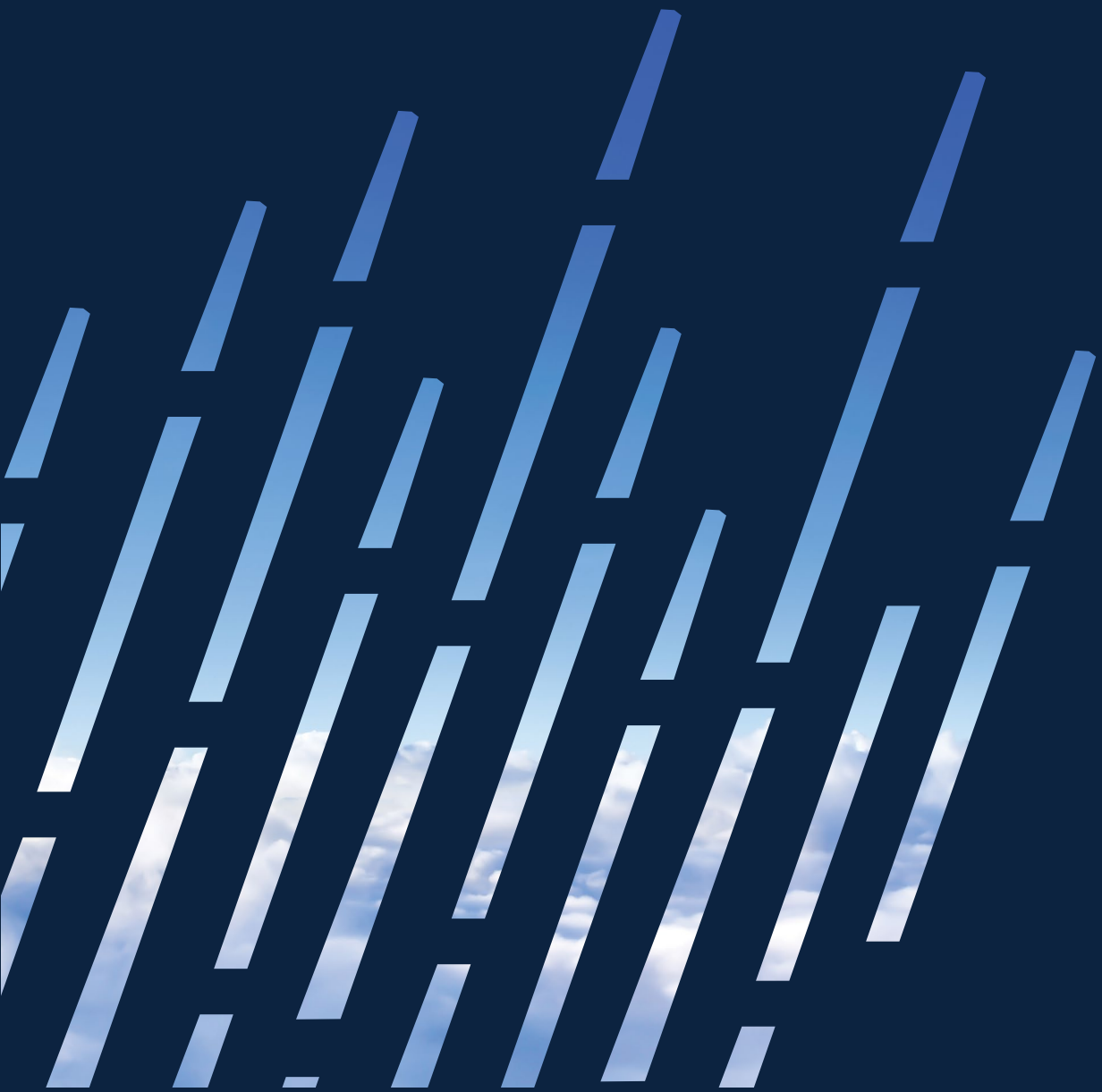
UNITED AVIATE ACADEMY

Student Catalog 2026 - 2027



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WELCOME TO STUDENTS

Welcome to United Aviate Academy!

I am excited to extend to you a warm welcome as you embark on the exciting journey of pursuing your aviation career with us. Here at United Aviate Academy, you'll find numerous challenging and rewarding opportunities that will shape your path in becoming a professional pilot.

Our Academy provides a high-quality training environment that prioritizes safety and excellence. With a focus on professional development and enhanced flight training, we are committed to creating highly focused students with the skills and knowledge needed to thrive in today's aviation industry. You'll be supported by a dedicated team of professionals who have been carefully selected for their expertise and passion for aviation. We are here to assist you every step of the way as you work towards achieving your goals. Whether it's through one-on-one guidance or collaborative learning experiences, the United Aviate Academy team is committed to your success.

As you begin your training, I strongly encourage you to embrace the challenges ahead with focus and dedication. Your journey here will be very demanding and exacting, but please know that we are all here to support and ensure that you reach your full potential. There will be times when you will want to take a break or slow down but remember the objective; remember why you're here. I look forward to the day when I'll have the privilege of boarding a flight and seeing you in the pilot's seat. Until then, know that I and our staff are completely dedicated to doing our part in your success. I have every confidence that you will do the same too.

Once again, welcome to United Aviate Academy. I wish you all the best as you begin this incredible journey.

Sincerely,

Michael A. Hales, CEO
United Aviate Academy

MISSION AND GOALS

United Aviate Academy Mission Statement

Create a training environment that sets the standard for safety and training excellence.

School History

United Aviate Academy (UAA or the Academy), a pilot training school launched by United Airlines, aims to address the growing demand for pilots in the airline industry. Established in 2020 and formally opened in December 2021, the Academy is based at Phoenix Goodyear Airport in Goodyear, Arizona and spans 340,000 square feet, equipped with renovated facilities, modern classrooms, and aircraft hangars.

The Academy offers a Federal Aviation Administration (FAA) Part 141 curriculum designed to help students acquire the necessary licenses and ratings.

Philosophy of Aviation Education and Training

Cultivate a sense of belonging in aviation for each student while training the next generation of safe and qualified pilots who will connect people throughout the world.

Commitment to Safety

UAA is committed to providing the highest standards of safety for our training program. We continuously strive to provide a safe environment for all our employees and students.

Consumer Information

This Catalog is published to inform students and others of UAA's academic programs, policies, calendar, tuition, fees, administration, and facilities. The information provided is current and accurate as of the date of publication.

The provisions of this Catalog are not to be regarded as an irrevocable contract. UAA reserves the right to modify, revoke, or add to the terms of this Catalog at any time and without prior notice to students, which may affect any of the information published herein. As such changes may occur, the updated Catalog will be published and available on UAA's website.

UAA expects its students to read and understand the information published in this Catalog and to review it regularly to stay informed of any changes to the Catalog. Failure to read and understand this Catalog, and any changes to the Catalog, will not excuse any student from complying with any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements.

UAA Inspections

The jurisdiction of UAA Administrators extends to instructional staff, students, and UAA-aircraft. Therefore, UAA Administration retains the right to examine, or have re-examined, any aviator exercising or intending to exercise flight privileges in UAA aircraft, at any time, by selected members of the UAA instructor staff, Designated Pilot Examiners, or the FAA Flight Standards District Offices.

ACADEMIC CALENDAR

UAA does not follow a traditional university school calendar using semesters or quarters. Currently, there is no set schedule or fixed hours for ground schools or flight instruction. Unlike traditional schedules that follow a Monday-Friday structure, our campus operates 24-hours a day, 7 days a week, except on Official School Holidays, to accommodate the needs of our student body. Each of our ratings has estimated and planned hours for completion. Students may be scheduled for flight or ground training any day of the week, Monday-Sunday, and are expected to attend all scheduled training. Full-time attendance is required, except during designated or unforeseen wait periods for progress checks, certificate/rating granting events, or other factors described below.

As you progress through your program and pursue different courses, your schedule will be tailored to meet the requirements of your training and the availability of your instructors. Your schedule and your ability to progress through the program may vary depending on factors such as instructor availability, aircraft availability, certificate/rating granting event wait times, Designated Pilot Examiner (DPE) availability, weather, and other factors, as well as your commitment to flight training and your individual progress. Our distinctive scheduling relies heavily on flexibility. During periods when you are not engaged in flight activities, you are expected to remain on or near campus. This expectation is to ensure your readiness to accommodate any last-minute schedule changes and participate in supplementary events such as guest speaker sessions, specialized workshops, and coordinated activities. These engagements are designed to enrich your educational experience and foster a comprehensive understanding of the aviation industry.

Official School Holidays

The Academy will be closed for flight training in recognition of the following holidays:

- New Year's Day
- Thanksgiving Day
- Christmas Day

Any additional holidays will be designated by UAA at the start of each calendar year.

School Delay/Closing

Notice of school closures may be posted on the Electronic Information Display (next to Dispatch) and/or portal, and/or a recorded phone announcement of closure or delayed opening will be available to students through the STOPit app. Most notifications will be done through STOPit, followed by an email. More details on the STOPit app can be found in the Campus Safety and Security section of this Catalog.

Should the Academy cancel classes due to emergencies, the Academy will determine the date and time of any required makeup courses and inform the students as soon as possible.

GENERAL INFORMATION

Licenses and Approvals

UAA is obligated by and adheres to the provisions of:

- Title 8, United States Code, Department of Homeland Security
- Title 14, United States Code, Federal Aviation Administration
- Title 49, United States Code, Transportation

UAA is licensed by the: Federal Aviation Administration (FAA); all pilot certification courses and programs are licensed and regulated by the FAA under Federal Aviation Regulation (FAR) Part 61 and Part 141, Air Agency Certificate Number WIWS604K. Further information regarding this institution may be obtained by contacting the FAA Phoenix Flight Standard District Office, 17777 N Perimeter Drive, Scottsdale, AZ 85255, (480) 419-0111, www.faa.gov.Institutional credentials, approvals, and membership certificates are displayed in the lobby.

LOCATION, FACILITIES, EQUIPMENT, AND LEARNING RESOURCES

UAA is located at the Phoenix-Goodyear Airport in Goodyear, AZ on approximately 28 acres.

