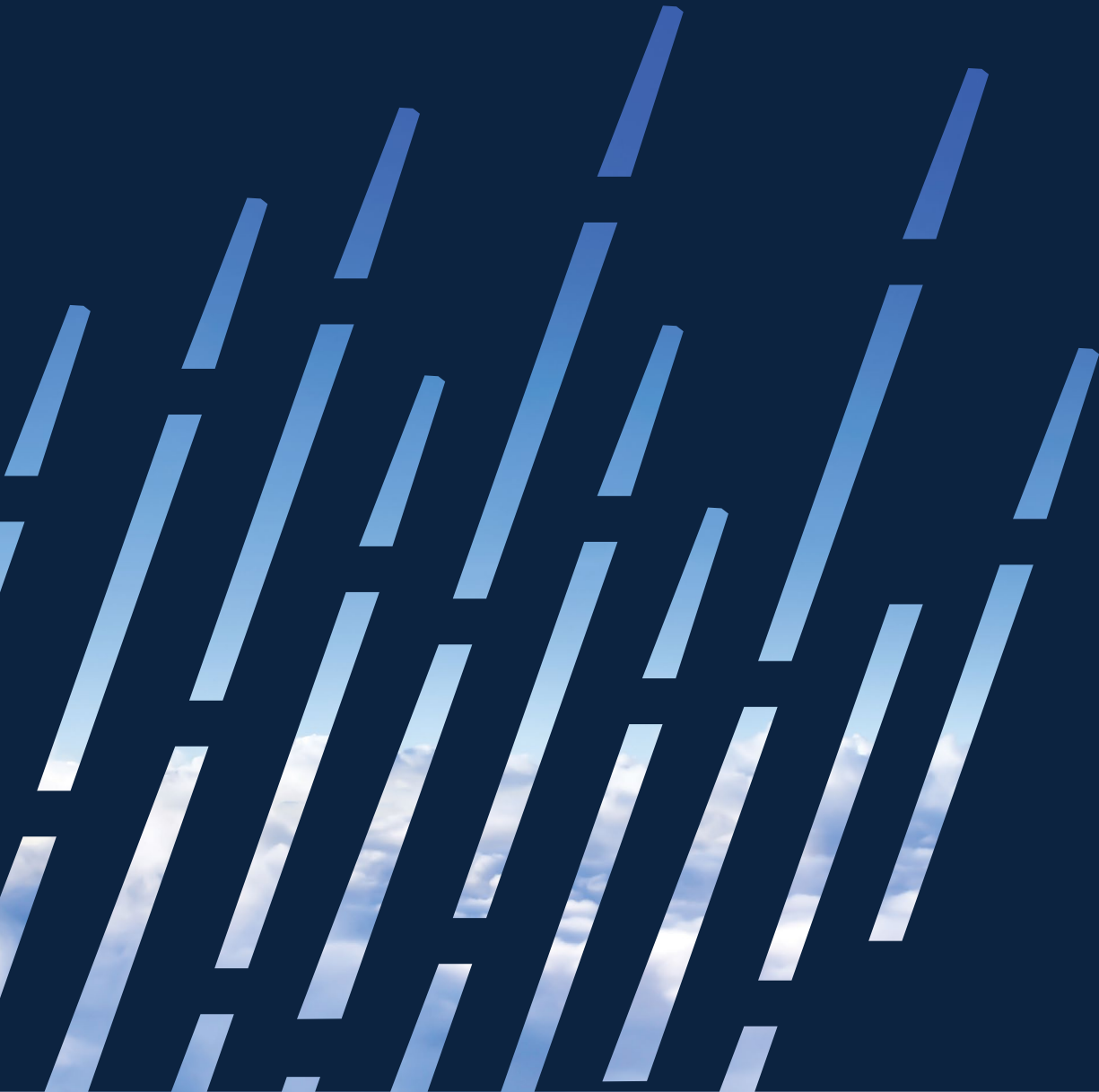




# Student Catalog 2025



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## WELCOME TO STUDENTS

Welcome to United Aviate Academy!

I am excited to extend to you a warm welcome as you embark on the exciting journey of pursuing your aviation career with us. Here at United Aviate Academy, you'll find numerous challenging and rewarding opportunities that will shape your path in becoming a professional pilot.

Our academy provides a high-quality training environment that prioritizes safety and excellence. With a focus on professional development and enhanced flight training, we are committed to creating highly focused students with the skills and knowledge needed to thrive in today's aviation industry. You'll be supported by a dedicated team of professionals who have been carefully selected for their expertise and passion for aviation. We are here to assist you every step of the way as you work towards achieving your goals. Whether it's through one-on-one guidance or collaborative learning experiences, the United Aviate Academy team is committed to your success.

As you begin your training, I strongly encourage you to embrace the challenges ahead with focus and dedication. Your journey here will be very demanding and exacting, but please know that we are all here to support and ensure that you reach your full potential. There will be times when you'll want to take a break or slow down but remember the objective; remember why you're here. I look forward to the day when I'll have the privilege of boarding a flight and seeing you in the pilot's seat. Until then, know that I and our staff are completely dedicated to doing our part in your success. I have every confidence and demand that you do the same too.

Here at the Academy, representation in aviation is not just important; it is very essential. It is crucial that our team reflects the diversity of the communities we serve, inspiring and highlighting the multitude of opportunities available as an aviation professional.

Once again, welcome to United Aviate Academy. I wish you all the best as you begin this incredible journey.

Sincerely,

A handwritten signature in cursive script that reads "Michael A. Hales".

Michael A. Hales, CEO  
United Aviate Academy

## MISSION AND GOALS

### United Aviate Academy Mission Statement

Create an inclusive training environment that sets the standard for safety and training excellence.

### School History

United Aviate Academy, a pilot training school launched by United Airlines, aims to address the growing demand for pilots in the airline industry while promoting diversity in the profession. Established in 2020 and formally opened in January 2022, the academy is based at Phoenix Goodyear Airport in Goodyear, Arizona and spans 340,000 square feet, equipped with renovated facilities, modern classrooms, aircraft hangars, and a fleet of Cirrus SR-20 series single-engine aircraft. United Aviate Academy is a critical part of United's Aviate program.

The academy offers an accelerated curriculum designed to help students swiftly acquire the necessary licenses and ratings. United Aviate Academy has become a vital initiative within the industry, helping to alleviate pilot shortages while fostering diversity and accessibility in aviation to a broader range of aspiring pilots.

### Philosophy of Aviation Education and Training

Cultivate a sense of belonging in aviation for each student while training the next generation of safe, qualified, and diverse pilots who will connect people throughout the world.

### Commitment to Safety

UAA is committed to providing the highest safety standards for our training program. We continuously strive to provide a safe environment for all our employees and students.

### Consumer Information

This Catalog is published to inform students and others of United Aviate Academy's academic programs, policies, calendar, tuition, fees, administration, and facilities. The information provided is current and accurate as of the date of publication.

The provisions of this Catalog are not to be regarded as an irrevocable contract. United Aviate Academy reserves the right to modify, revoke, or add to the terms of this Catalog at any time and without prior notice to students, which may affect any of the information published herein. As such changes may occur, these will be published in a Catalog Addendum, which is intended as and is to be regarded as an integral part of this Catalog.

United Aviate Academy expects its students to read and understand the information published in this Catalog and any addendum identified as belonging to it. Failure to read and understand this Catalog will not excuse any student from applying any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements.

### UAA Inspections

The jurisdiction of UAA Administrators rests over Instructor Staff, Students, and UAA owned aircraft. Therefore, UAA Administration retains the right to examine, or have reexamined, any aviator exercising or intending to exercise flight privileges in UAA aircraft, at any time, by selected members of the UAA Instructor Staff, Designated Pilot Examiners, or the FAA FSDO.

# ACADEMIC CALENDAR 2025

## Cohort Start Dates:

2025 Start Dates	
January 6, 2025	July 7, 2025
February 3, 2025	August 4, 2025
March 3, 2025	September 8, 2025
April 7, 2025	October 6, 2025
May 5, 2025	November 3, 2025
June 2, 2025	December 1, 2025

\* United Aviate Academy may change, add, or cancel start dates as deemed necessary to ensure a consistent academic and flight training experience.

UAA does not follow a traditional university school calendar using semesters or quarters. Currently, there is no set schedule or fixed hours for ground schools or flight instruction. Unlike traditional schedules that follow a Monday-Friday structure, our campus operates 21 hours a day, 7 days a week, to accommodate the diverse needs of our student body. Each of our ratings has an estimated and planned hours for completion. Students can expect to flight train a minimum of 3 to 5 days weekly excluding wait times for progress checks or check rides and subject to other various factors noted below.

As you progress through your program and pursue different courses, your schedule will be tailored to meet the requirements of your training and the availability of your instructors. This means that your schedule, and your ability to complete the program within the estimated timeframes, may vary depending on factors such as instructor availability, aircraft availability, Designated Pilot Exam (DPE) availability, weather, your commitment to flight training, your individual progress, and other various factors. Our distinctive scheduling relies heavily on flexibility. It's crucial to grasp that even during periods when you're not engaged in flight activities, there's an expectation that you remain on or near campus. This expectation is to ensure your readiness to participate in supplementary events such as guest speaker sessions, specialized workshops, and coordinated activities. These engagements are designed to enrich your educational experience and foster a comprehensive understanding of the aviation industry.

## Official School Holidays 2025

The Academy will be closed for flight training in recognition of the following holidays.

2025
New Year's Day – January 1
Thanksgiving Day – November 27
Christmas Day – December 25

Any additional holidays will be designated by UAA at the start of each calendar year.

## School Delay/Closing

Notice of school closures may be posted on the Electronic Information Display (next to Dispatch) and/or portal, and/or a recorded phone announcement of closure or delayed opening will be available to students through the STOPit app. Most notifications will be done through STOPit, followed by an

email. More details on the STOPit app can be found in the Campus Safety and Security section of this catalog.

Should the Academy cancel classes due to emergencies, in that case, the Academy will determine the date and time of any required makeup for courses and inform the students as soon as possible.

## GENERAL INFORMATION

### Licenses, and Approvals

United Aviate Academy is obligated by and adheres to the provisions of:

- Title 8, United States Code, Department of Homeland Security
- Title 14, United States Code, Federal Aviation Administration
- Title 49, United States Code, Transportation
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to Michael A. Hales, Campus CEO, 1658 S Litchfield Rd., #104, Goodyear, AZ, 85338.

United Aviate Academy is licensed by the: Federal Aviation Administration (FAA); all pilot certification courses and programs are licensed and regulated by Federal Aviation Administration under FAR Part 61 and Part 141, Air Agency Certificate Number WIWS604K. Further information regarding this institution may be obtained by contacting the FAA Phoenix Flight Standard District Office, 17777 N Perimeter Dr, Scottsdale, AZ 85255, (480) 419-0111, [www.faa.gov](http://www.faa.gov).

Institutional credentials, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Academy's credentials, licensure, or other approvals by submitting a written request to the CEO, [Michael.Hales@aviateacademy.com](mailto:Michael.Hales@aviateacademy.com). Any credentials, licensure, or approvals questions should also be directed to the Director of Compliance. Students may also contact the agencies listed above for information regarding the school's credentials, licensure, and approvals.



## LOCATION, FACILITIES, EQUIPMENT, AND LEARNING RESOURCES

United Aviate Academy is located at the Phoenix-Goodyear Airport in Goodyear, AZ, on approximately 28 acres.

The facility consists of the following:

Administrative and flight operations building, cafe, dormitories, aircraft maintenance hangars, flight simulator, learning resource center building, and facility maintenance building.

Recreational facilities include tennis and basketball courts, two swimming pools with nine perimeter grills, a fitness room, a sand volleyball court, and a student meditation and prayer room (Building 57).

The administrative and flight operations building has seven classrooms, multiple briefing cubicles, multiple management offices, three common lobby areas, and two employee break rooms. The restrooms are located on the ground floor.

The classrooms are equipped with whiteboards, TV projection, laptop and iPad hookups, and aviation-specific training resources, as appropriate. Instructors use the briefing cubicles for pre- and post-briefing and ground instruction. These areas are used to complete individual or small group ground sessions. All the rooms are equipped with a monitor and iPad/laptop hookups.

Students and Instructors use a Learning Resource System called Foreflight. Foreflight encompasses the training materials for our pilot program in addition to the FAA required materials. Additionally, ForeFlight helps demonstrate and reinforce fundamental aviation concepts, provides greater inflight safety and confidence, and helps students stay organized with Logbook, Documents, and more.

### Campus Amenities

Athletic/recreational facilities:

All recreational facilities listed below should be used for their intended purposes only. Students are expected to adhere to the posted rules and regulations. As a courtesy to other students, please clean up after yourselves after each use.

Basketball Court	Open Daily	0600 – 2300
Fitness Room	Open Daily	0600 – 2300
Grilling Areas	Open Daily	0600 – 2300
Pool / Aquatics	Open Daily	0600 – 2300
Sand Volleyball Court	Open Daily	0600 – 2300
Tennis Court	Open Daily	0600 – 2300
*Please note – hours and availability are subject to change.		

This is a semi-public pool with no lifeguard on duty and is inspected randomly by Maricopa County inspectors. Students are expected to adhere to the posted rules and regulations; in particular, no glass containers of any kind are allowed.

As a courtesy to other students, please wipe down the equipment after each use and return the barbells to the provided shelves.

There are nine BBQ grills with propane on/off switches behind each grill. As a courtesy to other students, please turn off the propane and clean the grill after each use.

## Cafeteria

An on-site cafeteria offers various dining options serving breakfast, lunch, and dinner. Enjoy your meal in the dining area or on the outside patio.

### Hours of Operation:

Day of Week	Meal Type	Open	Close
Mon – Fri	Breakfast	07:00am	10:00am
Mon – Fri	Lunch / Dinner	11:00am	06:00pm
Sat + Sun	Breakfast	08:00am	10:00am
Sat + Sun	Lunch / Dinner	11:00am	04:00pm
All days	Micro Market	24/7	

## Parking

United Aviate Academy manages the parking areas adjacent to Buildings 53, 54, 55, 57, 104, 105, 106, 107, 108, Parking Lot 6, and Parking Lot 7 at 1658 S. Litchfield Rd, Goodyear Airport. Parking permits are mandatory for all students and employees who operate and park their vehicle(s) on the property managed by United Aviate Academy. Parking is FREE for employees, students, and guests. There is no parking permit fee. Students and employees who do not register their vehicle with UAA Campus Security, display a UAA parking hang tag, or violate UAA parking rules are subject to parking fines, vehicle towing, and administrative action. A parking permit allows the vehicle's operator the privilege, not the right, to park on campus.

### Parking Permits

Upon starting with the Academy, students and employees will receive instruction in Basic Indoctrination for obtaining their parking pass. Please see the security desk for more details. Students and employees must display the parking hang tag on their vehicle's rear-view mirror at all times while on campus, so the permit number faces away from the driver.

Students and employees are asked to contact Campus Security:

- To obtain your initial parking permit
- When parking hang tags are lost or stolen
- When a temporary parking permit is needed

### Parking Enforcement

Students, employees, and guests must comply with all City of Goodyear and Phoenix parking ordinances, State laws, and UAA's parking rules when operating and parking vehicles on UAA's campus. The use of emergency flashers or personal placards (notes) are not valid excuses for violating parking rules. It does not imply that parking rules, city ordinances, or state laws are no longer in effect when a violation notice is not issued to a violator.

UAA reserves the right to create or reserve parking stalls, temporarily block parking stalls, or redirect traffic or parking at any time. UAA parking rules are subject to change at any time. UAA will enforce parking rules year-round (24 hours a day, seven days a week). UAA reserves the right to terminate parking privileges at any time with or without cause. Vehicles may be towed if the vehicle is parked in such a manner that blocks access for emergency equipment or flight line access, abandoned for more than 30 days, or after a reasonable request to move the vehicle has been ignored. Vehicles

towed are at the owner's expense and could result in further disciplinary action by Student Services or Human Resources. Parking permits expire when the student/employee separates from UAA.

## Campus Codes and Fines

No person shall park a motor vehicle, trailer, motorcycle, or equipment in any of the following places:

- (CC01) In front of a driveway, an area not designated as a parking stall or a reserved parking stall
- (CC02) Within 15 feet of any fire hydrant
- (CC03) Within a crosswalk or 20 feet within an intersection or crosswalk
- (CC04) Within 30 feet of a traffic control device (stop sign, yield sign, lot sign, other UAA signage)
- (CC05) Any area designated as a fire lane, blocking access to emergency vehicles, gates
- (CC06) Not displaying a UAA parking decal or hang tag
- (CC07) Vehicle left on campus w/out UAA permission (Subject to Tow at owner's expense)
- (CC08) Accessible parking area without a disabled placard

Code	Description	Fine
CC 01	Not an authorized parking area, driveway, or reserved parking stall	\$56
CC 02	Within 15 feet of any fire hydrant	\$56
CC 03	Within 20 feet of an intersection or crosswalk	\$56
CC 04	Within 30 feet of a traffic control device	\$56
CC 05	Any fire lane, blocking access to emergency vehicles or gates	\$56
CC 06	Vehicles on campus not displaying UAA Parking hang tag	\$56
CC 07	A vehicle left on campus without UAA permission (Subject to tow)	\$56
CC 08	Parked in Disabled Parking without a disabled placard	\$81

## Aircraft

The following make and models of aircraft are used for training in our courses:

- Cirrus SR-20, single-engine
- Diamond DA-42, multi-engine

These aircraft meet the requirements of FAR 141.39. All are equipped for day and night, VFR, and IFR flight rules as specified in FAR 91.205.

All of our aircraft and simulators are equipped with a Garmin G1000 Glass Cockpit. The Garmin G1000 is one of noncommercial aviation's most advanced avionics packages.

When maintenance is required, it is performed on premises by a highly skilled staff of A&P mechanics and avionics technicians.

