



CATALOG V4



INTERNATIONAL FLIGHT ACADEMY

Phoenix East Aviation  
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Daytona Beach, FL 32114

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**[www.pea.com](http://www.pea.com)**

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# TABLE OF CONTENTS

Accreditation .....	4
School Calendar .....	5
Class Size .....	6
Our Mission.....	6
Purpose and Philosophy .....	6
Objectives.....	7
History.....	7-8
Daytona Beach, Florida.....	9-10
Affirmative Action.....	11
School Credentials .....	11
Student Files / Releasing of Student Information .....	11
General Admission Requirements .....	12
Immigration Admission Requirements .....	12
VA Admission Requirements .....	13
Financial Aid.....	13
Transfer and Advanced Status.....	13-14
General Admission Procedures.....	15
Immigration Admission Procedures.....	16
VA Admission Procedures .....	17
Admissions Procedures for the Handicapped .....	17
Flight Programs .....	18
Documents Received Upon Graduation.....	18
Course Objectives .....	19-20
Program Completion Hours .....	21-22
Flight Program Descriptions .....	23-24
Prescreening for the Professional I and Professional III Program .....	25
Flight Course Descriptions .....	26-30
Grading System .....	31
Satisfactory Progress/Attendance Policy.....	31-33
Leave of Absence/Vacation Policy/DHS requirements for International Students.....	34-35
Probation .....	35
Conduct Policy .....	35
Substance Abuse Policy .....	36-40
Copyright Infringement Policy.....	40
Payment Methods and Delinquent Accounts .....	41
Performance Requirements for Graduation .....	41
Termination .....	42
Student Complaints .....	43-44
Refund Policy—Pilot Courses.....	45
Refund Policy—Professional Programs, Dispatcher Program .....	46
Cancellation Policy.....	47
Facilities .....	48
Equipment.....	49
Placement Assistance .....	49
Miscellaneous Services.....	50
Aviation Medical Examiners in the Daytona Beach Area .....	50
PEA Staff and Faculty/Ownership .....	51

## ACCREDITATION

Phoenix East is accredited through the Accrediting Council for Continuing Education Training (ACCET).

*“The essential purpose of the accreditation process is to provide a professional judgment as to the quality of the education institution or program(s) offered, and to encourage continual improvement thereof.”*

Accreditation is the process by which the Accrediting Council for continuing Education & Training (ACCET) grants public recognition to an educational institution which has voluntarily submitted to an evaluative comparison with established qualifications and standards, and has demonstrated that it is in compliance with the Standards for Accreditation, both upon initial application and periodically thereafter. ACCET’s function is focused upon educational quality, the continuous assessment and improvement of educational practices, and assistance to member institutions in the improvement of these practices within their programs. Through its support of an independent Accrediting Commission, the ACCET membership promulgates and sustains the Standards for Accreditation along with policies and procedures that measure and inspire educational quality.



Accrediting Council for Continuing  
Education and Training

## 2019 SCHOOL CALENDAR

Phoenix East Aviation dispatch will be open 360 days in 2019. School is closed for:

- 27 May, Memorial Day
- 4 July, Independence Day
- 2 September, Labor Day
- 28 November, Thanksgiving
- 25 December, Christmas Day
- 1 January, New Year's Day

Students may enroll in a dispatch course or program at any time throughout the year.

### 2019 Class Start Dates — Private.

07 January	22 July
04 February	19 August 16
04 March	September 14
01 April	October 11
29 April	November 09
28 May	December
13 June	

### 2019 Class Start Dates-- Instrument, Commercial & CFI

07 January	5 August
18 February	15 September
1 April	28 October
13 May	9 December
14 June	

### LIBERTY UNIVERSITY—

#### Schedule Start Dates for the semester:

- 7 January
- 13 May
- 19 August

### RACE SCHEDULE—

Make sure the students are in the apartments before the start of each race:

- 26-27 January 2019 Rolex 24 hours
- 9-17 January 2019 Speed Weeks/17th January 2019 Daytona 500
- 6 July 2019 Coke Zero 400

Effective 2-1-2019. Supersedes all previous editions. All ground school schedules will be posted one week prior to start dates. During this time students may register for those classes that are required.



## CLASS SIZE

All flight instruction is performed on a one on one basis, ratio 1:1. Ground school class size ranges from 3 to 15 students, variable teacher/student ratio.

## MISSION STATEMENT

To be the commercial pilot training industry leader through:

- Providing Safe, high quality and excellent value training for student pilots.
- Continuously improving our course and training products.
- Achieving customer satisfaction by meeting or exceeding the expectation of students.
- Operating our business in an efficient, effective manner, providing return on investment to shareholders and increasing opportunities for employee growth and achievement.
- Being a responsible employer respected by both employees and the community.

## PURPOSE AND PHILOSOPHY

Phoenix East Aviation is a proprietary institution offering a variety of aviation training programs for domestic and international students. Its purpose is to train students for general aviation flight activities, and/or to gain entry level positions as flight crew personnel in the specialty through education and training that meets or exceeds guidelines as set forth by the Federal Aviation Administration and industry standards. It also serves the specific needs of corporations, airlines and government agencies for flight training education. Communication and professionalism are stressed in every program offered. To achieve its purpose, Phoenix East Aviation offers extensive education and training in the classroom, in approved IFR/VFR flight simulators, and actual flight training provided by highly qualified and fully licensed and experienced professionals.

## OBJECTIVES

The following are the focus and the priority of instructors, staff and administration in providing attention to each student's individual learning and motivational needs:

- Provide approved ground school and flight training from initial private pilot licensure through airline transport pilot levels.
- Provide training to contribute to citizenship and personal development.
- Provide support services, including developmental courses when needed, which will complement the educational experience of each student.
- Provide career and job market orientation and provide assistance in obtaining employment upon program completion.
- Provide continuing education opportunity for updating, advancement or recertification training.
- Provide the opportunity and atmosphere in which students can share their customs and cultures with one another and encourage the development of professional attitudes and a broad sense of purpose.

## HISTORY

Founded in 1972, Phoenix East Aviation has gained recognition as one of the finest educational training facilities in the world. Our founder was a retired airline Captain and a former Chairman of the U.S. Presidential Aviation Advisory Board. He was also a Vice President of the Airline Pilots Association (ALPA). His aviation background and leadership skills contributed to the advanced development and continual success of our school. We also have the distinction of training a NASA astronaut who walked on the moon. The astronaut received his Airline Transport Pilot License at Phoenix East Aviation.

Certified under the Federal Aviation Administration as an approved pilot school, Phoenix East Aviation can train you for any position, from the ground to the flight deck.

We also offer training to meet I.C.A.O.'s international flight training requirements.

Phoenix East Aviation proudly operates a modern fleet of Cessna 172-SP G1000s, Piper PA-28R-201 Arrows, and a Decathalon 8KCAB single-engine aircraft, as well as Diamond DA-42NG TwinStar and Piper Seneca multi-engine aircraft. All aircraft are fully certified for all ratings. Our simulators include state-of-the-art Frasca 141 Mentor/G1000 models.

Training is available for Advanced Systems, including Electronic Flight Information Systems, Flight Management Systems, Crew Resource Management/Human Factors, Airline Interview Preparation, and more.

Our flight school programs and aviation courses reflect the results of our 40 years of flight training experience. Phoenix East Aviation was started by, and continues to be managed by, airline pilots who are committed to your success.



## HISTORY—CONTINUED

On June 27, 1987, Phoenix East Aviation was authorized by the U.S. Department of Justice to accept and enroll non-immigrant students under M-1 form (I-20). On November 13, 2009, Phoenix East Aviation was authorized by the Department of Homeland Security to accept and enroll non-immigrant students under the F-1 form (I-20).

On January 15, 1991, Phoenix East Aviation was approved by the U.S. Department of Veterans Affairs to offer training to veterans and other eligible persons.

Phoenix East Aviation's instructors are carefully screened to ensure a staff of fully licensed, experienced professionals. They are constantly evaluated in an ongoing effort to maintain high levels of teaching effectiveness, with proper attention to individual learning and motivational needs of each student. Many of the flight instructors hold a Bachelors Degree in Aeronautical Studies. All instructors hold Certified Flight Instructor Ratings and are qualified and utilized to give both flight and ground instruction.

