



SEA LAND AIR
FLIGHT CENTRE

Flight Instructor Rating Enrolment Contract

Sea Land Air Management Ltd.
DBA Sea Land Air Flight Centre

Unit 2, 4335 Skeena Street, Delta, B.C. V4K 0A6 Tel: 604-940-6811
Aberdeen Campus (Ground school): unit 2010 – 4151 Hazelbridge Way, Richmond, B.C. V6X 4J7
Tel: 604-295-8176

Sea Land Air Flight Centre is designated by the Private Training Institutions Regulatory Unit (PTIRU)

STUDENT INFORMATION

Last Name

First Name & Middle Name

Usual First Name

Personal Education Number (if available)

Mailing Address

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

Student Telephone Number

Student Email Address

International Student: Yes No

If you are an international student:
Citizenship: _____

Do you have a study permit? Yes No

If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? Yes No

Date of Birth:

Y	Y	Y	Y	M	M	D	D		

Gender

Female Male Non-Binary

Voluntary Disclosure

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

Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit? Yes No
If you answered "Yes", please indicate if you are: First Nations Métis Inuit

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

PROGRAM INFORMATION

Flight Instructor Rating

Program Title

55				
Program Duration in Hours		Program Duration in Weeks		Contract Start Date
				Contract End Date
Credential Issued on Graduation	<input type="checkbox"/> Licence	<input checked="" type="checkbox"/> Rating		Issue from Transport Canada
Program Delivery Method (select all that apply)	<input checked="" type="checkbox"/> On-Site	<input type="checkbox"/> Distance	<input type="checkbox"/> Combined	
Language of Instruction:	English			
Required course materials and technological resources not provided by the institution (if applicable):				
PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION				
1. Regulatory Requirements				
An applicant must have successfully completed the written examination and flight test for the Commercial Pilot Licence – Aeroplane, in accordance with Canadian Aviation Regulation (CAR) 421.69.				
CAR 421.69(1) establishes distinct prerequisites for different stages of training:				
<ul style="list-style-type: none"> • subsection (a) applies prior to commencing flight training; and • subsection (b) applies prior to commencing ground school instruction. 				
The Flight Instructor Rating program includes both ground and flight training components. In accordance with CAR 421.69(1), applicants who have completed the CPL written examination and flight test may commence the ground instruction component of the program. The Commercial Pilot Licence must be issued prior to commencing flight training.				
2. Institutional Assessment Requirements				
SLA accepts students for the Flight Instructor Rating when a Class 1 Instructor considers the individual to be a suitable instructor candidate. The following steps are required:				
<ul style="list-style-type: none"> • A Class 1 Instructor will conduct an interview using the interview form [SLA-063-03-22] to assess the applicant's potential suitability. The applicant must present the following documents at the interview: <ul style="list-style-type: none"> - CPL flight test report - CPL written examination results - Personal logbook • A Class 1 Instructor will conduct a flight review using the Sea Land Air Evaluation Form [SLA-059-03-22] when: <ul style="list-style-type: none"> - The Commercial Pilot Licence has been completed at another flight training unit; or - Flight proficiency required by the Commercial Pilot Licence flight test standards has not been demonstrated to a Class 1 Instructor. 				

PROGRAM OUTLINE

Refer to the Flight Instructor Rating Course Outline at the end of this contract.

STATEMENT OF STUDENT RIGHTS

Sea Land Air Flight Centre is certified with the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Advanced Education and Skills Training.

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

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

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

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

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

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

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

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

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

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

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

REGULATORY REQUIREMENTS

Knowledge

- 25 hours of Instructor Rating ground school instruction
- Successfully complete the written examination (AIRAF)

Experience

- 30 hours of dual flight instruction including 5 hours of training in the teaching of instrument flight skills.

Skill

- Successfully complete a flight test

For more details, refer to "Licensing Requirements" in the Course Outline at the end of this contract.

