



Welcome to Southern Interior Flight Centre and the Okanagan College Commercial Aviation Diploma Program!

We are proud that you have selected our school to train you in the professional aviation industry. The program you have signed up for is quite intense and will require a high amount of dedication to complete.

We have graduates flying aircraft around the world, and our program is supported directly by many of the smaller carriers and major airlines. We have a strong reputation in the industry, but that means we also place high demands on our students. Some of our policies and procedures may seem to extend beyond the scope of flight training, but it is this additional learning and student development in various life skills areas that has set us apart from other schools.

Just remember that you are investing significant finances and time to complete this program. We expect you to have fun, but you also need to stay focused on your goal of becoming a professional Pilot. Aviation is a wonderful industry and we will do our best to provide you with the tools to succeed and enjoy your career.

Cheers!

A handwritten signature in dark purple ink, appearing to read "Marc Vanderaegen".

Marc Vanderaegen  
Flight School Director





Commercial Aviation Diploma Program

Enhanced Training Policies

Name: \_\_\_\_\_

\* Please consult the online version for any amendments.

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## Commercial Aviation Diploma Enhanced Training Policies - Overview

These policies are designed to maintain a professional image and assist you in developing the skills necessary to succeed in aviation. Many of these policies mimic commercial aviation operations across Canada and abroad.

Adherence to these policies is mandatory and are in addition to standard Okanagan College and general SIFC policies. By virtue of acceptance into the program, you agree to be bound by all SIFC, Okanagan College and Commercial Aviation Diploma policies as they stand, and as may be amended from time to time.

Consult the policy breach consequences at the end of this document to understand the result of breach of any of these policies

***NOTE: Instructors are NOT permitted to 'bend the rules' for students, so please don't ask them to circumvent any policies.***

### Who to Contact

Should you have any questions, or need to contact SIFC regarding any item listed in this document, you must contact the Office Administrator. The only exceptions are those indicated in this document that state otherwise (ie. contact your scheduling instructor regarding scheduling conflicts, etc.).

### Scheduling

You must provide the Office Administrator with a copy of your semester class schedule on the first day of class. If you hold a part-time job, you must also provide your work schedule (in hard-copy or via email only - NOT texts or verbal) for the entire month by noon on the last Friday of the current month. If this information is not provided, you will continue to be booked based on your previous month's availability and will be subject to all penalties for no-shows as applicable.

Flight and Simulator bookings will normally be scheduled seven days a week for the hours between 6 am and midnight at any time you are not scheduled to be in school or at work. In the second year some simulator sessions or flights may be scheduled between midnight and 0600 to simulate real-world simulator times at major airlines.

During periods of good weather, aircraft and simulator bookings are generally booked up to two weeks in advance, and during poor weather seasons bookings are made 3 days in advance. Occasionally, bookings may be made with as little as 1 hour advance notice to simulate working in the charter world;

students are required to respond to these short-notice bookings as they are considered a normal part of the program.

Bookings made with 24 hrs, or greater, notice will only be booked through the online system. If a booking is made with less than 24 hrs notice, SIFC staff is obliged to contact the student directly, via telephone, text or email, and the booking may not show up in the online system.

Students are encouraged to check their online schedules every morning and every evening to ensure they are not charged no-show fees or assessed attendance penalties for lack of attendance to a training flight (dual or solo). DO NOT rely on email notifications, as some email services are unreliable.

The aircraft, simulator and instructor resources are extremely valuable for all of our students, not just the CAD; students who 'no-show' are removing access to the resources that other students could be using.

Students are required to attend scheduled solo simulator and aircraft bookings. Even though basic simulator fees are included in your tuition, they do not cover no-show fees in either the first or second year. Penalties for arriving late, or not at all, still apply for all bookings, even solo simulator lessons.

If you notice you are not being scheduled as often as other students, or you have increased availability for empty flight spots, please contact your scheduling instructor to ensure bookings are made to ensure you advance appropriately.

## **Holidays / Time Off Requests**

Students will not be booked for aircraft or simulator flights during the specific dates listed as holidays recognized in the Okanagan College Calendar. If you are available and wish to be booked on these dates, you may contact the scheduling instructor directly to arrange your lesson so you can advance more quickly.

As aviation is a 24/7/365 industry, any date not specifically included as a holiday in the Okanagan College Calendar is considered a regular day of operation.