All flight and ground instruction at Phoenix East Aviation is designed to meet the needs and requirements of the individual student, offering well planned, accurate and effective courses under the guidelines set forth by the Federal Aviation Administration (FAA) and local governments. Students receive extensive training not only in the classroom, but in approved IFR/VFR flight simulators and with actual flight training. Free tutoring is available, and we also provide all students free use of the video library and computer written exam preparation. Many of the courses are designed to meet the specific needs of major corporations, airlines and government agencies. All of our F.A.R. Part 141 training programs are approved by the Department of Veterans Affairs for benefits.

## DAYTONA BEACH, FLORIDA

The Daytona Beach Resort Area is located on Florida's Central-East Coast Region. The 23 miles of white sand beaches, mild climate throughout the year, and warm hospitality have attracted visitors to this area for years. Due to its convenient location, the Daytona Beach Resort Area is also a perfect spot for vacationers looking for easy access to Florida's other attractions. Walt Disney World, historic St. Augustine, Spaceport USA, Sea World, and Universal Studios are within an hour drive of Daytona Beach. The Bahamas are only an hour away by plane.

The beach itself has an ocean park atmosphere. Driving on the hard-packed sand is allowed on an 18 mile stretch of the beach during the day. The beach is open and accessible year round. The average annual temperature is 70.8 degrees. Winters are mild and short, while summer is warm, with a constant ocean breeze.

Although water sports abound, Daytona Beach is most famous for automobile racing. The Daytona International Speedway is one of the nation's finest racing facilities, and hosts the world-famous Daytona 500 each year in February. Major motorcycle races are staged in March and October at the speedway, and stock car racing returns in July. Sports fans can always find something of interest in the area.

The Ocean Center is the area's entertainment and convention complex and has hosted professional and collegiate basketball, karate championships, boxing, MMA, wrestling, and more. Cultural activities are also held year round in the resort area.

Nature lovers will enjoy the many parks and wildlife areas of the region. Another scenic area is Ponce Inlet, the southernmost point of the Daytona Beach Resort Area. Lighthouse Point State Park has a beach and walkway which winds its way over the natural sand dunes. A climb to the top of historic Ponce de Leon Lighthouse provides a panoramic view of the entire area. After a full day of beach going or sightseeing, visitors will also discover a wide variety of shopping, restaurants and nightclubs.

Fresh seafood from the Atlantic Ocean is the region's culinary specialty. The area boasts over 400 restaurants, from fast food buffets to elegant, gourmet dining. Nightlife is not lacking either. Top name entertainers appear regularly at the Ocean Center, while there are numerous nightclubs along the beach and the mainland.





## AFFIRMATIVE ACTION

Phoenix East Aviation does not discriminate on the basis of age, sex, race, color, religious belief, national origin, handicap, or covered veterans status in its employment, admissions and student-related policies and procedures as required by Title VII (Equal Employment Opportunity) of the 1964 Civil Rights Act, as amended; Title IX of the 1972 Rehabilitation Act, as amended; Executive Order 11246 (Affirmative Action) as amended; and other related Acts of Congress and Federal Regulations. Inquiries regarding compliance with these laws may be directed to: Director of Human Resource, Phoenix East Aviation, 561 Pearl Harbor Drive, Daytona Beach, Florida 32114.

## SCHOOL CREDENTIALS

Phoenix East Aviation is authorized and/or licensed by the following agencies:

1. Federal Aviation Administration under FAR Part 141. (CERT NUMBER IHMS995E)
2. U.S. Department of Homeland Security for M-1visa (I-20).
3. U.S. Department of Homeland Security for F-1visa (I-20).
4. Department of Veterans Affairs for training of veterans and other eligible personnel.

## STUDENT FILES

Student records are available for review during business hours. To review your records, please make an appointment with the Flight Department Administrator or you may access your records in ETA.

## RELEASING OF INFORMATION ABOUT STUDENTS

Phoenix East Aviation will not release any information about a student unless one of the following occurs:

- 1) Student gives written permission to release information or;
- 2) If the information is requested by any state, federal, regulatory or accreditation organizations.



## GENERAL ADMISSION REQUIREMENTS

1. Must be at least 17 years of age prior to receiving Private Pilot License, 18 years of age prior to receiving Commercial Pilot License and 23 years of age prior to receiving Airline Transport Pilot Rating.
2. Must have completed and submitted an enrollment application.
3. Submit a copy of the medical certificate, pilot's license, driver's license and last two pages of logbook (if applicable).
4. International Students must submit a copy of their passport and provide a copy of their pilot's license (with an English translation—if applicable).
5. For VA students, must have completed and submitted all required VA forms.

## IMMIGRATION ADMISSION REQUIREMENTS

1. Must have met all General Admission Requirements.
2. Must show a letter or affidavit of financial support, proving tuition, fees, and living expenses can be provided while attending school.
3. Must hold a current passport (may not expire within 6 months of application).
4. Must bring passport, acceptance letter, letter to the embassy, two photographs, I-20 Form (for M-1 or F-1 Visa), and two forms of identification to the U.S. Embassy in the student's home country. We provide instructions for the visa application process at the U.S. Consulate nearest you. Also provide us with copies of all documents provided to the Embassy.
5. Must show proof of Health and Accident Insurance while training in the U.S.
6. **For International Transfer Students:** All transfer students must meet the same Admission Requirements outlined above, plus each student must be approved on an individual basis from the Student and Exchange Visitor Program (SEVP) and United States Citizenship and Immigration Services (USCIS).

## VA ADMISSION REQUIREMENTS

A student may be entitled to VA educational assistance benefits under certain combinations of the various education programs. As noted above, however, a claimant cannot receive benefits under more than one chapter at any given time. Students with eligibility under more than one chapter should consult a VA counselor to determine which program will be most beneficial.

All applicants must meet all General Admission Requirements. An applicant who is receiving, or is entitled to receive, any other VA benefit based on his or her own or on another veteran's service should identify the benefit in his or her application.

**Any questions please call the VA at 1.800.827.1000.**

## FINANCIAL AID

Phoenix East Aviation can help you finance your aviation career. To find you the best financial assistance for your education, we have chosen to work closely with several lenders to provide flight school students with a variety of financial options.

We currently have a lending agreement with SLM Financial, AlaskAdvantage Programs and career Development through the United Kingdom. Our staff will work with you in determining your financial needs, so you can understand the cost of your tuition, fees, and living expenses for the duration of your training. Additionally, we will help you with the application process.

## TRANSFER OF CREDIT AND ADVANCED STATUS

**FAR PART 141 STUDENTS:** As dictated by the FAA under FAR Part 144.77c(1), students transferring to Phoenix East Aviation may be credited, but not more than one half of the curriculum requirements, with previous FAR 141 pilot experience and knowledge, based upon appropriate flight checks and/or tests given by Phoenix East Aviation. Course credits may be transferred from a FAR 141 approved flight school to Phoenix East Aviation. Phoenix East Aviation shall determine the amount to be transferred, based on a flight proficiency test or written test, or both, not exceeding 50% of Phoenix East Aviation's curriculum; however, the test results must receive a score of 80% or better in order to be eligible for credit. This applies to each FAA 141 Course. Once the flight department determines the amount of credit received for the training course, that amount of credit is given to the admissions officer. The officer will deduct the credit from the course and determine what the tuition cost will be for that course.



## 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.

# ADMISSION INSTRUCTIONS

## THERE ARE FOUR WAYS TO APPLY TO PHOENIX EAST AVIATION:

1. **Online:** [www.pea.com](http://www.pea.com)
2. **Telephone:** 386.258.0703 or 1.800.868.4359
3. **Mail:** Phoenix East Aviation, 561 Pearl Harbor Drive, Daytona Beach, FL 32114
4. **FAX:** 386.258.8609

## TO APPLY, ALL STUDENTS MUST:

1. Complete application
2. Send copy of passport and/or birth certificate
3. Send non-refundable registration fee in the amount of USD \$50.00
4. Send copy of High School Diploma/College Degree

## INTERNATIONAL STUDENTS MUST ALSO:

5. Send non-refundable international fee in the amount of USD \$300.
6. 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, and we will fax/email FAA forms to you, so your certificate can be converted before your arrival.
7. Provide a letter from your bank, showing that you have adequate funds to cover the costs of tuition fees and living expenses.
8. Students must be able to read, speak, write, and understand the English language. Students must have ICAO Language Proficiency Ratings Scale Operational Level 4 as the minimum English proficiency level.

