

2024 Student Enrolment Contract  
Instructor Rating 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

Usual First Name

Personal Education Number (if available)

Mailing Address

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

Student Telephone Number

Student Email Address

International Student:

Yes

No

If you are an international student:

Citizenship: \_\_\_\_\_

Do you have a study permit?  Yes

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?  **Yes**  **No**

**Date of Birth:**

Y	Y	Y	Y	M	M	D	D

**Gender**

Female

Male

Non-Binary

**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**

Instructor Rating Program

**Program Title**

76 hours

17 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

\* **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. Valid TC Category 1 Medical.**

**2. Valid Canadian Commercial Pilot Licence or Canadian Airline Transport Pilot Licence.**



Langley Flying School (LFS)

## Flight Instructor Rating (FIR) Program Outline

<b>Program Description</b>	<p>The Flight Instructor Rating (FIR) program trains candidates to the standard required to become class 4 flight instructors in Canada.</p> <p>The program is intended to provide ground knowledge and flight training of the principles of instruction in order to pass the Transport Canada (TC) AIRAF exam and the Class 4 Initial Flight Test.</p>
<b>Career Occupations</b>	Flight Instructor, Airline Pilot, Training Pilot, Ground School Instructor.
<b>Admission Requirements</b>	<ol style="list-style-type: none"> <li>1. Valid TC Category 1 medical.</li> <li>2. Valid Canadian Commercial Pilot Licence or Canadian Airline Transport Pilot Licence.</li> </ol>
<b>Learning Objectives</b>	<p>Upon completion of this program the successful student will demonstrate:</p> <ol style="list-style-type: none"> <li>a. An understanding of the principles of flight instruction and the flight instructor guide.</li> <li>b. Use of the flight training manual.</li> <li>c. Use of lesson plans.</li> <li>d. A passing mark of 70% on the Transport Canada AIRAF exam and Initial class 4 flight test.</li> <li>e. Knowledge of safety and safety concepts as they relate to flight instruction.</li> </ol>
<b>Required course materials</b>	Single engine aircraft, Flight Training Device (FTD), Pilot Operating Handbook, TC Flight Instructor Guide, TC Flight Test Guide, Human Factors for Aviation Instructor Guide, Current VTA chart and Flight supplement, LFS Instructor Rating Textbook, Flight Scheduling software and Lesson Plans.
<b>Duration</b>	76 hours (approximately 5-6 weeks).
<b>Homework Hours</b>	30 hours
<b>Delivery Method</b>	In-class instruction, aircraft and FTD flight training
<b>Teaching Methods</b>	Lecture/Guided-Discussion/In-Flight Instruction.
<b>Method(s) of Student Evaluation</b>	Students will be assigned homework, individual topics for discussion, and in class quizzes.
<b>Completion Requirements</b>	Successfully complete 25 hours of ground and 30 hours of flight training in accordance with the Canadian Aviation Regulations.



## Flight Instructor Rating (FIR) Program Outline

Topics	Duration (hours)
Dual Air Instruction	31.0
Preparatory Ground Instruction	10.0
Ground School Instruction	25.0
Pre/Post Flight Briefings	10.0

## 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 the Flight Instructor, Airline Pilot, Training Pilot, Ground School Instructor. These jobs are regulated by Transport Canada.**

PROGRAM COSTS	
Total tuition payable during contract term	\$4200
Application fee	\$150 Domestic \$500 International
Assessment fee	\$0
Administrative fee (Office maintenance, record management, aircraft booking system, etc.)	\$500
Fees for textbooks or other course materials, including equipment and uniforms	\$260
Other mandatory fees (fees students must pay that are <u>not</u> in relation to an approved program)	\$7620
<b>TOTAL PROGRAM COSTS</b>	<b>\$12,730</b> <b>Domestic</b> <b>\$13,080</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: _____

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:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance (international students)</li> <li>The program start date in the enrolment contract.</li> </ol> </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>
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.
<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.
<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.	

**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