



**FLIGHT SCHOOL APPROVAL  
REQUIRED FORMS AND DOCUMENTS**

**Instructions:** All required forms and documents are listed in the table and must be submitted with your application package. Be sure to review each form and document for completeness, accuracy, and authorized signatures. Some items may be sent to you from this agency. You must indicate in the 'Included' column whether or not any item(s) is submitted as part of your package. Any items omitted for any reason must be explained in the remarks section. Fields left blank are unacceptable. After you complete this form, print one copy and then sign and date in the spaces provided on the last page. You must also provide two additional copies of this completed and signed form. For assistance, call Veterans Education at (617) 994-6914, or email at [veted@bhe.mass.edu](mailto:veted@bhe.mass.edu).

FORM/DOCUMENT	INCLUDED?	
	YES	NO
Three (3) copies of completed application form	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Assurance (VA Form 20-8206)	<input type="checkbox"/>	<input type="checkbox"/>
Conflict of Interest (VA Form 22-1919)	<input type="checkbox"/>	<input type="checkbox"/>
Designation of Certifying Officials (VA Form 22-8794)	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of Reporting Fee Certification form	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of Advertising Statement of Compliance form	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of Power of Attorney Certification form	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of Personal Data form(s)	<input type="checkbox"/>	<input type="checkbox"/>
One (1) copy of Resumes for all owners, officers, and instructors	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of your Air Agency Certificate	<input type="checkbox"/>	<input type="checkbox"/>
One (1) copy of FAA-approved & FSDO-stamped syllabus, or training course outline, for each program being requested for approval	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of FAA Transmittal Letter naming school & listing program title(s)	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of Aircraft inventory (make, model & horsepower)	<input type="checkbox"/>	<input type="checkbox"/>
One (1) copy of aircraft and/or facility leasing agreement(s) (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of Financial statement form (or audited corporate financial report)	<input type="checkbox"/>	<input type="checkbox"/>
One (1) copy for each of the past two years' federal and state corporate tax returns	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies school catalog or bulletin (see sample catalogs and checklist for flight school catalogs)	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) certification labels for student catalogs/bulletins, signed and affixed to front cover of documents	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of Student Contract and/or Enrollment Agreement (Contract/agreement should include, but is not limited to, insurance, flight accounts, rules, penalties, scheduling flight time.)	<input type="checkbox"/>	<input type="checkbox"/>
One (1) copy of Certificate of Completion given to the student	<input type="checkbox"/>	<input type="checkbox"/>

**Any items omitted for any reason must be explained in the section below. Fields left blank are unacceptable.**

**Remarks:**

**CERTIFICATION STATEMENT**  
(To be completed by preparer)

I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS, TOGETHER WITH ANY SUPPLEMENTS, WHICH MAY BE ATTACHED, ARE TRUE AND CORRECT.

Print name and title:

**After you complete this application, print one copy and then sign and date below. Keep another copy for your records.**

---

**Signature**

---

**Date**



**MASSACHUSETTS**  
**Department of**  
**Higher Education**

**VETERANS EDUCATION**  
**STATE APPROVING AGENCY**  
 One Ashburton Place, Room 1401, Boston, MA 02108  
 (617) 994-6914 FAX: (617) 727-6397  
 e-mail: [veted@bhe.mass.edu](mailto:veted@bhe.mass.edu)

**APPLICATION FOR APPROVAL TO OFFER FLIGHT TRAINING  
 UNDER THE PROVISIONS OF TITLE 38 U.S.C. CHAPTER 36**

**Instructions:** All fields and questions on this form are required to be filled or answered. Fields left blank are unacceptable. After you complete this form, print one copy and then sign and date in the spaces provided on the last page. You must also provide two additional copies of this completed and signed form. For assistance, call Veterans Education at (617) 994-6914, or email at [veted@bhe.mass.edu](mailto:veted@bhe.mass.edu).

<b>Name of School:</b>		
<b>Address of School:</b>		
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
<b>Federal Employer ID No:</b>		
<b>List any other names under which this school has operated:</b>		
<b>When did your school begin providing flight instruction?:</b>		(mm/dd/yyyy)
<b>How long has your school been in continuous operation?:</b>		
<b>Has there ever been a break in operation?:</b> YES <input type="checkbox"/> or NO <input type="checkbox"/>		
<b>If YES, explain the nature and duration of the break:</b>		

**List the specific courses/ratings you wish to have approved:**

**Type of School and Ownership:**

a) Profit  or Non-profit

b) Corporation  or Franchised

c) Partnership  or Individually owned

<b>OWNER(S)</b>	
<b>Name</b>	<b>Address</b>

*Provide names and addresses of any additional owners on a separate sheet.*

**OFFICERS & PRINCIPAL STOCKHOLDERS (10% or more of outstanding stock)**

<b>Title</b>	<b>Name</b>	<b>Address, City, State</b>

*Provide information of any additional officers and principal stockholders on a separate sheet.*

**Do any of the above owners, officers, or principal stockholders have any financial or other interest in any other school in Massachusetts or in any other State?**

YES  or NO

If YES, explain:

Have any owners, officers, or principal stockholders ever been involved in bankruptcy?

YES  or NO

If YES, list below:

Name	Location	Date

*Provide additional names and information a separate sheet.*

Have any owners, officers, or principal stockholders ever been convicted for violation of any law other than minor traffic violations?