Students wishing to have days off from training outside of the scheduled holidays on the Okanagan College Calendar must apply in writing to the Office Administrator. If a sudden emergency arises (emergent family issues, i.e. death or severe illness in the family), notify the Office Administrator as soon as possible. Students who do receive approval for absences will still be required to make up any missed work or lessons on their own time and at their own additional cost.

***NOTE: Requests for time off outside of the posted Okanagan College Calendar days off will only be considered for emergency or unforeseen circumstances that are beyond the control of the student (unreliable transportation is not an uncontrollable event), and will require proof of the situation. All***

***requests for time off must be made directly by the student. Requests to the school made by family or friends on the student's behalf will simply be ignored.***

The following are common absence requests that will NOT be approved:

- Early departure or late return dates around scheduled holidays
- Requests for absences due to family or friends purchasing trips for the student

Students who miss an exam or quiz due to an unapproved absence, other than an illness or emergency unforeseen circumstance (as so deemed by SIFC), will receive a score of zero (0).

## **Scheduling Order - Flight Syllabus**

Students will be booked following the order of the Flight Syllabus for their semester. Instructors are not permitted to change the order of bookings unless dictated by weather or maintenance. Instructors are required to ensure flights or simulator sessions are repeated by the student if the aim of the lesson has not been met. The instructor may assign remedial solo or dual lessons as necessary, and these must be completed before the next scheduled flight or simulator lesson. The original schedule **MUST** be maintained, so if you request or require a remedial lesson, you must complete it prior to your next normally scheduled lesson.

Flightschedulepro.com is used for scheduling and to circulate memos and changes/updates to program policies and procedures. **You are required to stay up to date with the memo information posted on the Flightschedulepro.com home page.**

**NOTE: The FSPro App does NOT show company memos, so you must use the full online version daily to ensure that you do not miss any posted memos.**

Simulators are generally available after hours for practice, with prior notice. Take advantage of this opportunity to sharpen your skills without additional cost.

## **Flight / Simulator Lesson Preparedness**

Aside from the general policies in this manual and requirements of the SIFC Flight Training Operations Manual, the individual Flight Syllabus outlines the required study material and prep for each flight. Upon receipt of the Syllabus, you are deemed to have knowledge of the study material and preparation required for each lesson.

The Flight Data sheet page of each Lesson must be filled in completely prior to each Aircraft and Simulator sessions, dual, solo or mutual.

The Flight Syllabus cannot be taken off-site from SIFC, however a generic set of Syllabi is uploaded each semester on the [flysifc.ca](http://flysifc.ca) web site.

## **Monthly Flight Time Sheets**

Students will be required to hand in a completed copy of the CPL/IFR timesheets each month during the first Thursday evening flight lab class. These are required in order to track your progress and continue your scheduling.

## **Time-Building Flights**

We are required to protect your funds to ensure you can complete the syllabus flights as a priority, before we release funds for additional build time. Unless you require build time to meet flight test requirements, you will not normally be permitted to use your funds for conducting build time flights until you have started your flight test review and we have verified you have adequate funds to do so.

## **Sightseeing Flights**

Sightseeing flights using your CAD account will not be permitted. If you wish to conduct sightseeing flights, you must pay for them directly through your private user account.

## **Passengers on CAD Flights**

When approved in advance by SIFC, passengers may be carried on cross country CAD flights that do not require the student to complete upper air or forced/precautionary maneuvers. To obtain this approval, students must have accounts in good standing and have no current issues regarding their professionalism or training progress.

When approved to carry passengers on CAD flights, you must ensure you meet all of the passenger-carrying requirements in the FTOM. This includes, but is not limited to, survival equipment, proper attire, etc.

## **Mid-Semester / End Semester Flight Tests**

Mid-Semester and End-Semester flight / simulator tests must be completed as initially scheduled. If you require additional practice prior to the test, this must be completed without interrupting the original date for the test. Instructors are available for extra lessons, but you must provide adequate notice that you wish to have assistance.

## **Re-Tests**

SIFC follows the Okanagan College grading system. At the sole discretion of the instructor responsible for the course, a student who does not meet the 60% minimum to pass a test, may be granted the option for one re-test. If a re-test is granted, the maximum recorded score for the student's grades will be 60%.

For Flight Lab (Aircraft and Simulator) bookings, the Flight School Director has the sole decision for granting re-tests.

## **Attendance - Ground Classes**

Students registered in this course are expected to attend all scheduled classes, including the non-aviation courses. Students who miss a class or a portion of a class, for any reason, must make arrangements with the course instructor to review and complete all missed instruction, activities and assignments. At SIFC, students arriving late will be locked out of the classroom and early departures from class will not be permitted.

