ocrcas.ed.gov/

CAMPUS VISIT AND OPEN HOUSE

During the American Winds campus visit or attending an Open House event, students will:

- ✓ Receive information about the types of programs: degree and non-degree. FAA R-ATP approved degrees authorization. Types of education: residential vs. IDL.
- ✓ Curriculum details about each academic course within the desired college program. About the flight lab courses and training requirements.
- ✓ The length of the program, sequence of courses, objectives, and completion standards.
- ✓ Cost of tuition, types of fees, flight lab and overage costs, and academic schedule
- ✓ Receive information on financial aid options (self-pay, student loans and/or VA Benefits)
- ✓ Visit the facility, meet the Admissions team, faculty/instructors, and see the aircraft.
- ✓ Ask initial questions about the college, courses, flight training, loans, tuition, etc.
- ✓ A student may purchase an Introductory Flight, a Starter Package or observe a Private Pilot Ground class on Monday/ Wednesday 6 – 8:30 PM.

PRE-APPLICATION PROCESS – DOMESTIC STUDENTS

Students intending to enroll in the college program should contact the Admissions Department a minimum of four (4) weeks prior to start of the new term or when beginning flight training.

Students intending to enroll in the FAA flight courses have open enrollment and are continuously enrolled. Mandatory student orientation is held weekly.

Entrance Requirements

Students attending American Winds should have the desire and determination to want a career in aviation as a professional pilot. Students will receive practical career preparation as a FAA licensed pilot through a combination of hands-on training and online learning. Students must possess the following skills:

- ✓ Basic math skills and the ability to understand map scales
- ✓ Apply critical thinking, sound judgement, communication skills, understand complex

situations, and

- ✓ Effectively communicate learned knowledge through oral exams and flight training examination.
- ✓ Must be able to read, write and speak English. Students must have ICAO Proficiency Rating Operational Level 4 as the minimum English proficiency level.
- ✓ Must be at least 16 years of age to solo & 17 years of age to obtain a Private Pilot Certificate.

SUBMITTING THE APPLICATION – DOMESTIC STUDENTS

Domestic students must meet General Admission Requirements. Admissions decisions are based on the documentation submitted by the prospective student at the time of enrollment. The prospective student is responsible for submitting the most accurate and updated information. Misleading, inaccurate information or falsification of any document by a prospective student is an FAA violation and may result in denial of admission.

Begin the Enrollment Process

Once the prospective student is ready to enroll, they will make an admissions appointment. The student must bring the following information:

- Pay a non-refundable registration fee in the amount of **$125.00** This fee confirms attendance to the school and is not credited toward the program costs.
- A completed Enrollment Agreement for the college program or Enrollment Agreement for the standalone flight school course.
- Current government-issued photo ID (ex: driver's license).
- Proof of US Citizenship: Birth certificate with a raised seal or valid U.S. passport.
- FAA ground and/or flight record(s) of any prior training (Part 61 or Part 141) if applicable
- FAA Medical Certificate (suggested 1st or 2nd Class medical).
- FAA Student Pilot Certificate or FAA Pilot Certificate.
- Purchase Aircraft Renter's Insurance. See CAC Aircraft Renters Insurance.
- Transcripts from any accredited college/ university, or military courses attended. Submit an unopened college transcript if seeking college course credit for courses completed.
- High school diploma or GED equivalent if enrolling into the college program.

Completing the Enrollment Process

During the admissions appointment, the student will:

- Review the signed Enrollment Agreement Form and other forms for accuracy.
- Pay fees, tuition, books/supplies, etc.
- Complete the Transfer of Credit Form, if applicable. See Transfer of Credit page 75.
- Documents will be scanned & uploaded into the students online Microsoft Teams and FSP – Flight Schedule Pro folder(s). Receive login for online computer programs.
- Enroll in the FAA online syllabus and courses. Assign a FAA instructor.
- Discuss the students' obligations and responsibilities to successfully complete the program and all required courses. The roll, requirements, and standards of the FAA.
- Introducing types of departments: admission, flight, operations, & maintenance
- Introduce staff roles: President, VP, Chief Flight Instructor, Dir. Of Operations & Maintenance, faculty, instructors (Check Airmen, flight, & ground)
- Receive an Academic Schedule, student course schedule for the term
- Location of the Academic Catalog. Review the following policies: attendance, code of conduct, copyright, drug/alcohol, FERPA, grading, refund policy, etc.
- Receive a link to the Microsoft Teams Student Orientation folders. All marketing, academic, AW manuals and other FAA/AW resources will be located there.

- Attend a mandatory student orientation hosted weekly for all new students.

PRE-APPLICATION PROCESS – INTERNATIONAL STUDENTS

Students intending to enroll in the college program should contact the Admissions Department a minimum of sixty (60) days prior to start of the new term or when beginning flight training.

- Must meet General Admission Requirements.
- Attend a campus visit or open house.
- Students on a Tourist Visa are not eligible to attend courses or conduct flight training.
- Students will need an M-1 Visa to attend the flight school and an F-1 Visa to attend the college program.
- Must submit a copy of their government issued passport. The passport must not expire within six (6) months of attending.
- Must demonstrate through bank records or other acceptable documentation of funds for tuition, living expenses, books, supplies, fees, etc. while attending school. An Acceptance Letter will be issued.
- Students must apply for a student visa. Student must make an appointment with the nearest U.S. Embassy in their home country. The student must bring to the appointment their passport, Acceptance Letter, proof of financial funds, the I-20 Form issued by AW (F-1 or M-1) and two photographs. See the US SEVIS website for photograph requirements. AW must have all copies presented to the U.S. Embassy.
- Students must demonstrate English proficiency at time of U.S. Embassy visit.
- International students wanting to transfer must meet all general and international requirements. Additional restrictions are required by Student & Exchange Visitor Program (SEVP) and United States Citizenship and Immigration Services (USCIS).
- If the student holds a pilot certificate or rating from a governmental agency other than the FAA, the student must visit **www.FAA.gov** website and begin the pilot transfer process.

SUBMITTING THE APPLICATION – INTERNATIONAL STUDENTS

Begin the Enrollment Process

- Pay a non-refundable registration fee in the amount of **$180**. The international fee includes international postage and shipping of required documents to include I-20 forms, immigration instructions and preparation.
- Students are strongly encouraged and advised to obtain health and accident insurance. These policies are provided through a third-party vendor.
- A completed Enrollment Agreement for the college program (F-1 visa) or Enrollment Agreement for the standalone flight school course (M-1 visa).
- Current U.S. government-issued photo ID or U.S. government driver's license from Ohio.
- Proof of Citizenship: valid passport from country origin and current/ valid student visa.
- FAA ground and/or flight record(s) of any prior training (Part 61 or Part 141) if applicable
- FAA Medical Certificate (a valid First Class or Second-Class medical).
- FAA Student Pilot Certificate or FAA Pilot Certificate.
- Purchase Aircraft Renter's Insurance. See CAC Aircraft Renters Insurance.
- High school diploma or GED equivalent if enrolling into the college program.

Completing the Enrollment Process

During the admissions appointment, the student will:

- Review the signed Enrollment Agreement Form and other forms for accuracy.
- Pay fees, tuition, books/supplies, etc.
- Complete the Transfer of Credit Form, if applicable. See Transfer of Credit page 75
- Documents will be scanned & uploaded into the students online Microsoft Teams and FSP – Flight Schedule Pro folder(s). Receive login for online computer programs.
- Enroll in the FAA online syllabus and courses.
- Discuss the students' obligations and responsibilities to successfully complete the program and all required courses. The roll, requirements, and standards of the FAA.
- Introducing types of departments: admission, flight, operations, & maintenance
- Introduce staff roles: President, VP, Chief Flight Instructor, Dir. Of Operations & Maintenance, faculty, instructors (Check Airmen, flight, & ground)
- Receive an Academic Schedule, student course schedule for the term
- Location of the Academic Catalog. Review the following policies: attendance, code of conduct, copyright, drug/alcohol, FERPA, grading, refund policy, etc.
- Receive a link to the Microsoft Teams Student Orientation folders. All marketing, academic, AW manuals and other FAA/AW resources will be located there.

PRE-APPLICATION PROCESS – STUDENTS USING VETERAN BENEFITS

- Must meet General Admission Requirements
- Meet Pre-Application Process and Submitting Application - Domestic
- Must submit all required VA forms.
- Must have a current and valid FAA First or Second-Class Medical Certificate only. A third class is not acceptable to the VA.
- A veteran cannot receive benefits under more than one chapter at any given time. Veterans with eligibility under more than one chapter should consult a VA counselor to determine which program will be most beneficial. Contact the VA at 1-800-827-1000.

SUBMITTING THE APPLICATION – STUDENTS USING VETERAN BENEFITS

Completing the Enrollment Process

During the admissions appointment, the student will:

- Review the signed Enrollment Agreement Form and other forms for accuracy.
- Pay fees, tuition, books/supplies, etc.
- Complete the Transfer of Credit Form, if applicable. See Transfer of Credit page 75
- Documents will be scanned & uploaded into the students online Microsoft Teams and FSP – Flight Schedule Pro folder(s). Receive login for online computer programs.
- Enroll in the FAA online syllabus and courses. Assign a FAA instructor.
- Discuss the students' obligations and responsibilities to successfully complete the program and all required courses. The roll, requirements, and standards of the FAA.
- Introducing types of departments: admission, flight, operations, & maintenance
- Introduce staff roles: President, VP, Chief Flight Instructor, Dir. Of Operations & Maintenance, faculty, instructors (Check Airmen, flight, & ground)
- Receive an Academic Schedule, student course schedule for the term
- Location of the Academic Catalog. Review the following policies: attendance, code of conduct, copyright, drug/alcohol, FERPA, grading, refund policy, etc.
- Receive a link to the Microsoft Teams Student Orientation folders. All marketing, academic, AW manuals and other FAA/AW resources will be located there.
- Attend a mandatory student orientation hosted weekly for all new students.

COLLEGE PROGRAM

	1/1/2025 APPROVED	AVOCATIONAL		Lecture	Lab.	Total Hours	Credit Hours	Weeks to Complete	Dual Flight Hrs	Solo Flight Hrs	Sim.	Pre/ Post	GRD School	CIP CODE
		Personal Dvlpmt	Continued Training											
Associate Degree	PPP: Option 1			885	320	1205	104.5	104	Refer to FAA approved Part 141 American Winds syllabi					49.0102
	PPP: Option 2			885	330	1215	105.0	104						
	PPP: Option 3			860	330	1190	102.5	104						
	PPP: Option 4			860	330.5	1191	102.5	104						

EXPLANATION OF TRAINING: FAA/AVIATION VS. ACCET/ ACADEMIC WORLD

- ✓ What does the FAA regulate and what is their role?
- ✓ What governing agencies regulate the college curriculum?
- ✓ Who issues the Pilot Certificate?
- ✓ Difference between attending our college program vs. course?
- ✓ What do you receive upon graduation from a course or program?

American Winds trains tomorrow's pilots today. Our sole focus is to train individuals to have a career in aviation as a professional pilot, whether they fly for the airlines or in general aviation.

There are two entities who influence American Winds on how we present information about our institution: the aviation and academic world.

Aviation world – FAA

The Department of Transportation has authorized the Federal Aviation Administration (FAA) to set federal regulations, guidelines, policies, procedures, etc. for aviation within the United States. American Winds is regulated by the Federal Aviation Administration. This government agency dictates the terms and definitions used, teaching methodology, curriculum, publishes educational materials, and sets standards by which flight schools must operate by and students must train by.

As designed by the FAA, a flight school is an integral part of aviation and an asset to the airport, providing a variety of services and functions. Federal law states that if an airport would like to receive federal grant money from the FAA, they must have a flight school on the premises. American Winds serves the local aviation community through free educational literature provided by the FAA (located at the Information Center within the school), free educational seminars for the public, re-currency training for pilots, and a pilot shop. The flight school is an authorized testing center administering FAA Knowledge Exams to current and future pilots attracting a radius of approx. 150 miles. The flight school also provides training for individuals who want to get their pilot certification to fly around for fun, renting the airplanes they trained in. In addition, a flight school trains individuals who wish to have a career as a professional pilot (airline, corporate, or general aviation world).

An individual may sign up for three categories of training (courses): 1. FAA Certifications: ground – academic knowledge (ground lessons) and flight – acquiring flight skills (flight lessons), 2. Aviation academic (traditional classroom setting) and 3. General Educational (traditional classroom setting).

In aviation, the focus is on students acquiring academic knowledge and flight skills to achieve their goals for FAA compliance (as well as currency/ recurrence) and/or a certification or rating. The FAA describes and lists these requirements for a pilot certificate and rating in the Code of Federal Regulations published in the Federal Register. Two things must be accomplished to obtain a pilot certificate: 1) After receiving the required academic ground training, the student will receive an endorsement from an authorized FAA instructor to take the FAA Knowledge Exam. Flight training may begin after the student receives enough academic knowledge to feel comfortable in the airplane to fly; 2) At the conclusion of all ground and flight training, the student will receive an endorsement from an authorized FAA flight instructor to apply for a Practical Exam or Checkride. A Designated Pilot Examiner (DPE) who has been given the authority by the FAA will issue the exam. Upon completion of demonstrating the required skills, the student will receive a temporary FAA pilot certificate(s) and/or rating(s) from the DPE. The FAA will complete the required paperwork, assign a certificate number, issue a pilot certificate, and mail the plastic certificate to the individual from the home office of the FAA in Oklahoma City, OK.

American Winds provides the environment (FAA approved flight school, administrative office, classrooms, airplanes, faculty and instructors) for students to receive the required academic, ground and flight training from an FAA authorized instructor to endorse a student's logbook to be authorized to take the FAA Knowledge Exam or the FAA Practical Exam or Checkride. Upon completion of demonstrating the required skills, the student will receive a FAA pilot certificate(s) and/or rating(s) from the DPE. The FAA pilot's certificate or rating is issued under the authority of the FAA, not American Winds. American Winds will issue a "diploma" attesting a student has

completed a program which is a series of courses. This certificate will not allow a student to take the FAA Knowledge Exam or the FAA Practical Exam to become a certificated pilot.

Accrediting Agencies and Academic Side – OSBCCS and ACCET

American Winds is licensed by the Ohio State Board of Career Colleges and Schools (OSBCCS) and accredited by Accrediting Council of Continued Education and Training (ACCET). The academic industry uses different languages and terms than aviation. Academia's four favorite words are course, program, certificate, and diploma (degree). There is one word which is used by the FAA and academia. The word is *certificate*, and there is a difference in meaning to both parties. American Winds is required by law and will always use the language defined by the FAA, as a Part 141 approved flight school. (Example: *pilot certificate*) AW will always try to use additional words to ensure clarity between the accrediting agencies regarding aviation and the FAA.

According to accreditation rules, a group of lessons for academic, ground and flight training is called a course. The program consists of a grouping of courses. American Winds has two types of programs: degree (diploma) and non-degree (certificate). Each program will be assigned a name and an objective targeting a specific group of individuals. The program targets individuals with zero or some flight experience.

As previously stated, federal regulations dictate individuals may receive training (ground and/or flight) at a flight school. American Winds is a FAA flight school first! Our goal is to be a warm and inviting place where people can come for education and support. Students may sign up for a course or enroll in a program. They must select one or the other.

According to the accrediting agencies, upon completion of a course (academic, ground or flight), a student will receive a graduation certificate, in other words, a certificate of completion from American Winds. This certificate issued by American Winds has no significant value or meaning to the FAA. If a student completes a course operating under Part 141 regulations, the student will be issued an approved document according to the syllabus to demonstrate completion. In other words, students use American Winds to gain academic, ground and flight knowledge/ skills through courses. The value to the student is not in completing the course to receive a graduation certificate or certificate of completion from American Winds but to receive the required FAA training to be able to obtain a pilot certificate from the authorized FAA Designated Pilot Examiner after successfully passing a Practical Test or Checkride. The FAA authorizes DPE's to issue pilots' certificates or ratings upon completion of a Practical Test or Checkride as defined in federal regulations.

Students who complete the designated associate degree program(s) will be issued a *diploma* from American Winds. This diploma has value as an Associate Degree of Applied Science. This especially important diploma also allows American Winds to issue a second, special FAA approved Restricted ATP (R-ATP) Certificate. The R-ATP certificate may be obtained from only approximately 100 higher education institutions in the United States. The FAA has approved the graduates of the programs in these schools to be exempt from the federal airline hiring requirements. This will allow graduates to be issued an Airline Transport Pilot certificate and potentially hired by the airline at 1,250 flight hours in lieu of mandated 1,500 flight hours.

The Federal Aviation Administration calls on individuals with authorization to fly an aircraft (airplane, helicopter, etc.) in approved airspace, Pilot Certificates. Additional privileges are called Ratings. Pilot certificates and ratings are issued by the FAA only. A flight school (American Winds) does not have the authority to issue pilot certificates. The FAA can give authorization to an individual or entities to act upon behalf of the FAA to issue pilot certificates.

Example: Designated Pilot Examiners (DPE's). However, American Wind has not been granted such authority.

American Winds issues certificates of completion or graduation certificates for a course or program. American Winds certificates are NOT pilot certificates. As previously stated, this is where the academic world uses the word "certificate" in a different meaning than the FAA. The accrediting bodies assume when American Winds issues a certificate it gives the student authority to exercise pilot privileges. However, it only shows students received the required training for an authorized FAA instructor to endorse a student's logbook. In the world of aviation, it is the FAA who holds power and authority not the flight school. Hence, the two meanings of the word "certificate."

INTERACTIVE DISTANCE LEARNING

The Interactive Distant Learning (IDL) degree offers a flexible and innovative approach to higher education, blending the best of residential (in-person) and online learning. This hybrid program is designed for students who value the engagement and interaction of face-to-face classes while benefiting from the convenience and accessibility of online coursework. Residential education is the traditional academic material taught on campus in a classroom. The faculty/ instructor lectures, engage in classroom discussion, students work in small groups, etc. Additional training aids are used: whiteboards, computers, TV, iPad, FAA materials, etc.

Students enrolled in the IDL degree will complete a portion of their courses on campus while the remainder of the program is delivered online. This dynamic format is ideal for learners seeking a customized educational experience that aligns with their unique goals and schedules.

IDL is taught online using the Microsoft Teams platform and when applicable other computer programs used by McGraw Hill such as IConnect, etc. IDL courses required students to have internet access, a computer monitor, webcam, and microphone. Students must be present and 100% of the time on video during class sessions.

Key features of the IDL degree option include:

- ✓ A combination of in-person and online courses for a well-rounded learning experience.
- ✓ Flexible scheduling to accommodate diverse needs and lifestyles.
- ✓ This flexible structure is particularly beneficial for flight training students, as it allows for more dedicated flight hours while still progressing through academic requirements.
- ✓ FAA Certificate and Rating Courses are in-person as the student is flight training in an airplane.
- ✓ Aviation Academic Courses may be in-person or online.
- ✓ General Education Courses are online.
- ✓ Read the Chief Advisory Circular on how to succeed online and in-flight training.
- ✓ IDL is taught online using the Microsoft Teams platform. IDL courses required students to have internet access, a computer monitor, webcam, and microphone. Students must be present and online 100% of the time during class sessions.

Attendance requirements for Residential vs. IDL are the same regardless of the educational method.

ASSOCIATE DEGREE OF APPLIED SCIENCE, AERONAUTICS

American Winds focuses on educating students wanting a career as a professional pilot. A professional pilot is a broad statement which encompasses students having a career in aviation as an airline pilot, working for a private aircraft charter company, an air ambulance, and dozens more. Students may enroll in the college to obtain an associate degree or may attend the flight school (not obtaining a degree) while becoming a professional pilot.

This program is designed for a student who wants to be a professional pilot and does not have any previous aviation experience, wants an associate degree, and wants to get hired by the airlines in less fight time with the FAA Restricted ATP certificate.

PROGRAM DESCRIPTION

The Associate Degree Program is designed for students interested in pursuing a career as professional pilot flying passengers or freight. These opportunities include, but are not limited to, regional/major airlines, charter industry, government, general aviation, corporate flight department, air ambulance, aircraft industry etc.

This program prepares the beginner student to take their Private Pilot Certificate FAA knowledge exam, oral exam, and flight practical exam. On completing their Private Pilot Certificate, the student proceeds on to add the Instrument Rating. This rating allows the student to use the aircraft's instruments to navigate without visual ground references.

The next step is for the student to prepare for their Commercial Pilot Certificate. The Commercial Pilot Certificate with instrument rating allows the individual to act as a pilot for compensation or hire. This certificate has two classes, single engine land and multi engine land. The student must select one of these two classes for their Commercial Pilot Certificate. Once completion of the Commercial Pilot Certificate, the student has four Elective options. They are: (1) Additional Commercial Class (either single engine or multi engine depending on what class was selected for the Commercial Pilot Certificate), (2) Certificated Flight Instructor [CFI], (3) Certificated Flight Instrument Instructor [CFII], Certificated Multi Engine Instructor [MEI].

In the Associate Degree Program there are Aviation Academic Courses: Advanced Aerodynamics, Advanced Aircraft Systems, Advance Aircraft Familiarization, Aviation Weather, Crew Resource Management, and Federal Aviation Regulations. If a student selects a Flight Instructor Elective, an additional course, Fundamentals of Flight Instruction, must be completed.

ELECTIVE COURSE OPTIONS

A student may elect to obtain their Commercial Pilot Certificate in a class [either single engine or multi engine]. They then may select the following elective options: (1) Commercial Additional Class (either single engine or multi engine depending on class selected for the Commercial Pilot Certificate); (2) Certificated Flight Instructor (CFI); (3) Certificated Flight Instrument Instructor (CFII); (4) Certificated Multi Engine Instructor (MEI). Students will build their flight time for their desired occupational choice. The student is responsible for any additional costs associated with elective options.

PROGRAM OBJECTIVES

Upon completion of the program, the student should be able to:

- Fly single engine or multi engine aircraft (depending on elective course)
- Instruct VFR or IFR student pilots' aircraft (depending on elective course)
- Conduct flights with passengers or cargo for compensation for hire
- Understand aviation meteorological charts and a symbology associated with safe flight in visual and instrument flight
- Think critically as a professional pilot in the aviation industry

POTENTIAL CAREER OPPORTUNITIES

Potential entry level job titles include but are not limited to: Part 135 aircraft charter, corporate flight department, flight instructor, aerial photography, surveying, military aviation, bush pilot/remote re-supply, medical evacuation, firefighting and spotting, Federal and State Government positions, drug enforcement, pipeline and transmission line patrol, and airplane sales/demonstration. Occupations are based on flight hours set by the company. The FAA has set minimum flight hour hiring requirements for Part 121 airlines.

PROGRAM LENGTH

The average length of time for a student taking a full course load is 12 -18 months. The enrollment agreement lists the students' start date. (the quarter system beginning on 1st of the month and ending on the last day of the quarter (ex: 04/01/2025 to 06/30/2025). Students who do not successfully complete the program within 150% of their program time will be terminated.

GRADUATION REQUIREMENTS

The FAA sets the course curriculum and standards for certificates and ratings. The FAA makes no exceptions for not meeting the standards. Per the FAA regulations, the student must complete the required lessons and successfully pass all knowledge exams, stage checks, oral exams, and practical exams. All academic courses within a program are graded in accordance to the "Grading & Satisfactory Academic Progress Policy". A cumulative average score of 80% or higher is required to graduate. Graduation credit hours for elective options are: (1) 104.5, (2) 105.0, (3) & (4) 102.5.

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.