YES  or NO

If YES, list below:

Name	Date	Nature of Violation	Name & location of Court Proceedings	Disposition

*Provide additional names and information a separate sheet.*

Have any owners, officers, or principal stockholders ever been dismissed for immoral or unprofessional conduct from any position or had a license revoked in this or in any other State?

YES  or NO

If YES, list below:

Name	Date	Place	Reason

*Provide additional names and information a separate sheet.*

Has the school ever been cited by the Federal Trade Commission, Post Office Department, or other federal or state government agency for violation of any regulation or law?

YES  or NO

If YES, list below:

Agency	Date	Violation	Disposition

*Provide additional names and information a separate sheet.*

Is the school currently in compliance with all local, city, and/or county and State laws? YES  or NO

If NO, explain:

Total number of students enrolled in all courses at the school during the last two (2) years:
Total number of students who completed the prescribed courses during the last two (2) years:
Present enrollment:
Number of instructors:

Does the school own the building(s) presently occupied? YES <input type="checkbox"/> or NO <input type="checkbox"/>
If NO, answer below:
Expiration date of present lease: _____ (mm/dd/yyyy)
Is the lease renewable?: YES <input type="checkbox"/> or NO <input type="checkbox"/>
Length of time in present building(s): _____

**CERTIFICATION STATEMENT**

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Print name and title:

After you complete this application, print one copy and then sign and date below. Keep another copy for your records.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



**MASSACHUSETTS**  
**Department of**  
**Higher Education**

**VETERANS EDUCATION**  
**STATE APPROVING AGENCY**  
 One Ashburton Place, Room 1401, Boston, MA 02108  
 (617) 994-6914 FAX: (617) 727-6397  
 e-mail: [veted@bhe.mass.edu](mailto:veted@bhe.mass.edu)

**PERSONAL DATA FORM FOR FLIGHT SCHOOL OWNERS,  
 OFFICERS & INSTRUCTORS**

**Instructions:** All fields and questions on this form are required to be filled or answered. If any question does not apply to you, then, leave it blank. Questions left blank are unacceptable. After you complete this form, print one copy and then sign and date in the spaces provided on the last page. For assistance, call Veterans Education at (617) 994-6914, or email at [veted@bhe.mass.edu](mailto:veted@bhe.mass.edu).

<b>School:</b>	<b>Position:</b>
<b>Name:</b>	<b>Date of Birth:</b>
<b>Employee since:</b> (mm/dd/yyyy)	
<b>Subjects taught or duties at the school:</b>	

**EDUCATION & TRAINING**

High School	City, State	Dates Attended	Diploma/Degree Obtained
College/University			
Other Post-Secondary Institution			

**FAA Certificates or ratings held:**

*Provide additional information on a separate sheet, if necessary.*

**INSTRUCTOR EXPERIENCE (if applicable)**

School	City, State	Course	Dates

*Provide additional information on a separate sheet, if necessary.*

**OTHER FLYING EXPERIENCE OR EMPLOYMENT**

Employer & City, State	Position	Dates	Reason for leaving

*Provide additional information on a separate sheet, if necessary.*

**Have you ever been convicted for violation of any law other than a minor traffic violation?**

YES  or NO

**If YES, list below:**



**MASSACHUSETTS**  
 Department of  
 Higher Education

**VETERANS EDUCATION**  
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**PERSONAL DATA FORM FOR FLIGHT SCHOOL OWNERS,  
 OFFICERS & INSTRUCTORS**

Date	Nature of Violation	Name & location of court	Disposition

*Provide additional information on a separate sheet, if necessary.*

**Have you ever been dismissed from any position for immoral or unprofessional conduct in this in any other State?**  
 YES  or NO   
**If YES, list below:**

Date	Place	Reason for dismissal

*Provide additional information on a separate sheet, if necessary.*

**CERTIFICATION STATEMENT**

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Print name and title:

After you complete this application, print one copy and then sign and date below. Keep another copy for your records.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



MASSACHUSETTS  
 Department of  
 Higher Education

VETERANS EDUCATION  
 STATE APPROVING AGENCY  
 One Ashburton Place, Room 1401, Boston, MA 02108  
 (617) 994-6914 FAX: (617) 727-6397  
 e-mail: [veted@bhe.mass.edu](mailto:veted@bhe.mass.edu)

**FLIGHT SCHOOL APPROVAL  
 POWER OF ATTORNEY CERTIFICATION**

**Instructions:** Read the certification statement. Fill in the appropriate spaces. Print one copy and then sign and date in the spaces provided. You must also provide two additional copies of this completed and signed form. For assistance, call Veterans Education at (617) 994-6914, or email at [veted@bhe.mass.edu](mailto:veted@bhe.mass.edu).

I certify that this institution does not have a power of attorney to negotiate Department of Veterans Affairs (VA) educational benefit checks nor does this institution use coercive procedures or practices to limit a veteran or eligible person's disposition of the proceeds of a VA check or deposit. Checks are not stamped "For Deposit Only" to the institution's account for endorsement by the student. This institution does not have a joint bank account with any VA student.

