



SCHOOL CATALOG

2014



AVIATION INSTITUTE OF MAINTENANCE

www.aviationmaintenance.edu
9636 Earhart Road
Oakland, CA 94621-4549
(510) 553-9600

The Photographs in this catalog are generic and are not necessarily representative of the school

Copyright © Technical Education Service Inc, (TES) July 27, 2010

Publication Date Aug 28, 2014

Note: The information contained in this catalog is an extension and part of the *Student Enrollment Agreement*.

Any other use or reproduction of the contents herein may be a violation of copyright laws. All rights are reserved. No part of this book may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without permission in writing from TES.

Aviation Institute of Maintenance
4455 South Boulevard
Virginia Beach, VA 23452-1159

This catalog is an official publication of Aviation Institute of Maintenance and is considered an extension and part of the *Student Enrollment Agreement*. As such, it is subject to occasional change at any time. It is recommended that each student fully read all the policies included herein along with the most recent attached supplements.

WELCOME

The faculty, staff, and your fellow students would like to take this opportunity to welcome you to Aviation Institute of Maintenance (AIM).

We understand this is an important first step in your commitment to continue your education. The skills learned at AIM will be your springboard to success in an exciting new career field.

As you read through our catalog and meet our staff, you will quickly learn the tradition that is the foundation of AIM. We want you to succeed! Our day and evening class schedules accommodate the working student.

When evaluating our school, you will see our programs combine basic theory with extensive hands-on application in labs which will prepare you for your new job, upon graduation. At AIM, we work with you toward a clearly defined objective. Our dynamic student body is a diversified group consisting of high school graduates, current employees in business, and those hoping to make a career change.

We invite you to visit Aviation Institute of Maintenance. Our admissions personnel will provide you with a guided tour and discuss with you, your goals and career objectives. You will see the facilities and equipment used during your training, meet our faculty and determine for yourself the quality of our educational facilities.

At AIM, you will study only those career related subjects necessary to complete your training. If you encounter problems on your planned road to success, we will be there to help you overcome those difficulties.

Our faculty and staff have a deep commitment to help you achieve your desired success. We encourage you to join the other successful graduates of Aviation Institute of Maintenance that have come before you. Your attainment of all your career related goals is also our desire. In this spirit, we invite you to join us at AIM.

Aviation Institute of Maintenance
Campus Executive Director

TABLE OF CONTENTS

Mission	2	Unresolved Discrimination Complaints	18
School Philosophy	2	Equal Educational Opportunity Policy	18
Educational Objectives	2	Indemnification	18
		Weather Emergencies	18
		Facilities	18
ADMISSIONS	3	ACADEMIC POLICY	19
Procedures	3	Satisfactory Academic Progress	19
Requirements	3	Probation Policy	19
Acceptance Notification	3	Appeals and Waivers	19
Orientation	3	Attendance Policy	19
Housing	3	Make-Up Work	20
Advanced Academic Standing and Transfer of Credit	3	Repeat Policy (Recycle)	20
Application for Re-admission	4	Graduation Requirements	20
Course Substitutions	4	Grading System	21
Approvals and Memberships	5	Honors and Awards	21
		Leave of Absence	22
		Withdrawal	22
		Dismissal	22
		Administrative Decisions	23
		Hours of Operation	23
SCHOOL PERFORMANCE FACT SHEET	6	PROGRAMS OF STUDY	24
		Aviation Maintenance Technician	25
WAYS TO FINANCE YOUR EDUCATION	8	COURSE DESCRIPTIONS	27
How You Can Afford to Attend Aviation Institute of Maintenance	8	INDEX	29
Scholarships	8	NOTES	31
Payment Plans	8		
Disclosure Statement	8		
Financial Aid	8		
Military Tuition Assistance	9		
Veterans Benefits	9		
Veterans Survivors	9		
TUITION	10		
Tuition Charges	10		
Tuition, Fees, & Charges	10		
Cancellation, Termination Withdrawal, and Refund Policies	10		
Cancellation Policy	10		
Termination Policy	11		
Withdrawals Policy	11		
Refund Policy	11		
Exam Fees	11		
Student Tuition Recovery Fund	11		
STUDENT SERVICES	13		
Specific Advising Services	13		
Career Services	13		
Student Portal	13		
Student Rights and Responsibilities	13		
Retention of Student Records	14		
Student Computer Usage Policy	14		
Tutoring	14		
Learning Resource Center	14		
Student Lounge	15		
Transportation	15		
Student Conduct and Personal Appearance	15		
Student Disciplinary Action	15		
Conduct Related Grievance Process	16		
General Grievance Process	16		
Unresolved Issues	16		
Notice of Non-Discrimination	17		
Discrimination Grievance Process	17		
Services for Students with Disabilities	17		
Disability Grievance Process	17		

CATALOG SUPPLEMENT ATTACHED

This catalog is an official publication of Aviation Institute of Maintenance and is considered an extension and part of the *Student Enrollment Agreement*. As such, it is subject to occasional change at any time. It is recommended that each student fully read all the policies included herein along with the most recent attached supplements.

HISTORY OF AIM

Our parent organization began within the area of education and career services in Norfolk, Virginia during 1969. Shortly thereafter, we moved from the financial district out to the suburbs where we remained until 1977. That year a new building was purchased in Virginia Beach to house the expanding group of companies. In 1986, the corporation was selected by INC. magazine as the 178th of the 500 fastest growing, privately held companies in America.

Since the purchase of our first aviation school in 1994, Aviation Institute of Maintenance (AIM) has become the largest group of aviation maintenance technician career schools that are approved by the Federal Aviation Administration (FAA).

Aviation Institute of Maintenance - Oakland campus is located near Metropolitan Oakland International Airport (OAK), ranked 33rd among America's busiest airports. Classes will be held at 9636 Earhart Road Oakland, CA 94621. The campus is specifically used for educational purposes, by teaching aviation maintenance to students from all over the world. The San Francisco and San Jose airports (ranked 3rd and 39th-respectively) compliment the opportunities for air travel and employment within the Bay Area. This region of Northern California provides excellent training and job opportunities within the aviation industry. The location is convenient and is situated near major road arteries for easy access.

Oakland is an excellent place to begin your aviation career as it provides an excellent quality of life, job opportunities in the aviation industry and an atmosphere filled with excitement and entertainment.

Aviation Institute of Maintenance graduates hundreds of Aviation Maintenance Technicians (AMT's) yearly. With a growing shortage of certificated AMTs critical to the airline industry, graduates can choose to work in the airline industry, or in other service technician positions that offer career opportunities for today and the future.



Corporate Headquarters - Virginia Beach

MISSION STATEMENT, SCHOOL PHILOSOPHY AND EDUCATIONAL OBJECTIVES

Our Mission at Aviation Institute of Maintenance

- We help adult students gain the skills and attitudes necessary for a meaningful entry level career position.
- We strive to be responsive to the needs of our students, area businesses, industries, and government.
- We are committed to high academic standards in all of our curricular offerings.
- We are dedicated to providing the services that support our students' efforts to succeed.

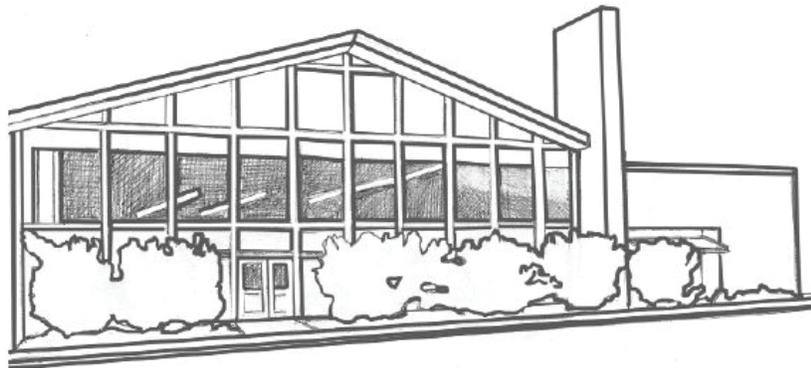
School Philosophy

Aviation Institute of Maintenance is a distinguished co-educational institution committed to the education and personal enrichment of each student. Students can succeed in our collegiate environment when properly motivated, taught to set goals, and encouraged to take responsibility for their own success in furthering their education. All aspects of the school are enriched with creating an atmosphere conducive to learning, while instilling a high degree of business ethics and professionalism. This facilitates the easy transition from a student to a professional in a career. The program offered is specifically designed to qualify graduates for a career position in government, business, or industry.

Educational Objectives

In accordance with the school's philosophy, the school is devoted to the following objectives:

- To motivate, educate, and develop students to their maximum potential while enrolled in their chosen field of study.
- To maintain all instruction in a job related environment to ensure graduates the greatest potential for employment in the occupational fields for which they are trained.
- To offer dedicated and qualified instructors who provide the tools of learning, which will enhance each students future success.
- To create an atmosphere for learning that is both personal and practical, while in a school that is friendly and informative in accordance with the Federal Aviation Administration guidelines.
- To establish high standards of education and training in order to maintain corporate satisfaction among the business community for the school's graduates.
- To enable students to establish self-independence through successful employment in their chosen career field.



**Aviation Institute of Maintenance
Oakland, CA**

Procedures

To apply for admission to the school, call or write for a personal interview. If the student is under the age of 18, a parent or guardian should be present during the initial interview.

A completed Student Entrance Application must be accompanied by the initial application fee of twenty-five dollars. An Admissions Representative will conduct the preliminary interview and schedule subsequent appointments with a Finance Advisor and possibly the Campus Executive Director. If the application is rejected, the applicant will be notified, and any fees paid will be fully refunded.

As a prospective student, he/she is encouraged to review this catalog prior to signing an enrollment agreement. The student is also encouraged to review the School Performance Fact Sheet, at the end of this section, prior to signing an enrollment agreement.

Normal Office Hours
Monday - Thursday 7:30 a.m. - 5:00 p.m.
Friday 8:30 a.m. - 5:00 p.m.

Requirements

Graduation from high school, a GED Certificate, or equivalent is required for admission. Students must be beyond the age of compulsory high school attendance. Students will be required to present evidence of graduation or of receiving a GED Certificate. Students under the age of eighteen years old must have an approved cosigner for enrollment. When applying students may need to provide work history, high school grades, references and a criminal background check.