The facility consists of the following:

Administrative and flight operations building, cafe, dormitories, aircraft maintenance hangars, flight simulator, and facility maintenance building.

Recreational facilities include tennis and basketball courts, two swimming pools with nine perimeter grills, a fitness room, a sand volleyball court, and a student meditation and prayer room (Building 57).

The administrative and flight operations building has seven classrooms, multiple briefing cubicles, multiple management offices, three common lobby areas, and one employee break room. The restrooms are located on the ground floor.

The classrooms are equipped with whiteboards, TV projection, laptop and iPad hookups, and aviation-specific training resources, as appropriate. Classrooms are used to complete individual or small group ground sessions. All the rooms are equipped with a monitor and iPad/laptop hookups. Instructors use briefing cubicles for pre- and post-briefing and ground instruction.

Students and instructors use a Learning Resource System called ForeFlight. ForeFlight encompasses the training materials for our pilot program in addition to the FAA required materials. Additionally, ForeFlight helps demonstrate and reinforce fundamental aviation concepts, provides greater inflight safety and confidence, and helps students stay organized with Logbook, Documents, and more.

Campus Amenities

Athletic/recreational facilities:

All recreational facilities listed below should be used for their intended purposes only. Students shall adhere to the posted rules and regulations. As a courtesy to other students, students shall clean up after themselves after each use.

Basketball Court	Open Daily	0600 – 2300
Fitness Room	Open Daily	0600 – 2300
Grilling Areas	Open Daily	0600 – 2300
Pool / Aquatics	Open Daily	0600 – 2300
Sand Volleyball Court	Open Daily	0600 – 2300
Tennis Court	Open Daily	0600 – 2300
*Please note – hours and availability are subject to change.		

There is a semi-public pool with no lifeguard on duty that is inspected randomly by Maricopa County inspectors. Students should adhere to the posted rules and regulations; in particular, no glass containers of any kind are allowed.

As a courtesy to other students, students shall wipe down the fitness equipment after each use and return the barbells to the provided shelves.

There are nine BBQ grills with propane on/off switches behind each grill. As a courtesy to other students, students shall turn off the propane and clean the grill after each use.

Cafeteria

An on-site cafeteria offers various dining options serving breakfast, lunch, and dinner. Enjoy your meal in the dining area or on the outside patio.

Please visit the café's website by scanning the above QR code for information on hours of operation.

Parking

UAA manages the parking areas adjacent to Buildings 53, 54, 55, 57, 104, 105, 106, 107, 108, Parking Lot 6, and Parking Lot 7 at 1658 S. Litchfield Rd, Goodyear Airport. Parking permits are mandatory for all students and employees who operate and park their vehicle(s) on the property managed by UAA. Parking is FREE for employees, students, and guests. There is no parking permit fee. Students and employees who do not register their vehicle with UAA Campus Security, display a UAA parking hang tag, or violate UAA parking rules are subject to parking fines, vehicle towing, and administrative action. A parking permit allows the vehicle's operator the privilege, not the right, to park on-campus.

Parking Permits

Upon starting at the Academy, students and employees will receive instruction in Basic Indoctrination for obtaining their parking permit. Please see the security desk for more details. Students and employees must always display the parking hang tag on their vehicle's rear-view mirror while on-campus, ensuring that the permit number faces away from the driver.

Students and employees should contact Campus Security:

- To obtain your initial parking permit
- When parking hang tags are lost or stolen
- When a temporary parking permit is needed

Parking Enforcement

Students, employees, and guests must comply with all City of Goodyear and Phoenix parking ordinances, state laws, and UAA's parking rules when operating and parking vehicles on UAA's campus. The use of emergency flashers or personal placards (notes) is not valid excuses for violating parking rules. The failure of UAA to issue a violation notice when a violation occurs shall not be construed as thereafter waiving any such parking rules, city ordinances, or state laws.

UAA reserves the right to create or reserve parking stalls, temporarily block parking stalls, or redirect traffic or parking at any time. UAA parking rules are subject to change at any time. UAA will enforce parking rules year-round (24-hours a day, seven days a week). UAA reserves the right to terminate parking privileges at any time with or without cause. Vehicles may be towed if the vehicle is parked in such a manner that blocks access for emergency equipment or flight line access, abandoned for more than 30 days, or after a reasonable request to move the vehicle has been ignored. Vehicles towed are at the owner's expense and could result in further disciplinary action by Student Services or Campus Security. Parking permits expire when the student/employee separates from UAA.

Campus Codes and Fines

No person shall park a motor vehicle, trailer, motorcycle, or equipment in any of the following places:

- (CC01) In front of a driveway, an area not designated as a parking stall or a reserved parking stall
- (CC02) Within 15 feet of any fire hydrant
- (CC03) Within a crosswalk or 20 feet within an intersection or crosswalk
- (CC04) Within 30 feet of a traffic control device (stop sign, yield sign, lot sign, other UAA signage)
- (CC05) Any area designated as a fire lane, blocking access to emergency vehicles, gates
- (CC06) Not displaying a UAA parking decal or hang tag
- (CC07) Vehicle left on-campus w/out UAA permission (Subject to Tow at owner's expense)
- (CC08) Accessible parking area without a disabled placard

Code	Description	Fine
CC 01	Not an authorized parking area, driveway, or reserved parking stall	$56
CC 02	Within 15 feet of any fire hydrant	$56
CC 03	Within 20 feet of an intersection or crosswalk	$56
CC 04	Within 30 feet of a traffic control device	$56
CC 05	Any fire lane, blocking access to emergency vehicles or gates	$56
CC 06	Vehicles on-campus not displaying UAA Parking hang tag	$56
CC 07	A vehicle left on-campus without UAA permission (Subject to tow)	$56
CC 08	Parked in Disabled Parking without a disabled placard	$81

Aircraft

The following makes and models of aircraft are used for training in our courses:

- Cirrus SR-20, single-engine
- Seminole PA-44, multi-engine

These aircraft meet the requirements of FAR 141.39. All are equipped for day and night, Visual Flight Rules (VFR), and Instrument Flight Rules (IFR) as specified in FAR 91.205.

Equipment

Students will receive a link to MPS, United Aviate Academy Store (MyPilotStore.com/UAA) where they will be instructed to purchase:

- Mandatory items include, at the students' own cost:
    i. Flashlight
    ii. Foggles
    iii. Hi-vis vest
    - Headset: Mandatory headset may be one of the following options:
        - David Clark H10-13.4 (or 13.4S) in passive configuration
        - David Clark ONE-X
        - Bose A-30 in active noise reduction configuration.

- All headsets can be purchased in either dual plug or LEMO. We suggest (but do not require) the LEMO plug as it powers Bluetooth from ship's power and eliminates the need for batteries.
- **Optional** items to purchase, at the student's own cost:
    i. Jeppesen logbook
    ii. FAA Knowledge Exams / Practice Guides
    iii. Flyboys Kneeboard
    iv. Pivot adapter
    v. Aviate backpack
    vi. Flight Deck Posters
- **Provided** items by UAA will include:
    i. Three Aviate uniform polo shirts
    ii. One Aviate jacket

The Academy provides each student with an iPad to support training and academic progression. This device remains the property of United Aviate Academy and is issued for educational use during enrollment.

Each iPad is distributed with the following accessories:
- Protective case (front cover and back)
- Charging adapter (power block)
- Charging cable

Failure to return the iPad and/or any issued accessories, or returning items in damaged condition beyond normal wear and tear, will result in replacement fees being applied to the student's final account balance as outlined below:

iPad	$852
Protective Case (front and back)	$150
Charging Adapter	$16
Charging Cable	$16

Students are expected to handle all equipment with care and use the device in accordance with Academy guidelines. Any loss, theft, or damage should be reported to Student Services immediately.

VISITORS TO CAMPUS

We welcome visitors to our campus and encourage all prospective students to take a campus tour.

All visitors must sign in with Campus Security inside the lobby area of Building 104 upon arrival at UAA prior to attending meetings, tours, etc. Visitors must provide a government ID to Campus Security when checking in. Campus Security will retain the visitor's government-issued ID until the visitor ID badge is returned and the visitor checks out with Campus Security. Campus Security will provide visitors with a temporary visitor's badge.

Visiting a Student

To minimize classroom/training interruptions, a visitor's arrival time should coincide with the student's schedule. Visitors needing to see a student under urgent circumstances should report to the reception desk for assistance or call 602-763-0665 before arrival.

Visiting a Staff Member

Meetings with UAA staff members must be arranged in advance by contacting us via aviatesecurity@aviateacademy.com.

School Visits and Tours

Tour dates and availability can be found on the United Aviate Academy website: United Aviate Academy | Event Details

Registration is required to attend.

Security and Access to the Academy

UAA's policy is that all campus facilities, including housing facilities, be limited to authorized personnel, students, and invited visitors.

UAA and United Airlines employees must always wear their physical identification badges (on and off duty) while on-campus. Visitors shall always wear a visitor badge during their visit to our campus.

Visitors may be employees' or students' friends and family members (also known as personal visitors), contractors, mail services (USPS, UPS, FedEx, Amazon, etc.), external vendors, stakeholders, and the public. Visitors are always subject to UAA's policies, conduct codes, airport safety regulations, and TSA regulations and procedures.

Visitors are not authorized to enter the aircraft, climb on steps by the wings, walk on the wings, manipulate flaps, touch any training equipment, including simulators and desktop simulators, etc. Employees and student hosts must review the Ramp Safety Briefing with their visitors before ALL Ramp Tours. This briefing document is located at the Dispatch desk. Visitors must also wear a reflective vest before entering the ramp area and closed-toe shoes are required. Vests are available at the Dispatch desk.

The lawful and appropriate behavior of the visitor is the responsibility of their student or employee host.