## Equipment

Students will receive a link to MPS, [United Aviate Academy Store](https://MyPilotStore.com/UAA) (MyPilotStore.com/UAA) where they will be instructed to purchase:

- **Mandatory** items include:
  - Flashlight

- Foggles
- Hi-vis vest
- Headset: Mandatory headset can be any of the following options:
  - David Clark H10-13.4 (or 13.4S) in passive configuration
  - David Clark ONE-X
  - Bose A-30 in active noise reduction configuration.
  - All headsets can be purchased in either dual plug or LEMO. We suggest (but not require) the LEMO plug as it powers the Bluetooth from ship's power and eliminates the need for batteries.
- **Optional items to purchase:**
  - Jeppesen logbook
  - FAA Knowledge Exams / Practice Guides
  - Flyboys Kneeboard
  - Pivot adapter
  - Aviate backpack
  - Flight Deck Posters
- **Provided** items will include:
  - Three Aviate uniform polo shirts
  - One Aviate jacket

## VISITORS TO CAMPUS

We welcome visitors to our campus and encourage all prospective students to take a campus tour.

All visitors must sign in with Campus Security inside the lobby area of Building 104 upon arrival at UAA prior to attending meetings, tours, etc. Visitors must provide a government ID to Campus Security when checking in. Campus Security will retain the visitor's government-issued ID until the visitor ID badge is returned and the visitor checks out with Campus Security. Campus Security will provide visitors with a temporary visitor's badge.

### Visiting a Student

To minimize classroom/training interruptions, a visitor's arrival time should coincide with the student's schedule. Visitors needing to see a student under urgent circumstances should report to the reception desk for assistance or call 602-763-0665 before arrival.

### Visiting a Staff Member

Meetings with UAA staff members must be arranged in advance by contacting us via [aviatesecurity@aviateacademy.com](mailto:aviatesecurity@aviateacademy.com).

### School Visits and Tours

Every admitted student is asked to visit UAA to discuss the training programs' details and tour the school facilities. To make an appointment, call 720-209-8581 and ask for the Admissions Office.

### Security and Access to the Academy

United Aviate Academy's policy is that all campus facilities, including housing facilities, be limited to authorized personnel, students, and invited visitors.

United Aviate Academy and United Airlines employees must always wear their physical identification badges (on and off duty) while on campus. Visitors shall always wear a visitor badge during their visit to our campus.

Visitors may be referred to as employees or students' friends and families (also known as personal visitors), contractors, mail services (USPS, UPS, FedEx, Amazon, etc.), external vendors, stakeholders, and the public. Visitors are always subject to United Aviate Academy's policies, conduct codes, airport safety regulations, and TSA regulations and procedures.

Visitors are not authorized to enter the aircraft, climb on steps by the wings, walk on the wings, manipulate flaps, etc. Employees and student hosts must review the Ramp Safety Briefing with their visitors before ALL Ramp Tours. This briefing document is located at the Dispatch desk. Visitors must also wear a reflective vest before entering the ramp area and closed toed shoes are required. Vests are available at the Dispatch desk.

The lawful and appropriate behavior of the visitor is the responsibility of their student or employee host.

## UAA GOVERNANCE

### Officers of the Academy

- Chief Executive Officer – Michael A. Hales
- Chief Operations Officer – Suzanne Alipourian–Frascogna

### Governance of the Academy

- Board of Directors
- CEO
- Chief Operations Officer
- Sr. Manager, Facilities Maintenance
- Director, Safety, Security, and Compliance
- Director, Aircraft Maintenance
- Director, Flight Operations
- Director, Finance
- Director, Human Resources
- Director, Student Services

### Board of Directors

- Kirk Limacher – United Airlines - VP Flight Operations Planning & Development
- Jonathan Ireland – United Airlines - SVP Finance
- Captain Mary Ann Schaffer – United Airlines – Managing Director, Aviation Safety
- Anel Ruiz – United Airlines – Managing Director, People Impact and Chief Diversity Officer
- Captain Michael Bonner – United Airlines – Managing Director, Aviate & Pilot Strategy
- Brandon Fair – United Airlines – VP Corporate Real Estate
- Steve Morrissey – United Airlines – VP Regulatory & Policy
- Nathan Lopp – United Airlines – VP Labor Relations

### Academy Administrators

- Director, Student Services
- Manager, Student Services
- Manager, Admissions
- Student Services Specialists
- Admissions Specialists

# CAMPUS SAFETY AND SECURITY

## United Aviate Academy Campus Security Overview

Our Campus Security team is committed to providing our students, employees, and guests the safest and most secure living, working, and learning environment possible while promoting United's Core4 service behaviors; Safe, Caring, Dependable, and Efficient. Our security team uses a multi-layer security approach that includes processes, personnel, physical patrol, technology (access control, cameras, etc.), Crime Prevention Through Environmental Design (CPTED), and emergency preparedness training to accomplish this commitment.

United Aviate Academy Campus Security is located at 1658 S Litchfield Rd, Building 104 (Lobby next to the Welcome Desk), Goodyear, Arizona 85338. UAA Campus Security is staffed 24 hours a day, seven days a week (including holidays), to patrol, serve our community, and respond to calls for service on our campus. Campus Security's phone number is (602) 763-0665.

## Reporting Suspicious Activity, Criminal Acts, or Emergencies

A safe environment is everyone's responsibility. United Aviate Academy's policy is that all criminal acts or other emergencies will be appropriately documented and reported to local authorities as required by law. Victims of crime and witnesses are strongly encouraged to report all suspicious activity, criminal acts, and emergencies on campus directly to 911 and then to Campus Security.

Incidents are documented in the Daily Crime and Fire Log and Annual Crime Statistics. This ensures timely notification to our community regarding incidents that require community notification. Reporting crimes is vital to achieving a safe learning and working environment here at United Aviate Academy.

Reporting incidents when the incident occurs can initiate and direct necessary emergency responders and resources to the incident. E-mail or text messaging is ineffective for reporting crimes in progress, as e-mails are not continuously monitored. Direct phone communication with public safety via 911 and UAA Campus Security ensures a quick response to address campus emergencies.

To report suspicious activity, criminal acts, or emergencies, please call 911 directly, use our mass notification system, STOPit, and contact Campus Security at (602) 763-0665, or email [aviatesecurity@aviateacademy.com](mailto:aviatesecurity@aviateacademy.com). UAA Campus Security will document all criminal activity by completing an Incident Report. All criminal incidents reported to the police department will be documented by the law enforcement agency investigating the incident. A criminal act might include but is not limited to burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes, or murder.

If a fire or medical emergency occurs, employees and students should call 911, use our mass notification system, STOPit, and contact Campus Security at (602) 763-0665.

When calling 911, please provide detailed information:

- Your name, telephone number, and location
- Refer to the Campus Map for building numbers and parking lot numbers
- Describe the incident as clearly and accurately as possible
- Do not hang up and let the individual providing the help end the call

Ensuring the well-being of the victim(s) is our top priority. While UAA Campus Security upholds

confidentiality in criminal cases, it's essential to note that in situations where legal action is pursued, individuals may be required to testify. We collaborate closely with local law enforcement, victim advocates, and prosecuting agencies to navigate these delicate circumstances effectively.

## Campus Communications and Emergency Contact

E-mail is the primary communication medium for the UAA administration to contact students. United Aviate Academy assigns each student an @aviateacademy.com e-mail address, expecting that e-mail is checked daily, including subfolders for junk and spam. Failure to respond to requests from the UAA administration is prohibited.

STOPit is United Aviate Academy's all-in-one security and emergency mass notification platform that allows our Campus Security team to manage and resolve campus emergencies. STOPit turns the user's mobile phone into a mobile panic alarm. Users can report emergencies, suspicious situations, safety issues, request an escort, etc., to UAA's Campus Security team in text notes, images, video, and audio recordings. Campus Security can respond to and redistribute warnings or provide administrative announcements to our employees, students, and stakeholders as one mass notification.

Emergencies can occur without notice, so keeping current emergency contact information on file is critical. This information will remain confidential and only be provided to those with a legitimate business need to access the information, such as in a health or safety emergency. Our students must provide the Director of Student Services with up-to-date emergency contact information.

## STOPit

Employees and Students can report an emergency quickly by pressing STOPit's red button on their smartphone app to request First Responders (police/fire) and on-site UAA security guards. Then, they discreetly share any additional emergency information through text, photo, video, or recording.

## Real-Time Location Tracking

When a person reports an emergency, their location is sent to responders providing Campus Security and 1<sup>st</sup> Responders real-time location tracking at the time of the emergency, for the duration of the emergency, and ending when an emergency is resolved.

## Mobile Emergency Management

STOPit allows campus security, law enforcement, and fire department personnel to manage an emergency in a coordinated and efficient manner from the time the emergency is received until it is resolved. Employees and students can educate themselves by viewing UAA's Emergency Action Plans within the STOPit application.

## Post Tips

UAA's mass notification system has a feature called "Post Tips." Our community can provide tips for Campus Safety relating to crimes, safety concerns, request safety escorts, etc.

Students are encouraged to take a proactive approach for their safety and security. Students are expected to:

- Immediately report suspicious activity in and around their dorms or campus buildings to local law enforcement or UAA Campus Security



- Not activate a fire alarm unless warranted by an emergency
- Not allow unauthorized guests in dorms
- Keep doors locked when not present
- Immediately report the loss of access key card or key to Campus Security
- Not loan access ID card to others
- Do not prop open any outside entrance, lobby, or stairwell doors
- Keep windows closed and locked when not present
- Do not use windows as entry or exits to dorm rooms
- Abide by all Academy catalog rules

UAA has committed significant resources to establish a safe and secure campus environment. These include, but are not limited to:

- Upgraded access control entry system to all buildings
- Upgraded security cameras
- Upgraded ID badging system (physical ID card and access control app)
- Campus Security escorts for students and staff traveling across campus
- Campus Security patrols and emergency response 24 hours a day, seven days a week
- New exterior lighting around campus
- STOPit- UAA's Mass Notification System App for students' and employee's cell phones

### Access to Academic Buildings

Every student should have a safe and secure stay. United Aviate Academy, policies and housing rules strictly prohibit the storage and possession of alcohol, marijuana, and all illegal drugs as defined in ARS 13-3401, firearms, ammunition, paintball guns and accessories, BB guns, air-soft guns, fireworks, any explosive, bows, arrows, dangerous instruments, hoverboards, self-balancing transport devices, electric or motorized scooters, and drones. UAA reserves the right to deem an item not listed in this section as a prohibited item if the item is listed in Arizona Revised Statutes 13-3101 or presents a possible danger to others. Possession of the listed prohibited items on UAA campus grounds is subject to disciplinary action, including sanctions up to expulsion.

Campus Security Guards have the administrative authority from United Aviate Academy to document criminal incidents that occur on UAA's campus, investigate, and enforce the following UAA administrative rules:

- UAA Parking Rules
- UAA Catalog

Our Campus Security team receives pre-employment and annual in-service security training. This training includes but is not limited to the introduction to UAA Security, Criminal Law and the Laws of Arrest, Communications, Use of Force/Levels of Force, Policy and Procedures, Crime Scene Preservation, Ethics, Emergency First Responder Responsibilities, FAA Security, CPR and AED, First Aid, and other security-related training.

## Programs to Inform Students and Employees about Campus Security

All new students and employees are informed about safety and security procedures at their respective orientation programs.

## Programs to Inform Students and Employees about the Prevention of Crimes

In the event of certain crimes that represent a continuing threat to students and employees, United Aviate Academy will issue warning reports to advise everyone on the types of recurring actions that have occurred and the procedures that can be taken to prevent these. For instance, in the case of repeated burglary or petty thefts in a facility, warnings will be distributed to all faculty and staff with instructions to inform students and/or information will be posted throughout the building.

## Emergency Evacuation Procedures

The following evacuation procedures are in effect for all UAA buildings.

Emergency Evacuation Charts are posted in each classroom, maintenance area, and simulator area. Students must familiarize themselves with the evacuation route indicated on each chart.

The alarm to evacuate an area is one long steady fire alarm horn. Upon hearing the signal or receiving other notification from staff members, the student will:

- Turn off any equipment being operated
- Proceed calmly and orderly to the Evacuation Route selected by the instructor in charge
- Walk quickly along the Evacuation Route
- Remain with the class. The instructor will take roll call, who **MUST** be able to account for every student
- No smoking is permitted during drills

Student safety and the safety of others depend on cooperation. Everyone will be held accountable for misconduct during an emergency evacuation or a routine fire drill.

## LOST AND FOUND

### Lost Articles

Articles lost in or around the school buildings may be reported to UAA's Campus Security. Campus Security will complete a "Lost Report" if the student desires to make a report with Campus Security.

### Found Articles

Articles that have been found should be taken to Campus Security in Building 104, Welcome Desk. Campus Security will take possession of all found property and store the article until it is claimed or dispose of it if it is unclaimed.

Lost articles will be retained for 30 days. After 30 days, unclaimed articles will be disposed of properly.

### Disposal of Unclaimed Found Property

Campus Security assumes found property is unclaimed when the property has not been claimed within 30 days of the property being found. UAA reserves the right to dispose of all unclaimed property in one of the following manners:

- Thrown away
- Auction or sold
- Given to charity
- Unclaimed money will be placed in the Academy's General Fund
- Assign it to the appropriate UAA Department

All found properties that present health and hygiene concerns, such as perishable food and articles that contain body odor, blood, etc., shall be immediately thrown away.

## MAJOR POLICY STATEMENTS

### Students with Disabilities Policy

UAA is committed to providing equal access and opportunities to all students, including those with disabilities. We adhere to the Americans with Disabilities Act (ADA) and other relevant legislation to ensure that our campus is accessible and inclusive for everyone.

**Handling Disabilities:** Students with disabilities are encouraged to disclose their needs to the Student Services and request accommodations. We recognize that each student's situation is unique, and we are committed to providing reasonable accommodations to ensure equal access to educational programs and activities.

**Requesting Accommodations:** To request accommodations, students should contact the Student Services Department and provide documentation of their disability. Our team of professionals will engage in an interactive process with the student to determine appropriate accommodations based on their individual needs and the requirements of their academic program. We encourage students to initiate the accommodation request process as early as possible to allow for sufficient time to implement accommodations.

**Confidentiality:** We respect the privacy and confidentiality of students with disabilities and their disability-related information. All documentation provided by students is kept confidential and is only shared with individuals directly involved in the accommodation process. We are committed to ensuring that information about a student's disability is disclosed only on a need-to-know basis and is used solely for the purpose of providing accommodations and support services.

**Training and Awareness:** We provide ongoing training and awareness programs for faculty, staff, and students to promote understanding and sensitivity toward individuals with disabilities. We encourage all members of our community to familiarize themselves with our institution's policies and procedures regarding accommodations for students with disabilities and to actively support a culture of inclusivity and accessibility on campus.

UAA is dedicated to fostering an inclusive and supportive learning environment where all students are provided the opportunity to succeed. We are here to support students with disabilities in achieving their academic and personal goals, and we welcome the opportunity to collaborate with them to ensure their success.

### Health and Safety Policy

The health and well-being of our student community is of utmost importance to us. In light of recent public health concerns, including the COVID-19 pandemic and the risk of communicable diseases, as well as potential exposure to blood-borne pathogens, the following policies and guidelines have been established:

#### Communicable Disease Prevention:

- Students are expected to take precautions to prevent the spread of communicable diseases by maintaining good personal hygiene practices, such as covering coughs and sneezes, avoiding close contact with individuals who are sick, and staying up to date on vaccinations as recommended by healthcare professionals.
- Any student diagnosed with a communicable disease must notify the institution's health services office promptly to receive guidance on necessary precautions and accommodations. Confidentiality will be maintained in accordance with applicable laws and regulations.

### Blood-Borne Pathogens:

- Students in programs or activities that may involve exposure to blood-borne pathogens, such as healthcare, laboratory, or first aid training, must undergo appropriate training on infection control and safety protocols.
- Personal protective equipment (PPE), including gloves and, when necessary, face shields or goggles, must be worn as recommended during activities with potential exposure to blood or other bodily fluids.
- Proper procedures for handling and disposing of contaminated materials, as well as for cleaning and decontaminating equipment and surfaces, must be followed at all times to minimize the risk of transmission.

### Education and Awareness:

- The institution will provide educational resources and training opportunities to increase awareness and understanding of health issues, including COVID-19, communicable diseases, and blood-borne pathogens.
- Students are encouraged to actively participate in health promotion initiatives and to stay informed about developments related to public health and safety.

### Compliance and Enforcement:

- Failure to comply with health policies and guidelines may result in disciplinary action, including but not limited to warnings, sanctions, or restrictions on participation in campus activities.
- Students are responsible for familiarizing themselves with and abiding by all applicable health policies and procedures outlined in this catalog and related institutional documents.

By following these policies and guidelines, we can work together to promote a safe and healthy environment for all members of our student community.

### Nondiscrimination Policy

United Aviate Academy affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public and administering all academic programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, disability, or any other protected class.

### Academic Integrity Policy

United Aviate Academy is committed to a learning environment that promotes and upholds academic integrity. Students are to conduct their studies and training within the parameters and direction set by United Aviate Academy instructors, administrators and policies, and government-required certification standards. Students may not use unauthorized assistance, including technology, websites, and/or electronics, in preparing or completing assignments, including any oral or written presentations, any quizzes, examinations, or practical certification exams. Students may not gain an unfair advantage by any means, including but not limited to the falsification of records and plagiarism.

### Drug and Alcohol Use Policy

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a

“Drug-Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all United Aviate Academy students and employees annually. Pursuant to federal and state drug laws and the FAA regulations, students are prohibited from the unlawful manufacture, distribution, possession, sale, or use of illicit/illegal drugs. This includes possession, consumption, sale, distribution, and cultivation of recreational marijuana and medical marijuana.

a. ILLEGAL DRUG USE

- Illegal drug use is prohibited by federal regulation. It has no place in any professional aviation program. Even if a local jurisdiction’s rulings allow it, you are governed by federal regulation.
  - i. Any conviction for the use, possession, transportation, distribution, or intent of distribution of illegal drugs will result in immediate grounding from all flight activities and Dismissal from UAA.
- b. Over-The-Counter Medications (OTC)
- A current and comprehensive list of OTC and prescription medications is provided by AOPA at [Medications Database - AOPA](#).
  - i. Note that even ‘approved’ drugs may have unpredictable effects at altitude. Be aware that most nighttime cold remedies contain alcohol, and that by using the drug pilots will be restricted from flying for 24 hours after ingestion. Likewise, all motion-sickness remedies, including “Dramamine,” are to be avoided.
  - ii. WHENEVER ILLNESS REQUIRES MEDICATION, DO NOT FLY!

c. ALCOHOL

- i. No alcohol may be consumed within 12 hours of any flight activity, nor will any Student, Instructor, or Staff Member fly while under the influence of alcohol. This policy applies to all pilots and students in UAA aircraft, regardless of Pilot-in-Command status.
- ii. It is UAA policy that all pilots must notify the Chief or Assistant Chief Instructor immediately (and prior to any further flight) following any DUI arrest or conviction. In these cases, Chief Flight Instructor will make an appropriate interim determination of future flight privileges. A student’s dismissal will occur after any DUI conviction.
- iii. Students and CFIs must also immediately report to the Chief Flight Instructor any traffic convictions that result in suspension or termination of any driving privileges (“Motor Vehicle Actions”). A Review Board will be convened in these cases to determine appropriate action.