Acceptance Notification

An acknowledgment is immediately sent to the applicant upon acceptance for admission to the school. This may be a provisional acceptance until such time as a determination can be made regarding the acceptance of financial terms. Applicants agree to submit all information required by the school in order to process their application for enrollment. Applicants will be considered accepted students if they are allowed to attend the first day of class.

A prospective student's signed *Student Enrollment Agreement* does not constitute a contract until it has been approved by the Campus Executive Director.

Orientation

To help all incoming students adjust to the newness of our school, a special time is set aside for student orientation. This is held before the beginning of all program starts. During this orientation, the key administration and faculty are introduced to the students.

New students are informed of policies and procedures of the school. The emphasis of the orientation is on ways that the student may achieve personal and academic success in school. This is the time when final details of registration are covered and all entering students are required to attend. New students will be notified of the date, time, and location of orientation.

Housing

The institution has no responsibility to find or assist a student in finding housing.

Transfer of Credit Policy

Any potential student may obtain an Application for Transfer Credit from an Admissions Representative. The form must be completed and returned to the Admissions Representative for submission to the school's Registrar. A request for transfer of credit/clock hours must occur by the first week of attendance. This will allow time for requested transcripts to be received at the school. The student must also provide a copy of the catalog description from the school where credit/clock hours were earned for each course considered for transfer. All transcripts and catalog course descriptions must be received within the first five weeks of attendance. The school reserves the right to accept or reject credits/clock hours earned at other institutions of higher learning.

Examples are presented below to help direct campus personnel with specific types of transfer requests:

- **Previous Experience**

Only the FAA Flight Standards District Office (FSDO) can evaluate a candidate's experience and determine if they are eligible for testing and certification. The experience presented must meet the requirements of FAR Part 65.77. This establishes the minimum experience for a single rating (General + Airframe or Powerplant) as 18 months, and the minimum experience for both ratings (General + Airframe + Powerplant) as 30 months. There is no process by which the candidate can be recognized for the experience associated only with the General section.

Candidates who believe that they may have enough experience to qualify for a Mechanic Certificate with at least one rating, should be directed to the local FSDO. If the FSDO agrees that the experience is sufficient for one or both ratings, they will document the experience using a Form 8610-2.

This signed Form 8610-2 is sufficient evidence of eligibility for the candidate to proceed with certification testing.

Our schools do not get involved with this process, at all, between the time that we might suggest the person take their documentation to the FAA, and the time that they come back

ADMISSIONS

with a Mechanic Certificate with a single rating and wish to enroll for the coursework associated with the remaining rating. We cannot accept the signed FAA Form 8610-2, or written test certificates as acceptable documentation for transfer of credit or for advanced academic standing. There is no such thing as a “General Rating”, so there will be no FAA Certificate to deal with in those cases.

- **Holds a Mechanic Certificate with a Single Rating**

We have been able to use their Mechanic Certificate as a “transcript” to give them credit for the classes associated with the General portion of the curriculum, and whichever portion relates to their rating held. This amounts to transferring 1150 hours in to a 1920 program, and keeps their attendance above the 25% mark at our school.

- **Holds a Transcript for College Level Coursework**

Because the AIM instructional blocks contain subjects that are specific to meeting Part 147 requirements, and the FAA limits the subjects which may be transferred from non-Part 147 schools, we are generally not able to grant credit for college level math, physics, basic electricity, or similar subjects from other schools and colleges.

For military JST, SMART, CCAF or ACE transcripts, or for credits received from another FAA approved Part 147 school with a grade of “C” or better, campus DOEs and a designated program coordinator will be trained to evaluate each of these transcripts and how they relate to our block/mod system. If a determination is made that the material from any of the transcripts is equivalent to the material covered in one of the 16 blocks/mods in its entirety, the potential student will be given the opportunity to take the final cumulative exam for that block/mod. If the student receives a passing score on the exam, credit from the transcript will be transferred for that block/mod.

A student may present military training records that are not the transcripts listed above. The student should be directed to contact the branch of service where they received the training and ask about obtaining ACE Transcripts for any courses that might qualify.

A student is not permitted to take the final cumulative exam for a block/mod unless it has been determined that the student has received instruction in every subject taught within the block/mod. The school is not permitted to transfer in credits equal to a partial block/mod. There are no exceptions to this rule since it would not be possible to assure all subject content matter was taught in its entirety, as approved by the FAA, since we are approved for a block/mod system of teaching.

In addition, transfer credit/clock hours may only be granted if the course being considered:

- Was not taken outside the United States.
- Was not used to satisfy high school diploma requirements*
- Did not appear on the student’s high school transcript*
- Is not a remedial course
- Was not taken to satisfy a freshman admissions requirement

Transfer of Clock Hours within Aviation Institute of Maintenance Programs

A student transferring from one program of study into another within the schools may request that earned clock hours be considered for transfer by completing an Application for Transfer Credit. Clock hours will only be considered for transfer if the course in the program the student is exiting has a clock hour value equal to or greater than a similar course in the program the student is entering. A student is allowed to transfer within the school between programs one time.

Transfer of Clock Hours to Other Institutions

The determination of transferability of clock hours from Aviation Institute of Maintenance to another educational institution is made at the discretion of the receiving institution.

Transfer of International Credits/Clock Hours

Transcripts from schools outside the United States and its territories must be evaluated by an independent evaluation service endorsed by the National Association of Credential Services, Inc. (NACES). The student is responsible for any fees associated with an NACES transcript evaluation.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT AVIATION INSTITUTE OF MAINTENANCE

The transferability of credits/clock hours the student earns at Aviation Institute of Maintenance is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the certificate the student earned as an Aviation Maintenance Technician is also at the complete discretion of the institution to which the student may seek to transfer. If the credits/clock hours or certificate that the student earned at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at the institution. For this reason, the student should make certain that the attendance at this institution will meet the student’s educational goals. This may include contacting an institution to which the student may seek to transfer after attending
*This does not include courses taken in high school for college credit.

Aviation Institute of Maintenance to determine if the certificate will transfer.

Student Notification

Once a decision has been made regarding the transfer of credits, the student must be notified in writing via a completed Results of Transcript Evaluation form and must receive academic advising that addresses the results of the transcript evaluation and the implications. The student must sign the appropriate section of the Result of Transcript Evaluation form acknowledging that academic advising was received. All documentation must be included in the student's file.

Fees

Transfer of clock hours does not necessarily reduce tuition costs. A \$100.00 transfer credit fee is charged at the time of the transfer. The institution may award a military scholarship to all active duty and veteran students to cover the cost of the transfer of credit fee.

Application for Re-admission

Any student desiring to return to the school after an period of non-attendance must apply through the Office of the Campus Registrar. The student's academic, attendance, and financial aid records will be reviewed, and based on the findings, the Campus Executive Director at his/her discretion may permit a student to re-enroll. The student will be notified of the decision and all decisions will be final. Normally only one re-entry will be permitted.

Course Substitutions

Many changes occur daily both in business and education; therefore, it is impossible to guarantee long-standing provisions. The school reserves the right to modify courses in the best interest of the overall program upon sufficient notice to students and proper regulatory agencies.

The school reserves the right to make changes in course content, materials, organizational policy, tuition, instructors, administrative staff, and curriculum as circumstances dictate, subsequent to the latest publication of this catalog or its attachments.

Approvals and Memberships

- Federal Aviation Administration certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147
- Aviation Technical Education Council (ATEC)
- Aviation Maintenance Technician Society (AMTS)
- Northrop Rice Foundation

- Aircraft Electronics Association (AEA)
- This private institution is approved to operate by the Bureau for Private Postsecondary Education by complying with the state standards as set forth in the Educational Code
- EASTBAY Works
- State Approving Agency for Veteran's Education and Training

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has it filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Additional Information

Additional information regarding the school and its programs. The following are the points of contact:

Job Placement Data	Campus Executive Director
Repayment Schedules on Loans	Campus Executive Director
Student Retention Data	Campus Executive Director

SCHOOL PERFORMANCE FACT SHEET FOR AVIATION MAINTENANCE TECHNICIAN CERTIFICATE PROGRAM

Aviation Institute of Maintenance
9636 Earhart Road
Oakland, CA 94621-4549
(510) 553-9600

On Time Completion Rates: Aviation Maintenance Technician Program

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rates
2012	19	19	12	63%
2013	21	21	7	33%

101% - 150 Completion Rates: Aviation Maintenance Technician Program

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rates
2012	19	19	12	63%
2013	21	21	8	38%

Placement Rates: Aviation Maintenance Technician Program

Calendar Year	Number of Student Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate Employed in Field	Graduates Employed in the Field less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2012	19	15	15	10	66%	0	10
2013	21	15	15	9	60%	0	9

**Examinations Passage Rates: Aviation Maintenance Technology Program
Not Required****Salary and Wage Information: Aviation Maintenance and Technology Program**

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field
2012	15	10
2013	15	9

Annual Salary and Wages Reported by Graduates Employed in the Field

	\$15,000-\$20,000	\$20,001-\$25,000	\$25,001-\$30,000	\$30,001-\$35,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$50,000	\$50,001-\$55,000	Students Not Reporting
2012	1	2	3	0	1	0	0	1	1
2013	0	2	2	2	2	0	0	1	

This fact sheet is filed with the Bureau of Private Postsecondary Education. Regardless of any information the student may have relating to completion rates, placement rates, starting salaries, or license exam pass rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Mailing Address

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Physical Address (as of November 20, 2010)

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive Suite 400
Sacramento California, 95833

Website: www.bppe.ca.gov

WAYS TO FINANCE YOUR EDUCATION

Not everyone may be financially able to afford the ever-increasing cost of many colleges and universities. However, they can afford to attend Aviation Institute of Maintenance to learn the needed skills in order to compete in today's job market. If students really want to improve their skills through education, then there is a way to be found. No investment in the future can pay higher dividends than the right type of training at the beginning of a new career.

The school has a highly skilled staff fully informed to help the student on all of the loan plans, scholarships, and grants. This staff is knowledgeable on educational programs for vocational rehabilitation, and other sources of which the average student might not even be aware. They can provide advice and assist in financial help where it might not have been thought possible. The essential ingredients are desire and a positive attitude. Those students in need of financial help are urged to contact the school as early as possible.