As all ground school MUST be attended in order to be considered complete for the purposes of being recommended for a Transport Canada Written Exam, there may be an additional cost to students who require personal tutoring from instructors outside of regularly scheduled classes to make up missed class time.

Poor attendance and student conduct that is reported as unbecoming of a professional member of society will be reported back to the Flight School Director by all College Business Instructors and will form part of the professionalism assessment in the AVIA Flight Lab courses.

## **Attendance - Flight /Simulator Labs**

Students registered in this course are expected to arrive in advance of all flight and simulator bookings to ensure they are fully prepared for their lesson and ready for engine start no later than 30 minutes into the booking time. Failure to comply will result in cancellation of the flight or simulator session and a no-show fee being charged according to flight school policies and penalties.

Missed flight or simulator bookings, and or lessons cancelled due to a lack of preparation, may be recorded as a failure and will have to be re-booked prior to the next lesson.

## **Test Preparation**

In aviation you need to stand on your own two feet to survive. We have provided you with many tools to excel in your training and career. One such set of tools is the Flight Lab handbook, which includes the various Flight and Written Test Guides for the Transport Canada Exams you will need to study.

It is expected that you will make yourself aware of the contents of these guides and become familiar with the information you need in order to succeed. For example, each Flight Test Guide explains exactly what you need to do to prepare for the ground briefing session; there should be no surprise what is needed at flight test time.

Various other tools for your success are provided through class lectures and on the [flysifc.ca](http://flysifc.ca) web site. Pay attention - these tips, tricks and tools can save you a lot of money in training.

## **Third Party Study Guides**

You have been assigned specific study handbooks to complement your training (Aerocourse, Culhane, Sharper Edge, etc.).

Question areas from those handbooks will form part of the class tests, and you will periodically be asked to provide evidence of the questions you have completed on your own time in order to maintain high professionalism marks.

You are also required to show completion of these study guides and handbooks prior to receiving your recommendation to write the associated Transport Canada exam.

## Transport Canada Written Tests

It is expected that CAD students will pass their Transport Canada tests on the first attempt. If a student does not pass on the first time, he/she will face the applicable penalty and MUST prepare him/herself to be ready to re-write the exam at the earliest date provided on the Transport Canada Feedback letter.

The onus is on the student to ensure he/she makes the required arrangements to prepare for and receive any required recommendations prior to the date of the re-write. All costs for additional ground school and or preparation required to receive the recommendation are the sole responsibility of the student and must be paid for using his/her personal account.

It is also a requirement to submit a copy of all pages of your exam results for every Transport Canada Written Exam to the Flight School Director, IMMEDIATELY after the exam has been completed. The exams form part of your Diploma Program grades; failure to submit the exam results will create a mark of zero (0) for that portion of the program.

In general, only two SIFC practice exams for each TC exam are included in the CAD fee structure; all additional practice exams will be billed to the account at standard company rates.

**The Commercial Pilot Written Exam MUST be completed (with a PASS in all sections) prior to leaving Kelowna at the end of the first year.**

## Transport Canada Flight Tests

It is expected that CAD students will pass their Transport Canada flight tests on the first attempt. If a student does not pass on the first time, he/she will face the applicable penalty and MUST prepare him/herself to be ready to challenge the test again within the next 48 hours. The onus is on the student to ensure he/she makes the required arrangements to prepare for and receive any required recommendations prior to the date of the re-test. All costs for additional flight training and ground school for preparation required to receive the recommendation is the sole responsibility of the student and must be paid for using his/her personal account.

Only one pre-flight is included in the standard fee structure for the CAD program, including a maximum of one hour of ground time; all additional ground and flight time will be billed directly to the account based on actual time.

**The Commercial Pilot Flight Test MUST be completed (with a PASS in all sections) with the SIFC examiner prior to leaving Kelowna at the end of the first year.**

## Flights in Non-SIFC Aircraft

**You must report all flying performed in non-SIFC aircraft to the SIFC Office Administrator.** At the sole discretion of SIFC, you may be subject to additional dual review flights prior to any solo flight in SIFC aircraft if you have flown a non-SIFC aircraft.

Additionally, flights conducted in non-SIFC aircraft will only count as build-time and are done so without any endorsement or oversight from SIFC. You must still pay the full tuition for each semester when it is due, with no reduction. Any unused funds will be refunded after your final semester, in accordance with our refund policies.