### Medical/Recreational Marijuana and New Changes to Arizona’s Marijuana Laws

Arizona state law permits the use of medical marijuana (i.e., use by persons possessing lawfully issued medical marijuana cards) and the recreational use of marijuana under Arizona Revised Statutes 36-2852 except as specifically and expressly provided in sections of Arizona Revised Statutes 36-2851 and 2853 and notwithstanding any other law.

However, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. FAA regulations prohibit the use of marijuana.

Arizona Revised Statutes 36-2851 does not restrict the rights of United Aviate Academy to maintain a drug-and-alcohol-free workplace and to have policies restricting the use of marijuana by employees and students in UAA’s workplace, on UAA grounds, or properties controlled by UAA. ARS 36-2851 does not require United Aviate Academy to allow or accommodate the use, consumption, possession, transfer, display, transportation, sale, or cultivation of marijuana in UAA’s workplace, on UAA grounds, or properties controlled by UAA.

The use, consumption, possession, transfer, display, transportation, sale or cultivation of marijuana for recreational or medical purposes is therefore not allowed in any UAA building, dorm, housing, or any other property controlled by UAA, nor is it allowed at any UAA related event or activity on or off campus.

Sanctions for violations related to violating UAA's marijuana policy will be consistent with all other illegal drugs and substances. Students who violate this policy will be subject to disciplinary action up to and including expulsion from school and possible suspension of their FAA / EASA licenses.

### Alcohol and Consumption of Alcohol

Possession or use of alcoholic beverages on UAA grounds is prohibited, no matter the student's age. Arizona Revised Statutes 4-244.9 prohibits a person under the legal drinking age of 21 from consuming, receiving, or buying alcoholic beverages. Contributing to the consumption or possession of alcohol by a person under the legal drinking age of 21 is expressly prohibited (ARS 4-241). Alcoholic beverage containers (beer bottles, beer cans, wine bottles, and hard alcohol bottles), posters, and other items promoting and advertising alcoholic beverages may not be displayed in residence halls or any other setting on campus.

Students violating any part of this policy, including intoxication of any student while on UAA property or property controlled by UAA, regardless of age, are subject to disciplinary review by the Director of Student Services or designee. Sanctions for violating this policy are at the discretion of the Director of Student Services. Students violating this policy may also be subject to prosecution by local or state law enforcement authorities. This prohibition applies while on the school's property or when participating in any institutional activity.

The following are important facts that every student should know:

- Employees and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on the school's property or when participating in any school activity. This prohibition applies while on the school's property or when participating in any institutional activity, including flight training and time building outside the state's limit.
- All underage students are subject to Arizona State laws regarding alcohol consumption.
- All students and employees are subject to all Federal and State laws regarding illicit drug use.
- Employees or students who violate this policy will be subject to disciplinary action up to and including expulsion/termination. In addition to legal penalties, the record of a felony or conviction of a drug-related crime can prevent a person from entering some careers.
- Violations of this policy could result in the school losing its eligibility to receive funds or any other form of financial assistance under any federal program. Confidential help is available.

Students with questions or concerns about drug and alcohol abuse should contact the Chief of Campus Security or the Director of Student Services. United Aviate Academy reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students violating the Drug and Alcohol Policy will be dismissed and will not be eligible for readmission.

### Tobacco Use Policy

"Smoking" includes using any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. Smoking is prohibited in United Aviate Academy-owned, operated, or

leased buildings and/or grounds, including leased property or vehicles, at any time, except in designated smoking areas. Students, faculty, and staff using these areas are expected to dispose of any smoking debris safely and adequately.

## Policy Against Harassment

United Aviate Academy expressly prohibits any form of unlawful harassment, discrimination, and/or retaliation in its programs and activities among students, faculty, and staff based on any of the above-mentioned characteristics or any other protected class.

## Harassment and Reporting Policy

The following conduct, or attempted conduct, is prohibited and constitutes “prohibited conduct” for purposes of this Policy:

Hostile environment harassment, which is unwelcome conduct that is subjectively and objectively offensive and severe or pervasive such that it limits or denies a person equal access to the Academy’s education program or activity.

## Sex Based Harassment

Sex-Based Harassment is a form of Sex Discrimination and means sexual harassment and other harassment on the basis of sex.

UAA does not tolerate any behavior by administrators, faculty, staff, or students which constitutes sex-based harassment, including sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended. Sexual harassment is defined in the Equal Opportunity Commission’s Guidelines on discrimination of sex. Following such definition and for the purposes of this policy, sexual harassment will be defined as follows: Unwelcome sexual advances; Request for sexual favors; Other verbal or physical conduct or written communication of intimidating, hostile, or offensive sexual nature where:

- Submission to such conduct, either explicitly or implicitly, is made a term or condition of the employee’s status of employment or student’s status.
- Submission to or rejection of such conduct by an employee or student is used as a basis for employment decisions affecting such employee or academic or enrollment decisions affecting such student.
- Such conduct has the purpose or effect of unreasonably interfering with an employee’s work situation or a student’s education or creating an intimidating, hostile, or offensive environment.

## Quid Pro Quo Harassment

UAA employee, agent, or other person authorized by the UAA to provide an aid, benefit, or service under UAA’s education program or activity explicitly or impliedly conditioning the provision of an aid, benefit, or service on a person’s participation in unwelcome sexual conduct.

## Hostile Environment Sex-Based Harassment

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from UAA’s education program or activity. Whether a hostile environment has



been created is a fact-specific inquiry that includes consideration of the following:

- i. The degree to which the conduct affected the Complainant's ability to access UAA's education program or activity;
- ii. The type, frequency, and duration of the conduct;
- iii. The parties' ages, roles within UAA's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- iv. The location of the conduct and the context in which the conduct occurred; and
- v. Other Sex-Based Harassment in UAA's education program or activity.

## Other Sex-Based Harassment

### Dating Violence

Dating violence means violence committed against the victim by a person:

- i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- ii. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  1. the length of the relationship;
  2. the type of relationship; and
  3. the frequency of interaction between the persons involved in the relationship.

### Domestic Violence

Domestic violence means any felony or misdemeanor crime(s) committed against the victim by a person who:

- i. Is a current or former spouse or intimate partner of the victim under state law, or a person similarly situated to a spouse of the victim;
- ii. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- iii. Shares a child in common with the victim; or
- iv. Commits acts against a victim who is protected from those acts under the family or domestic violence laws of the state, including but not limited to, domestic battery, aggravated domestic battery, stalking, aggravated stalking, cyberstalking, sexual assault, and sexual abuse.

### Sexual Assault

#### Forcible Fondling

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim. Private body parts include breast, buttocks, groin, and sex organs.

#### Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

## Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes attempted rape and assault with intent to commit rape.

## Sexual Assault with an Object

Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim.

## Forcible Sodomy

Oral or anal sexual intercourse with another person, without the consent of the victim.

## Stalking

Stalking means engaging in a course of conduct directed at a specific person based on sex that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

## Other Recognized Forms of Harassment

- Emotional and verbal abuse includes yelling, name-calling, bullying, isolation from family and friends, saying you deserve the abuse or are to blame for it, and then giving gifts to "make up" for the misuse or making promises to change.

Physical abuse is the act of hitting, shoving, kicking, biting, throwing objects, choking, or any other aggressive physical contact.

All administrators, supervisors, faculty, staff, and students will be held accountable for compliance with this policy.

Any employee or student who has been subjected to conduct which constitutes harassment, sexual or otherwise, is encouraged to report such conduct to the Director of Student Services directly or via the Human Resources office. A confidential investigation of the reported incident will be promptly initiated.

Corrective action resulting from violations of Title VII of the Civil Rights Act of 1964, as amended, may include, but not be limited to, the following: a written reprimand, suspension pending review, student suspension, or expulsion.

Any form of willful reprisal against any employee or student who reports harassment, and/or sexual harassment or assists in investigating such a report is strictly prohibited.

## Complaint Procedure

Any student who believes he or she has been subject to or witnessed discrimination, including sex-based harassment or other forms of unlawful harassment, is requested, and encouraged to make a complaint. The complaint should be made directly to the Director of Student Services, the UAA Human Resources Department, or any other member of management with whom you feel comfortable bringing forward the complaint.

## Policy on Technology and the UAA Campus Network

United Aviate Academy (UAA) is dedicated to providing a reliable network environment to facilitate education and operations. The UAA policy includes all physical cabling at the campus, wireless technologies, and all remote locations connected directly to UAA. In our effort to provide a secure and reliable networking environment, we reserve the right to monitor network activity to aid in the solving of problems encountered with or on the network.

Access to this technology has been allowed to enhance the educational experience of our students and may be used in training areas only with the permission of the attending instructor. Students should only use this access during instruction or for other educational purposes.

UAA RESERVES THE RIGHT TO PREVENT ACCESS TO THE NETWORK AND REVOKE ANY OR ALL PRIVILEGES OR TO CHANGE SERVICE AT ANY TIME IF THE ACCESS IS BEING ABUSED.

### Acceptable Devices

Devices are to be in good working order and designed not to interfere with other devices connected to UAA's network or other lab equipment. These devices must be used for school-related activities. The Owner is responsible for using the device attached to UAA's Networks. UAA reserves the right to restrict access to devices connected to the network through MAC Address or IP address blocking.

### Device Security

Security measures should be taken to ensure that the device connected to the network is not vulnerable to compromise. Compromised or problem hosts connected to the network will be blocked until they are repaired. Recommended actions for devices connected to the network include fully patched Operating Systems; current anti-virus software and virus definitions; secure passwords, personal firewalls, and intrusion detection software.

### Unacceptable Activities while connected to UAA's Network.

UAA will not support or condone the activities listed below:

- Activities that excessively consume network resources
- Activities that violate Local, State, or Federal Law and/or International Treaty. This includes, but is not limited to:
  - Providing Services that interfere with the legitimate function of other devices connected to the network
  - Commercial Activities
  - Sending Spam (Unsolicited Bulk and/or Commercial Email)
  - Open E-Mail Relays
  - Denial of Service Attacks
  - Hacking
  - Cracking
  - Probing, scanning, or other activities done to learn about other connected devices, whether innocent or malicious in nature (Allowances will be made for System Administrators performing security scans on systems they manage in the course of

- Packet or Content Sniffing
- Unauthorized access to hosts
- Illegal distribution of any copyrighted material
- “Stealing” or “Borrowing” IP addresses
- Any activity that tarnishes UAA’s professional image

## Social Media Policy

A student’s use of social media, which should be broadly understood for this policy, includes blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to the professional use of social media on behalf of UAA as well as personal use of social media when referencing UAA:

- Students need to know and adhere to the UAA Catalog and other company policies when using social media about UAA and its employees.
- Students should be aware that their actions can affect their image and UAA’s image. Students post or publish information that may be public information for an extended time.
- Students should be aware that UAA may observe content and information made available by students through social media. Students should use their best judgment in posting material that is neither inappropriate nor harmful to UAA, its employees, and/or vendors.
- Although not an inclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are lewd, defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.
- Students are not to publish, post, or release any information considered confidential or not public. If there are questions about what is considered confidential, students should check with the Marketing and Communications Department.
- Social media networks, blogs, and other online content sometimes generate press and media attention or legal questions. Students should refer these inquiries to authorized UAA spokespersons.
- Students using audio/video recording devices on campus or during flight training, solo training, or any recording of the campus or personnel without prior authorization is prohibited, including student meetings.
- Students may NOT release or upload unauthorized audio/video recordings made in or around UAA aircraft or vehicles without UAA approval.

Students should obtain appropriate permission before they refer to or post images of current or former employees, members, vendors, or suppliers. Additionally, students should get appropriate permission to use a third party’s copyrights, copyrighted material, trademarks, service marks, or other intellectual property.

## Copyright Protection Policy

United Aviate Academy (UAA) is committed to protecting the intellectual property rights of its employees, students, and partners. This Copyright Protection Policy outlines the procedures and

guidelines for the appropriate use of copyrighted materials within the organization.

- Employees, students, and partners of United Aviate Academy must adhere to all copyright laws and regulations, including but not limited to the United States Copyright Act.
- All copyrighted materials used within United Aviate Academy must be properly licensed or fall under fair use, educational use, or other applicable exceptions under copyright law.
- Unauthorized reproduction, distribution, or modification of copyrighted materials is strictly prohibited.
- Any use of copyrighted materials for commercial purposes, outside the scope of United Aviate Academy's operations, must be approved by the appropriate authority and may require licensing agreements or royalties.
- Proper attribution must be given to the creators or copyright holders of any copyrighted materials used within United Aviate Academy.

### Copyright Infringement:

- Any suspected copyright infringement must be reported immediately to the designated copyright officer or compliance team.
- Upon receipt of a copyright infringement complaint, United Aviate Academy will promptly investigate the alleged infringement and take appropriate action, which may include removing the infringing material, disciplinary action against the responsible party, or legal action if necessary.
- United Aviate Academy will cooperate with copyright owners and authorities in the investigation and resolution of copyright infringement claims.

### Educational Use

United Aviate Academy recognizes the importance of educational use exemptions under copyright law. However, employees and students are reminded that educational use does not grant unlimited access to copyrighted materials, and fair use guidelines must be followed.

### Photography Policy

UAA and its parent company, United, will take photographs of UAA activities, including images of students, to be used in communications, including the following:

- Company intranet accessible by employees of United and UAA only
- Company internet accessible via the World Wide Web to anyone
- Printed employee newsletter and/or internal/external business presentations
- Annual reports, project material and/or updates
- Other business internal communications for students and employees

Students should not have an expectation of privacy in their image while engaged in UAA programs and activities.

## STUDENT RIGHTS AND RESPONSIBILITIES

Students accepted into an academic program of study at the Academy have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress and achievement of course goals and objectives, including the process by which the final grade is determined through The Training Course Outline (TCO). The TCO is also accessible at any time in ForeFlight on student iPad.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure that all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog.
- Students may take reasoned exception to the data or views offered in any course of study and may form their judgment, but they are responsible for learning the academic content of any course they are enrolled in.
- Students will be given full disclosure and an explanation by the Academy of all fees and financial obligations.
- Students have both the right and responsibility to participate in the course and instructor evaluations, providing constructive criticism of the services provided by the Academy.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work, volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, established a set of regulations governing access to and the release of personal and academic information in student education records. FERPA applies to the education records of persons who are or have been in attendance in postsecondary institutions, including students in cooperative or correspondence study programs.

FERPA does not apply to records of applicants for admission who have been denied acceptance or, if accepted, do not attend. Education records contain information directly related to a student and are maintained by an educational agency or institution or a party acting for the institution. Exceptions to education records include sole possession, law enforcement unit, employment, health, and alum

records. Rights under FERPA are not given to students enrolled in one component of an institution who seek to be admitted to another component of the institution.

Under FERPA, the rights accorded to parents transfer to students who have reached the age of 18 or who attend a postsecondary institution.

These rights are:

- The right to inspect and review their education records within 45 days of the day the Academy receives an access request. Students should submit an official written request to Director of Student Services and identify the record(s) they wish to inspect. The Academy official will make access arrangements, notify the student of the time, and location that the documents may be reviewed. If the records are not maintained by the Academy official to whom the request was submitted, that official shall advise the student of the official to whom the request should be made.
- The right to request amendment of the student's education records if the student believes they are inaccurate or misleading. A student should write the Academy official responsible for the record and identify the part they want to be changed. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. Suppose the Academy decides not to amend the record as requested by the student. In that case, the Academy will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. When notified of the right to a hearing, additional information regarding the hearing procedures will be provided to the student.
- Disclosure is defined as permitting access to, or the release, transfer, or other communication of a student's educational records or the personally identifiable information contained therein to any party orally, in writing, by electronic means, or by any other means. Disclosure of confidential information to an Academy official with a legitimate educational interest does not constitute authorization to share that information with a third party without the student's permission.

The right to consent to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to Academy officials with legitimate educational interests. An Academy official is a person employed by the Academy in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Academy has contracted (such as an attorney, auditor or collection agent); to officials of another Academy, on request, in which a student seeks or intends to enroll; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting an Academy official in performing his or her tasks. An Academy official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

FERPA allows the release of the following directory information to the public without student consent: student's name, address, telephone number, date and place of birth, major field(s) of study, e-mail address, dates of attendance, part-time or full-time status, degrees, and awards/honors received, photos or videos of students participating in UAA events, and the most recent educational institution attended other than United Aviate Academy.

Students may prevent the release of directory information by completing a Request to Prevent Disclosure of Directory Information form available online and from the Student Services. By law,

however, a student cannot prevent the release of directory information to the U.S. military for recruiting purposes. Student consent is required to release personally identifiable information such as academic records, current academic standing, and Social Security/student numbers. Student consent is not legally required for disclosure of this information and reports of alcohol or drug policy violations by students under the age of 21 to certain government agencies/officials, sponsoring agencies, parents/guardians of dependent students, and to selected Academy personnel determined to have a legitimate educational interest in such records. Students may consent to release personally identifiable information to others by completing the Authorization for Release of Student Information form available online and from the Admissions office. Information about the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, and the full text of the law, may be obtained from the Admissions office.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by ACAST to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
- Family Compliance Office – U.S. Department of Education 400 Maryland Ave., SW Washington, DC 20202-4605

### Student Responsibility and Standards of Professional Conduct

Students of the United Aviate Academy are responsible for complying with all local, state, and federal laws.

As members of the UAA community, students are also responsible for familiarizing themselves with Academy policies and regulations, when applicable.