How You Can Afford to Attend Aviation Institute of Maintenance

1. Work and study at the same time.
2. Monthly payments from family who can help or your own personal resources.
3. Railroad retirement benefits if parents qualify.
4. Qualify for a competitive scholarship.
5. Veterans of military service eligible for educational benefits.
6. Eligible Dependent Children and/or spouses of disabled or deceased veterans.
7. Active duty military can participate in a tuition assistance program.
8. Currently employed with a company that has a tuition reimbursement plan.

Prospective students and their parents are encouraged to meet with the Campus Executive Director. Applications for all financial assistance are available from the Campus Executive Director. Many types of financing are available for qualified students.

Scholarships

Any student in good standing may apply for a \$100.00 scholarship grant which goes toward their tuition at the school. In order to apply, a student must have a B average and must not have more than a three percent absence rate. An essay must be submitted on one of the following subjects:

"Why I Chose Aviation Institute of Maintenance to Continue My Education"

"How Aviation Institute of Maintenance Has Helped Me"

All applicants will be reviewed jointly by the Campus Executive Directors and one outstanding student will be selected among the entire student body 30 days prior to each graduation ceremony.

Payment Plans

The school has tuition payment plans available for students who may need to use their income from a part-time job or from family or personal resources to pay-as-you-go. There are also private, non-federal loan sources available. A plan tailored to meet the student's needs while attending school can be arranged. However, this may include loan origination fees and interest at normal consumer loan rates. The school wants to help the student attend the school. Check with the Finance Advisor for full details on tuition payment schedules.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Disclosure Statement

PROMISE TO PAY

The student promises to pay Aviation Institute of Maintenance (the school) the total principal sum of the Loan which includes amounts credited to pay for tuition, other fees and books at Aviation Institute of Maintenance under the terms of this Promissory Note (the "Note"), and the related Disclosure Statement which is incorporated herein by this reference. The student understands that a \$35.00 NSF fee will be assessed for each payment on this Note returned for any reason, including but not limited to insufficient funds or stop payment order. When and as permitted by applicable law, the student agrees to pay the school reasonable attorney's fees, court and other collection costs that the school may incur when enforcing the terms of this Note if the student is in default. The student understands that if his/her Gap balance is \$1000.00 or less he/she will be not required to make payments while in school and if the student's Gap balance is over \$1000.00, the student will be required to cover the balance with an outside alternative loan. The student understands that if he/she subsequently receives federal financial aid from another lender or federal student loan program to pay for the academic period covered by this Note, Aviation Institute of Maintenance is authorized to transfer loan proceeds received from such lender to the student account at the school which the student understands the school will apply to reduce his/her balance under this loan.

Financial Aid

The institution does not participate in federal or state financial aid programs.

WAYS TO FINANCE YOUR EDUCATION

Military Tuition Assistance

Programs of study at Aviation Institute of Maintenance are approved for active duty military personnel. The level of tuition assistance varies depending upon the branch of the service and any additional financial aid the student receives. Students must maintain at least a C average to remain eligible for tuition assistance benefits. For additional information, students should contact a Financial Advisor or their Base Education Officer.

Veterans Benefits

Aviation Institute of Maintenance programs has been approved by the individual state approving agency for Veterans Education and Training. The Department of Veterans Affairs may provide funds to help defray the costs of veteran/ veteran eligible student education.

Veterans Survivors

The policy above may also apply to sons, daughters, or spouses of a deceased or disabled veteran. For more information, contact the Veterans Administration or the Social Security Office.



TUITION

Tuition Charges

A current schedule of tuition and fees is provided as a supplement to this catalog. The school reserves the right to modify such tuition and other charges upon sufficient notice.

The tuition obligation for the program, begins on the first day of each respective term. The student will be charged an additional pro-rata amount for courses repeated or for courses taken that cause the student to attempt more clock hours than the clock hours listed in the agreement. The school may assign this agreement to a bank or other third party. No such transaction will alter the refund policy contained in this agreement. Any unpaid tuition becomes due and payable in full, less any applicable refund, upon the last day of class attendance. A finance worksheet will be given to each prospective student indicating how the student will be able to meet their financial obligation to the school. If a promissory note is indicated, the promissory note will become a part of the *Student Enrollment Agreement*.

Students who do not pay in accordance with the foregoing terms or by a payment plan agreed to between the student and the school are subject to dismissal at the discretion of the Campus Executive Director. The school reserves the right to withhold graduation services, placement assistance, and other services for failure to meet financial commitments. Unless other arrangements have been satisfactorily made, all outstanding unpaid tuition is due and payable in full, immediately, no later than the last day of classroom instruction.

Tuition costs include the use of equipment needed for class. Textbooks and tool kits are not included in the tuition. They may be purchased from the school. A listing of the books and publishers for each course in the program is available to the students on the campus information website. The cost by program is listed in the catalog supplement and in the *Student Enrollment Agreement*. A listing of personal consumable supplies and testing fees necessary for each program and estimated costs may also be found in the attached catalog supplement.

Tuition, Fees, & Charges

Tuition & Fees	Program Cost for Academic Year 1
Tuition (based on 960 Clock Hours)	\$17,760
Books (estimated)	\$371
Application Fee*	\$25
Library Fee*	\$12
Administrative Fee*	\$100
Security Fee*	\$100
Student Tuition Recovery Fund**	\$18.00
Balance Due	\$18,386.00
Total Charges	\$36,146.00

* In addition to the tuition schedule, the student will be charged a one time charge as estimated above. The student agrees to pay the above corresponding fees for the term to the school in full upon the start of his/her first term. The student will also be charged an additional fee(s) if he/she transfers in clock hours (\$100 per transfer), re-enroll (\$100), or request an official transcript (\$5 each). For additional costs that may not be included in tuition, required for a specific program, refer to the catalog supplement.

** The Student Tuition Recovery Fund is a non-refundable fee charged at the beginning of the program.

Each successive academic year will cost approximately the same as the first academic year, as shown above (except for books).

Cancellation, Termination Withdrawal, and Refund Policies

As an institution that does not participate in the federal student financial aid programs:

- (a) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- (b) The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.
- (c) The institution, as per the refund policy, shall return unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Cancellation Policy

If the student is rejected for admissions, all monies previously paid will be refunded. STUDENT'S RIGHT TO CANCEL - If the student cancels this agreement by written notice to the Campus Executive Director at the above campus address within 7 calendar days from the date of signing the *Student Enrollment Agreement*, excluding legal holidays, or through the attendance of the first class session, whichever is later, all monies paid will be refunded less the amount for fees/deposits allowed by state law, not to exceed \$250. If the student has not previously visited the school, then these days commence from the time of the student's first visit or the student's regularly scheduled orientation, whichever occurs first.

Termination Policy

The student must comply with school rules and regulations during the program of study. The school may cancel this agreement and suspend the student in the event the student fails to comply with the rules and regulations as stated in the current catalog. The student may also be suspended for failure to maintain satisfactory academic progress or non-payment of tuition and fees. Such suspension/termination for valid reasons does not relieve the student of financial obligations to pay all tuition due per the school refund policy.

Withdrawals Policy

FAILURE TO ENTER - If an accepted student does not enter at least one class to begin the program, the full amount of prepaid tuition and prepaid fees will be refunded. If a student fails to enter at least one class at the beginning of a new semester, any prepaid tuition and fees for that semester will be refunded.

WITHDRAWAL - The student's last date of attendance will be the last day of documented academic activity or the date of formal withdrawal (written notification), whichever occurs first, unless otherwise regulated by a third party. In case of dismissal for disciplinary reasons, failure to maintain academic progress, or violation of school rules and policies as outlined in this catalog, the student's last date of attendance will be the date of dismissal. If the student is considered a withdrawal, per the policy described, the school will send the student an invoice of the amounts owed to the school and payment options. All balances are due and payable 30 days after the last day of attendance. A 1.5% rate of interest per month will be incurred for balances not paid when due. In the event third party financing is found at a lower rate of interest than the established 1.5% per month, the student agrees to apply and accept such new terms from the third party lender.

POSTPONEMENT - In the event a scheduled new class start date is postponed by the School for longer than 45 calendar days, applicants may cancel this contract and are entitled to a full refund of all monies paid.

Refund Policy

A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

1. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
2. All amounts paid by the student in excess of what is owed as calculated shall be refunded.

3. All amounts that the student has paid shall be subject to refund less application fees and/or deposit not to exceed \$250.00, and any amounts paid for books, supplies, or equipment that are designated as non-refundable charges.

If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

The institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. A "day" means calendar day.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Exam Fees

Upon successful completion of all required courses and graduation from the program, students may sit for their Federal Aviation Administration examinations. The cost for these exams is not included in the tuition and must be paid separately to the FAA designated representative by the student at that time. Sample costs that are accurate as of date of publication are included in the supplement.

Student Tuition Recovery Fund

The student must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to the student:

1. He/she is a student in an education program, who is a California resident, or are enrolled in a residency program, and prepay all or part of the tuition either by cash, guaranteed student loans, or personal loans, and
2. His/her total charges are not paid by any third-party payer such as an employer, government program or other payer unless the student has a separate agreement to repay the third party.

The student is not eligible for protection from the STRF and is not required to pay the STRF assessment if either of the following applies:

1. He/she is not a state of California resident, or are not enrolled in a resident program, or

TUITION

2. His/her total charges are paid by a third party, such as an employer, government program or other payer, and the student has no separate agreement to repay the third party.

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in education programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

The student may be eligible for STRF if h/she is a California resident or is enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

STUDENT SERVICES

In addition to providing instruction to all students in their chosen field of study, student support services are offered by the school to cultivate a well-rounded educational experience both inside and outside the classroom. Support services provide the basis for student success, not only in their academic endeavors but also as growing professionals.

Comprehensive student support assistance and guidance are offered from the first day of class through graduation and include a variety of student support assistance even after graduation by Admissions, Financial Aid, Bursar, Registrar, Education, and Student Affairs staff. A commitment to comprehensive student support services allows students to enjoy academic advising, tutoring and career advising as well as general advising for matters that may impact the student's successful academic program, at no additional cost to the student.

Staff offer a host of services to include individual appointment times, office hours for walk-in appointments, group activities, and whole school events. To access any advisor, the student may contact the needed advisor directly via office phone, email, or by appearing for a walk-in advising session in between classes or after scheduled classes. The student may also request appointments via the Student Portal. Students with Financial Aid or Student Record or Account questions may directly contact the Financial Aid office, Registrar or Bursar.