Please speak with our admissions representatives, so they can help you select the course/program that is right for you. Call 386.258.0703, 1.800.868.4359 or E-mail: [admissions@pea.com](mailto:admissions@pea.com) Phoenix East Aviation is approved to issue the F-1 Visa form (I-20) and the M-1 Visa form (I-20) for international students who enroll in approved courses and programs. Only F.A.R. Part 141 courses are approved for VA benefits.

**NOTE:** *Flight fees are estimated for planning purposes only. FAA requirements, fuel surcharges, and other uncontrollable factors may result in adjustment to these fees prior to or during the course of the academic year.*

## IMMIGRATION 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. Upon arriving in the United States, attain appropriate FAA Medical Certificate for license or rating sought. Forward copy of medical to the Admissions Department.

3. Forward passport, affidavit of support, two photographs, Form I-20 (M-1 visa or F-1 visa) and two forms of identification to the U.S. Embassy in home country. Forward to the Admissions Department copies of all documents provided to the U.S. Embassy. (Passport may not expire within six months of application).

4. Attain health and accident insurance. Forward copy of proof of insurance to Admissions Department at above address.

5. Provide financial letter of affidavit support.

6. Students must be able to read, speak, write and understand the English language. Students must meet ICAO Language Proficiency Rating Scale Operational Level 4 as the minimum English proficiency level.

**NOTE:** Transfer students must follow the procedure above. Approval on an individual basis as determined by the Student and Exchange Visitor Program (SEVP) and United States Citizens and Immigration Services (USCIS).

## VA 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. Obtain appropriate FAA Medical Certificate for certificate or rating sought and forward copy of medical to the Admissions Department at above address.\*

\*Students must obtain no less than a Second Class medical for Commercial certificate and a First Class medical for an ATP certificate.

## ADMISSION PROCEDURES FOR THE HANDICAPPED

Complete applicable admission procedures (general, immigration, or VA).

**NOTE:** Student must provide own handicapped control apparatus for aircraft.



## FLIGHT PROGRAMS

All flight training programs offered at Phoenix East Aviation are designed to provide the student with the knowledge, skill and aeronautical experience required by the FAA, airline industry and the general aviation industry. Concentration is placed on accuracy, communication, and professionalism.

Student evaluation will be based on classroom performance, as well as flight experience.

All students will be provided with a schedule of all ground school start and completion dates (if applicable). Not all courses require formal ground school.

See the course descriptions and price brochure for all prices, program costs, and specific program breakdowns, and specific details about flight courses, hour requirements and times.

## DOCUMENTS RECEIVED UPON GRADUATION

Students will receive a stamped FAA certificate when they successfully complete the written exam.

Students who successfully complete the FAR 141 ground school will receive a graduation certificate.

Students who successfully complete their course(s) within their respective programs will receive a certificate for the Private, Commercial and/or ATP training from the FAA. Also, students who successfully complete the Multi-Engine, Instrument, Certified Flight Instructor, Certified Flight Instructor Instrument or Multi-Engine Instructor Training will receive a rating from the FAA.

## COURSE OBJECTIVES

**PRIVATE:** The objectives of the Private Pilot courses are to train students to acquire satisfactory skills and demonstrate the competence as required by the FAA. Students will be qualified to exercise the rights of a Private Pilot as dictated by the FAA, upon satisfactory completion of the training.

**INSTRUMENT:** This course develops aeronautical skills required for an Instrument Airplane Rating to a Private Pilot certificate. Topics include compliance with instrument flying regulations, practical application of safety procedures and aircraft operations, use of navigation systems, chart use, use of weather forecasting information, and application of flight planning procedures, decision-making and crew resource management. The objectives of the Instrument Rating Courses are to train students to acquire satisfactory skills and demonstrate the competence as required by the FAA. Students will be qualified to exercise the rights of an Instrument Pilot as dictated by the FAA, upon satisfactory completion of the training.

**COMMERCIAL:** This course develops aeronautical knowledge and skills required for certification as a Commercial Pilot with Single-Engine/Multi-Engine Land rating. Topics include multi-engine flying in VFR and IFR environments, including high altitude, night, winter, and mountain. Topics also include regulations, safety, weather, aerodynamics, weight and balance, performance, aircraft systems, navigation facilities, chart use, and decision-making. The objectives of the Commercial Pilot courses are to train students to acquire satisfactory skills and demonstrate the competence as required by the FAA. Students will be qualified to exercise the rights of a Commercial Pilot as dictated by the FAA, upon satisfactory completion of the training.

**MULTI-ENGINE:** The student will receive training in the maneuvers and procedures necessary to meet the standards contained in the FAA Private Pilot Airplane Multi-Engine Land Practical Test Standards. Additionally, the student will receive training in safety awareness, crew resource management, and aeronautical decision-making. When a student has successfully completed this course, the student will gain the aeronautical experience necessary to attain the addition of a Multi-Engine-Rating for the Private Pilot Certificate. The objectives of the Multi-Engine Rating courses are to train students to acquire satisfactory skills and demonstrate the competence as required by the FAA. Students will be qualified to exercise the rights of a Multi-Engine Pilot as dictated by the FAA, upon satisfactory completion of the training.

**CFI (Certified Flight Instructor):** The student will receive training in the maneuvers and procedures necessary for them to meet the standards contained in the Flight Instructor practical test standards, Single-Engine Land Airplane. Additionally, the student will receive training in cockpit resource management and safe flying practices. Associated ground instruction will include completion of the Flight Instructor Airplane written test. The objectives of the CFI courses are to train students to acquire satisfactory skills and demonstrate the competence as required by the FAA. Students will be qualified to exercise the rights of a CFI as dictated by the FAA, upon satisfactory completion of the training.



## COURSE OBJECTIVES

**CFII (Certified Flight Instructor Instrument):** The student will receive training in the maneuvers and procedures necessary for them to meet the standards contained in the Flight Instructor practical test standards, Single-Engine Land with Instrument Airplane rating. Additionally, the student will receive training in cockpit resource management and safe instrument flying practices. Associated ground instruction will include completion of the Flight Instructor Instrument written test. The objectives of the CFII are to train students to acquire satisfactory skills and demonstrate the competence as required by the FAA. Students will be qualified to exercise the rights of a CFII as dictated by the FAA, upon satisfactory completion of the training.

**MEI (Multi-Engine Instructor):** The student will receive training in the maneuvers and procedures necessary for them to meet the FAA standards required to achieve the Multi-Engine Flight Instructor Rating. Additional instruction will be provided in advanced multi-engine flight crew training techniques including cockpit resource management and safe flying practices. Associated ground instruction will include completion of the Fundamentals of Instruction and the Flight Instructor written tests. The objectives of the MEI Courses are to train students to acquire satisfactory skills and demonstrate the competence as required by the FAA. Students will be qualified to exercise the rights of a MEI as dictated by the FAA, upon satisfactory completion of the training.

**ATP (Airline Transport Pilot):** This course has been designed for the advanced student to prepare them for the airline transport pilot certification, where the applicant will be tested to the highest level of piloting ability. The certificate is a prerequisite for acting as a pilot-in-command in scheduled airline operations. Other requirements include being at least 23 years of age, possessing an instrument rating, being able to read, write, speak, and understand the English language, and being of good moral character. The objectives of the ATP courses are to train students to acquire satisfactory skills and demonstrate the competence as required by the FAA. Students will be qualified to exercise the rights of an ATP as dictated by the FAA, upon satisfactory completion of the training.

## PROGRAM COMPLETION HOURS

Please note that these are estimated hours of completion for each program offered by Phoenix East Aviation. (Hours are estimated based on an individual's ability).

### 141 FLIGHT COURSE(S)/PROGRAM(S) (estimated)

Course/Program Name	Lab Hours	Lecture Hours	TOTAL HOURS	Days to Complete
Professional Program I*	136	276	412	430
Professional Program III*	140	292	429	490
Dispatcher Program	106	200	306	60
Basic Course	146	244	390	300
Basic with Multi Engine Course	146	271.5	417.5	300
Instructor Course	45	95	140	169
Private Course	55	98	153	90
Instrument Course	35	70	105	90
Commercial Course	120	70	190	150
Commercial/Instrument Course	85	140	225	180
Multi Commercial/Inst. Course	85	180	265	180
Multi Engine Course	15	27.5	42.5	60
MEI Course	30	20	50	100
CFI Course	30	55	85	60
CFII Course	15	70	85	60
Upset Recovery	6	6	12	14
CE 500 Type Rating Course	6	25	31	7
CE500 Second in Command	4	25	29	7

\*Denotes vocational programs. All other courses are considered avocational.



