



SCHOOL CATALOG

2017



AVIATION INSTITUTE OF MAINTENANCE

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Aviation Institute of Maintenance
4455 South Boulevard
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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

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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.

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 General Education Diploma, 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 General Education Diploma. 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.

International Admissions Requirements

AIM has been approved by the United States Department of Immigration for the acceptance of international students. The school will issue qualifying students an I-20 enabling them to apply for a student visa to their campus of choice**. All international students must be fluent in English before they enroll. Applicants will be asked to furnish proof that they can read, write, and speak English fluently. International student applicants must meet the following requirement for admission to AIM.

If the student has passed at least five years of English language study (school transcripts should show this) or English is their native language, then an English proficiency test is not needed. The school reserves the right to accept an equivalent examination as deemed appropriate. If a student does not meet the requirements described above, the applicant must provide evidence of passing a standard English language test, meeting one of the requirements below:

- Minimum TOEFL Paper and Pencil test score of 475
- Minimum TOEFL iBT score of 55
- Minimum IELTS score of 5.5

- Both a minimum IELTS score of 5.0 and a minimum Standard Assessment of Functional English (SAFE) Exam score of 15 out of 20

AIM international applicants are reminded that the FAA requirement for successful A&P certification mandates the candidate read, write and speak in the English language.

In addition to language requirements, evidence of the following is also required for admission:

- Proof of successful completion of a secondary school program that is equivalent to high school in the United States. Verification of International Diplomas and/or Certificates is accomplished using a corporate approved credential translation and evaluation service.
- Valid passport with an expiration date at least 6 months past the course completion date.
- Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.

Contact the International Admissions Representative for details.

This institution does not have a vaccination policy; however, some programs and/or courses may require certain vaccinations. Please consult program coordinators and/or program directors for additional information.

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

ADMISSIONS

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. In no circumstance shall more than 75% of a program be satisfied by transfer credits.

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 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 2040 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:

*This does not include courses taken in high school for college credit.

- 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 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 will award a military grant 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 after a period of non – attendance will need to return through the Office of Admissions. The student's academic, attendance and financial aid records will be reviewed and submitted along with a re-admissions worksheet/re-admissions essay to the Re-Entry Review board. A scheduled meeting will occur between the prospective student and members of the review board to determine the students eligibility to return. The student will be notified of the decision on whether the application for re-admissions will be accepted. All decisions are final.

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.

ADMISSIONS

Approvals and Memberships

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

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

Financial aid is financial assistance to students whose resources may not fully cover the costs of acquiring an education. It consists of a combination of grants, low cost loans, reimbursement and other arrangements. Grants are considered gift aid and do not have to be repaid. Loans are funds lent to a student in order to help defray education expenses and must be repaid. There are multiple sources of assistance beyond the Federal Title IV programs. All those in which we participate are discussed below; however, the student is encouraged to investigate any source that might arise. For instance, scholarships are varied and ever-changing.

Students are not eligible for financial aid if they are currently in default on a previous student loan or owe a repayment for a federal grant. However, a student's eligibility may be restored. If the student is in default on a loan, in order to regain eligibility, the student must either repay the loan in full or make satisfactory repayment arrangements with the loan holder and meet all other necessary eligibility requirements. If the student owes a repayment for a federal grant, in order to regain eligibility, the student must repay the entire amount or make arrangements to repay the overpayment and meet all other necessary eligibility requirements.

How You Can Afford to Attend Aviation Institute of Maintenance

1. Non-repayable Federal Grants are available based upon financial need for those who qualify
2. Subsidized and unsubsidized Federal Education Loan Programs at reduced interest rates are available for those who qualify
3. If you will work and study at the same time
4. Some applicants qualify for vocational rehabilitation.
5. If you are a dislocated worker or economically disadvantaged, you may qualify for Workforce Investment Opportunity Act (WIOA) funds.
6. Veterans of military service eligible for educational benefits.
7. Eligible Dependent Children and/or spouses of disabled or deceased veterans.
8. Active duty military can participate in a tuition assistance program.
9. Monthly payments from family who can help or your own personal resources.
10. If parents qualify for railroad retirement benefits
11. Qualify for a competitive scholarship
12. Currently employed with a company that has a tuition reimbursement plan