CREDENTIALS AWARDED

Associate Degree of Applied Science, Aeronautics
FAA Commercial Pilot Certificate with Instrument Rating for the selected class
FAA Certificate or Rating: (depending on elective)

- Additional Commercial Class (single engine or multi engine)
- FAA Flight Instructor Certificate (CFI, CFII, MEI)

TYPES OF COURSES

The program courses are broken down into three categories:

1. FAA Certification Courses
    a. Ground - academic knowledge (ground lessons)
    b. Flight - acquire flight skills (flight lessons in an aircraft)
2. Aviation Academic Courses – (classroom)
3. General Education Courses – (classroom)

COURSE	COURSE NAME	PREREQUISITE OR CO-REQUISITE	CREDIT HOURS
1.FAA CERTIFICATE AND RATING COURSES			
AV 100	Private Pilot Ground	Co-requisite: AV 100L	4.5
AV 100L	Private Pilot Flight	Co-requisite: AV 100	5.5
AV 200	Instrument Rating Ground	Prerequisites: AV 100, AV 100L Co-requisite: AV 200L	4.5
AV 200L	Instrument Rating Flight	Prerequisites: AV 100, AV 100L Co-requisite: AV 200	3.5
AV 300	Commercial Pilot Ground	Prerequisites: AV 100, AV 100L AV 200, AV 200L, Co-requisites: AV 300L	4.5
AV 300L 1/2/3	Commercial Pilot Flight 1/2/3	Prerequisites: AV 100, AV 100L AV 200, AV 200L, Co-requisites: AV 300	10.5
2.AVIATION ACADEMIC COURSES			
AV 350	Advanced Aerodynamics	Prerequisites: MAT 101, PHY 250/250L	4.5
AV 351	Advanced Aircraft Systems	None	4.5
AV 352	Advanced Aircraft Familiarization	None	3.5
AV 353	Aviation Weather	None	4.5
AV 354	Crew Resource Management	None	4.5
AV 355	Federal Aviation Regulations	None	4.5
AV 450*	Fundamentals of Instruction*	None	4.5
3.GENERAL EDUCATION COURSES			
PHY 250	General Physics I	Prerequisite: MAT 101, Corequisite: PHY 250L	4.5
PHY 250L	General Physics I Lab	Prerequisite: MAT 101, Corequisite: PHY 250	3.0
BUS 105	Business Communication	None	4.5
COM 101	Introduction to Communication	None	4.5
ENG 101	English Composition I	None	4.5
IT 101	Info Tech Fundamentals	None	4.5
MAT 101	College Algebra	None	4.5
	Select either PSY 101 or SOC 101		
PSY 101	Introduction to Psychology	None	4.5
SOC 101	Introduction to Sociology	None	4.5
ELECTIVES (Select one of the four options)			
Option (1)			
AV 310	Commercial Pilot Additional Class Ground	Prerequisites: AV 100, AV 100L, AV 200, AV 200L, AV 300, AV 300L Co-requisite: AV 310L	4.5
AV 310L	Commercial Pilot Additional Class Flight	Prerequisites: AV 100, AV 100L, AV 200, AV 200L, AV 300, AV 300L Co-requisite: AV 310	2.0
Option (2) *			
AV 400	Certificated Flight Instructor Ground	Prerequisites: AV 100, AV 100L, AV 300, AV 300L Co-requisite: AV 400L	4.5
AV 400L	Certificated Flight Instructor Flight	Prerequisites: Private Certificate, AV 300, AV 300L Co-requisite: AV 400	2.5
Option (3) *			
AV 410	Certificated Flight Instrument Instructor Ground	Prerequisites: AV 100, AV 100L, AV 200, AV 200L, AV 300, AV 300L Co-requisite: AV 410L	2.0
AV 410L	Certificated Flight Instrument Instructor Flight	Prerequisites: AV 100, AV 100L, AV 200, AV 200L, AV 300, AV 300L Co-requisite: AV 410	2.5
Option (4) *			
AV 420	Certificated Multi Engine Instructor Ground	Prerequisites: AV 100, AV 100L, AV 300/300L Co-requisites: AV 420L, AV 450,	2.0
AV 420L	Certificated Multi Engine Instructor Flight	Prerequisites: AV 100, AV 100L, AV 300/300L, Co-requisites: AV 420, AV 450	2.5

Options (2), (3), and (4)

* Per the FAR's, the following options will require the course AV 450 Fundamentals of Instruction. This course is required for the

first flight instructor course. There are no prerequisites. This course is an additional 4.5 credit hours

FAA CERTIFICATION COURSES

American Winds policy for determining credit hours awarded to its courses are as stated in ACCET Doc. 15 https://s3.amazonaws.com/docs.accet.org/downloads/Doc_15_Aug2024.pdf

AV 100 PRIVATE PILOT GROUND
Provides the student with the knowledge to meet the requirements for a Private Pilot Certificate with an airplane category rating and class rating. Instruction includes aerodynamics and the principles of flight, aircraft systems, meteorology and weather data services, airspace, air traffic control, radio communications, federal aviation regulations, aeromedical factors, aeronautical charts and associated publications, aircraft performance and limitations, basic and radio navigation, night flying procedures, flight planning, flight maneuvers, and ground operations.
COREQUISITE: AV 100L CREDIT HRS: 4.5

AV 100L PRIVATE PILOT FLIGHT (LAB)
Provides the student with the skill in airplane ground and flight operations to include take-off and landing, basic flight maneuvers, cross country methods, and emergency procedures. This course prepares students for the required FAA Private Pilot Airplane Practical Test.
COREQUISITE: AV 100 CREDIT HRS: 5.5

AV 200 INSTRUMENT RATING GROUND
Provides the student with the knowledge of instrument flight rules (IFR) operation to include maintaining flight by reference to instruments, understanding and becoming proficient in the use of navigation systems, procuring and using aviation weather reports and forecasts, and maintaining good crew resource management with communication and coordination.
PREREQUISITES: AV 100/100L COREQUISITE: AV 200L CREDIT HRS: 4.5

AV 200L INSTRUMENT RATING FLIGHT (LAB)
Provides the student with the skill and aeronautical experience necessary to meet the requirements for the FAA Instrument Rated pilot. Stresses attitude instrument flying techniques, instrument departure and approach procedures, instrument en route and cross-country navigation techniques while in actual or simulated weather conditions with reference solely to the flight instruments. Prepares students for the required FAA Instrument Practical Test.
PREREQUISITES: AV 100/100L COREQUISITE: AV 200 CREDIT HRS: 3.5

AV 300 COMMERCIAL PILOT GROUND
Provides the student with the knowledge necessary to meet the requirements of the FAA Commercial Pilot Certificate with an airplane category rating and class rating. The topics covered include preflight preparation and procedures, complex aircraft procedures, complex aircraft systems, advanced aerodynamics principles, airplane performance limitations, federal aviation regulations, stall/spin awareness, aeronautical charts and publications, radio aids to visual flight rules (VFR) navigation, meteorology and weather data services, national airspace systems, radio communications, air traffic control, aeromedical factors, commercial operations, passenger and freight loading, night maneuvers, and ground operations.
PREREQUISITES: AV 100/100L, AV 200/200L COREQUISITE: AV 300 CREDIT HRS: 4.5

AV 300L COMMERCIAL PILOT FLIGHT (LAB)
Provides the student with the skill and aeronautical experience necessary to meet the requirements for the FAA Commercial Pilot Certificate. Students will demonstrate complex airplane skills and proficiency including maneuvers such as steep power turns, steep spirals,

slow flight, lazy eights, pylon eights, and chandelles. Also includes commercial cross-country, instrument flying skills, and emergency procedures prepare students for the required FAA Commercial Pilot Airplane Practical Test. The course will take place over three terms due to the number of flight hours required by the FAA.
PREREQUISITES: AV 100/100L COREQUISITE: AV 200/200L, AV 300 CREDIT HRS: 10.5

AV 320 COMMERCIAL PILOT ACCELERATED GROUND
See AV 300 Commercial Pilot Ground. PREREQUISITES: AV 100, 200 series COREQUISITE: 320L
CREDIT HRS: 4.5

AV 320L COMMERCIAL PILOT ACCELERATED FLIGHT (LAB)
See AV 300 Commercial Pilot Ground. For the advanced student accelerating their initial Commercial Pilot Certificate in reduced flight hours from 120 to 85 hours. If a student fails a ground Stage written exam or a flight Stage Check, they will be dismissed from this course and will automatically revert into AV 300 or 300L. The student will be required to pay the additional costs and fees associated. See FAA Approved Part 141 syllabus for further details.
PREREQUISITES: AV 100, 200 series COREQUISITE: AV320 CREDIT HRS: 8.5

AV 400 CERTIFICATED FLIGHT INSTRUCTOR GROUND
Provides the student with the knowledge necessary to meet the requirements of the FAA Certificated Flight Instructor Certificate (CFI) with an airplane category rating. This certification allows you to give instruction to private and commercial student pilots as well as the ability to perform biennial flight reviews.
PREREQUISITES: AV 100/100L, AV 300 series. See Electives and FAA Regulations.
COREQUISITES: AV 400L. IPP: AV 450, AV 460 CREDIT HRS: 4.5

AV 400L CERTIFICATED FLIGHT INSTRUCTOR FLIGHT (LAB)
Provides the student with the skill and aeronautical experience necessary to meet the requirements for the FAA Certificated Flight Instructor Certificate (CFI).
PREREQUISITES: AV 100/100L, AV 300 series. See Electives and FAA Regulations.
COREQUISITES: AV 400, AV 450. IPP: AV 460 CREDIT HRS: 2.5

AV 410 CERTIFICATED FLIGHT INSTRUMENT INSTRUCTOR GROUND
Provides the student with the knowledge necessary to meet the requirements of the FAA Certificated Flight Instructor Instrument Certificate (CFII) with an airplane category rating. This certification allows you to give instruction to Instrument-rated student pilots as well as the ability to perform biennial flight reviews.
PREREQUISITES: AV 100/100L, AV 200 series, AV 300 series. See Electives & FAA Regulations.
COREQUISITES: AV 410L. AV 450. IPP: AV 460 CREDIT HRS: 2.0

AV 410L CERTIFICATED FLIGHT INSTRUMENT INSTRUCTOR FLIGHT (LAB)
Provides the student with the skill and aeronautical experience necessary to meet the requirements for the FAA Certificated Flight Instructor Instrument Certificate (CFII).
PREREQUISITES: AV 100/100L, AV 200 series, AV 300 series. See Electives and FAA Regulations. COREQUISITES: AV 410, AV 450. IPP: AV 460 CREDIT HRS: 2.5

AV 420 CERTIFICATED MULTI ENGINE INSTRUCTOR GROUND
Provides the student with the knowledge necessary to meet the requirements of the FAA Certificated Multi Engine Flight Instructor Certificate (MEI) with an airplane category rating. This certification allows you to give instruction to multi engine student pilots as well as the ability to perform biennial flight reviews.
PREREQUISITES: AV 100/100L, AV 300 series. See Electives and FAA Regulations.
COREQUISITES: AV 420L, AV 450. IPP: AV 460 CREDIT HRS: 2.0

AV 420L CERTIFICATED MULTI ENGINE INSTRUCTOR FLIGHT (LAB)
Provides the student with the skill and aeronautical experience necessary to meet the requirements for the FAA Certificated Multi Engine Flight Instructor Certificate (MEI).
PREREQUISITES: AV 100/100L, AV 300 series. See Electives and FAA Regulations.
COREQUISITES: AV 420L, AV 450. CREDIT HRS: 2.5

AVIATION ACADEMIC COURSES

AV 350 ADVANCED AERODYNAMICS
Provides the student with an understanding of the fundamentals of atmospheric and airspeed measurement in relationship to aircraft performance, design characteristics of airfoils and aerodynamic forces, the production and measurement of lift and drag forces and how they affect performance, jet aircraft basic and applied performance in addition to propeller driven aircraft performance. The course also examines the differences between slow and high-speed flight aerodynamics and takes an in-depth look at takeoff, landing, and maneuvering aircraft performance. At the conclusion, students will take the knowledge gained in the course and apply it to a small aircraft design project, which will require an understanding of all the course's subject material. PREREQUISITES: MAT 101, PHY 250, PHY 250L CREDIT HRS: 4.5

AV 351 ADVANCED AIRCRAFT SYSTEMS
Provides the student with an understanding of the basic theory and principles of electricity and to apply that understanding to aircraft electrical systems from a pilot's perspective. The course examines aircraft hydraulic and pneumatic systems related to various sizes of light aircraft, aircraft fuel and propeller systems used on aircraft varying in size up to light turboprop twins, and numerous aircraft auxiliary systems and their application and use.
PREREQUISITE: None CREDIT HRS: 4.5

AV 352 ADVANCED AIRCRAFT FAMILIARIZATION
Provides the student with a comprehensive overview of aircraft recognition and generally depends on learning the external appearance of the aircraft, both friendly and hostile, that are most likely to be encountered. The student will be able to identify the different components of an aircraft and helicopters. Distinguish between the different types of aircraft. Identify single engine, multi engine, business jets, and commercial proper aircraft. Learn about the various types of military, historical, and helicopter aircraft. The course covers air space and ATC procedures and how they relate to aircraft identification. Identify the special performance aircraft in the aerobatic industry. PREREQUISITE: None CREDIT HRS: 3.5

AV 353 AVIATION WEATHER
Provides the student with the fundamentals of thermodynamic, heat and mass transfer, fluid mechanic and molecular interaction laws of the air mixture and how they affect pressure, temperature, density and other physical parameters of the atmosphere. This course provides an understanding of the fundamental processes in earth's atmosphere, heat transport by radiation and convection, and associated global and local weather phenomena. It also provides the students with an understanding of the technical details and the components of effective national weather prediction, how the current and forecast weather information is disseminated to the flying community. Students will learn how to use the above information and understand its impact on flight operations and how to recognize and make sound decisions regarding the weather hazards. PREREQ.: None CR. HRS: 4.5

AV 354 CREW RESOURCE MANAGEMENT
Provides the student with an in-depth study of the common principles of aviation crew resource management (CRM), human factors as utilized by air transport flight crews, introduction into aspects of aviation safety/safety programs and operational risk management. This course also will investigate and simulate numerous real-world scenarios dealt with by aircrews.
PREREQUISITE: None CREDIT HRS: 4.5

AV 355 FEDERAL AVIATION REGULATIONS
Provides the student with the understanding of the rules designed to promote safe aviation and protect pilots, passengers, and the public from unnecessary risk with the intention of protecting the national security of the United States. Students will examine basic flight information and air traffic control (ATC) procedures. PREREQUISITE: None CREDIT HRS: 4.5

AV 450 FUNDAMENTALS OF INSTRUCTION
To gain an understanding of the individual's learning process, identify the barriers of learning; understand human behavior and methods of effective communication, learn teaching methods, and gain the ability to effectively critique and evaluate. CREDIT HOURS: 4.5
PREREQUISITES: AV 100/100L, AV 200/200L or AV 250/250L, AV 300/300L or AV 350/350L. See Electives. COREQUISITES: AV 400, AV410, or AV 420, IPP: AV 450, AV 460

GENERAL ACADEMIC COURSES

Courses are taught as requirements for a program or for avocation purposes (continued education). Courses may have the following assessments: essay, fill in the blank, public speaking and/or short answer.

BUS 105 BUSINESS COMMUNICATION
This course provides students with a comprehensive view of workplace communication. Business reports, letters, internal memos, and external communication styles will be discussed and applied. Effective forms of communication such as persuasive, informational, sales, and positive and negative news and feedback. Students will gain greater mastery of grammar and writing styles. Introduction to modern technology and anticipation of future forms of business communication. Upon completion students will be able to effectively communicate both internally and externally in a business environment. PREREQUISITE: None CREDIT HRS: 4.5

COM 101 INTRODUCTION TO COMMUNICATION
This introductory course prepares students for basic principles and perspectives of public speaking. Verbal and Non-Verbal communications skills are introduced and applied to personal and professional work environments. Students will learn how to prepare, listen, analyze and deliver messages both individually and in a small group setting. Conflict management and dealing with ethical issues will be discussed. PREREQUISITE: None CREDIT HRS: 4.5

ENG 101 ENGLISH COMPOSITION I
This course helps students develop quality writing skills by explaining and identifying the steps involved in the writing process. Six types of writing are examined: argumentative, compare/ contrast, descriptive, narrative, persuasive, and summary. Students will write a minimum of 20 pages as a requirement for the course. The importance of proper grammar, punctuation, and spelling is highlighted, as emphasis is placed on editing and revising pieces of writing. Students also learn proper research techniques, utilizing the Modern Language Association (MLA) style.
PREREQUISITE: None CREDIT HRS: 4.5

IT 101 INFO TECH FUNDAMENTALS

The IT Fundamentals course refreshes and tests skills in the area of Office tools with an overview of the programs: Excel, PowerPoint and Word. Students will learn the basics of Excel, PowerPoint and Microsoft Word. Excel: spreadsheet calculations, graphing tools, pivot tables and formula applications. Manage data. PowerPoint: prepare and design presentations or graphical data by utilizing a series of pages or slides. Microsoft Word: Preparing documents using correct format, headers, footers, footnotes, page numbers, margins, and letter format.
PREREQUISITE: None CREDIT HRS: 4.5

MAT 101 COLLEGE ALGEBRA

Course content will include understanding and applying rational, real and complex number systems. This includes operations of polynomials and simplifying rational and radical expressions. Students will learn to graph linear, quadratic, absolute value, and piecewise-defined functions and solve and graph exponential and logarithmic equations. Systems of equations, matrices, determinants. Students need to have a current knowledge base of high school level algebra. PREREQUISITE: None CREDIT HRS: 4.5

PHY 250 GENERAL PHYSICS I

An introduction to the scientific method and kinematics, the branch of mechanics that describes motion; energy, power, and momentum; angular, rotational, and oscillatory motion; Newton's Laws; gravity; relativity; waves; fluids, and more. The physics course requires a solid foundation of algebra, trigonometry, and basic calculus, including derivatives, limits and integrals. A strong background in math is recommended.
PREREQUISITE: MAT101 COREQUISITE: PHY 250L CREDIT HRS: 4.5

PHY 250L GENERAL PHYSICS I LAB

General Physics 250L is a laboratory course to accompany General Physics 250. Students will complete at-home laboratory experiments, track and record results, answer lab-based questions and complete lab-based assessments to meet the lab requirement. This Course will require a lab kit which can be purchased through ecore.usg.edu. PREREQUISITE: MAT101
COREQUISITE: PHY 250 CREDIT HRS: 1.5

PSY 101 INTRODUCTION TO PSYCHOLOGY

Introduction to Psychology is the scientific study of behavior and mental processes. Students will study the relationship between biology and mannerisms including how stress can impact personal health, reasoning memory and intelligence. Scientific research methods will be discussed focusing on cognitive, developmental, and social psychology.
PREREQUISITE: None (Select one: PSY101 or SOC 101) CREDIT HRS: 4.5

SOC 101 INTRODUCTION TO SOCIOLOGY

Principles and basic concepts of sociology includes the study of groups, culture, and collective behavior applies to everyday life in community. Sociological theory will allow students to explore the influence of social class and caste, status and personality and the influential role in contemporary social problems. Social institutions such as churches, education, healthcare, and government will be evaluated and studied to determine their impact on the behaviors of society.
PREREQUISITE: None (Select one: PSY101 or SOC 101) CREDIT HRS: 4.5

AFFILIATE PARTNERSHIP

Academic Calendar starts for 2025 & 2026. Contact the university admission department.

LIBERTY UNIVERSITY		
2025	Spring:	Jan. 13 - May 9th
	Summer:	May 12th - Aug. 15th
	Fall:	Aug. 4th - Dec. 12
2026	Spring:	Jan. 12 - May 15th
	Summer:	May 18th - Aug. 21st
	Fall:	TBA

WALSH UNIVERSITY		
2025	Spring I	Jan. 6th - Mar. 1st
	Spring II	March 10th - May 3rd
	Summer I	May 5th - Jun. 21st
	Summer II	June 30th - Aug. 16th
	Fall I	Aug. 18th - Oct. 11th
	Fall II	Oct. 20th - Dec. 13th
2026	Spring I	Jan. 12th - Mar. 2nd
	Spring II	March 16th - May 9th
	Summer I	May 11h - Jun. 27th
	Summer II	July 6th - Aug. 15th
	Fall I	TBA
	Fall II	TBA

LIBERTY UNIVERSITY

https://www.liberty.edu/aeronautics/flight-training-affiliate-program/online-programs/

American Winds has been a flight Training Affiliate for Liberty University for nine (9) years.

Who is Liberty University?

During the past 20 years, Liberty University degree programs have grown from just 4 students to over 4000 students worldwide. It is now one of the largest faith-based collegiate aviation programs in North America. With a vision to advance the Great Commission by developing and training aerospace professionals through a distinctively Christian education.

School of Aeronautics programs integrate a biblical worldview with aviation excellence while seeking to instill and develop the best qualities of airmanship in each of our graduates. Our education programs deliver the hard and soft skills desired by the aviation industry and mission aviation organizations:

- Professionalism
- Character
- Oral and written communication skills
- Critical thinking and problem-solving skills
- Leadership and team-building skills

Preparing Aviation Leaders

The School of Aeronautics incorporates leadership and mentorship education during the freshman and sophomore years. Students are prepared to become mentors, leaders, and instructors in their chosen aviation field. Our programs are designed to be transformational education and training experience, and students are able to gain real experience as flight instructors, UAS operators, industry interns, researchers, and in many other roles. We partner with airline companies, corporate aviation companies, military branches, UAS companies, mission organizations, and other aviation entities to effectively train and coach our students as they journey to the place God wants them to be.

Put your Aviation Degree on Fast Track

Earn a degree in Aviation online in less time while completing your flight training at American Winds. Since the Liberty University program is year-round, as a full-time student you'll be able to complete your degree in 2.3 years (with no prior aviation experience.)

What is American Winds Role?

Once enrolled in the Liberty University Aviation BS degree., American Winds will guide the student through the FAA flight lab courses. The student may elect to enroll in 8 week terms or 14/16 week terms to complete the flight courses.

Benefits of Getting your BS Aviation Degree at Liberty University

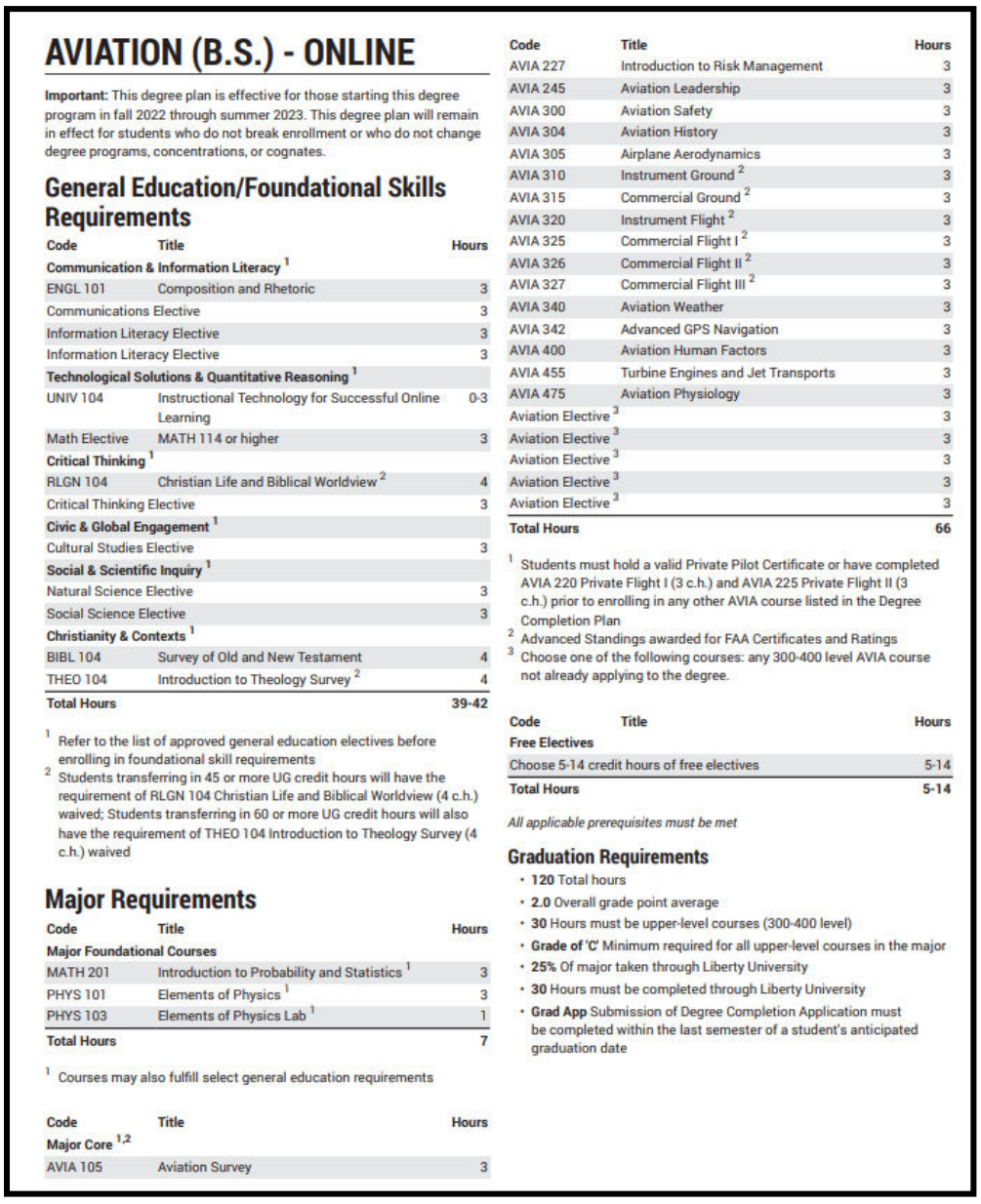
- Accelerated Training to fit your schedule (fly 7 days a week, evenings, or weekends)
- Flight train under Part 141 quality instruction
- B.S. Degree in approx. 2.5 years based on full-time
- Restricted "Reduced-Hours" Airline Transport Pilot Program
- Regional Airline Hiring Agreement
- Financial Aid Available

Visit Liberty's Website: https://www.liberty.edu/aeronautics/flight-training-affiliate-program/

Undergraduate Aviation Degrees

Liberty University offers an online Bachelor of Science in Aviation. Enroll in the aviation program to become a professional pilot earning a bachelor's degree and the FAA Restricted ATP certificate which allows one to be hired by the airlines with less flight hours.