PROGRAM COSTS	
30 hours of Dual Flight Training on DA20-A1 (\$275/hr)	\$8,250.00
25 hours Ground School Instruction (\$95/hr)	\$2,375.00
Assessment Fee (1.0 hr of Dual Flight on DA20-A1)	\$275.00
Written Examination	\$35.00
Flight Test (1.2 hr DA20-A1 rental + Transport Canada Flight test fee \$246.36)	\$462.36
Licensing fee	\$30.00
TOTAL PROGRAM COST	\$11,427.36

Additional Costs

- * A program application fee of \$50 will apply for domestic students.
- * An international student application fee of \$500 will be charged to students applying for a Study Permit or those holding a Study Permit and transferring from another Flight Training Unit.
- * An hourly fuel surcharge will apply due to fuel price fluctuations. A fuel surcharge for DA20-A1 is adjusted monthly based on the previous month's per-liter average price. The base price is \$2.000/L (MOGAS), with a DA20-A1 surcharge of \$35 per hour. If the fuel price changes by more than ±5%, the surcharge will be adjusted accordingly.

IMPORTANT INFORMATION ABOUT PROGRAM COSTS

"Program Duration in hours" and costs in "Total tuition payable" are based on Transport Canada minimum licensing requirements. Students who require additional instruction to meet the proficiency standard set by Transport Canada will incur additional costs which are billed by the school and are due at the time of incurring these charges.

PAYMENT TERMS

Method of payment: Cash Debit Credit Card Cheque
 Flight training is paid for on a “pay-as-you-go” basis.

REFUND POLICY

Circumstances when Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> Any circumstances before program start date. 	100% tuition and all related fees and deposit other than application fee (\$500 in the case of International student) . Related fees include: administrative fees and fees charged for textbooks or other course materials if applicable.

After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	<p>No refund on completed flight training. In the case of Ground School, 70% of the ground school tuition will be refunded.</p> <p>Fees paid for course materials if not provided to the student will be fully refunded.</p>
<ul style="list-style-type: none"> After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	<p>No refund on completed flight training. In the case of Ground School, 50% of the ground school tuition will be refunded.</p> <p>Fees paid for course materials if not provided to the student will be fully refunded.</p>
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	<p>No refund on completed flight training. In the case of Ground School, 50% of the ground school tuition will be refunded.</p> <p>Fees paid for course materials if not provided to the student will be fully refunded.</p>
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	<p>100% tuition and all related fees, other than application fee.</p> <p>Courier fee of the Letter(s) of Acceptance is not refundable.</p>
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	<p>100% tuition and all related fees, including application fees</p>

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

All refunds shall be made to the original source of the funds (i.e. person/organization who originally deposited the funds) unless written permission is obtained from the person/organization to refund directly to the student or third party.

In the case that a student has deposited funds on account and requests to refund it due to withdrawal, dismissal, or for any acceptable reason including the refusal of study permit, a student must complete a 'Deposit Return Request Form'[SLA-036-02-13]. SLA will refund the total deposit minus charges owed by the student (such as late cancellation charges or the courier fee for the acceptance letter) and the transfer charge from the bank.

Private Training Institutions Regulatory Unit (PTIRU)

This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIRU, go to www.privatetraininginstitutions.gov.bc.ca.

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

STUDENT DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education and Skills Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Sea Land Air Flight Centre and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

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

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION SIGNATURE

Signature of Institution Representative

Date Signed

Sea Land Air Course Outline

Flight Instructor Rating



Sea Land Air Course Outline

Learning Objectives

Upon successful completion of this program, the student will be able to:

- Qualify for the issuance of a Class 4 Flight Instructor Rating – Aeroplane
- Perform the duties of a Class 4 Flight Instructor at a Transport Canada-approved Flight Training Unit under the supervision of a Class 1 or Class 2 Flight Instructor
- Conduct dual flight instruction for:
 - Recreational Pilot Permit (RPP)
 - Private Pilot Licence (PPL)
 - Commercial Pilot Licence (CPL)
 - Night Rating
 - VFR Over-the-Top (VFR OTT) Rating
- Demonstrate and teach flight exercises to the standards outlined in the Transport Canada Flight Instructor Guide and Flight Test Guide
- Apply effective instructional techniques, including lesson planning, briefing, and student evaluation
- Explain and apply Canadian Aviation Regulations (CARs) relevant to flight instruction
- Teach Theory of Flight and other required ground subjects clearly and accurately
- Demonstrate competency in flying from the right seat while maintaining instructional control and safety

Admission Requirements

1. Regulatory Requirements

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 - CPL flight test report
 - CPL written examination results
 - Personal logbook

Sea Land Air Course Outline

- A Class 1 Instructor will conduct a flight review using the Sea Land Air Evaluation Form [SLA-059-03-22] when:
 - The Commercial Pilot Licence has been completed at another flight training unit; or
 - Flight proficiency required by the Commercial Pilot Licence flight test standards has not been demonstrated to a Class 1 Instructor.