Specific Advising Services

Various types of student advising are offered to students on a continuing basis and at no additional cost. Academic, vocational, and personal guidance is available to all students during their attendance at the school. This process begins with the Admissions Representative advising a new student regarding the available programs of study.

Academic advising (for academic matters) as well as Student advising (for issues impacting the student, but not academic) continues throughout the student's enrollment at the school. Finally, career advising and career service assistance are available through the Career Services office. Tutoring assistance is continuously available to all students requesting such aid using the Tutoring Request Form. Note that regular class attendance is a prerequisite for such tutoring. All faculty will provide a schedule detailing when they are available to provide academic assistance to students. This assistance may be scheduled outside of the normal class time.

Career Services

One of the most important services offered by the school is that of career assistance, which is available at no additional cost to all students and graduates in good standing. While no school can guarantee a job after graduation, everything possible is done to assist new graduates in securing a career position to satisfy their dreams and aspirations. Students are provided self-directed career search strategies, which

review the proper method of marketing their newly learned skills to a potential employer. Career assistance also includes individual and group coaching sessions that help students and graduates to cultivate better interview and job search techniques. On-campus personal interviews may be arranged between the student and corporations, as well. The Career Services Coordinator is responsible for assisting all students in securing permanent career employment upon graduation. The school reserves the right to withhold all career assistance from students not meeting their financial obligations to the school or for not completing their FAA requirements for certification. Students or graduates in violation of the Student Code of Conduct will not be eligible to receive career assistance.

Student Portal

The Student Portal will serve as the primary communications device between the school and the student. Items, traditionally mailed or handed out (i.e. grades and loan disbursement notifications) will be available for viewing on the student portal including the Campus Security Act information and Disclosure information. Students may view/print these items from home or, in the case a student does not have access to a computer and/or printer, view/print these items from a computer located at the school. Access to the student portal will be demonstrated at orientation.

Student Rights and Responsibilities

STUDENTS HAVE THE RIGHT TO:

1. View their student record that will contain: an admissions file, an academic file and a financial file. Each file will contain all documents required by state, federal and accreditation regulations.
2. Examine their own academic and business office files in the presence of a school official. Student records will be maintained at the school for a minimum of 5 years.
3. View their official transcript for all formerly enrolled students (i.e. graduates, terminated, withdrawn). This transcript will be securely maintained indefinitely and protected against damage, loss or school closure.
4. Request copies of their transcripts. These will be marked "Issued to Student" and will not be certified copies.
5. Request certified copies of transcripts. Certified copies are to be mailed from the school to the address indicated by the student. Each student will receive one complimentary certified transcript upon request. All others will be provided upon receipt of a \$5.00 fee for each transcript.
6. Be treated with respect, tact, honesty, maturity, and patience.
7. Submit complaints for resolution to the appropriate school officials. See specific Grievance Procedures section within the full copy of the policies and procedures that is available upon request.

STUDENT SERVICES

8. Receive course and schedule advising from a faculty member.
9. Request and receive career advising from the Career Services Office.
10. Request and receive academic advising from a member of the faculty on matters related to study skills and academic success.
11. Know their academic grade point average and progress toward graduation at any time.
12. Know the objectives and grading criteria of any class in which they are enrolled.
13. To access the Campus Security Act information available on the student portal.
14. To access U.S. Department of Education required Disclosure Information via the school website "Your Right To Know" section.

IT IS THE STUDENTS' RESPONSIBILITY TO:

1. Attend classes regularly and enthusiastically.
2. Complete all course assignments.
3. Be familiar with all institutional policies and adhere to them.
4. Be familiar with the school's Financial Aid policy, complete the process promptly, and return all forms to the proper place.
5. Notify the school of any change in address or phone number.
6. Notify the Campus Executive Director and instructors of matters affecting classroom performance or attendance.
7. Notify the instructors or the Campus Executive Director of any unresolved complaint using the designated grievance process.
8. Approach problems, needs, and difficult situations with maturity, tact, and patience.
9. Treat the school, its equipment, and personnel with the respect and courtesy they would treat their own home, furniture, and guests.
10. Familiarize themselves with the posted regulations related to fire exits and to participate in any related drills and practices.
11. Present themselves in a professional manner and wear program uniform (when required) at all times while in the classroom/laboratory.

Retention of Student Records

While physical student records are retained at the school, permanent electronic records to include the official transcript, are accessible at the school, but stored on network servers at the corporate office in Virginia with offsite backup. This procedure ensures that copies of all records are kept at more than one location and are retrievable should any storage location be destroyed by fire, vandalism, or other peril.

Student Computer Usage Policy

The computers that are supplied by the school, whether desktop or laptop, are to be used for school-related activities only. The school has the right to monitor e-mail and internet use including incoming and sent e-mails, and individual web sites visited. The student has no right to privacy to any document sent or received on a school computer. It is necessary to monitor student's computer usage for many reasons, including monitoring the school's non-harassment/non-discrimination policy. Any student that is found to have misused the school computers is subject to discipline as per the Student Code of Conduct, up to and including expulsion.

Misuse of the school computers includes but is not limited to:

1. Downloading or printing copyrights materials (including articles and software) that would violate copyright laws.
2. Sending, receiving, printing, or distributing, offensive or harassing statements or language including disparagement of others based on age, race, religion, national origin, sex, disability, political beliefs, or marital status.
3. Operating a business, usurping business opportunities, or soliciting money for personal gain.
4. Sending chain letters, gambling, or engaging in any other activity in violation of local, state or federal law.
5. Sending, receiving, printing, or distributing sexually oriented messages or images that could be considered obscene, or harassing.
6. Using the school computer in any way that could do damage to future success of our companies, harm any individual in the school, or affect any of our companies professional image.

Tutoring

Tutoring is offered to students in need of additional academic assistance. There is no charge for this service. Tutoring sessions are normally performed outside of regular classroom hours either on a one-to-one basis or sometimes in small group sessions. Regular class attendance and participation are the only prerequisites to receive free tutoring. For additional information regarding such assistance in any subject area, students should discuss their request with the either their instructors, the lead instructors, or the Campus Executive Director.

Learning Resource Center

All Aviation Institute of Maintenance campuses subscribe to the Library Information Resources Network (LIRN) receiving Internet library services. These services currently provide resources from Infotrac Search Bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center,

STUDENT SERVICES

Newsletters ASAP, Opposing Viewpoints Resources Center, and Student Resource Center-Gold; ProQuest Direct: Psychology Journals; The Electronic Library (Selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print. A subscription to the ATP Aviation Hub is also accessible for students via the link listed <http://www.atp.com/products/aviation-hub/aviation-hub-overview.php>.

New students are initially introduced to the Learning Resource System/Library during their initial tour of the school as well as at the campus orientation. After enrollment, all students are given instructions on the use of the LRS and are encouraged to take full advantage of all the resources available. The LRS is accessible to students throughout the week before, during, and after school hours. The hours are posted providing a flexible schedule where the students can take advantage of the resources available.

Additionally, the campus' decentralized Learning Resource Center offers educational resources for research by use of laptops with internet access, portable DVD players and TVs in the decentralized areas.

Student Lounge

The student lounge is continuously open to all students for relaxation between and after classes. Vending machines are available for student use. Smoking is not permitted in the lounge or elsewhere throughout the school buildings. Smoking is permitted in designated areas outside the school building.

Transportation

For those students with access to automobiles, parking is available at no cost. Most schools are within access of public transportation. However, many students find it convenient to commute with their classmates.

Student Conduct and Personal Appearance

By enrolling in the school, students agree to adhere to certain standards of conduct, behavior, and safety. These standards are in place to help ensure that each campus remains a positive environment for education and professional growth, and that the welfare of the school's students, faculty, and staff is maintained at all times.

The school provides all students with opportunities to address concerns related to its *Student Code of Conduct policy* at the campus level (a full copy of the policies and procedures are available upon request). Student's seeking information regarding the Student Code of Conduct should first consult the school's policy and make their concerns known to the appropriate administrator on campus (Director of Compliance and Administration, Director of Education, and/or Campus Executive Director).

Additionally, in order to remain in good standing as an alumnus and to receive associated benefits such as career advising assistance, alumni are expected to continue to comply with the Standards of Conduct in all dealings with the school.

Therefore, it is the expectation of the College that students and alumni will exemplify professional, courteous, and mature behavior. Such behavior includes but is not limited to these seven (7) standards of conduct:

1. Respecting the rights of others without regard to race, color, national origin, gender, sex, age, and disability;
2. Using language that is relevant to the operation of the College and free from profanity;
3. Appearing on campus in appropriate, professional attire or uniforms ("appropriate" means ready to meet with a potential employer given a few minutes' notice);
4. Contributing to order in all college sanctioned activities, whether on or off campus, to include the classroom, hallway, facilities, labs, intern/externship sites, and housing;
5. Respecting the property both of the college and of the community by doing no harm or damage to the facility, its contents, the property of others while on or off campus, or to vehicles on or off campus;
6. Contributing to the health and safety of others while on the private property of the campus as well as during college sponsored events on or off campus;
7. Adhering to all local, state, and federal laws;

Any type of misconduct is subject to the disciplinary actions and grievance processes outlined in the *Student Code of Conduct Policy* and in the *General Conduct Violation Grievance and Investigation Process* (note that the College has academic, administrative, and discrimination related key grievance policies and processes for its students with the process described in this policy addressing all conduct matters).

Student Disciplinary Action

The school has established clear guidelines for addressing Student Code of Conduct violations. Such violations fall into four Levels, each having ranges of possible discipline. The school has established the *General Conduct Violation Grievance and Investigation Process*, which offers students an unbiased, defined protocol for addressing any conduct matter. Students should review the policy and be familiar with the process. A full copy of the policies and procedures are available upon request from the Campus Executive Director, may be downloaded from the school website, or may be obtained with a written request to DSAF—Policy Request, 4455 South Blvd, Suite 200, Virginia Beach, VA 23452.

The Campus Executive Director is responsible for maintaining good order on the campus and for administering the school's

STUDENT SERVICES

established conduct related policy and procedures. Should a complaint be received from a student against another student using the Student Complaint Form or should a violation of the Student Code of Conduct occur as observed or reported by school officials, a student will be informed of the alleged violation in conference with the Campus Executive Director and in writing through receipt of a Record of Student Advising Form. The student may be removed from school during a Formal Investigation. Documentation of all findings, to include the type of violation and subsequent discipline, will be noted in the student's official school record and maintained by the school for a period of five (5) years.

