

2024 Student Enrolment Contract  
Advanced Aviation Diploma Program

**Langley Flying School Inc.**  
**110-5385 216<sup>th</sup> St Langley BC V2Y 0V4 Canada**  
**604-532-6461 / administration@langleyflyingschool.com**

Langley Flying School is designated by the Private Training Institutions Branch (PTIB)

**STUDENT INFORMATION**

Last Name	First Name & Middle Name
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Usual First Name	Personal Education Number (if available)
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Mailing Address

Mailing Address in Canada (if available and different from above)

Student Telephone Number	Student Email Address
International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No    If you are an international student:	
Do you have a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Citizenship: _____	

<b>Date of Birth:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> </tr> </table>									Y	Y	Y	Y	M	M	D	D	<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary
Y	Y	Y	Y	M	M	D	D												

**Voluntary Disclosure**

**\*You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit?     Yes     No

If you answered "Yes", please indicate if you are:    **First Nations**     **Métis**     **Inuit**

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?     Yes     No

**PROGRAM INFORMATION**

Advanced Aviation Diploma Program

**Program Title**

1312 hours

66 Weeks

**Hours of Instruction  
During Contract Term**

**Program Duration in Weeks**

**Contract Start Date**

**Contract End Date**

**Credential Issued on  
Graduation**

Diploma

Certificate

**Program Delivery  
Method**

In-class

Distance –  
Synchronous\*

Distance –  
Asynchronous\*

Distance – Both  
Synchronous and  
Asynchronous\*

Combined:

In flight training program, learning is delivered in-class, and other ground school courses are delivered via combination of in-class and distance synchronous learning.

\* **Synchronous** distance delivery means students attend classes virtually in 'real time' with instructors and classmates.

\* **Asynchronous** distance learning means students and instructors do not meet in 'real time'. There is no live video portion of the program. Students in a program may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.

**Language of Instruction:** English

Required course materials and technological resources not provided by the institution (if applicable):  
N/A

**PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION**

- 1. Secondary (high) school graduation certificate or equivalent diploma.**
- 2. English language proficiency assessment or ICAO level 4 English equivalent.**



## Advanced Aviation Diploma Program

<b>Program Description</b>	<p>The Advanced Aviation Leadership Diploma Program of Langley Flying School (LFS) prepares leaders in the aviation industry with both excellent flying skills and strong understanding of the aviation business. Other than the traditional flight training, academic studies are separate but complementary components that provide the opportunity to acquire aviation related knowledge concurrent with flight training. This program includes an expanded look into the details of aviation safety, aviation services, leadership, aviation crisis management, aviation company management, and marketing in the aviation business, further enhancing students' essential background knowledge for a career in aviation.</p>
<b>Career Occupation</b>	<p><i>The career occupations for which the program is intended to prepare a student are as follows:</i></p> <p>Pilot, Instructor, Aviation Company Administrator, Aviation Company Base Manager, Dispatcher, Emergency Response Specialist, Airport Operations Officer, Air Logistics Officer.</p>
<b>Admission Requirements</b>	<p><i>Requirements the student must meet to be accepted into the program:</i></p> <ul style="list-style-type: none"> <li>● Secondary (high) school graduation certificate or equivalent diploma.</li> <li>● English language proficiency assessment or ICAO level 4 English equivalent.</li> </ul>
<b>Learning Objectives</b>	<p>In addition to the knowledge and skill required to obtain the Private Pilot Licence, leadership, crisis management, aviation company management and marketing, application of safety standards, and the ability to work well with others are skills that are integrated into both the classroom learning and flight training portions of the program.</p> <p><i>At the end of this program student will:</i></p> <ul style="list-style-type: none"> <li>● Describe the regulations and standards of Canadian Civil Aviation;</li> <li>● Integrate flight theories, aircraft systems, and meteorology;</li> <li>● Master flying skills;</li> <li>● Implement various ground operations and safety precautions;</li> <li>● Apply critical thinking skills into aviation operation;</li> <li>● Evaluate risk and apply appropriate personal and organizational risk management strategies;</li> </ul>



- Create safety nets that reduce human error;
- Analyze the legal, economic and socio-cultural environment that influences aviation markets;
- Adapt a realistic framework for managing various aviation business;

**Method(s) of Evaluation**

*The methods of evaluation used to assess a student are those included in the course syllabus.*

**Requirements that a student must meet to complete the program are:**

Complete 1248 hours of LFS Advanced Aviation Leadership Diploma program courses and pass (70%) all the final exams in the LFS Advanced Aviation Leadership program.