UAA LEADERSHIP

Senior Management of the Academy

- Chief Executive Officer (CEO) – Michael A. Hales
- Chief Operations Officer (COO) – Jonathan Micetic

Leadership of the Academy

- Board of Managers
- CEO
- COO
- Senior Director, Academy Services
- Senior Director, Flight Operations
- Director, Safety, Security, and Compliance
- Director, Aircraft Maintenance
- Director, Finance
- Director, Human Resources
- Director, Student Services
- Sr. Manager, Facilities Maintenance

CAMPUS SAFETY AND SECURITY

United Aviate Academy Campus Security Overview

Our Campus Security team is committed to providing our students, employees, and guests the safest and most secure living, working, and learning environment possible while promoting United's Core4 service behaviors: Safe, Caring, Dependable, and Efficient. Our security team uses a multi-layer security approach that includes processes, personnel, physical patrol, technology (access control, cameras, etc.), Crime Prevention Through Environmental Design (CPTED), and emergency preparedness training to accomplish this commitment.

UAA Campus Security is located at 1658 S. Litchfield Rd, Building 104 (Lobby next to the Welcome Desk), Goodyear, Arizona 85338. UAA Campus Security is staffed 24-hours a day, seven days a week (including holidays), to patrol, serve our community, and respond to calls for service on our campus. Campus Security's phone number is (602) 763-0665.

Reporting Suspicious Activity, Criminal Acts, or Emergencies

To report suspicious activity, criminal acts, or emergencies at UAA, follow these steps:

1. Immediate Reporting:
    - Call 911 for emergencies.
    - Contact UAA Campus Security at (602) 763-0665.
    - Use the STOPit mass notification system.
    - Email aviatesecurity@aviateacademy.com for non-urgent incidents.
2. Information to Provide When Calling 911:
    - Your name, telephone number, and location.
    - Reference the Campus Map for building and parking lot numbers.
    - Clearly describe the incident.
    - Stay on the line until the responder ends the call.
3. Documentation:
    - UAA Campus Security will complete an Incident Report for all criminal activities.
    - All incidents reported to the police will also be documented by the investigating law enforcement agency.
4. Examples of Criminal Acts:
    - Burglary, motor vehicle theft, aggravated assault, robbery, sexual offenses, hate crimes, gender crimes, or murder.
5. Fire or Medical Emergencies:
    - Call 911, use the STOPit system, and contact Campus Security.
6. Confidentiality and Legal Action:
    - UAA Campus Security maintains confidentiality but may require testimony if legal action is pursued. UAA Campus Security collaborates with law enforcement, victim advocates, and prosecuting agencies.

Campus Communications, Emergency Contact Guidelines, Safety, and Security

Primary Communication

- Email: UAA administration primarily communicates with students via their assigned @aviateacademy.com email addresses. Students are expected to check their email daily, including spam and junk folders. Failure to respond to administrative requests is prohibited.

Emergency Notification System: STOPit

- Overview: STOPit is UAA's comprehensive security and emergency mass notification platform. It transforms mobile phones into panic alarms, enabling users to report emergencies, suspicious activities, safety concerns, or request escorts through text, images, video, or audio.
- Features:
  - Real-Time Location Tracking: Provides responders with the user's location during emergencies.
  - Mobile Emergency Management: Facilitates coordinated responses by campus security, law enforcement, and fire departments.
  - Post Tips: Allows the community to share safety tips, report crimes, or request safety escorts.

Emergency Contact Information

- Students must provide up-to-date emergency contact details to the Director of Student Services. This information is confidential and used only for legitimate health or safety emergencies.

Safety Expectations for Students

- Report suspicious activities or crimes immediately to local law enforcement or Campus Security.
- Avoid activating fire alarms unless necessary.
- Keep dorms secure by locking doors and windows, not propping open entrances, and not allowing unauthorized guests.
- Report lost access cards or keys to Campus Security promptly.
- Follow all Academy Catalog rules.

Campus Safety Enhancements

- Upgraded access control systems, security cameras, and ID badging systems.
- 24/7 Campus Security patrols and emergency response.
- Improved exterior lighting.
- Availability of Campus Security escorts for safe campus travel.

These measures ensure a safe and secure environment for all students and staff.

Access to UAA Buildings

Every student should have a safe and secure stay. UAA policies and housing rules strictly prohibit the storage and possession of alcohol, marijuana, and all illegal drugs as defined in Arizona Revised Statutes 13-3401, firearms, ammunition, paintball guns and accessories, BB guns, air-soft guns, fireworks, any explosives, bows, arrows, dangerous instruments, hoverboards, self-balancing transport devices, electric or motorized scooters, and drones. UAA reserves the right to deem an item not listed in this section as a prohibited item if the item is listed in Arizona Revised Statutes 13-3101 or presents a possible danger to others. Possession of the listed prohibited items on UAA campus grounds is subject to disciplinary action, including sanctions up to expulsion.

Campus Security Guards have the administrative authority from UAA to document criminal incidents that occur on UAA's campus, investigate, and enforce the following UAA administrative rules:

- UAA Parking Rules
- UAA Catalog

Our Campus Security team receives pre-employment and annual in-service security training. This training includes but is not limited to the introduction to UAA Security, Criminal Law and the Laws of Arrest, Communications, Use of Force/Levels of Force, Policy and Procedures, Crime Scene Preservation, Ethics, Emergency First Responder Responsibilities, FAA Security, CPR and AED, First Aid, and other security-related training.

Programs to Inform Students and Employees about Campus Security

All new students and employees are informed about safety and security procedures at their respective orientation programs.

Programs to Inform Students and Employees about the Prevention of Crimes

In the event of certain crimes that represent a continuing threat to students and employees, UAA will issue warning reports to advise everyone on the types of recurring actions that have occurred and the procedures that can be taken to prevent these. For instance, in the case of repeated burglary or petty thefts in a facility, warnings will be distributed to all faculty and staff with instructions to inform students and/or information will be posted throughout the building.

Emergency Evacuation Procedures

The following evacuation procedures are in effect for all UAA buildings.

Emergency Evacuation Charts are posted in each classroom, maintenance area, and simulator area. Students must familiarize themselves with the evacuation route indicated on each chart.

The alarm to evacuate an area is one long steady fire alarm horn. Upon hearing the signal or receiving other notification from staff members, the student will:

- Turn off any equipment being operated
- Proceed calmly and orderly to the Evacuation Route selected by the instructor in charge
- Walk quickly along the Evacuation Route
- Remain with the class. The instructor will take roll call, who MUST be able to account for every student
- No smoking is permitted during drills

Student safety and the safety of others depend on cooperation. Everyone will be held accountable for misconduct during an emergency evacuation or a routine fire drill.

LOST AND FOUND

Lost Articles

Articles lost in or around the school buildings may be reported to UAA's Campus Security. Campus Security will complete a "Lost Report" if the student desires to make a report with Campus Security.

Found Articles

Articles that have been found should be taken to Campus Security in Building 104, Welcome Desk. Campus Security will take possession of all found property and store the article until it is claimed or dispose of it if it is unclaimed.

Lost articles will be retained for 30 days. After 30 days, unclaimed articles will be disposed of properly.

Disposal of Unclaimed Found Property

Campus Security assumes found property is unclaimed when the property has not been claimed within 30 days of the property being found. UAA reserves the right to dispose of all unclaimed property in one of the following manners:

- Throw away
- Auction or sell
- Donate to charity
- Assign it to the appropriate UAA Department

All found properties that present health and hygiene concerns, such as perishable food and articles that contain body odor, blood, etc., shall be immediately thrown away.

MAJOR POLICY STATEMENTS

Students with Disabilities Policy

UAA determines accommodations for students with disabilities and ensures legal compliance with non-discrimination laws for students with disabilities.

To request reasonable accommodations, a student should contact the Student Services Department. Our team of professionals will engage in an interactive process with the student to determine appropriate, reasonable accommodations based on their individual needs and the requirements of their academic program. When access needs are not obvious or visible, documentation is needed to establish eligibility. We encourage students to initiate the accommodation request process as early as possible to allow for sufficient time to engage in the interactive process.

We respect the privacy and confidentiality of students with disabilities and their disability-related information.

Health and Safety Policy

The health and well-being of our student community is of utmost importance to us. The following policies and guidelines have been established:

Communicable Disease Prevention:

- Students are expected to take precautions to prevent the spread of communicable diseases by maintaining good personal hygiene practices, such as covering coughs and sneezes, avoiding close contact with individuals who are sick, and staying up to date on vaccinations as recommended by healthcare professionals.
- Any student diagnosed with a communicable disease must notify Student Services promptly to receive guidance on necessary precautions and accommodations. Confidentiality will be maintained in accordance with applicable laws and regulations.

By following these policies and guidelines, we can work together to promote a safe and healthy environment for all members of our student community.

Nondiscrimination Policy

UAA affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public and administering all academic programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, disability, or any other protected class.

Academic Integrity Policy

UAA is committed to maintaining a learning environment that promotes and upholds academic integrity. Students are to conduct their studies and training within the parameters and direction set by UAA instructors and administrators, UAA's policies, and government-required certification standards. Students may not use unauthorized assistance, including technology, websites, and/or electronics, in preparing or completing assignments, including any oral or written presentations, any quizzes, examinations, or practical certification exams. Students may not gain an unfair advantage by any means, including but not limited to the falsification of records and plagiarism.

Drug and Alcohol Use Policy

Pursuant to federal and state drug laws and the FAA regulations, students are prohibited from the unlawful manufacture, distribution, possession, sale, or use of illicit/illegal drugs. This includes possession, consumption, sale, distribution, and cultivation of recreational marijuana and medical marijuana.

Illegal Drug Use

- Illegal drug use is prohibited by federal regulation. It has no place in any professional aviation program. Even if a local jurisdiction's law allows it, you are governed by federal regulation.
- Any conviction for the use, possession, transportation, distribution, or intent of distribution of illegal drugs will result in immediate dismissal from UAA.
- Medications
- Information regarding over the counter and prescription medications can be found here: https://www.faa.gov/pilots/medical_certification/medications
- Note that even "approved" drugs may have unpredictable effects at altitude. Be aware that most nighttime cold remedies contain alcohol, and that by using the drug pilots will be restricted from flying for 24-hours after ingestion. Likewise, all motion-sickness remedies, including "Dramamine," are to be avoided.
- Whenever illness requires medication, DO NOT FLY!