Licensing Requirements

Medical Fitness

You must hold a valid Category 1 Medical Certificate.

Knowledge

You must complete a minimum of 25 hours of Instructor Rating ground school instruction which shall include:

- Practical application of the basic principles of learning and techniques of instruction.
- Preparation and use of lesson plans.
- Procedures for planning and presenting preparatory ground instruction, pre-flight briefings, in-flight instruction, and post-flight debriefings.
- Theory of flight required to teach the air exercises.
- Aircraft flight manuals and aircraft operating limits.
- Presentation of pilot decision-making concepts.
- The use of the Transport Canada Flight Instructor Guide, Flight Training Manual, Canadian Aviation Regulations, Part IV and the Flight Test Standards, Private and Commercial Pilot Licences - Aeroplane Category.

*25 hours ground school is the minimum required by Canadian Aviation Regulations. As you can imagine, this is very small number of hours for a CPL holder to be ready to teach as an instructor. How much time you spend to prepare and rehearse your lesson plans will be reflected in these hours.

You must obtain a minimum of 70% in the written examination Flight Instructor Rating - Aeroplane Class 4 (AIRAF).

Experience

You must complete in an aeroplane a minimum of 30 hours of dual flight instruction on overall pilot proficiency and the presentation of all exercises set forth in the Flight Instructor Guide and shall include a minimum of 5 hours of training in the teaching of instrument flight skills. A maximum 5 of the 30 hours may be conducted on an approved aeroplane simulator or flight training device.

Skill

You must complete an instructor flight test to the standard outlined in the Flight Test Standard - Flight Instructor Rating - Aeroplanes, Helicopters, Aerobatic (TP5537).

Sea Land Air Course Outline

Course Duration

Course Duration is 55 hours including:

- 30 hours of Dual Flight Training
- 25 hours Ground School Instruction

These hours are based on Transport Canada minimum requirements. Students may require additional flight training hours and ground briefing time before being ready for the flight test.

Required Course Materials

- Flight Instructor Guide (TP 975)
- Flight Test Guide Flight Instructor Rating (TP5537E)
- Study and Reference Guide Flight Instructor Rating (15219E)
- From The Ground up
- Flight Training Manual
- Aircraft Flight Manual
- Instructor Guide VFR-Over The Top (TP 12775E)
- Flight Test Guide Recreational Pilot Permit (TP 12475E)
- Flight Test Guide Private Pilot License - Aeroplane - (TP 13723E)
- Flight Test Guide Commercial Pilot License - Aeroplane - (TP 13462E)
- Study and Reference Guide Recreational Pilot Permit - Aeroplane (TP 12467E)
- Study and Reference Guide Private Pilot Licence - Aeroplane (TP 12880E)
- Study and Reference Guide Commercial Pilot Licence - Aeroplane (TP 12881E)
- Human Factors for Aviation - Basic Handbook (TP 12863E)
- Human Factors for Aviation - Advanced Handbook (TP 12864E)
- Human Factors for Aviation - Instructor's Guide (TP 12865E)

Teaching Methods

Individual ground school instruction

Individual preparatory ground instruction

Individual pre flight ground briefing

Demonstration-Performance method in flight instruction

Individual post flight ground briefing

Delivery Methods

In-class ground instruction

In-flight instruction

Student Evaluation

The Pre-Flight Test will be conducted to assess whether the students are ready for flight test. The marking system for the Pre-Flight Test is equivalent to the Transport Canada Flight Test marking scheme.