Prospective students and their parents are encouraged to meet with a Financial Aid Advisor of the school. Aviation Institute of Maintenance is recognized by the U.S. Department of Education as an institution of higher education for the purpose of student par-

ticipation in federal grants and loan programs. In order to be eligible for any of our programs, the student must be a U.S. citizen or permanent resident and maintain Satisfactory Academic Progress. Since all aid received from any Federal Education Loan Programs must be used only for educational purposes, students receiving such aid must sign a *Statement of Educational Purposes* promising that the assistance received will be used only for expenses related to attending school. Applications for all financial aid are available from the Financial Aid Advisor. Some of the many types of financial aid available for qualified students are as follows:

Federal Pell Grant

The Federal Pell Grant is an award from the federal government that does not have to be repaid. Eligibility for this award is computed primarily on the basis of parent/student income and assets, family size, and number in school. For many students, these grants provide a foundation of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be repaid. The amount that will actually be received depends upon the expected family contribution, whether the student attends full-time or part-time, how long the student will be enrolled during the academic year, and the cost of education at the school. Applicants must not have previously earned a four-year degree.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG, like Pell, is a grant which does not have to be repaid. Eligibility is determined based upon estimated family contribution, Pell eligibility, and availability of federal funds. Applicants must not have previously earned a four-year degree. This grant is awarded to those students who demonstrate exceptional need, as defined by the Department of Education, through a needs analysis. Funding for this grant is very limited, so it may not be possible to meet the need of all students within a given award year. Funds will be awarded first to on-time applicants. An on-time applicant is one whose file is materially complete by Friday of the first week of class. The Financial Aid Advisor will be able to tell the student whether or not they qualify and if so, whether FSEOG is available.

Federal Education Loan Programs

The William D. Ford Direct Subsidized Loan Program provides low-interest, long-term loans. The interest rate varies annually, up to a maximum of 8.25%. Eligible students should check with their Financial Aid Advisors for annual loan limits. This is a loan, not a grant, and must be repaid. The goal of the loan programs is to provide students the broadest possible access to loan capital.

Many students qualify for federal interest subsidy whereby the federal government pays interest on the loan to the lending institutions while the student is in school, as well as during the six month grace period following their last date of attendance. Repayment

FINANCIAL AID

generally begins six months after the student leaves the school. Current interest rates and additional information are available from a Financial Aid Advisor.

The William D. Ford Unsubsidized Direct Loan Program provides additional borrowing potential for independent students. Students who are determined to be eligible to participate in this program, should check with their Financial Aid Advisor for annual loan limits. The interest rate on this loan varies annually up to a maximum of 8.25%. If the student borrower is a full-time student, repayment of principal and/or interest may be deferred until after graduation. Repayment generally begins six months after the student leaves school.

Parents of students determined to be dependent for financial aid purposes, may apply for a Parent Loan for Undergraduate Students (PLUS Loan), for their student attending the school. The maximum varies depending upon the student's cost of attendance and the amount of any other aid the student may receive. Repayment begins on the date the last disbursement of the loan is made. There are deferments available to the parent; see the Financial Aid Advisor regarding terms and eligibility. The interest rate varies annually up to a maximum of 9%. PLUS loans are available through the William D. Ford Direct Loan Program. Applications are available in the Financial Aid Office.

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 Aid Advisor or their Base Education Officer.

Rehabilitative Services

Aviation Institute of Maintenance is approved to train qualified clients of the Department of Vocational Rehabilitative Services. The amount of financial assistance is dependent upon the counselor's recommendation. If the student has a disability which may limit the normal pursuance of any position, the student may be eligible under this program. Contact the local Vocational Rehabilitation Office.

Veterans Benefits

Aviation Institute of Maintenance programs have 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. Currently, Aviation Institute of Maintenance in Las Vegas is NOT approved for VA Funding.

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.

Scholarships

For information on scholarships, please refer to the booklet "A Guide to Our Financial Aid Program." Information is also available on the student portal.

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 meet tuition obligations. 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 Aviation Institute of Maintenance. Check with the Financial Aid Advisor for full details on tuition payment schedules.



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 28 Credit Hours)	\$16,520.00
Books	\$700
Application Fee*	\$25
Library Fee*	\$12
Administrative Fee*	\$100
Security Fee*	\$100
Balance Due	\$17,457.00
Total Charges	\$46,957.00

* 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 (\$25), 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.

