



GREAT PLANES
AVIATION



ROCHESTER
COMMUNITY AND TECHNICAL COLLEGE



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2024-2025
Aviation Program Student Handbook

Welcome to the Aviation Pilot Program at Rochester Community & Technical College!

We are pleased to have you in our program and look forward to working with you as you pursue your aviation education. Please know that you are always welcome to contact faculty members by phone, email or in person as necessary. We strive to make your time here at RCTC as successful and educational as possible!

This handbook sets forth policies and procedures required by the Aviation Pilot Program to ensure your success in the program and your aviation career. All aviation students must remain in compliance with this document. This statement should not be construed as authorization to violate any federal, state, or local law nor the safety procedures outlined in Great Planes Aviation's Standard Operating Procedures Manual. Should conflicts arise, the FAA Federal Aviation Regulations (FARs) and common safe practice take precedence. Please note, this handbook is a guide but does not replace the necessity of meeting with your program advisor on a regular basis.

RCTC's two-year Aviation Pilot Associate of Applied Science (AAS) degree is designed to educate students who plan a career as a pilot in commercial aviation. The RCTC Aviation Pilot Program is based on the FAA approved training curriculum that meets Part 141 certification requirements, designed to prepare students with the technical knowledge and skills required for the FAA written and practical examinations for private instrument, commercial, multi-engine, and flight instructor (optional) ratings. Upon successful completion of the program, students will hold an FAA commercial pilot certificate, airplane single and multi-engine land with an instrument rating.

The program includes the following curriculum content

- Ground Training
- Flight Training
- General Aviation
- General Education

Aviation Pilot Program students receive flight instruction through our flight partner, Great Planes Aviation, located at the Rochester International Airport.

Student Contact Information

Because the college may need to contact you on short notice, all students must keep the college & Great Planes Aviation files current for both local and home address and phone information. The Aviation Pilot Program will use your Rochester Community & Technical College email address for all correspondence.

Advising and Plan of Study

Just as pilots complete preflight planning and preparation before every flight, students should develop a plan of study that guides them to their goal of graduation. Students are encouraged to meet with their program advisor from the Aviation Pilot Program to assist in developing a plan of study during your first

semester of your college career. In addition, we require you to meet with your program advisor **at least two times per year** or as necessary to ensure that you reach your goals in a timely manner.

Program Coordinator

RCTC's Aviation Pilot Program coordinator and plays a pivotal role in ensuring the smooth operation and success of the program. The coordinator responsible for overseeing various aspects of the program's operation, including curriculum development, course scheduling, faculty coordination, and student support. The coordinator collaborates with RCTC faculty and Great Planes Aviation to develop and revise course content to align with industry standards and regulatory requirements.

Most importantly, the coordinator students in navigating the program, providing guidance on academic and career pathways, as well as addressing any challenges they may encounter along the way. The coordinator will reach out periodically throughout the semester to ensure that you're staying on course and to address any questions you may have. Additionally, please don't hesitate to contact Amy with any questions or concerns you have regarding the Aviation Pilot Program.

Admission/Program Admittance and Transfer Policies

Entering the RCTC Aviation Pilot Program with Prior Experience

Students may enter the Aviation Flight Program at RCTC with prior college credit and/or flight experience. It is the goal of RCTC to reduce redundant flight experience to the extent possible. Students who have obtained flight certificates/ratings elsewhere may not have satisfied the academic and flight requirements and must demonstrate that they have received the full breadth and depth of knowledge, skills, abilities, and attitudes consistent with an education received at RCTC. It is not possible to award credit for a course based on FAA certification alone. Therefore, students enrolling with prior flight certificates/ratings already in their possession will be required to complete Credit for Prior Learning (CPL) evaluation conducted by the RCTC program coordinator and/or the vendors flight check instructors.