Signature and Title of School Official	Date
Name of School	
Address	City, State, ZIP





**FINANCIAL STATEMENT FORM**

(A copy of the current corporation financial report may be submitted in lieu of this form)

**Instructions:** All fields are required to be filled. If any field does not apply, then, leave it blank, but write your initials in the box on the printed form. Fields left blank are unacceptable. After you complete this form, sign and date in the spaces provided. You must also provide two additional copies of this completed and signed form. For assistance, call Veterans Education at (617) 391-6086, or email [veted@bhe.mass.edu](mailto:veted@bhe.mass.edu). The information submitted on this form is considered confidential by this Agency.

**Name of school:**

**Date of financial statement:**

<b>ASSETS</b>	
Cash on Hand	\$
Cash in Bank	
Stocks, Bonds, etc.	
Accounts Receivable	
Tuition (Current)	
Tuition (Past Due)	
Other	
Materials, Supplies, etc.	
Real Estate	
Plant & Equipment (Cost Less Depreciation)	
All other Assets	
<b>TOTAL</b>	

<b>LIABILITIES</b>	
Accounts Payable	\$
Unearned Tuition	
All Other Current Liabilities	
Reserve for Taxes, Insurance, etc.	
Due to Banks	
Due on all other loans	
<b>CAPITAL</b>	
Capital Stock	
Surplus	
<b>TOTAL</b>	

**Prepared by:** \_\_\_\_\_  
Print Name Title

- CONTINUES ON PAGE 2 -



MASSACHUSETTS  
Department of  
Higher Education

VETERANS EDUCATION  
STATE APPROVING AGENCY  
454 Broadway, Suite 200, Revere, MA 02151  
(617) 391-6086 FAX: (617) 727-0667  
e-mail: [veted@bhe.mass.edu](mailto:veted@bhe.mass.edu)

**FINANCIAL STATEMENT FORM**

(A copy of the current corporation financial report may be submitted in lieu of this form)

**CERTIFICATION STATEMENT**

I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS, TOGETHER WITH ANY SUPPLEMENTS, WHICH MAY BE ATTACHED, ARE TRUE AND CORRECT.

Print name and title:

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Signature

---

Date



Massachusetts Department of Higher Education

One Ashburton Place, Room 1401  
Boston, MA 02108-1696

TEL (617) 994-6950  
FAX (617) 727-0955  
WEB [www.mass.edu](http://www.mass.edu)

Richard M. Freeland, Ph.D., *Commissioner*  
Charles F. Desmond, Ed.D., *Chairman*  
*Massachusetts Board of Higher Education*

STATEMENT OF COMPLIANCE

\_\_\_\_\_ will refrain from using any phrase to the effect of "Program (or School) is VA-Approved for VA education benefits" in any media used for advertising, in accordance with 38 C.F.R. 21.4252(h). Further, I understand that the Massachusetts Department of Higher Education is responsible for approving and supervising programs at educational institutions and training establishments in Massachusetts which offer education and training to veterans and other eligible persons under the Veterans Education Assistance Program.

Print Name & Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

# Reporting Fee Certification

*I hereby certify that this institution has exercised reasonable diligence in meeting all the applicable requirements of Title 38, U.S. Code, for Chapters 30 and 36, and Title 10, U.S. Code for Chapter 106.*

*We will promptly report to the U.S. Department of Veterans Affairs any failure of our institution to meet the requirements of the law.*

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(NAME OF SCHOOL)

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(SIGNATURE & TITLE OF CERTIFYING OFFICIAL)

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(DATE)

## SUGGESTED STANDARDS

### QUARTERLY MINIMUMS

VA students must complete the following number of hours of ground school, pre & post and/or dual flight training each quarter to satisfy minimum requirements to continue to be certified for VA benefits:

- o Commercial/Instrument--18 hours
- o Additional Type Ratings--15 hours

The 90-day quarter begins effective the date of the student's first ground school or flight instruction.

A student who fails to meet this quarterly minimum, will be terminated for VA benefits effective the last day of that quarter. Exceptions can be made for bad weather or illness, and will be documented in the student's file.

A student may be reentered and certified for VA benefits after 30 days if school officials determine that the student can meet the minimum requirements and the 85/15% ratio will allow reentrance.

Non-compliance with this policy can result in withdrawal of approval.

### STANDARDS OF PROGRESS

#### **Flight Training:**

A VA student who fails a Stage Check will be terminated for unsatisfactory progress for VA benefits. No benefits will be paid, nor will the student be certified for any training necessary to complete that Stage Check. The student can be reentered for VA benefits when the Stage Check has been passed, and the facility determines there is a reasonable likelihood that the student will make satisfactory progress.

#### **Ground School Training:**

A VA student who fails to maintain a minimum grade of \_\_\_\_ for two consecutive \_\_\_\_ Stage Tests or \_\_\_\_ Terms will be terminated for unsatisfactory progress for VA benefits. No benefits can be paid, nor will the student be certified for any training necessary to complete the failed ground school. The student can be reentered into the program for VA benefits after the failed ground school has been completed successfully, and the facility determines that there is a reasonable likelihood that the student will make satisfactory progress.

### REQUIRED VETERAN REFUND POLICY

When a VA student fails to enter a course, withdraws or discontinues from a course prior to completion, the student will be refunded the unused portion of the tuition, fees and other charges the student paid on a pro rata basis. The pro-ration is determined by the ratio of the number of hours of instruction completed by the student to the total number of instructional hours in the approved course.