In addition, students involved in disciplinary proceedings initiated under this code, whether as parties, witnesses, or panelists, have a duty to cooperate and discuss the incident with appropriate Academy officials, adhere to stated deadlines, attend scheduled meetings, provide documentation as requested, and participate in all Academy proceedings.

Failure to fulfill these responsibilities may result in a decision being made without the benefit of the student's participation or may result in a student being charged with failing to comply with the direction of an Academy official.

Students are responsible for meeting the Academy's standards of appropriate conduct and may be disciplined for engaging in the following types of prohibited conduct:

- **Disruptive Behavior:** Any behavior that disrupts the learning environment, including but not limited to excessive noise, disrespectful language, or refusal to comply with instructions from faculty or staff.
- **Harassment and Discrimination:** Any form of harassment or discrimination based on race, color, religion, national origin, gender, sexual orientation, disability, or any other protected class, whether verbal, physical, or electronic.
- **Cheating and Academic Dishonesty:** Any form of cheating, plagiarism, or academic dishonesty, including but not limited to submitting work that is not one's own, altering grades, or facilitating cheating by others.
- **Violence and Threats:** Any act or threat of violence, including physical assault, intimidation, or coercion, against another person or property, whether on campus or off-campus if it affects the Academy community.
- **Unauthorized Access or Use:** Unauthorized access to or use of Academy facilities,



equipment, or resources, including computer systems, networks, and electronic accounts, for purposes other than those permitted by the institution.

- Substance Abuse: Possession, use, distribution, or sale of illegal drugs or alcohol on Academy premises or at Academy-sponsored events, or any behavior under the influence of drugs or alcohol that disrupts the safety or well-being of others.
- Sexual Misconduct: Any form of sexual harassment, assault, or misconduct, including non-consensual sexual contact, unwanted advances, or exploitation, whether committed by students, faculty, staff, or visitors.
- Destruction of Property: Intentional or reckless destruction, damage, or defacement of Academy property or the property of others, including vandalism, graffiti, or unauthorized alterations.
- Violation of Health Policies: Failure to comply with health policies and guidelines related to COVID-19 prevention, communicable disease control, or blood-borne pathogen safety, as outlined in the Academy's student catalog.
- Failure to Comply with Rules and Regulations: Violation of any other rules, regulations, or policies established by the Academy, including those outlined in the student catalog, student handbook, or other official documents.

Students found to have engaged in prohibited conduct may be subject to disciplinary action, up to and including suspension, expulsion depending on the severity of the violation and any mitigating or aggravating circumstances. The Academy is committed to promoting a safe, respectful, and inclusive learning environment for all students and will take appropriate measures to address violations of conduct standards.

## Professional Conduct

During training, students are expected to conduct themselves in a manner that will not have a negative effect on the school. Students must professionally conduct themselves according to the school policies and procedures, the Federal Aviation Regulations, and federal, state, and local laws. Students who violate any of the rules or FAA regulations can be placed on probation for a period of up to 30 days or may result in dismissal from the Academy.

Intentional violation is grounds for immediate dismissal. Depending on the severity of the violation, the student may be dismissed immediately at the discretion of the United Aviate Academy Leadership. The school reserves the right to expel any student for a severe violation.

Conduct violations include but are not limited to:

- Abusive conduct
- Alcohol and/or substance abuse violations
- Consumption of alcohol in uniform
- Arriving to participate in an instructional activity (ground or flight) under the influence of alcohol or drugs
- Receiving citations for consumption of alcohol, including underage drinking, or providing alcohol to a minor
  - Examples of citations include but are not limited to DUI, DUUI, DWI, OVI, OUI, OWI, and OMV
- Arson

- Abuse and/or neglect of aircraft or other school equipment and facilities
- Dishonesty — providing false information, false representation, forgery, fraud, and/or theft
- Harming or threatening bodily harm or violence to school officials, employees, or students
- Willful destruction of property belonging to the school, employees, or students
- Harassment of any kind, including sexual, mental, and physical
- Failure to comply
- Unauthorized entry or use
- Disruptive, disorderly, and obstructive behavior
- Criminal violations and arrest notifications

In addition, peer-to-peer file sharing programs such as but not limited to Torrent or Kazaa, designed to download copyrighted material illegally, will not be used in UAA housing or over the school wireless internet.

### Uniform, Attire and Personal Appearance Policy

UAA has developed a Uniform and Personal Appearance/Attire Policy for all students attending programs at UAA. This policy aims to bring uniformity and professionalism to the learning environment, similar to what graduates will encounter when entering the aviation industry. In addition, this policy ensures compliance with state regulations, OSHA mandates, and other important safety initiatives on campus.

When students begin training, they will be given three (3) polos. Navy-colored pants are required as part of the student uniform. Students must always wear uniforms, or they will be asked to leave the class until the Uniform, Attire, and Personal Appearance Policy is followed. Any missed time from school will be documented.

Uniform and Appearance requirements:

- UAA uniforms may not be altered.
- All uniforms must be clean, in good condition, and free of stains or holes. Replacement shirts can be ordered through the UAA website for an additional cost.
- UAA logo tops must be the outermost layer when inside the school.
- Full-length pants must be worn.
- Loose-fitting or baggy clothing may not be worn in the maintenance areas.
- Clothing with cutouts or torn-out areas may not be worn.
- Shoes must be of a nature that they offer complete foot protection to the wearer. No cloth, open-toe, or soft-sole shoes may be worn. While impact or compression footwear is not required, sneakers, athletic shoes of any kind & deck shoes are prohibited.
- Socks must be worn.
- Headwear cannot be worn in the classroom. Exceptions will be made for headwear of a religious nature.
- Hair must be either trimmed to a suitable length or restrained in such a manner that it cannot be caught up in moving machinery.
- Jewelry such as rings, watches, bracelets, piercings, and other body adornments may not be

worn in maintenance areas. The instructor may determine safety/appearance issues in his/her classroom/debriefing area(s). In instances of disagreement or uncertainty, the Chief Pilot's Office or his/her representative will make final determinations concerning safety/appearance issues. All UAA staff members are responsible and empowered to immediately correct any student whose clothing or behavior constitutes a safety hazard. Additional information on school uniforms can be found in the Flight Operations Manual (FOM).

The Uniform and Personal Appearance Policy must be followed every school day.

Exceptions to this code may be granted to individual students through one of the following methods: (A) a written excuse from the student's physician; (B) a written excuse from the Director of Student Services. In either case, the excuse must state a specified period of time during which the exemption is in effect. All violations of these regulations will be dealt with in accordance with the procedures described in this catalog.

### Student Identification

Students must wear student identification badges at all times provided by UAA. Student identification badges must be worn in a visible location. Failure to wear student identification or provide it in a timely manner if requested by a UAA staff member may result in disciplinary action, including dismissal from a training session or the remaining school day.

Due to regularly changing airport authority requirements, the Chief Pilot and Chief of Academy Security reserve the right to enforce additional student policies as UAA requires.

Lost or stolen student identification badges must be reported to the Chief of Academy Security immediately for a replacement. The student is responsible for any fees associated with the replacement of the student identification badge.

### Conferences with School Personnel

Students are encouraged to seek the assistance of instructors or administrators whenever they feel it is appropriate. The Academy Student Services Specialists are the first point of contact and a liaison for students. A student may arrange a conference with any of the abovementioned parties during office hours. Advance notice will facilitate proper preparation (gathering of required documents, information, etc.).

In most cases, the student will find that their assigned instructor is readily available to assist in resolving problems. Instructors are available to explain general policies, procedures, regulations, grades, attendance, etc. Unresolved problems should be brought to the attention of the Student Services Specialists and then they will direct and coordinate with the appropriate personnel including the Director of Student Services or the appropriate department Director/Manager.

### Clubs and Organizations

Aviation clubs and organizations offer exciting opportunities for students to immerse themselves in all things aviation while providing avenues for scholarships and networking opportunities. Joining an aviation club opens doors to a world of study groups, exploration, innovation, and camaraderie.

## Care of School Property

Student cooperation is necessary to maintain the proper maintenance and appearance of the campus (grounds), buildings, classrooms, simulators, equipment, tools, and training aids.

Since the care of school property is a cooperative task that the students and the staff must share, students must 1) report any damage to school property to their instructor as soon as it is discovered and 2) report any damage resulting from accidents, carelessness, or maliciousness.

- Students must always maintain safe working conditions. Liquid spills, trash, or other materials/objects that present hazardous conditions must be immediately removed from the floor, work areas, etc. In addition, the student must always maintain an orderly and clean workstation. As required, students will participate in general classroom cleanup at the end of the period.
- It is essential that students deposit all forms of waste in the appropriate containers. In addition, smokers should use special containers and refrain from placing cigarette butts in trash cans.
- The use of tobacco products and electronic smoking/vaping devices are prohibited inside UAA's facilities. Smoking is permitted only in marked, designated areas outside the buildings. Failure to conform to this rule may result in suspension or dismissal.
- Students must refrain from leaning against or placing feet against the exterior and interior walls.
- Students are responsible for maintaining the established student desk arrangement and keeping the classroom trash-free.
- It is the instructor's responsibility to adjust room temperature controls, window shades, and lighting.

## Student Disciplinary System

United Aviate Academy is committed to providing a learning environment that supports the growth and development of all students. An orderly, positive, and intellectually stimulating environment that fosters fair and ethical behavior of students is essential to our mission. This disciplinary process is designed to promote learning, personal growth, and development but will result in punitive action if necessary. The Academy may exercise its discretion to not officially charge students with violations of the Student Code of Conduct if viable alternatives to disciplinary action are appropriate, such as mediation or counseling.

The disciplinary processes outlined in this document are not criminal in nature; they are administrative. Therefore, they should be considered broadly in context with the mission of the Academy.

## Authority To Enforce UAA Policy

The CEO of the Academy is responsible for the administration of policies, regulations, and procedures falling under the authority of this document at his/her location. In the case of academic dishonesty charges, the Director of Student Services is responsible for administering these policies, regulations, and procedures. Student Services will maintain all disciplinary files.

Depending upon the nature and severity of the offense, Campus Security may be directed to investigate UAA policy violations. The results of these investigations will be provided to the Director of Student Services for disciplinary review. Administrative investigations that result in the violation of

criminal law will be provided to law enforcement authorities. Law enforcement authorities have the authority to arrest in the event of a violation of criminal law. UAA will cooperate with law enforcement agencies if a crime is committed.

While the procedure in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied, specific minimal due process standards must prevail. The following Academy disciplinary procedures are designed to ensure reasonable protection of the student, a fair determination of the facts, and the application of appropriate sanctions.

### Code of Conduct Proceedings

This investigation can include but is not limited to meeting with the accused student, gathering additional written documentation, and/or conferring with appropriate Academy personnel or witnesses.

If, after investigating, the Director of Student Services or their designee determines that the complaint is not supported by the evidence presented, the complaint will be dismissed, and the student will be notified in writing or via e-mail that no charges will be filed.

If the investigation reveals that a violation may have occurred, the student(s) accused of misconduct will be notified in writing of the charges and advised that they must attend an informal hearing with the Director of Student Services and/or Flight Operations Leadership. During the informal hearing, the charges will be read and explained to the student, and the student will be asked to respond to the charges. The student also will have an opportunity to ask any questions.

If the student admits responsibility, the Director of Student Services will notify the student of the sanctions; the student can accept or reject the sanctions. If the student accepts the sanctions, the student will sign a waiver acknowledging the sanctions and waiving the right to a formal hearing. If the student rejects the sanctions, a formal disciplinary hearing will be convened pursuant to the procedures outlined in this handbook.

If the student denies responsibility, a written notice informing the student of the time and place of the hearing will be sent to the student's address of record and his/her e-mail address.

The Director of Student Services or their designee will make available to the student any evidence in his/her possession and, upon written request, any files, subject to the provision of Arizona State Statutes and the Family Educational Rights and Privacy Act. This evidence will be made available at least five days in advance of the formal hearing. Where several persons are alleged to have been involved in an incident, Leadership will determine if separate hearings will be held. Pending a disciplinary hearing, the student will be permitted to attend class and otherwise participate in Academy activities, except in the case of a temporary suspension. The Academy's burden of proof shall be based on a preponderance of the evidence.

All disciplinary proceedings are confidential unless the student waives confidentiality in writing, or the proceedings are not confidential by a court of competent authority.

### Notice of Formal Discipline Hearing

The student will receive a notification via e-mail five business days in advance as to the time and place of the hearing unless the student waives the right to notice of such duration. This notice shall include the following information:

- The charge(s) filed.

- A student advocate may be provided by the Academy, upon request, to assist a student through the disciplinary process, or the student may elect to have an independent advocate present at his/her own expense. In either case, the advocate may only counsel the student, not address the committee or others participating in the hearing.
- All hearings will be open only to those involved in the process.
- The student has the right to face his/her accusers, to direct questions to those witnesses through the committee chair, and to present a defense and witnesses on his/her own behalf.
- The student may not be compelled to testify against himself/herself.
- The student has the right to admit to or deny responsibility for the charges prior to the hearing.
- The Academy reserves the right to make a recording and will notify all parties at the beginning of the hearing.
- Failure to appear or refusal to testify or to answer questions in the course of the hearing shall not be regarded as an admission of responsibility. Should the student choose to ask questions of witnesses or otherwise pursue a defense, this will not equate to a student's forfeiture of his/her right to remain silent, provided that the student does not offer personal testimony in defense.

### Temporary Suspension

A temporary suspension may be imposed when the Director of Student Services determines that a student's continued presence on the campus or at any Academy-related activity or class constitutes an ongoing danger to persons or property or an ongoing disruption or threat to the educational process. Prior to a temporary suspension, notice of the charges will be given to the student verbally in order to affect an immediate interim suspension. Within one business day of such oral notification, written notification will be delivered to the student's Academy e-mail address and within three days to the mailing address on record.

If the student denies the charges, a hearing may be requested in writing within two business days and will be convened within five business days of the request.

### Campus Discipline Committee

The Director of Student Services shall initiate the formation of a Board of Review whenever a case is heard or may establish a standing disciplinary committee for the academic year.

The committee shall be composed of three persons, including two faculty members and one administrator. In addition, two alternates will be identified. Potential members are to be carefully screened, and only those with the ability to be impartial and fair-minded in the case under consideration will be selected to serve on the hearing committee. Faculty/instructors and staff directly involved in the case may not serve on the committee. The Director of Student Services serves as the chairperson of the Committee.

### Chairperson responsibilities:

- Call the hearing to order and introduce all parties present.
- Explain how the hearing will be conducted to the student and all participants.
- Read the charges being considered.
- Maintain proper decorum and order, dismissing any person who impedes or threatens to impede a fair and orderly hearing.

- Ensure that the student and the person bringing the charges have the opportunity to testify and present evidence and witnesses on his/her behalf.
- Ensure that all available relevant evidence is presented, and that the decision is based solely upon the evidence and any testimony given.
- The committee chairperson is a neutral party and shall facilitate the hearing process, only voting in the case of a tie.
- The chairperson may call a recess at his/her discretion.

### Conduct of the Hearing

- The chairperson will give opening remarks.
- The individual bringing the charges will present any evidence and witnesses regarding the charges.
- The student accused of the charges will present his/her perspective, including any witnesses or documentation.
- Either party or the committee chairperson can recall any witnesses.
- Each side will give a summary statement.
- After the fact-finding portion of the hearing, the participants will be excused, and in a closed session, a decision will be rendered by a majority vote.

The process for determining the outcome of the hearing is called deliberation. This process involves reviewing the evidence, testimony, discussion, and voting. The chairperson will ensure that only evidence presented at the hearing itself may be considered in reaching a decision and that the committee adheres to standards of confidentiality as provided for in state and federal law (i.e., Family Educational Rights and Privacy Act).

Final decision(s) and potential sanctions and made known to the student within two (2) hours after deliberation. The Flight Operations team will maintain all records of the formal hearing, including any sanction to be imposed and supporting documentation. All records are confidential, per the Federal Educational Rights and Privacy Act.

Evidence of prior criminal convictions and/or Academy disciplinary action may be considered in determining the sanction only after the charges have been validated and the student is found responsible.

The conduct of Academy disciplinary officers must consider the necessity of preserving and protecting the rights and interests of the student. In compliance with the Family Educational Rights and Privacy Act, information regarding a student's disciplinary status may not be discussed with persons not concerned with Academy officials without the written authorization of the individual in question.

Suppose the student wishes to appeal and has time to consider appealing. In that case, the CEO or his/her designee will hear arguments for withholding the imposition of the sanctions until the time for filing an appeal has expired or until an appeal decision has been rendered. The appeal must be made within five (5) days of the Committee's findings. All appeals will be heard by the Academy CEO, who will take testimony from both the Student and the Committee. The CEO's judgment must be in writing and will be final.

## Sanctions

If the committee finds the student is responsible for the charges filed, the committee will determine and recommend sanctions to the CEO. The conditions of sanctions will be clear and precisely stated. These sanctions shall be included in the committee's written notification of the guilty finding.

Sanctions that the Academy may impose include but are not necessarily limited to:

- Dismissal -- mandatory separation from the Academy and any Academy program with no promise for future readmission. An application for readmission will not be considered until the time specified in the dismissal order has elapsed. A student who has been dismissed is barred from enrolling at or visiting the United Aviate Academy campus.
- Suspension -- mandatory suspension from the Academy for a period of time as specified in the sanctions.
- Disciplinary Probation -- notice that the student's behavior violates this Code. Another violation may result in suspension.
- Behavior Agreement -- Student signs and agrees to abide by the Academy behavior agreement.
- Disciplinary Warning -- notice that the student's behavior is inappropriate, and further problems will result in more permanent and formal sanctions.
- Restitution -- When imposed for offenses involving damage to, destruction of, or misappropriation of property, agreement by the student to make restitution may constitute grounds for mitigation of the sanction.

Other such sanctions as deemed appropriate, including written apologies, revocation of privileges, counseling, or community service.

Students wishing to appeal the outcome of a disciplinary hearing should contact Student Services in writing within five business days for appropriate guidance in filing an appeal. In any case, appeals will only be heard if the student can provide additional documentation or evidence that the committee did not hear or see at the time of the hearing.