Transfer evaluation for aviation students

All transfer evaluations of credit hours which are not aviation related will be accomplished through the College Registrar. Credit hours which do transfer are added to the student's DARS (Degree Audit Reporting System). Aviation credit hours (not including flight training) will be evaluated by the RCTC Aviation Department to ensure the material covered in a particular course is the same as covered in a similar RCTC course before authorizing the transfer of these credits.

Credit for Prior Flight Experience

Students entering RCTC without college credit as described above (including completed FAA certificates and ratings) must register for and complete the requirements for the applicable flight rating college course and complete the

Credit for Prior Learning Procedure for that FAA pilot certificate. Students are responsible for aircraft rental during this evaluation. Currently, students who have started but not completed a flight training course prior to enrolling in the RCTC aviation professional flight program will be required to complete the entire flight lab course for that FAA pilot rating.

Procedure for Credit for Prior Learning

A student requesting credit for a previously earned FAA pilot certificate will:

1. Schedule a review with the RCTC Program Coordinator and provide documentation of completion of your private pilot license. Documentation must include but is not limited to, the pilot's personal logbook, FAA certificates, any record of formal ground instruction, and any other of experience.
2. Credit for Prior Learning form is completed, and student pays the required fee per credit.

The Program Coordinator will do a preliminary evaluation of the student's records prior to determine recency of certification and check ride evaluation.

This evaluation will have one of two results.

1. No further evaluation required.
2. Flight evaluation
 - Verification of knowledge and proficiency
 - Further training will be necessary and accomplished to meet the flight evaluation requirements.

Following successful completion of one of the above two options, the Program Coordinator will approve the review and approve issuing of credit.

Recommended Course Sequence

Below is the recommended course sequence for completing the program in two years. This sequence ensures adequate time for the completion of all flight labs. However, should students' progress at a faster pace, flight labs can be scheduled as necessary. Ground and general aviation classes are offered alternately in even or odd semesters, depending on the starting semester. While adjustments can be made for a slower pace, students will need to plan accordingly, and completion may extend beyond the two-year timeframe.

AVIATION PILOT AAS

Purpose: RCTC's two-year Aviation Pilot AAS degree is designed to educate students who plan a career as a pilot in commercial aviation. Our program is designed to prepare students with the technical knowledge and skills required for the Federal Aviation Administration (FAA) written and practical examinations for private, instrument, commercial, multi-engine, and flight instructor certificates. Upon successful completion of the program, students will hold an FAA commercial pilot certificate, airplane single and multi-engine land with an instrument rating.

Award

Aviation Pilot A.A.S. Degree 60 credits total

Aviation curriculum..... 44 credits

MnTC curriculum/General Education..... 16 credits

RECOMMENDED FULL-TIME COURSE SEQUENCE

Not all courses are scheduled every semester. See course schedule: <https://eservices.minnstate.edu/registration/search/basic.html?campusid=306>.

Summer 1		Summer 2	
AVIA 1200 Private Pilot Ground	3 cr	AVIA 1320 Instrument Pilot Flight Lab I	2 cr
AVIA 1210 Private Pilot Lab	1 cr	AVIA 1321 Instrument Pilot Lab II	1 cr
COMM 1114 Fund. of Public Speaking (Goal 1)	3 cr	ENGL 1117 Reading and Writing Critically (Goal 1)	4 cr
Total Credits	7	Total Credits	7
Fall 1		Fall 2	
AVIA 1100 World of Aviation	3 cr	AVIA 2115 Theory of Flight	3 cr
AVIA 1211 Private Pilot Lab II	2 cr	AVIA 2450 Aviation Human Factors	3 cr
AVIA 1300 Aviation Weather	3 cr	AVIA 2200 Commercial Pilot Ground	3 cr
MATH 1115 College Algebra (Goal 4)	3 cr	AVIA 2250 Commercial Pilot Lab I	2 cr
		PHIL 2130 Business Ethics (Goal 6)	3 cr
Total Credits	11	Total Credits	14
Spring 1		Spring 2	
AVIA 2100 Air Navigation	3 cr	AVIA 2350 Advance Aircraft Systems	3 cr
AVIA 2110 Aviation Safety	3 cr	AVIA 2251 Commercial Pilot Lab II	2 cr
AVIA 1310 Instrument Ground	3 cr	AVIA 2253 Multi-Engine Flight Lab	2 cr
PHYS 1101 Elements of Physics (Goal 3)	3 cr	AVIA 2600 Flight Instructor Ground	2 cr
Total Credits	12	Total Credits	9

Course descriptions can be found at: <https://www.rctc.edu/academics/courses/course-descriptions>.