The aviation program has 14/16-week terms and a fast-track option of 8 week terms.



AVIATION (B.S.) - ONLINE

Important: This degree plan is effective for those starting this degree program in fall 2022 through summer 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs, concentrations, or cognates.

General Education/Foundational Skills Requirements

Code	Title	Hours
Communication & Information Literacy [1]		
ENGL 101	Composition and Rhetoric	3
Communications Elective		3
Information Literacy Elective		3
Information Literacy Elective		3
Technological Solutions & Quantitative Reasoning [1]		
UNIV 104	Instructional Technology for Successful Online Learning	0-3
Math Elective	MATH 114 or higher	3
Critical Thinking [1]		
RLGN 104	Christian Life and Biblical Worldview [2]	4
Critical Thinking Elective		3
Civic & Global Engagement [1]		
Cultural Studies Elective		3
Social & Scientific Inquiry [1]		
Natural Science Elective		3
Social Science Elective		3
Christianity & Contexts [1]		
BIBL 104	Survey of Old and New Testament	4
THEO 104	Introduction to Theology Survey [2]	4
Total Hours		**39-42**

[1] Refer to the list of approved general education electives before enrolling in foundational skill requirements

[2] Students transferring in 45 or more UG credit hours will have the requirement of RLGN 104 Christian Life and Biblical Worldview (4 c.h.) waived; Students transferring in 60 or more UG credit hours will also have the requirement of THEO 104 Introduction to Theology Survey (4 c.h.) waived

Major Requirements

Code	Title	Hours
Major Foundational Courses		
MATH 201	Introduction to Probability and Statistics [1]	3
PHYS 101	Elements of Physics [1]	3
PHYS 103	Elements of Physics Lab [1]	1
Total Hours		**7**

[1] Courses may also fulfill select general education requirements

Code	Title	Hours
Major Core [1,2]		
AVIA 105	Aviation Survey	3
AVIA 227	Introduction to Risk Management	3
AVIA 245	Aviation Leadership	3
AVIA 300	Aviation Safety	3
AVIA 304	Aviation History	3
AVIA 305	Airplane Aerodynamics	3
AVIA 310	Instrument Ground [2]	3
AVIA 315	Commercial Ground [2]	3
AVIA 320	Instrument Flight [2]	3
AVIA 325	Commercial Flight I [2]	3
AVIA 326	Commercial Flight II [2]	3
AVIA 327	Commercial Flight III [2]	3
AVIA 340	Aviation Weather	3
AVIA 342	Advanced GPS Navigation	3
AVIA 400	Aviation Human Factors	3
AVIA 455	Turbine Engines and Jet Transports	3
AVIA 475	Aviation Physiology	3
Aviation Elective [3]		3
Aviation Elective [3]		3
Aviation Elective [3]		3
Aviation Elective [3]		3
Aviation Elective [3]		3
Total Hours		**66**

[1] Students must hold a valid Private Pilot Certificate or have completed AVIA 220 Private Flight I (3 c.h.) and AVIA 225 Private Flight II (3 c.h.) prior to enrolling in any other AVIA course listed in the Degree Completion Plan

[2] Advanced Standings awarded for FAA Certificates and Ratings

[3] Choose one of the following courses: any 300-400 level AVIA course not already applying to the degree.

Code	Title	Hours
Free Electives		
Choose 5-14 credit hours of free electives		5-14
Total Hours		**5-14**

All applicable prerequisites must be met

Graduation Requirements

- **120** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum required for all upper-level courses in the major
- **25%** Of major taken through Liberty University
- **30** Hours must be completed through Liberty University
- **Grad App** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

Contact Liberty University Flight Affiliate Program: 434-582-7728

Online: flightaffiliate@liberty.edu soaonline@liberty.edu

WALSH UNIVERSITY

https://walsh.edu/major/professional-avaition.html

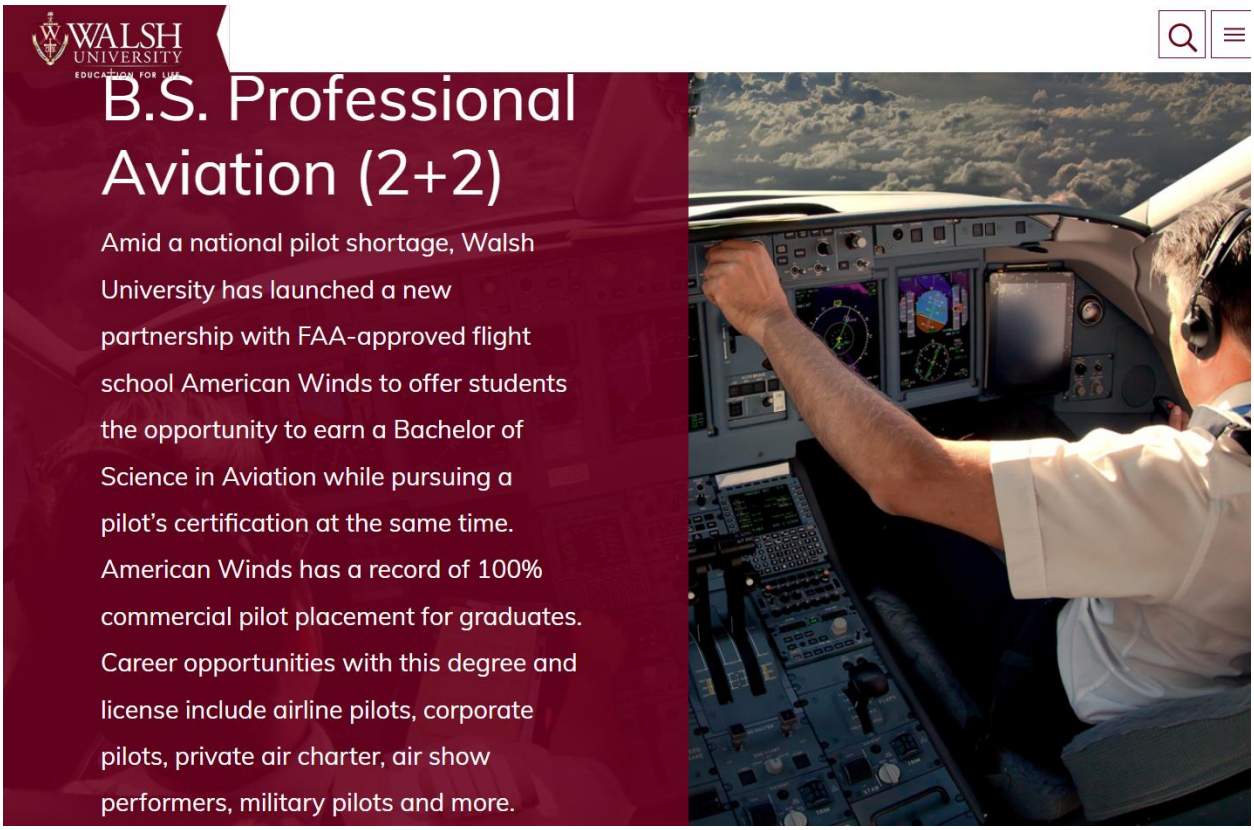
American Winds has two degrees to become a professional pilot. Walsh University is launching a new partnership with American Winds to offer students in Northeast Ohio a "2 + 2" degree pathway.

What is a "2 + 2" Degree pathway

The 2 + 2-degree program is a pathway to attaining a bachelor's degree by attending the first two years a college (American Winds) for an Associate Degree of Applied Science and then transferring to a four-year university (Walsh University) for a bachelor's degree.

Aviation Bachelor's Degree

If you are interested in the Walsh University degree program. Contact: Bridget England, 330-244-4768, email bengland@walsh.edu. 2025 start dates: March 10th, May 5th & June 30th.



FLIGHT SCHOOL
"STAND ALONE" COURSES

Continued Education / Personal Development

The student's financial obligation of fees, tuition, etc. will be paid in full prior to the start date of the first class/lab. FAA Certificate and Ratings Lab courses (flight training) must be paid prior to or immediately after flight training services are conducted/received. No student may incur a negative balance and continue flight training. Student accounts with a negative balance are subject to a service charge and their account inactivated losing flight privileges

"STAND ALONE" FLIGHT SCHOOL (AVOCATIONAL)

Students may enroll in flight training prior to completion of high school/ or have a GED. In accordance with FAA regulations, a student may solo: age 16, earn Private Pilot Certificate: age

17 & earn Commercial Pilot Certificate: age 18.
American Winds is first and foremost a flight school. Training is conducted under the regulatory governing body of the Federal Aviation Administration.

The Code of Federal Regulations (CFR), Title 14 is the codification of general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States. "Titles" is their way of dividing the regulations into "chapters". Example: A person would say a book is divided into "chapters" but you would say the regulations is divided into "titles".

The CFR's website is: https://www.ecfr.gov/titles. There are fifty (50) titles as of March 2023. Title 14: Aeronautics and Space governs everything from airspace, airports, flight training, to the space exploration. Within Title 14, there are six (6) Chapter:

1. FAA, Dept. of Transportation
2. Office of Secretary, Dept. of Transportation (Aviation Proceedings)
3. Commercial Space Transportation, FAA, Dept. of Transportation
4. N/A
5. National Aeronautics and Space Administration
6. Air Transportation System Stabilization

American Winds strongly encourages students to visit the CFR website to explore the following sections as they pertain to flight training. Below is a list of only a few "Parts" of the 14 CFR which we use in the flight school environment.

Under 14 CFR: Chapter 1
Subpart A, Definitions and General Requirements
Subpart B, Procedural Rules
Subpart C, Aircraft
- Part 23, Airworthiness Standards: Normal Category Airplanes
- Part 25, Airworthiness Standards: Transport Category Airplanes
- Part 33, Airworthiness Standards: Aircraft Engines
- Part 35, Airworthiness Standards: Propellers
- Part 39, Airworthiness Directives (AD's)
- Part 43, Maintenance, Preventive Maintenance, Rebuilding, & Alteration
- Part 47, Aircraft Registration

Subpart D, Airmen
- Part 61 Certification: Pilots, Flight Instructors, and Ground Instructors

Subpart E, Airspace
- Part 71, Designation of Class A, B, C, D and E Airspace Areas
- Part 73, Special Use Airspace

Subpart F, Air Traffic and General Operating Rules
- Part 91, General Operating and Flight Rules
- Part 95, IFR Altitudes
- Part 97, Standard Instrument Procedures

Subpart G, Air Carrier, and Operators for Compensation for Hire: Certification & Operations.
- Part 119, Certification: Air Carriers and Commercial Operators
- Part 121, Operating Requirements: Domestic, Flag, & Supplemental Operations
- Part 135, Operating Requirements: Commuter and On Demand Operations

Subpart H, Schools, and Other Certificated Agencies
- Part 141 Pilot Schools

WHAT IS PART 61 VS. PART 141 TRAINING MEAN?

A student will attend a flight school to become a pilot. This could be just a Private Pilot Certificate so one could fulfill their childhood dream of becoming a pilot or could be the start to becoming a professional pilot having a career in aviation. The CFR "Part's" which pertain to flight training are Part 61 and Part 141.

The Federal Aviation Administration (FAA) awards Part 141 flight schools with lower pilot certification flight hour minimums. The reduced hours required for Instrument Rating and Commercial Pilot are significant. Students may save as much as 120 flight hours and close to $18,000 in savings by training Part 141.

What Flight School is better?
Flight is not one size that fits all scenario. Everyone has different training needs and preferences. Some students come to American Winds with zero training experience while others have some ground or flight experience. American Winds will interview each student to evaluate their needs and requirements.

Part 141 Flight Schools - According to 14 CFR Subpart H, Part 141, students are required to document their ground and flight training on an FAA approved syllabus. Some advantages are:

- Flight train in reduced flight hours (See table)
- Structured training program
- Standardized programs allow for more detailed training in a faster time frame
- Inspected regularly for uniformed standards and regulatory compliance

Part 61 Flight Schools - Small local airports most of the time offer Part 61 flight training and do not offer formal flight training found at Part 141 flight schools. Local FBO (Fixed Base Operator) companies offer fuel services and do not normally offer flight instruction. However, some FBO's will add services by hiring a few part-time instructors for extra money or they instruct for fun. This doesn't mean you may not get quality instruction, but the student will not have the added support services found at large formal Part 141 flight school like American Winds. Some disadvantages of training Part 61 are:

- Non standardized curriculum and flight training
- Delay in training due to non-standard training
- Smaller flight schools with part time instructors

Most importantly, every student pilot, regardless of which type of training they seek, must meet the FAA standards set forth in the Airmen Certification Standards (ACS), the Federal Aviation Regulations (FAR's), FAA book, etc. See the appropriate 14 CFR regulations for the required knowledge areas and flight skills required.

	American Winds Part 141 Approved COURSES (FAA)												
	PRIVATE		PRIVATE	INSTRUMENT		COMMERCIAL				ATP	INSTRUCTOR		
	Single Engine	Multi Engine	Instrument COMBO	Initial	Add-On	Initial	Add On Category	Add On Class	Accerated	Single Engine	CFI	CFII	MEI
Academic Ground	45.0	45.0		45.0	20.0	45.0	35.0	15.0	40.0	40.0	40.0	15.0	20.0
Total Flight Hours	55.0	55.0		37.0	16.6	123.0	55.0	15.0	93.0	25.0	25.0	20.0	30.0
Dual Flight Training	46.9	46.9		37.0	16.6	99.5	49.5	15.0	78	25.0	25.0	20.0	30.0
Solo Flight Training	8.1	8.1		0.0	0	23.5	5.5	0	15	0	0	0	0
Max hours in Sim.	2.5	2.5		14.0	6.0	24.0	3.0	0	0	0	0	0	0
Pre/Post Hours	20.0	20.0		9.0	4.0	30.0	13.4	3.6	22.7	6.1	6.1	5.0	7.3

PRIVATE PILOT (SINGLE ENGINE)

What Pilot Certificate do I get First? The student will obtain the academic knowledge, flight skills and aeronautical experience necessary to meet the requirements for a Private Pilot for the airplane category and rating. This certificate allows the pilot to operate an airplane during the day or night in good weather conditions or visual flight rules (VFR). As a private pilot you can fly an airplane and carry passengers (friends, family, co-workers, etc.) but not for compensation or hire. However, you can share the operating expenses with your passengers. The Private Pilot Certificate is the first step for those interested in a career in aviation.

PRIVATE PILOT CERTIFICATE	Part 141	Part 61 (§61.109)
Total Flight Hours	55.0	40.0
Dual Flight Hours	46.9	30.0
Solo Flight Hours	8.1	10.0

How long will it take to obtain a Private Pilot Certificate?

The length of time to complete the Private Pilot Certificate depends on when a student starts their training. Student pilots will train in weather conducive to learning which means nicer weather, increased visibility, higher ceilings, and lighter winds. Students training for the Instrument Rating and Commercial Certificate are allowed to fly in more challenging weather conditions due to their increased knowledge and flight skills.

A student training to become a Private Pilot will learn many new flight skills. Prior to a student scheduling their final exam or Checkride, he/she must be proficient in all FAA required skills. Each student learns at a different rate.

How long does the Private Pilot Certificate Last? (How do I maintain it?)

The Private Pilot Certificate has an issued date. It does not have an expiration date on it. Once you have become a pilot, you are a pilot forever unless your pilot certificate is suspended, revoked, or turned into the FAA. If you plan on exercising your privileges as a pilot, there are regulations the pilot must comply with. The pilot must maintain currency.

1.) Regulation states the pilot will have to complete a Flight Review every 24 calendar months. The Flight Review consists of at least one hour of ground and one hour of flight in the knowledge/ skills areas of the Private Pilot. For additional information see Advisory Circular AC 61-98B.

2.) The FAA regulation states the pilot will need a current Medical Certificate.

3.) The FAA regulation states the pilot must complete currency landings. The regulations require the pilot to complete three takeoffs and landings within the last 90 days to carry passengers. During the day, the landings may be “Touch N Go’s” and at night the landings must be to a full stop. The two currencies (day and night) are tracked separately.

If a pilot maintains the required regulations, they are considered current to fly. If a pilot lets one of the three requirements to lapse, they will need to come to American Winds to receive training to obtain a current BFR, go to an authorized medical examiner to get another FAA Medical Certificate, or rent an airplane to obtain the landing currencies required.

INSTRUMENT RATING (INITIAL AND ADD ON)

The student will obtain the academic knowledge, flight skills and aeronautical experience necessary to meet the requirements for an Instrument Rating for the Initial or Add On. This rating allows the pilot to operate an airplane into instrument meteorological conditions. This

means the pilot will operate in reduced visibility, near and in clouds for longer and more varied flights. The knowledge gained from being able to fly an aircraft solely with instruments adds confidence and ability to your growing experience.

Students training for their Instrument Rating are required according to Part 61 regulations to have 40 instrument training flight hours and fifty (50) PIC cross country hours. Students training on a Part 141 syllabus are only required

INSTRUMENT RATING PILOT	Part 141	Part 61
Total Flight Hours	37.0	120.0 total
Dual Flight Hours	37.0	15.0
Solo Flight Hours	0.0	50 hr of PIC X-ctry

COMMERCIAL PILOT (INITIAL, ADD ON CATEGORY, ADD ON CLASS & ACCELERATED

The student will obtain the academic knowledge, flight skills and aeronautical experience necessary to meet the requirements for a Commercial Pilot for the airplane category (initial), add on category, and add on class. This Certificate allows the pilot to fly for compensation, with the stipulation of meeting the industry requirements in order to get hired; however, there are some restrictions until certain flight experience levels are gained. Students reach the 250 hours and take the single engine commercial flight test.

COMMERCIAL PILOT: INITIAL	Part 141	Part 61
Total Flight Hours	123.0	250.0
Dual Flight Hours	99.5	See Regulation
Solo Flight Hours	23.5	See Regulation

COMMERCIAL PILOT: ADD ON CATEGORY	Part 141	Part 61
Total Flight Hours	55.0	
Dual Flight Hours	49.5	See Regulation
Solo Flight Hours	5.5	See Regulation

COMMERCIAL PILOT: ADD ON CLASS (SEL)	Part 141	Part 61
Total Flight Hours	15.0	
Dual Flight Hours	15.0	See Regulation
Solo Flight Hours	0.0	See Regulation

COMMERCIAL PILOT: ACCELERATED	Part 141	Part 61
Total Flight Hours	93.0	N/A
Dual Flight Hours	78.0	N/A
Solo Flight Hours	15.0	N/A

MULTI-ENGINE RATING (SEE COMMERCIAL ADD ON CLASS)

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Multi-Engine Land class rating. This will allow the pilot to operate an aircraft that is equipped with more than one engine. Having more than one power plant enables you to fly higher, farther, and generally bigger and more capable aircraft. Multiple engine rating is also a necessary step for any professional pilot on the road to airlines. This rating gives you the knowledge necessary to control a multiple engine aircraft safely and effectively with retractable gear.

COMMERCIAL PILOT: ADD ON CLASS (MEL)	Part 141	Part 61
Total Flight Hours	15.0	
Dual Flight Hours	15.0	See Regulation
Solo Flight Hours	0.0	See Regulation

How do you build flight hours?
It is standard practice in the aviation industry upon receiving the Commercial Pilot Certificate to begin ground and flight training for the certified flight instructor (CFI) certificate. It is generally accepted students will obtain their Certified Fight Instrument Instructor (CFII) next then Multi-Engine Instructor (MEI).

CFI (CERTIFICATED FLIGHT INSTRUCTOR)

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Certified Flight Instructor Certificate with an airplane category rating. This certification allows you to give instruction to pilots for single engine certificates and ratings. Applicants for this certificate must hold at least a Commercial Pilot Certificate or an Airline Transport Pilot (ATP) Certificate.

CFI	Part 141	Part 61
Total Flight Hours	25.0	
Dual Flight Hours	25.0	
Solo Flight Hours	0.0	

CFII (CERTIFICATED FLIGHT INSTRUMENT INSTRUCTOR)

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Certified Flight Instructor Instrument Rating Single Engine Land. This certificate allows you to instruct pilots to fly solely by reference to the flight instrument in preparation for an Instrument Rating. Applicants must hold at least a Commercial Pilot Certificate or an Arline Transport Pilot (ATP) Certificate.

CFII	Part 141	Part 61
Total Flight Hours	20.0	120.0 total
Dual Flight Hours	20.0	15.0
Solo Flight Hours	0.0	50 hr of PIC X-ctry

MEI (MULTI-ENGINE INSTRUCTOR)

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for the addition of a multi-engine, airplane class rating, to an existing flight instructor certificate. This will allow you to instruct pilots to fly an aircraft with more than one engine in preparation for the Multi-Engine Rating. Applicants must hold at least a Commercial Pilot Certificate, Instrument and Multi-Engine Ratings.

MEI	Part 141	Part 61
Total Flight Hours	30.0	
Dual Flight Hours	30.0	
Solo Flight Hours	0.0	

ADDITIONAL FLIGHT COURSE SERVICES OFFERED

American Winds offers courses to obtain an FAA Pilot Certificate or Rating and special flight courses. Special courses are created by American Winds and are not defined in the federal regulations or the ACS (Airmen Certification Standards). Special courses are designed to improve aeronautical ground knowledge and flight skills for proficiency, FAA currency, and overall experience.

AIRLINE TRANSPORT PILOT - SEL

The student will obtain the knowledge, skills, and aeronautical experience necessary to meet the requirements for an Airline Transport Pilot Certificate. This will prepare the student for a test to the highest level of piloting ability. The students will acquire satisfactory skills and be able to demonstrate the competence as required by the FAA. Upon satisfactory completion of training you will be able to exercise the rights of an ATP Certificated pilot as dictated by the FAA.

FLIGHT REVIEW (BFR)

If you miss the thrill of flying or want to move on to new certifications but it has been years since you sat in the left seat, there has never been a better time or place to get back behind the yoke. American Wind's instructors will sit down with you one-on-one to get a feel for what areas of airman knowledge need to be reviewed and what maneuvers need to be practiced. Flight Reviews vary from student to student. We will provide the students with recurrent training to meet the aeronautical experience for CFR 61.56(a) for a flight review.

INSTRUMENT PROFICIENCY CHECK (IPC)

Provides the student with the aeronautical experience necessary to meet 14 CFR 61.57(d).

MULTI ENGINE TIME BUILDING

Provides the student with additional training in the multi-engine airplane. The student will gain additional experience required to become a professional pilot for Part 121 airlines or general aviation.

CO-PILOT / PITCH HITTER

Provides non-pilots an inter- active introduction to general aviation aircraft. Anyone unfamiliar with flying will gain an overview of the basic principles of flight, aircraft instruments, and radio communications, along with tips for dealing with emergency situations.

UMANNED AIRCRAFT (Part 107- Drone)

This course is for an individual who would like to obtain the FAA drone certification. This course may consist of a few hours assisting the individual in answering a few questions or a structured course to cover the required topics to be able to pass the FAA Part 107 UAS Aeronautical Knowledge Exam.

American Winds has created the following table to list American Winds aircraft make & model for each N # and horsepower. Each airplane will have a cost for dual given and solo price. This price is updated once a year. Prices will be published in the Academic Catalog in the Financial section and are preset in Flight Schedule Pro (FSP).