# ADMISSIONS INFORMATION

## Admissions Requirements

Applicants for admissions will work with an admissions coordinator who directs the applicant through the admissions process and provides information on the program of study, policies, procedures, and services. The admissions coordinator will verify that all documentation has been received and assist the applicant in setting necessary appointments and interviews. Required documentation determines the applicant's ability to adapt to the rigorous curriculum offered at the Academy. United Aviate Academy accepts applications during set application opening timeframes, and applicants should submit all materials as early as possible before receiving the conditional acceptance and selected start date. Conditional acceptance is a conditional offer of enrollment and may be subject to revocation if documents and processes are not completed within the time specified at offering. Times will vary depending on the documents needed and on an individual basis.

Campus visits before starting class are highly beneficial. Students with a future start date will receive an invitation from admissions to attend a future student on-site tour. If an applicant cannot visit the campus before the start date, the applicant is encouraged to view the virtual tour available on our Academy website.

Admissions decisions are based on the applicant's submission of required documents, including AON and PAR exam results, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the applicant's responsibility to ensure that United Aviate Academy receives all required documentation in the timeframes provided, prior to receiving a conditional offer. All records received become the property of United Aviate Academy.

Additionally, students must meet the height and weight requirements to effectively train in the provided aircraft with a restricted height of 6' 3" and a maximum of 250 pounds.

## Admissions Process

1. Application Submission including the submission of the required documentation, First-Class Medical examination, Admissions Review, and Screening
2. Conditional Acceptance based on the completion of the following items:
  - Completion of psychometric assessments (AON)
  - FAA written PAR exam with the required 80% pass rate
  - Virtual interview with our Admissions team
  - Proof of funding
  - Background and Drug Screening
3. Final Admissions including a potential start date

### **Application Submission**

Submit the Application for Admissions and Required Documentation. The applicant must complete the online Application for Admissions found on the United Aviate Academy website. The website is [apply.aviateacademy.com](https://apply.aviateacademy.com). Please note that there may be times throughout the year that our application portal is closed. During those times we accept "Requests for Information" (RFI) through our website. We encourage you to complete the RFI to stay updated with the latest Academy news and to be notified when the application window will reopen.

In order to complete the Application for Admissions to the United Aviate Academy, you will need to provide the following documentation:

**Proof of Age:** Commercial Pilot and Flight Instructor certifications require that the applicant be at least eighteen (18) years of age. The applicant must be eighteen (18) years of age or older at the time he or she starts his or her program of study.

**Proof of Graduation:** The applicant must possess a standard high school diploma from an accredited institution, GED equivalent, or a home-study certificate or transcripts from a home- study program equivalent to high school level and recognized by the student's home state. Applicant must provide official documentation of graduation. A transcript is considered official only when each issuing institution mails the transcript directly to United Aviate Academy. All documents from foreign countries must be translated into English and evaluated as equivalent or higher than a USA high school diploma by a credential evaluation service with the National Association of Credential Evaluation Services (see [www.naces.org](http://www.naces.org) for information). Expense(s) of translation and evaluation is the applicant's responsibility

**Proof of citizenship:** Applicants must be U.S. citizens or legal permanent residents (current U.S. passport, not expired, or U.S. birth certificate with valid, not expired photo ID). The applicant must provide one of the following types of documentation:

- A copy, in color, of a signed, valid passport. Additionally, the original must be provided on the first day of class.
- A color copy of an original U.S. birth certificate with a raised seal or certified copy and a copy of a valid U.S. government-issued picture identification (i.e., driver's license). The originals must be provided on the first day of class.
- A color copy of Permanent Resident Card and Foreign Passport.

**Agree to Relocation to Goodyear, Arizona:** Students admitted into the United Aviate Academy program are required to relocate to Goodyear, Arizona. The campus has housing options but does not guarantee housing on campus. Applicants should consider this during the application process and consider all options for living arrangements if accepted into the United Aviate Academy program.

### **Submission of First-Class Medical**

Submit the FAA Medical Aptitude. Must be able to obtain an unrestricted FAA First-Class Medical. All applicants will be required to submit a current, First-Class Medical with their initial application documents. Students are required to maintain a First-Class medical throughout their enrollment.

Students enrolled in United Aviate Academy are required to maintain a First-Class Medical Certificate with first-class privileges throughout their enrollment. Charges incurred for FAA flight physicals are the responsibility of the student

### **Psychometric Assessments**

Upon invitation, complete the Aviation Program Proficiency Assessment.

Applicants who have successfully met the admissions requirements and who have completed the admissions acknowledgment and submitted proof of medical aptitude will be invited to complete an assessment. All assessments must be completed within seven (7) days of invitation and are remotely proctored through our assessment system. Applicants passing the assessments will be invited to the next step of the application process, FAA PAR written exam. Applicants will be notified of their results within 30 days of completing the assessment.

## **FAA PAR written exam for students without a Private Pilot's License (PPL)**

Federal Aviation Administration (FAA) Knowledge (PAR) Exam. All applicants must score at least 80% on the FAA/PAR knowledge test. Applicants will have 90 days from the date of the closed application window to submit their test scores.

Applicants must register with the FAA before taking any FAA exams. You can find detailed instructions for registration on the FAA.gov website. After registering with the FAA and obtaining an FAA Tracking Number (FTN), applicants can schedule their FAA exam through PSI or a similar testing center. Please consult the FAA site regarding retake exams.

## **Virtual Admissions Interview**

Once all prior admission application steps are completed successfully, a virtual admissions interview must be scheduled within 7 days. The applicant must interview with an admissions recruiter and/or the Manager of Admissions. Interviews are held virtually. For students that already have their PPL, this will also be your interview for the Aviate program.

## **Conditional Acceptance for students with a Private Pilot's License (PPL)**

If the holder of an FAA Pilot Certificate, the applicant shall provide copies of current pilot certificates along with documentation of prior ground and/or flight training (logbook, validated training records, etc.). The originals must be provided during the first week of class. All applicants with a Private Pilot's License must also meet the Admissions requirements above to be accepted into the United Airlines Aviate program prior to moving forward in the application process.

The Letter of Agreement must be signed and returned within seven (7) days of receiving the notification.

## **Proof of Funds**

Applicants must show proof that they have sufficient funds to cover the cost of training, including check rides and exam fees. The minimum amount is \$111,700. Documents submitted must be in English. The financial services team will review all submissions for approval.

## **Background and Drug Screening**

Applicants will complete a thorough background check, including additional TSA screening protocols (if applicable) and a drug screening. Applicants will be notified via email 45 to 60 days before their assigned class date to complete both screening requirements.

## **Receipt of Student Catalog**

Applicants will receive a digital copy of the United Aviate Academy catalog prior to completing the acknowledgment of the admissions process. Applicants will review and e-sign a Catalog Acknowledgement Form stating that they have received and reviewed the catalog. Printed copies will be available upon request. Please allow up to 30 days for delivery.

***It is the responsibility of every individual who participates in the program to read, understand, and follow all policies, practices, procedures, and other actions outlined in this catalog.***

## **Cohort Start Dates**

United Aviate Academy offers class dates based on class roster availability, aircraft availability, trained faculty, and operational efficiency. Accepted students will be provided a future class date with plenty of advance notice for students to make proper plans to attend said class date. See the Calendar in the Cohort Start Dates section at the beginning of this catalog.

## New Student Orientation (Basic Indoctrination)

New student orientation (Basic Indoctrination or BI) is the first week of class. During BI, UAA introduces students to program requirements, the staff, and the faculty while reviewing United Aviate Academy's policies and procedures. During BI, students work with their instructors and staff to complete safety training, set up iPads and learning materials, review the Part 141 training guidelines, and attend various workshops and panel discussions.

## Transfer Credit

When crediting prior training to a FAR Part 141 course, transfer credit is governed by FAR Part 141.77(b)(c). Per our FAA approval, students MUST transfer to the private pilot level with a valid Private Pilot Certificate. United Aviate Academy will review records of the student's current academic progress and conduct a ground and flight proficiency check. United Aviate Academy will then determine the credit that may be assigned, not to exceed the maximum limits allowed by FAR Part 141.77 (b)(c).

## ACADEMIC POLICIES AND PROGRAMS

### Flight Schedule Pro (FSP)

Flight Schedule Pro (FSP) is an online student flight record, scheduling, and billing system that students must log into daily. School information is regularly communicated to students through FSP, and it is pertinent that students are aware of any changes that may impact their training.

### Electronic Flight Book (EFB)

Each student will receive a school-issued iPad pre-loaded with the following flight training materials:

- A weather app with up-to-the-minute weather reports
- Downloadable FAA manuals
- United Aviate Academy TCO and SOP
- ForeFlight

### Clock Hour and Clock Hour Conversion Definition of Clock Hours

Flight hours — actual hour (60 min) rounded to the nearest tenth of an hour as indicated on the aircraft Hobbs meter.

Individual ground instructions/pre-post flight briefing hours — actual hour (60 min) rounded to the nearest tenth of an hour of instruction received. Ground school hours — one ground hour is equal to 60 min.

### Course Programming

United Aviate Academy reserves the right to determine when each course is offered and to make changes in programs or classes to fit better changing career requirements or student goals, objectives, and needs. Class size may vary depending on each individual course.

Course schedules vary per certificate program.

Flight operations are scheduled on a 21-hour basis, seven days a week.

### Course Delivery Systems

Courses combine didactic, simulator, and experimental or practical (flight) learning. The lecture, simulator (Sim), and flight hours for a course are identified on the syllabus. Flight/Sim hours may be scheduled differently from classroom hours and vary continuously throughout the program. The flight/Sim Schedule is organized by the Scheduling Department and posted on Flight Schedule Pro.

Qualified instructors deliver lectures in a traditional classroom (grounds) with appropriate learning resources such as eBooks and/or multimedia materials through internet access and iPad devices.

Flight/Sim classes typically constitute practical learning activities either led, guided, or supervised by an instructor or performed by students in groups of two or individually. Such Flight/Sim activities may take place in a dedicated airplane or flight simulator when appropriate.

Supplemental Internship courses typically take place at a qualified internship site, and students

perform tasks under the guidance of a site supervisor and/or an instructor. There is currently no online or distance education instruction at United Aviate Academy.

## ACADEMIC PROGRAMS AND COURSE DESCRIPTIONS

### Professional Pilot Program

480.5 Clock Hours

#### Program Description

This program will prepare the student for a flight instructor position in the aviation community where they can gain experience and flight hours toward qualifying for a role in a regional airline, cargo company, or charter service.

Ground Hours	192 Clock Hours
Flight Hours	213.5 Clock Hours
Simulator Hours	48.5 Clock Hours
<b>Total Clock Hours</b>	<b>454 Clock Hours</b>

The Professional Pilot Program consists of six individual courses plus one optional:

- Private Pilot Course
- Instrument Rating Course
- Commercial Single Engine Course
- Certified Flight Instructor Course
- Certified Flight Instructor Instrument Course
- Commercial Multi-Engine Add-on Course
- Commercial Multi-Engine Instructor Course (optional course)

#### Performance Requirements for Program Completion

Each course will be considered successfully completed upon receipt of the appropriate certificate or rating issued by the FAA or an FAA-designated pilot examiner (DPE). Each progress check is a combination of an oral and flight examination conducted by a United Aviate Academy Check Instructor.

The prerequisites for scheduling a check ride are:

- Accumulation of the minimum certification and flight experience requirements per the school's Training Course Outline (TCO).
- A score of at least 80% on any required FAA written examination.
- Issuance of a graduation certificate by the Chief Flight Instructor for the appropriate course.
- Fulfillment of all financial obligations.

## COURSE DESCRIPTIONS

### Private Pilot Course

The private pilot course teaches the basics of flying in Visual Flight Rules (VFR). This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to applicable Federal Aviation Regulations, accident reporting, use of the Airman's Information Manual and FAA Advisory Circulars, use of aeronautical charts for Visual Flight Rules (VFR) navigation using pilotage, dead reckoning, and navigation systems, radio communication procedures, recognition of critical weather situations from the ground and in flight, wind shear avoidance, and the procurement and use of aeronautical weather reports and forecasts, safe and efficient operation of aircraft, effects of density altitude on takeoff and climb performance, weight and balance computations, stall awareness, spin entry, spins, and spin recovery techniques, aeronautical decision making and judgment, and preflight action.

Flight items to be covered include but are not limited to preflight preparation, preflight procedures, airport operations, takeoffs, landings, and go-arounds, performance maneuvers, ground reference maneuvers, navigation, slow flight and stalls, basic instrument maneuvers, emergency operations, night operations, and post-flight procedures.

#### **Private Pilot License (PPL) – 4 months<sup>1</sup>**

- 64 hours dual instruction
- 51 flight hours in the aircraft
- 5 hours solo
- 15 hours SIM
- 36 hours ground instruction
- 19 pre/post briefing hours

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<sup>1</sup> All timelines are subject to change depending on aircraft availability, Designated Pilot Exam (DPE) availability, weather, students' commitment to flight training, individual circumstances, and various other factors.

## Instrument Rating Course

The instrument rating course teaches how to maneuver the aircraft in weather under Instrument Flight Rules (IFR). This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to applicable Federal Aviation Regulations, appropriate information that applies to flight operations under Instrument Flight Rules (IFR) in the Aeronautical Information Manual (AIM), air traffic control systems and procedures for instrument flight operations, IFR navigation and approaches by use of navigation systems, IFR en-route and instrument approach procedure charts, aviation weather reports and forecast, safe and efficient operations of aircraft under instrument flight rules and conditions, recognition of critical weather situations and wind shear avoidance, aeronautical decision making and judgment and crew resource management, including crew communication and coordination.

Flight items to be covered include but are not limited to preflight preparation, preflight procedures, air traffic control clearances and procedures, flight by reference to instruments, navigation systems, instrument approach procedures, emergency operations, and post-flight procedures.

### **Instrument (IR) – 3 months<sup>2</sup>**

- 59 hours dual instruction
- 35.5 flight hours in the aircraft
- 0 hours solo
- 23.5 hours SIM
- 30 hours ground instruction
- 19 pre/post briefing hours

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<sup>2</sup> All timelines are subject to change depending on aircraft availability, Designated Pilot Exam (DPE) availability, weather, students' commitment to flight training, individual circumstances, and various other factors.



## Commercial Single Engine Course

The Commercial Single Engine Course allows students to refine their knowledge and flight skills to a higher level and stricter tolerances. This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to, Federal Aviation Regulations that relate to commercial pilot privileges, limitations, and flight operations, accident reporting requirements to the National Transportation and Safety Board (NTSB), basic aerodynamics and principles of flight, meteorology to include recognition of critical weather situations, wind shear recognition and avoidance, and the use of aeronautical weather reports and forecasts, safe and efficient operation of aircraft, weight and balance computations, use of performance charts, significance and effect of exceeding aircraft performance limitation, use of aeronautical charts and magnetic compass of pilotage and dead reckoning, use of air navigation facilities, aeronautical decision making and judgement, principles and functions of aircraft systems, maneuvers, procedures, and emergency operations appropriate to the aircraft, night and high-altitude operation, and procedures for operation within the national airspace system.

Flight items to be covered include but are not limited to, preflight preparation, preflight procedures, airport operations, takeoffs, landings, and go-arounds, performance maneuvers, ground reference maneuvers, navigation, slow flight and stalls, emergency operations, high altitude operations, and post-flight procedures.

\*PPL+ students are incoming students with their private pilot license.

### **Commercial SE (COM-SE) for PPL+ Students – 3 months<sup>3</sup>**

- 56.5 hours dual instruction
- 120 flight hours in the aircraft
- 63.5 hours solo
- 0 hours SIM
- 35 hours ground instruction
- 15 pre/post briefing hours

### **Commercial SE (COM-SE) for non-PPL+ Students – 3 months<sup>4</sup>**

- 63 hours dual instruction
- 70 flight hours in the aircraft
- 8 hours solo
- 8 hours SIM
- 41 hours ground instruction
- 14.5 pre/post briefing hours

<sup>3</sup> All timelines are subject to change depending on aircraft availability, Designated Pilot Exam (DPE) availability, weather, students' commitment to flight training, individual circumstances, and various other factors.

<sup>4</sup> All timelines are subject to change depending on aircraft availability, Designated Pilot Exam (DPE) availability, weather, students' commitment to flight training, individual circumstances, and various other factors.

## Certified Flight Instructor - Initial Course

The Certified Flight Instructor - Initial Course is designed to teach the principles of instructing private pilot and commercial pilot (single engine) courses to new students. This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to fundamentals of instructing, technical subject areas, preflight preparation, a preflight lesson on a maneuver to be performed in flight, preflight procedures, airport operations, takeoffs, landings, and go-arounds, fundamentals of flight, performance maneuvers, ground reference maneuvers, slow flight, stalls, and spins, basic instrument maneuvers, emergency operations, and post-flight procedures.

### Certified Flight Instructor (CFI) – 2 months<sup>5</sup>

- 26 hours dual instruction
- 24 flight hours in the aircraft
- 0 hours solo
- 2 hours SIM
- 53 hours ground instruction
- 12 pre/post briefing hours

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<sup>5</sup> All timelines are subject to change depending on aircraft availability, Designated Pilot Exam (DPE) availability, weather, students' commitment to flight training, individual circumstances, and various other factors.

## Certified Flight Instructor - Instrument Course

The Certified Flight Instructor – Instrument Course is designed to teach new students the principles of instructing Instrument Pilot courses. This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to, the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning, classroom training techniques, and the aeronautical knowledge areas applicable to the aircraft category for which the flight instructor privileges are sought.

Flight items to be covered include but are not limited to fundamentals of instructing, technical subject areas, preflight preparation, and preflight lesson on a maneuver to be performed in flight, air traffic control clearances and procedures, flight by reference to instruments, navigation aids, instrument approach procedures, emergency operations, and post-flight procedures.

### **Certified Flight Instructor Instrument (CFII) – 1 month<sup>6</sup>**

- 17 hours dual instruction
- 17 flight hours in the aircraft
- 0 hours solo
- 0 hours SIM
- 17 hours ground instruction
- 3.5 pre/post briefing hours

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<sup>6</sup> All timelines are subject to change depending on aircraft availability, Designated Pilot Exam (DPE) availability, weather, students' commitment to flight training, individual circumstances, and various other factors.