Revised
2024.02.13

AVIATION PROGRAM COSTS AND FEES

Estimated Aviation Program Cost by Semester (2024-25)

Summer 1: Private Pilot I	
Tuition & College Fees	\$1,113.55
Books & Aviation Materials	\$701.75
Lab Fees	\$7,965
Estimated Total	\$9,780.30
Fall 1: Private Pilot II	
Tuition & College Fees	\$2,439.81
Books & Aviation Materials	\$125
Lab Fees	\$11,960
Estimated Total	\$14,524.81
Spring 1	
Tuition & College Fees	\$2,552.52
Books & Aviation Materials	\$415.80
Lab Fees	\$0
Estimated Total	\$2968.32
Summer 2: Instrument I & II	
Tuition & College Fees	\$1,426.26
Books & Aviation Materials	\$49
Lab Fees	\$16,935
Estimated Total	\$18,410.26
Fall 2: Commercial I	
Tuition & College Fees	\$2,865.23
Books & Aviation Materials	\$463.55
Lab Fees	\$22,451.30
Estimated Total	\$25,780.08
Spring 2: Commercial II and Multi-Engine	

Tuition & College Fees	\$2,327.10
Books & Aviation Materials	\$453
Lab Fees	\$39,811.70
Estimated Total	\$42,591.80
ESTIMATED PROGRAM TOTAL COST	\$114,055.60

All tuition and fees are subject to change. The estimated program cost is based on the recommended course sequence and does not account for any prior transfer credits earned and accepted.

These lab fees are all-inclusive of all flight training as well as the practical exam (including aviation fuel) assuming a student completes the lab components in the average amount of time needed by students. If a student cannot master the required flight skills within the scheduled hours, the student will be charged for additional flight time.

The fees do not include the cost for the private pilot, instrument, commercial or certified flight instructor written exams. Students are responsible for scheduling these exams upon complete of the respective ground course.

Registration, Tuition and Fees

Students will work with the Program Coordinator and Advisor to register each semester which will be dependent on the completion of coursework and FAA examinations. The RCTC Aviation Pilot Program meets the FAA 141 certification requirements. It requires successful completion of FAA written and check ride examinations. Failure to successfully pass these examinations will delay program progress and may result in program participation eligibility for FAA Part 141 completion.

Registration and tuition and fee schedules follow the established college timeline. Tuition and Fees are due according to the RCTC payment schedule and the college drop/add course registration policies. Students are responsible for tuition and fees for registered course up until the drop/add date.

Required Course Equipment

Students will need an Apple iPad with video and camera capability. The iPad is required to run ForeFlight—the software used to access pilot weather, airport information, and create flight plans. Students can purchase the ForeFlight basic yearly subscription via the ForeFlight website or in-app Apple purchase.

While there is not a specific version of the iPad required, please consult with Great Planes Aviation staff to be sure the iPad you are purchasing meets the minimum iOS version supported by ForeFlight. To ensure the tablet will meet requirements through the entire program, students, should purchase an iPad capable of running at least iOS 13 and having at least 32GB of memory. Purchase of a Wi-Fi or cellular iPad is your choice.

Aviation course materials are available through Great Planes Aviation or can be purchased through an online retailer. Jeppesen textbooks will need to be purchased either at the RCTC Bookstore or online retailer. An aviation headset can be purchased through any online retailer.