**NOTE: All Syllabus flights MUST be completed in SIFC aircraft.**

## Credits for Previous Experience

### Night Rating

Students entering the program with a night rating may be credited for their night experience. Application may be made in writing to the Office Administrator to have the night rating training flights removed from the individual's schedule.

Regardless, you must be aware of the following points:

- You must still pay the full tuition for each semester when it is due, with no reduction for the flight experience you already have. Any unused funds will be refunded after your final semester, in accordance with our refund policies.
- All of our standard policies and proficiency requirements must still be met, and
- You must still attend all required ground classes - there is no exception or experience credit for ground school already taken.

As the program is specifically tailored to provide certain learning outcomes, credits will not be given for any experience other than the night rating from other institutions.

## Applications for Licences and Ratings

Flight Tests are only valid for 12 months from the date of completion; the test then expires. After a flight test has expired, the student has to re-complete all necessary recommendation items and another flight test before applying for their licence.

For the Multi-Engine and Instrument Ratings, it is required (SIFC Policy) that the student applies for the Rating immediately following the flight test (same day).

Transport Canada written tests are valid for 24 months from the date of completion; the test then expires. After a written test has expired, the student will have to re-complete all necessary recommendation items and another written test before applying for their licence.

***The student must monitor their exam expiration dates closely and ensure he/she advises the Flight School Director if their flight or written test is going to expire within the next 60 days.***

## **Professionalism Grades**

Professionalism grades are calculated for each AVIA class based on attendance, teamwork skills, and other items that relate to the professional conduct of a pilot. These grades can count for up to 25% of your final grade for the class and will be indicated in your class outline.

Willingness to help other students is an example of positive professionalism. Mocking classmates, sleeping in class, or posting inappropriate photos and write-ups on your personal Facebook page are examples of negative professional conduct and are some of the ways you will lose professionalism grades.

## **Why All Grades Are Important**

Consider this: you enjoy flight training and the associated aviation ground school, so you put a greater effort into doing well. However, you may consider the Business or other OC courses to not be as important, perhaps because you don't like them, so you scrape by on those courses. What are you telling prospective employers? You are demonstrating that if they require you to do something you are not fond of as part of your job, you aren't going to put much effort into it. Prospective employers can and will ask for your grades.

The business courses do all have a connection and use in aviation.

## **Personal Appearance**

Students are expected to maintain a neat and professional appearance, wearing the uniform of a typical pilot whenever attending class at Okanagan College, whenever at SIFC (for any reason), and when on tours or other scheduled class events.

The required uniform includes:

- white pilot style shirt,
- black pattern-less tie
- black dress pants (no shorts or skirts)
- black socks
- black dress shoes

The uniform must be clean and in good repair.

On Fridays, students may wear a 'fancy' tie with logos or pictures, as long as nothing of 'poor taste' or 'offensive nature' is worn.

Students with long hair must wear it pulled back for all flights and simulator lessons. Hats are not permitted in the SIFC or OC facility.

**Students must be clean shaven of facial hair.** Well groomed, short mustaches are permitted; **beards, or portions thereof are not permitted.**

In addition to your 'uniform', you must wear clothing suited to the season if flying: ie. winter jacket for fall/winter/spring months, gloves, etc.

## **Alcohol / Drugs / Performance Drinks/Gum/Food/Smoking**

The use of alcohol, drugs or performance enhancing drinks is strictly prohibited during any class or lesson of the CAD program, including seminars, tours, and other events scheduled as part of the program.

Students in the possession of Alcohol or Drugs on any SIFC property (this even includes the parking lot) will be reported to the RCMP and banned permanently from all premises. Students under the influence of Drugs or Alcohol, including related illness afterwards (hangover) will face removal from the program and may face charges under the *Aeronautics Act*.

Chewing gum is not professional and is strictly prohibited in any CAD class, lesson or on any SIFC property. This extends to all facilities and aircraft.

Food is not to be consumed during class, and not generally in any SIFC aircraft or Simulator. However, you may eat a light snack and drink to rehydrate on long cross-country flights. Any spills are the responsibility of the PIC to clean up to the sole satisfaction of SIFC.

Smoking is not permitted on or near SIFC property, or when using SIFC equipment at any location. Smoking is also prohibited when airside at any airport.

## Use of Cell Phones, Tablets and other Wi-Fi Enabled Devices

As cell phones, tablets and other wi-fi enabled devices are not permitted to be used during Transport Canada Exams, they are banned for use during class time, even as a calculator, unless specifically authorized by the instructor.