TABLE - COURSE (ESTIMATED HOURS)

		AVOCATIONAL		Lecture	Lab.	Total Hours	Weeks to Complete	Dual Flight Hrs	Solo Flight Hrs	Sim.	Pre/ Post	GRD School
		Personal Dvlpmt	Continued Training									
Avocational Courses	Private Pilot	X		65	70	135	10	45	7.5	2.5	23	45
	Inst.Rating	X		55	50	105	7	35	0	20	26	45
	Inst. Rating Add On	X		40	30	70	5	15	0	0	8	20
	Com. Pilot		X	80	140	220	13	99.5	20.5	0	45	40
	Com. Pilot Category:SEL		X	40	80	120	8	49.5	5.5	0	30	40
	Com. Pilot Category:MEL		X	40	80	120	8	49.5	5.5	0	30	40
	Com. Pilot Class: SEL		X	50	30	80	6	15	0	0	20	15
	Com. Pilot Class: MEL		X	50	30	80	6	15	0	0	20	15
	Com. Accelerated		X	40	93	133	9	44.9	15	0	20	40
	CFI		X	50	40	90	6	25	0	0	20	40
	CFII		X	25	40	65	4.8	20	0	0	20	15
	MEI		X	25	40.5	65.5	4	30	0	0	20	20
	ATP - SEL		X	50	30	80	6	25	0	0	15	40
	Flight Review (BFR)	X		1.5 to 3 clock hours depending on pilot proficiency								
	IPC	X		1/5 to 3 clock hours depending on pilot proficiency								
	Multi Time Building	X		Depending on pilot need to meet FAA regulations. 10 flight hours +								
	Co-Pilot/Pinch Hitter	X		1 to 5 hours depending on individual's comfort/ skill level								
	Unmanned Aircraft	X		3 to 25 hours depending on individuals knowledge								

Personal Development: Upon completion of this course the student cannot pursue a career as a pilot
Continued Education: Upon completion of this course, the student may improve their career as a pilot

Revised 1/1/2025

STUDENT SERVICES

ACADEMIC ASSISTANCE & COUNSELING

While there are many types of counseling, American Winds recognizes three: academic , mental health and placement services. American Winds provides students' academic assistance and placement services. Mental health counseling services are not provided. Students should contact AOPA (www.aopa) for assistance, advice, and guidance on how this could affect their FAA Medical Certificate. Payment to mental health professionals in exchange for counseling services should be paid by the student directly to the provider. Career counseling services are provided by Student Services. See Placement Assistance and Career Services page 60.

For academic assistance to be beneficial, students must be as committed to their own success as the school is and take the initiative to discuss their difficulties with their instructors/faculty. Staff, instructors, and faculty make every effort to identify and meet with students who are having difficulty in achieving the ground/ flight training learning objective goals and timeline. Students may participate in one-on-one instruction, small group, and classroom instruction. Students may also use student teachers in the Student Mentor Program overseen by the Student Services Department. Students should contact the Student Services Department.

If a student is having academic difficulties or needs assistance, they may reach out to their instructor and/or faculty. Students may schedule time with them using the electronic computer program FSP (Flight Schedule Pro) which houses the online scheduler and academic syllabi/ records. If the student's instructor is unavailable, another instructor may be selected, or time may be scheduled with the Assistant Chief / Chief Flight Instructor.

ALCOHOL, DRUG, AND TOBACCO

American Winds has a zero tolerance for anyone under the influence of drugs and /or alcohol impairing one's abilities while in uniform/company logo on or off campus/ airport, and/or conducting ground or flight training. Students are strongly encouraged to read FAA Drug and alcohol abuse prevention information 34 CFR Part 86, 34 CFR 668.14, 34 CFR 86.100,

If impaired, under no circumstance should any individual (student, friend, family, visitors, etc.) be on the campus, the airport, on a taxiway, on an airplane ramp, in a hangar, the vicinity of the fuel trucks or near an airplane.

The federal regulations CFR Title 14, §91.17 Alcohol and Drugs. No person may act or attempt to act as a crewmember of a civil aircraft: 1.) within 8 hours after consumption of any alcoholic beverage. 2.) while under the influence of alcohol. 3.) While using any drug that affects the person's faculties in any way contrary to safety. Or 4.) While having an alcohol concentration of .04 or greater in a blood or breath specimen. Alcohol concentration means grams of alcohol per deciliter of blood or grams of alcohol per 210 liters of breath.

Suspecting and Reporting

Over the counter and prescribed medications may also cause impaired judgement, faculties, reaction time, etc. It compromises safety! Anyone who suspects or knows of any individual under the influence must report this individual to management so that they are immediately removed from the premises and/or flight status.

Any individual suspected of violating this policy will also be in violation of the Code of Conduct Policy and federal regulations. Violation of the Drug and Alcohol policy may be subject to disciplinary action which may result in expulsion and termination or FAA violation.

Use of Prescription/ Over the Counter Drugs
CFR Title 14, §61.53 Prohibition on operations during medical deficiencies.
According to the FAA, if a student is on prescription medication which may cause impairment, the student needs to inform their instructor and the Chief Flight Instructor. The student will be removed from flight status until the impairment has terminated. It is important to understand the cause of impairment and the time it will take to recover safely from the side effects. Refer to FAA Advisory Circulars and the book Risk Management.

Illegal Drugs
CFR Title 14, §61.15 Offenses involving alcohol or drugs,
According to the FAA, a conviction for the violation of any federal or state statue relating to the growing, processing, manufacturing, sale, disposition, possession, transportation, or importation of narcotic drugs or substance is grounds for (FAA Medical Certificate, Pilot Certificate or Rating): 1.) Denial of an application. And 2.) Suspension or Revocation.

CFR Title 14, §61.16, Refusal to submit to an alcohol test or to furnish test results
According to the FAA, a refusal to submit to a test to indicate the percentage by weight of alcohol in the blood when requested by a law enforcement officer (§91.17c) or a refusal to furnish or authorize the release of the test results requested by the Administrator. A refusal may result in: 1.) Denial of an application or 2.) Suspension or Revocation.

CFR Title 14, §91.19 Carriage of narcotic drugs, marihuana, and depressant or stimulant drugs or substances. According to FAA, any individual suspected of the carriage of narcotic drugs, marihuana, and depressant or stimulant drugs or substances may result in: 1.) Denial of an application or 2.) Suspension or Revocation.

Smoking & Tabacco
American Winds is an entirely smoke and tobacco free environment, including all inside spaces, external grounds, and airplane hangar. Any form of tobacco product or surrogate tobacco product, such as cigarettes, personal vaporizers, electronic nicotine delivery systems, or smokeless tobacco is strictly prohibited. This tobacco ban does not apply to public right-of-way areas (sidewalks, streets). Littering campus with remains of smoking products is prohibited. This policy applies to all employees, students, friends, family, visitors, etc. and externally affiliated individuals.

Smoking / use of tobacco products near and around aircraft is dangerous. Individuals who observed smoking on the campus will be escorted off property. Employees may be subject to disciplinary action or termination. Students may be subject to expulsion.
No person who makes a complaint of a violation of this policy or who furnishes information concerning a violation of this policy shall be retaliated against in any manner.

CODE OF CONDUCT AND DISIPLINARY INFRACTIONS

Students are expected to conduct themselves as a “Future Captain” with behavior defined by the aviation industry, airline companies, corporate flight departments, traditional workplace environments and in the community at large. Students should understand and respect that they are flying aircraft in and around populated areas, near other aircraft and operate on complex airport environments. Mature behavior and conduct consistent with the highest professional business standards are always expected. Any behavior which infringes on the rights of privacy, personal enjoyment, disrupts the academic environment or compromises safety in any way is

strictly prohibited.

American Winds reserves the right to terminate a student from a course, a program, and/or removed from campus/ institution. The following is a sample list of reasons for terminating a student:

- Conduct unbecoming of a pilot, is deemed to be unsafe, is careless and reckless creating an environment compromising the safety of oneself/ others/ property and/or aircraft
- Violation of county, state or federal governmental laws.
- Violation of any FAA regulations, publication, and/or manufacture recommendation.
- Violation of any guidance, policy or procedure set forth by American Winds published in the academic catalog, Standard Operating Procedures Manual, AW Maneuvers Manual and/ sanctioned document.
- Negative behavior leads to a disengagement from ground/ flight lessons. No-shows, tardiness, unjustified cancellations, and unprepared for ground/ flight training.
- Violation of dress code, personal hygiene, and using the assigned bathroom.
- Violation of the alcohol, drug and tobacco policy.
- Abuse of and lack of care for equipment, property, hangar contents, aircraft, & hangar.
- Disruptive behavior, unauthorized use of language, unprofessional & inappropriate behavior in the administration building, classrooms, maintenance facility, in air and/or around the airplane/ hangar building, taxiway or airport.
- Carrying firearms, weapons, explosive on to the airport and/or on American Winds property or in the public property adjacent to campus.
- Cheating, plagiarism, or falsification of records, dishonesty, duplicity, defamation, threats, extortion (or attempt of), and/or stealing.
- Bullying, discrimination, harassment, sexual misconduct, violence or assault to another.

The student will have the right to appeal the decision in writing within seven (7) working days of termination. Appeals will be heard by a committee comprised of the President, Vice President, Director of Operations and the Chief(s) Flight Instructors. The student will be notified in a timely manner of the committee decision in writing.

When practical, the final determination will be made available in writing within seven (7) working days. The President is the final authority, and all decisions are final with no re-admittance. All unused course materials will be forfeited. Refer to Cancellation and Refund Policies.

COMPLAINT OR GRIEVANCE

American Winds encourages students to offer their feedback to faculty, instructors, staff, and management at any time. The Student Services Department assists students throughout their educational journey to becoming professional pilots. Aviation safety is predicated on an open like of communication to recognize, resolve, and implement quality procedures.

When problems arise, students should make every attempt to find a fair and reasonable solution through AW internal complaint procedure. Students are encouraged to complete surveys after the admissions process, during flight courses, after each course and at the completion of a program. At any time, students may contact the Vice President, Student Services, the Chief Flight Instructor, Director of Operations, and/or the President.

Should any student have a grievance (unresolved complaint) about status, grades, records, faculty or other, the normal resource is for the student to consult with their instructor first and then the Student Services Administrator if the issue remains unresolved. In the event a satisfactory resolution is not achieved at this level, the student's case may be presented for further review to the management team.

American Winds will make every effort to satisfy student issues within reason. After this point, if the issue is still not resolved, the student may file a written complaint with OSBCCS, ACCET, or the FAA.

Executive Director - OSBCCS
Ohio State Board of Career Colleges & Schools
30 East Broad Street, Suite 2481
Columbus, Ohio, 43215
Phone: (614) 466-2752 or (877) 275-4219

FAA Allegheny Flight Standards Office
101 Towne Square Way, Ste. 201
Pittsburgh, PA 15227
Phone: (412) 207-1500

ACCET
Chair, Complaint Review Committee
1722 N St NW
Washington DC, 20036
Phone: (202) 955-1113
Email: complaints@accet.org
Contact ACCET Doc. 49.1. https://accet.org/documents-forms

COPYRIGHT AND SOFTWARE LICENSE INFRINGEMENT

Copyright infringement occurs when copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. Copyright or software license infringement amongst the faculty, instructor, staff, and students may result in disciplinary action which could result in termination.

In general, the aviation industry does not copyright materials. Please note, all materials provided by the FAA and its designated associates are not copyrighted and may be reproduced by visiting www.aopa.org, www.faa.gov, and www.faasafety.gov.

DRESS CODE

The aviation industry is founded on conservate beliefs, appearance and attire. American Winds expects our students and staff to mirror what is acceptable and expected in the airline industry. Our dress code policy is reviewed annually based on five major airlines' standards. Professionalism begins with appearance. See CAC - Dress Code and the SOP Manual

Students and instructors' professional conduct and appearance are critical elements for how the flight school and public perceive us, have confidence in us, and how we advance our reputation in the community. American Winds staff, instructors, and students must always exhibit the utmost professional appearance. This also includes one's conduct and actions. A quality image reflects one's core beliefs and discipline in following other FAA rules & regulations or company policies and procedures.

Appearance is the first impression given to customers, students or their parents, instructors, staff and the FAA inspectors. It is very reasonable to consider if one does not adhere to the

industry dress code, they will also not adhere to other policies such as safety protocol, flight standards, company procedures, etc. Men are to dress as men and women are to dress like women.

There are two documents' students must understand and comply with the dress code: The Chief Advisory Circular – Dress Code and the Standard Operating Procedures Manual. The dress code is meticulously explained in depth of the requirements for on campus activities, in the aircraft hangar/ building, around the aircraft, for ground and flight operations for all seasons.

FERPA - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

All records concerning a student are confidential. Records that can be found on the American Winds server and/or QuickBooks are password protected, and all programs are firewalled. American Winds policies regarding student records are in accordance with FERPA policies.
ACTIVITY 6: FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) 45 CFR PART 164, 45 CFR PART 162, 45 CFR PART 160, 34 CFR 99.36, 34 CFR 99.31, 34 CFR 99.30,

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, established a set of regulations governing access to and the release of personal and academic information contained in student education records. FERPA applies to the education records of people who are or have been in attendance in postsecondary institutions, including students in cooperative or correspondence study programs. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

FERPA does not apply to records of applicants for admission who have been denied acceptance or, if accepted, do not attend. Education records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or a party acting for the institution. Exceptions to education records include sole possession records, law enforcement unit records, employment records, health records and alumni records. Rights under FERPA are not given to students enrolled in one component of an institution who seek to be admitted in another component of the institution. Under FERPA, the rights according to parents transfer to students who have reached the age of eighteen or who attend a post-secondary institution.

These rights are:

- The right to inspect and review their education records within 30 days after American Winds receives a request for access. Students should submit to the Admissions Department written requests that identify the record(s) they wish to inspect. Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected. A college representative may be present when the student inspects and reviews his/her educational records.
- The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by American Winds in an administrative, supervisory, academic, and/or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee.
- A school official also may include a contractor performing an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use of education records (attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities at American Winds.

- The right to request amendment of the student's education records the student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may request any information contained in their educational records which they consider to be inaccurate, misleading, or in violation of their privacy or other rights be amended or deleted from the records. (Grades or other academic scores may not be amended, except that the accuracy of recording the information may be challenged). Students who request that information in their records be amended must first direct their request to the Student Services Department, clearly identify the part of the record the student wants to change and specify why it should be changed. If the matter is not resolved to their satisfaction, students must direct their request to the Vice President who over sees Student Services.
- Should write to the college official responsible for the record, clearly identify the part of the record they want changed and why it is felt to be inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by American Winds to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Student Privacy Policy Office (SPPO) U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202 Email: FERPA.Complaints@ed.gov Web: https://studentprivacy.ed.gov/file-a-complaint

Distribution of Student Records

- Copies of official and unofficial academic records may not be released to any person or organization outside of American Winds without written consent from the student.
- American Winds reserves the right to charge a fair price for the office staffs time and computer ink.
- Original academic and financial student records are retained at American Winds for a period of three (3) years and then discarded. The transcripts are kept on the American Winds server for ten (10) years.
- Regardless of the student's age, if a student is enrolled into the college, or a course, a student must sign the FERPA Non-Disclosure Consent Form to have their academic records sent to another institution or to allow parental viewing.

HOUSING ACCOMODATIONS

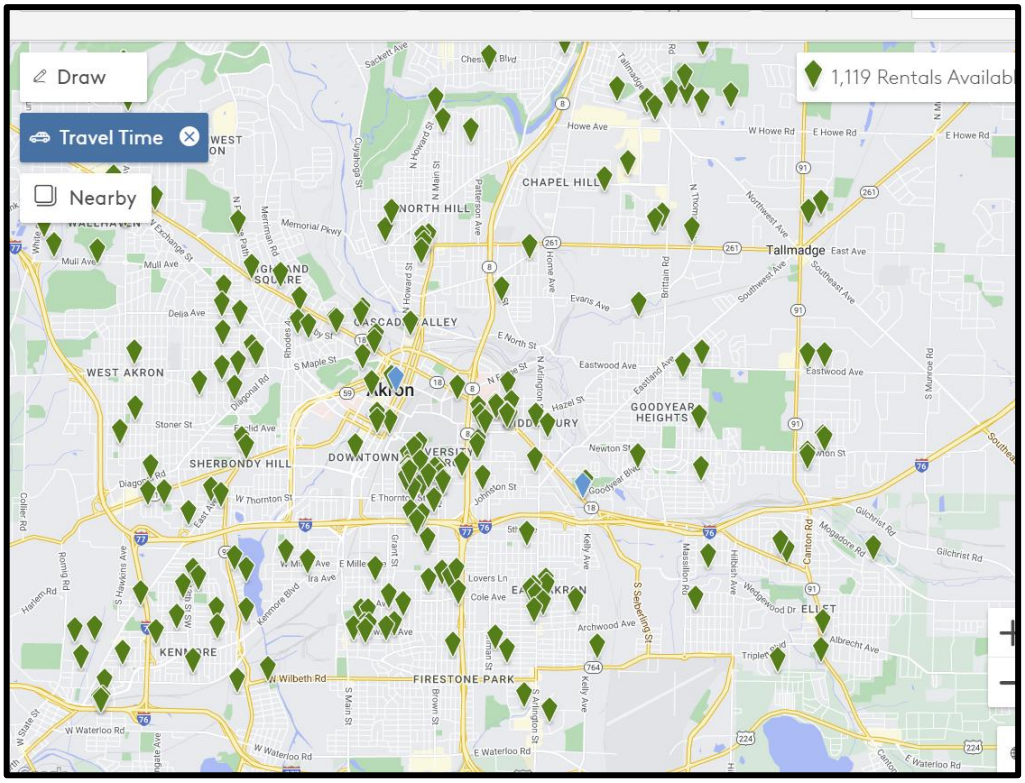
American Winds does not own, operate, or rent housing accommodations. Students are encouraged to secure their own housing. American Winds does not receive any financial gain and/ or any other form of compensation from third-party housing providers. American Winds charges students for academic tuition, books, supplies, and fees. Students are not charged for costs associated with housing.

As a courtesy to our “out of area” students, American Winds offers suggestions to the most popular housing option near the airport. The airport is centrally located between five major universities. Students may contact the universities directly to see what if available within a 15 - 20-minute radius.

Students should consider the following:

1. The number of roommates. It is typical to have an apartment or house with 1 to 4 students. Family-style housing vs. college dorm environment.
2. Locations of the housing
3. Cost of rent per month and the security deposit required
4. Cost of utilities: water, gas, electricity, and trash removal
5. Additional costs: internet, parking, laundry, pet deposit, smoker, etc.
6. Proximity driving or walking to local shops, entertainment, mall, etc.
7. Housing amenities: BBQ area, balconies, dishwasher, garage, laundry, etc.

The following picture shows approximately 1,100 apartments in a 20-minute radius of the airport. https://www.apartments.com



LEARNING RESOURCES

American Winds uses various forms of learning. residential and IDL (Interactive Distant Learning). Residential learning is the traditional academic material taught on campus. The faculty/ instructor conducts lectures, engages in classroom discussions, works in small groups, and one-on-one training. Students will have required and scheduled review boards. Review boards are two to three instructors quizzing a student on material coming up on the next stage check. Review boards are also attended by commercial students and CFI candidates. Students are allowed to attend other student review boards. In fact, this is strongly encouraged. Finally, commercial pilot students and CFI candidates will conduct student teaching to students in need. The commercial pilot students and CFI candidates will be given a specific subject to "practice" teaching. This will help sharpen their subject knowledge while the student is benefiting by getting free training. All student teaching sessions will be under the direction of the Asst. Chief and Chief Flight Instructor.

IDL is taught online using the Microsoft Teams platform. IDL courses required students to have internet access, a computer monitor, webcam, and microphone. Students must be present and online 100% of the time during class sessions.

American Winds library offers books and resources to assist instructors and students in training. Library books are online and in paperback form. They consist of FAA books, manuals, and other publications. Students may use the computer station in the classroom. Free Wireless services are available. American Winds has additional training aids: aircraft parts, TVs, computers, iPads, etc.

The institution and the flight school publish Chief Advisory Circulars which disseminate important information to all students. CAC's subjects are not limited to:

- Aircraft Renter Insurance Books
- Fee and Tuition,
- FAA Medical Certificate
- FAA Student Pilot Certificate,
- Flight Schedule Pro
- How to success at Flight School
- How to success online (IDL - interactive distance learning)
- Private Ground School,
- Student electronic records.
- Supplies

American Winds uses Microsoft Teams. All students and faculty/instructors will be enrolled in the Student Orientation Teams. The home page will have an academic calendar, links to the website and link to the online scheduler. This team will also have every training aid needed to flight train, copies of syllabi, FAA books/ manuals, American Winds Manuals, manufacturer handbooks, etc. Students must actively use this folder daily to achieve their aviation goals.

LEAVE OF ABSENCE (LOA)

Leaves of Absence (LOA) is a request from a student to take time off from academic studies while still being enrolled. LOA may be granted for emergency situations such as illness, debilitating injury, death in the immediate family, and/or military obligation. No charges will be assessed for requesting a LOA.

A LOA must be approved by the Student Services, the Vice President or Chief Flight Instructor. A student must submit a LOA Form request in advance of the beginning date of the absence unless unforeseen circumstances prevent the student from doing so. If a student does not request a LOA within a timeframe consistent with American Winds consecutive Attendance Policy, he/she will be withdrawn.

LOA are limited to a maximum of 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. An approved LOA may be extended for an additional period provided that the extension request meets all the above requirements, and the total length of the leave of absence does not exceed the specified limit. The length and frequency of a LOA must not impede student progress and must be reasonable within the context of the American Winds curriculum.

A LOA Request Form is located at the Information Center outside the Admission Department. The Form must be completed in detail with the specific reason and length by the student. The student will then sign and date the LOA request. The reason must be identified for American Winds to have a reasonable expectation of the student's return within the timeframe of the request. Student Services, the Vice President or Chief Flight Instructor will sign and accept the form. The form will be scanned and added to the student's Microsoft Teams folder and FSP.

Students will be counseled by the impact the delay will have on their educational timeline and perishable flight training skills. Students will be required to have a review of ground and flight to make sure their knowledge and flight skills are proficient where they left off on the last lesson, to proceed to the next lesson in accordance with the satisfactory progress policy.

Students are permitted to have vacation breaks not to exceed 30 days with a maximum of 60 days in a 12-month period. Multiple LOA's may be permitted provided the total of the leaves do not exceed this limit.

MAKE-UP WORK

Please refer to the Attendance Policy see page 70 and Grading Policy see page 80.

PLACEMENT ASSISTANCE & CAREER SERVICES

According to Boeing and the aviation industry, a worldwide pilot and aircraft mechanics shortage will occur over the next decade. American Winds associated degree program has the FAA approval for graduates to receive the important R-ATP Certificate allowing a pilot to be hired to the airlines in less flight time (1,250) instead of the federal regulation of 1,500 flight hours. This will allow one to be hired to the airlines 4 to 6 months earlier than someone who has not earned an aviation R-ATP associate degree.

Students must understand there are multiple factors in getting a job as a professional pilot. Prospective employers will look at the following: satisfactory attendance, code of conduct, academic progress, the test scores on the FAA Knowledge Exam, the pass or fail rates on Stage Check orals/ flights and FAA Checkrides. Prospective employers will also review the FAA Medical Certificate and the health condition of the pilot. In addition, they will also review the Health Requirements and Barriers to Employment. Students must read and understand the General Admission section of this Academic Catalog the "Health Requirements and Barriers to Employment" on Page 18 Individuals with criminal histories, untreated substance abuse

dependencies and certain medical and mental conditions are advised it may be difficult if not impossible to obtain required FAA pilot certificates or to secure employment as a professional pilot.

American Winds cannot guarantee employment upon completion of program or obtaining a Commercial Pilot Certificate. Every reasonable effort is made to assist our graduates in properly evaluating all professional options so they can make good decisions regarding their future in aviation.

American Winds looks to hire graduates from the flight Instructor (CFI, CFII & MEI) and commercial pilot courses. Each graduate is eligible for an interview with the Chief and/or the Assistant Chief for an instructor / commercial pilot position. Instructors will hire graduates based on their overall performance during training and the interview. Flight training at American Winds does not guarantee employment. This opportunity can provide the flight time and experience necessary to expand employment options in the aviation industry, worldwide.

American Winds placement assistance is available to all students who successfully completed the program and who have earned their Commercial Pilot Certificate. Upon completion of requirements, the Student Services Department will help guide qualified students through the process of finding employment. Student Services will review resumes, prepare the student for interviews, and provide letters of recommendation based on the student's conduct, performance, and professional attributes during training. It is our goal to closely match each graduate and commercial pilot with an employer of their first choice.