Alcohol

- No alcohol may be consumed within 12 hours of any flight activity, nor will any Student, Instructor, or Staff Member fly while under the influence of alcohol. This policy applies to all pilots and students in UAA aircraft, regardless of Pilot-in-Command status.
- It is UAA policy that all pilots must notify the Chief or Assistant Chief Pilot immediately (and prior to any further flight) following any DUI arrest or conviction. In these cases, the Chief Flight Pilot will make an appropriate interim determination of future flight privileges in coordination with the Director of Student Services. A student's dismissal will occur after any DUI conviction.
- Students and CFIs must also immediately report to the Chief Pilot any traffic convictions that result in suspension or termination of any driving privileges ("Motor Vehicle Actions"). A Review Board will be convened in these cases to determine appropriate action.

Medical/Recreational Marijuana and New Changes to Arizona's Marijuana Laws

Arizona state law permits the use of medical marijuana (i.e., use by persons possessing lawfully issued medical marijuana cards) and the recreational use of marijuana under Arizona Revised Statutes 36-2852 except as specifically and expressly provided in sections of Arizona Revised Statutes 36-2851 and 2853 and notwithstanding any other law.

However, FAA regulations prohibit the use of marijuana.

Arizona Revised Statutes 36-2851 does not restrict the rights of UAA to maintain a drug-and-alcohol-free workplace and to have policies restricting the use of marijuana by employees and students in UAA's workplace, on UAA grounds, or properties controlled by UAA. ARS 36-2851 does not require UAA to allow or accommodate the use, consumption, possession, transfer, display, transportation, sale, or cultivation of marijuana in UAA's workplace, on UAA grounds, or properties controlled by UAA.

The use, consumption, possession, transfer, display, transportation, sale or cultivation of marijuana for recreational or medical purposes is therefore not allowed in any UAA building, dorm, housing, or any other property controlled by UAA, nor is it allowed at any UAA related event or activity on or off campus.

Sanctions for violations related to violating UAA's marijuana policy will be consistent with all other illegal drugs and substances. Students who violate this policy will be subject to disciplinary action up to and including expulsion from school and possible suspension of their FAA/EASA licenses.

Alcohol and Consumption of Alcohol

Possession or use of alcoholic beverages on UAA grounds is prohibited, no matter the student's age. Arizona Revised Statutes 4-244.9 prohibits a person under the legal drinking age of 21 from consuming, receiving, or buying alcoholic beverages. Contributing to the consumption or possession of alcohol by a person under the legal drinking age of 21 is expressly prohibited (Arizona Revised Statutes 4-241). Alcoholic beverage containers (beer bottles, beer cans, wine bottles, and hard alcohol bottles), posters, and other items promoting and advertising alcoholic beverages may not be displayed in residence halls or any other setting on-campus.

Students violating any part of this policy, including intoxication of any student while on UAA property or property controlled by UAA, regardless of age, are subject to disciplinary review by the Director of Student Services or designee. Sanctions for violating this policy are at the discretion of the Director of Student Services. Students violating this policy may also be subject to prosecution by local or state law enforcement authorities. This prohibition applies while on the school's property or when participating in any institutional activity.

The following are important facts that every student should know:

- Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on the school's property or when participating in any institutional activity, including flight training and time building outside the state's limit.
- All underage students are subject to Arizona State laws regarding alcohol consumption.
- All students are subject to all Federal and State laws regarding illicit drug use.
- Students who violate this policy will be subject to disciplinary action up to and including expulsion/termination. In addition to legal penalties, the record of a felony or conviction of a drug-related crime can prevent a person from entering some careers.

Students with questions or concerns about drug and alcohol abuse should contact the Chief of Campus Security. Students are subject to random drug testing and/or reasonable suspicion testing. Students who violate the Drug and Alcohol Policy will be subject to disciplinary action up to and including expulsion from school and possible suspension of their FAA/EASA licenses.

Tobacco Use Policy

"Smoking" includes using any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. Smoking is prohibited in UAA-owned, operated, or leased buildings and/or grounds, including leased property or vehicles, at any time, except in designated smoking areas. Students, faculty, and staff using these areas are expected to dispose of any smoking debris safely and adequately.

Policy Against Harassment

UAA expressly prohibits any form of unlawful harassment, discrimination, and/or retaliation in its programs and activities among students, faculty, and staff based on any protected class.

Harassment and Reporting Policy

The following conduct, or attempted conduct, is prohibited and constitutes "prohibited conduct" for purposes of this Policy:

Sex-Based Harassment

Sex-Based Harassment is a form of Sex Discrimination and means sexual harassment and other harassment based on sex.

UAA does not tolerate any behavior by administrators, faculty, staff, or students which constitutes sex-based harassment, including sexual harassment. For the purposes of this policy, sexual harassment will be defined as follows: unwelcome sexual advances; requests for sexual favors; other verbal or physical conduct or written communication of intimidating, hostile, or offensive sexual nature where:

- Submission to such conduct, either explicitly or implicitly, is made a term or condition of the student's status.
- Submission to or rejection of such conduct by a student is used as a basis for academic or enrollment decisions affecting such student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive environment.

Quid Pro Quo Harassment

UAA employee, agent, or other person authorized by UAA to provide aid, benefit, or service under UAA's education program or activity explicitly or impliedly conditioning the provision of an aid, benefit, or service on a person's participation in unwelcome sexual conduct is prohibited.

Hostile Environment Sex-Based Harassment

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from UAA's education program or activity, is prohibited. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the Complainant's ability to access UAA's education program or activity.
- The type, frequency, and duration of the conduct.
- The parties' ages, roles within UAA's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct.
- The location of the conduct and the context in which the conduct occurred; and
- Other Sex-Based Harassment in UAA's education program or activity.

Other Recognized Forms of Harassment

- Emotional and verbal abuse includes yelling, name-calling, bullying, isolation from family and friends, saying you deserve the abuse or are to blame for it, and then giving gifts to "make up" for the misuse or making promises to change.
- Inappropriate comments, failure to respect boundaries, unwanted advances, and unwelcome conduct of any kind.

All students will be held accountable for compliance with this policy.

Corrective action resulting from violations of this Policy may include, but not be limited to, the following: a written reprimand, suspension pending review, student suspension, or expulsion.

Any form of willful reprisal against any employee or student who reports harassment, and/or sexual harassment or assists in investigating such a report is strictly prohibited.

Complaint Procedure

Any student who believes he or she has been subject to or witnessed discrimination, including sex-based harassment or other forms of unlawful harassment, is requested, and encouraged to make a complaint. The complaint should be made directly to the Director of Student Services or any other member of management with whom you feel comfortable bringing forward the complaint. An investigation of the reported incident will be promptly initiated. The identity of the Complainant will not be disclosed except as required by law, this policy as necessary to fully investigate the complaint, or as authorized by the Complainant.

Policy on Technology and the UAA Campus Network

UAA provides a reliable network environment to facilitate education and operations. The UAA policy includes all physical cabling at the campus, wireless technologies, and all remote locations connected directly to UAA. In our effort to provide a secure and reliable networking environment, we reserve the right to monitor network activity to aid in the solving of problems encountered with or on the network.

Access to this technology has been allowed to enhance the educational experience of our students and may be used in training areas only with the permission of the attending instructor. Students should only use this access during instruction or for other educational purposes.

UAA RESERVES THE RIGHT TO PREVENT ACCESS TO THE NETWORK AND REVOKE ANY OR ALL PRIVILEGES OR TO CHANGE SERVICE AT ANY TIME IF THE ACCESS IS BEING ABUSED.

Acceptable Devices

Devices are to be in good working order and designed not to interfere with other devices connected to UAA's network or other lab equipment. These devices must be used for school-related activities. The Owner is responsible for using the device attached to UAA's Networks. UAA reserves the right to restrict access to devices connected to the network through MAC Address or IP address blocking.

Device Security

Security measures should be taken to ensure that the device connected to the network is not vulnerable to compromise. Compromised or problem hosts connected to the network will be blocked until they are repaired. Recommended actions for devices connected to the network include fully

patched Operating Systems; current anti-virus software and virus definitions; secure passwords, personal firewalls, and intrusion detection software.

Unacceptable Activities while connected to UAA's Network

UAA will not support or condone the activities listed below:

- Activities that excessively consume network resources
- Activities that violate Local, State, or Federal Law and/or International Treaty. This includes, but is not limited to:
  - Providing Services that interfere with the legitimate function of other devices connected to the network
  - Commercial Activities
  - Sending Spam (Unsolicited Bulk and/or Commercial Email)
  - Open Email Relays
  - Denial of Service Attacks
  - Hacking
  - Cracking
  - Probing, scanning, or other activities done to learn about other connected devices, whether innocent or malicious in nature (Allowances will be made for System Administrators performing security scans on systems they manage in the course of their job duties.)
  - Packet or Content Sniffing
  - Unauthorized access to hosts
  - Illegal distribution of any copyrighted material
  - "Stealing" or "Borrowing" IP addresses
- Any activity that tarnishes UAA's professional image, which UAA may determine in its sole discretion.

Social Media Policy

A student's use of social media, which should be broadly understood for this policy, includes, but is not limited to, blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to the professional use of social media on behalf of UAA as well as personal use of social media when referencing UAA:

- Students need to know and adhere to the UAA Catalog and other UAA policies when using social media about UAA and its employees.
- Students should be aware that their actions can affect their image and UAA's image. Students post or publish information that may be public information for an extended time.
- Students should be aware that UAA may observe content and information made available by students through social media. Students should use their best judgment in posting material that is neither inappropriate nor harmful to UAA, its employees, and/or vendors.

- Although not an inclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are lewd, defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.
- Students are not to publish, post, or release any information considered confidential or not public. If there are questions about what is considered confidential, students should check with the Marketing and Communications Department.
- Social media networks, blogs, and other online content sometimes generate press and media attention or legal questions. Students should refer these inquiries to authorized UAA spokespersons.
- Students using audio/video recording devices on-campus or during flight training, solo training, or any recording of the campus or personnel without prior authorization is prohibited, including student meetings.
- Students may NOT release or upload unauthorized audio/video recordings made in or around UAA aircraft or vehicles without advanced written UAA approval.