**Program Duration: 24 months**

*This program leads to employment in a career occupation regulated by Transport Canada and has an average instructional time of 17 hours per week for 72 weeks broken down as follows:*

Approximately 70 hours of aircraft and FTD training including mandatory pre and post flight briefings (70 hours include 25 hours FTD Pre-PPL, and 45 hours PPL) and;

1178 hours of ground training in a classroom ( Preparation ground instruction and Pre-flight and Post-flight briefing 21 hours, PPL 155 hours, Writing (105 ) 42 hours, English (103) 60 hours, Business English (233) 60 hours, Becoming a Master Student (101) 42 hours, Navigating the New Work Environment (204) 42 hours, Practicum 1: Pre-Private Training Pilot Simulation in a Flight Training Device (111) 25 hours, Practicum 2: Private Pilot Ground School and Flight Training (112) 200 hours, Aerodynamics and Physics of Flight (113) 42 hours, Introduction of Aviation Operations and Services (115) 42 hours, Advanced Psychology and Aviation Human Factors (217) 42 hours, Aviation Safety and Risk Management (216) 60 hours, Analysis of Aviation Meteorology (114) 42 hours, Aviation Communication Strategies (102) 90 hours, Introduction to Aviation Business (230) 60 hours, Principles of Aviation Leadership (140) 42 hours, Introduction to Aviation Industry (231) 60 hours, Aviation Management (220) 96 hours, Crisis Management and Leadership (241) 42 hours, Airport Management (221) 96 hours, Marketing for Airline Industry (232) 42 hours).



Based on the totals above, this program is divided into 18 months ( average 17 hours per week). However, due to flight testing and licencing delays, statutory holidays, as well as other operational irregularities such as weather and airspace closures, the course is listed as a 24-month program.

**Homework Hours** 17 hours a week

**Delivery Method(s)** *Indicate how the program is delivered*

- In-class instruction
- In-flight instruction
- Distance education
- Combined delivery (both in-class and distance)

**Required Course Materials** *The following are a list of textbooks, equipment, and other educational materials required to complete this program which are provided to the students:*

Pilot Logbook;  
Flight Computer – E6B and CX3;  
ICAO Chart Ruler;  
Protractor;  
VNC and VTA maps;  
Flight Bag;  
Writing in College: From Competence to Excellence;  
Business English for Success;  
English Composition: Connect, Collaborate, Communicate;  
Becoming a Master Student;  
How to Write a CV (Curriculum Vitae) and Cover Letter: An Essential CV;  
Writing Guide ;  
Career Success: Navigating the New Work Environment ;  
Langley Flying School Groundschool Manual;  
Langley Flying School Flight Training Handbook;  
Flight Training Manual (Aeroplane) (Revised 5th Edition);  
Cherokee Cruiser Information Manual;  
From the Ground Up;  
Aerodynamics for Aviators;  
Langley Flying School Ground Operation and Service Handbook;  
Human Factors for Aviation - Basic Handbook;  
Aviation Safety Programs A Management Handbook;  
From the Ground Up;  
Study Guide for the Restricted Operator Certificate with Aeronautical;  
Qualification(ROC-A);



VFR phraseology;  
 LIVE ATC recorders and scripts;  
 Manual of Radiotelephony;  
 Introduction to Business;  
 James MacGregor Burn;  
 Langley flying school;  
 Evolution of International Aviation;  
 Essentials of Aviation Management: a Guide for Aviation Service Businesses;  
 Introduction to Air Transport Economics: from Theory to Applications;  
 Airport planning & Management;  
 Airport Development, Management, and Operations in Canada;  
 Airline Marketing and Management;

**Program Organization\***      *The titles of the courses in this program in the order they are provided, and the hours of instruction allotted to each are:*

	Title of Course	Hours	Credits
1	Writing (105)	42	3
2	English (103)	60	3
3	Business English (233)	60	3
4	Becoming a Master Student (101)	42	3
5	Navigating to New Work Environment (204)	42	3
6	Practicum 1: Pre-Private Training Pilot Simulation in a Flight Training Device (111)	25	3
7	Practicum 2: Private Pilot Ground School and Flight Training (112)	221	9
8	Aerodynamics and Physics of Flight (113)	42	3
9	Introduction of Aviation Ground Operations and Services (115)	42	3
10	Advanced Psychology and Aviation Human Factors (217)	42	3
11	Aviation Safety and Risk Management (216)	60	3
12	Analysis of Aviation Meteorology (114)	42	3
13	Aviation Communication Strategies (102)	90	4
14	Introduction to Aviation Business (230)	60	3
15	Principles of Aviation Leadership (140)	42	3
16	Introduction to Aviation Industry (231)	60	3
17	Aviation Management (220)	96	4
18	Crisis Management and Leadership (241)	42	3
19	Airport Management (221)	96	4
20	Marketing for Airline Industry (232)	42	3
	<b>TOTAL 20 Courses</b>	<b>1312</b>	<b>69</b>