American Winds has working relationships with many airlines, corporate flight departments, and other aviation organizations who have hired graduates and might hire graduates. The college invites airline representatives to hold informational sessions on campus as often as possible. Participation in Placement Assistance does not guarantee employment.

REVIEW BOARDS

A review board consists of multiple flight instructors questioning a student on academic knowledge before a stage check, this offers several key benefits in a flight school environment:

1. Enhanced Knowledge Retention – By answering questions from multiple instructors with different teaching styles and perspectives, students reinforce their understanding of aviation concepts, making them more confident and prepared for the stage check.
2. Exposure to Different Questioning Styles – Each instructor may ask questions differently, like how a stage check examiner might. This prepares students for varied questioning techniques and ensures they are not just memorizing answers but truly understanding the material.
3. Identification of Weak Areas – The review board helps uncover gaps in the student's knowledge, allowing them to address deficiencies before the stage check. This targeted feedback ensures they are fully prepared.
4. Reduced Test Anxiety – Practicing under pressure in a review board setting helps students build confidence and reduce anxiety when facing their actual stage check examiner.
5. Standardization of Knowledge – Multiple instructors provide a balanced and standardized approach, ensuring that students meet the required knowledge expectations consistently across the training program.

6. Encourages Critical Thinking – Rather than just recalling facts, students may be challenged to apply their knowledge to real-world scenarios, improving their decision-making skills, which is crucial in aviation.
7. Simulates Check Ride Conditions – Since stage checks and check rides often involve in-depth oral questioning, this review board acts as a dress rehearsal, making the actual stage check feel more familiar and manageable.

By implementing review boards, American Winds creates a structured and comprehensive method for ensuring students are well-prepared, ultimately leading to safer and more competent pilots.

OBSERVATION AND BACK SEATING FLYING

"Back seat flying" is a term often used in aviation to describe the experience of sitting in the rear seat of a plane while someone else is piloting it. It offers a unique perspective and several benefits for those observing others, including:

1. Learning Opportunity: Observing an experienced pilot can provide valuable insights into aviation techniques, such as navigation, communication with air traffic control, and handling various flight conditions. It's like a real-time, hands-on lesson without the pressure of flying the plane yourself.
2. Reduced Stress: Since you're not the one in control, you can enjoy the flight without the stress and responsibility of piloting. It allows you to focus on the experience of flying rather than the technicalities of it.
3. Increased Situational Awareness: Sitting in the back gives you a chance to notice things the pilot might not focus on during flight. You can observe the aircraft's behavior, the environment, and how the pilot reacts to different situations. It helps in developing a broader understanding of the flight.
4. Perspective on Pilot Skills: Observing how the pilot navigates various flight phases—such as takeoff, landing, and navigation—allows you to truly appreciate the skill and decision-making required to fly. It offers a deeper understanding of the extensive training and experience that go into becoming a proficient pilot. A key benefit of back seat flying is the opportunity to witness different approaches to maneuvers that you might typically perform yourself. Seeing how another pilot handles a maneuver can provide valuable insights, enabling you to refine your own technique and enhance your flying abilities.
5. Appreciation of the Landscape: From the back seat, you have an unobstructed view of the landscape and can enjoy the scenic beauty in ways that the pilot might not be able to because they're focused on controlling the aircraft. You'll also have a different view of flight dynamics and how the plane responds in the air.
6. Building Confidence for Future Flying: If you're learning to fly back seat flying can help you get comfortable with the idea of being in an aircraft without the pressure of handling the controls. It helps you build confidence when flying and feeling more comfortable with the controls of an airplane.
7. Relaxation: Finally, flying back seats allows for a more relaxed experience. You can enjoy the novelty of the flight, chat with the pilot, or simply observe the flight's details without the demands that come with actively flying the plane.

Overall, back seat flying is a great way to experience aviation from a less stressful angle while still gaining knowledge and insight into the dynamics of flight.

SAFETY PRACTICES AND PROCEDURES

According to the FAA, the effectiveness of safety management depends on the organization having a positive safety culture, or the shared values, actions, and behaviors that demonstrate a commitment to safety over competing goals and demands. The FAA has published a 74-page document defining a safety culture, creating a safety system, identifying risk management, breaking down decision making, creating a safety culture, and managing safety culture.

American Winds actively reviews and uses the important topics to create a safety-oriented environment and culture. American Winds has a five-step approach to creating a strong safety culture: 1. Effective management, 2.) Emergency planning, 3.) Distinguish and acceptable and unacceptable behavior 4.) Safety responsibility from the bottom up and 5.) Open communication about safety issues. Students must have read, understand and actively use the Standard Operating Procedures Manual.

American Winds has written policies and procedures to assist students, staff and instructor to opening discuss safety hazards, incidents, or events which just need to be discussed. Mechanics, staff, and instructors attend a monthly safety meeting.

SEXUAL MISCONDUCT AND HARASSEMENT

American Winds employees, staff, faculty, instructors, etc. are PROHIBITED from having contact outside of work-related business with each other or students without approval of the President or Chief Flight Instructor. Due to the safety implications, there is no fraternization, contact, dating, etc. with employees, staff, faculty, instructor, etc. with students. This is an immediate violation of the Code of Conduct. Employees will be terminated, and students will be expelled.

American Winds is committed to fostering and maintaining an educational environment which is safe, secure and free from all forms of sexual misconduct or harassment. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. American Winds prohibits the offenses of harassment, sexual misconduct and/or participated as a witness. Retaliation is a separate cause for complaint and individuals are encouraged to report such conduct in a timely manner.

Sexual harassment is in part defined as the following:

- Unwelcome online, physical, written and/or verbal conduct of a sexual nature, whether at work or off premises, if offensive to a reasonable person.
- Making submission to or rejection of such verbal or physical conduct the basis for employment advancement, or any academic decisions that affect the employees and the students.
- Creating an intimidating, hostile or offensive environment (quid pro quo).
- Sexual misconduct includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking.

Sexual misconduct and harassment create a hostile environment, has a real impact on the lives of victims and may not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education. All reports of discrimination, harassment, sexual misconduct and/or retaliation shall be promptly made to the management team. If a member of the management staff disregards or fails to investigate adequately, or delays investigation this is also a policy violation.

The President oversees and implements the policy on harassment and sexual misconduct. American Winds prohibits harassment against any employee, student, visitor, or guest based on any class protected by law and identified above. This policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters.

No member of the American Winds team shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Individuals who experience retaliation should report the incident to the President (Title IX coordinator). American Winds prohibits any form of retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking. Sanctions Following a final determination of an institutional disciplinary procedure for cases of discrimination, harassment or sexual misconduct may be imposed including expulsion. Employees who violate this policy will be subject to discipline according to include termination. External Sources A complainant may choose to file a

complaint with the following state and federal agencies: Office for Civil Rights (OCR) – Chicago Office U.S. Department of Education John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604 Phone: (312) 730-1560 Fax: (312) 730-1576 TTY: (800) 877-8339 Email: OCR.Chicago@ed.gov Web:

STUDENT RIGHTS & RESPONSIBILITIES

American Winds is an educational training career focused on aviation, training individuals to become pilots. The training environment will be free of inferences and distractions. Student rights and responsibilities are founded on aviation industry standards.

- Students will receive an Academic Catalog, Standard Operating Procedures Manual, academic/ FAA syllabi, and other educational and training materials/aids produced by American Winds.
- Students will have an educational environment free of state and federal politics, personal bias, etc. Students' attention and studies will solely be focused on aviation. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will have a flight department atmosphere which is rooted on safety, team work, helping each other. Aircraft will be maintained to FAA and aircraft manufacture standards.
- Students have a right to quality education. The curriculum is designed by the FAA. All Students will meet or exceed FAA standards. Standard aviation instructional methodologies will be used as designed in the Fundamentals of Instructor published by the FAA.
- Students will be evaluated according to FAA standards as published in the ACS. Instructors and stage check instructors will be objective and impartial. Students will have access and will receive a copy of the academic syllabus at the beginning of each course. This will allow the student to understand the course goals and objectives, read and understand each lesson, and be able to adequately prepare for each lesson. The student will be able to understand how the final grade is determined.
- Students have the right and responsibility to participate in courses, program and instructor evaluations. The student will have the ability to give constructive criticism of the school, an instructor/ faculty, and staff.
- Students will be treated uniformly with due process, awarded according to written policies and procedures. Grievances and disciplinary action will be handled in a timely manner.
- Students will be given full disclosure and an explanation of institutional/ or third-party fees and financial obligations for a program or course.

STUDENT & TRAINING RECORDS

American Winds uses three electronic computer programs to maintain the following items: student documents, academic and training records, aircraft scheduling, and financial documentation to name a few. These three nationally recognized programs are called Microsoft Teams, Quickbooks Online (QBO) and Flight Schedule Pro (FSP). These programs are kept confidential on a cloud-based system with user levels for the highest level of security. Flight Schedule Pro pushes all financial information into Quickbooks Online. FSP pushes into QBO instantly and automatically.

Students have access to FSP with a unique username and password. FSP will hold personal documents obtained during the admission process. The FSP Transaction Section holds all

financial records, and the Syllabus section holds all academics records. FSP may be accessed by students with internet 24 hours a day and 7 days a week therefore may download and/or view any of their documents, financial transactions, or academic records at any time. Students and only individuals, the student designates (parent, guardian, or anyone over the age of 18) can request an officially printed copy of their records at any time, upon a written request to the Director of Student Services. See Transcript and Diploma Validation page 67.

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.

SURVEILLANCE: USE OF AUDIO & VIDEO AUDIO RECORDINGS

American Winds has installed video camera surveillance system to monitor activities in and around the parking lot, in front of the school, in front of the administration building, in the administrative offices/ classroom, in and around the airplane hangar, and in the maintenance facility for the purpose of security and safety for the students, staff, and aircraft. Footage from the security camera is continuously streamed 24 hours a day, 7 days a week to a local network server. Video footage is archived for one year. Information obtained through video monitoring will be used exclusively for security, disciplinary, policy enforcement, and/or law enforcement purposes. Consumer Information5: Clery Act (campus security) 34 CFR 668.41, 34 CFR 668.46,

Access to video monitoring footage is limited only to the President and Director of Operations. Video monitoring of the company premises will be conducted in a professional, ethical, and legal manner. Video monitoring will not be based on individual characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the school's non-discrimination policy. Video monitoring of the school premises is limited to uses that does not violate the standard of a "reasonable expectation to privacy" as defined by law.

Use of audio or video recording devices: IN AIR
Students are prohibited from using video recording devices in the air. Students using such devices may cause a distraction compromising safety leading to an accident or incident.

Use of audio or video recording devices: classroom/ administrative office or aircraft hangar.
With the authorization from the President and/or Chief Flight Instructor, students may use audio or video taping devices to enhance the learning experience of any activity in the classroom, in the administrative offices or in the airplane hangar building. The student must ask permission of the faculty and/ or instructor of their intent. The faculty/ instructor will then ask management.

SURVEYS & EVALUATIONS

American Winds understands the value you of receiving feedback from staff, students, faculty/instructors, mechanics, and/or the general public. Students are sent surveys after the enrollment process, during each FAA Certificate & Rating course, aviation academic course, and general education course. Students are strongly encouraged to offer constructive criticism so that American Winds can provide the best learning and safety environment. Any individual may provide feedback to management personnel at any time.

TRANSCRIPTS AND DIPLOMA VALIDATION

An academic transcript is a document from a Department of Education (DE) accredited academic institution certifying a student's academic performance and achievements awarded. The DE requires institutions to issue transcripts to students upon request. Additional transcripts may be purchased for a fee of **$15.00.** Requested transcripts will be mailed within two weeks of the date of request.

Requesting a transcript from American Winds - a student may request an official transcript from American Winds at any time. Requests must be made to the Admissions Department in person, in writing or email. Requests will be fulfilled in the order in which they were received. Transcripts will be processed within 14 business days. Students may access their unofficial transcript at any time through their student portal login on FSP.

American Winds receiving a transcript from another institution – students must request official transcripts from all DE recognized institutions to receive academic transfer of credit. Transfer of credit will be awarded during the admission process according to American Winds Transfer of Credit policy see page 75.

Diploma Validation
A student out of high school will be required to provide proof of high school graduation or its equivalent. Documented proof must include a copy of a high school diploma or a GED, a high school transcript, or written certification by a cognizant authority for home-schooled students. , All transcripts or official documents must be submitted to American Winds in a sealed envelope with the school/ institution logo or submitted electronically via Parchment from the official school/institution.

If the Admissions Department determines the GED or high school transcript may have been tampered with, the department will request an official document from the respective institution to validate that document. Any fees associated with obtaining official documentation are the responsibility of the student.

WEAPONS

American Winds is committed to maintaining a safe and secure educational environment in the air and on the ground. American Winds prohibits any individual from entering the parking lot, entrance, administrative offices, classrooms, aircraft hangar building, maintenance facility and airport premise from possession, use, manufacturing, distributing, sales, etc. of any firearm, knives, explosives of any kind, TASERs, or other weapons capable of threatening or producing bodily harm, regardless of whether the person is licensed to carry the weapon or not; with the exception of authorized law enforcement officials. Violation of this policy shall be subject to student expulsion and staff termination.

The Akron Fulton airport is governed by state and federal laws. Violating laws on an airport may also be subject to criminal prosecution by the appropriate jurisdiction. Individuals should immediately report weapons violations to the President and/ or Director of Operations. If the students or staff feel they are being threatened or are in immediate condition of bodily harm, they are advised to call 911. if they feel an immediate threat of bodily harm. It is important to provide a description and location of the individual carrying the weapon.

WI-FI SERVICES

American Winds is committed to maintaining a quality educational experience. In doing this, wi-fi is available to all students, however, they will not have full administrative access. Students will have access to the network environment while in the parking lot, in the administrative building, aircraft hangar, and maintenance facility. The wi-fi password is located at the Student Services counter.

As a condition of use of the network, the following conditions must be accepted by the user:

- The user of wi-fi will not give the password to any individual. The password is distributed by the Admission Department or Student Services.
- No activity will be conducted or distribution of materials in violation of local, state, or federal laws.
- The user of the wi-fi will not attempt to circumvent security firewalls or authorizations to “hack” into any hosted electronic programs, accounts or systems.
- The user agrees they will not view, engage in or post pornographic, offending, or indecent materials while on premise.
- Distribution of any software or materials in violation of any copyrights or distribution licenses.
- Dissemination of spam and/or viruses, whether knowingly or as the result of a worm or virus on your computer, is prohibited. Attempting to send any virus or malicious material including any type of "Out of Band" packet to any other Internet user is prohibited.
- The user agrees to use copyrighted material, trademarked logo, etc. legally.
- The user is prohibited from: cyber bullying, harassing, inappropriate use of language, spamming, mail-bombing, Creating or participating in pyramid schemes or chain letters, posting slanderous or defamatory materials, articles or comments to anyone.
- Use of TCP, or UPD port scanners to scan remote networks without the express written consent of that networks' administrator is prohibited.

POLICIES & PROCEDURES

ACADEMIC

Each student is enrolled into Microsoft Teams: Student Orientation. Students have access to this team 24/7 while online. This team hosts a variety of valuable resources including the Academic Catalog, FAA manuals, enrollment documents, and Chief Advisory Circulars.

Enrolled students will also have access in the online Flight Scheduler Pro (FSP) program using their student log-in and password.

ATTENDANCE AND MAKE UP WORK

For additional information which might be related to attendance, see Grading/ Satisfactory Academic Progress Policy see page 80 & the Cancellation and Refund Policy on page 91.

Students are informed of this policy during a campus visit/open house. This policy is reviewed with the students at the time of student orientation with the admission department, the flight department, the instructor orientation, and at the start of each course. The attendance policy is explained in this academic catalog and each academic course syllabus, FAA approved syllabus given to the student for each course and displayed on the Student Instructor Communication Board.

Important Enrollment Criteria a student must know:

1. Enrolled but did not attend class
2. Proof of attendance
3. Punctuality, tardiness, and/or early departure
4. Student Absence from Class
5. Last Date of Attendance (LDA)
6. Flight Lab attendance
7. Flight Lab No Show or Late Cancellation
8. Inclement weather (tornado, winter storm, etc.)

1.Enrolled but did not attend class

If a student has enrolled in a college program but has not attended the class or cancels enrollment prior to the class start date, the student will receive a refund.

2.Proof of Attendance

Proof of attendance will be achieved in a variety of ways depending on their designated course (residential, IDL, or flight lab). Falsification of attendance or any educational record is a violation of the Code of Conduct and is subject to disciplinary action. This act may result in expulsion from American Winds. It is also a violation of FAA regulations.

The ways of documenting attendance are logging into FSP, flying an aircraft, logging into Microsoft Teams, or signing the attendance sheet. Residential course students are expected to take responsibility to sign the attendance sheet at the beginning of each class they attend. Ground and flight lessons will be documented according to FAA regulations. Faculty/ Instructors will verify attendance. IDL courses students are given unique usernames and passwords to log into Microsoft Teams. Each time a student logs into a class, it is documented electronically. Teams will produce a report of attendance. IDL students are also required to be on camera during class. The flight lab is documented in the online program called FSP (Flight Scheduler Pro) in accordance to FAA regulatory standards.

3.Punctuality, Tardiness, and/ or Early Departures

The aviation industry demands pilots to maintain a strict time schedule. American Winds trains "Future Captains" therefore airline flights must depart on time. It is imperative students understands and adheres to this policy. **Students are expected to arrive 15 minutes early** for academic class so the instructor may start and end according to schedule. The American Winds motto is: "If you are not :15 minutes early… YOU ARE LATE." Students must understand they must complete the task at the assigned time. If students need additional time to prepare for an academic course such as setting up their laptop, then they must arrive in an adequate time frame to begin class on time. The faculty should not have to wait to start class.

Class Later Arrivals - students are expected to arrive at least :15 minutes to 20 minutes early for classes, small group or one-on-one learning. This will allow time for the students to gather their thoughts, organize their workstation, and be ready for class to begin on time. A student will be considered tardy at the beginning of the scheduled class start time. Tardiness or late arrivals begin at the scheduled class start time.

Class Early Departure - it is considered leaving more than zero (0) minutes before class has been dismissed. While class is in session, students are expected to remain in the classroom learning until the schedule class ends at the time. Early departures cause disruption deteriorating the learning environment.

4.Student Absence from Academic Class

Students training at American Winds should understand the curriculum they are learning directly affects their ability to foster a safe environment, be a safe pilot and to become a professional pilot. Attendance is extremely important. American Winds understands "life happens" and an absence may be unavoidable. A student must notify their faculty/instructor prior to the absence when possible. This will allow the student to work with the faculty/instructor to obtain the course curriculum which will be taught so the student can continue their education on the set schedule. If an emergency should occur and prior notification cannot be provided, the student must contact American Winds as soon as practical. The accrediting bodies have defined absences in two categories: 1.) Excused and 2.) Unexcused

Excused Absences

There are no excused absences for the Aviation Academic Courses and FAA Certificate & Rating Courses. The FAA regulation requires 100% attendance for academic class, ground, and flight lessons to gain the required aeronautical knowledge and flight skills explained in the federal regulations and ACS (Airmen Certification Standards) book. In the event a student should miss an aviation academic class, a scheduled ground lesson or scheduled flight lesson, they will be required to make up all the course material at their own expense within one week of the missed class, ground and/or flight lesson.

General Education Courses are allowed with two (2) absences. Students must make up all course material within one (1) week of the absence. A student will receive a failing grade for the required assignments if not completed within one (1) week of the absence.

A student enrolled in a General Education Course will be terminated from that course and receive a failing grade (F) if the student has:

1. Two (2) absences in the enrolled General Academic Course.
2. Two (2) consecutive absences in a one-week timeframe for the date of class missed without contacting American Winds.

Unexcused Absence – An unexcused absence is defined as a student who did not attend an assigned class date for a course without notifying their faculty/instructor, the Director of Academic Affairs, and the Chief Flight Instructor.

Acceptable forms of notification for absence are:

1. In person
2. Phone call to speak to the Chief Flight Instructor 330-733-2500
3. Phone call to speak to the faculty or instructors (text message is not acceptable)
4. Notification through Microsoft Teams messaging portal

An unexplained absence is defined as a student who could not provide acceptable documentation of an absence to be considered an approved absence.

1. Students in General Academic Courses must provide documentation to their faculty within one week of the event. The Admissions Department is the has the final authority.
2. Students in FAA Certificated and Aviation Courses must provide documentation to their instructor within one week of the event. The Chief Flight Instructor has the final authority.
3. The President has the final authority in the event of a mediation or disagreement.

Students may not complete make-up work related to material that has not yet been presented within their respective program of study. Make-up may be done online or in person.

Discussion forum make-up due to the nature of the discussion forums, active participation is required during the specific time frame when the discussion forum is open. Once the time has expired and a discussion forum is closed, students will not be able to submit make-up related to a closed discussion forum.

5.Last Date of Attendance (LDA)

An enrolled student who withdrawals from an academic course will receive a full refund if they drop within the first fourteen (14) days of the term. On the 15th day, from the start of the term, the student will not receive a refund. See Refund Policy page 87. Terms start on the following dates: Jan. 2nd, April 1st, July 1st, and October 1st. See Enrollment Schedule page 14 - 16 There are no refunds for flight lab portions after the 15th day of the start of the term.

Services Rendered

The student is held responsible for all flight/ground lessons incurred/ received during the first fourteen (14) days of the term. In other words, if a student begins flying on the first day of the term through the Drop Date fourteen (14) day, they will be responsible to pay American Winds for all flight/ ground lessons occurred during the lab portion.

6.Flight Lab Attendance

The FAA Certificate & Rating Courses, according to federal regulations, requires 100% student participation and attendance. Attendance for ground and flight lessons will be notated in the FAA approved syllabus documented in our online program called FSP (Flight Schedule Pro).

- Per FAA regulations there are NO exceptions and NO excused absences.
- A student missing instruction will be required to make up the course material at their own expense (current tuition rates) and time.

FAA regulations require 100% student participation and attendance in all scheduled classes, ground, and flight lessons. A student missing instruction will be required to make up course material at their own expense and time. Student using Veteran Benefits or enrolled as a Liberty Student, must pay out of pocket for “No Show, Late Cancelation Fees, or flight overage” fees see page 70, 71, 73 and page 89.

Fight Lab Punctuality

Students must arrive 30 to 45 minutes early at a minimum for their scheduled flight training. They are required to check in with dispatch, Director of Operations, and the Chief Flight Instructor. This is mandatory in the interest of receiving a debrief of the daily events, aircraft availability, maintenance statuses, and/or safety operations. Failure to arrive on time will result in disciplinary procedures and removal from flight status. Students will receive retraining from

management and will then be returned to active flight status.

New students and students who need extra preparation or flight planning must arrive one hour prior to their scheduled flight departure time. Preparation time depends on whether the flight is dual or solo, VFR vs. IFR, local or cross country and day vs. night. Allocating appropriate time starts with preparation the day prior to a scheduled flight. Students must factor in time to calculate weight and balance, performance data, obtain a professional weather briefing, prepare the flight for the designated lesson and a list of other tasks (depending on flight conditions, lesson objectives, and completion standards.) Students must budget adequate time to open the hangar door, pull out the airplane, preflight, engine start and taxi procedures. The expectation is that a student who schedules a flight time from 9 am to 11 am will have the engine running at 9 am. Not walking out to the airplane at that time.

Students who anticipate missing a scheduled flight lesson must cancel at **least two days** in advance or a full 48 hours. Example: A student may cancel on Monday for a Wednesday flight. A student will be charged if they cancel on Tuesday for a Wednesday flight. Failure to provide advanced notice of cancellation or to do so will result in the a "No Show or Late Cancellation" charge. Tardiness will be addressed by charging the student at ground rates commencing at the scheduled flight time. Tardiness will reduce their block time and will not be allowed to fly into another schedules block. If a student flies into another student's blocked time, there will be a Penalty Charge see page 89 – 91.

Aircraft Arrival - a student must return the airplane to the designated area :20 minutes prior to the end of their scheduled flight time. If a student returns late flying into another scheduled block, he/she will be charged 1.5 times the overage at current rates. This is unprofessional behavior to other students and instructors while interrupting the entire days flight schedule.

7. NO Show or Late Cancellation

The No Show and Late Cancellation Policy was designed to curb or stop students from canceling arbitrarily or without notice. American Winds kindly asks students to be considerate of others adhering to the flight scheduler. An empty time slot is a lost opportunity for another student to continue their flight training. No-shows are documented in the online computer program FSP Flight Schedule Pro.