### SUGGESTED POLICY

#### **CREDIT FOR PRIOR TRAINING**

A written record of any previous flight training will be maintained in the student's file. Any previous training will be evaluated by the school and credit granted where appropriate with the program being shortened proportionately.

**APPROVAL CHECK LIST  
FLIGHT SCHOOL CATALOGS**

- Catalog is "Certified True and Correct as to Content and Policy"

**CATALOG CONTAINS**

- Identifying data such as volume number, date of publication, etc.
- Facility name and location.
- Identification of ownership or school governing body.
- Facility officials and instructors.
- Description of available training space, facilities, and equipment.
- School calendar with days and hours of operation, any legal holidays the school is closed and any additional pertinent or important dates.
- Enrollment dates when a student can start a course.
- Specific entrance requirements for each course for which VA approval is requested. These requirements must include that veteran students have a Private Pilot License and have a current Medical Certificate valid for second class privileges to enroll in a Commercial/Instrument course, a Commercial Pilot License and maintain a current Class II Medical Certificate to enroll in and receive VA payments in courses above the commercial level, and have a First Class Medical Certificate to enroll in and receive VA payments in an ATP course.
- School attendance policy for scheduling flight and ground school instruction and interruptions for unsatisfactory attendance. The minimum requirements are identified in **ADDENDUM I, QUARTERLY MINIMUMS**.
- The grading system used for ground school and flight instruction. This must include:
- a. The minimum grades considered satisfactory for ground school and,
  - b. The conditions for interruption for unsatisfactory grades or progress.
  - c. Any probationary period.
  - d. The conditions for re-entrance for a student dismissed for unsatisfactory progress.

The minimum requirements are identified in **SUGGESTED STANDARDS, STANDARDS OF PROGRESS**.

- The statement that progress records will be maintained by the facility and a copy will be provided to the student upon request.
- The school policy for student conduct and conditions for dismissal for unsatisfactory conduct.
- The school policy for refund of the unused portion of tuition, fees, and other charges if the student does not enter the course or withdraws or is terminated. Non-accredited schools must have a pro-rata refund policy as identified in **REQUIRED POLICY, VETERANS REFUND POLICY.**
- The school policy for granting credit for prior training. The school must grant credit for prior training, shorten the training program and reduce charges proportionately. This requirement is identified in **SUGGESTED STANDARD, CREDIT FOR PRIOR TRAINING.**
- The school policy for granting a diploma or certificate of completion.
- A course outline for each course identifying the aircraft, horsepower and hourly rates, ground school hourly rates, pre and post-flight briefing and charges. The breakdown must identify the hours for each course: dual, solo, ground school, simulator, flight checks, etc. NOTE: This item may be covered as an addendum to the catalog, since these charges change for often than school policies.
- As an additional item, the school must provide a copy of the FSDO-stamped Training Course Outline for each course.



# **SAMPLE CATALOG**

## **VETERANS INFORMATION BULLETIN FOR ACME FLIGHT SCHOOL**

**Airport:** Ft. Lauderdale Executive Airport  
**Address:** 2400 Commercial Boulevard  
Ft. Lauderdale, FL 33311  
**Telephone:** Day and Night - (954) 555-5555  
Emergency - 1-800-555-5555  
**Services:** Flight Training, Sales, Rental and Lease,  
Maintenance, Tiedown, Air Taxi and Charter.

\*\*\*\*\*

Approved by the Federal Aviation Administration under FAR Part 141.

Approved by the Department of Veterans Affairs (VA) to train veterans, service members and reservists under provisions of Title 38, U. S. Code.

Effective date: \_\_\_\_\_

\*\*\*\*\*

All materials contained in this bulletin are true and correct in content and policy.

BULLETIN 98-2, issued August 5, 1998, effective 8/5/98.

Signature of School Official:           (MUST BE SIGNED BY SCHOOL OFFICIAL)

## SCHOOL GOVERNING BODY, ADMINISTRATORS AND FACULTY

### A. Owner

Ms. Jayne Doe Enterprises, Inc. dba Acme Flight School

### B. Directors

Ms. Jayne Doe, President

Mr. John Doe, Vice President

Mr. William Clinton Doe, Secretary-Treasurer

### C. Administrative Officials

Mr. Billy-Ray Doe, General Manager

Ms. Billy-Jo Doe, Registrar, Veterans Record Clerk, VA Certifying Official

### D. Instructors

Ms. Jayne Doe, Chief Flight Instructor

Mr. Rhett Doe, Flight Instructor

Mr. Scott Doe, Flight Instructor

Mr. John Doe, Flight Instructor

Mr. Steve Doe, Flight Instructor

Mr. Kevin Doe, Flight Instructor

Mr. Jim Doe, Ground Training Instructor

Mr. Eric Doe, Flight Instructor

Mr. Michael Doe, Flight Instructor

Mr. Daniel Doe, Flight Instructor

Ms. Anneliese Doe, Flight Instructor

Mr. Tomoko Doe, Flight Instructor

Mr. Bill Doe, Flight Instructor

Ms. Lynn Doe, Flight Instructor

Mr. Alex Doe, Flight Instructor

## INSTRUCTIONAL FACILITIES

A. The school consists of two hangars, one repair shop and an administrative office. There are three ground training classrooms with a capacity for 8 students and teaching equipment sufficient to meet educational needs. Restrooms are located in the administrative building.

