



Student Name \_\_\_\_\_

## General Information

This contract is designed to inform students of the educational services and standards they will receive from Langley Flying School, including an estimate of the overall costs of the program.

*This program has been approved by the Private Training Institutions Branch (PTIB).*

*The institution is certified by the Private Training Institutions Branch and as such, must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications.*

## Institution Information

### ***Langley Flying School, Inc.***

The contact information for Langley Flying School is as indicated above (letterhead).  
Langley Flying School is a designated institution with PTIB registration number 1540.  
Email address – [administration@langleyflyingschool.com](mailto:administration@langleyflyingschool.com)





## Student Information

- a) The student's legal name is as follows:

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- b) The student's previous name, if applicable, is as follows:

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- c) The student's full **British Columbia** mailing address, including street, city, province/state, and postal code is as follows:

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- d) The student's full **Permanent** mailing address (if applicable), including street, city, province/state, postal code, **and country** is as follows:

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- e) The student's telephone number is as follows:

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- f) The student's **alternate** telephone number is as follows:

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- g) The student's main email address is as follows:

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h) International student:

Yes

No

Citizenship: \_\_\_\_\_

Do you have a study permit?  Yes

No

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

Date of Birth									Gender	Male	Female
	Y	Y	Y	Y	M	M	D	D			
British Columbia Personal Education Number (PEN) (if available)		-----									

**Next of Kin (Emergency Contact in case of accident or injury)**

In the event of an emergency, Langley Flying School staff should contact:

\_\_\_\_\_ (please print full name above)

\_\_\_\_\_ (relationship)

\_\_\_\_\_ (primary telephone number)

\_\_\_\_\_ (alternate telephone number)

\_\_\_\_\_ (address)





**Program Information (to be completed by Langley Flying School)**

- a) Program Name and Duration in Hours.

<i>Name</i>	<i>Instruction Time</i>	<i>Estimate course duration (weeks)</i>	<i>Credential Awarded</i>
Multi Engine Rating	30	2	Certificate (Rating)

- b) This program is designed to provide flight and ground training to a suitable candidate (with or without prior experience) to obtain a Canadian Aeroplane Multi Engine Rating.
- c) The commencement date of the program is as follows:

\_\_\_\_\_

- d) Estimated completion date:

\_\_\_\_\_

- e) The language of instruction is English.
- a) The method of delivery is site based (at Langley Flying School training facility, using classrooms, small aircrafts, and flight training devices).
- f) The standard minimum program duration is 30 hours of instruction (4 full time weeks (~15 hrs. of instruction/week)).
- g) Upon successful completion, you will obtain a Canadian Multi Engine Rating.

**Program Admission Requirement**

Admission to the Multi Engine Rating Training Program requires a valid Transport Canada Category 3 aviation medical and a valid Canadian PPL or CPL licence.

Program admission requirements may not be waived by the student or the institution.

Statement of confirmation: *"I confirm that I meet this admission requirement."*

\_\_\_\_\_

(student signature acknowledging above statement)



## Multi Engine Rating (MER) Program Outline

<b>Course Description</b>	<p>The Multi Engine Rating (MER) program trains students to understand the fundamentals of flying aircraft with more than one-engine thus the title multi-engine aircraft. Multi engine aircraft are essential to private and commercial operations especially in their efficiency when it comes to higher altitude flying, increased passenger capabilities as well as transatlantic flying.</p> <p>The program is intended to provide ground knowledge and flight training of the principles of multi engine flying to prepare the candidate for a multi engine flight test.</p>
<b>Prerequisites</b>	<ol style="list-style-type: none"><li>1. Private Pilot Licence or Commercial Pilot Licence.</li></ol>
<b>Learning Objectives</b>	<p>Upon completion of this program the successful student will demonstrate:</p> <ol style="list-style-type: none"><li>a. Have a good knowledge of multi engine aircraft, performance, weight and balance, principles of flight and POH.</li><li>b. An understanding of principles of flight – one engine inoperative.</li><li>c. Safe planning procedures and handling of multi-engine aircraft.</li></ol>
<b>Required course materials</b>	<p>Piper Seneca I — POH. ASPEN PFD Pilots Guide. Jeppesen Multi Engine textbook, LFS multi engine workbook.</p>
<b>Duration</b>	<p>30 hours</p>
<b>Homework Hours</b>	<p>3/week</p>
<b>Delivery Method</b>	<p>In-class instruction, aircraft flight training in a Piper Seneca I</p>
<b>Teaching Method</b>	<p>Lecture/Guided-Discussion</p>
<b>Method(s) of Student Evaluation</b>	<p>Students will be assigned homework, individual topics for discussion, and in class quizzes.</p>
<b>Completion Requirements</b>	<p>Successfully complete a Transport Canada Multi Engine flight test with the recommendation of a flight instructor.</p>
<b>Career Occupations</b>	<p>Successful candidates attain the skills required to work in a commercial air service as Pilot of a multi-engine aircraft, Chief Pilot, Ferry Pilot or Flight Instructor.</p>



## Multi Engine Rating (MER) Program Outline

Topics	Duration (hours)
<b>Introduction to Multi Engine Aircraft PGI</b>	2.0
<b>Limitations PGI</b>	1.0
<b>Emergency Procedures PGI</b>	1.0
<b>Normal Procedures PGI</b>	1.0
<b>Performance PGI</b>	1.0
<b>Weight and Balance PGI</b>	1.0
<b>Description and Operation of the Airplane and its systems PGI</b>	1.0
<b>Airplane Handling and Servicing and Maintenance PGI</b>	1.0
<b>Pre-Flight Briefings</b>	4.0
<b>Post Flight Briefings</b>	5.0
<b>In Flight Instruction</b>	12.0