There are two categories for cancelations:

1. Non-Weather Related - maybe work related, personal issues, family related, illness, car problems, forgot flight was booked, etc.
2. Weather Related - VFR flights canceled due to IFR conditions. IFR students should consult their instructor to see if the flight will continue. On poor weather days, the ATD may be used, or the student may have a ground lesson.

NO Show/ Late Cancellation charges for ground or flight lessons: see page 89.

1. First offense – warning and no charge.
2. Second offense – a charge for the ground instruction time scheduled with the instructor.
3. Third offense - includes a charge for both the airplane flight time, instructor, and ground time scheduled.
4. Additional Offenses see #3. Attendance Policy – Unexplained Absence and Termination from Course. See page 70 – 72.

If a student feels they cannot attend a scheduled ground or flight lesson, they must immediately call their instructor. Each student should have their instructors cell phone contact. If their

instructor is unavailable, the student should call the Chief Flight Instructor at 330-733-2500. A message may be left with the Director of Operations only if the afore mentioned contacts are unable to be reached. However, a message may not be left with the receptionist answering the phones in lieu of speaking to the proper person. A text is NOT an acceptable form of communication!!!

A student may cancel or reschedule any flights without a charge if canceling 48 or more hours (a full two days) prior to the scheduled time. A student cannot remove themselves off the scheduler within 24 hours of a scheduled ground or flight lesson due to the programing of FSP. Students must contact their instructor or the office to have it removed. Example: If a student calls on Monday they may cancel for Wednesday without charge, and a cancellation on Tuesday for a Wednesday ground lesson or flight = late cancellation fee will be assessed.

No-Show Charge Dispute
If at any time a No-Show charge is assessed to a student and he/she feels this charge is in error or a legitimate excuse exists, the student may petition the charge to the Chief Flight Instructor within three (3) days. This policy applies to all students. It is not designed to take advantage of student misfortunes but to ensure students are considerate and courteous to others.

Student using Veteran Benefits or enrolled as a Liberty Student, must pay out of pocket for “No Show, Late Cancelation Fees, or flight overage” fees see page 102 & 103.

8.Inclement weather (tornado, winter storm, etc.)

Ohio is a beautiful place to fly. The state has many types of weather: sunshine, clouds, low visibility, varying winds, snow, icing, and even tornados. During inclement weather or other emergency situations, it may be necessary to cancel classes. Classes will be cancelled two hours prior to a class or if the weather is severe the morning of / evening prior.

Class schedules will be adjusted appropriately to accommodate the missed classes. School closing information can be obtained by calling (330) 733-2500 or contacting the faculty/ instructor. The following television stations will post information regarding school closings: CBS, NBC, ABC, and/or FOX by 7:00 a.m. American Winds also posts school closing information on social media (IG, Facebook, etc.).

CREDIT TRANSFER INFORMATION

American Winds recognizes it is in the best interests of some students to have the ability to transfer earned credit hours to other approved institutions of learning. American Winds accepts transfers of credit hours for incoming students and will gladly transfer its student's earned credit hours to other institutions upon written request from the student. American Winds cannot guarantee credits earned at American Winds will be accepted at any other educational institutions. However, the FAA has set forth guidelines for Part 141 transfer of credits.

Transfer of Credit is evaluated and accepted according to the FAA, OSBCCS, and ACCET policies and procedures. Transfer of Credit is awarded during the admissions process and published in the current Academic Catalog. Due to the unique nature of transferring these credits in, American Winds reserves the right to transfer in or deny based on the quality of information provided during the admissions process. The Vice President will have the final decision on transferability of courses.

Students may receive credit for academic courses for the college program. American Winds college programs consist of three categories:

1. FAA Certificate Courses
2. Aviation Academic Courses
3. General Education Courses

Students may receive credit for their General Educations Courses from outside accredited institutions such as high school, college, and universities. Students must have successfully completed the transferable course(s) and have them documented on an official transcript. The official transcript must be sent to American Winds Admission Department. See Admission Process for further detail page 23 - 26

Students may transfer course(s) by the following methods:

1. Testing and Exam credit
2. Occupational Training or Alternative credit
3. Military Training credit
4. Credit from an approved institution (high school, college, or university)
5. Tuition Reduction for Transfer of Credit
6. Evaluation for Flight Proficiency Testing
7. Transfer of Credit General Rules
8. Transfer of Credit Documents Needed – Completed Course
9. Transfer of Credit Documents Needed – In Progress Not Completed
10. Transfer of Credit Appeal Process and Decision

1.Testing and Exam Credit

American Winds does offer options for earning credit through examinations such as the ACT Proficiency Examination Program (PEP), the Regents' College Examinations, the College Board's Advanced Placement (AP) program and College level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Testing (DSST), widely accepted industry certification, or institution-developed test.

Transfer of Credit is evaluated and accepted according to the Federal Aviation Administration, regulations and OSBCCS and ACCET policies and procedures. Transfer of Credit is awarded during the admissions process and published in the current Academic Catalog

2.Occupational Training or Alternative Credit

A student may earn college credit for the General Education Courses via a method other than enrolling into a required course from an approved institution. These credits may be accumulated through work-related and on-the-job training experiences or have completed nationally recognized professional credentials. The aviation industry does not have occupational training qualification for FAA regulatory requirements for aeronautical experience and/or flight skills for a certificate or rating.

3.Military Training Credit

A military service member may take courses during their military career which may count towards General Educational Courses. The veteran should have an official copy of their Joint Service Transcript sent to American Winds Admission Department.

4.Credit from an Approved Institution (high school, college, or university)

General Education Courses

Within the State of Ohio completed courses – American Winds will transfer credit for college level general academic courses from another accredited academic institution within the State of Ohio. The OSBCCS sets the curriculum and standards for these general academic courses therefore providing standardization and transferability within the state. The student must successfully complete each course with a grade of a "C" and 70% or greater. A student is not limited to the number of general education courses transferred in. Admissions will apply transferable course credit according to the student's program requirements.

Out-of-state completed courses - A student training outside the State of Ohio, must provide to American Winds an official transcript and the institution's academic course description from the current academic catalog pages for that course. Admissions will review the course curriculum to see if it meets the standards set by the State of Ohio for transferability.

Aviation Academic Courses

Students are expected to enroll in and attend American Winds College Aviation Academic Courses on campus: AV350, 351, 352, 353, 354, and 355. A student who has completed these course(s) from an accredited academic institution with an "A-" and 90% or greater, must provide to American Winds with an official transcript and the institutions academic course description from the current Academic Catalog. Admissions will present this documentation to the Chief Flight Instructor for review of the course curriculum, standards, and transferability. American Winds will administer an entrance exam for each course transferred. A student must pass an entrance exam with a passing grade of "A-" and 90% or greater. A failure to pass this exam will result in the student enrolling in the course at American Winds.

FAA Certificated and Rating Courses

Ground Courses

American Winds will transfer in credit for completed ground courses with a passing grade of "A-" and 90% or greater. American Winds will administer an entrance exam for each course transfer of credit is issued. A student must pass an oral and written entrance exam with a passing grade. A student requesting to transfer credit in who has failed to pass these exams will result in the student receiving ground training at the student's expense (current rates) until the exams are passed. VA Benefits may not be used to cover these costs. Students must meet the FAA requirements published in the Airmen Certification Standards (ACS) and FAR/AIM book.

Flight Lab

Completed courses

American Winds will handle on a case-by-case basis, students who have completed their flight course however have not completed their FAA Certification Practical Exam (Checkrides). Guidance will be set forth using the FAA regulations and ACS.

Incomplete courses

American Winds will transfer in previous flight training according to provisions set forth in the FAA regulations Part 61 & 141 for the appropriate Certificate or Rating sought.

5.Tuition Reduction for Transfer of Credit

Academic Courses

Students will receive a reduction in tuition for each academic course transferred. A student will only be assessed a one-time credit transfer fee of **$450** for all credits transferred. This flat rate applies to academic courses completed and pilot certificates and ratings issued by the FAA.

Flight Lab Course – Completed

American Winds will award transfer credit for earned FAA Certificates and Ratings. However, the college program required a designated number of courses taken at American Winds. Therefore, the student is limited to the number of courses or FAA Certificates and Ratings they will be able to transfer into the college program.

Special Note: A student wishing to earn an associate degree with the Restricted ATP approval must complete their Instrument Rating and Commercial Pilot Certificate at American Winds according to FAA federal regulations. American Winds will award earned credit for the Private Pilot Certificate and Instrument Rating only. See page R-ATP Admissions requirements.

Students will receive credit for the appropriate ground and flight courses corresponding to the FAA Certificates or Ratings held. Admissions will apply transfer of credit for courses appropriate to the student's program requirements.

Flight Lab Courses – In progress and Not Completed

American Winds will issue credit for a flight course completed by a student with an FAA Pilot Certificate and Rating. If a student has trained at another flight school or institution, their training experience will be transferred according to the FAA regulations. The FAA explains transfer of credit procedures in CFR Title 14, Part 61, and Part 141.

The FAA has made provisions to transfer previous flight training to American Winds Part 141 curriculum. If the student was in the process of obtaining a certificate or rating but has not finished, they have two options here at American Winds. They can continue training under Part 61 or transfer to American Winds Part 141 syllabus. After a detailed review, it may not be advantageous to transfer credit under Part 141 and the student may wish to complete their training under Part 61. In this case, American Winds will transfer credits under Part 61 in accordance with current FAA regulations.

FAA Regulation Title 14 CFR Regulation 141.77

The transfer of training hours (ground or flight) earned at a FAA Part 141 flight school is governed by Title 14 CFR Regulation 141.77 (c)(1) (2) (3) (4).

- The receiving school determines the amount of course credit to be transferred under the FAA regulation, based on a proficiency test, knowledge exam or both. A proficiency test and/or knowledge exam will then be scheduled to determine the amount of credit that

will be allowed to transfer and determine if recurrent training needs to be implemented for proficiency. The student will be informed of the results of this evaluation and to the amount of credit received.

- Credit for training specified under FAA regulations may be given only if the previous provider of the training has Certificated in writing, or other form acceptable to AW as to the kind and amount of training provided, and the result of each stage check and end-of-course test, if applicable, given to the student.

6.Evaluation Flight or Proficiency Test

Students must be current in their knowledge and flight skills to meet the FAA Certificates and Ratings held at the time of transfer of credit. If students are not current in their aeronautical knowledge and flight skill level, they are responsible for receiving additional training at current rates.

An evaluation flight may be required according to FAA regulations for transfer of credit. A proficiency test may be required for the transfer of credit for a FAA Certificate or Rating. A proficiency test will be required when a student's recency of knowledge and/or flight skills may be in doubt. A student must adhere to the proficiency and skill level of the certificates and ratings held.

An evaluation flight or proficiency test will be completed by an authorized designee according to the FAA regulations, appropriate ACS and current FAA approved American Winds syllabus.

There is not a fee for the evaluation/test however, the student will be charged at current published rental rates for the aircraft, the instructor, and fuel surcharge. The student will also be charged for ground time, preflight to discuss the proposed flight plan, post-flight to discuss the flying and the assessment of his/her skill level to meet the required standards. The student will be assessed accordingly.

The student may cover the cost of the flight or test by self-pay and/or student loans. VA benefits may not be used to cover evaluation or proficiency tests.

7.Transfer of Credit General Rules

1. Course credits older than five (5) years – students requesting transfer credit for General and Aviation Academic Course credit will be assessed on a case-by-case basis. If transfer of credit is not awarded, a student will enroll in a course according to current enrollment procedures.
2. Completed FAA Certificates and Ratings - students must be current in their aeronautical knowledge and flight skills to meet the FAA certificates and ratings held at the time of transfer of credit.
3. Incomplete Academic Courses - Students will not receive transfer credit for incomplete General or Aviation Academic Courses from any academic institution.
4. Incomplete flight courses - students will receive transfer of credit according to the FAA regulations (Part 61 or 141).
5. Accredited academic institutions must meet Ohio, FAA and AW requirements.
6. Transfer of Credit will be agreed upon prior to the completion of the admission process and credit awarded to the student.
7. Transcripts will be processed within seven (7) working days of receipt of the required information.
8. Approved by the Admissions Department overseen by the Vice President.
9. Fee - Transfer of Credit **($450).** Students transferring credit will be charged a fee. This

fee is uniformly charged to all students regardless of their method of payment: self-pay, and student loan. Veteran Benefits information page 97. Transfer of credit page 101.

10. Fee - Official Transcripts **($15).** Only students requesting a transcript will be charged.
11. If additional training is needed, student using Veteran Benefits or enrolled as a Liberty Student, must pay out of pocket for the "flight evaluation" or "proficiency check".

8.Transfer of Credit Documents needed - Completed

1) Official transcript from accredited institution - student may hand deliver an unopened official copy or the institution may email or use postal system.
2) Course number, description, and credit hours from the current Academic Catalog of accredited institution.
3) Copy of the original FAA Certificate(s): front and back
4) Contact information (name, address, phone number, email etc.) for: Institution, Chief Flight Instructor, authorized instructor, etc.
5) Student logbook itemizing flight training with instructor endorsements (when applicable).
6) Contact information (name, address, phone number, email etc.) for: Institution, Chief Flight Instructor, authorized instructor, etc.

9.Transfer of Credit Documents needed – In Progress or Not Completed

1) Part 61/141 proof of successful completion of training with copies of: syllabus- ground &/or flight lessons, FAA Knowledge Exam, & Stage Check performances, etc.
2) A certification letter from the authorized instructor attesting to the type of training (Part 61/141), ground knowledge subject areas, flight training detailing areas of operation(s) and tasks performed.
3) Student logbook itemizing flight training with instructor endorsements (when applicable).
4) Contact information (name, address, phone number, email etc.) for: Institution, Chief Flight Instructor, authorized instructor, etc.

10.Transfer of Credit Appeal Process and Decision

Students who wish to appeal the decision of the transfer of credit must write a letter to the Vice President within seven (7) working days of receiving the transfer of credit denial. The letter must include the following:

- The name(s) of the previous institution(s) attended, the name and number of each course for which the student was denied transfer credit, and the date(s) the student was enrolled in each course.
- Certifying documentation of course: description, syllabi, academic catalog.
- A detailed explanation of why the transfer was denied and the specific references as to why American Winds should grant the transfer of credit.

The Vice President will meet with the Chief Flight Instructor to review student's appeal consulting the academic catalog, policies/procedures, and FAA regulations. The Vice President's decision will be final opinion. The student will be notified in a timely manner of American Winds decision in writing.

American Winds reserves the right to terminate a student from a course, a program, or the institution. The following is a sample list of reasons for terminating a student:

- His/her has or a mental or physical impairment which causes poor (or a lapse in) judgment and behavior creating an unsafe environment.
- Conduct unbecoming of a pilot, is deemed to be unsafe, is careless and reckless creating an environment compromising the safety of oneself/ others/ property/

aircraft/ and/or is in violation of governmental and accreditation agencies and/or AW manuals, policies, and procedures.
- Violate the school's policies and procedures in this catalog, the SOP manual, or state or federal laws/regulations. If a student's behavior is outside of written policy, the President, Chief Flight Instructor or Director of Operations reserves the right to discipline or terminate the student.

Decisions to terminate students are subject to appeal. The student will have the right to appeal the decision in writing within seven (7) working days of termination.

Appeals will be heard by a committee comprised of two senior staff members and the President. The student will be notified in a timely manner of the committee decision in writing. When practical the final determination will be made available in writing within seven (7) working days. All decisions are final. All unused course materials will be forfeited. Refer to Cancellation and Refund Policies.

GRADING / SATISFACTORY ACADEMIC PROGRESS

American Winds grading and satisfactory academic progress policies applies to the professional pilot program.

A student enrolled in a program will be considered a graduate when they have completed the required courses with a satisfactory grade. Upon graduation of a degree program, the student shall receive a diploma (associate & FAA R-ATP Certificate). Upon graduation of a non-degree program, the student shall receive an American Winds certificate.

A student must achieve a cumulative score of 80% or higher in all courses to graduate from a program. Professional pilots must know their required knowledge set forth by the FAA. Failing to know the required information will compromise safety. Aviation does not grade on a curve and number grades are not rounded up! A 79.9% is a failure. There are no exceptions or appeals to this policy.

The word "certificate" has TWO different meanings to the FAA and the Department of Education (ACCET & OSBCCS). American Winds is an aviation company/flight school. All uses of or references to the word "certificate" will be the interpretation of the FAA, regulations, or standard meaning in the aviation industry. See Explanation between FAA vs accreditation page 27 - 30.

Course

As the governing body of aviation, the FAA outlines in the federal regulations the academic knowledge and flight skills required to achieve a Pilot Certificate (Private Pilot or Commercial Pilot) and/or rating (instrument, single/multi engine and land/sea). These standards are set forth in but are not limited to the following FAA publications: current FAR/AIM, the appropriate Airmen Certification Standards (ACS)/ (PTS), FAA-H-8083-3, FAA-H-8083-25B, and FAA manuals, handbooks, AC's, AD's, Orders & Notices, Policy & Guidance etc. Students must understand aviation requires mastery of knowledge and skill to meet FAA standards. A failure to meet FAA standards will result in a failure to pass a course(s) which will result in not graduating from a program.

According to each course, grades will encompass a combination of homework, quizzes, exams, projects, ground, and flight lesson, etc. Students must refer to the course syllabi for further details on the requirements and weighted values. The grade achieved for each assessment in

the course will be calculated for the final course GPA.

Increments for Evaluation
Each FAA Certificated and Ratings is broken into a ground and flight course. Each of these courses has three stages. In the ground course, students will have ground lessons and 3 stage check written stage exams. In the flight course, students will have flight lessons and 3 stage check fight evaluations. A failing written stage exam of 79.9% and lower and/or unsatisfactory flight evaluation(s) will not allow a student to move on to the next stage. The Chief Flight Instructor has limited authority to deviate from the syllabus. See the FAA Approved course syllabus for additional details.

Maximum Timeframe
Students are strongly advised that their performance, dedication and study habits directly control their ability to meet the timeframe to completion of a course or program. Maximum timeframe to explained in the Academic Course and Program Information section. Weather may potentially cause some delay and should be taken into consideration.

FAA Certificated and Rating Courses – use two grading systems: 1.) a numeric grading scale and 2.) for the syllabus, the FAA scale of: satisfactory (S) and unsatisfactory (U).

Flight course lesson is based upon the same grading scale used by the FAA (satisfactory (S), unsatisfactory (U). Each flight course consists of flight lesson, stage checks and a Practical Test Exam or Checkride with an authorized individual (Example: A student must achieve a "S" to proceed. If a student achieves a "U", the student must receive additional training at the student's expense. Students must demonstrate flight skills to pass their Stage Checks/ Practical Test to earn a FAA certificate/ rating & pass the course.

FAA Practical Checkrides: FAA Certificates and Rating Courses will receive an "A" in the course if the FAA Practical Test (Checkride) is passed first Attempt. If the student fails the first FAA Practical Test (Checkride) on the first attempt but passes the second attempt, the student will receive a "B" in the course. If the student fails the second FAA Practical Test (Checkride) on the second attempt, but passes on the third or subsequential attempts, the student will receive a "C" in the course. If the student fails the FAA Practical Test and does not pass or attempt to retake the test, will earn a "F".

AW has set a minimum passing score on all FAA Certificate & Rating Courses and Aviation Academic courses of 80% (B-) or higher. The student will fail the course with a performance level of 79.9% and will have one chance to repeat the course to reach a passing grade of 80% has been achieved. The FAA regulations state the Knowledge Exam passing score is 70%. Although this may be true, a student must earn a combined score of 80% or higher to pass ground courses (AV100, AV200, AV300 etc.)

The minimum passing grade is an 80% or greater and/ or a satisfactory grade.
(A) 93-100, (A-) 90 – 92, (B+) 87 – 89, (B) 84 – 86, (B-) 80 – 83, (F) 0 – 79

FAA Certificate & Rating Course – "IP - In Progress"
A student must complete a course prior to enrolling in the subsequent course. According to FAA regulations, there are two times a student who is not authorized to enroll into two flight courses at the same time. 1.) AV100L Private Pilot Course and AV200L Instrument Rating and 2.) AV300L Commercial Pilot Course and any of the AV400, 410 or 420 Flight Instructor Courses.

During a flight course, there may be several situations which may prevent a student from completing their flight course or flight lab prior to the end date. Several reasons maybe: adverse weather conditions, aircraft maintenance, availability of aircraft, and availability of DPE's – Designated Pilot Examiners.

If the student is in a program with the intention of graduating with a college degree, the student must enroll in the flight course and successfully pass the course to receive credit. Students enrolled in a flight course must maintain continuous enrollment until they receive the final grade. If a student does not complete their flight course in the enrolled term, the student will receive a "IP – In Progress" until the flight course has been completed and has passed the checkride.

In the event a student does not complete the required flight lessons, Stage Check and / or FAA Practical Test (Checkride), the student will be allowed one additional term to complete the required flight training, Stage Check(s) or Checkride. The Chief Flight Instructor may authorize one additional term to complete a flight course only in the event of aircraft maintenance such as: a replacement of an engine or damage to the aircraft.

The student will receive a grade of "IP In Progress". A student will earn a letter grade based on how many check-ride attempts. See "FAA Practical Checkrides on previous page. Students who take a term off or do not return to complete the flight course will receive an "F - Fail". If a student completes a flight course vocationally, the student may request "Transfer of Credit" in for this course according to the Transfer of Credit policy. See page 75.

Aviation Academic Courses – a maximum of one re-attempt will be allowed on any quiz, exam, or homework within seven (7) days of original due date. The student will be awarded an average score of the two. If a student earns an 79.9% or lower, a student has failed the course and credit will not be awarded. The student will have one chance to repeat the course to achieve a passing grade of 80% or greater.

The minimum passing grade for Aviation Academic Courses is: 80% and greater.

General Academic Courses – uses a numeric grading scale and have a minimum passing score of 60%. The students will fail the course with a performance level of 59.9%. The student will have one chance to repeat the course to achieve a passing grade of 70% or greater.

The minimum passing grade for General Education Courses is: 60%. (A) 93-100, (A-) 90 – 92, (B+) 87 – 89, (B) 84 – 86, (B-) 80 – 83, (C+) 77– 79, (C) 73 – 76, (C-) 70 – 72, (D+) 67 – 69, (D) 63 – 67, (D-) 60 – 62, and (F) 59% lower fail.

Failure of Grading / Satisfactory Progress or a Course

A student who fails his/her academic knowledge or flight skills set forth by the FAA for each lesson, Stage Check, FAA Knowledge Exam or FAA Checkride will be called deficient areas. Students must get retraining in all deficient areas be retested and to prove they meet FAA standards as defined and published in the FAA ACS book.

A college student who has failed a course, will be allowed to re-enroll in that course for one more attempt. If a student earns a failing score the second time, the student will be dismissed from the program for which they are enrolled. American Winds will take appropriate action in seven (7) working days upon notification by a faculty/ instructor for students who has falling below Satisfactory Academic Progress standards or have failed a course.

Consequences of Failure to Meet Standards

Consequences – Each flight lesson must be completed, in its entirety, with a satisfactory passing grade. Any course work not completed must be done in order to complete the lesson and/or course. Partial completion will result in an "U" unsatisfactory. Failure to meet the academic standards for each lesson, Stage Check, or FAA Practical Test (Checkride) will require retraining to address deficiencies. When FAA standards are not achieved, the student may not move on to the next lesson, Stage Check , or achieve a FAA Certificate or Rating.

Flight Training Courses – FAA regulations provide strict guidelines for determining Satisfactory ("S") and Unsatisfactory ("U") performance in lessons, as well as the retraining requirements following an unsatisfactory performance. American Winds satisfactory progress is as follows: After two (2) consecutive unsatisfactory Checkride events, the student may be assigned to a different instructor. If future unsatisfactory performance occurs on the Checkride the student will be referred to the Chief to decide whether additional training will produce satisfactory results or proceed with termination of the student for unsatisfactory performance.

Aviation Academic Courses - a maximum of two re-attempts will be allowed on any exam, quiz, or test. The student will be awarded an average score of the two. If a student earns a 79.9% or lower, a student has failed the course and credit will not be awarded. A score of 80.0% and greater is a passing grade.

General Education Courses – a maximum of two re-attempts will be allowed on any exam, quiz, or test. The student will be awarded an average score of the two. If a student earns a 59.9% or lower, a student has failed the course and credit will not be awarded. A score of 60.0% and greater is a passing grade.