These devices will never be permitted for use during a written exam for any of the AVIA courses. Refer to the Okanagan College guidelines regarding the use of these devices for BUAD classes.

Cell phones and tablets may only be used in aircraft following the guidelines in the Southern Interior Flight Centre Flight Training Operations Manual.

## Contact with Instructors

You may contact instructors during regular business hours through the main school phone line. Should an instructor provide you with their Cell Phone contact information, this is to be considered a privilege and must be used accordingly.

***Students shall not initiate contact with instructors from 1800 to 0800 unless booked for flights with the instructor between those times.*** In any case, do not call to confirm/cancel a booking until within 1 hour of booking commencement time, unless the instructor has advised you to contact them at a different time.

Failure to follow these contact policies will be considered harassment and dealt with according to SIFC harassment policies.

## Ground School Kits

You are provided with ground school books and learning aids at the beginning of your semester. You are REQUIRED to bring the complete kit to each SIFC class and lesson, including the evening Flight Lab. Failure to do so will lead to a no-show. Spot checks will be conducted at random in the classes.

Students are responsible to attend all classes and bookings with all required equipment. This also includes: basic calculator (cell phone does not qualify), pens, pencils, current VNCs, flashlight (for night) and spare batteries for any necessary electronic device. SIFC will not provide any of these items; you will be no-showed if you do not have them with you.

To prevent students from arriving unprepared, as of the last Friday of July each year, all required materials (books / tools) will be ordered for your program year. You will be required to pay for these kits on the first day of class and are encouraged to do so earlier if you are able to come in to SIFC.

If you are purchasing any of your own books or tools, you must contact the SIFC Office Administrator no later than noon on the last Friday of July to ensure we do not order you the same books that you will be responsible to pay for upon arrival.

You may contact the Office Administrator after July 1 for a list of required books, etc.

Note: Students who do not have the required items at the start of class for the semester will face the associated penalties. All items must be the most current and updated versions as approved by SIFC. Study guides, workbooks and aircraft flight manuals must be in new condition without any previous writing in them.

## **Survival Kits**

You must bring your required cross-country survival kits each time you come to SIFC, as we sometimes switch lessons to cross country exercises last-minute if the weather and other conditions are favorable. Unfortunately we don't have the space to store them, so please carry them in your vehicle.

## **Aeronautical Information Manual**

You will receive one fresh copy of this document as part of your book package each September. You must access the current electronic version through the Transport Canada web site each time they are updated.

## **Canada Air Pilot / CAP Gen / LO Charts / T Charts**

Second year aviation students are expected to arrive at the first day of classes with proof of ordering a one-year subscription for the following documents

- Canada Air Pilot 2 (CAP 2 British Columbia)
- Canada Air Pilot Gen (CAP GEN)
- Enroute Low Altitude Chart 1/2 (LO 1/2)
- Terminal Area Chart (TAC)

NOTE: These must be purchased as a SUBSCRIPTION to ensure you receive updated documents as they are issued.

Subscriptions may be purchased through:

www.navcanada.ca

**866-731-7827**

*or*

*e-mail: aeropubs@navcanada.ca*

## **Aviation Medicals**

From this day forward in your career you will be required to maintain a Category 1 Medical. Please ensure your medical is consistently valid throughout all training. Students who have their Category 1 Medical lapse will not be able to continue in the CAD program.

For those wearing contact lenses or glasses, these are the additional requirements according to Transport Canada:

### Glasses

"The applicant must have a spare pair of suitable correcting glasses available for immediate use when exercising the privileges of the licence."

### Contact Lenses

"All contact lens wearers shall have replacement spectacles available for immediate use in the event the contact lens(es) become dislodged or are required to be removed in flight; and Hard contact lens wearers shall be required to have two pairs of spectacles available to overcome the frequent phenomenon of spectacle blur. In such cases, one pair of spectacles shall correct the vision immediately following removal of the lens(es), the second pair shall correct the vision after the eye is stabilized."

NOTE: In the cases above, prescription sun lenses (sun glasses) shall not be deemed to meet these requirements for flight at night.

## **Students Accepted without Private Pilot Licence Completed**

It is possible to complete the program on time if you enter prior to completion of the PPL, but the responsibility falls mostly on your shoulders. You still have to pay all regular tuition fees per the

Okanagan College Schedule, and take all necessary classes in the CAD program, while still finishing your private licence. Funds paid to the college cannot be used towards completion of the Private Pilot Licence.