## Commercial Multi-Engine Add-on Course

The Commercial Multi-Engine Add-on Course teaches students to operate multi-engine aircraft, gain knowledge of multi-engine aircraft systems, and aerodynamics. This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to Federal Aviation Regulations that relate to commercial pilot privileges, limitations, and flight operations, accident reporting requirements to the NTSB, essential aerodynamics and principle flight, meteorology to include recognition of critical weather situations, wind shear recognition, and avoidance, and the use of aeronautical weather reports and forecasts, safe and efficient operation of aircraft, weight and balance computations, use of performance charts, significance and effects of exceeding aircraft performance limitations, use of aeronautical charts and magnetic compass for pilotage and dead reckoning, use of air navigation facilities, aeronautical decision making and judgment, principles, and functions of aircraft systems, maneuvers, procedures, and emergency operations appropriate to the aircraft, night and high-altitude operation, and procedures for operating within the national airspace system.

Flight items to be covered include but are not limited to preflight preparation, preflight procedures, airport operations, takeoffs, landings, and go-arounds, performance maneuvers, ground reference maneuvers, navigation, slow flight and stalls, emergency operations, high altitude operations, and post-flight procedures.

### **Commercial ME (COM-ME) – 1 month<sup>7</sup>**

- 21 hours dual instruction
- 16 flight hours in the aircraft
- 0 hours solo
- 5 hours SIM
- 15 hours ground instruction
- 4.5 pre/post briefing hours

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<sup>7</sup> All timelines are subject to change depending on aircraft availability, Designated Pilot Exam (DPE) availability, weather, students' commitment to flight training, individual circumstances, and various other factors.

## Multi -Engine Instructor Course (optional course)

The Certified Flight Instructor - Multi-Engine Course is designed to teach students the principles of instructing on multi-engine aircraft. This course has two training parts: Academic and practical flight training.

Academic items to be covered include but are not limited to multi-engine aerodynamics, preflight preparation, preflight lesson on a maneuver to be performed in flight, preflight procedures, takeoffs, landings, go-arounds, performance maneuvers, slow flight, stalls, basic instrument maneuvers, emergency operations, and post-flight procedures.

### **Multi-Engine Instructor – 1 month<sup>8</sup>**

- 13.5 hours dual instruction
- 13.5 flight hours in the aircraft
- 0 hours solo
- 0 hours SIM
- 8 hours ground instruction
- 3 pre/post briefing hours

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<sup>8</sup> All timelines are subject to change depending on aircraft availability, Designated Pilot Exam (DPE) availability, weather, students' commitment to flight training, individual circumstances, and various other factors.

## STUDENT DEVELOPMENT

### Academic Advisement

The UAA Flight Operations Team, including the student's Flight Instructor and Student Services, will advise students regarding academic problems related to training within the pre- and post-flight ground instruction and at other times when requested. The administration maintains an open-door communication policy to assist in any area.

Students are encouraged to discuss their academic or school-life problems with their immediate instructor. In matters of advisement beyond what the instructor can provide, the student may seek assistance from the Flight Operations team and Student Services.

Those who are faced with problems of financial matters may seek advice from the Finance Office and Student Services.

### Learning Resources

United Aviate Academy offers various services and resources to support academic courses and flight training. The Academy provides students with iPads, wireless internet, and classroom space to help students progress through their studies. Flight Operations provides workshops, learning materials, and electronic resources through each course.

### Career Services

United Aviate Academy offers Career Services by preparing students for potential job placement and professional development opportunities. Students have access to the Aviate Program Guide and professional development courses while in their program of study. UAA allows students in good academic standing to apply for an instructor position with the Academy upon program completion but makes no guarantees of job placement. This opportunity can provide the flight time and experience necessary to expand employment options in the aviation industry. The Academy works to establish relationships with airlines to give the students available job information. Airline representatives hold informational sessions on campus periodically. Students must be in good academic standing and work with the Chief Pilot for interviews with recruiters from companies seeking pilots.

Partnerships between participating UAX carriers or Part 135 operators, Regional Airlines, and the Academy through the United Aviate Program indicate standards students must meet to qualify for an invitation to the United Aviate Program. Some of those partnerships include CommuteAir, Mesa Airlines, GoJet Airlines, JSX, Tradewind, and Ameriflight. A Conditional Job Offer (CJO) may be provided based on meeting the airline's hiring requirements and maintaining a good standing at the academy.

UAA does not guarantee employment, nor can anyone at the school make such guarantees. Graduates should be aware that they are responsible for finding employment. UAA does not have control over local employment conditions or the national economy.

## ACADEMIC POLICIES AND SERVICES

### Attendance Policy

The student is expected to attend all scheduled flight and ground sessions and be on time and prepared. For all flight lessons, the student must be at the school at least 30 minutes before the scheduled lesson for flight preparation. Students are expected to remain within driving distance of the campus during checkride waiting periods as refresher activities may be scheduled.

Attendance at formal ground school sessions is mandatory for the number of hours required by the Federal Aviation Regulations (FAR) and the school's Training Course Outline (TCO) for the proper certificate or rating sought.

Both the student's instructor and the dispatcher must be notified of any cancellations by the student. Tardiness will not be tolerated, and a student arriving over 15 minutes late may cause the loss of the aircraft reservations and a possible no-show charge.

### Tardiness/No-Show Policy

See expectations below:

1st no-show	Discussion with Flight Instructor
2nd no-show	Written warning from Student Services
3rd no-show	See enrollment agreement.

### Outside Employment and Scheduling Conflicts

Outside employment, whether self-employment or employment by another entity, is permissible but must be regarded and treated as supplemental and consistent with the student pilot's duties on behalf of United Aviate Academy. Before accepting a job, students must inform Student Services and the Chief Pilot's Office. Outside employment may not adversely affect the student pilot's training and performance as a student at United Aviate Academy. Students must plan their off-duty activities and work assignments to be well-rested and legal under the FARs for all United Aviate Academy lessons. The training schedule will not adjust based on outside employment. Off-duty employment, which results in a conflict of interest, is not permitted.

### Injury or Illness

Students excused from flights and/or ground school sessions due to illness or other special circumstances will be required to make up for the absence.

The student and the instructor will agree upon the actual schedule for this makeup work.

### Request for Time Off

Students enrolled at the school may request time off to address a personal circumstance, such as a medical or family emergency, which will preclude them from attending classes for a short time.

The process to request time-off:

Review with your Flight Instructor the requested time off and its impact on course completion

Fill out the: [UAA - Emergency Absence Request Form](#) - Once completed, it will route to the Manger of Student Services

Documentation for time off is required.

Requests for emergency absences must be submitted within 48 hours, or as soon as practical under exigent circumstances. Weekends and holidays may affect a timely response; please submit accordingly. Approval of Emergency absences is not guaranteed.

### Leave of Absence

Students currently enrolled at the school may request a Leave of Absence (LOA) to address a personal circumstance, such as a medical or family emergency, which will preclude them from attending classes for a period of time. Leadership will consider extraordinary circumstances and assist a student in maintaining Satisfactory Academic Progress.

An LOA may be granted in the following cases:

- Medical emergency
- Family emergency
- Military obligations
- Special considerations

An LOA will not be granted for any of the following reasons:

- The courses that the student needs are available, but the student declines to take the course
- A student is unable to pay tuition
- The student is failing a course

A student who wishes to take a leave of absence must file a written request to take an LOA. Leave of Absence forms can be filled out in the Student Services office.

LOA forms must state the reason and period of time for which the leave is requested. This includes the date to begin the LOA (date following last completed lesson/activity) and the expected return date. The LOA time granted by the school may be, at most, 30 days in a calendar year. Special accommodations will be reviewed should the request/combination of requests exceed 30 days in a calendar year. Each LOA request is reviewed and granted on a case-by-case basis by Student Services to ensure students' training has limited interruptions. If a student exceeds the LOA previously approved, not returning on the expected return date, they are to be automatically considered withdrawn from the Academy. A student to whom the school has granted a leave of absence is not considered withdrawn unless the student does not return to school by the approved date.

Students requiring a more extended Leave of Absence must get United Aviate Academy Leadership approval. If a student is dismissed/dropped from enrollment, they must re-enroll in order to seek reinstatement into the school. Students who need to re-enroll in the program must meet the current Admissions criteria and demonstrate that the current issue for which they had taken the LOA is resolved.

If the student does not return from LOA as defined above, the student will be withdrawn. The



withdrawal date will be the student's last day of attendance (LDA).

### Academic Leave – Military Deployment

Military members scheduled to be deployed should provide the Chief Pilot and the Director of Student Services with documentation and notification as far in advance as possible.

UAA honors participation by our students within all branches of the US military. We will make every effort to reasonably accommodate service members. However, lengthy absences from training are discouraged as it is counter to our mission. Military members scheduled to be mobilized, deployed or provided with official notification should provide the Chief Flight Instructor and the Director of Student Services with documentation as far in advance as possible.

### Withdrawal

Students who wish to withdraw from the academy after the first 15 days of their enrollment in a course or who expect to leave the Academy after completing their current rating must contact the Chief Pilot Office, Flight Operations, and Student Services at least three days before leaving the campus if they wish to withdraw in good standing. Students should read and understand the provisions in the enrollment agreement as there are clauses relating to a student's rights and responsibilities in the withdrawal process, along with provisions for failing to complete the enrolled program.

14-Day rule: If a student has not completed scheduled activities (SIMS, GROUNDS, FLIGHTS), not due to school related wait times, they will be withdrawn (inactive) from program.

It is important to make this contact early because the official withdrawal process includes a series of important actions, including, but not limited to, completing a Withdrawal From the Academy form; filling out a Course Withdrawal form; returning equipment, books, and/or keys; clearing one's financial accounts, and participating in a brief exit interview.

A request for Medical Withdrawal or Family Leave may be made in extraordinary cases in which serious physical or mental illness or injury, FAA medical denial, or another significant personal situation prevents a student from continuing his or her classes, and incompletes or other arrangements with the instructors are not possible. All applications for withdrawal require the completion of a Withdrawal From the Academy form available through the Student Services team, thorough and credible documentation of the intervening circumstances, and the approval of the Chief Pilot.

A student may request and be considered for a medical withdrawal when extraordinary circumstances, such as a severe illness or injury, interfere with class attendance and/or academic performance. The student must be or must have been, under medical care during the current progress rating to be considered for a medical withdrawal from all his/her courses.

The medical withdrawal policy covers both physical health and mental health difficulties. A student may request and be considered for family leave when extraordinary personal reasons are not related to the student's personal physical or mental health, such as the need to care for a seriously ill parent, sibling, child, or spouse, or a death in the student's immediate family. These types of issues may interfere with class attendance and/or academic performance.

### Re-entry Policy

Students must contact the Admissions Department to request re-entry. The re-entry date and availability to return will be based on space available and the satisfaction of all pending financial,

academic, and make-up time obligations. The current rate of tuition will apply to all re-entry students.

Should the student decide to re-enroll in the Academy, he/she will retain credit for any classes successfully completed before the withdrawal. If withdrawal occurred under unsatisfactory academic status, a student must meet any outstanding academic requirements for the course that he/she withdrew from prior to enrollment in the subsequent course. A student may continue their education at the beginning of the course in which they withdrew, provided no curriculum changes have occurred and with the approval of the Director of Flight Operations and Director of Student Services. UAA reserves the right to deny a student's re-entry into a program of study if such re-entry is not in accordance with sound educational practices.

### Academic Achievement/Grading Scale

For every course offered at UAA, the instructor will provide a course syllabus, Training Course Outline (TCO), to the students at the beginning of the course that contains the following written information: (i) the method of evaluation; (ii) course requirements and value towards the final grade; and (iii) the intervals at which evaluation will occur.

Grading standards will be different for ground and flight lessons regarding criteria for each grade. Grading details will be reviewed during New Student Orientation (BI week), but the following is a summary:

#### Overall Lesson Grades:

- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete

#### Performance Grading Scale Standards 1 - 5 (**Ground**):

- 1 = Excellent
- 2 = Above Expectations
- 3 = Expected Performance
- 4 = Meets Minimum Standard
- 5 = Unsatisfactory

#### Performance Grading Scale Standards 1 - 5 (**Flight**):

- 1 = Excellent
- 2 = Above Expectations
- 3 = Expected Performance
- 4 = Meets Minimum Standard
- 5 = Unsatisfactory

### Written Exams

Training Course Outline (TCO). Written exam requirements are different for each course. Requirements for these exams are outlines in each course's TCO.

### Flight/Sim/Ground Evaluations

Course progress is calculated based on the work completed in the classroom, simulators, and flight

hours and under the guidance of the instructors. The student's course progress is expressed by overall Satisfactory, Unsatisfactory, or Incomplete lesson grades. Performance standards are as follows:

### Performance Grading Scale Standards 1 - 5 (SIM):

- 1 = Excellent
- 2 = Above Expectations
- 3 = Expected Performance
- 4 = Meets Minimum Standard
- 5 = Unsatisfactory

Students' academic standing is evaluated through ground training, flight training lessons, and progress checks. The course completion is based on the successful achievement of all assigned lessons. The student must obtain at least an 80% score on each practice written examination before being allowed to attempt the FAA Written Examination. He or she must pass the FAA Written Examination with a minimum score of 80% per United Aviate Academy standards.

The instructor will provide feedback to the student regarding his or her progress throughout training. In addition, summative evaluations will be conducted at the completion of a stage of training as indicated in the course outcomes, and a comprehensive evaluation of the student performance will be completed at the end of each course by a designated check instructor.

Grades are based on the completion standards of each lesson as indicated in the course syllabus. All earned grades will appear on Academy transcripts. The student must repeat any lesson in which a grade of U or I is received. The original and repeated lessons will be counted as attempted clock hours in the rate of progress calculations.

Final course outcomes are available to students online, through the Student Portal, after each session/lesson. Grades will be posted after the instructor submits grades from the lesson. All student work must be submitted to the instructor by the date indicated by the instructor unless circumstances allow for an incomplete grade, in which an incomplete grade is submitted through FSP with instructor comments.

### Incomplete Grade Policy

A student may be given an incomplete grade (I) for unfinished work provided the student has maintained good standing in the course until he or she can reschedule the lesson. An Incomplete grade may be appropriate when an unforeseen, documented experience keeps a student from finishing coursework. Failure to complete the course will result in an Unsatisfactory grade (U).

### Transcript of Grades

Student transcripts, Training Record, are available upon request and can be requested through Student Services. Once requested, the Training Record will be provided within 3 business days.

Although United Aviate Academy's policy is to supply transcripts to students when properly requested, transcripts issued to students who have not satisfied all grades, attendance, and/or financial obligations will identify deficiencies.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory progress is evaluated throughout the training for each course.

- The student is required to make both qualitative and quantitative progress toward program completion.
- To make satisfactory academic progress, students must attend all the scheduled class hours during each evaluation period.
- Flight training is evaluated by satisfactory/unsatisfactory and if the student completes each course within the allotted clock hours. Those who exceed the allowable flight time can be placed on academic probation and enrolled in the Enhanced Pilot Proficiency (EPP) course. For more information regarding, EPP see page 57 of this catalog.

### Maximum Period

All program requirements must be completed within a maximum period of 1.5 times the standard program length, as measured in calendar time. Time spent on an approved leave of absence and check ride wait times are not counted against the maximum period. Timeline for completion is subject to academic probation which can lead to academic dismissal.

### Overview

Students must make satisfactory progress both in terms of satisfactory lesson completion and the total time taken to complete the required course as outlined in the UAA Student Catalog. To maintain satisfactory progress, the student must:

- Complete the total program in no more than 1.5 times the total program duration in calendar months.
- Satisfactorily complete their training according to the published, FAA approved, UAA Training Course Outlines for each course leading toward FAA certification.

Factors that may influence satisfactory progress and that may result in extended time are:

- Deviation from the catalog requirements in the number of hours taken per training course.
- Unexcused absences from scheduled training activities.
- Failure to acknowledge enrollment in subsequent courses.
- Grades of "Incomplete" or "unsatisfactory."
- Probation or suspension.
- Participation in the Enhanced Pilot Proficiency program or other remedial training programs.

### Definition of Satisfactory Academic Progress

Each student enrolled at UAA must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her training program. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet these criteria at any point outlined below will not meet the standard of "Satisfactory Academic Progress." Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic warning, academic probation, and/or dismissal from the program of study.

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that

must be met. The student must meet both sets of criteria to make Satisfactory Academic Progress.

### Qualitative Criteria for Satisfactory Academic Progress - Change in Academic Progress

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate the minimum standard for satisfactory performance on each lesson within the allotted calendar time.
2. Demonstrate successful completion of the required percentage of the total course hours:
  - On Track – Students who are 10% or less over TCO course minimums
  - At Risk – Students who are 10% to 20% over TCO course minimums
  - Behind – Students who are 20% or more over TCO course minimums

Interval / Course Rating	Course Pass Status	Required % of completion of coursework attempted
Interval I: End of PPL	FAA Check ride Satisfactory	100%
Interval II: End of IR	FAA Check ride Satisfactory	100%
Interval III: End of COM-SE	FAA Check ride Satisfactory	100%
Interval IV: End of CFI	FAA Check ride Satisfactory	100%
Interval V: End of CFII	FAA Check ride Satisfactory	100%
Interval VI: End of COM-ME	FAA Check ride Satisfactory	100%
Interval VII (optional): MEI	FAA Check ride Satisfactory	100%

### Conditions That May Result In Warning, Probation, and/or Dismissal

The following describes the conditions under which a student may be placed on warning, probation, or dismissed completely from a program of study.

1. Academic warning is issued, and the student will remain on academic warning throughout the course, if an Enhanced Pilot Proficiency (EPP) is triggered.
2. Academic probation occurs when a student has triggered the first Enhanced Pilot Proficiency (EPP) remedial training plan.
3. Academic Probation applies when a student fails the first EPP remedial training plan.
  - Please note that students that successfully complete the EPP move back into their normal training program with their assigned instructor.
  - Dismissal may apply to any student who fails to satisfactorily complete an EPP.

### Quantitative Criteria for Satisfactory Academic Progress

A student must maintain a satisfactory overall performance through each course and successfully complete all courses in the program within the allotted time. Additionally, a student must complete his or her check rides successfully within the times outline in the Student Catalog. If a student fails three check rides, they are automatically dismissed from the program.