Sea Land Air Course Outline

VFR Weather Minima - FIR Training

CAR 602, Division VI – Visual Flight Rules

VFR Weather Minima

AIRSPACE		FLIGHT VISIBILITY	DISTANCE FROM CLOUD	DISTANCE AGL
Control Zones		not less than 3 miles	horizontally: 1 mile vertically: 500 feet	vertically: 500 feet
Other Controlled Airspace		not less than 3 miles	horizontally: 1 mile vertically: 500 feet	—
Uncontrolled Airspace	1 000 feet AGL or above	not less than 1 mile (day) 3 miles (night)	horizontally: 2 000 feet vertically: 500 feet	—
	below 1 000 feet AGL – fixed-wing	not less than 2 miles (day) 3 miles (night)	clear of cloud	—
	below 1 000 feet AGL – helicopter	not less than 1 mile (day) 3 miles (night)	clear of cloud	—
Sea Land Air Flight Centre Wind Limitation				
Maximum wind for normal operation- 35 knots surface wind Cross wind not to exceed the maximum demonstrated cross wind component as per AFM				

Additional Restrictions

Training in Special VFR conditions requires permission from the CFI.

The flight instructor has the right to cease or not authorize training if safety may be compromised or if no training benefits can be derived from the flight.

Surface Temperature limitations

Sea Land Air's temperature limitations are as follows:

Maximum +40°C Minimum – 20°C

All pilots who wish to fly in the winter must be familiar with de-icing techniques and the clean aircraft concept.



Sea Land Air Course Outline

The description and use of assigned practice areas

CYA 185, 186, 187, 188 (as per VTA Charts)

In addition, the White Rock area may also be used at the instructor's discretion in the event that above areas are too congested or below weather limits.

Reporting of aircraft defects and unserviceabilities

If a pilot has any reason to believe that any part of an aircraft is damaged or become unserviceable in any way, the pilot shall notify the dispatcher or an instructor as soon as possible. Once the defect has been confirmed the pilot will enter the defect in the Journey Log book.

The airplane must not be flown by anyone until the aircraft has been declared airworthy in the Journey Log book by an AME.

Securing of aircraft when not in use

At the end of a flight the pilot is expected to secure the aircraft in an approved manner that will protect it from the potential hazard of being moved by the wind or other aircraft.

Flight Planning

- A flight plan or flight itinerary must be filed with FSS prior to flights that exceed 25 NM from the point of departure.
- A flight plan must be filed for all night flights outside CZBB control zone.
- A copy of the flight plan form must be given to dispatch prior to the above flights taking place.

Fuel reserves

The fuel reserve for training flights at Sea Land Air is as follows:

Dual day time: 45 minutes

Dual Night time: 1 hour

Solo day time: 1 hour

Solo Night Time: 1 hour 30 minutes

Over water flights

When the aircraft is operated over water, gliding distance to land must be maintained, life jackets must be carried, and passengers briefed on their method of use.

Mountain Flying

Students enrolled in the Flight Instructor Rating course who wish to fly in the mountains must be briefed on mountain flying techniques and undergo a mountain check ride with an instructor prior to flying solo or with passengers. Pilots who can demonstrate experience and knowledge in mountain flying techniques may be exempt at the discretion of the CFI.



Sea Land Air Course Outline

Accidents and Forced Landings

Unscheduled or Forced Landing

If you have an off airport forced landing you must follow the procedures outlined in "Emergency Response Plan". Do not take off to continue your flight without contacting the Chief Flying Instructor or his/her delegate and being authorized to do so.

Accidents

If an accident occurs you must follow the procedures outlined in "Emergency Response Plan". The aircraft is grounded until the damage is assessed and rectification carried out as required. No pilot may fly an aircraft that has sustained damage without that damage being rectified or its repair has been deferred by a licensed engineer (AME). Should an accident occur causing major damage to the aircraft, it is not to be moved until the Transportation Safety Board approves its movement. Following an accident, nothing must be disturbed except to save lives and/or to extinguish a fire.

Contact Numbers:

Search and Rescue: 1 800 567 5111

Police/Ambulance/Fire: 911

Transportation Safety Board: 1 604 666 5826

Sea Land Air Dispatch: 1 604 940 6811

Chief Flight Instructor: 1 604 725-8284