While you must still attend all AVIA courses from the beginning of the first semester, you should realize that only the attendance tracked in these classes after you have received your Private Pilot Licence will be counted towards your Commercial Pilot Licence ground school. It is solely your responsibility to ensure completion of the PPL in a timely fashion. In cases of extreme delays completing the PPL, you may be required to pay for one-on-one tutoring for the CPL to make up for the ground school time missed as credit towards the CPL.

## **SMS Program**

Although not required by the Canadian Aviation Regulations, Southern Interior Flight Centre and Carson Air have established a full Safety Management System (SMS) Program. As a student, you also become part of our SMS program. You are required to fill out Incident Forms whenever you witness something abnormal (skid a tire, get incorrect or unsafe instructions from ATC, etc.) or you have a suggestion that would enhance safety.

This program is proactive and is designed to be as non-punitive as is reasonable. Similar to airline SMS programs, acts which are deliberate, repeat offences, or contravene the Canadian Aviation Regulations or Flight Training Operations Manual, or other SIFC or OC Policies, may preclude the ability to keep the event non-punitive or anonymous.

If an event/occurrence has been hidden, or has been attempted to be hidden by the offending person, a punitive result is likely and may be quite severe, up to and including dismissal and charges under the *Aeronautics Act*.

The aim is to make sure all students come forward on their own with any incidents or hazardous occurrences in a proactive manner, before these occurrences are reported by outside sources. Some incidents may have student costs associated (skidding tires, damaging windows, etc.), but we will do our best to help and support students who are forthcoming.

## **Vehicle Parking**

Unfortunately, vehicle parking is a scarce commodity at the Kelowna Airport.

Due to airport space restrictions and limitations, student parking is only available at the CYLW airport parking lot located across Airport Way near Carson Air Hangar 3.

Vehicles parked in the SIFC parking lot in spots designated specifically for other individuals or companies will be removed at the vehicle owner's expense.

## **Counseling**

Okanagan College can provide counseling assistance for everything from personal issues to study techniques. The Office Administrator can also refer you to help when needed.

## **Tutors**

Tutors are available and easy to access through Okanagan College for any of their Business courses. SIFC staff are also available for tutoring for the aviation theory topics.

The Thursday evening Flight Lab is also a good way to share information or discuss weak areas of understanding. Please speak to the Flight Lab instructor if you want to see a review of a specific topic.

## **Group Studying**

Networking is key in obtaining future employment. Studying as a group not only shares knowledge, but also starts to build a network of potential employment connections. Study rooms are available at the Okanagan College Campus and at SIFC.

## **Monthly Receipts and Income Tax Deductions**

SIFC will issue students a monthly receipt for their lesson expenses in the first week of each following month.

Okanagan College provides your annual Education and Tuition Receipts through your MyOkanagan account. Aviation students have eligible tuition from any classes they take through Okanagan College (Business, Art etc.) as well as the Aviation tuition delivered through SIFC which includes dual and solo flight times, ground school and flight simulation. Build time cannot be included on the Education and Tuition Receipts.

## **Fees and Accounts**

The CAD account is set up like a trust account and can only be accessed for your basic tuition and flight/simulator lessons.

Students are required to have a second, private use account, complete with credit card on file for all fees not billable to the CAD account. Fees for the private use account include, but are not limited to, books, headset rentals/purchases, TC written exam fees , flight test fees, etc.

## **Jazz Aviation Pathways Program Award**

Students who meet the following requirements will have their names put forward to Jazz for consideration of financial awards in year 1, and for potential employment in year 2.

- a. Achieve a minimum of 80% on Transport Canada CPL, IATRA and IFR examinations;
  - b. Achieve a minimum of 3.00 GPA on the Okanagan College aviation program academic courses;
  - c. No failures on Transport Canada flight tests or aviation check rides;
  - d. Partial pass permitted on flight tests;
  - e. Recommendation from 2 flight instructors;
  - f. Letter from an Okanagan College Aviation faculty member addressing the professionalism of the candidate;
  - g. Have demonstrated a high level of attendance, punctuality, with personal appearance and conduct, as would be expected of an aviation professional;
  - h. Legally able to work in Canada (Canadian citizen or landed immigrant);
  - i. Able to secure relevant security clearances as validated by a restricted area identification card;
  - j. Legally able to enter into the United States (no criminal convictions without a pardon) including any eligibility to obtain any required work VISAs; and
  - k. Attest that he or she has not used recreational drugs (other than alcohol) in the previous 24 months.
- l. Submit an application, an aviation resume, and 1-page narrative written by the Candidate describing the Candidate's suitability for employment as a first officer, to Okanagan College, by the application deadline set by Okanagan College. The narrative is to highlight both extra-curricular and non-University activities that are not contained in the training record.