## STATEMENT OF STUDENT RIGHTS

Langley Flying School is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

## WORK EXPERIENCE (Not Provided)

Not Provided

## REGULATORY REQUIREMENTS

**This program leads to Pilot, Instructor, Aviation Company Administrator, Aviation Company Base Manager, Dispatcher, Emergency Response Specialist, Airport Operations Officer, Air Logistics Officer. These jobs are regulated by Transport Canada.**

PROGRAM COSTS	
Total tuition payable during contract term	\$38,000
Application fee	\$250 Domestic \$500 International
Assessment fee	\$250
Administrative fee (Office maintenance, record management, aircraft booking system, etc.)	\$500
Fees for textbooks or other course materials, including equipment and uniforms	\$2,400
Other mandatory fees (fees students must pay that are <u>not</u> in relation to an approved program)	\$18,000
<b>TOTAL PROGRAM COSTS</b>	<b>\$59,400</b> <b>Domestic</b> <b>\$59,650</b> <b>International</b>

PAYMENT TERMS	
Method of payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Other: _____	
<p>The program is divided into <b>6 semesters</b>. Each semester lasts 11 weeks for a total of 66 weeks. LFS will typically issue the enrollment contract for a duration of <b>18 months</b>. Therefore tuition is due in two equal installments at the beginning and at the halfway point. As such, candidates are to pay all fees as invoiced, but the first half of the <b>Tuition fee</b> is due no later than the commencement date for semester 1, as there are 6 semesters in the program. The second half or balance of tuition amount is due no later than the commencement date of semester 4. The <b>Other Fees</b> for Aircraft Rentals also follow this same payment plan/schedule as the Tuition fee schedule outlined above.</p> <p>Candidates are encouraged to ask for a payment invoice prior to making payments.</p>	
REFUND POLICY	
APPROVED PROGRAMS – IN-CLASS OR COMBINED DELIVERY	REFUND DUE
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	100% tuition and all related fees, other than application fee. <b>Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.</b>



<ul style="list-style-type: none"> <li>At least 30 days before the later of: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li>b) The program start date in the enrolment contract.</li> </ul> </li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> <li>More than seven days after the student and institution signed the enrolment contract, and</li> <li>Less than 30 days before the later of: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li>b) The program start date in the enrolment contract.</li> </ul> </li> </ul>	Institution may retain up to 20% of tuition, to a maximum of \$1,300.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than distance-education-only programs):	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	Institution may retain up to 30% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10% but before 30% of instruction hours have been provided.</li> </ul>	Institution may retain up to 50% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and 30% or more of the hours have been provided.</li> </ul>	No refund due.
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> <li>A student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid.
Institution receives a evidence a study permit was denied (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> <li>Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance</li> <li>b) The program start date in the enrolment contract</li> </ul> </li> <li>Student has not requested additional Letter(s) of Acceptance.</li> </ul>	100% tuition and all related fees, other than application fee.
<b>APPROVED PROGRAMS – DISTANCE DELIVERY</b>	<b>REFUND DUE</b>
<p>Before program start date, institution receives a notice of withdrawal:</p> <ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	100% tuition and all related fees, other than application fee.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> no more than 30% of the program.</li> </ul>	Institution may retain up to 30% of the tuition paid.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> more than 30% but less than 50% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid.
<ul style="list-style-type: none"> <li>Student has <b>completed</b> 50% or more of the program.</li> </ul>	No refund due.
<p><b>Completed</b> means the student has received an evaluation of their performance for the specified percentage of hours of instruction. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.</p>	

**PRIVATE TRAINING INSTITUTIONS BRANCH (PTIB)**

This institution is certified by the PTIB of the Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to [www.privateinstitutions.gov.bc.ca](http://www.privateinstitutions.gov.bc.ca).

Please be advised that under section 61 of the *Private Training Act*, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar’s regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

**STUDENT DECLARATION**

I consent to the institution sharing my personal information with the Ministry of Post-Secondary Education and Future Skills for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the *Personal Information Protection Act (PIPA)*.

I consent to the institution sharing my personal information with Immigration, Refugees and Citizenship Canada for the purposes of the International Student Program under the authority of section 6(2)(a) and 10(1)(a) of the *Personal Information Protection Act (PIPA)*.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Branch, Governance, Legislation and Corporate Planning Division, Ministry of Post-Secondary Education and Future Skills, 310-601 Cordova Street W, Vancouver, BC V6B 1G1 or by telephone at (604 569-0019).

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

**INSTITUTION SIGNATURE**

Signature of Institution Representative

Date Signed