		RCTC Bookstore	Great Planes Aviation or Online Retailer
Private	AVIA 1200, Private Pilot Ground		
	Jeppesen Private Pilot Guided Flight Discovery	\$90.00	
	*Foreflight Subscription - Basic yearly subscription		\$120.00
	Flight Bag (Great Planes Aviation Embroidered)		\$25.00
	E6-B		\$14.95
	Plotter		\$9.95
	FAR/AIM (updated annually)		\$14.95
	Foggles (View Limiting Device)		\$25.95
	Gleim Private Pilot Test Prep		\$25.95
	Written Test		\$175.00
	*Aviation Headset		\$200.00
	Total PPL		\$701.75
Instrument	AVIA 1310, Instrument Ground		
	Jeppesen Instrument/Commercial Guided Flight Discovery	\$81.45	
	Gleim Instrument Test Prep		\$29.95
	Written Test		\$175.00
	Total Instrument		\$286.40
Commercial	AVIA 2200, Commercial Ground		
	*ForeFlight Subscription - Basic yearly subscription		\$120.00
	Gleim Commercial Test Prep		\$34.50
	Written Test		\$175.00
	Total Commercial		\$329.50
CFI	AVIA 2600, Certified Flight Instructor Ground		
	Gleim CFI Knowledge Test Prep		\$21.95
	Gleim CFI Fundamentals of Instruction Test Prep		\$17.50
	CFI PTS (Practical Test Standards)		\$5.95
	Written Test (two written tests-knowledge and fundamentals of instruction)		\$350.00
	Total CFI		\$395.40
	The Jeppesen textbooks may be purchased at the RCTC Bookstore or through various online retailers. The other aviation materials can be purchased at the Great Planes Aviation Pilot Shop or through various online retailers.		
	*The ForeFlight basic yearly subscription must be purchased through the ForeFlight website or in-app purchase, and the aviation headset can be purchased through an online retailer.		
	An optional resource to assist with the FAA knowledge test is through Sheppard Air's online test preparation. Each test prep course is \$45. There is no Sheppard Air test prep course for private pilot.		

Great Planes Aviation

Great Planes Aviation is the official and exclusive provider of flight training for Rochester Community & Technical College flight labs. Great Planes Aviation is based at Rochester International Airport and is located South of Rochester on US Highway 63. Personal transportation is a practical necessity for the 20-minute drive to the airport to participate in the flight training program as there is no public transportation or shuttle service currently available.

Within the first week of the semester, students enrolled in flight labs are required to meet with the Chief Flight Instructor at Great Planes Aviation to be assigned their primary flight instructor. If issues arise regarding the flight instructor assignment—regardless of the reason—students should work with the Chief Flight Instructor for assistance or reassignment.

NOTE: All flight instruction for the purposes of Rochester Community & Technical College flight labs must be accomplished with Great Planes Aviation. Once enrolled, flight instruction accomplished through another vendor will not count towards course completion.

Airport Badges

New airport badges will be issued after your first solo. For all new and renewal airport badge applications, students must submit the completed application, along with either 1) valid, unexpired U.S. Passport OR 2) A driver's license and a) social security card or b) original birth certificate, to the Airport Operations office on your scheduled date and time. The Airport Operations office is located adjacent to the Air Traffic Control Tower, directly north of the passenger terminal. Enter the Airport Operations office through the large, glass entry. The badge remains the property of the airport. If a student leaves the program, the student is responsible for the return of their flight badge to Airport Operations as soon as is practicable.

Flight Labs

Students must enroll in the respective flight lab prior to the start of flight training. To enroll in a flight lab, students should talk with their program advisor. The ground school for each certification must be completed prior to or concurrently with the associated flight labs.