## PROGRAM COMPLETION HOURS

### 61 FLIGHT COURSE(S)/PROGRAM(S) (estimated)

Course/Program Name	Lab Hours	Lecture Hours	TOTAL HOURS	Days to Complete
Private Basic Course	40	10	50	78
Instrument Course	90	20	110	132
Instrument Completion	40	10	50	80
Commercial/Instrument Course	205	40	245	306
Commercial/Inst. Completion	60	15	75	180
Multi-Engine Course	15	27.5	42.5	42
MEI Course	15	20	35	85
CFI Course	15	10	25	39
CFII Course	15	54	20	45
MEI, ATP Basic Course	10	7	17	21
MEI, ATP Completion Course	5	4	9	15
Glass Cockpit Training Course	20	20	40	40
Continuing Education	----- VARIES -----			

# FLIGHT PROGRAMS - FAR PART 141

## **PROFESSIONAL PROGRAM I ..... 412 total hours**

This program is designed to enable a Private Pilot to obtain a Commercial Certificate with Instrument and Multi-Engine Ratings. Additionally, the student will go through Flight Instructor Training and receive the Certified Flight Instructor (CFI) and Certified Flight Instructor Instrument (CFII) Ratings. With the addition of these ratings, the pilot adds to their ability to be hired in the aviation industry. Upon completion, the pilot will be allowed to work as a Flight Instructor in the single-engine aircraft and teach students to become certificated Private, Commercial and Instrument Rated pilots. These ratings are extremely helpful for the pilot who desires to advance their flight time and experience.

The Glass Cockpit Training course was added to provide the pilot with the ability to operate within a multi-crew environment, while managing the advanced systems found in today's new generation aircraft.

## **PROFESSIONAL PROGRAM III ..... 429 total hours**

This program is similar to the Professional Program I, but concentrates more on multi-engine time during the training program. Most single-engine time is replaced with the more advanced multi-engine instruction. The multi-engine instructor course has been added to this program.



## FLIGHT PROGRAMS - FAR PART 141

### **AIRLINE DISPATCHER PROGRAM ..... 306 total hours**

FAA approved six-week program for U.S. and international students. Train for career dispatcher positions with airlines throughout the world. Subjects include Meteorology, FAA regulations, Aircraft Systems and Performance, Air Traffic Control, Flight Planning and more. An Airline Dispatcher plans flights (based on weather, aircraft maintenance, airport navigational facilities, Notices to Airmen, alternate airports, etc.) The Dispatcher also may cancel or delay flights to ensure the safety of each flight. You typically work in a central office that controls all the flights for your airline. The Dispatcher is indeed a very important person in the operation of an airline.

# PRESCREENING FOR THE PROFESSIONAL I AND PROFESSIONAL III PROGRAMS

## Statement of Understanding

Students who desire to enroll in the Professional Program I or Professional Program III will be given that opportunity based on their performance in the Private Pilot Course. Students who have completed their Private license elsewhere will be subject to the prescreening process while taking the Instrument Rating course. After completing the Private (or Instrument) course, this experience will help you understand the level of dedication and commitment required to become a professional pilot. Phoenix East Aviation looks at the following areas to determine eligibility for the professional programs.

1. Must be a full-time student (Students attending another school full-time are not eligible).
2. Desire to enter the program.
3. Students complete the Private Pilot course (or Instrument Rating) on time or within 150% as scheduled.
4. Students have satisfactory performance in completing the stages and final exam.
5. Student has made course payments as scheduled.
6. Students are interviewed prior to acceptance into the program.

Students that are denied entry into the program are still eligible to enroll into the next course.



## FLIGHT COURSES - F.A.R. PART 141

### PRIVATE COURSE

This certificate allows the pilot to operate an aircraft during the day or at night in good weather conditions, clear of clouds (Visual Flight Rules). Passengers can be carried, but not for compensation. *Minimum flight hours required: 35 hours (Part 141) or 40 hours (Part 61).*

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Private Pilot Certificate with the Airplane Category and Single Engine Land Class Rating.

### INSTRUMENT COURSE

The IR allows a pilot to operate an aircraft in reduced visibility and in clouds and also to operate under the guidance of the air traffic control system (Instrument Flight Rules).

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for an Instrument Rating Airplane.

**Prerequisite:** Private Pilot Certificate.

### COMMERCIAL/INSTRUMENT COURSE

This certificate allows the pilot to fly for compensation, given that the individual has met the industry requirements in order to be hired; however, there are some restrictions until certain flight experience levels are gained. *Minimum flight hours required: 120 hours (Part 141) or 250 hours (Part 61).*

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Commercial Pilot Certificate with Airplane Category and Single Engine Land Class rating and Instrument Rating Airplane.

**Prerequisite:** Private Pilot Certificate.

### COMMERCIAL COURSE

Designed for those students who desire to go through a FAR Part 141 training program to receive their Commercial Pilot Certificate and currently hold and Instrument Rating. This certificate allows the pilot to fly for compensation, given that the individual has met the industry requirements in order to be hired; however, there are some restrictions until certain flight experience levels are gained. *Minimum flight hours required: 120 hours (Part 141) or 250 hours (Part 61).*

The student will obtain the knowledge, skills, and aeronautical experience necessary to meet the requirements for the commercial Pilot Certificate with Airplane Category and Single-Engine Land Class Rating.

**Prerequisite:** Private Pilot Certificate, Instrument Rating.

## FLIGHT COURSES - F.A.R. PART 141

### **MULTI COMMERCIAL/INSTRUMENT COURSE**

Allows the pilot to operate an aircraft with more than one engine. No minimum flight hour requirement.

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Commercial Pilot Certificate with Airplane Category, Single and Multi Engine Land Class Rating, and Instrument Rating Airplane.

**Prerequisite:** Private Pilot Certificate.

### **MULTI-ENGINE RATING**

Allows a pilot to operate an aircraft with more than one engine.

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Multi-Engine Land Class Rating.

**Prerequisite:** Private or Commercial Pilot Certificate.

### **CFI COURSE**

This certificate allows the holder to teach pilots for single engine certificates and ratings. Applicants for this certificate must first hold at least a Commercial Pilot Certificate or an Airline Transport Pilot (ATP) certificate.

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Certified Flight Instructor Rating Single Engine Land.

**Prerequisites:** Private Pilot Certificate, Instrument Rating and Commercial Certificate.

### **CFII COURSE**

With this certificate, the holder can teach pilots to fly by reference solely to the flight instruments in preparation for an Instrument Rating. Applicants must hold at least a Commercial Pilot Certificate or an Airline Transport Pilot (ATP) certificate.

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.

**Prerequisites:** Private Pilot Certificate, Instrument Rating, and Commercial Certificate.

### **MEI COURSE**

The holder of this certificate can teach pilots to fly 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. The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Multi-Engine Flight Instructor Rating Multi-Engine Land.



# FLIGHT PROGRAMS - FAR PART 141

## **BASIC COURSE**

This course combines the Private and the Commercial / Instrument Single Engine Course together. The student will obtain the knowledge, skills and aeronautical experience to meet the requirements for a Private and Commercial Pilot Certificate with Airplane Category and Single Engine Land Class Rating and Instrument Airplane.

## **BASIC W/ MULTI-ENGINE COURSE**

This course combines the Private and the Multi-Engine Commercial/Instrument courses. The student will obtain the knowledge, skills and aeronautical experience to meet the requirements for a Private and Commercial Pilot Certificate with Airplane Category and Single Engine and Multi-Engine Land Class Rating, and Instrument Rating Airplane.

## **INSTRUCTOR COURSE**

This course combines the Certified Flight Instructor, Certified Flight Instructor Instrument and Multi-Engine Instructor Courses together. The student will obtain the knowledge, skills and aeronautical experience to meet the requirements for a Certified Flight Instructor and Certified Flight Instructor Instrument Rating Single Engine Land, and Multi-Engine Flight Instructor Rating Multi-Engine Land.

**Prerequisites:** Private Pilot Certificate, Instrument Rating, Commercial Pilot Certificate and Multi-Engine Rating.

## **UPSET RECOVERY TRAINING**

The PEA Unusual Attitude and Upset Recovery Training course has been uniquely customized to ensure it directly meets the training needs of the professional Pilot. A rigorous combination of hands-on maneuver-based and scenario-based training profiles both increases the student's fundamental flying skills as well as directly compliment the rapid development of Aeronautical Decision Making amidst potentially life-threatening upset/emergency conditions.