B. Formal ground school is conducted at this facility only.

### C. Aircraft Inventory

<u>Make</u>	<u>Model</u>	<u>Horse Power</u>	<u>Leased</u>	<u>Owned</u>	<u>Hourly Rates</u>	
					<u>Solo</u>	<u>Dual</u>
Cessna	C-152	110		1	\$44	\$77
Cessna	C-172 Skyhawk	160		1	\$51	\$84
Cessna	C-172RG Cutlass	180	1		\$67	\$100
Piper	PA28 Warrior	160	1		\$51	\$84

Piper	PA28 Archer	180	1	\$67	\$100
Piper	PA32 Lance	300	1	\$110	\$143
Piper	PA44 Seminole	360	1	\$137	\$170
ATC 710	Simulator	N/A	1	\$33	\$66

(for VA purposes, simulator training is considered flight training)

**NOTE:** Except for minor substitutions a veteran, service member or reservist enrolled in a flight course may train only in the aircraft (a/c) approved for that course. If a particular a/c is not available for some compelling reason, the student may be permitted to train in an a/c different from that approved for the course, provided the a/c substituted will adequately meet the training requirements for this particular phase of the course. If the charge for the substituted a/c is different from the charge approved for the inventoried a/c, the reimbursement will be based on the lesser charge. When substitution becomes the practice rather than the exception, VA will suspend payments.

#### **D. Leasing**

A veteran, service member or reservist or group (all or part of whom are veterans, service members or reservists) owning an airplane may lease it to this flight school and have exclusive use of the aircraft for flight training. The aircraft must meet the requirements prescribed for all aircraft to be used in the course and must be listed in the approved aircraft inventory. The leasing arrangement should not result in charges for flight instruction for those owning the aircraft greater than charges made to others not leasing an aircraft to the school.

#### **INSTRUCTIONAL SCHEDULE**

Flight and Ground training is conducted Monday through Sunday except Christmas and New Years day from 7:00 a.m. to 12:00 midnight.

#### **ENROLLMENT POLICY**

Students may enroll on any day school is in session. Veterans, service members or reservists may be enrolled in only one flight course at a time. Students must possess the appropriate ratings and/or certificates and must meet the medical requirements for Commercial pilot certification (Class I for ATP) at the time training begins. A Veteran, service member or reservist must be in pursuit of a vocational objective in aviation (*benefits for ancillary, avocational or recreational objectives are not payable*).

**NOTE:** *VA education benefits cannot be paid if a student does not possess a valid second class medical certificate at the start of each course (first class medical for Airline Transport Pilot).*

#### **CREDIT EVALUATION POLICY**

A written record of any previous training will be maintained in the student's file. The Chief Flight Instructor will grant credit as appropriate for all previous training and shorten the veterans, service members or reservists flight course proportionately. Even when an FAA regulation indicates that it is not required, an analysis of prior credit must be performed for the purpose of VA payment. Evaluation of prior credit may be based upon a review of training records and other transcripts, oral and/or written examination, flight check or a combination

thereof. Any credit granted shall be indicated on an enrollment certification, and the student shall be notified.

### **ATTENDANCE POLICY**

A. Veterans, service members or reservists receiving federal educational assistance benefits under Title 38, U.S. code, are required to complete a minimum of 15 hours of instruction per quarter (defined as every 90-day period following the date training began) Exceptions may be granted due to weather, illness or other unavoidable circumstances and must be documented in the student file to be considered acceptable.

B. Veterans, service members or reservists failing to meet these quarterly minimums will be placed on probation for the following 90-day period. If the student, during the probationary period, again fails to meet these minimums they will be terminated for the purpose of VA payment effective the last day of that quarter. A student may be reenrolled only after evidence is shown that the conditions relating to unsatisfactory attendance have been rectified.

### **PROGRESS POLICY**

A. *Flight Training:* A VA student who fails a Stage Check will be placed on probation. If the student fails the next Stage Check, that person's training will be terminated and the VA promptly notified. The student may be reenrolled for VA benefits only after evidence is shown that conditions which caused the unsatisfactory progress have been rectified and the facility determines there is a reasonable likelihood that the student will progress satisfactorily.

B. *Ground School:* A VA student who fails to pass the FAA written examination appropriate to the aircraft certificate or rating sought will be placed on probation. If the student again fails the written exam, that person's training will be terminated and the VA promptly notified. The student may be reenrolled for VA benefits after the written exam has been completed successfully and the facility determines that there is a reasonable likelihood that the student will progress satisfactorily.

### **CONDUCT POLICY**

A. The student will at all times comply with Federal Aviation Regulations and applicable airport course rules. A course rules brief will be provided to the student by competent authority prior to actual flight training and as needed thereafter. Violation of FAA rules and regulations is cause for dismissal.

B. The student shall, at all times when on the airfield, conduct themselves in a responsible and orderly manner, and shall appear for training in a sober and receptive condition. Violation of these conditions is cause for dismissal.

### **STUDENT TRAINING SYLLABUS**

A student at the time of enrollment must receive a copy of the FSDO approved Student's Training Syllabus as required under FAR 141.93(a)(2). Contact the chief flight instructor immediately if the Syllabus is not provided for you.