For all Level I and II violations, the school will conduct a Formal Investigation as part of its normal process and to determine if further action, up to and including suspension and/or permanent dismissal is warranted. The Campus Executive Director will have the discretion to complete an investigation for Level III violations, as warranted by circumstances.

Conduct Related Grievance Process

The student has the right to participate in the Formal Investigation, and if appropriate, request an appeal of the investigative findings. An Appeal Committee will be convened by the Department of Student Affairs, and will be an off campus process. Note: the school provides appeals on matters of adherence to policy and procedures, and not as an additional forum for dispute of the conduct violation or administered discipline. An Department of Student Affairs, Office of Conduct advocate will be assigned to each student Level I or II case and will be available to the student as defined as a part of the investigative and appeal process. At no time may an individual acting as an attorney be present in the grievance proceedings. The proceedings are administrative in nature.

A student who is expelled as a result of a Student Code of Conduct violation may apply for re-entry as defined by policy in Level I and II violations. Applications for re-entry will be considered on an individual basis with the Campus Executive Director, or designee, making a final determination. If a student leaving school as a result of a Student Code of Conduct violation is accepted for re-entry or readmission, the student will be placed on conduct probation for the remainder of the program in which they are enrolled. The Campus Executive Director ensures that no retaliatory action will occur based on a student complaint or a student's pursuit of remedy under the Conduct Grievance Process. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

General Grievance Process

A general grievance procedure is an essential part of an effective educational system. At the school, every safeguard is taken to protect this right of the student. The school provides a progressive and defined grievance process that begins with a student making a formal complaint using the Student Complaint form and allows for levels of consideration for all non-conduct related matters.

A student complaint may be submitted in writing to the Campus Executive Director in a timely manner in order to facilitate a fair response.

The Campus Executive Director ensures that no retaliatory action be allowed against any student who has lodged a complaint. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

For complaints pertaining to academic matters (grades, tests, academic protocols), the student should:

1. Contact the instructor(s) privately, either orally or in writing to rectify the situation or concern;
2. If the outcome is not satisfactorily resolved within three (3) business days of this contact, the student should contact the Lead Instructor, Program Coordinator, or Director of Education (as defined by the campus);
3. If this outcome is not satisfactorily resolved within five (5) business days of this contact, then the student should contact the Campus Executive Director to detail the complaint on a Student Complaint form, noting academic concern.

For complaints pertaining to administrative matters (FA, scheduling, supplies), the student should:

Contact the Campus Executive Director by either making an appointment with the Campus Executive Director or submitting the complaint in writing on the Student Complaint form, noting reason for administrative complaint. The Campus Executive Director will meet with each party involved separately to seek a fair and unbiased resolution to the student complaint.

Should the academic or administrative complaint not be satisfactorily resolved within fifteen (15) business days, and after the established process at the campus level has been followed, a student may submit their complaint to the Regional Director. Contact of the Regional Director should be made by sending the complaint in writing to: Aviation Institute of Maintenance Corporate, Attention: Regional Director, 4455 South Boulevard, Suite 250, Virginia Beach, VA 23452.

Unresolved Issues

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oak Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, (888) 370-7589 or fax (916) 263-1897.

STUDENT SERVICES

Notice of Non-Discrimination

The institution does not discriminate on the basis of race, color, national origin, gender, sex, age, or disability in any of its programs or activities. The institution provides policies and procedures that are compliant with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. Any individual who believes that she or he has been discriminated against has the right to seek relief and to be free from retaliation by members of the learning community. The following person has been designated by the college/school to handle all inquiries regarding its non-discrimination policies: Corporate Director of Student Affairs, 4455 South Blvd., Suite 200, Virginia Beach, VA 23452, toll free (877) 604-2121 OR a person may contact the Federal Department of Education, Office for Civil Rights at <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>.

Discrimination Grievance Process

The school does not discriminate in its admissions processes, programs, activities, or offerings and takes a zero tolerance approach regarding discrimination. The Student Code of Conduct specifically addresses violations related to student-on-student or student-on-staff discrimination (See General Conduct Violation Grievance and Investigation Process in a full copy of the policies and procedures). The Campus Executive Director is responsible for maintaining a campus free from discrimination and retaliation and is the first point of contact for complaints of discrimination based on color, race, national origin, sex, gender, and age. A specialized process has been established to address complaints related to discrimination, which takes precedent over any other policy. This process is detailed in the Civil Rights Non-Discrimination Grievance and Investigation Process available to all students upon request.

In cases where a student believes they have been discriminated against by another student based on race, color, national origin, gender, sex, or age, and who wishes to make a formal complaint, they may complete the Student Complaint form noting the circumstances surrounding their complaint and may immediately seek an appointment with the Campus Executive Director.

In cases where a student believes they have been discriminated against by the school, an employee of the school, or by some other factor managed by the school based on race, color, national origin, gender, sex, or age, or disability and who wishes to make a formal complaint, they may immediately seek an appointment with the Campus Executive Director and/or may obtain and complete the school's Student Complaint Form, to be returned into the Campus Executive Director.

A fair and unbiased grievance process allows for student complaints to be addressed at the campus level in conjunction with the Department of Student Affairs, and also provides for an off

campus appeal process. In cases where the complaint is against the Campus Executive Director, the Regional Director will administer all campus level complaints in concert with the Corporate Director of Student Affairs. Complaints sent to the Regional Director will be investigated to ensure that all school policies and procedures have been followed. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

Services for Students with Disabilities

The school provides every opportunity for student academic adjustment and accommodation (see Protocol for Referral of Student Who Discloses a Disability within the full copy of the policies and procedures, available upon request). Any student who voluntarily discloses a disability during the admissions process or their enrollment will be afforded all rights and protections. The school maintains a campus-based Office of Disability Services. Students desiring more information about services may schedule an Information Session with the Campus Section 504 Liaison. Students seeking academic adjustment, auxiliary aid, or accommodation must submit their request to the Campus Section 504 Liaison by using the school's Office of Disability Services Request for Academic Adjustment,/Accommodation Form. Students who have disability services related concerns may contact the campus-based Section 504 Liaison for information or the Corporate Section 504 Coordinator by mail at 4455 South Blvd, Suite 200, Virginia Beach, Virginia 23452; toll free at (877) 604-2121; or, by email at dirsaf-corp@centura.edu. For more information regarding services to students with disabilities, students may request a copy of the school's Student Guide to the Office of Disability Services brochure.

Disability Grievance Process

The school works to ensure a learning environment that is accessible as well as free from discrimination and retaliation and takes a zero tolerance approach regarding any and all acts of discrimination based on disability. The Student Code of Conduct specifically addresses student-on-student violations of this nature. In addition, a disability grievance process is available to students who have voluntarily disclosed a disability and who seek academic accommodation, auxiliary aid, or accommodations. Such complaints are often related to the type, level, or timeliness of services provided to students with disabilities, but may also be the result of complaints by students regarding staff, not otherwise addressed under the previously described General Grievance Process section. A student who believes they have been discriminated against based on accommodation, provision of services, or other related factors impacting prompt and reasonable accommodation based on disability may follow the following grievance process:

1. To make a formal complaint, complete the school's Student Complaint form.
2. Turn the complaint form into the Campus Section 504 Liaison, who will immediately notify the Campus Executive

STUDENT SERVICES

Director and the Corporate Director of Student Affairs.

3. Be prepared to meet with the Corporate Section 504 Coordinator to discuss the complaint and possible solutions.

Should the initial remedy of a complaint not resolve the complaint, the student may then file a Student Request for an Appeal form. To learn more about the school's Office of Disability Services, please contact the Campus Section 504 Liaison located in the Student Services Office or call the Corporate Office of Disability Services, located in the Corporate Department of Student Affairs, toll free at (877) 604-2121.

Unresolved Discrimination Complaints

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100 Telephone: 800-421-3481 FAX: 202-453-6012; TDD: 877-521-2172 or email: OCR@ed.gov

Equal Educational Opportunity Policy

It is the policy of the school that there shall be no discrimination in regard to age, race/color, creed, sex, national origin, religion, or disability as to the hiring or treatment of its employees, or prospective employees. Such discrimination is also prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to the immediate attention of the Campus Executive Director.

The facilities and services Aviation Institute of Maintenance meet the standards of the Americans with Disabilities Act (ADA) and reasonable accommodations are provided. Contact the Campus Executive Director to discuss specific needs or requirements. Any employee complaint alleging failure of this institution to follow this policy should be brought to the immediate attention of the Campus Executive Director. Employees may also contact the Human Resource Department at 4455 South Boulevard, Suite 400, Virginia Beach, VA 23452, phone: 757-456-5065 or email hrdirector@centura.edu.

Indemnification

The student releases and holds harmless the institution, its employees, its agents, and its representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of

bodily injury, property damage or property loss, which may be suffered by the student from any cause while enrolled in the school.

Weather Emergencies

The school may occasionally cancel classes because of a weather emergency. Instructors will make up any material missed to ensure completion of the entire course. Notice of such weather related closings will be relayed via the method determined by the individual school at orientation.

Facilities

Aviation Institute of Maintenance - Oakland campus consists of two buildings, the administration and classroom space combine to offer approximately 8,313 square feet, while the hangar and shop area adds an additional 8,914 square feet of training space. Also, 8,796 square feet of aircraft ramp space is used for aircraft tie down and school projects. The students are afforded a comfortable student lounge which offers a relaxing view of aircraft activities right at their front door.

The campus is conveniently located at the Metropolitan Oakland International Airport within the San Francisco Bay area. Our campus is specifically used for educational purposes teaching Aviation Maintenance to students from all over the world. The classrooms and administrative spaces are air conditioned and well organized to facilitate an excellent training environment. The maximum number of student/teacher ratio as per the FAA in shop/lab is 25:1. There is no maximum requirement for classroom instruction.

Satisfactory Academic Progress (Qualitative & Quantitative)

In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific over-all grade point average and must progress through the program at a specific minimum pace. Satisfactory progress is evaluated at the end of each payment period, and these standards apply to all students. The definition of a payment period is normally 20 weeks or after 480 hours is earned. The qualitative and quantitative evaluations measured at the end of each payment period are described below.