**Prerequisites:** Private Pilot Certificate and Instrument Rating.

## **CESSNA CITATION TYPE RATING/SIC COURSE**

This Course has been designed for the advanced student to gain familiarization and understanding of the Systems and Procedures of CE-500 Series Aircraft for a SIC/ PIC Rating including: Normal, Abnormal and Emergency Procedures, as well as Crew Resource Management Skills, Performance, and Weight and Balance.

**Prerequisites:** Commercial Pilot Certificate, Instrument and Multi-Engine Ratings.

## FLIGHT COURSES - F.A.R. PART 61

### PRIVATE BASIC COURSE

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Private Pilot Certificate with the Airplane Category and Single Engine Land Class Rating (See Course Descriptions and Price List for specific times included in this course). *Ground school, written exam, flight exam, and books are not included in the cost of this course.*

### INSTRUMENT COURSE

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for an Instrument Rating Airplane. *Ground school, written exam, flight exam, and books are not included in the cost of this course.*

**Prerequisite:** Private Pilot Certificate

### INSTRUMENT COMPLETION COURSE

This is designed for those students who desire to obtain an Instrument Rating and currently hold a Private Pilot Certificate and meet the solo 50 hour cross country requirements. The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for the Instrument Rating. *Ground school, written exam, flight exam, and books are not included in the course.*

**Prerequisites:** Private Pilot Certificate and 50 hours of solo cross-country time.

### COMMERCIAL/INSTRUMENT COURSE:

The student will obtain the knowledge, skill and aeronautical experience necessary to meet the requirements for a Commercial Pilot Certificate with the Airplane Category and Single Engine Land Class Rating and Instrument Rating Airplane. *Ground school, written exam, flight exam, and books are not included in the course.*

**Prerequisite:** Private Pilot Certificate.

### COMMERCIAL/INSTRUMENT COMPLETION COURSE:

This course is offered to those students who exceed the hour requirements for the Commercial/Instrument Rating, but lack the proficiency and/or instruction requirements. The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Commercial Pilot Certificate with the Airplane Category and Single Engine Class Rating and Instrument Rating Airplane. *Ground school, written exam, flight exam, and books are not included in the course.*

**Prerequisite:** Private Pilot Certificate and approval from PEA.

### MULTI-ENGINE COURSE

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Multi-Engine Land Class Rating. *Ground school, written exam, flight exam, and books are not included in the course.*

**Prerequisite:** Private and/or Commercial Pilot Certificate.



## FLIGHT PROGRAMS - FAR PART 61

### CFI COURSE

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. *Ground school, written exam, flight exam, and books are not included in the course.*

**Prerequisites:** Private Pilot Certificate, Instrument Rating, Commercial Certificate.

### MEI COURSE

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Multi-Engine Instructor Rating Multi-Engine Land. *Ground school, written exam, flight exam, and books are not included in the course.*

**Prerequisites:** Instrument Rating, Commercial Certificate, and Multi-Engine Rating.

### ME, MEI, ATP BASIC COURSE

The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Multi-Engine, Multi-Engine Instructor Rating or Air Transport Pilot Certificate. *Ground school, written exam, flight exam, and books are not included in the course.*

**Prerequisites:** Commercial Certificate and Instrument Rating (1500 hours and at least 23 years of age for the ATP and approval from Phoenix East Aviation).

### ME, MEI, ATP COMPLETION COURSE

This course is offered to those students who exceed the hour requirement for the ME, MEI or ATP Rating, but lack the proficiency and/or instruction requirements. The student will obtain the knowledge, skills and aeronautical experience necessary to meet the requirements for a Multi-Engine, Multi-Engine Instructor Rating or Air Transport Pilot Certificate. *Ground school, written exam, flight exam, and books are not included in the course.*

**Prerequisites:** Commercial Certificate and Instrument Rating (1500 hours and at least 23 years of age for the ATP and approval from Phoenix East Aviation).

### GLASS COCKPIT TRAINING COURSE

The overall objective of this two week course is to develop the ability of the pilot to operate within a multi-crew environment while managing the advanced systems found in today's new generation aircraft. Throughout the course, Crew Resource Management will be heavily emphasized during both ground and simulator phases of the training.

**Prerequisites:** Commercial Certificate and Instrument Rating.

## GRADING SYSTEM

For all **Flight Instruction** the following FAA grading system will be used:

**S** = Satisfactory   **U** = Unsatisfactory   **I** = Incomplete

Students that do not graduate from the course/program are given the following grade:

**W** = Withdrawal   **T** = Terminate

For all **FAR Part 141 Ground School Testing** the following FAA grading system will be used:

**80% - 100%** = Satisfactory   **0% - 79%** = Unsatisfactory

*By regulation, the minimum passing grade on FAA Part 61 written exams for licenses or ratings is 70%.*

## SATISFACTORY PROGRESS/ATTENDANCE POLICY

**FLIGHT:** (1:1) Academic and flight schedule will be scheduled by your primary instructor. All students are required to maintain full time attendance. Notification of cancellation must be received within 24 hours before your flight. If you do not show up for your scheduled flight 30 minutes prior, you will receive a “No Show” (See Phoenix East Aviation Student Handbook). If a student schedules a flight and cancels without approval and less than 24 hours prior to the flight, the student will be charged a No Show for that flight. If you are 5 minutes late, the airplane will be dispatched to another student.

Students will not receive credit for, or be eligible to graduate from a flight courses, unless each lesson is accounted for. Flight training must be completed by course/program completion date.

Students are required to be in school as per the schedule set up by their flight instructors. Upon completion of each lesson, each flight lesson is graded (as shown on the previous page) and documented on the FAA 141 training records. The flight instructor grades the student for each of the tasks required according to the individual lesson and for the individual training syllabus, based upon the completion standards specified for that lesson.

Each lesson within the training syllabus (as approved by the FAA) has multiple tasks to complete. Each task must be graded 1-5:

Grade 1 = Excellent  
Grade 2 = Above Standards  
Grade 3 = Satisfactory  
Grade 4 = Fair  
Grade 5 = Unsatisfactory



## ATTENDANCE POLICY

However, the grade given for the overall lesson is not based on a cumulative grade point average (C.G.P.A.) for these tasks, but is expressed through the lowest grade given on that lesson/flight (as per FAA regulations). Students that are unable to complete all the given tasks in a given lesson will receive an “Incomplete” for that lesson. The lesson must be completed in full in order to receive a satisfactory grade.

Students that transfer into the course from a previous school must meet the same FAA standards for the remaining portion of the training. See transfer of credit and advanced status policy for details.

Students who are not on an authorized leave of absence and who fail to attend their given lessons 14 or more consecutive days will be terminated and withdrawn from school.

Each course (and course within a program) has two or three stage/progress exams before the End of Course Exam is given. Each progress exam must have a grade of “3” to pass, pursuant to the grades above. The End of Course Exam must receive a grade of “3” to pass. The End of Course Exam is not cumulative of the previous three progress exam grades, but is based on the standards specified by the FAA practical training standards for the individual certificate or rating sought.

Students who do not meet the FAA minimum requirements to pass their ground school exams, stage exams for flight, or written exams will not be eligible to graduate from their course. Students will have a meeting with their flight instructor and the flight department if they are having problems meeting the FAA requirements. A determination will be made at that point to decide what corrective action will be taken to resolve the problem. If a resolution is not possible, then the flight department will terminate the student from their course.

**GROUND SCHOOL:** (15:1) Minimum contact hourly requirements established by the FAA are prerequisite to the issuance of FAA certifications and ratings. As a result, these requirements are diligently enforced. Absences are classified as either excused or unexcused. An excused absence must be documented, otherwise an absence is considered unexcused. Regardless of the absence, class work missed must be made up prior to completion of the class. Three or more absences can lead to a failure in the class. Three tardies is equal to 1 absence.

The FAA 141 requirements state that students have to maintain perfect attendance for their respective ground school. Ground school starts every month (except December). Students are not allowed to enter the class if they are late. Each day that is missed by the student must be made up. Making up classes can be accomplished with the student’s flight instructor. In any case, in order to graduate ground school the student must have 100% attendance. Students are not allowed to miss more than 3 classes, and they must repeat the entire ground school if 3 or more classes are missed. Written/progress exams are given each week in ground school. Students are required to have an 80% or higher grade point average on each exam. Cumulative grade point averages on all exams are not accepted. Each exam must have a passing grade of 80% or higher.