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 3 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. If the Student Cancels between day 4 to day 7 all monies will be refunded less the amount for fees/deposits allowed, not to exceed \$150. 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

TUITION

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.

Return to Title IV Funds

Students must submit notification in writing to the registrar or Campus Executive Director, to officially withdraw. Submission of notification to any other department may result in delay of processing but will not invalidate the notification. Any student who ceases attending without notifying the institution is considered an unofficial withdrawal. The school considers that any student who begins attending and fails to register for the next scheduled term without notification has unofficially withdrawn. If the school is not required to take attendance, the school will make this determination no later than 30 days after the end of the term, or as required by the state or other entity. A student who unofficially withdraws will be considered to have withdrawn at the midpoint of the term in which s/he began attendance. If the school has documentation of a last date of attendance beyond the midpoint, that date will be used to calculate Title IV earned. Calculation of Title IV earned will be based upon that date.

If the school is required to take attendance, the school will make this determination no later than 14 days after the last recorded date of attendance or presence at an academically related event. Eligibility for Title IV aid must first be revised based on changed enrollment status. This revised status reflects reduced attempted credits/clock hours since the student did not begin attendance in all the modules for which s/he enrolled in the term.

When the student withdraws, Federal Regulation specifies how the school must determine the amount of Title IV program assistance earned (Return to Title IV Calculation). The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq Afghanistan Service Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When the student withdraws during a payment period, the amount of Title IV program assistance earned up to that point is determined by a specific formula. If the student received (or the school or a parent received on student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than earned, the excess funds must be returned by the school and/or the student.

The amount of assistance earned is determined on a pro-rata basis. For example, if the student completed 30% of the payment period, the student earned 30% of the assistance s/he was originally scheduled to receive. Once the student has completed more than

60% of the payment period, the student earns all the assistance s/he was scheduled to receive for that period.

If the student did not receive all of the funds earned, s/he may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before the school can disburse them. The student may choose to decline some or all of the loan funds. The school is permitted to automatically use all or a portion of a Post-withdrawal disbursement of Grant funds for tuition, fees, and room and board charges (as contracted with the school). The school will need permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. From the date the school determined the student withdrew, grant post-withdrawal funds must be paid within 45 days and loan post-withdrawal funds must be paid within 180 days.

There are some Title IV funds that the student may have been scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if a first-time, first-year undergraduate student and student has not completed the first 30 days of the program before withdrawing, the student will not receive any FFEL or Direct Loan funds that s/he would have received had s/he remained enrolled past the 30th day.

If the student receives (or the school or a parent receives) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. Institutional charges multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

The school must return this amount even if the school didn't keep this amount of the student's Title IV program funds.

Return of unearned aid is allocated in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Direct Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance

Should there be any additional refund over the total amount of Title IV assistance, a refund will be made to the student and/or other sponsoring agencies. Amounts refunded to each program shall not exceed the award from the program.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that must be returned, the student (or parent for a PLUS Loan) repays in accordance with the terms of the promissory note. Any amount

of unearned grant funds that must be returned is an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. An outstanding overpayment makes the student ineligible for Title IV. To regain eligibility, s/he must either repay the amount in full or make satisfactory repayment arrangements with the Department of Education and provide documentation of good standing.

The requirements for Title IV program funds when a student withdraws are separate from the state/institutional refund policy. Therefore, the student may still owe funds to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school is required to return. A tuition refund (separate from a Title IV refund) is calculated per the policy on the enrollment agreement and in the school catalog. The state/institutional refund policy determines how much in tuition and fees are owed; the Return to Title IV policy determines how much aid the student have earned. These two amounts may be very different. Students should contact the campus bursar if they have questions about either calculation. The school is required to provide the student with an estimate of what may be earned and what may have to be returned should the student withdraw.

Institutional/State Refund Policy for California

Refunds will be paid within 30 days of the cancellation date or within 30 days of the written request for withdrawal or 30 days from the date a student has been determined to be a drop (date of determination) or within 30 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise. If the school receives a written request for withdrawal from the student, that date shall be the last date of attendance. If a student does not submit written notification to the school, the last date of attendance will be the last date of documented academic activity.