The Maximum Time for Completion of any program of study is 150% of the clock hours designated for the program in the UAA catalog. A student will not be in good academic standing if UAA

determines that the student is unable to graduate from his or her program without exceeding the Maximum Time for Completion. In such case, the student will be dismissed from his or her program of study.

The calculation of the Maximum Time for Completion includes all courses taken while the student is enrolled in his or her program of study. Authorized leave of absence periods will not be counted toward maximum time calculation.

The Chief Pilot's Office conducts a weekly review of training records to identify students who have triggered or are in the EPP process. Students will receive an email from the Chief Pilot's Office stating that they have triggered an EPP and that they should coordinate with their instructor to create a remedial training plan. The letter instructs the student and instructor to develop a remedial training plan and to present the plan to the Chief Pilot's Office for approval. The Chief Pilot's Office monitors the student's progression through the EPP.

## ENHANCED PILOT PROFICIENCY (EPP) PROGRAM

The Enhanced Pilot Proficiency Program (EPP) is designed to offer additional training opportunities and resources for students failing to meet certain training goals. The goal of the program is to offer focused training, outside of the student's primary training course, to bring the student back on track toward successful course completion. The EPP is designed to offer a multitude of solutions to student struggles and is adaptable to individual students' training needs. The EPP is a change in academic status – it is not to be considered an indicator that a student will be unsuccessful in the UAA program, but rather an opportunity to address training deficiencies that exist.

Students are eligible for up to six (6) Enhanced Pilot Proficiency (EPP) throughout their enrollment at UAA, subject to the conditions listed below. Any additional need for an EPP above a total of six (6) would lead to student dismissal from the program.

### EPP terms:

- EPP – Enhanced Pilot Proficiency
- TRP – Training Review Panel
- FRB – Final Review Board
- Assistant Chief Flight Instructor – Either a UAA Assistant Chief or member of the Quality Control Instructor team
- On Track – Students who are 10% or less over TCO course minimums
- At Risk – Students who are 10% to 20% over TCO course minimums
- Behind – Students who are 20% or more over TCO course minimums

### EPP Qualifications

Students will be enrolled in the EPP program based on training records in Flight Schedule Pro (FSP). Flight Schedule Pro tracks student progress through each training course and indicates whether the student is on track, at risk, or behind in terms of course minimum progression.

- **ON TRACK** Students who are categorized as on track in their training course in FSP will not be enrolled in the EPP program unless an extensive absence (approved Leave of Absence) occurs. In such cases, the Flight Operations Department and the Student Services department will recommend an EPP program to allow the student to reacclimate to the flight training environment. The amount and type of training allowed will be presented to the student and the EPP instructor in writing and a copy of the training outline will be placed in the student's file in FSP and with Student Services.
- **AT RISK** Students who are categorized as at risk in their training course in FSP will not be enrolled in the EPP program unless the student's primary instructor, a Check Instructor, or the student themselves specifically requests it. In those situations, the Flight Operations Department and the Student Services Department will approve or deny the request in writing. Should the departments determine an EPP is warranted, the amount and type of training allowed will be presented to the student and the EPP instructor in writing and a copy of the training outline will be placed in the student's file in FSP and with Student Services.
- **BEHIND** Students who are categorized as behind in their training course in FSP may be enrolled in the EPP at the discretion of the Chief Pilot's Office or Student Services Specialists.

## Identification, EPP Enrollment & Training Plans

Assistant Chief Flight Instructors (Flight Operations) and Student Services Specialist (Student Services) are jointly responsible for tracking student progress in FSP.

## Reporting and EPP Enrollment

FSP will send the Assistant Chief Flight Instructors and the Student Service Specialists a daily report that will indicate students current standing relative to course minimums.

At least one Assistant Chief Flight Instructor and one Student Service Specialist will meet weekly to discuss students who are enrolled in the EPP and students who are at risk of triggering an EPP. The Assistant Chief(s) will review the training plans with the Student Service Specialists, and both will collaborate on any tactics to aid the student through the EPP process.

Each student will be given a specific training plan to be carried out within the EPP course in FSP. The student's primary Certified Flight Instructor (CFI) will select the training plan that best fits the student's specific needs. The training plan will be submitted by the instructor to the Chief Pilot's Office for approval. The student and the instructor must sign the proposed training plan before submitting to the Chief Pilot's Office. If the training plan is approved, the EPP training plan will be scheduled with no further communication and should begin immediately to avoid any training delays. If the approval plan is not approved, the Chief Pilot's Office will notify the instructor and student in writing and ask that the training plan be revised.

The Assistant Chief Flight Instructor(s) shall brief the EPP instructor about the student's training progress, the EPP training plan, and the EPP training plan outcomes.

## Training Plans

Each training plan will define successful and unsuccessful outcome metrics. The outcomes should be easily determined and understood by all parties involved. Each training plan is either passed or failed and not looked upon by individual lessons. Individual lessons within the EPP are conducted with no specific passes or fails. The instructor for the EPP training is responsible for communicating the outcome of the training plan with the Chief Pilot's Office.

- **SUCCESSFUL TRAINING PLAN** After successful completion of the training plan, the EPP instructor shall communicate with the Assistant Chief Flight Instructor(s) that the training plan was successful, and the student is qualified to resume training in their primary training course. The EPP instructor shall debrief the Assistant Chief Flight Instructor(s) and make any recommendations regarding the student. The EPP instructor may recommend an instructor change. In these cases, the Assistant Chief(s) and Student Support Specialists shall determine if a change is warranted. A meeting will be held with the Chief Pilot's Office and/or Student Services only at the request of the student at the conclusion of the EPP training plan.
- **CONTINUED MONITORING** Students who successfully complete the EPP training plan and move back to their primary training course shall be monitored through the weekly meeting with an Assistant Chief and a Student Support Specialist to determine if deviation from course minimums is increasing. If deviation increases an additional 15% above the original EPP trigger, the student shall begin the EPP process again.



- UNSUCCESSFUL TRAINING PLAN Should the EPP prove unsuccessful, the EPP instructor shall debrief the Assistant Chief Flight Instructor(s) and Student Support Specialist(s) and make recommendations regarding the student. A Training Review Panel (TRP) occurs weekly where recommendations are made regarding students who have unsuccessfully completed their first EPP training plan. The results of the TRP will be sent to the student in writing.
- NUMBER OF TRAINING PLANS Students may only be enrolled in two training plans per course whether it is in conjunction with a single EPP or multiple EPP in the same course. Should a student trigger an EPP training plan more than twice in a course, the student shall be scheduled for an FRB.

### Training Review Panel

The Training Review Panel is a panel of training experts from various UAA departments who convene as needed to review all available information including, but not limited to, training records, instructor statements, student statements, EPP instructor statements, and any other information regarding the student's training progress and experience.

- MEMBERS: TRP's will include at least one of the following parties: ▪ Assistant Chief Flight Instructor ▪ Student Services Specialist ▪ Quality Control Instructor (optional) ▪ Chief Pilot (optional)
- OUTCOMES: The TRP members will discuss all available information regarding the student's training and make an appropriate determination of next steps. The TRP has the authority to recommend additional training through a second EPP training plan or to recommend a Final Review Board hearing. If additional training is warranted, the TRP will begin the EPP process with a new training plan. If the student is again unsuccessful, the TRP must recommend a Final Review Board. Regardless of outcome, the TRP must document their determination and reasoning for their decisions.

### Final Review Board

Should the TRP determine that additional training opportunities are not warranted, or the student has been unsuccessful on two EPP training plans, the group will recommend a Final Review Board Meeting. The FRB will convene to determine the next course of action using all available information including, but not limited to, student training records, EPP training records, student statements, instructor statements, student services statements and TRP statements.

- MEMBERS: Chief of Operations (or representative) ▪ Director of HR (or representative) ▪ Director of Student Services (or representative) ▪ Director of Flight Operations (or representative) ▪ Part 141 Chief Flight Instructor (or representative)
- OUTCOMES: The FRB has the authority to recommend additional training in the EPP process or recommend student off-boarding/dismissal

### General Process Steps

- Step 1 – Students identified (Flight Operations/Student Services Specialist)
- Step 2 – Training plan created by primary CFI with assistance from student and placed on academic probation, EPP.
- Step 3 – Assistant Chief Pilot(s) approves or denies training plan.
- Step 4 – EPP training plan carried out after training plan approval.
- Step 5 – EPP instructor debriefs Assistant Chief Pilot(s)
  - If successful – Student moves back to training course.
  - If unsuccessful – TRP scheduled.

- Step 6 – TRP determines if student should move back to step 2 or move to FRB.
- Step 7 – FRB scheduled.

### Academic Probation

If a student fails to meet the attendance or academic requirements, they will be placed on a development plan and academic probation for the duration of the current course. Failure to achieve required attendance or academic standards at the end of the probationary period may result in the administrative dismissal of the student. Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. Students will receive attendance or academic counseling from Flight Operations and/or Student Services, as appropriate, when they are placed on probation. The school will notify a student by conducting an in-person interview if they are being administratively dismissed for unsatisfactory academic progress.

### Academic Dismissal

Academic Dismissal is a subsequent involuntary separation imposed upon a student who fails to maintain satisfactory academic progress after being advised to enter a retraining process without progress and failing to maintain good academic standing. This is also true for students previously suspended from the Academy and readmitted, who fail to regain Satisfactory Academic Progress. If a student is dismissed, the student is notified by the Director of Student Services.

General reasons for dismissal:

- The student is unable to maintain satisfactory progress.
- Tardiness and/or absences in excess of catalog regulations.
- The student is unable to obtain or maintain an FAA First Class Medical Certificate.
- The student does not abide by the rules and regulations defined by the school and/or the FAA.
- Repeated violation of the payment policy.
- The student knowingly violates the student code of conduct.
- Failure to complete the program within 1.5 times of the normal length of time
- 14-Day rule: If a student has not completed scheduled activities (SIMS, GROUNDS, FLIGHTS), not due to school related wait times, they will be withdrawn (inactive) from program.
- Any other serious conduct justifying dismissal.

### Academic Appeals

The Academic Appeals policy and process provide a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the SAP Appeals section of the Satisfactory Academic Progress policy. Students considering appealing a decision about classroom policies, such as course- specific testing, classroom assignments, or grades, should discuss their concerns with their Certified Flight Instructor and Flight Operations. Dismissal can only be appealed if the Director of Student Services determines significant extenuating circumstances exist.

An academic appeal must be received within 30 calendar days of the student being notified of the

decision that he or she received their dismissal. Appeals must be submitted in writing to Student Services. The appeal must include a description of the academic decision the student is requesting to be reviewed and as much documentation as possible substantiating the reason for the review of the decision.

An appeal review meeting will be held within five (5) weeks of Student Services receiving the student's written appeal.

The student will be notified in writing via mail and/or email of the Academic Review Board's decision. The notification will be sent no later than ten (10) business days after the Academic Review Board meeting.

Where there is new documentation or evidence that was unavailable and not presented in the first appeal, a student may submit a request for a second appeal. Whether a second appeal will be granted is subject to UAA's discretion. If a secondary appeal is granted, the result of the second appeal will be considered the final decision of UAA.

## STUDENT HOUSING

Student Housing or Dormitories at the United Aviate Academy are dynamic communities designed to be extensions of the classroom and a microcosm of the greater world community. Inherent in any community are diverse values, ideas, and behaviors. Our Student Housing represents capsules of such diversity where one will learn civility, tolerance, acceptance, and a celebration of those differences.

Residents will be exposed to social and academic support needed to move through their academic careers to graduate with life skills to contribute effectively to the greater society. United Aviate Academy's residence facilities are more than a place to sleep and eat. They are places where students learn how to appreciate diversity by living and working with people throughout the global community. They also allow decision-making skills to develop independence, gain self-confidence and accept responsibility. The Dormitory Facilities are located on the main campus, within walking distance of the classrooms. The dormitories have an XL twin adjustable bed, a desk, a dresser, a sink with a vanity, and under-cabinet storage. Students dismissed, withdrawn or that have graduated from the Academy must move out of the dormitories within 24 hours of the day of dismissal or withdrawal. Students will not be permitted to enroll in the next certificate course unless cleared by Director of Finance

### Student Housing Policy

Students desiring a specific housing assignment may submit requests to Student Services.

Requests for room assignments are honored on a first-come, first-served, space-available basis. The Academy does not guarantee assignment to a specific building or room. Rooms are single occupancy which means no roommate, however, there are no private bathrooms. Bathrooms are community use by floor.

These rules are contingent upon room availability. Students with children may not live on campus.

Students who do not enter or withdraw prior to the start of training will be considered "Cancelled" and must notify the Billing Office to receive a refund.

Housing Type Location	Description	Monthly cost*
Basic On-Campus	Single occupancy	\$795
Large On-Campus	Single occupancy	\$835
Extra Large On-Campus	Single occupancy	\$920
Basic w/ Shower On-Campus	Single occupancy	\$920
Building 108 On-Campus	Single occupancy	\$1,050

\*Prices at the time of this publication are accurate. Increases in rates and fees are subject to change.

### Student Housing Rules

Students who live in Academy housing must comply with the following rules:

- There shall be no consumption, storage, or sale of alcoholic beverages, cereal malt beverages, or illegal drugs in the housing area. Students violating this regulation are subject to dismissal from housing and potentially the Academy.
- No SMOKING will be allowed in any of the housing units. Smoking is only permitted in designated areas. Please dispose of cigarettes in the proper containers.

- Authorized UAA personnel, including UAA staff, security, custodial and maintenance employees, and special projects staff, may enter student rooms at any time to perform normal duties, make necessary repairs and/or inspect rooms for damages, assess for future housing remodel/upgrades and assure the UAA policies are being adhered to. Notice is sent to the occupant prior to entering their dorm room.
- No person under 18 is allowed in the swimming pool or pool area. Students must abide by all pool area rules as posted.
- There will be no pets of any kind housed in or around the housing areas.
- The sidewalk, entryways, passageways, and stairways of the dormitories/housing shall be clear.
- No Student shall interfere with any portion of the heating and air conditioning thermostat apparatus in or about the dormitories or the building containing the same.
- No additional locks shall be placed upon any building door without written consent.
- Quiet hours (Between 11pm – 7am): Students should be respectful, not play musical equipment or instruments at late hours and at a volume that would disturb other students in the dormitories.
- Students agree that the cleanliness of the dorm room is important. The Academy maintains the right to inspect for cleanliness; if a dormitory room is found unsatisfactory, the student will be notified. If not cleaned satisfactorily in the time stated, a professional cleaning service will clean the dorm room, and any expense incurred will be billed to the student's billing account. Students are responsible for keeping their living quarters clean from mold, mildew, dust, and dirt, sweeping and mopping floors, and keeping counters clean; refrigerators must be cleaned out once a week, and no rotten food in any areas. Garbage must be taken out weekly or whenever the bin is full.
- Students are responsible for caring for and properly using all furnishings and equipment in the dormitory facilities. Students may be charged for damage to, unauthorized use of, or alterations to furnishings or equipment provided in rooms or common areas. Students are jointly responsible for caring for and properly using lounges and other common or public areas. Vandalism or improper care of rooms or public areas may result in fines and/or disciplinary action, including dismissal from the housing without a refund. In addition, students found responsible for tampering with or altering fire protection devices or systems will be subject to federal and state laws and UAA policies.
- Fire extinguishers and smoke alarms are in each dormitory for your protection. Any tampering with this equipment will result in disciplinary action, and the cost of replacement equipment will be billed to the student's account.
- No flammable materials or explosives will be stored in or around the housing area. This includes but is not limited to, fireworks and petroleum products.
- There will be no weapons of any kind permitted in housing. This includes but is not limited to; paintball guns, BB guns, firearms, bows/arrows, and knives.
- No overnight guests are permitted. Unless accompanied by a parent, no person under the age of 18 shall be in any housing unit or the parking area without permission from the Director of Student Services and Campus Security. Visitors are only allowed in the dorm buildings when accompanied by a resident student.
- No vehicle repair work shall be performed in the housing unit parking areas. Disabled vehicles are not permitted on the premises.
- Campus housing residents are permitted only one vehicle on campus.

- Students are NOT allowed to move to another room without permission from Student Services.
- Students are responsible for providing their cleaning supplies, toiletries, and bedding.
- Nothing except toilet paper is to be flushed down the toilets. If you notice a toilet running or a water leak anywhere, report it immediately to the housing director or an administrator.
- The safekeeping of personal property is the responsibility of the student. UAA urges every student to exercise all appropriate care to avoid theft and other loss or damage. UAA is not liable for the loss of or damage to students' personal property, including but not limited to acts of God, theft, mechanical failures, electrical surges, water pipes breaking, sprinkler discharge, accidents, or natural disasters. UAA is not financially liable for temporary interruptions in service or utilities. UAA encourages all students to obtain Renter's insurance at their own expense.
- Students are not permitted to have open-flame devices such as candles with wicks.
- Students are not permitted to have additional kitchen appliances outside of what UAA provides (microwave, Keurig coffee maker). Dorm rooms may have a small refrigerator (maximum size is 2.7 Cubic Feet)
- Moving out of dorms upon graduating, before new hire start or within 1 week of graduation, whichever comes first

## 2025 TUITION AND FEES

### Tuition, Fees, and Program Costs Disclosure

Tuition and other fees depend on the course in which the student is enrolled. Your enrollment agreement and contract for flight training will detail all student charges.

Courses & Fees	
Private Pilot License (PPL)	\$22,750*
Instrument (IR)	\$17,000
Commercial SE (COM-SE)	\$25,500
Certified Flight Instructor (CFI)	\$10,250
Certified Flight Instructor Instrument (CFII)	\$5,500
Commercial ME (COM-ME)	\$8,000
<b>Total Tuition (Minimum Proof of Funds (POF) is \$111,700)</b>	<b>\$89,000</b>
Optional Certificate: Multi Engine Instructor (MEI)	\$9,250
Required Fee: Check rides with Designated Pilot Examiner (DPE)	\$9,700
Required Fee: Funding for supplemental training plans (refunded upon graduation if not used)	\$13,000
Required Fee: FAA Knowledge Exams – paid directly to testing center	\$875
Additional Fees: Check ride retakes (if applicable)	Fees vary
Additional Fees: Written exam retakes (if applicable)	Fees vary

*\*Applicants who enter the program in 2025 with a Private Pilot License will not be required to pay for the PPL course. However, there may be a charge for a PPL refresher course.*

Please note that check ride and exam fees are in addition to tuition and are non-refundable. A student is responsible for the cost to retake a failed check ride due to not passing or cancelling a check ride with less than 24 hours' notice. They are not covered by scholarships unless the awarding entity states otherwise. Charges incurred for FAA flight physicals, knowledge exams, and certification flight tests with FAA Designated Pilot Examiners are the responsibility of the student.

