

TRANSFER OF CREDIT AND ADVANCED STATUS

Students should bring in a transfer of credit form from their flight school with the required FAA endorsements from their instructor / chief pilot to the flight department at Phoenix East Aviation.

FAR PART 61 STUDENTS: A student transferring to Phoenix East Aviation under FAR Part 61 may be credited for the past training and experience based on a flight check or written exam and oral test, or both, of the student. Student must bring in their logbook with each of the pages “totaled” and signed and submit this to the chief pilot and/or assistant chief pilot of the flight department.

All FAR Part 141 and Part 61 courses (and courses that make up a program) are eligible for transfer of credit based on the above information. However, this applies only to the certificate that is being sought. Since the FAA dictates the standard for transfer of credit, an appeal on the decision for the number of hours to be transferred is not possible.

Students must understand that up to one-half (1/2) of the curriculum requirements can be granted by the FAA under Part 141, most of your training experience can be granted by the FAA under Part 141, and most of your training experience can be transferred under Part 61, but a flight, written and oral exam must be given to determine if the credit should be given, and how much. The exams validate a student’s level of flight proficiency and knowledge proficiency for the level of credit given for the course in which the student seeks to enroll.

Students will be charged the current school hourly rates for the time given in the exam (Students can go to the admissions office to find out what the current hourly rates are for flight, ground instruction, and oral).

In accordance with FAA 141.77c(1), a student that wishes to transfer out to another school can go to the flight department at any time (Monday through Friday) and receive a copy of their FAA training records at no cost. Students must transfer to a school that is FAA approved 141/142 to transfer their credit. The flight department will advise students regarding transferring credit to another school. Students can contact the flight department for guidance counseling any time during the week, Monday through Friday.

Each hour of flight, ground instruction, and oral that is credited and transferred by the flight department will be documented and will be deducted against the course in which the student is enrolling. The tuition for the course will be adjusted to reflect the hours credited to the course and is charged at the current school rates. The student can then determine how much financial aid will be needed once the tuition for the course is determined.

GENERAL ADMISSION PROCEDURES

1. Forward completed enrollment application with applicable fees to:

**Admissions Department
Phoenix East Aviation
561 Pearl Harbor Drive
Daytona Beach, Florida 32114**

2. Must have completed and submitted an enrollment application.

3. Submit a copy of the medical certificate, pilot certificate(s), driver’s license and last two pages of logbook (if applicable).

4. VA students must have completed and submitted all required VA forms.

5. International Students must submit a copy of their passport and provide a copy of their pilot’s certificate (with an English translation—if applicable).

6. International students must provide a letter or affidavit of financial support.

7. **International Students:** If you hold a certificate and/or rating not issued by the FAA, we strongly recommend that you have the aviation authority of the country that issued your certificate officially translate it into English before coming here. Additionally, please let us know as soon as possible if you have a certificate that is not FAA, we will fax/e-mail FAA forms to you, so your certificate can be converted before your arrival.