Required Grades

The minimum cumulative grade point average (CGPA) required for graduation is a 2.0 with a passing grade in every class section. For a program that is three or less payment periods, the minimum CGPA is 2.0 at the end of the each payment period. The minimum CGPA required for all programs greater than three payment periods is 1.5 at the end of the first payment period 1.75 at the end of the second payment period, with a minimum CGPA for the remainder of the program of 2.0. If a student receives a failing grade for a class, the class section must be retaken. When a student repeats a class, the second grade will be substituted for the first for GPA calculation purposes..

Maximum Time Frame

The student must finish his/her certificate, diploma or degree program by attempting no more than 150% of the total clock hours required for completion of that program. Attempted clock hours include all clock hours attempted; transfer clock hours, repeat courses, withdrawals (official or unofficial), and clock hours earned without benefit of financial aid. If the student completes a program and decides to enroll in a new program, Satisfactory Progress measurement will begin with the new program. Any courses transferred in will count toward the academic progress as clock hours attempted. Developmental coursework is excluded from the calculation. For programs that are less than one calendar year in length, the Quantitative requirements will be monitored at the end of each payment period with the minimum Quantitative requirement of 67% for each payment period. For programs that are greater than one calendar year, the Quantitative requirement will be monitored at the end of each payment period with the minimum Quantitative requirement for the first payment period no less than 60% and no less than 68% for each subsequent payment period.

Attendance in any portion of a payment period will be counted as a payment period attempted. A student called to immediate active military duty will not have the payment period from which he or she withdrew counted as an attempt for the purposes of calculating the Quantitative requirements. If at any time the school determines that the student is unable to graduate from his/her program without exceeding the maximum time frame, the student will be dismissed

from the program.

Any payment period with incomplete grades will be re-evaluated once the incomplete has been resolved into either a passing or failing grade. If not resolved by the Friday immediately following the last day of the module where the class was scheduled it automatically becomes a failing grade.

Financial Aid Warning & Academic Probation Policy

If the student has failed to achieve the minimum CGPA requirements or the minimum Quantitative requirements, the student will be placed on financial aid warning and academic probation for one payment period of instruction. During this probationary period, the student must maintain Satisfactory Academic Progress and meet the aforementioned minimum Quantitative requirements & CGPA for that payment period.

During this time, the student will remain eligible for financial aid and if these conditions are met, the financial aid warning and academic probationary status will be lifted. Failure to achieve satisfactory progress by the end of the probationary period will result in dismissal from the school. Probation requires that students be advised of terms and conditions of probation in writing and in person.

Appeals

A student may appeal a determination that they are not achieving Satisfactory Academic Progress. The student must request the appeal in writing to the Campus Executive Director. The decision of the Campus Executive Director is final and the student will be notified in writing. The Campus Executive Director may grant an appeal of the SAP standards for the following mitigating circumstances: death of a family member, injury or illness, or other special circumstances.

Attendance Policy

Attendance, as it is defined by the U.S. Department of Education, is required to be taken by our schools. The School requires that daily attendance be taken for all FAA Part 147 scheduled classes. These classes are designated as Part 147 classes by the FAA. For classes that are not designated as Part 147 classes, the school is not required to take daily attendance but instead may take formal attendance on designated dates as described in each respective class syllabi. Attendance is also taken on any day that the student performs an academic related activity such as receiving tutoring, receiving an "in person" classroom assignment at the school or turning in a classroom assignment at the school. In addition, the school currently holds a "census" meeting during each grading period (module) where it is determined if a student should be withdrawn for attendance or other reasons. On this "census" date any work assigned, prior to the census date, should be checked for progress towards completion or additional areas where it

ACADEMIC POLICY

is determined that a student may need extra help. In order for a student to be designated as a “complete” for F/A purposes a student must be scheduled for, attend and complete a scheduled class within the term. Documentation of the student’s completion would be accomplished by the posting of an earned grade (A,B,C,D,F, I or P) within the term. A grade of U, W, T or AU would not be an earned grade for this purpose. IF the student is not scheduled to attend the first module of the term, but is scheduled to attend a subsequent module within the term, documentation of this fact must be placed within the student file at the beginning of that term or the student will be withdrawn from school, during the first census, for reason of non attendance.

Regular attendance is expected and encouraged. Students are expected to participate during every class. Students that miss Part 147 classes must make up these Part 147 classes including making up parts of these classes that they did not attend. Students are responsible for all class assignments listed on the syllabus for all classes. It is the student’s responsibility to initiate make up work. The student will receive a zero for any assignments not made up within the time frame specified by the instructor. Please refer to information regarding the attendance policy. In any circumstance, the date of determination to withdraw a student will never be later than either the census date that determined the student to be withdrawn, seven consecutive missed class days during the student’s last scheduled class within the term (semester), or 14 days from the student’s last day of academic attendance, whichever is sooner.

Students using GI Bill educational benefits to attend the school will have attendance monitored until the time that the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the Department of Veterans Affairs (DVA) even if the student has completed the required number of hours to complete and no refund is due the student and/or funding sources. Therefore, the attendance policy for veterans (20% of the total program and/or being absent for 10 consecutive days) will apply throughout the VA student’s stay in school. If another regulatory body overseeing the student’s program of study has a more strict attendance policy, that policy will take precedent. All violations of the attendance policy will be reported to the DVA on VA Form 22-1999b within 30 days of the date the VA student exceeds the allowed number of absences.

Make-Up Work

Students are required to attend all of their Part 147 classes. Any class not attended detracts from the overall instruction being offered. Normally, instructors will make arrangements on the student’s time, outside of class, to make up tests or other missed work. It is the responsibility of the student to contact each instructor and make appropriate arrangements before the next class meeting to complete any missed work. If an exam is not taken on the day scheduled, or if the exam was failed on the first attempt, a makeup test may be taken, prior to the end of the module. A makeup test is an examination of equal or greater difficulty given

in that subject area in lieu of an original exam.

In accordance with the regulations of the Federal Aviation Administration, all missed work in a subject must be made-up in order for the student to receive credit for that subject. All the classroom material missed during the absence shall be made-up in the specific area that was missed. Make-up work can be scheduled before class, after class, or on Fridays or Saturdays, with prior notice to the Campus Executive Director. Only the instructor who assigned the make-up work will be able to give the students a satisfactory grade upon the completion of the make-up work. The Campus Executive Director may sign the completion of the make-up work in the event the instructor is unavailable. The instructor issuing the make-up work assignment will determine whether the assignment will be projects, questions, or essays, depending on the subject and the amount of time that was missed. All make-up work assigned must be completed by the Friday immediately following the last day of the module where the class was scheduled. This includes all tests, and practical projects which were not completed by the student before the end of the subject. Failure to complete all makeup assignments the Friday after the end of the module will result in a failing grade and the student being required to retake the subject again. Any exceptions will be at the discretion of the Campus Executive Director. Although the school is charged with the reporting and enforcing of this policy, it is the primary responsibility of each student to maintain proper attendance and ensure make-up work is completed when required.

Repeat Policy (Recycle)

Students failing to achieve a passing grade in a class must repeat it. The failing grade will be averaged into their CGPA at the end of the term until the class is repeated. The new grade earned will replace the original grade and will be used to recalculate the CGPA at the end of the term that the class is repeated. Satisfactory progress must be maintained during the time the class is repeated in order for the student to remain enrolled. Hours offered continue to accumulate for possible refund purposes during any recycle period. Repeated classes are charged to the student at the cost-per-hour rate as documented in a *Student Enrollment Agreement*.

Graduation Requirements

To maintain satisfactory status leading to graduation, all students must complete the required number of clock hours in the appropriate courses with a passing grade. They must have abided by all the school rules and regulations and have satisfactorily met all financial obligations to the school. Students must have achieved a minimum cumulative grade point average of 2.0 (70%), made up all academic deficiencies (incompletes, failures, withdrawals, etc.)

Students are considered graduated upon successful completion of their program of study and having satisfactorily met all obligations to the school including payment of money owed to the school. A

ACADEMIC POLICY

certificate will be awarded to each student during the graduation ceremony. Participation in such exercises is expected, unless they have been specifically excused by the Campus Executive Director. It is a very rewarding experience and students are encouraged to participate with their classmates.

Explanation of a Credit Unit

Each hour of credit is calculated utilizing semester credit hours. All semester credit hours in both the degree and certificate programs are calculated (for academic purposes) utilizing the following formula: 15 contact hours by lecture is equal to 1 semester hour credit; 30 contact hours in a laboratory is equal to 1 semester hour credit; and 45 contact hours in an externship is equal to 1 semester hour credit. Most classes also require homework and additional study outside of normal class hours.

A class/clock hour is one class period of a minimum of 50 minutes in length in which lectures, demonstration, laboratory, or similar activities take place. The school does not guarantee transferability of credits to any other college, university, or institution. It should, therefore, not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

Grading System

Scale	Grade	Grade Points	Description
100-90	A	4	Earned grade is considered excellent, and the student demonstrates mastery over most or all areas within the course.
89-80	B	3	Earned grade is considered good, and the student demonstrates understanding over much or all of the areas within the course.
79-70	C	2	Earned grade is considered average, and the student demonstrates basic understanding over much of the course material.
69-Below	F	0	Earned grade is considered failing, as the student failed to demonstrate proficiency in an adequate amount of course material to attain a passing grade.
P	P	0	Earned grade that indicates coursework was successfully passed.
I	I	0	Temporary earned grade demonstrating the student did not complete all course requirements and has been granted permission by the instructor to finish some course materials by the Friday immediately following the last day of the module where the class was scheduled, at which time another earned grade will replace the incomplete.
W	W	0	Unearned grade that indicates the student attended the course, but withdrew at some point within the module and may or may not have been earning a passing grade at the time.
T	T	0	Unearned grade that indicates the student transferred credits in from a prior institution or program.
U	U	0	Unearned grade that indicates a student did not attempt the course; the course is considered "Unattempted."
AU	AU	0	Unearned grade indicating the student is auditing the course; attendance may or may not be compulsory.

Students are graded based upon classroom participation, laboratory and project assignments, and written and/or skills examinations. The final grade for a course reflects a measurement of performance in achieving the necessary objectives of that course. Students are expected to complete all assignments and take each of the examinations. All class work, required projects and Final Exams must be completed by the last day of the module to obtain a passing grade.

Documentation of a student's completion of a course is accomplished by the posting of an earned grade (A, B, C, F, or P). Grades of U, W, T and AU are not considered earned grades. Final grades are issued based upon the following system. See chart below:

The grade of "I" (Incomplete) will be assigned to any course, assignment, project, or test needing to be made up within a given module. All make-up assignments, class assignments and examinations must be completed by the Friday immediately following the last day of the module where the class was scheduled. Failure to complete all make-up assignments within that time period will result in the "I" grade being changed to a Failure "F" and the student will be required to retake the course.