The Enrollment Agreement obligates the student and the Academy to the program of instruction the student selects. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this catalog. The content and schedule for the programs and academic terms are described in this catalog. Except for the registration fee (if applicable), which is a one-time charge, all other tuition and fees are charged per course (flight training activity, exam, purchase of materials and/or equipment, class registration, etc.). When considering program costs and expenses, please consider training needs, previous flight training/licenses held, equipment needs, housing costs, and cost of living.

Students are responsible for all charges (tuition, fees, books, supplies, and housing) for the period they attend, plus any prior balance on the account. The Enrollment Agreement sets tuition costs and will stay the same as long as the student maintains consecutive enrollment. Any enrollment or program change break requires a new enrollment agreement, and the student would be subject to current tuition costs. A student withdrawing from the Academy must comply with the proper withdrawal procedures. Student refunds for tuition costs shall be based on the number of hours remaining that were not used during training versus the number hours required for the certification course. Pro-rated tuition rates are made solely at the Academy's discretion for withdrawals beyond the student's control, such as an emergency. Refunds or pro-rated reductions are processed after all required approvals are documented on a withdrawal form.

United Aviate Academy reserves the right to adjust tuition and fees, as necessary. All pricing is for planning purposes only. FAA requirements and other uncontrollable factors may result in adjusting these fees or program costs before or during the academic year.

Changes in tuition will be published 30 days prior and all students will receive immediate notification via their campus email.

### Full-time Student Status

Students must complete a minimum of 3-days weekly activities, excluding wait times for progress checks or check rides. An activity constitutes a ground event, simulator event, or a flight event.

### Cost of Attendance

Cost of Attendance (COA) is the total amount it will cost you to go to school—usually stated as a yearly figure. COA includes tuition and fees; room and board; and allowances for books, supplies, transportation, loan fees, and related educational expenses. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer. It must include any living expenses or allowances for the student

### Living Expenses

Living expenses should be considered when determining the cost of attendance. We withhold our tuition and fees from the loan disbursement and release any overage to the student for living expenses.

### Payment of Tuition and Fees

Suppose a student cannot complete the course for which they are scheduled, the application and enrollment will be forfeited. The student will be charged for all flight time, ground instruction, training materials, written exam fees, check ride fees, and housing. Students must keep their student account current. Any balance in the student's account will be refunded according to the terms of the enrollment agreement and contract for flight training.

Tuition payments can be made in person by check, electronic ACH, or wire transfer.

- Effective 2/1/2025, UAA will no longer accept credit cards for tuition payments
- Credit cards will be accepted for Checkride fees and Dorm fees

The Academy must receive all payments by the due date. The student should maintain a minimum balance for check ride fees on their account. Accounts falling below could subject the student to “No-Fly” status until sufficient funds are restored. All forms of payment must include the student's name and student number to ensure proper credit to the student's account. A returned payment fee of \$50.00 may be charged for each returned check or rejected payment.

Payment of tuition and fees sent by  
mail should be addressed to:

United Aviate Academy  
Financial Services Office  
1658 S Litchfield Rd, #104  
Goodyear, AZ 85338



## Self-Pay Schedules

Training Month	Student Self-pay Schedule*
1	<i>No payment Due</i>
2	\$11,170*
3	\$11,170
4	\$11,170
5	\$11,170
6	\$11,170
7	\$11,170
8	\$11,170
9	\$11,170
10	\$11,170
11	\$11,170
12	<i>No payment Due</i>
<b>Total Payments</b>	<b>\$111,700</b>

\*Self-pay students are required to begin payments starting month two, regardless of training progress. Exam fees or check ride fees have been built into the payment plan for self-pay students.

## Check ride Payment Processing

At the time of Check Ride (payment could be due even if Check Ride is canceled by student)	No invoice will be sent	Due upon completion of Check Ride (payment could be due even if Check Ride is canceled by student)
Amounts considered late		3 days after Check Ride
Notify of late payment	E-mail notification sent to Student	1 day after the amount is considered late
Grace period for payment		2 days after notification of late payment
Student training suspended	E-mail notification sent to Student, Flight Ops, Scheduling, Academy Services	1 day after the grace period ends
*If any of the dates referenced fall on a weekend, it defaults to the next business day		

## Delinquent Accounts

Students must meet all financial obligations due to the Academy, including tuition, fees, check ride fees, housing etc. Students who need to make acceptable financial arrangements to pay after being notified of the amount due will have their future registrations canceled. Student accounts with a

balance due may be subject to finance charges and other fees. Students with delinquent accounts are not permitted to progress in succeeding courses, are not entitled to transcripts, and will not be permitted to graduate from the program until they have met all their financial obligations to the satisfaction of the Academy. To avoid any disruptions to course lessons, including flight schedule, students should contact the finance office to make arrangements to bring their student account up to date. Students must also resolve any past due balances to apply for a CFI position or to work as an intern.

### Collections

If an account becomes 90 days past due, it may be turned over to a collection agency or referred for legal action. If an account is turned over to a collection agency, the debtor will be responsible for all collection costs and legal fees associated with the debt collection.

## REFUND AND CANCELLATION POLICY

### Cancellation of Contract and Agreement (Enrollment Agreement)

By the student:

- The student may cancel their enrollment at any time by written notification to Student Services.
- The last date of attendance at any ground school or the date of the last flight will be used to settle the student's account and compute the refund, if any; or
- A student may cancel their Enrollment Agreement after three (3) working days, but before the commencement of school, and will be refunded all funds provided no training has started, and no books or materials have been issued.

By the school:

The student may be asked to withdraw for the following reasons:

- The student does not meet the requirements of their contract.
- The student fails to comply with safety standards established by the Federal Aviation Administration and the school.
- The student intentionally misrepresents themselves when providing the requested information.

### Refunds and Tuition Obligation Policy

If, for any reason, a student withdraws or is dismissed from the school, UAA will return 100% of any unused funds that are on account. All unused funds remaining on the account will be returned to the funding source (i.e., loan provider, scholarship organization, or student's account if they were a self-pay) within 90 days of the student's official withdrawal date. The student should formally withdraw by working with the Director of Student Services, and the Financial Services Department.

### Cancellation and Refund Policy

- If a student has not visited the school prior to enrollment, the student may withdraw without penalty within three working days.
- If a student's application is denied, the student will be refunded all funds deposited.
- The student has the right to cancel their Enrollment Agreement and receive a full refund within three working/business days (excluding Saturday, Sunday, and state and federal holidays) after signing the agreement.
- If the applicant requests cancellation more than three working/business days (excluding Saturday, Sunday, and state and federal holidays) after signing an enrollment agreement and making an initial payment but before entering school, the student is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program; but in no event may the school retain more than \$150.

If a student does not complete the program, they are requested to provide written notification of their cancellation, and they will be charged as follows:

- Students will be charged for time spent in the course; a prorated calculation completed to determine the final cost.
- For any ground schools taken (if a student was currently taking a ground school at the time

of cancellation), the student will be charged a pro-rated share based. On the number of hours of ground, the school received no refund after the 5th day.

- For written exams that were taken.

The rates and fees used to determine the students' charges will be based on the full rates as posted by the school on the date the student signed the enrollment agreement.

- Any refund will be computed by subtracting the charges calculated above from all payments made by the student. If a student's charges exceed the total of all payments made, the student must make full payment for the difference.
- The student is released from their contract only when the student has paid their account in full.
- Refunds, if due, will be paid within 90 days of the last date of attendance.
- In case of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a reasonable and fair settlement to both parties.

**\*UAA will provide notice of any increase in price on an annual basis.**

### Registration Cancellation

Any applicant may cancel his/her registration prior to the beginning of the class by contacting UAA. If the cancellation request is within three (3) calendar days following the date of the enrollment agreement and prior to the start of the course, all monies, including the registration fee, if applicable, will be refunded. Upon cancellation after the seventh calendar day following the date of the enrollment agreement but prior to the beginning of the course, monies paid to the school will be refunded except the registration fee, if applicable. However, suppose the cancellation occurs prior to thirty (30) days before the beginning of the applicant's original course. In that case, 50% (\$75) of the registration fee may be refunded in addition to the other monies paid. Applicants are encouraged to make the notice of cancellation in writing. However, written notification is not required.

### Three-Day Cancellation

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, the school shall provide a 100% refund. However, written notification is not required.

### Course Withdrawal

When a student begins training and makes the decision to withdraw or discontinue their training prior to completion of a course, a refund is made as outlined in this paragraph. For a student withdrawing from or discontinuing the course at any point during the course, the tuition charges refunded by the school shall be 100% of the tuition for the days remaining in the enrolled course beyond the last date of attendance. The refund is made within 90 calendar days of the official withdrawal date. Regardless of their payment method, all students are subject to the same refund policy. Information concerning refunds for direct billing arrangements can be obtained from the Financial Services Office.

## FINANCIAL ASSISTANCE PROGRAMS

### Private Alternative Loans

Loans to cover the cost of tuition and fees are available through Sallie Mae and ZuntaFi. Conditional admission students can apply for either or both the Sallie Mae Career Training Smart Option Student Loan and/or ZuntaFi Student Loan to cover education-related expenses such as tuition, fees, books, housing, meals, travel, and check rides while enrolled at UAA. We recommend that all students begin the loan application process even if they apply for a scholarship. The student can reduce the loan amount if a scholarship is awarded later.

Private loans are available to students. Private loans originate outside of the Academy and require a separate application. Commercial lenders offer private loans and are approved according to the family's ability to repay. Amounts, interest rates, repayment terms, and application procedures vary according to individual loan programs. Before considering private loans, students should understand their rights and responsibilities under the loan program, including how interest is assessed, when repayment begins, and what repayment options are available.

### Terms and Conditions

As a student, you are responsible for being aware of your ability to pay any institutional charges based on your available financial award and personal resources. Review and understand the terms and conditions of your award of financial assistance. Complete all requirements accurately, promptly, and by the appropriate deadlines. Please inform us of any outside scholarships, assistantships, or additional resources you receive. Read and understand all forms you are asked to submit or sign, realizing that you are legally responsible for all agreements you sign. Know and comply with all policies and procedures of United Aviate Academy.

### Proof of Funds - Verification

#### **UAA minimum Proof of Funds (POF) is \$111,700**

Proof of Funds (POF) – If you need any portion of a loan, apply today. It takes time to run credit checks, and if you are advised that you need a co-signer, which can cause a delay in processing times.

You can show POF by uploading a loan approval letter indicating the dollar amount/ a scholarship letter indicating the dollar amount/ or a personal bank account statement at most 30 days old showing the dollar amount.

Suppose you are not the primary account holder of the bank account. In that case, we will need the primary holder's driver's license and a signed letter of statement of facts (does not need to be notarized) stating who they are, their relation to you, the student, and the dollar amount they are assisting you with.

### Scholarships

To be eligible for a scholarship, applicants must be admitted to United Aviate Academy, be a member of the organization presenting the scholarship, and complete the scholarship application process through the organization's website.

All applicants are eligible to participate in the various scholarship programs. Each scholarship program determines the amount they will contribute towards students' tuition and if determined

eligible, program fees.

United, JPMorgan Chase, and Boeing have established over a \$3 Million scholarship program in partnership with the Organization of Black Aerospace Professionals (OBAP), Sisters of the Skies (SOS), the Latino Pilots Association (LPA), National Gay Pilots Association (NGPA), Women in Aviation International (WAI), and the Professional Asian Pilot Association (PAPA).

These include full and partial scholarships to be used at UAA for tuition-related expenses only. Each partner organization has its selection criteria, which does consist of membership in that organization. In addition to these scholarships, many other organizations offer aviation scholarships that may be able to be used at the Academy. A partial list of scholarships and information about eligibility is listed on the Cleared to Dream ALPA website: <https://clearedtodream.org/aspiring-aviators/college-program-information/scholarships>

### Return of Scholarship Funds to the Originator - Student Policy

At UAA, we are committed to helping our students achieve their goal of becoming skilled and knowledgeable pilots. We understand that pursuing flight training can be costly, and we recognize the importance of loans and scholarships in making flight school accessible to a wider range of students. Scholarships are a valuable source of financial aid for students pursuing their education and training goals. Scholarships can help students achieve their dreams of becoming pilots and advancing their careers in the aviation industry. However, it is possible for a student to receive multiple scholarships for flight school tuition, resulting in overfunding. In such cases, our policy is that any excess funds must be returned to the originator or the student promptly and appropriately. Regardless, UAA will not dictate to the scholarship funds originator how the funds may be used by the student.

This policy is designed to outline the process for returning scholarship funds to the originator or student if a student cannot use the scholarship to attend United Aviate Academy (UAA) or if a student has been over-funded for the cost of tuition. The policy has been developed to ensure transparency, fairness, and efficiency in handling scholarship funds and to comply with relevant legal and regulatory requirements.

#### Policy for returning funds to the originator:

1. Scholarship eligibility: students awarded scholarships must meet the eligibility criteria specified in the scholarship application. UAA does not specify the eligibility requirements.
2. Refundable scholarship: if a student has not yet used a scholarship to attend UAA, the awarding originator will determine the disposition of the scholarship funds or remaining funds.
3. Nonrefundable scholarship: if a student has used a portion of the scholarship, the originator may decide to allow the student to keep the portion already used. The remainder of the scholarship funds must be returned to the originator.
4. Return of scholarship funds: students who are required to return scholarship funds will be given a period within which to do so. The period will be specified by the originator.
5. Notification to scholarship providers: UAA staff will notify the scholarship providers of the overfunding and return the excess funds to the originator in a timely manner. The student will not be responsible for returning the funds directly.
6. Communication: all communication regarding the return of scholarship funds will be conducted in writing. Students will be informed of the decision to rescind their scholarship, the amount of funds to be returned, and the period within which the funds will be returned to the originator.

### Policy for returning overfunding to United Aviate Academy (UAA) students:

1. Scholarship recipient disclosure: Any scholarships should be disclosed to UAA Finance Department in order to be correctly applied to the student's account.
2. Review of scholarship terms: UAA Finance will review the terms and conditions of each scholarship the student has been awarded to ensure there are no restrictions or overlapping scholarships.
3. Request for scholarship refund for an overfunded account: students who meet the eligibility criteria for a scholarship refund must complete the scholarship fund return form and submit it to the UAA Finance Department within 30 days of being notified of the overfund on their student account.
  - a. The request must include the following information:
    - i. Students' name, address, phone number, and student id.
    - ii. Scholarship award letter
    - iii. Selection of where to disburse the excess funds.
4. Calculation of overfunding: If a student is awarded multiple scholarships that result in overfunding of their flight school tuition, the refund amount will be calculated by UAA Finance Department.
5. Disbursement of scholarship refund: Scholarship refunds will be dispersed based on the student's selection on the scholarship fund return form.

It is the responsibility of the student to report any changes in their financial status to UAA's Finance Department as soon as possible; failure to do so may result in the loss of the scholarship funds.

Our policy for receiving multiple scholarships for UAA tuition and overfunding requires transparency from scholarship recipients, a review of the scholarship terms by UAA Finance Department, and the timely return of excess funds to the originator. This policy is designed to ensure that scholarship funds are used appropriately and efficiently. It provides a clear framework for the return of scholarship funds in the event that a student is unable to use the scholarship to attend UAA or a student has been over-funded. By following this policy, the originator can ensure that scholarship funds are returned promptly, fairly, and that all legal and regulatory requirements are met. We are committed to ensuring that UAA is accessible to all students, and we believe that this policy will help us achieve that goal.

# GRIEVANCE PROCEDURES

## Definitions

A grievance is a claim, a complaint, or an expression of concern made by a student regarding any aspect of their educational experience, including but not limited to misapplication of campus policies, rules, regulations, and procedures or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee.

Students should initially discuss the grievance with their instructor and/or their assigned Student Services Specialist.

An appeal is the escalation of the complaint to a next-level authority. Please see the academic appeals process if the appeal is about an academic decision such as a grade.

A student has the right to appeal all matters concerning:

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees matter
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

## Procedures

United Aviate Academy provides a grievance procedure to be followed by all students who seek resolution of any grievance, complaint, or concern arising out of or related to their attendance at the Academy.

The student should attempt to resolve the grievance at the staff level, nearest to the source of the cause of concern. Most concerns can be solved at that level.

If this issue cannot be resolved at the source, the student is encouraged to present the concern to the department supervisor or the next level of authority.

If a student remains dissatisfied with the decision after a timely review at the department level, which will include a report to the student of the findings and decision, the student may submit a written grievance to be considered by the Director of Student Services. The written grievance must include a clear statement of the complaint or concern and request a specific remedy, corrective action, or suggest a resolution for consideration. The grievance will be reviewed within five weeks, including the interested parties to assist in determining the outcome of the grievance. At the completion of the review, a written response detailing the determination for the decision will be provided to the student.

If the dispute remains unresolved after evaluation by the Director of Student Services the student may address their concerns by directing them to the State Licensing Authority, the Academy's accrediting body, and/or programmatic agency. Students who reside out of state may contact any of the agencies listed on the following page or contact the Campus CEO for information about agencies in their local area.

Additionally, students may file a complaint in writing to the Arizona State Board for Private Post-Secondary Education after the student has exhausted all available grievance procedures established by UAA. If the student complaint cannot be resolved after exhausting the Institution's grievance



procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details.

The State Board address is:

**State Board of Arizona  
1740 W. Adams Street, #3008  
Phoenix, AZ 85007  
(602) 542-5709  
[www.ppse.az.gov](http://www.ppse.az.gov)**

Please direct all inquiries to:

Arizona State Board for Private Post-Secondary Education

1740 W. Adams Street, #3008

Phoenix, AZ 85007

(602)542-5709

[www.ppse.az.gov](http://www.ppse.az.gov)

FAA Phoenix Flight Standard District Office

17777 N Perimeter Dr,

Scottsdale, AZ 85255

(480) 419-0111

[www.faa.gov](http://www.faa.gov)