# ATTENDANCE POLICY

## **Consequences for Failing to Meet Satisfactory Academic Progress.**

The following reasons why a student cannot graduate from a course/program:

1. Students that does not complete every flight lesson and/or every ground school lesson.
2. Students that do not receive a grade of “3” for every flight lesson, stage/progress exam and end of course exam.
3. Students that do not receive 80% or higher on weekly progress/written exams in ground school.
4. Students that do not receive a passing grade of 70% or higher on the FAA written exam.
5. Students are required to complete their programs within 150% of their scheduled program length notwithstanding, weather or emergency leave of absences. Students who do not complete their program within 150% of their scheduled program length will be terminated from the program.
6. Students in remedial instruction/academic probation that are unable to satisfactory meet FAR 141 minimum standards will be terminated from their FAA 141 course/program (see below).
7. Students not on a authorized leave of absence and fail to attend their given lessons 14 consecutive days or more will be terminated and withdrawn from school.
8. Students that withdraw from the course.

**Appeals / Reinstatement Process.** The FAA does not have an appeals or reinstatement process, nor do they offer remedial course work for student having problems getting through their course. The FAA standards are clearly made known to the student in each course and students understand that they must meet the practical training standards set forth by the FAA in order to graduate.

**Remedial Instruction/Academic Probation.** Students may be placed on remedial instruction and/or academic probation if their ground school grade point average drops below 80% (141 courses), or if students are unable to pass a stage/progress or end of course exam. Student can remain in remedial instruction and/or academic probation for no more than 30 days, notwithstanding weather. It is during this time that students must satisfactory meet FAR 141 minimum standards. Students that are unable to satisfactory meet FAR 141 minimum standards will be terminated from their FAA 141 course and/or program.

**Academic Plan.** Students that have been placed under remedial instruction and/or academic probation will receive counseling from the flight department. The flight department will assign a senior check instructor to fly with the student to help them overcome any difficulty they may have getting through a progress/written exam, lesson, stage/progress exam, or end of course exam. The senior check instructor will coordinate with the student’s instructor and provide the training necessary to help the student satisfactory meet the requirements to graduate set forth by the FAA. This includes free tutoring to assist the student. If the student is still unable to satisfactory meet the FAA standards within a 30 day period once the training is completed (notwithstanding weather), the student will be terminated from the FAA 141 course and/or program.



## LEAVE OF ABSENCE POLICY

A leave of Absence **must** be approved by Student Services, Student Services Coordinator, or the Vice President of Administration. Once the leave of absence is authorized, students must fill out a leave of absence form to specify the reason for the leave. This form will include your date of departure and your date of return. The student must sign and date the leave of absence request.

The leave of absence form will contain the following items (must be signed and dated):

1. I am requesting to remain on my course and/or program and do not wish to be terminated from school.
2. I will notify the school as soon as possible if I need to extend my leave of absence beyond the original date of return. My extended leave of absence may not exceed 50% of the total length of time on the I-20 form, not to exceed 6 months. I understand that if I exceed 5 months on a leave of absence, I will be automatically withdrawn and terminated.
3. I understand that if I am on an authorized leave of absence and do not return to school by the date of return documented on my leave of absence, and I do not notify the school to extend my leave, I will be automatically withdrawn and terminated.
4. I am requesting a leave of absence for more than 30 days.

For those students that have to leave in the middle of the training with leaves of absence longer than 30 days will need, upon return, flight review training (aircraft and ground) to make sure their flight knowledge and proficiency is precisely where they left off on the last lesson, in order to proceed to the next lesson in accordance with the satisfactory progress policy.

In accordance with FAA regulations students are required to have 100% perfect attendance in ground school and are not allowed to miss one day. Any classes missed by the student must be made up with the Flight Instructor.

The training department requests that if students are to take a leave of absence, they do so between courses and not in the middle of an existing one (excluding extenuating circumstances).

U.S. students in a training program that is 12 months or more are permitted a vacation break every 6 months not to exceed 30 days (emergencies excluded), with a maximum of 60 days in a 12-month period. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

Students on F-1 visas are permitted a vacation break every 6 months not to exceed 30 days (emergencies excluded), with a maximum of 60 days in a 12-month period. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

## LEAVE OF ABSENCE POLICY

Students on an M-1 visas with I-20 forms that are 12 months in length are permitted a vacation break of 30 days, after 5 months of training has been completed. For students on M-1 Visas with I-20 forms that are 5 months or less, students are required to complete their training; no vacation is permitted since your attendance in school is for a short period of time (emergencies excluded). In emergency situations, as serious illness or death of immediate family, international students may have a leave of absence up to 50% of the total length of time on their I-20 form not to exceed 5 months (whichever is less); however, if the student has taken already taken a leave of absence, the amount of time already taken will be deducted and will not exceed 50% of the total length of time on the I-20 form not to exceed 5 months (whichever is less).

All students must follow the leave of absence policy guidelines to request a break in their training. Students not on a authorized leave of absence and fail to attend their given lessons 14 consecutive days or more will be terminated from school.

## PROBATION

### DISCIPLINARY PROBATION

Students may be placed on disciplinary probation if they violate any school policies or state or federal laws. A student will remain on disciplinary probation for a period of one month. In the event the student continues to misbehave, Phoenix East Aviation reserves the right to terminate the student at its discretion. If a student is placed on probation two times, Phoenix East Aviation reserves the right to terminate the student from the school.

## CONDUCT POLICY

Whether on campus or in the community, students are expected to conduct themselves as responsible citizens. Any violation of school policies and/or state or federal regulations may result in the student being placed on Disciplinary Probation. Any continued violations may result in the immediate termination of the student from the school.

## INTERNATIONAL STUDENT FULL TIME ATTENDANCE POLICY IN ACCORDANCE WITH THE DEPARTMENT OF HOMELAND SECURITY (DHS)

In accordance with the Department of Homeland Security(DHS), international students must maintain full time attendance in school. Full time attendance in school is defined as 18 clock hours per week in the classroom or 22 hours per week lab (airplane/simulator). All students are encouraged to use their identification and swipe their ID when they enter school and swipe their ID when they are done for the day.



## SUBSTANCE ABUSE POLICY

Phoenix East Aviation (PEA) has a zero tolerance policy regarding drugs and alcohol. Any violation of this policy may result in termination of flight training and/or employment at PEA. Violations may include, but are not limited to, a positive drug and/or alcohol test, substitutions, adulteration of samples or tampering/interfering with the testing procedures. Refusal to test is also considered a violation.

PEA intends to provide a drug and alcohol free working environment in order to maintain the highest degree of safety. PEA supports and follows all Department of Transportation (DOT) regulations regarding drugs and alcohol. All students and instructors are covered by PEA's substance abuse policy regarding drugs and alcohol. PEA's policy may be more restrictive than the DOT or Federal Aviation Administration (FAA) regulations.

PEA may perform random drug testing at any time during a student's training and during an instructor's employment at PEA. A post-accident drug test will occur within 24 hours of any student accident. PEA will also conduct testing if a student or instructor is under reasonable suspicion of using and/or being under the influence of drugs or alcohol.

This Substance Abuse Policy extends to students and instructors whose actions or behavior attracts the attention of PEA administration when they have engaged in the use of alcohol and/or drugs on or off campus. This policy also applies to students and instructors who violate federal, state and local laws, as well as Federal Aviation Regulations (FAR), especially if an arrest occurs for driving under the influence (DUI) of alcohol or illegal drugs, or if students and/or instructors are arrested for other alcohol/drug related charges.

When testing is required, the student or instructor will comply with all directives concerning the place of testing, and any other related matter. Failure to comply will result in the student or instructor being subject to disciplinary action up to and including termination from PEA.

Any possession or use of narcotic drugs, marijuana, depressant or stimulant drugs, synthetic drugs, illegal substance or legal drugs used in an unauthorized manner as defined in Federal or State statute or regulation is strictly forbidden. Students and instructors are forbidden from carrying any alcohol or controlled substances as listed above and as defined in Federal or State statutes or regulation on any PEA aircraft.