After the Return of Title IV funds calculation has been made, the institutional refund policy is applied. State regulations determine the amount of tuition due to the institution at the point of withdrawal/termination. The calculation is based upon the number of weeks completed. Neither Spring break nor Christmas break is included in the calculation.

The policy the school uses is as follows:

<u>If the student completes:</u>	<u>The institution refunds:</u>
0 - 10%	90%
10.01 - 20%	80%
20.01 - 30%	70%
30.01 - 40%	60%
40.01 - 50%	50%
50.01 - 60%	40%
60.01 - 100%	0%

Students should be cautioned that if they fail to complete their program, the school may have to refund previously applied grants and loans to the originator and then demand payment for this tuition from the student. VA refunds will be paid within 45 days of the date of determination that the student has dropped, or within 14 days of the receipt of the VA debt letter or whichever comes first.

In special cases of prolonged illness or accident, death in the family, or circumstances that make it impractical to complete the program, the school will follow its refund policy in making a decision regarding repayment arrangements that is reasonable and fair to both parties.

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.

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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,

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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 consumer information 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

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good order on the campus and for administering the school's 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,

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(888) 370-7589 or fax (916) 263-1897.

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201; (703) 247-4212, www.accsc.org. A copy of the Commission Complaint Form is available at the school and may be obtained by contacting the Campus Executive Director.

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 dirtsaf-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 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 three buildings, the administration and classroom space combine to offer approximately 10,313 square feet, while the hangar and shop area adds an additional 20,914 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 two comfortable student lounges.

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.

ACADEMIC POLICY

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 term, and these standards apply to all students. The qualitative and quantitative evaluations measured at the end of each term are described below.

Qualitative Measurement

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 3 or less terms, the minimum CGPA is 1.75 at the end of the first term. The minimum CGPA for the remainder of the program is 2.0. The minimum CGPA required for all programs greater than three terms is 1.25 at the end of the first term, 1.5 at the end of the second term, 1.75 at the end of the third term, and a minimum CGPA of 2.0 for the remainder of the program. 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 CGPA calculation purposes.

Quantitative Measurement

The student must finish his/her certificate, diploma or degree program by attempting no more than 150% of the total credits required for completion of that program. Attempted credits include all credits attempted: transfer credits, repeat courses, withdrawals (official or unofficial), and credits 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 credits attempted. Developmental coursework is excluded from the calculation. For programs that are less than one calendar year in length, the rate of progress (ROP) will be monitored at the end of each term with the minimum ROP for the first term no less than 50% and no less than 67% for each subsequent term. For programs that are greater than one calendar year, the rate of progress (ROP) will be monitored at the end of each term with the minimum ROP for the first term no less than 50%, the second term at 62.5%, the third term at 65%, and no less than 67% for each subsequent term.

Attendance in any portion of a term will be counted as a term attempted. A student called to immediate active military duty will not have the term from which he or she withdrew counted as an attempt for the purposes of calculating the ROP. If at anytime 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 term with incomplete grades will be re-evaluated once the

incomplete has been resolved into either a passing or failing grade.

Financial Aid Warning & Academic Probation Policy

If the student has failed to achieve the minimum qualitative or 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 by meeting the aforementioned minimum qualitative or quantitative requirements 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 financial aid suspension and the loss of Title IV eligibility. Probation requires that students be advised of the terms and conditions, including any necessary academic plans, of the probation in writing and in person.

Appeals

A student on financial aid suspension 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 Campus Executive Director may grant an appeal of the Satisfactory Academic Progress standards for the following mitigating circumstances: death of a family member, injury or illness, or other special circumstances. The decision of the Campus Executive Director is final and the student will be notified in writing. Students who successfully appeal will be placed on financial aid probation for one payment period of instruction. If the student fails to maintain Satisfactory Academic Progress while on financial aid probation, the student will be dismissed from school.

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 scheduled blocks. Regular attendance is expected and encouraged. Students are expected to participate during every day of the block. For blocks designated as Part 147 by the Federal Aviation Administration, missing more than 20% of a single block will result in a failing grade and the student being required to repeat the block.