Students shall obtain appropriate permission before they refer to or post images of current or former employees, members, vendors, or suppliers. Additionally, students should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks, or other intellectual property.

Copyright Protection Policy

UAA is committed to protecting the intellectual property rights of its employees, students, and partners. This Copyright Protection Policy outlines the procedures and guidelines for the appropriate use of copyrighted materials within the organization.

- Employees, students, and partners of UAA must adhere to all copyright laws and regulations, including but not limited to the United States Copyright Act.
- All copyrighted materials used within UAA must be properly licensed or fall under fair use, educational use, or other applicable exceptions under copyright law.
- Unauthorized reproduction, distribution, or modification of copyrighted materials is strictly prohibited.
- Any use of copyrighted materials for commercial purposes, outside the scope of UAA's operations, must be approved by the appropriate authority and may require licensing agreements or royalties.
- Proper attribution must be given to the creators or copyright holders of any copyrighted materials used within UAA.

Copyright Infringement:

- Any suspected copyright infringement must be reported immediately to the designated copyright officer or compliance team.
- Upon receipt of a copyright infringement complaint, UAA will promptly investigate the alleged infringement and take appropriate action, which may include removing the infringing material, disciplinary action against the party responsible, or legal action if necessary.
- UAA will cooperate with copyright owners and authorities in the investigation and resolution of copyright infringement claims.

Educational Use

UAA recognizes the importance of educational use exemptions under copyright law. However, students are reminded that educational use does not grant unlimited access to copyrighted materials, and fair use guidelines must be followed.

Photography Policy

UAA and its parent company, United, will take photographs of UAA activities, including images of students, to be used in communications, including the following:

- Company intranet accessible by employees of United and UAA only
- UAA and/or United's website accessible to anyone via the internet
- Employee newsletter and/or internal/external business presentations
- Annual reports, project material and/or updates
- Other business internal communications for students and employees

Students should not have an expectation of privacy in their image while engaged in UAA programs and activities.

STUDENT RIGHTS AND RESPONSIBILITIES

Students who are accepted into an academic program of study at the Academy have certain rights and responsibilities. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress and achievement of course goals and objectives, including the process by which the final grade is determined through the Training Course Outline (TCO). The TCO is also accessible at any time in ForeFlight on student iPads.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure that all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through the grievance procedures outlined in this Catalog.
- Students may take reasoned exception to the data or views offered in any course of study and may form their judgment, but they are responsible for learning the academic content of any course they are enrolled in.
- Students will be given full disclosure and an explanation by the Academy of all fees and financial obligations.
- Students have both the right and responsibility to participate in the course and instructor evaluations, providing constructive criticism of the services provided by the Academy.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right to a safe and pleasant atmosphere while training at the Academy.

Student Code of Conduct

Compliance with Laws and Policies

- Students must adhere to all local, state, and federal laws.
- Familiarity and compliance with UAA policies (including those outlined throughout this Catalog), regulations, and the Federal Aviation Regulations (FARs) are required.

Academic Integrity

- Students are expected to uphold academic honesty, avoiding cheating, plagiarism, or any form of academic dishonesty.
- Violations include submitting work that is not one’s own, altering grades, or facilitating dishonesty by others.

Behavioral Expectations

- Disruptive Behavior: Disruptive behavior refers to any conduct—whether verbal, nonverbal,

physical, or digital—that interferes with the educational process, campus operations, or the rights and safety of others. This includes, but is not limited to, behavior that creates a hostile or unproductive environment, disregards institutional policies or authority, or otherwise impedes the functioning of academic or community life.

- Harassment and Discrimination: Prohibited conduct includes all forms of harassment outlined in the harassment policy herein as well as harassment or discrimination based on race, gender, religion, disability, or other protected classes.
- Substance Abuse: Possession, use, or distribution of illegal drugs or alcohol on-campus or during Academy activities is strictly forbidden.
- Sexual Misconduct: Includes harassment, assault, or any non-consensual sexual behavior.
- Unauthorized Access: Misuse of Academy facilities, equipment, or resources is not allowed.
- Property Damage: Intentional or reckless damage to Academy or personal property is prohibited.

Consequences for Violations

- Violations may result in disciplinary actions, including probation, suspension, or expulsion, depending on the severity of the offense.
- Immediate dismissal may occur for severe violations, such as intentional breaches of Federal Aviation Regulations (FARs) or Academy rules.
- Students involved in disciplinary proceedings must cooperate fully, including attending meetings, providing documentation, and adhering to deadlines.

Commitment to a Safe and Inclusive Environment

- UAA is dedicated to fostering a respectful, inclusive, and safe learning environment for all students.
- Students are encouraged to report any violations or concerns to appropriate Academy officials.
- These standards ensure that UAA maintains a professional and supportive environment conducive to learning and personal growth.

Uniform, Attire and Personal Appearance Policy

UAA has developed a Uniform, Attire and Personal Appearance Policy for all students attending programs at UAA. This policy aims to bring uniformity and professionalism to the learning environment, like what graduates will encounter when entering the aviation industry. In addition, this policy ensures compliance with state regulations, OSHA mandates, and other important safety initiatives on-campus.

When students begin training, they will be given three (3) polos and a jacket. Navy-colored pants are required as part of the student uniform. Students must always wear uniforms, or they will be required to leave the class until the student complies with the Uniform, Attire, and Personal Appearance Policy. Any missed time from school will be documented.

Uniform and Appearance requirements:

- Shirt: UAA provided polo shirts required.
- Outerwear: Approved UAA jacket or black/navy outerwear without a logo.
- Pants: Full-length navy-blue pants must be worn.

- Shoes: Well groomed, plain toe, closed toe and heel, black shoes of conservative design in good repair. Shoes must fully cover the sole and heel of each foot. Contrasting colored soles, laces, buckles, stitching or decorative punching (i.e., ornately styled) are not permitted.
- Socks: Must be worn with shoes. Dark navy or black are acceptable.
- Headwear: UAA issued hat. Exceptions will be made for headwear of a religious nature.
- Backpack: UAA issued backpack or black/navy without a logo.
- UAA uniforms may not be altered.
- All uniforms must be clean, in good condition, and free of stains or holes. Replacement shirts can be ordered through the UAA website for an additional cost.
- Clothing with cutouts or torn-out areas may not be worn.
- Hair must be either trimmed to a suitable length or restrained in such a manner that it cannot be caught up in moving machinery.
- Jewelry such as rings, watches, bracelets, piercings, and other body adornments may not be worn in maintenance areas.
- All UAA staff members are responsible and empowered to immediately correct any student whose clothing or behavior constitutes a safety hazard.

Additional information on school uniforms can be found in the Flight Operations Manual (FOM).

The Uniform, Attire and Personal Appearance Policy must be followed every school day.

Exceptions to this policy may be granted to individual students through one of the following methods: (1) a written excuse from the student's physician; (2) a written excuse from the Director of Student Services. In either case, the excuse must state a specified period during which the exemption is in effect. Violations of this policy will be addressed in accordance with the procedures outlined in this Catalog.

Student Identification

Students must wear student identification badges always provided by UAA. Student identification badges must be worn in a visible location. Failure to wear student identification or provide it in a timely manner if requested by a UAA staff member may result in disciplinary action, including dismissal from a training session or the remaining school day.

Due to regularly changing airport authority requirements, the Chief Pilot and Chief of Security reserve the right to enforce additional student policies as UAA requires.

Lost or stolen student identification badges must be reported to the Chief of Security immediately for a replacement. The student is responsible for any fees associated with the replacement of the student identification badge.

Meetings with School Personnel

Students are encouraged to seek the assistance of instructors or administrators whenever they feel it is appropriate. The Student Services Specialists are the first point of contact and a liaison for students. A student may arrange a meeting with any of the above-mentioned parties during office hours. Advance notice will facilitate proper preparation (gathering of required documents, information, etc.).

In most cases, the student will find that their assigned instructor is readily available to assist in

resolving problems. Instructors are available to explain general policies, procedures, regulations, grades, attendance, etc. Unresolved problems should be brought to the attention of the Student Services Specialists and then they will direct and coordinate with the appropriate personnel including the Director of Student Services or the appropriate department Director/Manager.

Clubs and Organizations

Aviation clubs and organizations offer exciting opportunities for students to immerse themselves in all things aviation while providing avenues for scholarships and networking opportunities. Joining an aviation club opens doors to a world of study groups, exploration, innovation, and camaraderie.

Care of School Property

Student cooperation is necessary to maintain the proper maintenance and appearance of the campus (grounds), buildings, classrooms, simulators, equipment, tools, and training aids.

Since the care of school property is a cooperative task that the students and the staff must share, students must (1) report any damage to school property using the Limble QR code as soon as it is discovered and (2) report any damage resulting from accidents, carelessness, or maliciousness.

- Students must always maintain safe working conditions. Liquid spills, trash, or other materials/objects that present hazardous conditions must be immediately removed from the floor, work areas, etc. In addition, the student must always maintain an orderly and clean workstation. As required, students will participate in general classroom cleanup at the end of the period.
- It is essential that students deposit all forms of waste in the appropriate containers. In addition, smokers should use special containers and refrain from placing cigarette butts in trash cans.
- The use of tobacco products and electronic smoking/vaping devices are prohibited inside UAA's facilities. Smoking is permitted only in marked, designated areas outside the buildings. Failure to conform to this rule may result in suspension or dismissal.
- Students must refrain from leaning against or placing feet against the exterior and interior walls.
- Students are responsible for maintaining the established student desk arrangement and keeping the classroom trash-free.

Student Disciplinary System

UAA is committed to providing a learning environment that supports the growth and development of all students. An orderly, positive, and intellectually stimulating environment that fosters fair and ethical behavior of students is essential to our mission. This disciplinary process is designed to promote learning, personal growth, and development but will result in punitive action if necessary. The Academy may, at its discretion, choose not to formally charge a student with a violation(s) of the Student Code of Conduct if viable alternatives to disciplinary action are deemed appropriate, such as mediation or counseling.

The disciplinary processes outlined in this document are not criminal in nature; they are administrative. Therefore, they should be considered broadly in context with the mission of the Academy.