Flight Lab, Scheduling, Tuition and Fees

1. To complete the Flight Labs for the RCTC Aviation Pilot Program on time, each student will need to have at least 3, two-hour reservations per week.
2. Students will be assigned a primary flight instructor for their training.
3. Students agree to ensure they are on the schedule at least 3-4 times per week. If for some reason, the student is not able to schedule 3-4 times per week, it is *the student's* responsibility to contact Great Planes Aviation staff for assistance.
4. If a flight lab is not completed within the semester of registration, the student is responsible for initiating a request for an **Incomplete grade**. The student will have until the end of the following semester to complete the coursework and receive a passing grade. At the end of that following

semester, if the student has not completed all the coursework, the **Incomplete** turns to an **F** and all remaining tuition and lab fees are forfeited. At this point, the student will need to re-register and retake the class to receive a passing grade.

5. Students will not receive any refund of flight training tuition and fees once the RCTC drop/add period for classes has ended.
6. Any tuition and funds must be fully utilized within the semester the student is registered for a lab and the semester following the active registration period for the specific flight lab. Any funds remaining past that time will be forfeited.

Course Work and Training Sessions:

1. Each lesson is critical to the success of the student and is carefully timed and constructed to ensure the student can complete coursework within the semester of registration. Therefore, the student agrees to arrive at least 5 minutes prior to the start time for each training session. If the student does not arrive at least 5 minutes prior to the start time of the lesson, the student will be considered tardy, and the instructor must determine if there is sufficient time to complete the session materials within the remaining time. The instructor reserves the right to cancel the lesson to ensure the following student is not negatively impacted.
2. Prior to arriving for a training session, students agree to complete all reading, and study materials noted in the TCO or assigned by the instructor for that specific lesson. If the instructor determines a student has not completed the pre-work, the instructor reserves the right to cancel the lesson.
3. Instructors have rearranged their schedules to make themselves available for the students. Any lesson canceled due to tardiness or lack of preparation; the student will be charged for the instructor's time for the entirety of that reservation.
4. Any student that has more than three lessons canceled due to tardiness or lack of preparation (or both) must meet with the Chief Flight Instructor/Assistant Chief Flight Instructor and create a behavioral improvement plan of action (IPOA). Failure to successfully complete that behavioral IPOA will result in failure of that flight lab. Once the student has failed, all tuition and fees for that flight lab are forfeited and the student will need to reregister to receive a passing grade.
5. Lessons are designed in a building-block fashion—each lesson is built upon those before it. Some of these skills are difficult to master, but mastery is critical for the student to complete the course. It is the instructor's responsibility to determine if the student has adequately demonstrated the skill and provide both constructive and positive feedback. If the instructor does not believe the skill has been mastered to the completion standards outlined in the TCO, the instructor will ask the student to redo all or portions of that lesson. This will impact the student's ability to complete the course on time and within the allotted hours and funds. Scheduling and paying for any rework are the responsibility of the student.

6. As professional pilot candidates, each student must present themselves as a professional. Therefore, students must treat each stage check and practical test as a “job interview”. They should arrive on time, prepared, with all required materials organized appropriately, and dressed professionally. Failure to do so will result in a failure for that stage check or practical test and will require retesting at the student’s expense.

Training Assistance and Remediation:

1. Any student that needs to repeat a “standard” lesson more than three times must meet with the Chief or Assistant Chief Flight Instructor prior to continuing training. During this meeting, the student and Chief/Assistant Chief Flight Instructor will discuss any issues and create a skill-based improvement plan of action (IPOA) to successfully complete the necessary work. The IPOA will identify the issue(s), outline study and practice recommendations, identify measurements by which the student and instructor can determine progress/completion, and set a timeframe within which the IPOA must be completed.
2. Any student that fails a stage check lesson twice must meet with the Chief or Assistant Chief Flight Instructor prior to continuing training. During this meeting, the student and Chief/Assistant Chief Flight Instructor will discuss any issues and create an improvement plan of action (IPOA) to successfully complete the necessary work. If the student fails the stage check a third time, the student will fail the class, all tuition and fees for that class will be forfeited, and the student will need to reregister and retake the class to receive a passing grade.
3. Except for the failure of stage checks/check rides listed above, failure to complete a skill based IPOA will result in the student being placed on academic probation. Another meeting with the Chief or Assistant Chief Flight Instructor will be required prior to continuing training. At this meeting, the student’s status will be reviewed and an updated/amended IPOA will be created.
4. Failure to complete a second, skill based IPOA will result in the student failing the course. If the RCTC drop/add period has passed, all tuition and fees for that flight lab will be forfeited and the student will need to reregister and retake the course to receive a passing grade.
5. Failure of any class required by the program will result in the student being dropped from the Aviation Pilot Program. Any student wishing to be reinstated must reapply and be reaccepted into the program.