In addition, the school currently holds a "census" meeting during each grading period (block) 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 to identify areas where the student may need extra help. If it is determined the student should be withdrawn, the date of determination will be the date of

ACADEMIC POLICY

census or 14 calendar days from the last date of academic activity, 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 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 content area that was missed. 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. 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 Director of Education or Campus Executive Director may sign the completion of the make-up work in the event the instructor is unavailable.

All make-up work assigned must be completed by the end of the block; this includes all tests, assignments, and projects. Failure to complete all make-up assignments by the end of the block will result in an "F" grade. Under extenuating circumstances an exception may be granted by the Director of Education or the Campus Executive Director for an "I" (incomplete) grade where students may be allowed up to two weeks from the end of the block to

submit all required materials. 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-credit 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 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 deci-

ACADEMIC POLICY

sion on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

Grading System

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:

Under extenuating circumstances, an exception may be granted by the Director of Education or the Campus Executive Director for an Incomplete "I" grade where students may be allowed up to two weeks from the end of the block to submit all required materials. After the incomplete period has ended, the "I" grade must be resolved to an earned grade. If the make-up was not submitted, it will result in 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 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

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 DOE or CED to finish some course materials late (up to two weeks from the end of the block), 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.

ACADEMIC POLICY

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 in order to qualify for an LOA. An LOA may be granted only for one of these five reasons, and the reason must be documented by the school:

- 1) Medical necessity
- 2) Active military duty
- 3) Legal Obligations
- 4) Employment reasons
- 5) Extenuating Circumstances (as approved by the Campus Executive Director)

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

- A student must request an LOA formally in writing by completing an LOA Request Form, and it must accompany documentation of one of the reasons listed above, unless approved by the Campus Executive Director.
- The effective date of an LOA can only be the first day of a block or module.
- A return date must be agreed upon by the student and the school and must be indicated on the LOA Request Form. The return date for the LOA will always be on the first day of a new block or module.
- An LOA may not be longer than 180 days. A student may be granted more than one LOA 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 LOA.
- 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 student's academic progress (GPA, ROP, etc.), and all academic and financial aid implications of the leave.
- 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. The student must also be informed that they will be using the "grace period" for return to Title IV during the LOA, and that, when they return from LOA, the grace period will start over.

- In the case that a student fails to return from LOA on the date scheduled to return, s/he will be dropped. The scheduled return date will be used as the date of determination (DOD) and the last recorded date of class attendance will be used as the LDA and NSLDS Withdrawal date.

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 determination of the withdrawal will be the date of the written notification or 14 calendar days from the last day of documented academic activity, whichever is sooner. If the student does not submit written notification to the school, it is considered an unofficial withdrawal. In either case, the last date of class attendance will be used as the last day of documented academic activity.

Any possible tuition refund and final grade determination are based upon this last date of class attendance. It will be necessary to have an exit interview with the Campus Executive Director or Financial Aid 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 technol-

ACADEMIC POLICY

ogy, 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.

Transcript Requests

An official transcript, bearing the seal of the college and the signature of the Registrar, is a document required by colleges and prospective employers. An official transcript is sent only with the written request of the student. A transcript issued to the student will be marked "Unofficial."

A student may request academic transcripts be forwarded to other institutions or places of employment, etc. by notifying the Registrar's Office in writing. The student's request must include the following:

1. Student name and Date of Birth
2. Approximate dates of attendance
3. Address to which transcript is to be forwarded
4. Student Signature

Each student will receive one complimentary official transcript upon request. All others will be provided upon receipt of a \$5.00 fee for each transcript. There is no charge for unofficial transcripts.

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 the aviation industry.

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 about 21 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 graduate for an exciting career as an A&P Mechanic, AMT, or a variety of aviation positions. The training can qualify the graduate for a number of related opportunities such as Avionics Technician, Inspectors, Installers, Parts Managers, or Service Technicians.