### **SOLO FLIGHT TIME AND CARRYING PASSENGERS**

Passengers shall not be carried on any solo flights as specified in the Training Course Outline during any phase of training. "Solo" flight is defined as the pilot alone in the aircraft. "Pilot in Command" may be applied to the solo requirement provided only persons authorized by the school are on board the aircraft.

### **REFUND POLICY**

This school maintains a policy of refunding the unused portion of tuition, fees, and other charges in the event the eligible person fails to enter the course, or withdraws or is discontinued therefrom at any time prior to completion. The amount charged to the eligible person for tuition, fees, and other charges for a portion of the course may not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges. The length of the completed portion of the course should bear to its total length. However, no more than \$10.00 may be retained as a registration fee.

### **REIMBURSEMENT TO VETERANS, SERVICEMEMBERS & RESERVISTS**

The U. S. Department of Veterans Affairs will reimburse an eligible veteran, service member or reservist for dual and solo flight training, preflight briefings, post flight critiques, and ground school at the rate of 60%. The allowance is paid monthly by VA to the student based upon actual training certified by the flight school as indicated on VA Form 22-6553c, "Monthly Certification of Flight Training". Entitlement is charged based on the rate of one month for a benefit amount equal to the full-time institutional rate (plus dependents where applicable).

#### **Example:**

Reporting Period 8/1/98 -- 8/31/98.

Total cost of training to student this reporting period = \$1500.

$\$1500 \times 60\% = \$900$  reimbursed to the student this reporting period.

No reimbursement is made for books, examination fees, or other charges. Additional hours for FAA check rides may not be reimbursed for a flight course unless the FAA requires that a licensed pilot be present during the flight test. Advanced pay is not authorized for flight training courses.

For more information or for resolution of specific payment problems the veteran, service member or reservist should call the VA nationwide toll free number: 1-888-442-4551

### **MAXIMUM REIMBURSABLE COST**

A. Maximum reimbursable costs are based on the most expensive aircraft approved for a particular course. For example, the Commercial pilot course is approved for 65 hours of solo flight training in the 360 horsepower Piper Seminole at \$170.00 per hour. However, a student will typically train utilizing a far less expensive aircraft such as the Cessna 152 or Piper Warrior. Specific aircraft rates are available in the course descriptions contained in this bulletin and prices may vary (but can not exceed VA approved limits) according to current fuel prices and aircraft availability.

**B.** Maximum reimbursable cost pricing is a means of providing more flexibility to flight school operators and students for designing an instructional program within the limitations of an FAA approved TCO and the law regarding payment of veterans' benefits.

### **SIMULATOR TRAINING**

For VA purposes, simulator training is flight training.

### **MEDICAL CERTIFICATION**

Veterans, service members, and reservists may receive educational benefits for flight training provided that they hold a Class II medical certificate which is still valid for second class privileges upon enrollment. There is no waiver of this requirement. A student pursuing an Airline Transport Pilot course must have a Class I medical certificate which is still valid for first class privileges upon enrollment. No benefits can be paid for any part of a course even if a valid medical certificate is obtained during the course. Students who dis-enroll from a course, obtain a valid medical certificate, then re-enroll may be paid VA educational benefits only for the remainder of the course after re-enrollment.

**INSTRUMENT RATING - Airplane (EXAMPLE)**

1. **Entrance requirements:** Hold at least a Class II medical certificate, a private pilot license and be concurrently enrolled in the Commercial pilot course. Demonstrated ability to read, write and understand the English language.

**NOTE:** By statute (38 U.S.C. 3452), an individual receiving VA educational assistance must be pursuing a vocational, educational, or professional objective. If the instrument rating course were allowed to be taken first, there would be no assurance that it was taken for purposes of reaching a vocational, educational, or professional objective. Instead, it could be taken merely to add a rating to a private pilot certificate, which is not considered evidence of such an objective. By requiring that both courses be taken simultaneously, VA is helping to ensure that a student has made a commitment and is using his or her benefits to achieve a vocational objective. This is the only instance where this procedure will be followed. This will allow payment of VA education benefits while complying with FAA requirements.

2. **Authorized Aircraft and Hourly Rates:**

	<u>110 HP</u>	<u>160 HP</u>	<u>180 HP</u>	<u>300 HP</u>	<u>360 HP</u>	<u>ATC 710</u>
Dual	\$77.00	\$84.00	\$100.00	\$143.00	\$170.00	\$66.00
35	hours dual flight time		@	\$170.00	=	\$5,950.00
30	hours ground training		@	\$33.00	=	\$990.00
08.75	hours pre/post		@	\$33.00	=	<u>\$288.75</u>
				TOTAL CHARGES:	=	\$7,228.75

(maximum VA reimbursement: \$7,228.75 x 60% = \$4,337.25)

3. **Additional costs NOT reimbursable by VA include:**

Books	\$220
Supplies	\$100
Equipment	\$60
Designated Examiner Fee	\$200

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hours rate shown is the maximum rate for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

**COMMERCIAL PILOT CERTIFICATE - Airplane SEL / MEL (EXAMPLE)**

1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate, a private pilot license with Instrument rating or be concurrently enrolled in the Instrument rating course. Demonstrated ability to read, speak, and understand the English language.