# SUBSTANCE ABUSE POLICY

## **Students and Instructors are reminded that pursuant to FAR 91.17:**

- (a) No person may act or attempt to act as a crew member of a civil aircraft—
  - (1) Within 8 hours after the 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 0.04 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.
- (b) Except in an emergency, no pilot of a civil aircraft may allow a person who appears to be intoxicated or who demonstrates by manner or physical indications that the individual is under the influence of drugs (except a medical patient under proper care) to be carried in that aircraft.
- (c) A crew member shall do the following:
  - (1) On request of a law enforcement officer, submit to a test to indicate the alcohol concentration in the blood or breath, when—
    - (i) The law enforcement officer is authorized under State or local law to conduct the test or to have the test conducted; and
    - (ii) The law enforcement officer is requesting submission to the test to investigate a suspected violation of State or local law governing the same or substantially similar conduct prohibited by paragraph (a)(1), (a)(2), or (a)(4) of this section.
  - (2) Whenever the FAA has a reasonable basis to believe that a person may have violated paragraph (a)(1), (a)(2), or (a)(4) of this section, on request of the FAA, that person must furnish to the FAA the results, or authorize any clinic, hospital, or doctor, or other person to release to the FAA, the results of each test taken within 4 hours after acting or attempting to act as a crew member that indicates an alcohol concentration in the blood or breath specimen.
- (d) Whenever the Administrator has a reasonable basis to believe that a person may have violated paragraph (a)(3) of this section, that person shall, upon request by the Administrator, furnish the Administrator, or authorize any clinic, hospital, doctor, or other person to release to the Administrator, the results of each test taken within 4 hours after acting or attempting to act as a crew member that indicates the presence of any drugs in the body.
- (e) Any test information obtained by the Administrator under paragraph (c) or (d) of this section may be evaluated in determining a person's qualifications for any airman certificate or possible violations of this chapter and may be used as evidence in any legal proceeding under section 602, 609, or 901 of the Federal Aviation Act of 1958.

It is the student's responsibility to read and follow all policies, laws and regulations regarding the use of alcohol and drugs. Policies are normally distributed to new students during their initial orientation.



## SUBSTANCE ABUSE POLICY

**Alcohol.** No person shall act or attempt to act as a crew member of any PEA aircraft within 8 hours after the consumption of any alcoholic beverage; while still under the influence of alcohol in any way; or having received a DWI/DUI or other motor vehicle incident as defined in section 61.15, until reporting such fact to the Chief Pilot and being cleared in writing to act as a crew member.

The student or instructor must report any offense, arrest, or charge relating to operating a motor vehicle while under the influence of alcohol (DUI/DWI) and any motor vehicle incident to the Chief Pilot within 24 hours. The student must also report any DUI/DWI charge(s) to the FAA, pursuant to FAR section 61.15.

For first offenses, PEA may allow the student or instructor to continue training or employment with PEA without interruption during the pendency of the court case provided proper notice is given. If a student or instructor is charged with a second DUI/DWI or other alcohol-related offense, they may be dismissed permanently from PEA.

**Random Drug Testing for Students and Instructors.** PEA will perform random drug testing, to which all students are subjected during the duration of their training, and to which all instructors are subjected during the duration of their employment. If an individual fails a drug test, or if an individual refuses to submit to a drug test, or is otherwise found to have violated this drug policy, the individual will be subject to immediate termination from the flight training program or from their employment at PEA.

Students and instructors selected for random drug testing shall be notified of their selection and shall be immediately escorted to the testing facility by the PEA Director of Safety or his designee. Refusal to test is considered a violation and shall be grounds for immediate termination of training or employment at PEA.

# SUBSTANCE ABUSE POLICY

**Law Violations for Drug-Related Offenses.** It is the policy of PEA to take the following actions when any flight student or instructor is arrested and/or charged with a DUI or other alcohol/drug related violation of the law regardless of where the arrest occurs:

1. The student or instructor will be required to report the incident to the Chief Pilot within 24 hours of the offense, or release from custody, whichever is later.
2. The student or instructor will be required to submit to a drug test within 24 hours of any drug-related incident, or as soon thereafter as reasonably possible (i.e., if the individual was arrested and in custody for more than 24 hours, the individual must immediately report to PEA to notify the Chief Pilot of the offense). The offender will be escorted to the testing facility by the Director of Safety or his designee.
3. Any student or instructor who has been arrested and/or charged with a drug-related violation of the law will result in the student being grounded until the lab results from the student or instructor's drug test are received by PEA.
4. If a student or instructor passes the drug test after being arrested or charged with a drug-related violation of any Federal, State, or local law, PEA may defer their determination on the student or instructor's status with PEA until such time as the court case has been concluded. The student or instructor shall report the outcome of their court matter to the Chief Pilot and provide them with a copy of the final disposition from the court. Thereafter, the Chief Pilot will notify the student or instructor within 24 hours whether or not they will be permitted to continue their training or employment with PEA. This determination will be made on a case-by-case basis.
5. If a student or instructor is returned to active status after an arrest and/or charge for a drug-related law violation and the student or instructor is subsequently arrested for another drug-related offense, the student may be immediately and permanently terminated from PEA.

**Aircraft Accidents.** Alcohol/drug testing will be required for any student or instructor who is involved in an aircraft accident, within 24 hours of the accident. An accident is an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives any damage whatsoever.

**Reasonable Suspicion of Drug Use or Possession.** If any student or instructor is under reasonable suspicion of being under the influence of drugs and/or alcohol, or if PEA Administration has been directly informed of a student or instructor who is reported to have used and/or be using illegal drugs, the student or instructor will be asked to submit to drug and/or alcohol testing within 24 hours. The individual will be escorted to the drug testing facility by the Director of Safety as soon as reasonably possible. Refusal to submit to this testing will subject the student or instructor to possible discharge from PEA.



## 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, the student has violated the terms of the enrollment agreement and will be subject to the current aircraft rates. Phoenix East Aviation also 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.



## TERMINATION

Due to the type of training conducted at Phoenix East Aviation, all safety requirements stated in the Phoenix East Aviation Student Handbook, Federal Aviation Regulations, and other related safety requirements are strictly enforced.

A student may be terminated at any time if, in the judgment of Phoenix East Aviation, the student's conduct is considered undesirable, unsafe, or unprofessional.

Students hereby agree and understand that they are not to fly off campus at any other flight training school while attending school with Phoenix East Aviation, in keeping with PEA's policy and Department of Homeland Security regulations. Students understand that conducting pilot training at any other flight school is a direct violation of Phoenix East Aviation's policy and Department of Homeland Security regulations, and will hereby be terminated from school. Students on the M-1 or F-1 visa will have their status terminated with the Student Exchange Visa Information System (SEVIS).

Students enrolled in a program (300 clock hours or more) must follow their program as outlined to the enrollment agreement. Students will lose their program status if they deviate from their training program without permission from the training department (i.e. changing from FAR 141 to FAR 61).

A student may withdraw from training at any time by contacting Phoenix East Aviation by telephone, mail, e-mail, or by completing the Refund Request Form. This form is located in the Student Accounting Office.

## STUDENT COMPLAINTS

If a student has a complaint, he/she can speak to their Flight Instructor or Admissions Officer. If they cannot resolve the complaint, then a detailed, written description of the problem can be presented to the Chief Pilot and Director of Admissions. Should the student be dissatisfied with their solution, he/she may petition the President of the company for readdress.

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

## STUDENT COMPLAINTS

In the event that a student has exercised the institution's formal student complaint procedure, and the problem has not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a) Name and location of the ACCET institution;
  - b) A detailed description of the alleged problem(s);
  - c) The approximate date(s) that the problem(s) occurred;
  - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
  - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO:

**ACCET CHAIR,  
COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW  
Washington, DC 20036**

**Telephone:** 202.955.1113  
**Fax:** 202.955.1118 or 202.955.5306  
**Email:** [complaints@accet.org](mailto:complaints@accet.org)  
**Website:** [www.accet.org](http://www.accet.org)

**Note:** Complainants will receive an acknowledgment of receipt within 15 days.

## REFUND POLICY— PILOTS COURSES

**The refund policy for ground school, courses (Under 300 clock hours) is as follows (amount surrendered by student):**

**First Week:** During the first week of classes, tuition charges withheld will not exceed actual tuition charges incurred.

**After the First Week:** Students will be charged actual tuition charges incurred including, but not limited to, Dual/Solo Aircraft, Simulator training, Ground Instruction (oral), written exam, flight exam, ground school (prorated to actual time), books and other related training aids, plus 15% of the unearned tuition for the training of the course contracted that was not completed.