Aviation Maintenance Technician

Oakland Campus

21 Months, 91 Weeks

Aviation Maintenance Blocks	Credit Hours
Aviation General Science I	5.0
Aviation General Science II	4.5
Aviation General Science III	5.0
Aviation General Science IV	4.5
Metallic Structures	4.5
Aircraft Electrical Systems	4.5
Non-Metallic Structures	4.5
Aircraft Systems I	4.5
Aircraft Systems II	5.0
Airframe Assembly and Inspection	4.5
Aircraft Systems III	5.0
Aircraft Reciprocating Engines	4.5
Aircraft Turbine Engines	4.5
Powerplant Systems I	4.5
Powerplant Systems II	4.5
Aircraft Propellers and Inspections	4.5
Aviation Maintenance Technology Capstone	4.0
Total	78.0*

** For academic purposes, our programs are measured in credit hours. For Veterans Affairs (VA) certification purposes, our programs are measured in clock hours. As reported to the VA, each block within this program is 120 clock hours in length, for a total of 2,040 clock hours.*

AIRCRAFT DISPATCHER

Aircraft Dispatcher

The Aircraft Dispatcher Certificate Program is 300 Clock Hours in length, delivered via traditional classroom training sessions. It has been formally approved by the U.S. Federal Aviation Administration (FAA) Flight Standards District Office's Certificate Management Office (CMO). The program's educational objective is to prepare students to successfully pass the FAA Aircraft Dispatcher Written, Oral and Practical Certification Exams which are administered by FAA Designated Aircraft Dispatcher Examiners upon graduation.

After successfully passing these exams, the individual will receive the FAA Aircraft Dispatcher Certificate (license), and will be well-prepared for employment into entry and midlevel positions within the U.S. airline industry and in Corporate Flight Departments, as Flight Dispatchers, Flight Operations Specialists, Airport Operations Agents, Flight Crew Schedulers and Planners, and a multitude of other related positions available within a typical airline business environment.

To be eligible to take the Aircraft Dispatcher Knowledge (Written) Exam, a person must be at least 21 years of age. To be eligible for an Aircraft Dispatcher Certificate (License), a person must meet the following criteria:

- Be at least 23 years of age;
- Be able to read, speak, write, and understand the English language;
- Pass the required Aircraft Dispatcher Knowledge Exam prescribed by FAR Part 65.55;
- Pass the required FAA Oral and Practical Exam prescribed by FAR Part 65.59;
- Comply with the requirements of FAR Part 65.57

Note: A student who has not yet reached the age of 23 is eligible to take the FAA Aircraft Dispatcher Knowledge and Oral/Practical Exams. However, upon successful completion of the FAA Knowledge and Oral/Practical Exams, he/she will NOT receive the Aircraft Dispatcher Certificate. He/she will be issued a FAA Letter of Aeronautical Competency by the FAA Certificate Management Office (CMO). This letter would authorize him/her to be issued a FAA Aircraft Dispatcher Certificate upon reaching age 23.

Aircraft Dispatchers work in the field of Airline Operational Control, in the airline's "Nerve Center", an environment very similar to NASA's Mission Control. As a FAA Licensed Aircraft Dispatcher, you are authorized by the U.S. Federal Aviation Administration to exercise equal authority (50/50) and shared decision making with the Pilot-in-Command (Airline Captain) of each flight under your control. Aircraft Dispatchers control the airlines' Flight Operation (sometimes globally), typically all from one centralized Operations Control Center (OCC) location.

Working "behind the scenes", side by side with other airline professionals like senior Dispatch Managers, Crew Schedulers and Planners, Maintenance Controllers and Meteorologists, Aircraft Dispatchers plan, coordinate, execute, delay, cancel, and maintain "Positive Operational Control" of the airline fleet and flight schedules. All decisions are made in the airlines' OCC by Aircraft Dispatchers and the Flight Operations Management team on a 24/7 basis.

Aircraft Dispatcher
Oakland Campus
3 Months, 12 Weeks

Aircraft Dispatcher Courses	Credit Hours
Federal Aviation Regulations	1.0
Navigation and Aircraft Navigation Systems	2.5
Airline Communications Procedures & Requirements	0.5
Air Traffic Control Systems and Procedures; Emergency and Abnormal Procedures	1.5
Meteorology and Aviation Weather Services	2.5
B737NG Aircraft Systems, Performance & Limitations	1.5
Practical Dispatch Applications	2.5
Total	12.0*

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.

Airline Communications Procedures and Requirements

A comprehensive study of Aviation and Airline Communication Procedures and Requirements. Elements of both U.S. Domestic and International En route Communications are thoroughly discussed and examined, including: Voice and Data Link requirements, Company and Air Traffic Control Communications, Protocol and Regulations, Flight Following; Aircraft Communications Addressing and Reporting System (ACARS), Selective Calling System (SELCAL), High Frequency Communications (HF), Very High Frequency Communications (VHF), Satellite Communications (SATCOM), Controller Pilot Data Link Communications (CPDLC), Notice to Airmen (NOTAMS), Aeronautical Publications and Abnormal Procedures.