Authority To Enforce UAA Policy

The CEO of the Academy is responsible for the administration of policies, regulations, and procedures falling under the authority of this document at his/her location. In the case of academic dishonesty charges, the Director of Student Services is responsible for administering these policies, regulations, and procedures. Student Services will maintain all disciplinary files.

Depending upon the nature and severity of the offense, Campus Security may be directed to investigate UAA policy violations. The results of these investigations will be provided to the Director of Student Services for disciplinary review. Administrative investigations that result in the violation of criminal law will be provided to law enforcement authorities. Law enforcement authorities have the authority to arrest in the event of a violation of criminal law. UAA will cooperate with law enforcement agencies if a crime is committed.

The procedure in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied. The following Academy disciplinary procedures are designed to ensure reasonable protection of the student, a fair determination of the facts, and the application of appropriate sanctions.

Code of Conduct Proceedings

If a student is suspected of committing a Student Code of Conduct violation, which may include any violations of the provisions set forth in this Catalog, UAA will perform an investigation. This investigation can include but is not limited to meeting with the accused student, a Code of Conduct Disciplinary Write-up, gathering additional written documentation, and/or conferring with appropriate Academy personnel or witnesses.

If, after investigating, an Academy representative or their designee determines that the complaint is not supported by the evidence presented, the complaint will be dismissed, and the student will be notified in writing or via e-mail that no charges will be filed.

If the investigation reveals that a violation may have occurred, the student(s) accused of misconduct will be notified in writing of the charges and provided with the opportunity to submit a written response with any supporting evidence. The student's response, any supporting evidence, and the results of the investigation will then be submitted to the Final Review Board (FRB) for consideration and determination of sanctions.

Temporary Suspension

A temporary suspension may be imposed when the Director of Student Services determines that a student's continued presence on the campus or at any Academy-related activity or class constitutes an ongoing danger to persons or property or an ongoing disruption or threat to the educational process. Prior to a temporary suspension, notice of the charges will be given to the student verbally to effect an immediate interim suspension.

Sanctions

If the FRB finds the student is responsible for the charges filed, the FRB will determine sanctions. The conditions of any sanctions will be clearly and precisely stated and will be included in the committee's written notification.

Sanctions that the Academy may impose include, but are not limited to:

- Dismissal -- mandatory separation from the Academy and any Academy program with no promise for future readmission. A student who has been dismissed is barred from enrolling at or visiting the UAA campus.
- Suspension -- mandatory suspension from the Academy for a period as specified in the sanctions.
- Disciplinary Probation -- notice that the student's behavior violates this Code. Another violation may result in suspension.
- Disciplinary Warning -- notice that the student's behavior is inappropriate, and further problems will result in more permanent and formal sanctions.
- Restitution -- When imposed for offenses involving damage to, destruction of, or misappropriation of property, agreement by the student to make restitution may constitute grounds for mitigation of the sanction.
- Other such sanctions as deemed appropriate.

Students wishing to appeal the outcome of a disciplinary hearing should contact Student Services in writing within thirty calendar days for appropriate guidance in filing an appeal. In any case, appeals may only be heard if the student can provide additional documentation or evidence that the FRB did not have an opportunity to consider at the time of the hearing.

ADMISSIONS INFORMATION

Application Fee

A non-refundable $50 application fee is required at the time an application to United Aviate Academy is submitted. The application fee is separate from tuition and other program costs and does not guarantee admission or enrollment into the Academy.

Applicants who reapply to United Aviate Academy within 365 days of their previous application submission date will not be required to pay an additional application fee. Applications submitted more than 365 days after the previous application submission date will be subject to the applicable application fee.

The application fee becomes non-refundable upon submission of the application, regardless of whether the applicant is admitted, withdraws their application, does not complete the admissions process, or elects not to enroll.

Admissions Requirements

Applicants for admission will work with an admissions specialist who directs the applicant through the admissions process and provides information on the program of study, policies, procedures, and services. The admissions specialist will verify that all documentation has been received and assist the applicant in setting necessary appointments and interviews. Required documentation determines the applicant's ability to adapt to the rigorous curriculum offered at the Academy. UAA accepts applications during set application opening timeframes, and applicants should submit all materials as early as possible. Applicants are required to successfully complete all application requirements before receiving the conditional acceptance and selected start date. Conditional acceptance is a conditional offer of enrollment and may be subject to revocation if documents and processes are not completed within the time specified. Times will vary depending on the documents needed and on an individual basis.

Admissions decisions are based on objective and consistently applied admissions criteria, as well as the applicant's submission of required documents, including UAA assessments, a review of the applicant's previous educational records, and successful completion of a behavioral based virtual interview. It is the applicant's responsibility to ensure that UAA receives all required documentation in the timeframes provided, prior to receiving a conditional offer. All records received become the property of UAA.

Current United Airlines employees must have at least two years of service and be in good standing. Former United Airlines employees must have separated from the company in good standing.

Applicants must be eligible for employment as a pilot for Part 121.

Additionally, students must meet the height and weight requirements to effectively train in the aircraft provided with a restricted height of 6' 3'' and a maximum of 250 pounds.

Admissions Process

1. Application Submission including a $50 non-refundable application fee, the submission of the required documentation, First-Class Medical examination, Admissions Review, and Screening
2. Conditional Acceptance based on the completion of the following items:
    - Completion of psychometric assessments (UAA Assessment)

- Virtual interview
- First-Class Medical
- Proof of funding
- Background and Drug Screening

3. Final Admissions including a potential start date based on class availability

Application Submission

Submit the Application for Admissions and Required Documentation. The applicant must complete the online Application for Admissions found on the UAA website. Please note that there may be times throughout the year that our application portal is closed. During those times we accept "Requests for Information" (RFI) through our website. We encourage you to complete the RFI to stay updated with the latest Academy news and to be notified when the application window will reopen.

To complete the Application for Admissions to the UAA, you will need to provide the following documentation:

Proof of Age: Commercial Pilot and Flight Instructor certifications require that the applicant be at least eighteen (18) years of age at the time he or she starts his or her program of study.

Proof of Graduation: The applicant must possess a standard high school diploma from an accredited institution, GED equivalent, or a home-study certificate or transcripts from a home-study program equivalent to high school level and recognized by the student's home state. Applicant must provide official documentation of graduation. All documents from foreign countries must be translated into English and evaluated as equivalent or higher than a USA high school diploma by a credential evaluation service with the National Association of Credential Evaluation Services (see www.naces.org for information). Expense(s) of translation and evaluation are the applicant's responsibility.

Proof of citizenship: Applicants must be U.S. citizens or legal permanent residents (current U.S. passport, not expired, or U.S. birth certificate with valid, not expired photo ID). The applicant must provide one of the following types of documentation:

- A copy, in color, of a signed, valid passport. Additionally, the original must be provided on the first day of class.
- A color copy of an original U.S. birth certificate with a raised seal or certified copy and a copy of a valid U.S. government-issued picture identification (i.e., driver's license). The originals must be provided on the first day of class.
- A color copy of Permanent Resident Card and Foreign Passport.

Agreement to relocate to Goodyear, Arizona: Students admitted into the UAA program are required to relocate to Goodyear, Arizona. The campus has housing options but does not guarantee housing on-campus. Applicants should consider this during the application process and consider all options for living arrangements if accepted into the UAA program.

Psychometric Assessments

Upon invitation, complete the Aviation Program Proficiency Assessment.

All assessments must be completed within seven (7) days of invitation and are remotely proctored through our assessment system. Applicants passing the assessments will be invited to the next step of the application process. Applicants will be notified of their results within 30 days of completing the

assessment.

Virtual Admissions Interview

Once all prior admission application steps are completed successfully, a virtual admissions interview must be scheduled within 7 days. Interviews are held virtually.

Submission of First-Class Medical

Applicants must be able to obtain an unrestricted FAA First-Class Medical. All applicants will be required to submit a current, First-Class Medical with their initial application documents. Students enrolled in UAA are required to maintain a First-Class Medical Certificate with first-class privileges throughout their enrollment. Charges incurred for FAA flight physicals are the responsibility of the student.

Conditional Acceptance for students with a Private Pilot's License (PPL)

If the applicant is the holder of an FAA Pilot Certificate, the applicant shall provide copies of current pilot certificates along with documentation of prior ground and/or flight training (logbook, validated training records, etc.). The originals must be provided during the first week of class.

Proof of Funds

Applicants must show proof that they have sufficient funds to cover the cost of training, including certificate/rating granting events and supplemental training/flight overages/cancellation fee bank funds. Documents submitted must be in English. The financial services team will review all submissions for approval.

Background and Drug Screening

Applicants will complete a thorough background check, including additional TSA screening protocols (if applicable) and a drug screening. Applicants will be notified via email 45 to 60 days before their assigned class date to complete both screening requirements.

Receipt of Student Catalog

The Student Catalog is available on the UAA website. Applicants will review the UAA Catalog prior to completing the acknowledgment of the admissions process. Applicants will review and e-sign an Enrollment Agreement that states they have received and reviewed the Catalog.

All individuals enrolled in or otherwise participating in the program are responsible for reading, understanding, and complying with all policies, practices, and procedures set forth in this Catalog, as well as any amendments to the Catalog published on UAA's official website.

Cohort Start Dates

UAA offers class dates based on class roster availability, aircraft availability, trained faculty, operational efficiency, and other factors. Accepted students will be provided a future class date with plenty of advance notice for students to make proper plans to attend said class date.

New Student Orientation (Basic Indoctrination)

New student orientation (Basic Indoctrination or BI) is the first two days of the class start date. During BI, UAA introduces students to program requirements, the staff, and the faculty while reviewing UAA's policies and procedures. During BI, students work with staff to complete safety training, set up iPads and learning materials, review the Part 141 training guidelines, and attend various workshops and panel discussions.

ACADEMIC POLICIES AND PROGRAMS

Flight Schedule Pro (FSP)

Flight Schedule Pro (FSP) is an online student flight record, scheduling, and billing system that students must log into daily. School information is regularly communicated to students through FSP, and it is pertinent that students are aware of any changes that may impact their training.