2. **Authorized Aircraft and hourly rates:**

	<u>110 HP</u>	<u>160 HP</u>	<u>180 HP</u>	<u>300 HP</u>	<u>360 HP</u>	<u>ATC 710</u>
Dual	\$77.00	\$84.00	\$100.00	\$143.00	\$170.00	\$66.00
Solo	\$44.00	\$51.00	\$67.00	\$110.00	\$137.00	\$33.00
55	hours dual flight time		@	\$170.00	=	\$9,350.00
65	hours solo flight training		@	\$137.00	=	\$8,905.00
35	hours ground training		@	\$33.00	=	\$1,155.00
30	hours pre/post briefing		@	\$33.00	=	<u>\$990.00</u>
TOTAL CHARGES:						= \$20,400.00

(maximum VA reimbursement: \$20,400.00 x 60% = \$12,240.00)

3. **Additional costs NOT reimbursable by VA include:**

Books	\$220
Supplies	\$150
Equipment	\$60
Designated Examiner Fee	\$150

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hourly rates shown are the maximum rates for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

**COMMERCIAL / INSTRUMENT PILOT COURSE (EXAMPLE) \***



1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate and private pilot license. Demonstrated ability to read, speak, and understand the English language.

2. **Authorized Aircraft and hourly rates:**

	<u>110 HP</u>	<u>160 HP</u>	<u>180 HP</u>	<u>300 HP</u>	<u>360 HP</u>	<u>ATC 710</u>
Dual	\$77.00	\$84.00	\$100.00	\$143.00	\$170.00	\$66.00
Solo	\$44.00	\$51.00	\$67.00	\$110.00	\$137.00	\$33.00

90	hours dual flight time	@	\$170.00	=	\$15,300.00
65	hours solo flight training	@	\$137.00	=	\$8,905.00
65	hours ground training	@	\$33.00	=	\$2,145.00
38.75	hours pre/post briefing	@	\$33.00	=	<u>\$1,278.75</u>

TOTAL CHARGES: = \$27,628.75

(maximum VA reimbursement: \$27,628.75 x 60% = \$16,577.25)

3. **Additional costs NOT reimbursable by VA include:**

Books	\$220
Supplies	\$150
Equipment	\$60
Designated Examiner Fee	\$150

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hourly rates shown are the maximum rates for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

\* **NOTE:** *This course has been approved by the FAA Flight Standards District Office as a Special Curriculum under FAR 141.57*

**CERTIFIED FLIGHT INSTRUCTOR - AIRPLANE (EXAMPLE)**

1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate and hold a commercial or airline transport pilot certificate. Demonstrated ability to read, write and understand the English language.

2. **Authorized Aircraft and hourly rates:**

	<u>110 HP</u>	<u>160 HP</u>	<u>180 HP</u>	<u>300 HP</u>	<u>360 HP</u>	<u>ATC 710</u>
Dual	\$77.00	\$84.00	\$100.00	\$143.00	\$170.00	\$66.00
25	hours dual flight time		@	\$170.00	=	\$4,250.00
40	hours ground training		@	\$33.00	=	\$1,320.00
06.25	hours pre/post		@	\$33.00	=	<u>\$206.25</u>
TOTAL CHARGES:						= \$5,776.25

(maximum VA reimbursement: \$5,776.25 x 60% = \$3,465.75)

**NOTE:** ground training may include 5 hours of “practice ground instruction.”

3. **Additional costs NOT reimbursable by VA include:**

Books	\$220
Supplies	\$100
Equipment	\$60
Designated Examiner Fee	\$200

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hours rate shown is the maximum rate for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

**CERTIFIED FLIGHT INSTRUCTOR - INSTRUMENT (EXAMPLE)**

1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate and hold a commercial or airline transport pilot certificate. Demonstrated ability to read, write and understand the English language.

2. **Authorized Aircraft and hourly rates:**

Dual	<u>110 HP</u>	<u>160 HP</u>	<u>180 HP</u>	<u>300 HP</u>	<u>360 HP</u>	<u>ATC 710</u>
	\$77.00	\$84.00	\$100.00	\$143.00	\$170.00	\$66.00

15	hours dual flight time	@	\$170.00	=	\$2,550.00
15	hours ground training	@	\$33.00	=	\$495.00
03.75	hours pre/post	@	\$33.00	=	<u>\$123.75</u>

TOTAL CHARGES: = \$3,168.75

(maximum VA reimbursement: \$3,168.75 x 60% = \$1,901.25)

3. **Additional costs NOT reimbursable by VA include:**

Books	\$220
Supplies	\$100
Equipment	\$60
Designated Examiner Fee	\$200

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hours rate shown is the maximum rate for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

**AIRLINE TRANSPORT PILOT COURSE - AIRPLANE SEL-MEL (EXAMPLE)**

1. **Entrance Requirements:** Be at least 23 years of age at time of FAA check flight, be of good moral character, hold a Class I medical certificate and hold a commercial pilot certificate. Demonstrated ability to read, write and understand the English language.