Air Traffic Control System and Procedures; Emergency & Abnormal Procedures

A comprehensive study of the U.S. Air Traffic Control System, including Airspace Classifications, Air Traffic Control Facilities (ATC Towers, TRACONS, ARTCC, and FSS/AFSS), and their responsibilities. Students will review Airspace Classifications and Special Use Airspace, and will learn about Domestic and International Flight Plans, and how to file, amend, and cancel IFR Flight Plans with ARTCC Flight Data. Students will gain a thorough understanding of ATC Procedures, ATC Flow Control and Traffic Management, IFR Separation Minimums, IFR Takeoff Minimums, Holding, Priority Handling, Voice and Data Link Communications, Abnormal and Emergency Protocols, Departure, En Route, and Arrival, applying DP (Departure Procedures), SIDS (Standard Instrument Departures, and STARS (Standard Terminal Arrivals).

A comprehensive study of Airline Emergency and Abnormal Procedures, including: Security Measures on the Ground, Security Measures in the Air, FAA Responsibility and Services, Collection and Dissemination of Information on Overdue Aircraft, Means of Declaring an Emergency, Responsibility for Declaring an Emergency, Required Reporting of an Emergency, NTSB (National Transportation Safety Board) Reporting Requirements, and CFR 49 Part 1544 Requirements.

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 loca-

COURSE DESCRIPTIONS

tions 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.

Aviation Maintenance Technology Capstone

This course will review the General, Airframe, and Powerplant subjects. Students will also be given instruction on how to study for the FAA written exams, followed by periods of Instructor/ student Q & A sessions. Comprehensive exams for each subject and a score of 70% or higher will allow the student to schedule and sit for the FAA written exam for the pertinent subject. The written exams can be taken during the course at any FAA certified test center. The FAA O & P exam may be scheduled with any FAA Designated Mechanic Examiner (DME). For your exams to be paid by the campus, see the Director of Education for the list of approved vendors.

B737NG Aircraft Systems, Performance and Limitations

A comprehensive study of the B737 Next Generation Aircraft, General Overview, Advanced Systems, Aircraft Performance, and Limitations.

Federal Aviation Regulations

A study of the U.S. Federal Aviation Regulations which relate to the operation of FAR Part 135 and FAR Part 121 Air Carrier Flight Operations.

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.

Meteorology and Aviation Weather Services

A comprehensive study of Meteorology theory, including Earth's Motion and its effects on weather (Atmospheric Circulation and Coriolis Force), Vertical Structure, Composition of the Atmosphere, Temperature and Standard Pressure, Analysis of Regional Weather, Local Weather Types, Characteristics and Structure; Pressure, Wind, States of Matter, Clouds, Fog, Ice, Stability and Instability, Turbulence, Air Masses, Fronts, and Theory of Storm Systems.

Students will gain knowledge of Weather Analysis and Forecasts, including METAR, TAF, PIREPS, RAREPS, AWOS, ASOS, Upper Air Observations, AIRMETS, SIGMETS, and CWA – Center Weather Advisories. Weather Imagery and its Aviation Application is studied to great extent, including Radar Meteorology, Radar Summary Charts, Weather Depiction Charts, Surface Analysis Charts, Surface Weather Prognostic Charts, Winds and Temperatures Aloft Chart, composite Moisture Stability Chart, Satellite Visible and Infrared Photos. An analysis of Weather Related Aircraft Hazard are studied including Crosswinds and Gusts, Contaminated Runways, Restrictions to Surface Visibility, Turbulence and Wind Shear, Icing, Thunderstorms and Microburst and Volcanic Ash.

Navigation and Aircraft Navigation Systems

A comprehensive study of the National Airspace System, including discussions on Role of U.S. DOT, FAA, Airports, Airport and Obstruction Lighting, Runway Lighting, Navigational Systems, Airborne Navigation Systems, the U.S. Air Traffic Control System, Airspace Classifications, VFR Weather Minimums, available types of Precision and Non-Precision Approaches, and applied Meteorology to IFR Approach Minimums and FAA Regulations. The student will gain a thorough understanding of how the systems are integrated into the safest, most complex Airspace System in the world.