Flight Training Policies and Procedures

Great Planes Aviation will provide each student with a copy of the Policies and Procedures Manual specifically created to inform students of the rules, dispatch and rental requirements, and other policies that apply to flight training.

Late Cancellation/No-Show Policy

The No-Show/Cancellation Policy is clearly spelled out by Great Planes Aviation. If you will be late, or cannot make a scheduled event, notification

must be made at the earliest opportunity. Habitual cancellation or no-show *will* result in additional costs to the student and will result in restricted scheduling access.

Flight Lab Grading

Please keep in mind the flight labs are considered college courses and will be graded as such. Flight lab grades are based on scheduling at least 3-4 lessons per week, arriving to lessons prepared, successfully demonstrating documented skills and knowledge during each lesson, and successful completion of stage checks. Stage checks are based on the proficient execution of each lesson element within the Training Course Outline (TCO). Stage checks must be successfully completed before scheduling an FAA check ride. If the check ride and training segments are not completed within prescribed hours, the student will have additional out of pocket expenses they will need to pay to Great Planes Aviation at their retail price. These costs would not be covered by Financial Aid.

Lesson items or maneuvers are graded based on the following table and procedures:

<u>Grade</u>	<u>Description</u>	<u>Result</u>	<u>Application</u>
NP	Not Performed	N/A	Required item/maneuver was not performed
A	Well Above Standard	PASS	Excellent performance; Equivalent to an "A"
B	Above Standard	PASS	Good performance; Equivalent to a "B"
C	Standard	PASS	Average performance; Equivalent to a "C"
D	Below Standard	FAIL	Poor performance; Equivalent to a "D"
F	Well Below Standard	FAIL	Very poor performance; Equivalent to an "F"
NA	Not Required (Optional)	N/A	Grade A-F if performed, otherwise grade NA

- For a lesson to be completed all required items/maneuvers must receive a passing score of A (Well Above Standard), B (Above Standard), or C (Standard).
- Where there are optional items/maneuvers on a lesson that were not performed, the instructor will use an N/A indicating the item was not required to complete the lesson. Otherwise, an NP or A-F grade is required.
- When an individual item/maneuver is graded D or F it will require further training on the same or subsequent training sessions until a grade of C or better is earned to complete the lesson.
- In the case where required items/maneuvers were not trained or performed during a lesson a grade of NP will be applied. That will leave the item open on the electronic system showing it incomplete.
- Any lesson that needs to be repeated more than two times, should be brought to the attention of the Chief or Assistant Chief Flight Instructor for review.
- A student who fails to receive a passing grade on any flight training stage check should reattempt the original stage check within the next 10 days.

The final grade for each lab is a combination of the total score for each stage check within the lab, with points deducted for lessons that need to be repeated.

Flight Lab Final Grade/Incomplete

If a flight lab cannot be completed within the semester, an **Incomplete** grade may be issued. An **Incomplete** indicates a student was doing satisfactory, completed a significant amount of the flight lab lessons, but was unable to complete all

requirements by the end of the course; and the student and instructor enter into a formal agreement of the completion of the remaining requirements. An **Incomplete** grade that changes to a failing (**F**) grade in a course will require re-enrollment in the course. Tuition and fees will not be refunded.

Student Conduct

Flight Student Discipline Policy

Any student who fails to comply with this Student Handbook or the Policies and Procedures Manual is subject to discipline from both Rochester Community & Technical College and Great Planes Aviation. This may include suspension of flight privileges for a given amount of time. All discipline issues will be handled by the RCTC administration in consultation with Great Planes Aviation.

