

SUBSTANCE ABUSE POLICY

If You Fail Your Drug and/or Alcohol Test. When a student or instructor is contacted by the testing lab and told of a positive test result, a substitute specimen, or a negative dilute test, that individual has the right to request the same sample be sent to an independent lab to be tested at the student or instructor's own expense and/or to speak with the Medical Review Officer regarding their own test results. The time frame for requesting independent lab testing is very short and it is the responsibility of the individual to read the documentation provided during testing in order to know how much time is available to make such a request.

If the student or instructor fails the drug test, the student or instructor may be permanently terminated from all activities and/or employment at PEA.

COPYRIGHT INFRINGEMENT POLICY

This policy applies to all staff, faculty, administrators, officers and students. It is the policy of PEA to respect the copyright protections given by federal law to owners of copyright-protected materials including digital materials and software, and to abide by all license and contractual agreements in the provision of resources and services to PEA.

PEA strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer systems and networks.

PEA administration, staff and students are advised to become as knowledgeable as possible regarding copyright law and this policy. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. PEA regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to loss or restriction of computing privileges and disciplinary action up to and including termination, in the case of PEA employees, and expulsion, in the case of students.

It is against PEA policy for users to use equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law or specific license.

PAYMENT METHODS & DELINQUENT ACCOUNTS

Payments can be made by cash, check, credit card, debit card and bank wire. All payments are due as documented on the first page of the enrollment agreement and must be made within 5 days of the due date. Payments that are not made within the scheduled due date, will be subject to a late fee of 1.5% of the payment due. Late fees will automatically be deducted from the student's account. When payments have not been made within 30 days, Phoenix East Aviation reserves the right to terminate the student from the school.

For a student to graduate a program, all requirements as stated in the catalog must have been met and all school debts paid in full. Students who do not complete their course/program within 100% of their "Estimated Date of Completion" shall be subject to any subsequent rate. Increases will apply as printed in the "Course Description and Price List."

REQUIRED LEVEL OF PERFORMANCE FOR GRADUATION

1. Satisfactory completion of all Flight Curricula in Program or Course.
2. Satisfactory completion of all Ground Curricula in Program or Course.
3. All financial obligations to the school have been met.