Probation

American Winds does not have academic probation. Students must understand the dedication, effort, and money required to become professional pilots. The FAA sets the curriculum, requirements, and standards. A student's failure to achieve the minimum standards is an indication that the student should choose another profession. A student's failure to meet FAA standards is cause for dismissal. A student may be dismissed from college and choose to train under the Part 61/141 course curriculum. If a student eventually gains the academic knowledge and flight skill to achieve the FAA standard for a certificate and rating may meet with the President. The President will assess the student's growth to see if the student might have the abilities to become a professional pilot.

Dismissal

A student's failure to meet academic standard or FAA standards is cause for dismissal. A dismissal means a student is terminated from the program. Dismissal from a program for failing to achieve academic standard will and/or may affect financial assistance, student loans and the use of or repayment of Veteran Benefits.

A student will be dismissed from a program when all three conditions are met:

1. 12 or more credit hours have been attempted at AW
2. Cumulative GPS is less than the above chart
3. The term GPS is less than "C-" or 3.0 grade point

Appeals – Appeals for any academic unsatisfactory performance must be submitted in writing to the President within seven (7) business days of being issued. The President will review the appeal and contact the student with his/her decision within one week upon receipt of the complaint.

Reinstatement – Reinstatement of a student will be addressed on an individual basis by the President and Chief Flight Instructor. Students dismissed from college may continue to train under avocational course curriculum with the consent of the President. The President will assess the student's growth to see if the student might have the abilities to become a professional pilot.

Upon readmission after academic dismissal, students must:

1. Meet with the Chief Flight Instructor and Admissions.
2. Complete an academic plan with set goals and timeframe.
3. Register for an agreed upon course schedule to maximize student success.

A student with readmission status must maintain a 3.0 status in all academic terms. Failure to maintain academic performance will result in termination from the program with no option to return.

Course Repetitions
Students are learning to become professional pilots. Students who earn unsatisfactory grades must repeat coursework assignment and/or lessons until passing grade is achieved. Students will pay current rates for additional training, see page 89.

Consecutive Absences
Two (2) consecutive, unexplained/unexcused absences will result in withdrawal from the course, with the exception of AV100 ground school.

Increments for Evaluation: Evaluations will be done on Stage Checks for all courses in accordance with the FAA Part 141 approved syllabi. Unsatisfactory evaluations will not allow a student to move on to the next stage.

STUDENT TO TEACHER RATIO

Max student teacher ratio:

- One-on-One Flight Training Lesson: a typical one-on-one lesson will consist of one flight instructor and one student. Max student-teacher ratio- 2:1
- Observation Flight: The student sits 'back-seat' and observes a one-on-one flight lesson with instructor and one student as Pilot in Command (PIC). Max student-teacher-PIC ratio- 2:1
- One-on-One Ground Training: will consist of an instructor engaging in private discussion with the student. Max student-teacher ratio: 1:1 with approval 3:1
- Observation Ground: students will sit in on another student's one-on-one ground training.
- Max Student: Observing student: teacher ratio- 1:1 with approval 5:1
- Group Ground Session: consists of an instructor with several students participating in discussion. Max Seating Capacity: 20. Max student - teacher ratio: 20:1
- Review Board: Two or more instructors interacting with a student to prepare for a stage check or the FAA check ride. Max student-teacher ratio: 7:1

ADVISORY COMMITTEE

Airlines

Alex Nikolenko
Derrick Shadd
Jordan Tozzi
Kevin Meyn – Fed Ex
Kyle Oliver
Madison Saccoman – Sky West
Nick Kunzen
Sanjay Parmer – PSA Airlines
David Stopp - United
Jon Reidmann - United
Kane Kapustik
Kevin Morsie
Lance Leininger – American
Nick Ercole
Patrick McVicar - Delta
Steve Gunkelman - United

Corporate Flight Departments

Dionis Deleon – Net Jets
Kurt Blythmiller
Paul Quinn
Jose Cardenes
Myron Roger
Wojciech Maczka

STAFF, FACULTY, INSTRUCTORS, AND ADMINISTRATIVE STAFF

American Winds has four categories of individuals: staff, mechanics, faculty, and instructors. Staff positions are individuals involved in administrative operations. Mechanics and technicians are individuals in the Maintenance Department responsible for maintaining the aircraft. Faculty are state certificated/licensed, approved or qualified individuals to teach the General Education Courses in accordance to OSBCCS regulations. Instructors are certificated by the Federal Aviation Administration (FAA) and authorized to teach ground and flight training for the FAA Certification Courses and Aviation Academic Courses.

ADMINISTRATION

Denise Hobart (FAA Chief Flight Instructor)
President

Kelly Kotch
Vice President

David Baldwin
Dir. of Academic Affairs

Evan Vazquez
Student Services

Denise Hobart
Chief Pilot (135) /Flight Instructor (141/61)

Wes Frew
FAA Assistant Chief Flight Instructor

Director of Maintenance & Operations - Mike Farmer

Marketing – FSP

INSTRUCTORS

Aidan Goddard
Denise Hobart
Jack Littel
Ryan Mudd
Tommy Grinder

Austin Strauss
Evan Vazquez
Nathan Overly
Pam Braeutigam
Wes Frew

Ben Mears
George Harkenrider
Rong Ting
Steve Hendrix
William Cherry

FACULTY

Brady Cody	David Baldwin	Jenna Salupo
Kelly Allred	Randy Pelton	Ryan Enders
Ryan Williams		

FAA Certification, Aviation Academic and General Educational Courses are taught by American Winds faculty and FAA certificated instructors. American Winds does not use third-party educational provider and/or any non-accredited entity.

OWNERSHIP

American Winds Aviation, Inc. & American Winds College of Aeronautics is owned by Denise Hobart. Denise Hobart owns 100% shares.

POLICIES & PROCEDURES

FINANCIAL

Revised 01/01/2025

ASSOCIATE DEGREE OF APPLIED SCIENCE, AERONAUTICS
(PPP)

	TERM	CREDIT	TUITION
YEAR ONE - FINANCIAL OBLIGATION			
Registration Fee* (Domestic Student) & Transfer of Credit Fee of $450 (when applicable)			$ 125.00
FAA Certification Course - AV 100 Private Pilot Ground	1	4.5	$ 850.00
FAA Certification Course - AV 100L Private Pilot Flight	1	5.5	$ 14,700.00
Aviation Lab Fees - AV 100L			$ 500.00
General Academic Course - ENG 101 English Composition I	1	4.5	$ 850.00
Aviation Supplies - Checklists $30, Nav. Log. $15, POH Manual $50, Manuevers Manual $50, Syllabus $50, Solo Written $15			$ 210.00
Aviation Services - FAA Knowledge Exam $175, Checkride Examiner Fee $700			$ 875.00
Aviation Academic Course - AV 352 Advanced Aircraft Familiarization	2	3.5	$ 850.00
Aviation Academic Course - AV 355 Federal Aviation Regulations	2	4.5	$ 850.00
General Academic Course - MAT 101 College Algebra	2	4.5	$ 850.00
Aviation Supplies - Checklists $30, Nav. Log. $15, POH Manual $50, Manuevers Manual $50, Syllabus $50			$ 195.00
FAA Certification Course - AV 200 Instrument Rating Ground	3	4.5	$ 850.00
FAA Certification Course - AV 200L Instrument Rating Flight	3	3.5	$ 10,300.00
Aviation Lab Fees - AV 200L			$ 500.00
Aviation Academic Course - AV 350 Advanced Aerodynamics	3	4.5	$ 850.00
Aviation Academic Course - AV 353 Aviation Weather	3	4.5	$ 850.00
Aviation Supplies - Checklists $30, Nav. Log. $15, POH Manual $50, Manuevers Manual $50, Syllabus $50			$ 195.00
Aviation Services - FAA Knowledge Exam $175, Checkride Examiner Fee $700			$ 875.00
FAA Certification Course - AV 300 Commercial Pilot Ground	4	4.5	$ 850.00
FAA Certification Course - AV 300L Commercial Pilot Flight Stage 1	4	3.5	$ 11,000.00
Aviation Lab Fees - AV 300L			$ 500.00
Aviation Academic Course - AV 351 Advanced Aircraft Systems	4	4.5	$ 850.00
Aviation Academics Course - AV 354 Crew Resource Management	4	4.5	$ 850.00
Aviation Supplies - Checklists $30, Nav. Logs$15, POH $50, Maneuvers Manual $50, Syllabus $50			$ 195.00
Year One Costs (A)			**$ 49,520.00**
YEAR TWO - FINANCIAL OBLIGATION			
Registration Fee* (Domestic Student)			$ 125.00
FAA Certification Course - AV 300L Commercial Pilot Flight Stage 2	5	3.5	$ 11,000.00
General Academic Course - IT 101 Info Tech Fundamentals	5	4.5	$ 850.00
General Academic Course - PHY 250 General Physics I	5	4.5	$ 850.00
General Academic Course - PHY 250L General Physics Lab I	5	3.0	$ 850.00
FAA Certification Course - AV 300L Commercial Pilot Flight Stage 3	6	3.5	$ 11,000.00
General Academic Course - COM 101 Introduction to Communication	6	4.5	$ 850.00
General Academic Course - BUS 105 Business Communication	6	4.5	$ 850.00
General Academic Course - Select one: SOC 101 or PSY 101	6	4.5	$ 850.00
Aviation Services - FAA Knowledge Exam $175, Checkride Examiner Fee $700			$ 875.00
FAA Certification Ground Course - See below options	7	See	$ 850.00
FAA Certification Flight Course - See below options	7	Below	$ -
Aviation Lab Fees - Select one: AV 310L, 400L, 410L, 420L			$ 500.00
Aviation Academic Course - AV 450 Fundamentals of Instruction	7	4.5	$ 850.00
Aviation Supplies - Checklists $30, Nav. Logs $15, POH $50, Manuevers Manual $50, Syllabus $50			$ 195.00
Year Two Costs (B)			**$ 30,495.00**

PROGRAM OPTIONS: (Select One)

	Option #1	Option #2	Option #3	Option #4
Course Name	AV 310/ 310L	AV 400/ 400L	AV 410/ 410L	AV 420/ 420L
Year #2 Cost	$ 30,495.00	$ 30,495.00	$ 30,495.00	$ 30,495.00
Course $	$ 5,500.00	$ 6,600.00	$ 4,800.00	$ 10,300.00
FAA Written	$ -	$ 350.00	$ 175.00	$ -
Checkride	$ 700.00	$ 1,000.00	$ 1,000.00	$ 1,000.00
Total	**$ 36,695.00**	**$ 38,445.00**	**$ 36,470.00**	**$ 41,795.00**
	COM. MEL	**CFI**	**CFII**	**MEI**

Costs (B)

TOTAL PROGRAM TUITION COST (YEAR 1 & 2)

Option #1	Option #2	Option #3	Option #4	
$ 49,520.00	$ 49,520.00	$ 49,520.00	$ 49,520.00	**A. Year One**
$ 36,695.00	$ 38,445.00	$ 36,470.00	$ 41,795.00	**B. Year Two**
$86,215.00	**$ 87,965.00**	**$ 85,990.00**	**$ 91,315.00**	**Total**

Pre & Post flight briefing estimated at .3 per lesson at a cost of $55 per hour. Estimate based on cost for Piper Cherokee/warrior/Cessna 172. When applicable multi engine. Final cost may vary based on type of aircraft, student's ability to master flight skills, maintain proficiency levels to pass the required Stage Checks, and/or Practical Exam. Other factors may cause delay such as weather, delay in scheduling examiner, mechanical problems, etc.

COSTS AND FEE

American Winds consulted ACCET (Doc. 31) and the OSBCCS (Ohio Administrative Code Section 3332-1-10) when developing the refund policies. The refund policy was created to have the outcome most advantageous to the student, uniformly applied, and simplest to calculate. A Refund Calculation Form will be used to document the amount refunded to the student. A detailed explanation of both policies is included in this section. See Admissions for further information.

TABLE – AIRCRAFT PRICE BREAKDOWN

AMERICAN WINDS AIRCRAFT PRICING						
	SINGLE ENGINE			MULTI ENGINE		Flight Training Device
	Cessna 172L & 172M 150 hp & 160 hp	Piper Cherokees & Warriors 160 hp	Piper Arrow 200 hp	Piper Apache 160 hp	Piper Seneca II 210 hp	AATD
Dual Flight Training Airplane Cost Per Hour Fuel Surcharge Flight Instruction	$260.38		$314.23	$416.19	$518.30	$130.00
Solo Flight Training Airplane Cost Per Hour Fuel Surcharge Tax on Solo Flights	$205.38		$259.23	$361.19	$463.30	N/A
Academic Ground	$55.00		$55.00	$55.00	$55.00	$55.00
Pre/Post Flight	$55.00		$55.00	$55.00	$55.00	$55.00

- ✓ Tuition and fees will be applied to all students uniformly. American Winds does not offer reduced tuition or discounts.
- ✓ The Enrollment Agreement will document the tuition, fees, and other charges for the program the student is enrolled in.
- ✓ The student is financially obligated to maximum of three months at a time or one (1) term. The term he/she is currently enrolled in.
- ✓ The prices (tuition and fees) listed in the Enrollment Agreement are subject to change at any point during a student's enrollment or prior to graduation. This could affect overall tuition costs.
- ✓ Payment for each term is due prior to the start date. Tuition must be paid in full for each course enrolled in.
- ✓ American Winds does not offer a tuition payment plan.
- ✓ Students may pay for AV100L, AV200L, etc. after each flight lesson. The student is prohibited from carrying a negative balance.
- ✓ The Add Drop Date (ADD) is the first fourteen (14) days of the term. See page 17.

FEES CAC – CHIEF ADVISORY CIRCULAR

Students will incur costs associated with the college program for other sources than American Winds. The CAC's will be found in Microsoft Teams Student Orientation. Some examples are:

- ➢ FAA Medical Certificate. This medical exam is conducted by an FAA approved licensed medical doctor (AME Aviation Medical Examiner). The examination fee is not standard however the price range is from **$175 to $200**. The student may select

their own AME based on location, price, etc. The student will pay them directly If students have student loans or are using VA Benefits, American Winds will write a check to the examiner using their funds.

- Practical Test or Checkride. The FAA requires at the end of a Certificate and Rating Course to sit for a Practical Test or Checkride to test their aeronautical knowledge and flight skills. This examination is conducted by an FAA approved Designated Pilot Examiner. The fee varies due to the cost of the examiner and which FAA Certificate and Rating the student is seeking. **$700 - $1000.** The students will pay them directly. If students have student loans or are using VA Benefits, American Winds will write a check to the examiner using their funds.
- Transfer of Credit proficiency flights. Students who have obtained their pilot certificate outside of the accepted timeframe may be required to have proficiency flights to obtain FAA currency. Sometimes this may occur in conjunction with the FAA approved syllabus the student is enrolled in. However, if a student is out of currency and proficiency, the student will have to pay at their own expense to obtain their FAA currency. This will allow the student to begin the FAA approved syllabus as planned and required. Cost based on how much time the student takes to regain the FAA proficiency required for a particular flight lab course.
- Aircraft Renters Insurance Each student is required to have aircraft renters' insurance with a hull value of **$100,000**. Bodily injury, lost revenue, and if the student makes an "off airport" landing – what they may hit. The approximate cost **$850** to Avemco Company.
- Academic and General Education Courses cost **$850** per course.
- Flight Lab Course. Each course costs **$500.** (Plus, the lab cost see page 88
- Penalty Fees. Fees charged to the student failing to follow published American Winds policies and procedures. Example: No Show, Late Cancelation, damage to an aircraft, failing to return the aircraft online, etc.
- Aviation Books & Supplies – may include books, FAA NACO charts (VFR & IFR), fuel strainer, plotter (IFR/VFR), aviation calculator, iPad, Foreflight, etc.
- Ground Instruction – in depth aviation instruction in a classroom setting, one-on-one, or small group.
- Flight Instruction – in depth aviation instruction in the airplane.
- Pre/Post Flight Briefing – time before and after flight to discuss lesson with student.

BOOKS AND SUPPLIES - CAC – CHIEF ADVISORY CIRCULAR

- The CAC's will be found in Microsoft Teams Student Orientation.
- Each course will need books. Unlike a traditional college/university, aviation books are used for multi courses and are not discarded after the course or sold back to a 3rd party provider. Aviation books are 1/3 the cost because they are mostly written by the FAA and published for the aviation industry. A student will spend approx. **$600 - $800** for all the aviation books needed for the entire program.
- Students are encouraged to purchase their books online from a reputable aviation supplier with free shipping to reduce the cost. Students should retain their books for the duration of training.
- American Winds does sell proprietary books used during the program which shall be purchased at the school.
- Supplies may vary per course and flight lab.

ENROLLMENT AGREEMENT

During the Admission process, students will sign an Enrollment Agreement for a specific program. The Enrollment Agreement is a contract between American Winds and the student for a time frame of three months at a time or one (1) term. Within this agreement, the following items are explained:

- ✓ The student is only obligated financially for the current term he/she is enrolled in.
- ✓ Student tuition consists of the courses enrolled in for one (1) term only.
- ✓ The Add Drop date is the first fourteen (14) days of each new term.
- ✓ The student may drop within this period and receive a full refund for academic courses.
- ✓ If the student flew within the drop period, he/she will be liable to pay for these flights flow and services rendered. The total of these flights will be deducted from the flight lab tuition received. Example: a student flew three flights in the first 14 days for a total of $900. If the tuition for the flight lab was $10,000. The student paid $10,000 in lab tuition. The student will receive a refund of $10,000 - $900 = $9,100.
- ✓ Refunds will not be processed thirty (30) days after cancelation. The academic courses are approx. nine (9) weeks long. The flight lab course is full-term dates.
- ✓ Non-refundable Registration Fee Domestic **$125.**
- ✓ Students are financially obligated for all goods & services rendered not authorized by the VA or authorized funding source.

CANCELLATION AND REFUND

Cancellation of a Program

If American Winds discontinues or cancels a program after a student's enrollment, American Winds will refund all monies (tuition, registration fee, etc.) paid by the student.

Denying or rejecting a student

A student may be denied admission to a program at the discretion of the Admissions Department. A rejection of a student for admission differs from denying a student. A student may be accepted to a program and then rejected. A rejection may come from failure to meet safety standards, falsification of documents, undisclosed drug use or criminal activity, failing a background check, etc.

The denied or rejected student has the option to make an appointment with the Admissions Department to appeal against the decision prior to the start of the upcoming quarter.

Expulsion of a student

A student shall be terminated for at least the following reasons: violation of FAA regulations, failure to abide by the Code of Conduct (drug, alcohol, mental issues, etc.) or Standard Operating Procedures, cultivating an unsafety environment and potentially causing harm or safety concerns for others.

A student violating the Code of Conduct or subject to disciplinary actions will be addressed immediately upon notification. The student will be removed from the facility (campus/ airport environment) and restricted to return pending outcome of the disciplinary process. The facts regarding the disciplinary process will not be discussed with anyone without a signed FERPA Release Form in the student's file.

If a student is expelled from the facility all monies paid prior to date of expulsion will be forfeited. If student has not yet started classes, they will be banned from campus and from contacting any faculty, staff, or students regarding American Winds good or services.

Illness, Accident or Death
A student may be entitled to special consideration for a major illness, accident, death in the family or other circumstance beyond their control. This consideration is based on an individual basis and is at the full discretion of the President.

Add/ Drop Date
An enrolled student who withdrawals from an academic course will receive a full refund if they drop prior to the start or within the first fourteen (14) days of the term. On the 15th day, from the start of the term, the student will not receive a refund. See Enrollment Schedule Page 15. There are no refunds for flight lab portion after the 15th day of the start of the term.

Services Rendered
The student is held responsible for all flight/ground lessons incurred/ received during the first fourteen (14) days of the term. In other words, if a student begins flying on the first day of the term through the Drop Date (fourteen (14) day, they will be responsible to pay American Winds for all flight/ground lessons occurred during the lab portion.

Cancellation by Student
The Enrollment Agreement may be canceled within seven (7) business days after the date of signing the agreement. American Winds will document the cancellation in the student's file. If such cancellation is made prior to the start of the term or within the first fourteen (14) days of the term, American Winds will refund 100% of the tuition, fees and other charges paid. Refunds will not be processed after the fifteen (15) days of the term.

Students must notify the Chief Flight Instructor and their instructor of vacation plans.

Students may request a Leave of Absence Form (LOA) to be completed in lieu of withdrawal. Leave of absence (LOA) may not exceed 1 year. If a student fails to return, they shall be formally withdrawn. American Winds financially obligates student to a term he/she has enrolled in courses. If a student has money on account retained in FSP, it will remain there “unspent” until the student returns. Student will receive a 100% refund of all “unspent” money retained on their FSP account.

Returning Student Applicants
An American Winds student whose attendance or training was interrupted may be required to apply for readmission. After one year, a new Enrollment Agreement will need be completed, signed, and then returned to Admissions, and a new Registration fee will need to be paid.

An evaluation flight and/or proficiency test may be scheduled to determine the amount of credit which will be allowed to transfer. The student will be notified in a timely manner of American Winds decision. See Transfer of Credit page 75-79.
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Processing Time for Refunds
Each flight course requires students to fly on cross countries. At times, students will be required to purchase fuel. Upon return, students should immediately bring the receipt to the Chief to receive reimbursement. See the Standard Operating Procedures Manual for further information.

All refunds will be processed within thirty (30) days of the time of notification. Students are not financially obligated to pay for the entire program tuition. Students are only financially obligated for the current term they are enrolled in.

A student may notify the Admissions Department in person, phone, or email of a cancel, withdrawal, or transfer. While it is not required, it is preferential the student submits the request in writing so American Winds can document the date of the cancellation, withdrawal, or transfer. American Winds will secure the refund check stub to the back of the students request to prove the refund was indeed proceed within the required timeframe. Documentation and the check are scanned and put in the student's Microsoft Teams folder and FSP.

A Refund Calculation Form will be generated for all student refunds. The students' Refund Calculation Form will be placed in the students electronic file (Microsoft Teams) Students are encouraged to pick the check up from American Winds as soon as the refund is processed. Due to the Covid pandemic, US Postal Services has taken considerably longer than usual therefore not recommended.

FINANCIAL ASSISTANCE

American Winds does not have student loans or offer financial assistance, scholarships, tuition assistance or tuition waivers. American Winds does have 3rd party financial institutions which offer student loans. Student loan providers offer predetermined loans to students. American Winds does not have any financial benefit, kickbacks, commissions, or any other financial gain.

Student loans will be disbursed according to the third-party financial institution. Currently, student loans providers are: Climb Credit, Pilot Pro II, Meritize, and Flight Training Finance, formerly known as Pilot Finance. For additional information, contact the Admission Department or view the American Winds website. Students who wish to obtain a student loan will contact the lender directly through the internet via the loan providers' secure portal. When funds come to American Winds, his/her are applied to a student's FSP account and appropriate documentation will be uploaded into Microsoft Teams.

American Winds is an approved provider with the Ohio Department of Veteran Affairs. Veterans seeking to use their benefits must follow all the rules set forth by the Veteran Administration. American Winds is approved by the Ohio Department of Veteran Services to administer VA Benefits for those veterans who qualify. VA Benefits may be used for courses only. See the VA Information Section on page 96.

American Winds does not offer Title IV financial aid, federal Pell Grants, or scholarships. AW does not use a third-party financial processor or consultant. Students are encouraged to visit the internet to search for associations and organizations offering scholarships or assistance.
Activity 1:Institutional and financial assistance information for students 34 CFR 602.24, 34 CFR 668.16, 34 CFR 668.22, 34 CFR 668.41, 34 CFR 668.42, 34 CFR 668.43, 34 CFR 668.44, 34 CFR 668.45, 34 CFR 668.46, 34 CFR 668.49, 34 CFR 668.164, 34 CFR 668.165, 34 CFR 685.304,

FINANCIAL AID RESOURCES

- American Winds does not participate in WIOA. Workforce Innovation and Opportunity Act (WIOA) WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA brings together, in strategic coordination, the core programs of Federal investment in skill development.
- American Winds does not participate in Federal Direct Student Loan Programs, Subsidized/ Unsubsidized Student Loans.

- The Direct Loan program is available for students who need to cover costs of their education. Loans will vary based on grade level and the program you are enrolled to complete. Interest is charged and loans must be repaid. Interest rates vary from year to year and students have up to ten years to pay back a direct loan.
- American Winds does not participate in Parent Loans for Undergraduate Students (PLUS).

STUDENT RIGHTS & RESPONSIBILITIES

Students training at America Winds have the right to know and understand the tuition/ fee structure, payment options, and third-party financial loan institutions. Students will have the Academic Calendar to use to create a financial plan for their course or program costs.