## **Air Canada Award**

As a show of support for our program, Air Canada offers the prestigious Air Canada Award. Our school is one of the few that are recognized highly in the application for employment as a pilot.

The Air Canada Award provides the recipient with two return airfare tickets anywhere in the Air Canada North America system (which includes the Caribbean), his/her own engraved plaque, and representation on the Air Canada Award Top Student plaque at SIFC. Of course, the recipient also has the opportunity to reference the reward on their resume.

### **Award Criteria:**

To reflect the required standards of employment, Air Canada has re-specified the minimum requirements for the Air Canada Award offered at SIFC.

In order for any individual to be considered for a chance to hold the award, the student must have an overall grade average of 80%, including all courses (AVIA, BUAD, etc.) in the program. This parallels the minimum grade of 80% in the Air Canada Pilot Indoctrination Course.

From this pool of candidates with 80% or greater as an average, their history in the program will be examined for maturity, work ethic, demeanour and active involvement as a team player. It should be noted that even if candidates have 80% or greater, this secondary evaluation may render them unsuitable for the award.

There is no guarantee that the Award will be provided in any given year; only candidates meeting or exceeding all requirements will be considered.

## **Award Announcements**

Recipients for the Jazz and Air Canada awards will be announced no later than once all students have finished completing their program. If you finish early, we will notify you directly if you are under consideration for these two awards.

## **Bursaries/Scholarships**

Throughout the year we will display information on the main SIFC Flightschedulepro web page regarding upcoming aviation-specific bursary and scholarship opportunities.

In addition, we highly recommend you monitor the Okanagan College list of bursaries and awards found in the Financial Aid section of the Okanagan College web site, under the heading *Okanagan College Awards and Applications*.

Apply to all awards you think you may qualify for. **Each year many of these awards are not given out simply because no one applies for them!**

## **Elect a Class Captain**

Please elect a class Captain to act as a main point of contact for the dissemination of important course information from SIFC. Advise the Office Administrator who has been elected no later than of the end of the second week of classes in September.

## **You Are An Okanagan College Student**

Remember, you are an Okanagan College student. Due to the split location of our courses (KLO Campus and CYLW Airport), students tend to forget they are part of Okanagan College as a whole. Please understand you have access to all services and extracurricular activities that Okanagan College and SIFC both have to offer. You are in an intense program of study, so please use the assistance that is available to you at both locations, and try to have fun at the same time.

**Please consult the Southern Interior Flight Training Operations Manual for all other policies and procedures related to the aircraft, simulators, facilities and training at SIFC.**

## **Policy Breach Consequences**

See following pages.

Breach	Offence Number Per <u>Two-Year</u> Program (Not Per Semester)	Penalties		
		Financial	Professionalism Grade	Administrative
No-Show for Flight (Dual or Solo)	1st	No Show Fee	5% Reduction	Declined lesson.
	2nd	No Show Fee	5% Reduction	1 Week Suspension from Flight/Sims at time selected by SIFC
	3rd	No Show Fee	All remaining % deducted.	Reduced priority training (Category B) and recommendation of OC probation
	4th	No Show Fee		Halt of all flight and simulator training, and recommendaiton for removal from program
No-Show for Sim (Dual or Solo)	1st	No Show Fee	5% Reduction	Declined lesson.
	2nd	No Show Fee	5% Reduction	1 Week Suspension from Flight/Sims at time selected by SIFC
	3rd	No Show Fee	All remaining % deducted.	Reduced priority training (Category B) and recommendation of OC probation
	4th	No Show Fee		Halt of all flight and simulator training, and recommendaiton for removal from program
Personal Appearance not Conforming to Policies (Classes or Lessons)	1st	No Show Fee	2% Reduction	Barred Entrance to the Class or Aircraft / Simulator
	2nd	No Show Fee	5% Reduction	Barred Entrance to the Class or Aircraft / Simulator
	3rd	No Show Fee	All remaining % deducted.	Reduced priority training (Category B) and recommendation of OC probation
	4th	No Show Fee		Halt of all flight and simulator training, and recommendaiton for removal from program
Late Arrival for Class or Lesson	1st	No Show Fee	2% Reduction	Barred Entrance to the Class
	2nd	No Show Fee	5% Reduction	Barred Entrance to the Class
	3rd	No Show Fee	All remaining % deducted.	Reduced priority training (Category B) and recommendation of OC probation
	4th	No Show Fee		Halt of all flight and simulator training, and recommendaiton for removal from program
Late arrival, or Unprepared for Flight or Sim		Same as No-Show		
Missed Class (for any reason)	Any	Pay Instructor rate		Must make up time one-on-one with instructor
Overall Failure of OC Class	Any			Reduction of flight training priority to Category B status. Subject to Okanagan College Probation and Termination Policies
Overall Failure of SIFC Class	CAD1 Course			Inability to advance to second year. Subject to Okanagan College Probation and Termination Policies.
	CAD2 Course			Inability to graduate. Subject to Okanagan College Probation and Termination Policies.
Failure to Hand In Completed CPL TC Exam Study Guide Prior to Writing Scheduled	1st		10%	No Recommendation for applicable CPAER Written Exam, resulting in failure to reach diploma requirements