Special cases will be dealt with on an individual basis. Special cases include, but are not limited to, illness, accident, etc. The refund policy for special cases is that the student will be charged actual tuition charges incurred, plus a \$150.00 administrative processing fee.

All refund calculations will be based on the last date of actual attendance by the student. If an applicant never attends class (No Shows) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to PEA, or the date PEA terminates the student by applying PEA's attendance, conduct, or Satisfactory Academic Progress policy.



## **REFUND POLICY— PROFESSIONAL PROGRAMS I & III, Basic and Basic with Multi-Engine, AIRLINE DISPATCHER PROGRAM (Courses and programs that exceed 300 clock hours)**

**The refund policy for ground school, courses and/or programs is as follows (amount surrendered by student):**

**FIRST WEEK:** During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.

**AFTER THE FIRST WEEK:** Students will be charged actual tuition charges incurred to include but not limited to Dual/Solo Aircraft, Simulator training, Ground Instruction (oral), written exams, flight exams, ground school (pro rated to actual time), books and other related training aids plus 10% of the unearned tuition for the training of the course/program contracted that was not completed up to a maximum of \$1,000. If PEA does not retain any unearned tuition, the student will be subject to an administrative fee of \$100 associated with withdrawal or termination.

Special cases will be dealt with on an individual basis. Special cases include but are not limited to: illness, accident. **The refund policy for Special Cases:** Students will be charged actual tuition charges incurred plus a \$100.00 administrative processing fee.

All refund calculations will be based on the last date of actual attendance by the student. If an applicant never attends class (No Shows) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to PEA, or the date PEA terminates the student by applying PEA's attendance, conduct, or Satisfactory Academic Progress policy.

## CANCELLATION POLICY

- 1. Rejection of Applicant by PEA:** If an applicant is rejected for enrollment by PEA, or if a prospective international student has their visa application rejected, a full refund of all tuition monies paid will be made to the applicant.
- 2. Program Cancellation:** If PEA cancels a program subsequent to a student's enrollment, PEA will refund all monies paid by the student.
- 3. Cancellation Prior to the Start of Class or No Show:** If an accepted applicant cancels prior to the start of scheduled classes or never attends class (No Show), PEA will refund all monies paid, less nonrefundable enrollment/international fee (as charges are clearly noted in the application form and/or enrollment agreement as being non-refundable). PEA may retain nonrefundable enrollment/international fees and courier fees if the student's permanent address is international.
- 4. Cancellation After the Start of Class:** Students who No Show and who do not enroll in PEA are subject to number 3 above of the cancellation policy. PEA considers a withdrawal as a cancellation if it occurs within the first three business days of signing the enrollment agreement (as noted on the first page of the enrollment agreement). If a student conducts flight training during the first three days, any tuition charged withheld will not exceed actual tuition charges incurred as noted in the refund policy on (page 2) of the enrollment agreement, including courier fees if the student's permanent address is international. After three business days of signing the enrollment agreement, student is subject to the refund policy as noted on (page 2) of the enrollment agreement.

An administrative charge of \$100.00 will be charged for students that have a refund sent through express mail or bank wire and/or program and/or courses that exceed 300 clock hours.

Students will have three days from the signing date of the enrollment agreement to withdraw from the school. Students who have completed the enrollment agreement but have not visited the school have three days from the initial tour of the school to withdraw.

### REFUND REQUEST

Any cancellation or refund request by a student can be made by telephone (**386.258.0703**), email (**admissions@pea.com**) or in writing and sent to Student Services at the address on the first page of the agreement. Refunds will be processed within 45 days from the time Phoenix East Aviation receives the request.



## FACILITIES

Phoenix East Aviation is located on the property of the Daytona Beach International Airport in Daytona Beach, Florida.

### **The Flight Training Complex is made up of the following:**

1. Dispatch Area
2. Reception Area
3. Student Lounge
4. Briefing Room A
5. Briefing Room B
6. Simulator/CBT Lab
7. Chief Flight Instructor
8. Assistant Chief Instructors' Offices
9. Immigration and VA Offices
10. Enrollment & Admissions
11. Accounting Offices
12. Chief Executive Officer's Office
13. President's Office
14. Advisor's Office
15. Student Accounting
16. Laser Grade Testing Office
17. Ground School Classrooms
18. Accreditation Office

### **The Flight Operations Building is comprised of the following:**

1. Classrooms
2. Some Faculty Offices
3. Student Lounge
4. Instructor Lounge
5. Study Room

## EQUIPMENT

### **MULTI-ENGINE**

Diamond DA42NG  
Seneca PA34-200

### **FTD**

Redbird FMX Full Motion

### **SINGLE ENGINE**

8KCAB  
Piper Arrow  
Cessna 172 NAV III

Redbird FMX Full Motion  
Redbird TD2  
Glass Cockpit EFIS/FMS

## PLACEMENT ASSISTANCE

**While Phoenix East Aviation does not guarantee employment, the following service is available to students:**

Upon successful completion of the Professional Program I or III, graduates will be eligible to interview for an instructor position at Phoenix East Aviation.

### **RESUME**

Each student will be assisted in the design and preparation of their resumes.

### **NAMES & ADDRESSES**

Phoenix East Aviation makes available to all students multiple listings of Flight Departments, Airlines, Commuter Airlines, Corporate Flight Departments, and other aviation oriented organizations that may have openings.

### **CONTACTS**

Phoenix East Aviation continually tries to find openings at various organizations for its graduates. These openings are posted in the enrollment department when available. All of the above mentioned services are available to current students and graduate students.



## MISCELLANEOUS SERVICES

### PROBLEMS

All managers and department heads have an open door policy for students. Should there be any problems with accounts, flight training, visas, etc., students are encouraged to see the responsible manager or department head.

### ADVISING

The enrollment and admissions department is responsible for handling all student services regarding personal problems, advice and general advising.

### SERVICES

Phoenix East Aviation will assist in housing, car rental, and personal needs to help in relocating to the Daytona Beach Area; however Phoenix East Aviation assumes no responsibility for any of these services.

## AVIATION MEDICAL EXAMINERS IN THE DAYTONA BEACH AREA

### DAYTONA BEACH

Gohar Khan, 905 Beville Road ..... 767-9000  
Elizabeth Le 320 North Clyde Morris Blvd..... 238-3204/3221  
Ryan Rees 201 North Clyde Morris Blvd..... 425-4822  
Gerald Woodward, 3512 S. Atlantic Avenue ..... 767-9544  
Frank Browning, 1830 Wright Drive ..... 451-2524

### PORT ORANGE

Dr. Sherman, Spruce Creek Fly-In, 140 Piper Blvd ..... 322-9030

### ORMOND BEACH

Mark Rubin 1545 Hand Ave Suite B3..... 673-3939

### DELAND

Arthur Thorpe Jr. 955 Singleton Drive ..... 202-294-3815  
John Hill 1590 South State Road 15A Suite 100 ..... 774-0016  
Raj Kandavanam 1590 South State Road 15A Suite 100 ..... 774-0016

## PHOENIX EAST AVIATION STAFF AND FACULTY

John M. Bingham.....President  
Kristoffer Johnson .....Chairman  
Andre Maye ..... Vice President, Administration  
Joshua Flug ..... Vice President, Admissions  
Michael Halligan .....Airman Certificate Representative  
Mats Kjosmoen..... Director of Operation  
Noah Daduut.... .....Chief Flight Instructor  
Ty Jones ..... Director of Safety, Security, and Vehicle Control Officer  
Vincent Bozzuto..... Director of Fleet Management  
Holly Wesseldine..... Human Resource Director  
Don DeHart ..... Maintenance Coordinator

## OWNERSHIP

### **Phoenix East Aviation, LLC, d/b/a Phoenix East Aviation**

Spence J. Edwards  
Ghassan M. Reslan  
Richard T. Trussell  
Donald H. Dutton  
Curtis V. Ciancetta  
Anita L. Carr  
Darlene A. Stiffler

### **Renovus Capital—Governing Board Members:**

Jesse Serventi  
Bradley Whitman  
Frederick Hill  
John M. Bingham

## FACULTY

**(See Addendum)**

**Note:** Faculty addendum is revised every 6 months.





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+1.386.258.0703 (worldwide)

[www.pea.com](http://www.pea.com)