Non-Metallic Structures

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

COURSE DESCRIPTIONS

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.

Practical Dispatch Applications

A comprehensive study of Airline Flight Operations, Airline Operational Control Centers, Safety of Flight, and the Planning, Execution, and Termination of a FAR Part 121 Domestic Scheduled Flight. Focus will be on the Operational Duties, Regulatory and Safety Responsibilities legally shared jointly by the Airline Captain and the Flight Dispatcher in the detailed process of Airline Flight Planning and Execution. A study of Human Factors, Decision making, Risk Assessment, Human Error, Teamwork, Dispatch Resource Management and Applied Dispatching (Advanced Flight Planning) techniques. This module is the Capstone of the entire Aircraft Dispatcher Course, in that it ties together all prior learned aviation knowledge, and allows the student to apply the elements of Meteorology and Aviation Weather Services, Air Traffic Control Procedures, Navigational Charts (High Altitude En route, Departure Procedures, En route Procedures, Arrival Procedures, IFR Instrument Approach Plates), Standard Terminal Arrival Procedures, B737NG Aircraft Performance, Minimum Equipment List, Weight and Balance, culminating in the preparation of the Manual Flight Plan and Dispatch Flight Release.

AVOCATIONAL COURSES

(Not Included in the Scope of Accreditation)



PROFESSIONAL AVIATION MAINTENANCE CERTIFICATION*

The Professional Aviation Maintenance Certification course is an advanced five-week course for the experienced Aviation Maintenance professional. The course is designed to provide an intensive investigation of the range of technologies, aircraft functions, and maintenance responsibilities of the civilian aviation maintenance field. The course is designed for students who have familiarity and experience with aviation maintenance through military or civilian experience, and who seek to transition to professional civilian certification in the field. This PAMC course is a two credit hour course taught over a period of five weeks.

Because of the advanced content of this course and the rapid pace of coverage, enrollees must be familiar with aviation maintenance within a professional setting prior to enrollment. Applicants should be at least 18 years of age; be able to read, write, and speak, and understand the English language, and possess one of the following qualifications to meet the criteria for the course: 1) an appropriate graduation certificate or certificate of completion from a certificated aviation maintenance technician school, 2) at least 18 months of practical experience with the procedures, practices, inspection methods, materials, tools, machine tools, and equipment generally used in constructing, maintaining, or altering airframes or powerplants, or 3) at least 30 months of practical experience with both airframe and powerplant practices, materials, and equipment. To be admitted into the course, a certificate of completion from an approved Part 147 school or a signed authorization form from the FAA (form 8610-2) should be provided to the school to document that the applicant possesses one of the above criteria.

The course covers aircraft and powerplant fundamentals, as well as the range of theoretical knowledge required within the professional aviation maintenance workplace. Within the institution's classroom and hangar environment, the student engages in a fast-paced, hands-on instruction on FAA-specific content, including airframe types, nomenclature, aerodynamics, and the full range of airframe technology. They also learn the types of powerplants used on aircraft, nomenclature associated with these powerplants, major components, and operating cycles. Reciprocating, turbine, and unducted fan type engines are covered. In addition to subjects taught in the lab and classroom, there is an interactive video portion to this course. This type of training experience is one of a kind that combines personalized, adaptive learning and predictive analytics to help the aviation maintenance technician prepare for the high-stakes test in the most convenient, effective and efficient way possible. This course covers everything a technician needs to know to pass the General, Airframe and Powerplant written tests. Learners can master material in discrete five-to seven-minute lessons. The course features 97 animated videos that explain complex theories, as well as real world test problems. Learners also have access to more than 1000 practice activities to help them get acquainted and comfortable with the test environment.

Upon completion of this course of study, students will be quali-

fied to become certified as an A&P mechanic by the FAA. Due to the avocational nature of this course, career services are not offered. Credits earned are fully transferable to the Aviation Institute of Maintenance's accredited academic programs.

Professional Aviation Maintenance Certification

5 Weeks, 4 Credits

***This course is avocational in nature and is not included in ACCSC's scope of accreditation.**

NOTES



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