2. **Authorized Aircraft and hourly rates:**

	<u>110 HP</u>	<u>160 HP</u>	<u>180 HP</u>	<u>300 HP</u>	<u>360 HP</u>	<u>ATC 710</u>
Dual	\$79.00	\$86.00	\$102.00	\$145.00	\$172.00	\$68.00

25	hours dual flight time	@	\$170.00	=	\$4,250.00
40	hours ground training	@	\$35.00	=	\$1,400.00
06.25	hours pre/post	@	\$35.00	=	<u>\$218.75</u>

TOTAL CHARGES: = \$7,042.50

(maximum VA reimbursement: \$5,868.75 x 60% = \$3,521.25)

3. **Additional costs NOT reimbursable by VA include:**

Books	\$220
Supplies	\$100
Equipment	\$60
Designated Examiner Fee	\$200

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hour's rate shown is the maximum rate for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

**PROOF OF ISSUE (EXAMPLE)**

I have received a copy of the Veterans Information Bulletin (VIB 98-2), dated August 4, 1998, containing the rules, regulations and costs for flight courses and a copy of the FAA approved Training Course Outline for the specific course in which I have enrolled.

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

Social Security Number: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_ Enrolled by: \_\_\_\_\_

Student Signature: (must be signed by student and a copy retained on file)

### **COMPLAINTS AGAINST THE SCHOOL**

Complaints against this school will be handled by the St. Petersburg VA regional office, which has jurisdiction over this school. The St. Petersburg office will reply directly to the person making the complaint, if appropriate. Please utilize the toll free VA phone number at 1-800-827-1000, or write to:

Education Services (272A)  
Department of Veterans Affairs Regional Office  
PO Box 1437  
St. Petersburg, FL 33731

FLT\_VIB\_98-3

## Checklist for Veteran Flight Students

An approved flight school must keep at a minimum the following records for each eligible veteran, servicemember, or reservist pursuing flight training:

1. A copy of his or her private pilot certificate;
2. Evidence of completion of any prior training that may be a prerequisite for the course;
3. A copy of the medical certificate required by paragraph (a)(2) of this section for the courses being pursued and copies of all medical certificates (expired or otherwise) needed to support all periods of prior instruction received at the current school;
4. A daily flight log or copy thereof;
5. A permanent ground school record;
6. A progress log;
7. An invoice of flight charges for individual flights or flight lessons for training conducted on a flight simulator or advanced flight training device;
8. Daily flight sheets identifying records upon which the 85-15 percent ratio may be computed;
9. A continuous meter record for each aircraft;
10. An invoice or flight tickets signed by the student and instructor showing hour meter reading, type of aircraft, and aircraft identification number;
11. An accounts receivable ledger;
12. Individual instructor records;
13. Engine log books;
14. A record for each student above the private pilot level stating the name of the course in which the student is currently enrolled and indicating whether the student is enrolled under 14 CFR part 61, part 63, part 141, or part 142;
15. Records of tuition and accounts which are evidence of tuition charged and received from all students; and
16. If training is provided under 14 CFR part 141, the records required by that part, or if training is provided under 14 CFR part 142, the records required by that part.

“(2)(A) Subject to sections 3675(b)(1) and (b)(2), 3680A, 3684, and 3696 of this title, the following programs are deemed to be approved for purposes of this chapter:

“(i) An accredited standard college degree program offered at a public or not-for-profit proprietary educational institution that is accredited by an agency or association recognized for that purpose by the Secretary of Education.

“(ii) A flight training course approved by the Federal Aviation Administration that is offered by a certified pilot school that possesses a valid Federal Aviation Administration pilot school certificate.

“(iii) An apprenticeship program registered with the Office of Apprenticeship (OA) of the Employment Training Administration of the Department of Labor or a State apprenticeship agency recognized by the Office of Apprenticeship pursuant to the Act of August 16, 1937 (popularly known as the ‘National Apprenticeship Act’; 29 U.S.C. 50 et seq.).

“(iv) A program leading to a secondary school diploma offered by a secondary school approved in the State in which it is operating.

“(B) A licensure test offered by a Federal, State, or local government is deemed to be approved for purposes of this chapter.”

(2) CONFORMING AMENDMENTS.—

(A) Paragraph (3) of section 3034(d) is amended to read as follows:

“(3) the flight school courses are approved by the Federal Aviation Administration and are offered by a certified pilot school that possesses a valid Federal Aviation Administration pilot school certificate.”

(B) Section 3671(b)(2) is amended by striking “In the case” and inserting “Except as otherwise provided in this chapter, in the case”.

(C) Section 3689(a)(1) is amended by inserting after “unless” the following: “the test is deemed approved by section 3672(b)(2)(B) of this title or”.

(b) USE OF STATE APPROVING AGENCIES FOR COMPLIANCE AND OVERSIGHT ACTIVITIES.—Section 3673 is amended by adding at the end the following new subsection:

“(d) USE OF STATE APPROVING AGENCIES FOR COMPLIANCE AND OVERSIGHT ACTIVITIES.—The Secretary may utilize the services of a State approving agency for such compliance and oversight purposes as the Secretary considers appropriate without regard to whether the Secretary or the agency approved the courses offered in the State concerned.”

(c) APPROVAL OF ACCREDITED COURSES.—

(1) IN GENERAL.—Subsection (a)(1) of section 3675 is amended by striking “A State approving agency may approve the courses offered by an educational institution” and inserting “The Secretary or a State approving agency may approve accredited programs (including non-degree accredited programs) offered by proprietary for-profit educational institutions”.

(2) CONDITION OF APPROVAL.—Subsection (b) of such section is amended—

(A) in the matter preceding paragraph (1), by inserting “the Secretary or” after “this section,”; and

(B) is amended by inserting “the Secretary or” after “as prescribed by”.