A student should understand that final grades for each module, as well as final grades for graduation, represent a weighted average of the student's overall lecture, lab, externship, and clinical grades. All grades reported by the instructor are included in a student's permanent records and are available to them at any time

ACADEMIC POLICY

upon request.

Honors and Awards

To graduate with honors, a student must attain a CGPA of 3.5 or above and be recommended by the Campus Executive Director. Those graduating with a 3.5-3.699 would graduate cum laude; those graduating 3.7-3.849 would graduate magna cum laude; and those who graduate with a 3.85-4.0 will graduate summa cum laude. Such scholastic achievement is so indicated upon the diploma distributed during graduation.

Outstanding graduates in each program of study are honored by the faculty at graduation commencement ceremonies. These achievement awards are based on the student's academic performance, character, and recommendations by faculty members.

Perfect Attendance Certificates are awarded to those students who have not been tardy or missed any instruction since the first day of class in their respective program.

Students who are honored at these graduation ceremonies are encouraged to note those honors and awards on their resumes. Employers look for positive behavioral patterns when they make hiring decisions. These behavioral patterns include a positive attitude, a high level of school attendance, and a comprehensive knowledge of technical skills.

Leave of Absence

In the rare occasion that a student needs to take a temporary break in their education, a Leave of Absence (LOA) may be issued under certain circumstances. There must be a reasonable expectation that the student will return from the LOA in order to qualify for an LOA. An LOA may be granted only for one of these four reasons, and the reason must be documented by the school:

1. Medical necessity
2. Active military duty
3. Jury duty
4. Employment reasons.

The following additional policies must be followed for any student placed on LOA:

- The effective date of an LOA can only be the first day of a student's term, never a date within the term.
- Students should always be encouraged to complete all coursework within the term before going on LOA, as all clock hours within the term will be considered "attempted" and will be assigned letter grades as described in the school's grading policy
- A student must request an LOA formally in writing, and it must accompany documentation of one of the reasons listed above.

- Prior to granting the LOA, the school must explain to the student the start and end dates of the LOA, the effects of the LOA on the students' academic progress (GPA, ROP, etc.), the effects of not returning from LOA, and all academic and financial implications of the leave.
- A return date must be agreed upon by the student and the school, stipulating when the student will return to the program.
- The return date for the LOA will always be on the first day of the students' new term.
- If the student returns on the designated return date, the student enters a new term code and is given a new term of scheduled classes.
- In the case that a student fails to return from LOA on the date scheduled to return, he/she will be dropped. The scheduled return date will be used as the date of determination (DOD). For schools not required to take attendance, the date the student began the LOA will be used as the last date of attendance (LDA) and as the National Student Loan Data System (NSLDS) date and for schools required to take attendance, the last recorded date of class attendance will be used as the LDA and NSLDS date.
- Prior to granting the LOA, the school must explain to the student the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
- When the student returns on the scheduled return date and is scheduled for a new term of classes, a new finance schedule for the new term may be necessary.
- A leave of absence may not be longer than 180 days. A student may be granted more than one leave of absence in the event unforeseen circumstances arise. A student may not exceed 180 cumulative days in a 12 month period. The 12 month period begins on the first day of the student's initial leave of absence.

The school will notify the Department of Veterans Affairs of the last day of class attendance of a student going on LOA. The student may be re-enrolled for veterans educational benefits upon return from leave of absence.

Withdrawal

If a student finds it necessary to withdraw from school before completing their courses, the student is requested to submit written notice of withdrawal to the Campus Executive Director. The effective date of the withdrawal will be the date of the written notification. If the student does not submit written notification to the school, this is considered an unofficial withdrawal, and the last date of attendance will be the last day of documented academic activity.

Any possible tuition refund and final grade determination are

ACADEMIC POLICY

based upon this last date of class attendance or withdrawal notification. It will be necessary to have an exit interview with the Campus Executive Director or Finance Advisor to resolve all academic and financial matters.

Dismissal

The school reserves the right to terminate a student's enrollment for excessive absenteeism, destruction or theft of school property, failure to maintain required academic progress, consumption or possession of alcoholic beverages, illegal drugs, or any weapon (including but not limited to firearms, explosives, or knives) while on school grounds or the failure to follow school rules and policies. Furthermore, a student may be terminated for inability to meet required financial obligations or behavior inconsistent with professional business standards which may prove to be disruptive to academic progress.

Such a termination for valid reasons does not relieve the student of the financial obligation to repay all tuition due per the school refund policy. In the case of dismissal for disciplinary reasons, the refund policy will be the same as for withdrawals.

Administrative Decisions

The school reserves the right to make any necessary changes in the policies, tuition, or fees upon proper notification of the appropriate regulatory agencies, if required. Any course is subject to cancellation if registrations do not justify continuation of

the class. Normally, a minimum of eight students is required for a class to be scheduled. The school reserves the right to make changes in the equipment and curriculum to reflect new technology, to reset class schedules and hours, to consolidate classes and to change locations.

Hours of Operation

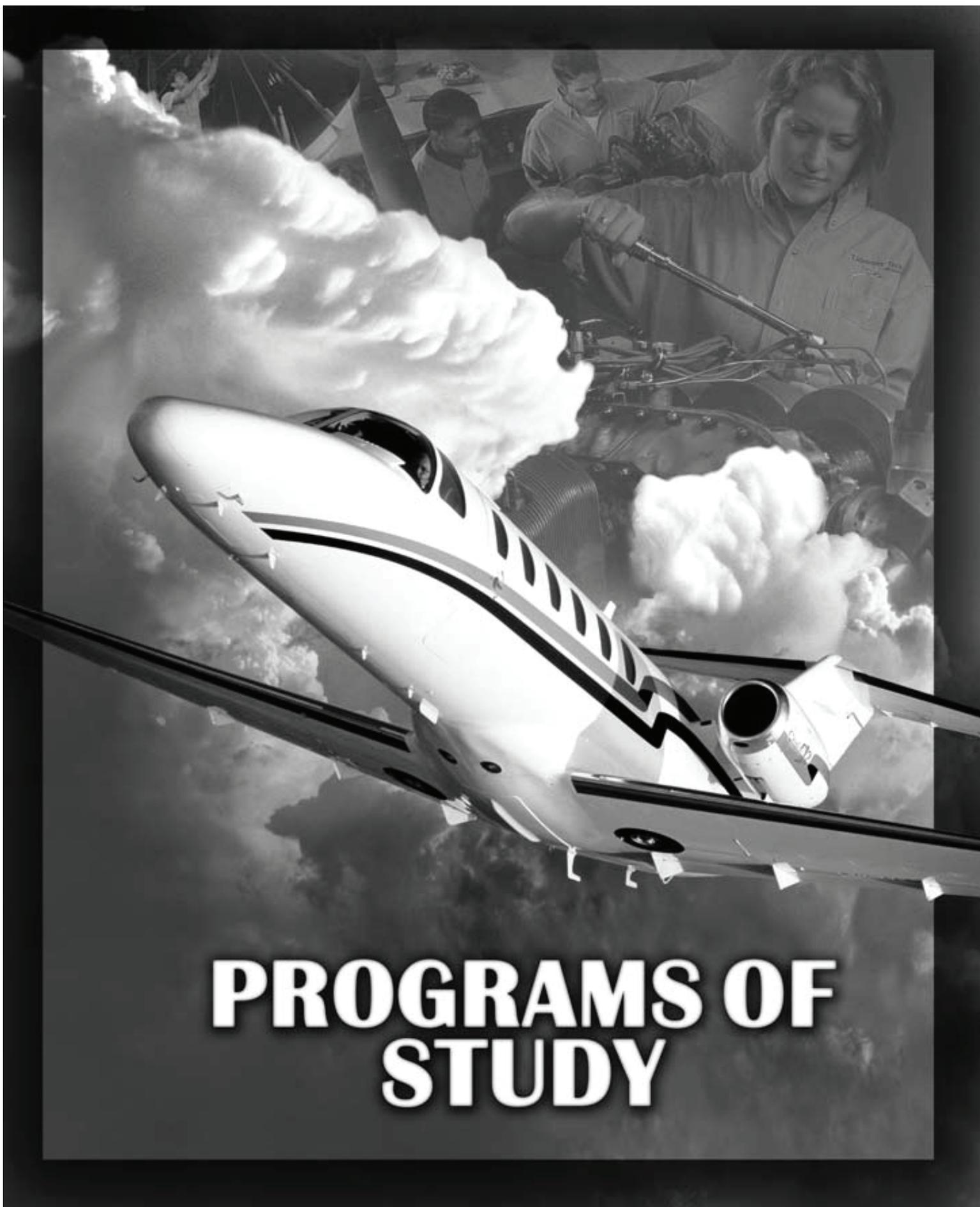
The school operates from Monday through Friday on a weekly basis. The students are scheduled for classes that start on a five week modular calendar.

All classrooms and facilities are available for individual study during normal class hours (or by special arrangement), with the exception of the shop, which requires instructor supervision.

Arrangements for shop use must be coordinated through the Director of Education. Classes are scheduled as needed in accordance with the school calendar. The school reserves the right to change the school calendar as necessary.

A student may begin training at almost any time of the year. Since the school is in continuous operation throughout the year, it makes it possible to get started, trained, and on the job sooner. All students may use the school facilities, with the exception of the shop, for study and other school related activities during normal school hours while they are not attending classes.

Instruction will not occur in a language other than English.



PROGRAMS OF STUDY

AVIATION MAINTENANCE TECHNICIAN

Aviation Maintenance Technician

Most travelers hardly think twice about flying thousands of feet above the ground. The confidence they have in the aircraft is a tribute to the mechanics who keep the airplanes in the highest operating condition. You cannot keep them flying in the air without the right aircraft mechanics on the ground to insure everything is working as intended.

AIM's Aviation Maintenance Technician (AMT) program is designed to provide our students with the proper knowledge and skill levels to excel in their chosen career field as an AMT or as a Service Technician. This training prepares our students with the proper knowledge and skill levels required to pass the test administered by the Federal Aviation Administration (FAA) to gain entry level employment in aviation and other maintenance fields as Inspectors, Installers, Parts Managers, Equipment or Service Technicians.