Electronic Flight Book (EFB)

Each student will receive a school-issued iPad pre-loaded with the following flight training materials:

- A weather app with up-to-the-minute weather reports
- Downloadable FAA manuals
- UAA TCO and SOP
- ForeFlight

Flight Operation Manual (FOM)Clock Hour and Clock Hour Conversion Definition of Clock Hours

Flight hours — actual hour (60 min) rounded to the nearest tenth of an hour as indicated on the aircraft Hobbs meter.

Individual ground instructions/pre-post flight briefing hours — actual hour (60 min) rounded to the nearest tenth of an hour of instruction received. Ground school hours — one ground hour is equal to 60 min.

Course Programming

UAA reserves the right to determine when each course is offered and to make changes in programs or classes at its discretion. Class size may vary depending on each individual course.

Course schedules vary per certificate program.

Flight operations are scheduled seven days a week.

Course Delivery Systems

Courses combine didactic, simulator, and practical (flight) learning. The lecture, simulator (Sim) and flight hours for a course are identified on the TCO. Flight/Sim hours may be scheduled differently from classroom hours and vary continuously throughout the program. The flight/Sim Schedule is organized by the Scheduling Department and posted on Flight Schedule Pro.

Qualified instructors deliver lectures in a traditional classroom (grounds) with appropriate learning resources such as eBooks and/or multimedia materials through internet access and iPad devices.

Flight/Sim classes typically constitute practical learning activities either led, guided, or supervised by an instructor or performed by students in groups of two or individually. Such Flight/Sim activities may take place in a dedicated airplane or flight simulator when appropriate.

Learning Resources

UAA offers various services and resources to support academic courses and flight training. The Academy provides students with iPads, wireless internet, desktop sims, and classroom space to help

students progress through their studies. Flight Operations provide workshops, learning materials, and electronic resources through each course.

ACADEMIC PROGRAMS AND COURSE DESCRIPTIONS

Professional Pilot Program

- 0-Hour Student: 790 Clock Hours
- PPL+ Student: 590 Clock Hours

Program Description

This program will prepare the student for a flight instructor position in the aviation community where they can gain experience and flight hours.

The Professional Pilot Program consists of six required courses plus one optional course:

- Private Pilot Course
- Instrument Rating Course
- Commercial Single-Engine Course
- Certified Flight Instructor Course
- Certified Flight Instructor Instrument Course
- Commercial Multi-Engine Add-on Course
- Commercial Multi-Engine Instructor Course (optional course)

The total minimum TCO hours for the completion of the six required courses is as follows:

Training Activity	0-Hour Students	PPL+ Students
Ground Hours	421.5 Clock Hours	336 Clock Hours
Flight Hours	224.5 Clock Hours	222.5 Clock Hours
Simulator Hours	54 Clock Hours	31.5 Clock Hours
Total Clock Hours	700 Clock Hours	590 Clock Hours

UPRT Spin Endorsement

Upset Prevention and Recovery Training (UPRT) will be conducted at a UAA-approved training location. Upon successful completion of the course, students will receive a Spin Endorsement satisfying the FAA and TCO prerequisites for enrollment in the Certified Flight Instructor (CFI) course.

Backseat Operations

Observation accelerates student understanding of flight operations and enhances application and correlation. Backseat Operations shall be the norm for all phases of flight and simulator training. Throughout training, students can be assigned in pairs to instructors, and train in either order such that they ‘backseat’ for a portion of training (observation) and perform direct manipulation of the flight controls (operation), in equal measure.

Performance Requirements for Program Completion

Each course will be considered successfully completed upon receipt of the appropriate certificate or rating issued by the FAA through an FAA-designated pilot examiner (DPE) or UAA’s self-examining authority. Each progress check is a combination of an oral and flight examination conducted by a UAA check
instructor.

Prerequisites for Scheduling a Certificate/Rating Granting Event

A Certificate/Rating Granting Event includes a practical test conducted by a Designated Pilot Examiner (DPE) or End of Course Exam on Part 141 courses in which UAA holds examining authority.

- Flight Experience Requirements:
  - Meet the minimum certification and flight experience requirements outlined in the TCO.
- FAA Written Examination:
  - Achieve a minimum score of **80%** on any required FAA written exam.
  - Complete the written test no later than **five lessons** before the final progress check (refer to FOM 1.110.3).
  - Failure to provide written proof of completion will result in the lesson being canceled with a written warning. Training will pause until a satisfactory test certificate is presented.
  - Time off is not provided to complete the FAA written exam; it must be scheduled on a day off.
- Retake Policy:
    - If the score is below **70%**, you may retake the test after **14 days**.
    - If the score is between **70% - 79%**, you must wait **30 days** to retake the exam.
- Graduation Certificate:
  - Obtain a graduation certificate for the appropriate course, issued by the Chief Flight Instructor.
- Financial Obligations:
  - Ensure all financial obligations are fulfilled.

COURSE DESCRIPTIONS

Private Pilot Course

The private pilot course teaches the basics of flying in VFR. This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to applicable Federal Aviation Regulations, accident reporting, use of the Airman's Information Manual and FAA Advisory Circulars, use of aeronautical charts for VFR navigation using pilotage, dead reckoning, and navigation systems, radio communication procedures, recognition of critical weather situations from the ground and in flight, wind shear avoidance, and the procurement and use of aeronautical weather reports and forecasts, safe and efficient operation of aircraft, effects of density altitude on takeoff and climb performance, weight and balance computations, stall awareness, spin entry, spins, and spin recovery techniques, aeronautical decision making and judgment, and preflight action.

Flight items covered include but are not limited to preflight preparation, preflight procedures, airport operations, takeoffs, landings, and go-arounds, performance maneuvers, ground reference maneuvers, navigation, slow flight and stalls, basic instrument maneuvers, emergency operations, night operations, and post-flight procedures. Please refer to the Flight Ops Manual (FOM) for specific information regarding required TCO minimum hours.

Instrument Rating Course

The instrument rating course teaches how to maneuver the aircraft in weather under IFR. This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to applicable Federal Aviation Regulations, appropriate information that applies to flight operations under (IFR) in the Aeronautical Information Manual (AIM), air traffic control systems and procedures for instrument flight operations, IFR navigation and approaches by use of navigation systems, IFR en-route and instrument approach procedure charts, aviation weather reports and forecast, safe and efficient operations of aircraft under instrument flight rules and conditions, recognition of critical weather situations and wind shear avoidance, aeronautical decision making and judgment and crew resource management, including crew communication and coordination.

Flight items covered include but are not limited to preflight preparation, preflight procedures, air traffic control clearances and procedures, flight by reference to instruments, navigation systems, instrument approach procedures, emergency operations, and post-flight procedures. Please refer to the Flight Ops Manual (FOM) for specific information regarding required TCO minimum hours.

Commercial Single-Engine Course

The Commercial Single-Engine Course allows students to refine their knowledge and flight skills to a higher level and stricter tolerances. This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to, Federal Aviation Regulations that relate to commercial pilot privileges, limitations, and flight operations, accident reporting requirements to the National Transportation and Safety Board (NTSB), basic aerodynamics and principles of flight, meteorology to include recognition of critical weather situations, wind shear recognition and avoidance, and the use of aeronautical weather reports and forecasts, safe and efficient operation of aircraft, weight and balance computations, use of performance charts, significance and effect of

exceeding aircraft performance limitation, use of aeronautical charts and magnetic compass of pilotage and dead reckoning, use of air navigation facilities, aeronautical decision making and judgement, principles and functions of aircraft systems, maneuvers, procedures, and emergency operations appropriate to the aircraft, night and high-altitude operation, and procedures for operation within the national airspace system.

Flight items to be covered include but are not limited to preflight preparation, preflight procedures, airport operations, takeoffs, landings, and go-arounds, performance maneuvers, ground reference maneuvers, navigation, slow flight and stalls, emergency operations, high altitude operations, and post-flight procedures. Please refer to the Flight Ops Manual (FOM) for specific information regarding required TCO minimum hours.

Students entering United Aviate Academy with a Private Pilot Certificate will be enrolled in the 120-hour Commercial Single-Engine Course. Students who begin their flight training at UAA with zero prior flight time may be eligible for the reduced-hour Commercial Single-Engine Course after successfully completing the preceding required courses at UAA.

Certified Flight Instructor - Initial Course

The Certified Flight Instructor - Initial Course is designed to teach the principles of instructing private pilot and commercial pilot (Single-Engine) courses to new students. This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to fundamentals of instructing, technical subject areas, preflight preparation, a preflight lesson on a maneuver to be performed in flight, preflight procedures, airport operations, takeoffs, landings, and go-arounds, fundamentals of flight, performance maneuvers, ground reference maneuvers, slow flight, stalls, and spins, basic instrument maneuvers, emergency operations, and post-flight procedures. Please refer to the Flight Ops Manual (FOM) for specific information regarding required TCO minimum hours.

Certified Flight Instructor - Instrument Course

The Certified Flight Instructor – Instrument Course is designed to teach new students the principles of instructing Instrument Pilot courses. This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to, the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning, classroom training techniques, and the aeronautical knowledge areas applicable to the aircraft category for which the flight instructor privileges are sought.

Flight items covered include but are not limited to fundamentals of instructing, technical subject areas, preflight preparation, and preflight lessons on a maneuver to be performed in flight, air traffic control clearances and procedures, flight by reference to instruments, navigation aids, instrument approach procedures, emergency operations, and post-flight procedures. Please refer to the Flight Ops Manual (FOM) for specific information regarding required TCO minimum hours.

Commercial Multi-Engine Add-on Course

The Commercial Multi-Engine Add-on Course teaches students to operate multi-engine aircraft, gain knowledge of multi-engine aircraft systems, and aerodynamics. This course has two training parts: academic and practical flight training.