Disenrollment

Students should refer to Great Planes Aviation Student, Employee, Contractor Operations Manual (SECOM) for flight lab attendance and no-show policies.

The Chief Flight Instructor may terminate a student from this training course for any of the following reasons:

- Inability to progress in training due to lack of effort (e.g., not studying, not chair flying, not seeking help from tutors, etc.)
- Inactivity; poor attendance of the scheduled flight labs
- Academic failure of the ground school
- Not following documented policies, procedures, or rules

Student Organizations

Active involvement in student organizations is a very important aspect of your time at Rochester Community & Technical College. The Aviation Pilot Program has an Aviation Club. This is a great way to connect with other RCTC students and those in the aviation community, share your passion for aviation, volunteer in your community and learn about and pursue careers in the aviation industry.

Aviation Pilot Program Contact Information

The Aviation Pilot Program administrative office is located at the Heintz Center and is open Monday through Friday from 8:00 AM – 4:30 PM to assist you.

Michelle Pyfferoen
Vice President Academic Affairs
SS218
507-285-7256
Michelle.pyfferoen@rctc.edu

Michele Altman
Asst. to the Dean

Heintz Center H1001A
507-280-3151
Michele.altman@rctc.edu

Scott Koon
Chief Flight Instructor/OPS Manager
Great Planes Aviation
507-259-5737
Scott.koon@flygreatplanes.com

Addendum A: Liability Waiver for Great Planes Aviation

Addendum B: Informed Consent/Authorization to Release Student Information

Addendum C: Student Signature for Receipt of Handbook

I understand the terms herein are contractual and not merely recital, and that I have signed this document voluntarily. I further agree if any provision of this agreement is found to be unenforceable or invalid, that provision may be severed from this agreement; however the

remainder of this agreement shall then be construed as though the unenforceable provision had never been contained therein.

BY THIS INSTRUMENT AND MY SIGNATURE I AGREE TO EXEMPT AND RELEASE MY INSTRUCTOR, GREAT PLANES AVIATION, INC, AND ALL RELEASED PARTIES AS DEFINED ABOVE OF ALL LIABILITY OR RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE, OR WRONGFUL DEATH HOWEVER CAUSED, INCLUDING, BUT NOT LIMITED TO, THE NEGLIGENCE OF THE RELEASED PARTIES, WHETHER PASSIVE OR ACTIVE. I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS COVENANT NOT TO SUE, LIABILITY RELEASE, AND ASSUMPTION OF RISK AGREEMENT BY READING IT BEFORE I SIGNED IT ON BEHALF OF MYSELF AND MY HEIRS.

By: _____

Name: _____

Date: _____

Aviation Program Handbook Checklist

Initial each item below to indicate that you have read and understood the following element with the Aviation Handbook. If you have any questions, see your instructor.

RCTC Aviation Student Handbook

- _____ Student Contact Information
- _____ Advising and Plan of Study
- _____ Program Coordinator
- _____ Admission/Program Admittance and Transfer Policies
- _____ Recommended Course Sequence
- _____ Aviation Costs and Fees
- _____ Required Course Equipment

Flight Labs

- _____ Great Planes Role
- _____ FAA Badging
- _____ Flight Labs
- _____ Flight Lab Scheduling, Tuition and Fees
- _____ Coursework and Training Sessions
- _____ Training Assistance and Remediation
- _____ Flight Training Policies and Procedures
- _____ Late Cancellations/No Shows
- _____ Flight Lab Grading
- _____ Flight Lab Final Grade/Incomplete

Student Conduct

- _____ Flight Student Discipline Policy
- _____ Disenrollment
- _____ Student Organizations
- _____ Aviation Pilot Program Contact Information

Appendices

- _____ Liability Waiver for Great Planes Aviation
- _____ Informed Consent

I, _____, have read the RCTC Aviation Program Student Handbook and understand the above information and am willing to follow the rules and regulations as stated.

Date _____