**Program Costs**

Program costs are in Canadian Dollars and are based on Transport Canada Minimums (Aircraft and Ground school). (Aircraft and Flight Training Device (FTD) rental and utilization costs are not included in the costs below—see “Important Information”).<sup>1</sup>

<b>MULTI ENGINE RATING PROGRAM (NOT INCLUDING AIRCRAFT OR FTD RENTAL)</b>	<b>AMOUNT (CAD<sup>2</sup>)</b>
Application fee (\$500 for international students)	150.00
Administrative fee	500.00
Course material fee	140.00
Textbook fee	120.00
Flight test Pilot Examiner fee (Pay directly to Examiner)	400.00
Transport Canada Application for Endorsement of a Rating fee (Pay directly to Transport Canada)	30.00
<b>15 hours instruction tuition</b>	<b>1,200.00</b>
<i>Other (Estimated Aircraft Rental Cost) (Optional)</i>	5,400
<b>TOTAL PROGRAM COSTS:</b>	<b><u>\$2,110.00</u></b>
	<i>(\$2460 for international students)</i>

❖ <sup>1</sup> The Transport Canada and Pilot Examiner fees are minimum estimates only and are not billed upfront. These may change without notice.  
 ❖ Taxes are not included.





REFUND POLICY	
APPROVED PROGRAMS – IN-CLASS OR COMBINED DELIVERY	REFUND DUE
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	100% tuition and all related fees, other than application fee. <b>Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.</b>
<ul style="list-style-type: none"> <li>At least 30 days before the later of:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance (international students)</li> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> <li>More than seven days after the student and institution signed the enrolment contract, and</li> <li>Less than 30 days before the later of:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance (international students)</li> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	Institution may retain up to 20% of tuition, to a maximum of \$1,300.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than distance-education-only programs):	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	Institution may retain up to 30% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10% but before 30% of instruction hours have been provided.</li> </ul>	Institution may retain up to 50% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and 30% or more of the hours have been provided.</li> </ul>	No refund due.
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> <li>A student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid.
Institution receives a evidence a study permit was denied (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> <li>Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance</li> <li>The program start date in the enrolment contract</li> </ol> </li> <li>Student has not requested additional Letter(s) of Acceptance.</li> </ul>	100% tuition and all related fees, other than application fee.





## Important Information

Equipment Rental, dual and supervision instruction rates are as posted. Please request or refer to the latest *Equipment Rental and Dual Instruction Rates*. Langley Flying School provides all candidates with at least 45 days' notice prior to making any changes to these posted rates. Any fees reflected on the *Equipment Rental and Dual Instruction Rates* are not protected under the *Private Training Act*.

## Payment Plan

If the term of this enrolment contract is shorter than 6 months Tuition is due on the *Commencement Date* — unless otherwise agreed by the Financial Manager.

If the term of this enrolment contract is longer than 6 months, LFS requires tuition to be paid in 2 equal instalments, the instalment dates shall be set as evenly as possible in relation to the term of the student enrolment contract (typically at the halfway point), and the tuition amount shall be apportioned equally to each instalment date.

Please note LFS also requires students to maintain a *minimum deposit* of \$500 for aircraft rental fees to ensure that students do not have a balance owing to LFS after each flight. Any unused funds will be refunded upon dismissal, withdrawal, or training completion.

## Other Information: The Private Training Institutions Branch (PTIB)

All private institutions that provide career training programs to students where the tuition charged is greater than or equal to \$4,000, and where the instructional time is greater than or equal to 40 hours must be registered under the *Private Training Act*.

PTIB also manages the Student Tuition Protection Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution. Student Tuition Protection Fund is available for students in approved programs at certified institutions whether they are registered or designated.

For further information about PTIB and the services it provides, students may contact PTIB at:

**Toll-free:** 1-800-661-7441

**Fax:** 778-945-0606

**Email:** [PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)

[www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)

### Main Office:

Private Training Institutions Branch  
310 - 601 Cordova St West  
Vancouver, BC  
Canada V6B 1G1

## STUDENT DECLARATION

This contract is binding when signed by the student and by the institution:

- I have read, understood, and agreed to the terms and conditions of this enrolment contract.
- I have represented to the institution and provided evidence to prove that I meet all the admission requirements for this program of study.
- I have read, understood, and agree with the following documents and a copy has been provided to me:
  - Multi Engine Rating Program Outline
  - Langley Flying School Policy Booklet: including the following policies:
    - Code of Conduct and Dismissal Policy
    - Attendance Policy
    - Cancellation and “No Show” Policy
    - Respectful and Fair Treatment of Students Policy
    - Sexual Misconduct Policy
    - Tuition and Fee Refund Policy
    - Dispute Resolution
    - Grade Appeal Policy
    - Student Withdrawal Policy
    - Prior Learning Assessment Policy
    - Language Proficiency Assessment Policy
    - Privacy Policy
    - Work Experience Policy
- I will refer to the Langley Flying School website and Policy Booklet periodically.
- I understand that it is my responsibility to request and receive my Pilot Training Record within 14 days of suspension, dismissal, or completion of training. Any requests for PTR after 14 days are subject to a PTR processing fee of \$50.
- The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract; and
- I consent to the Institution sharing my personal information with the PTIB for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).
- I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between (insert name of institution) and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.



## STUDENT DECLARATION (continued)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date Signed

## INSTITUTION DECLARATION

The institution agrees to deliver the program according to the terms of this contract. The institution certifies that the student has met the admission requirements for the program of study.

\_\_\_\_\_  
Printed Name of Langley Flying School Representative

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Signature of Langley Flying School Representative

\_\_\_\_\_  
Date Signed