All instructors are fully FAA Certificated Airframe and Powerplant Mechanics that have years of practical experience maintaining a long list of highly complex aircraft. The curriculum taught by the school relies greatly on many hours of actual hands on training in the shop areas. During this lab instruction, students are trained using much of the latest equipment utilized throughout the aircraft industry. They are taught on aircraft engines ranging from the earlier used radials, to opposed reciprocating powerplants, modern turbo props, and pure jet engines. Students often work on carburetors, magnetos, turbo chargers, and other complex equipment commonly found on aircraft.

AMTs are certificated by the FAA and work for a variety of industries that require highly skilled technicians. The most recognized among these are major and regional air carriers, general aviation, manufacturers, industrial trades, and the U.S. government. They are trained to service, repair and overhaul aircraft components and systems, including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, propellers, instrumentation, warning and environmental systems. This career requires someone who has a desire to work with tools, an appreciation of the importance of carefully doing a good job, and a desire to learn new challenges.

In not much more than 18 months, the student can graduate from the Aviation Institute of Maintenance program and become eligible to take the FAA certification tests. The new FAA certification will qualify the student for an exciting career as an AMT or for a variety of other related positions. The graduate could find opportunities in such areas as aircraft electronics, electrical and electronics industries, including automotive, elevator companies, the railroads, and manufacturing. This can be the ticket to a well paid position, perhaps with major airlines, good benefits for the family, and often complimentary free travel during spare time.

Aviation Maintenance Technician

Oakland Campus

20 Months, 86 Weeks

Aviation Maintenance Blocks	Clock Hours
Aviation General Science I	120.0
Aviation General Science II	120.0
Aviation General Science III	120.0
Aviation General Science IV	120.0
Metallic Structures	120.0
Aircraft Electrical Systems	120.0
Non-Metallic Structures	120.0
Aircraft Systems I	120.0
Aircraft Systems II	120.0
Airframe Assembly and Inspection	120.0
Aircraft Systems III	120.0
Aircraft Reciprocating Engines	120.0
Aircraft Turbine Engines	120.0
Powerplant Systems I	120.0
Powerplant Systems II	120.0
Aircraft Propellers and Inspections	120.0
Total	1920.0

A composite black and white image. The lower portion shows the nose and cockpit of a commercial airplane flying through a layer of clouds. The upper portion shows a close-up of an aircraft engine with a female mechanic in a light-colored uniform using a long-handled tool to work on it. Other mechanics are visible in the background.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Aircraft Electrical Systems

Students will complete a study of electrical supply and production systems found on aircraft. Theory and applications of motors, generators, alternators and voltage regulation will also be covered. Fundamentals of aviation electronics systems (avionics), theory of operation, use, installation, testing and servicing is also introduced.

Aircraft Propellers and Inspections

This is a study of the construction, inspection, checking, servicing and repairing of fixed pitch, constant speed, feathering controls, and governing systems. Students will conduct conformity inspections of aircraft and powerplants, including required research and maintenance record entries.

Aircraft Systems I

Theory, operation and repair of hydraulic and pneumatic power systems are covered in this course. Also introduced are theory, operation and maintenance of air conditioning, heating, oxygen and cabin pressurization systems.

Aircraft Systems II

This course includes theory, operation, service, and repair of landing gear, retraction systems, wheels, tires, brakes, struts, anti-skid systems, and shocks. The study of aircraft installed systems designed to prevent icing of airframes and engines is also covered. Maintenance and servicing of these systems is covered as well as atmospheric conditions that lead to precipitation icing in flight.

Aircraft Systems III

Aircraft and Engine fuel systems and components, including tanks, lines, pumps, valves, selectors, and quantity indicating systems are covered. Students also learn basic aircraft and engine instrument theory, operation, installation, and troubleshooting. A study of aircraft and engine fire protection systems and their components, including inspection, repair, and service of these systems are included as well.

Airframe Assembly and Inspection

Students learn assembly, rigging and verifying proper alignment of fixed and movable portions of the aircraft structure. They also learn to conduct conformity inspections of aircraft and powerplants, including required research and maintenance record entries.

Airframe Reciprocating Engines

In this course, the student learns about the overhaul, operation and installation of aircraft reciprocating (piston) engines.

Airframe Turbine Engines

This study provides an understanding of various types of turbine engine constructions and overhaul includes disassembly, inspection, checking, reassembly, testing, repair troubleshooting, removal and installation of turbine engines.

Aviation General Science I

An introduction to aircraft types, nomenclature and basic aerodynamics. This course addresses algebraic operations, fractions, exponents, roots, and geometric analysis as applicable to aircraft design, power plant operations, and aeronautical physics. Basic principles of physics for mechanics such as simple machines, heat dynamics, fluid and gas laws, work and power, and air pressure are covered. The basic principles of aircraft weight and balance are presented along with the process required to locate weight and balance information, safely weigh an aircraft, and compute the center of gravity in various configurations.

Aviation General Science II

A study into the charts, diagrams and text, which show the area dimensions, stations, access doors, zoning and physical locations of the major structural members of the aircraft. This course includes an explanation on the system of zoning and measurements used. An introduction to the tools, hardware and materials used in aircraft maintenance and repair, to include proper handling and inspection thereof and practical application of the various types of nondestructive testing of metals are covered. A study of various types of corrosion causes and corrective measures used to control corrosion of different types of metals in aircraft construction is completed.

Aviation General Science III

The student is introduced to the use of technical literature, FAA publications, forms and records, microfiche, and Federal Aviation Regulations regarding maintenance personnel. This course provides an introduction to the types of rigid and flexible lines and fittings used to convey fluids in aircraft systems, their installation, inspection and maintenance. This also includes a presentation illustrating aircraft services procedures; ground handling of aircraft and safety procedures. An introduction to the types of powerplants used on aircraft, the nomenclature associated with these powerplants, their major components and operating cycles will be covered. Reciprocating, turbine and unducted fan type engines will be discussed.

Aviation General Science IV

This course offers an introduction to electrical theory and operation. Students learn to calculate and measure voltage, current, and resistance; build and analyze simple circuits, and use electrical schematics. It also includes instruction in Alternating Current Electricity, its theory, operation, associated components as well as basic electronics theory and solid state devices.

Metallic Structures

This course covers basic repair techniques for sheet metal structures. Basic metal joining process theory, weld inspection, and use of gas and arc welding equipment are introduced.

Non-Metallic Structures

This course covers inspection and repair of wood structures, fabric and fiberglass coverings and application of protective or decora-

COURSE DESCRIPTIONS

tive finishes. Basic structural repair techniques for fiberglass laminates, plastics, and honeycomb materials, as well as some interior refinishing are covered as well.

Powerplant Systems I

Study of reciprocating engine baffles, carburetor heat, heat exchangers, superchargers and turbo chargers, intake, turbine engine exhaust, thrust reverser systems and engine cooling systems. The study of engine ignition and starting systems, as they relate to reciprocating and turbine engines is also included.

Powerplant Systems II

The student learns about theory of operation, construction, overhaul, maintenance and adjustment of fuel metering devices such as float type carburetor's, pressure carburetor's, fuel injection systems, used with reciprocating engines and turbine engine fuel control used with turbine engines. This study includes lubrication characteristics, engine lubrication, external units, filters, dilution, and oil temperature controls.

A

Absenteeism 21
Academic Progress 10, 18, 21, 22
Acceptance Notification 3
ACE 4
Administrative Decisions 22
Admissions iii, 3, 4, 5, 12
Advanced Academic Standing and Transfer of Credit 3
Appeals 18
Approvals 5
Aviation Maintenance Technician 24
Aviation Technical Education Council (ATEC) 5
Awards 20

C

Cancellation Policy 9
CCAF 4
Conduct Related Grievance Process 15
Course Substitutions 5
Cum Laude 20
Cumulative Grade Point Average (CGPA) 18, 19, 20

D

Department of Veterans Affairs 21
Disclosure Information 13
Dismissal 21
Drugs 21

E

Educational Objectives 2
Enrollment Agreement ii, iv, 3, 9
Equal Educational Opportunity Policy 17
Exams 10
Exit Interview 21
Explanation of a Credit Unit 19

F

Federal Aviation Administration (FAA) 2, 5, 10, 24
Fees 3, 10, 12
Financial Aid 3
FSDO 4

G

GED Certificate 3
General Grievance Process 15, 16
Graduation iii, 3, 7, 9, 10, 13, 19, 20, 21
Graduation Requirements 19
Grant 7
Grievance 12, 14, 15, 16

H

Hours of Operation 22

Housing 3

I

International Credits 5

J

JST 4

L

Last Date of Attendance (LDA) 10, 21
Learning Resource Center 13
Leave of Absence 21

M

Magna Cum Laude 20
Make-Up Work 19
Mechanic Certificate 4
Memberships 5
Military Tuition Assistance 8
Mission 2

N

National Association of Credential Services, Inc. (NACES) 5
Northrop Rice Foundation 5

O

Office Hours 3
Office of Disability Services 16
Orientation 3

P

Participation 19
Payment Plans 7
Philosophy 2
Previous Experience 4

Q

Quarter Credit 19

R

Rate of Progress (ROP) 18, 21
refund policy 9
Refund Policy 10, 22
Repeat Policy (Recycle) 19
Responsibilities 12
Retention of Student Records 13
Rights 12

S

Satisfactory Academic Progress (SAP) 10, 18
Scholarships 7

INDEX

School Performance Fact Sheet 3, 6
Section 504 Liaison 16
SMART 4
Student Code of Conduct 12, 13, 14, 15, 16
Student Disciplinary Action 14
Student Enrollment Agreement ii, iv, 3, 9
Student Lounge 14
Student Portal 12
Summa Cum Laude 20
Suspension 10

T

Termination Policy 10
Transcripts 4, 5, 12, 29
Transcript Evaluation 5
Transferability Of Credits And Credentials Earned At Our Institution 5
Tuition 5, 7, 9, 10, 21, 22

U

Unresolved Complaints 15
Unresolved Educational and Administrative Complaints 15

V

Veterans 7, 8
Veterans Benefits 8
Veterans Survivors 8
vocational rehabilitation 7

W

Waivers 18
Weapons 21
Withdrawals 10, 19, 21, 22

Y

Your Right To Know 13



CORPORATE OFFICE
4455 South Boulevard
Virginia Beach, VA 23452-1159
(877) 604-2121