Failure to Hand In Completed INRAT TC Exam Study Guide Prior to Writing Scheduled Practice Exams (Sharper Edge, Culhane, Pultz as issued)	1st		10%	No Recommendation for applicable INRAT Written Exam, resulting in failure to reach diploma requirements
Failure to Hand In Completed IATRA TC Exam Study Guide Prior to Writing Scheduled Practice Exams (Sharper Edge, Culhane, Pultz as issued)	1st		10%	No Recommendation for applicable IATRA Written Exam, resulting in failure to reach diploma requirements
Partial or Full Failure of TC Written Exam	1st		5%	Halt of all flight and simulator training, until successful re-write with pass.
Partial or Full Failure of TC Flight Test	1st		5%	
Partial or Full Failure of Mid or End Semester Flight Test	1st		5%	Reduced priority training (Category B) and recommendation of OC probation
	2nd		5%	Halt of all flight and simulator training, and recommendaiton for removal from program
Partial or Full Failure of Pre-Flight Test	1st	Additional charge for subsequent pre-flights.	10%	
	2nd	Additional charge for subsequent pre-flights.	All remaining	Suspension of all flight and simulator training, and recommendation for removal from program
Threatening, harassing or other undesired behaviours.				Handled per the SIFC, Carson Air and Okanagan College policies, with possible immediate suspension and program termination.
Failure to report safety occurrence.				Immediate Suspension of flight proivedges.
Unauthorized use of cell phone during class.	1st		10%	
	2nd		All remaining % deducted.	Potential permanent removal from class.
Lapse/Loss/Expiry of CAT 1 Medical	1st			Suspension of flight and simulator lessons and inability to write TC Exams requiring medical until medical issue is rectified.
Deemed medically unfit to hold CAT 1 medical				Suspension of flight and simulator lessons and inability to write TC Exams requiring medical until medical issue is rectified. Program suspension or termination if medical cannot be re-established.
Missed Exam or Quiz due to Unapproved Absence				Score of '0' (zero) recorded for exam. Subject to Okanagan College Probation and Termination Policies.
Failure to make up missed time for approved absences				Incomplete assigned to class. Subject to Okanagan College Probation and Termination Policies.

Loss of all professionalism grades for any class.			Reduced priority training (Category B) and recommendation of OC probation
Failure of Class Mid-Term or Final Exam			Reduced priority training (Category B) and recommendation of OC probation. Subject to Okanagan College Probation and Termination Policies.
Failure to report flights in non-SIFC aircraft.			Halt of all flight and simulator training, voiding of rental contract and recommendaiton for removal from program
Failure to receive recommendation for TC Written Exam	Any	10%	Halt of all flight and simulator training, and potential removal from program
Failure to receive-recommendation for TC Exam re-write by date on TC letter.	Any	10%	Halt of all flight and simulator training, and potential removal from program
Failure to show proof of CAP. Etc. Subscription on first day of class.	1st	10%	Halt of all flight and simulator training, and recommendaiton for removal from program
Failure to hand in Monthly CPL/IFR Timesheets	1st	5%	Halt of all flight and simulator training until handed in.
	2nd	All remaining % deducted.	Halt of all flight and simulator training, and potential removal from program

**NOTE: These are all in addition to standard SIFC FTOM and OC Policies.**