As previously stated in the Enrollment Section, Admission, and Financial Section, students are only financially obligated for the courses enrolled for that term. Students will have access to FSP program to see all invoices 24/7 for tuition, fee, books, supplies, etc. Students are free to Add or Drop during the first fourteen (14) days of each term.

Students must work with third-party loan providers to determine their financial aid, terms, application fees, disbursement schedule, interest rates, and any other pertinent information. Students are strongly American Winds does not offer student loans, grants, scholarships or discounts.

Students will have a copy of all enrollment documents and paperwork. This paperwork will be scanned and uploaded into FSP for the students review at any time while on Wi-Fi 24/7. Students will also have their enrollment, academic, training records available in Microsoft Teams and FSP. Students must provide American Winds with correct and accurate information at all times.

PAYMENT INFORMATION AND METHODS

American Winds publishes a yearly academic calendar. This calendar is posted outside the Admission Department, on the Microsoft Teams Student Orientation home page, in the Student Knowledge Book at dispatch and is published on American Winds website. www.americanwinds.edu. Students will receive this calendar along with his/her term course schedule prior to the start of each term.

Students in the college program are financially obligated to the current term he/she is enrolled in. Although the Enrollment Agreement is for a one (1) year timeframe. Students are not financially obligated to pay for the whole program. Students are required to pay after each ground or flight lesson. If a student enrolls during the Add / Drop Period (the first fourteen days of the term), he/she will need to pay for the courses at the time of enrollment.

American Winds accepts tuition payments with the following methods: cash, checks, credit card, student loans, and Veteran Benefits. See Chief Advisory Circular regarding loading money on account in Flight Schedule Pro. This CAC provides additional info on how FSP operates.

Delinquent Payment
All students enrolled in a term must pay the tuition in full prior to the first day of class. A student with an unpaid tuition balance prior to the start of the term will not be able to attend, as the are not officially enrolled in that term.

A student enrolling in a term during the Add Drop Period must pay the tuition at the time of enrollment. Students are not officially enrolled in the term unless they have paid their tuition in full. All students must pay his/her tuition in full. American Winds does not offer student loans, discounts, or tuition waivers. Tuition is uniformly applied to all students.

A student will be denied services and activities at American Winds if he/she pays by check with insufficient funds in the bank. The student will be responsible for the "bounced" check bank fee of **$45.00** and the amount tuition/ service incurred. A student who pays with a bounced check will lose the privilege of paying for all future services with a check.

If a student pays by fraudulent means, or leaves the American Winds premise without paying, the student will be immediately contacted for payment. If tuition/services are not paid at such time or the student cannot be contacted, the student will be suspended from American Winds. If payment is received at such time the student will be released for future services. The President will assess the situation and determine whether the student will retain the right to pay by cash, check or credit card immediately after services rendered or will be told that he/she must pay for all services in advance.

If a student's account goes into the negative more than two times, the student will be in violation of the American Winds policies. He/she will forfeit all privileges at American Winds and will may be terminated from the program in which he/she is enrolled.

American Winds reserves the right to collect funds within the fullest extent of the law and reserves the right to turn such delinquent funds into the appropriate collection bureaus.

POLICIES & PROCEDURES

STUDENTS USING VETERAN BENEFITS

The Veterans Administration approves academic institutions in two ways: 1.) IHL Institution of Higher Learning. 2.) Stand-alone flight schools. With each approval the VA has a different set of rules and guidelines. It is very important the veteran understands if they are enrolled in the college or stand-alone flight school course.

The Ohio Department of Veteran Services has approved American Winds associate degree to become a professional pilot and the stand-alone flight school courses. The flight school may provide training for qualified veterans of the US armed forces who enroll in avocational courses (instrument rating, commercial pilot, flight instructor, etc. The Private Pilot certificate is excluded, in other words, the VA will not pay for the Private Pilot course. Veteran students enrolling in the associate degree program will have all flight courses paid for which are in the program. The VA does have an annual benefit cap. Students must plan their finances accordingly .

GENERAL INFORMATION

American Winds is proud to assist our men and women who have served in the armed forces use their veteran benefits. Each veteran should review their award letter to see what coverage of benefits they may have. The Veteran Administration (VA) covers flight training a little different than other academic institutions.

American Winds is approved by the Ohio Department of Veteran Services to administer Veteran Benefits. To maintain this, approve, American Winds must go through renewal process, be inspected, participate in audits and continued training. The VA has specific rules for the aviation programs on top of general rules for non-aviation colleges and universities.

The veteran must understand the VA set their own policies and procedures which American Winds and the veteran student must follow. The Veteran Benefits Information Section is to specifically address policies and procedures set forth by the VA.

ADMISSIONS PROCESS

Veteran students will receive priority enrollment and may enroll prior to the standard one (1) prior to the new term start. American Winds has many veterans who are deployed overseas and have unique challenges to send required documents to the Admission Department. American Winds will work with each veteran candidate to make their experience as smooth as possible.

The VA offers different coverages for flight training for veterans enrolled in college program verses a flight school “stand alone” course. American Winds will enroll veteran students using the same procedures as a non-veteran student. Veteran students will be required two additional steps:

1.) Provide American Winds with his/her Certificate of Eligibility Letter. The letter will be scanned and uploaded into his/her electronic Microsoft Teams file and FSP.
2.) Provide American Winds with a valid and current FAA Medical Certificate.
3.) The Medical Certificate must be a valid First or Second Class. This is a VA rule.

Per 38 USC 3679(f), prior to the enrollment in a course, American Winds will provide a prospective veteran student a shopping sheet. This sheet is given prior to enrolling in each certificate & rating course. The shopping sheet is a template which will guide the veteran on ten (10) important points. Example: tuition, fees, books, supplies, and any other costs, cost of living expenses, federal financial aid, estimate of student loan debt, job placement rates, transfer of credit information, and other additional requirements.

BASIC ALLOWANCE FOR HOUSING

Basic Allowance for Housing (BAH) is an allowance given to the service members to offset the financial burden of housing. These allowances are typically given to active service members stationed in duty locations where suitable government housing is unavailable. Eligible veteran members receive allowances each month to assist with the cost of housing, food, and other necessities. BAH is based on the median rent and utilities costs in the region where the veteran is based.

Monthly Housing Allowance (MHA)
Post 9/11 and Forever GI Bill benefits include a monthly housing allowance MHA for students

using the Post 9/11 GI Bill. Veteran students enrolled into the American Winds programs will be eligible MHA. If the veteran is not a full-time student, the number of credits one is taking will determine the MHA payment. MHA may be used to purchase books and supplies needed at American Winds.

BAH is a housing benefit provided by the DoD, whereas MHA is a benefit provided by the Department of Veteran Affairs. Both use the same BAH rate tables, but eligibility and calculations differ. https://veteran.com/monthly-housing-allowance-mha-for-post-911-gi-bill/

Veterans must visit the following website to learn more about the MHA annual stipend for books and supplies. https://www.gibill.va.gov/training/Presentations/Post-911_Overview.pdf The amount paid is based on **$41.67** per credit hour, up to a maximum 24 credits or **$1000**

Basic Allowance for Housing is NOT approved for veterans in the stand-alone flight school course. This is only for veterans enrolled into the college associate degree program.

BOOK AND SUPPLIES NEEDED FOR TRAINING

The veteran is responsible for using their BAH/MHA to purchase their books and supplies. Veterans who are not in the Voc. Rehab program must pay for their own books and supplies. Veterans are encouraged to purchase their books on the internet from a 3rd party reputable company with free shipping. The VA will pay for American Winds Proprietary books/ supplies only.

American Winds is allowed to bill the VA for proprietary supplies required by all students. American Winds has only a few:

- AW Aircraft Checklists
- AW Aircraft Dispatch Sheets
- AW Aircraft Maneuvers Manual
- AW Navigation Logs
- AW POH
- AW Private Pre-solo Written Exam
- AW Syllabus for each Course

COMPLIANCE

A veteran or service member refers to an individual who:

- Has served in the United States Armed Forces, including a reserve component and the National Guard, and
- Was discharged or released from such service with a condition other than dishonorable

Section 103 of the Veterans Benefits & Transition Act of 2018
According to the Veterans Benefits & Transition Act of 2018 Section 103, American Winds will not impose any penalty, including the assessment of late fees, the denial of access to classes, library, or any institutional facility, or the requirement that recipients of Chapter 31 or Chapter 33 of the GI Bill borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs.

For further details please reference:

- https://www.congress.gov/bill/115th-congress/senate-bill/2248/text

- https://www.benefits.va.gov/gibill/forevergibill.asp
- https://www.va.gov/education/about-gi-bill-benefits/post-9-11/

CONTACT INFORMATION

Veterans are strongly encouraged to reach out to American Winds with VA benefit questions or call the Veteran Administration at:

- Educational Call Center 1-888-442-4551. Monday – Friday, 7am – 6pm CST
- Take advantage of your local Veteran Service Officer to help you navigate the new information
- How to use your GI Bill benefits. https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/
- Flight Training. https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/flight-training/
- How to apply for the GI Bill and related benefits. https://www.va.gov/education/how-to-apply/
- Choosing GI Bill approved school. https://www.va.gov/education/choosing-a-school/
- Approved American Winds College schools WEAMS. https://inquiry.vba.va.gov/weamspub/buildViewOrg.do

DEPLOYED STUDENTS FOR A DRILL (WEEKEND/ WEEK) OR LONG DEPLOYMENT

American Winds has veteran and non-veteran students. One of the challenges our veteran students have is maintaining their military commitments while attending the college program or the flight school "stand alone" course. American Winds is proud of our students sacrifice for the USA and will work without veteran students when a conflict arises.

If a student has military commitments, American Winds asks the veteran student to notify their faculty and instructors as soon as practical. The faculty/ instructors will give the required class curriculum and homework assignments information for the time of the military training. Veteran students will have designated time to complete the curriculum. The designated time will take into account the time off, travel time, rest, and time to complete the tasks.

Veteran students are encouraged to use the counseling services at American Winds to build a successful path at American Winds and a career as a professional pilot.

ENROLLMENT AGREEMENT

Each student will receive, read, understand, and sign an Enrollment Agreement (EA). There are two Enrollment Agreements: college and stand-alone course. The Enrollment Agreement is an agreement of a set of terms. The veteran College EA is the exact agreement as a non-veteran with the addition of important guidelines the VA expects to be followed. The veteran college EA specifically calls out VA requires set forth by the VA.

The EA is a commitment to hold a "position" for the student one year only. The EA does not financially commit the Veteran beyond the existing term he/she is enrolled in. The student is responsible for all expenses not covered by the VA.

- The Enrollment Agreement clarifies the following:
- Enrollment Term, Pending Graduation, Personal Information, Emergency Contact Information, High School Completion, College Education, FSP – Flight Schedule Pro

- Attendance
  - Bring Letter of Eligibility
  - Explanation of college terms, Beginning of enrollment term, Add/ Drop period
  - Incomplete term (pass/ incomplete, then fail), Failure of a course
  - Billing one term at a time
  - Tracking attendance, academic progress, last date of attendance
  - General Education attendance requirements
  - Part 141 approve hours (ground, flight, and pre/post)
- Financial Information
  - Non-refundable Registration Fee
  - VA will be billed in accordance with the Academic Catalog
  - Students must complete the program not selectively take courses with the intent to not graduate from the program.
  - VA will only be billed authorized tuition, fees, books, and supplies, if applicable.
  - Students are responsible for all unauthorized charges (fees, books, & supplies)
  - Students understand the VA does not pay for Penalty Fees
  - Students are responsible for flight overage fees. VA will not pay for overages
  - Students are responsible for all unpaid amounts after billing the VA
  - VA funds will be deposited into FSP and tracked electronically
- FERPA Act of 1974
- Fit to Fly (Alcohol, Drugs, and Physical Health)
- Media Release
- Cancellation and Refund
  - Overview of tuition, Overview of aircraft costs, Books paid by student
  - Supplies paid by the VA, Supplies paid by the student, List of fees
- State of Ohio Revised Code 4561.25 – Hold Harmless
- Placement Assistance
- Student Conduct

FEES

VBTA Policy – American Winds In accordance with the veteran benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirements that a chapter 31 or chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs this policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

All students will have several mandatory fees. Paid to American Winds

- **$125** Registration Fee (non-refundable)
- **$450** Transfer of Credit fee. According to VA policies, veterans will not be charged this fee.
- **$500** Flight Lab Fee (for each flight course enrolled in)
- **$175 - $200** FAA Medical Certificate (paid to a 3rd party medical doctor)
- **$170** FAA Knowledge Exam
- **$600 - $1000** FAA Checkride (price varies on Pilot Certificate/Rating). Paid to FAA DPE

The VA will NOT pay the following fee. Students are required to pay for he following:

- No Show
- Late Cancelation

- Penalty (damage to airplanes, heads on the dash, left battery switch on, etc.)
- Transfer of Credit fee if the VA paid for the course at another academic institution.

FLIGHT REQUIREMENTS PER WEEK

Full time status requires students to fly at least 3 times a week. It is imperative to understand flight training is a proficiency skill which is perishable. Students who do fly consistently and take every step to be prepared and ready for each lesson will take longer to train, require additional flight lessons, and incur flight overage costs. Ideally, students should fly 4-5 times a week to maximize their learning experience.

Cancellation Detail Report – During a VA audit, American Winds will be required to prove a veteran is full time status flying three times a week. This will be accomplished by show completed lessons in the student's syllabus with matching invoices or scheduled flights which didn't occur. A cancellation Detail Report is a report stating every cancelled lesson and the reason for the cancellation.

FLIGHT SCHEDULE PRO (FSP)

Negative Balance. Due to the delay in the VA paying, veteran students will not be penalized. Veterans may begin their education at the start of each term. As soon as the VA funds arrive, American Winds place the deposit on each veteran's account. Veteran students are authorized to carry a negative balance until the VA funds are deposited.

FULL TIME VS. PART TIME STUDENT

https://benefits.va.gov/GIBILL/85_15/FTE.asp
College degree and non-degree programs (Institute of Higher Learning (IHL)
The VA looks at full time equivalency (FTE) for the 85/15 purposes, in a standard quarter:
12 credits or more are full-time
9 – 11 credits are ¾ time
6 – 8 credits are ½ time
1 – 5 credits are ¼ time

FINANCES AND BILLING THE VA

The VA has strict guidelines on what may be billed, how it may be billed, and what they will pay for. Failure to comply with VA guidelines may result in the veteran paying money to the VA, and loss of privileges to the veteran. American Winds may lose their right to administer VA Benefits to veterans or may have to return money to the VA with a penalty.

American Winds has created a Log of Conversation for each veteran. On this excel sheet, each student will have a tracking sheet documenting what courses should be taken in the program and the related costs associated. Each veteran will also have a unique FSP account which will document each invoice generated, the associating lesson the invoice is paying, a running balance of his/her educational expenses, his/her only FAA approved syllabi, and a few additional features.

HOW MUCH WILL THE GI BILL COVER

Montgomery GI Bill vs. Post 911

American Winds will retain a copy of the Letter of Eligibility for the veteran electronically in the student's file. This letter will state the percentage of coverage the VA will pay. Example: a veteran with 100% benefits coverage. If a term tuition costs $10,000 and the veteran receives 100% tuition costs covered, the veteran will pay out-of-pocket zero dollars. Example: a veteran with 80% benefit coverage. If a term tuition costs $10,000 and the veteran receives 80% tuition costs covered, the veteran will pay out-of-pocket $2,000 for that term.

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees, and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the non-accredited program bears to its total length. A registration fee of **$10** need not be refundable: any amount beyond that is subject to proration and refund (CFR 21.4254(c)(13)). The pro rata portion may not vary more than 10% of the total costs for tuition, fees, and other charges.

Program

The VA will allow veteran students to enroll in the college programs using he/ her VA Benefits. The veteran enrolling in the program must have the intention of completing the program to graduate with a diploma or certificate. It is against VA guidance to enroll in a "few" courses and then quit. For example: the VA will pay for Private Pilot AV100 & AV100L as part of the degree. If a veteran attends American Winds just for this course and quits, the veteran may be liable to return this money to the VA.

Course

The VA will not allow veterans to use VA Benefits to pay for the Private Pilot Certificate. Veterans must use their own funds or secure a student loan. The VA has set a predetermined amount they will pay for the instrument/ commercial course, CFI, CFII and MEI courses. These amounts may vary each year.

The **VA WILL NOT PAY FOR OVERAGE COSTS BEYOND THE FAA APPROVED TCO GROUND, FLIGHT AND PRE/POST HOURS.** If a student needs additional ground hours, flight hours and/or pre/post hours beyond the approved syllabus. **THE STUDENT IS RESPONSIBLE FOR PAYING FOR THESE HOURS.**

Example. Suzie is a veteran student enrolled in the college PPP degree program. Suzie enrolls in the Private Pilot Course. The FAA has approved American Winds syllabus with forty-five (45) ground hours, fifty-five (55) flight hours, and twenty (20) pre/post hours. If Suzie flies over 55 hours and has more than twenty (20) pre/post hours, she will be required to pay out of pocket for these services at the published rate.

The VA does not pay for individual ground training. Susie is required to attend the regularly scheduled ground course on Monday and Wednesday at 6 pm to 8:30 pm. See the Term Course Schedule to confirm dates and times. If Susie needs additional ground instruction, she must pay out of pocket for one-on-one ground instruction. Susie may attend AV100 Private Ground Course for a one-time fee at the scheduled time to acquire additional knowledge.

American Winds has 12 FAA Part 141 Approved Training Course Outlines. See the chart below for the quantity of ground, flight, and pre/post hours.

Veteran students will pay ALL OVERAGE COSTS
Students who are approved to use their veteran benefits must understand, the VA will not pay for ground, flight and pre/post hours beyond the approved FAA TCO hours listed in the table below.

Prebilling the next flight course
This is strictly prohibited by the VA! A student enrolled in the college program course must complete their Private Pilot course and complete the Checkride prior to enrolling into the Instrument Rating course. The VA will not be billed for the Instrument Rating course until the Private Pilot course is complete. The student must complete the Checkride prior to the next term start date or within the Add/ Drop Period. Term enrollment is considered closed, and no additional student may enroll in the term after the 15th of the start of the term.

Per FAA regulation, a student may co-enroll in the Instrument Rating and the Commercial Pilot Course. See the Chief Flight Instructor for additional information. At all times, the students will follow and complete the FAA Part 141 syllabus as designed and approved.

Students who are approved to use their Veteran Benefits for the college program or non-college program must complete their course within the approved ground, flight, and pre/post hours Pre/Post hours are calculated percentage of the flight hours in the course by the VA and cannot be changed.

LEAVE OF ABSENCE (LOA)

If a veteran student has military commitments which will interfere with, he/her education, a Leave of Absence Form (LOA) should be completed. A LOA Form will allow the veteran student to remain enrolled in the college program but putting a temporary “pause” on their studies while fulfilling their military commitment. A veteran student on LOA will not be penalized or financially obligated during this time. If a veteran student has VA funds on account, they will remain on account until the veteran student returns and resumes their education. See page 104. for additional information. If a veteran student withdrawal or terminates from the college program, the remaining funds will be returned according to the VA refund policy.

LETTER OF ELIGIBILITY (VA FORM 26-1880)

Veteran students should bring their Certificate of Eligibility (COE) to the Admission Department. This letter will show the benefits awarded to the student.

Where do I get the Letter of Eligibility? https://www.va.gov/housing-assistance/home-loans/request-coe-form-26-1880

The veteran must sign into VA.gov. 1.) Request a COE, 2.) Find out if you already have a COE and download it, 3.) Check the status of your request.

If the veteran has questions regarding their eligibility, call the VA at 87-827-3702. Monday – Friday 8:00 am to 6:00 pm ET.

MEDICAL CERTIFICATE: WHAT ONE DO I NEED?

https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/flight-training/
During the Admissions process at the time of enrollment, the veteran must have a second-class or First-Class Medical Certificate. American Winds will scan the Medical Certificate and retain the copy in FSP and Microsoft Teams student folder.

PRIVATE PILOT CERTIFICATE: WILL THE VA PAY FOR JUST THE PRIVATE?

No! Veterans using their GI Bill will have to have their Private Pilot Certificate prior to A Benefits if they attend the "Stand Along Course." The VA will pay for the college degree and non-degree program. If a veteran enrolls in the program to achieve the Private Pilot course only and drops out, the VA holds the right to have the veteran repay expenses incurred.

RECORD RETENTION

All student FAA ground and flight training records are retained electronically in FSP - Flight Schedule Pro for three years. Academic transcripts and records are retained electronically in Microsoft Teams for indefinitely. Financial records are retained electronically in Quickbooks Pro indefinitely and in Flight Schedule Pro for three years.

REFUNDS OF VA PAYMENTS

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to it's total length. A registration fee of **$10** need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254(c) (13)). The pro ratio may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

RESOURCES FOR AMERICAN WINDS

Resources for School Certifying Officials https://www.va.gov/school-administrators/
SCO Handbook
https://www.knowva.ebenefits.va.gov/system/templates/selfservice/va_ssnew/help/customer/locale/en-US/portal/554400000001018/content/554400000149088/School-Certifying-Official-Handbook-On-line
Enrollment Manager Quick Start Guide – Flight Education and Training
https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/presentations.asp

RESOURCES FOR THE VETERAN

Veterans are encouraged to visit the following websites for additional information:
GI Bill® Homepage https://www.benefits.va.gov/gibill/
GI Bill® Comparison Tool https://www.va.gov/gi-bill-comparison-tool
Informational Webinar for Veterans and dependents
https://www.benefits.va.gov/GIBILL/docs/fgib/FGIB_Veteran_Webinar.pdf

Frequently Asked Questions	https://www.benefits.va.gov/GIBILL/FGIB/FAQs.asp
Facebook	https://www.facebook.com/gibillEducation/

SUBSTITUTION OF AIRCRAFT

A veteran or eligible person enrolled in a flight program may train only the aircraft approved by the FAA for that course and the VA. If a particular aircraft is not available for some compelling reason, the veteran student may be permitted to train in an alternative aircraft provided that the substitution aircraft will adequately meet the training requirements under FAA Part 141 or 61 regulations.

TRANSFER OF BENEFITS TO SPOUSE OR CHILDREN

American Winds has been asked on several occasions to answer questions on transferring benefits to their spouse or children. American Winds encourages veterans to contact the VA. There are many resources the veteran may use. This is only two:
https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/
https://www.va.gov/family-member-benefits/

VOCATIONAL REHAB PROGRAM (CHAPTER 31)

Voc. Rehab is a program that assists veterans who have a service-connected disability of at least 10% and need vocational rehabilitation services. Voc. Rehab. pays for student tuition, fees, books, and supplies. Books and Supplies required for all students will be authorized. Voc. Rehab will also pay for the monthly housing allowance.

Each veteran must go through the approval process. American Winds does not have anything to do with this program. We will not suggest it or recruit for it. American Winds has students in this program and will therefore explain it in this section for educational purposes. The veteran must be approved for this program.

Once approved, they will receive a counselor. This counselor will guide the veteran through their education at American Winds. The counselor will need to know what program the veteran wants to enroll in. American Winds will provide the curriculum details of the program, time frame, tuition costs, books, and supplies.

The Voc. Rehab. counselor must approve every detail. Once the final approval is given, the student may officially enroll at American Winds college.

The veteran student will meet with American Winds Admission Department. See veteran admission process. Students will enroll in the program as explained in this Academic Catalog. The Voc. Rehab counselor will receive a bill for the courses the veteran is enrolled in for each term. If a veteran student flies beyond Part 141 hours, the Voc. Rehab counselor must approve the ground and flight overages.

Each Voc. Rehab student will have a Log of Conversation in their electronic Microsoft Teams folder tracking their tuition and other details. The student's academic records will be documented in Microsoft Teams and Flight Schedule Pro. All VA monies will be tracked in FSP and the Log of Conversation.

85/15 RULE

According to the VA, at no time may American Winds have more than 85% veterans in a program. American Winds will document this requirement on the 85/15% Tracking Log. This tracking log will be produces upon requires by the VA.

https://benefits.va.gov/GIBILL/85_15/85_15_homepage.asp

85/15 FAQ's https://benefits.va.gov/gibill/85_15_faqs.asp

Supported and Non-supported Students
https://benefits.va.gov/GIBILL/85_15/supported_non_supported_students.asp

35% Exemptions https://benefits.va.gov/GIBILL/85_15/35_percent_exemption.asp
85/15 Reporting Requirements
https://benefits.va.gov/GIBILL/85_15/reporting_requirements.asp