

Course Policies and Student Agreement

I. Attendance Policy

- A. For Part 141 students, attendance is mandatory to meet the minimum time as prescribed in the Training Course Outline (TCO). For Part 61 students, attendance is mandatory to receive the testing endorsement at the end of the course.
- B. Missed classes must be made up with an instructor outside of normal hours at an additional cost. Students are responsible for scheduling make-up sessions with their instructors.

II. Completion Standards

- A. To successfully complete our Private Pilot Ground School, students are required to meet the following standards:
 - 1. Attendance: Regular and punctual attendance is critical for successful course completion. As per our policy, students are required to attend all 16 classes over the 8-week course duration. Any missed class must be made up with an instructor outside of normal hours at an additional cost.
 - 2. Assessment Scores: Students must maintain a consistent performance throughout the course. This includes achieving an average score of 80% or higher on end-of-class quizzes, stage exams, and the final end-of-course exam.
- B. Please note that these standards are not merely numerical but also reflect a student's understanding and ability to apply the concepts learned during the course. Achieving these standards indicates that the student has gained the necessary knowledge to move forward in their aviation journey and is adequately prepared for the FAA Private Pilot Knowledge Test.
- C. Failure to meet these completion standards may result in not receiving the testing endorsement at the end of the course. We strongly encourage all students to fully engage with the course material, seek clarification when needed, and consistently review the content to ensure a solid understanding of all topics covered in our Private Pilot Ground School.

III. Refund Policy

- A. Refunds will be in the form of a check mailed to their address on file.
 - 1. 100% refund if canceled at least one week prior to the first class.
 - 2. 80% refund if canceled within the week prior to the first class.

3. After the first class, any refunds will be prorated based on the number of classes remaining. There will be a 5% refund per remaining class, up to a maximum of 80%. There are 16 total classes.

IV. Course Rescheduling Policy

- A. In the event that a class must be rescheduled due to unforeseen circumstances such as instructor illness, severe weather, or other emergencies, we will notify students as soon as possible via email and/or phone. A makeup class will be scheduled, and students will be informed of the new date and time.

V. Student Conduct Policy

- A. All students are expected to maintain a respectful and professional demeanor during the course, as well as before and after classes. This includes treating instructors, fellow students, and staff with courtesy, participating actively in class discussions, and adhering to academic integrity standards. Any instances of disruptive behavior, harassment, or cheating will be addressed promptly and may result in disciplinary action, including dismissal from the course without a refund. Fly Duluth reserves the right to remove anyone from their building for violating these conduct expectations.

VI. Technology Requirements and Usage Policy

- A. Students are responsible for having access to an up-to-date web browser for accessing online course materials. Internet access will be provided. The use of electronic devices during class should be limited to activities directly related to the course, such as note-taking or accessing course materials. Inappropriate use of technology during class may result in a warning or other consequences, as determined by the instructor.

VII. Health and Safety Policy

- A. The safety of our students and instructors is our top priority. Students must follow all safety guidelines and instructions provided by instructors during the course. Any concerns regarding health and safety should be brought to the attention of the instructor immediately.

VIII. Photography and Recording Policy

- A. Photography, audio recording, and video recording are not permitted during classes without the explicit consent of the instructor and other students. If you wish to use any such materials for personal or promotional purposes, please obtain written permission from the instructor and any affected parties before proceeding.