Academic items to be covered include but are not limited to Federal Aviation Regulations that relate to commercial pilot privileges, limitations, and flight operations, accident reporting requirements to the NTSB, essential aerodynamics and principles of flight, meteorology to include recognition of critical weather situations, wind shear recognition, and avoidance, and the use of aeronautical weather reports and forecasts, safe and efficient operation of aircraft, weight and balance computations, use of performance charts, significance and effects of exceeding aircraft performance limitations, use of aeronautical charts and magnetic compass for pilotage and dead reckoning, use of air navigation facilities, aeronautical decision making and judgment, principles, and functions of aircraft systems, maneuvers, procedures, and emergency operations appropriate to the aircraft, night and high-altitude operation, and procedures for operating within the national airspace system.

Flight items to be covered include but are not limited to preflight preparation, preflight procedures, airport operations, takeoffs, landings, and go-arounds, performance maneuvers, ground reference maneuvers, navigation, slow flight and stalls, emergency operations, high altitude operations, and post-flight procedures. Please refer to the Flight Ops Manual (FOM) for specific information regarding required TCO minimum hours.

Multi-Engine Instructor Course (optional course)

The Certified Flight Instructor - Multi-Engine Course is designed to teach students the principles of instructing on multi-engine aircraft. This course has two training parts: Academic and practical flight training.

Academic items to be covered include but are not limited to multi-engine aerodynamics, preflight preparation, preflight lessons on a maneuver to be performed in flight, preflight procedures, takeoffs, landings, go-arounds, performance maneuvers, slow flight, stalls, basic instrument maneuvers, emergency operations, and post-flight procedures. Please refer to the Flight Ops Manual (FOM) for specific information regarding required TCO minimum hours.

Attendance Policy

Students shall arrive for their scheduled activities at least 30 minutes prior to the commencement of the event. Instructors are expected to meet their students at the designated start time, which is as follows:

- Flight events – D-20
- Simulator events – D-20
- Ground events – D-time

Formal reporting for duty, i.e., clocking in, is not mandated; instead, duty is considered to commence when the student and instructor convene in person at the designated start time. It is essential that instructors and students agree upon a meeting location that conforms to the Training Course Outline prior to the event.

Attendance at formal ground school sessions is mandatory for the number of hours required by the Federal Aviation Regulations (FAR) and the Academy's TCO for the proper certificate or rating sought. Students are expected to remain within driving distance of the campus during Certificate/Rating Granting Event waiting periods as refresher activities may be scheduled.

Both the student's scheduled instructor and the dispatcher must be notified with a phone call of any cancellations by the student.

Student Cancellation Policy

Students are permitted up to three cancellations within any rolling 12-month period. A $200 fee will be applied for each cancellation occurrence after the third.

Student cancellations covered in this policy include student illness, student fatigue, student personal emergency and student no-show. A student "no-show" is when a student either fails to report for duty at the designated start time without providing prior notice, or reports but is unprepared to perform their duties. All activities scheduled through Flight Schedule Pro (FSP) are subject to this policy, including, but not limited to, flights, grounds, SIMs, student services meetings, post-checkride meetings, etc.

A student is authorized to declare they are not fit for duty and follow the FOM guidelines for cancelling a training event, in which case it shall count as a cancellation under this policy.

If fatigued, students are required to fill out a WBAT fatigue report within 24-hours. The fatigue report will be reviewed by a Fatigue review committee. If the committee determines that it qualifies as true fatigue, it will not be counted as a cancellation. If the committee determines it does not qualify as true fatigue, then it will count as a cancellation.

Being sick for multiple consecutive days for a single illness is considered a single cancellation. For example, if an activity is cancelled for illness, that pilot is authorized to be off duty until they are well, which will count as a single cancellation.

An illness lasting three days or more requires a medical certification from a physician licensed in Arizona or any other state to practice medicine, a licensed advanced practice registered nurse, or a licensed physician assistant upon return.

Excessive absences, as outlined below, will lead to a referral to the Final Review Board (FRB).

See expectations below:

1st cancellation	In-office Student Meeting
2nd cancellation	In-office Student Meeting and cancellation email notification from Student Services
3rd cancellation	In-office Student Meeting and Written Warning from Student Services
4th cancellation	In-office Student Meeting and cancellation fee of $200 will be administered
6th cancellation	In-office Student Meeting with Student Services Manager and Assistant Chief Pilot, $200 fee administered
7th cancellation	In-office Student Meeting with Director of Student Services and Chief Pilot, $200 fee administered
8th cancellation	In-office Student Meeting and referral to FRB, $200 fee administered

Student No-show Policy

A student “no-show” is when a student either fails to report for duty at the designated start time without providing prior notice, or reports but is unprepared to perform their duties.

In addition to a no-show counting toward a student cancellation, each no-show will result in a disciplinary write-up, and a $200 fee will be assessed starting with the second no-show and for each subsequent no-show thereafter. Being unprepared may encompass, but is not limited to, the following:

- Incomplete weight and balance calculations
- Incomplete performance calculations
- Absence of essential documents, training devices, equipment, etc.
- Insufficient preparation for the assigned lesson as assessed by the instructor.

See expectations below:

1st no-show	In-office Student Meeting and disciplinary write-up
2nd no-show	In-office Student Meeting, disciplinary write-up, and a $200 fee
3rd no-show	In-office Student Meeting with Student Services Manager and Assistant Chief Pilot, $200 fee administered
4th no-show	In-office Student Meeting with Director of Student Services and Chief Pilot, $200 fee administered
5th no-show	In-office Student Meeting and referral to FRB, $200 fee administered

Outside Employment and Scheduling Conflicts

Outside employment, whether self-employment or employment by another entity, is permissible but must be regarded and treated as supplemental and consistent with the student pilot's duties on behalf of UAA. Before accepting a job, students must inform Student Services and the Chief Pilot's Office. Outside employment may not adversely affect the student pilot's training and performance as a student at UAA. Students must plan their off-duty activities and work assignments to be well-rested and legal under the FARs for all UAA lessons. The training schedule will not be adjusted based on outside employment. Off-duty employment, which results in a conflict of interest, is not permitted.

Time Off

Our program is designed for full-time attendance, and students may be scheduled on any day of the week, Monday through Sunday. Training may be conducted seven days a week, and no time off is provided during your training period.

Leave of Absence (LOA)

Requests are reviewed on an individual basis and at UAA's sole discretion.

- LOA may be granted for medical emergencies, family emergencies, military obligations, or extenuating circumstances.
- LOA will not be approved for reasons such as vacation, inability to pay tuition, or failing a course.
- Students must submit a written request stating the reason and duration of the LOA.
- LOA is limited to 30 days per calendar year. Requests exceeding 30 days require special review.
- Students who fail to return by the approved date of return will be withdrawn from UAA. The date of the student's last activity will be considered the student's last date of attendance.
- Upon return, students may be required to pay retraining costs, evaluated on a case-by-case basis.

Academic Leave – Military Deployment

UAA honors participation by our students within all branches of the US military. Military members scheduled to be mobilized, deployed or provided with official notification should provide the Chief Pilot and the Director of Student Services with documentation as far in advance as possible.

Withdrawal

Students who wish to withdraw from the Academy must contact Student Services. Students should read and understand the provisions in the Enrollment Agreement as there are clauses relating to a student's rights and responsibilities in the withdrawal process, along with provisions for failing to complete the enrolled program.

It is important to notify Student Services of your intent to withdraw as soon as possible. The official withdrawal process includes a series of important actions, including, but not limited to filling out a Course Withdrawal form; returning equipment, books, and/or keys; clearing one's financial accounts, and participating in a brief exit interview. The date of the student's last activity will be considered the student's last date of attendance.

14-Day rule: If a student does not complete any scheduled activities (SIMS, GROUNDS, or FLIGHTS) for 14 consecutive days, they will be withdrawn from UAA, excluding delays caused by aircraft availability, DPE availability, certificate/rating granting event wait times, and/or weather.

Re-entry Policy

Students who withdraw in good standing may be eligible for re-entry. Students must contact the Student Services Department to request re-entry. The re-entry date and ability to return will be based on space available and the satisfaction of all pending financial, admissions, academic, and make-up time obligations. The current rate of tuition will apply to all re-entry students. Upon return, students may be required to pay retraining costs, evaluated on a case-by-case basis. UAA reserves the right to deny a student's re-entry into the program.

Academic Achievement/Grading Scale

For every course offered at UAA, the instructor will provide a course syllabus, also known as a Training Course Outline (TCO), to the students at the beginning of the course that contains the following written information: (i) the method of evaluation; (ii) course requirements and value towards the final grade; and (iii) the intervals at which evaluation will occur.

Grading standards will be different for ground and flight lessons regarding criteria for each grade. Grading details will be reviewed during New Student Orientation (BI week), but the following is a summary:

Overall Lesson Grades:

- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete

Flight/Sim/Ground Evaluations

Course progress is calculated based on the work completed in the classroom, simulators, and flight hours and under the guidance of the instructors. The student's course progress is expressed by overall Satisfactory, Unsatisfactory, or Incomplete lesson grades. Performance standards are as follows:

Performance Grading Scale Standards 1 - 5 (Flight/Sim/Ground):

- 1 = Excellent
- 2 = Above Expectations
- 3 = Expected Performance
- 4 = Meets Minimum Standard
- 5 = Unsatisfactory

Written Exams

Written exam requirements are different for each course. Requirements for these exams are outlined in each course's TCO.

Students' academic standing is evaluated through ground training, flight/sim training lessons, and progress checks. The course's completion is based on the successful achievement of all assigned lessons. The student must obtain at least an 80% score on each practice written examination before being allowed to attempt the FAA Written Examination. He or she must pass the FAA Written Examination with a minimum score of 80% per UAA standards.

The instructor will provide feedback to the student regarding his or her progress throughout training. In addition, summative evaluations will be conducted at the completion of a stage of training as indicated in the course outcomes, and a comprehensive evaluation of the student performance will be completed at the end of each course by a Practical Test conducted by a designated check instructor

Grades are based on the completion standards of each lesson as indicated in the course syllabus/TCO. All grades earned will appear in Flight Schedule Pro (FSP). The student must repeat any lesson in which a grade of U or I is received. The original and repeated lessons will be counted as attempted clock hours in the rate of progress calculations.

Final course outcomes are available to students online, through Flight Schedule Pro (FSP), after each session/lesson. Grades will be posted after the instructor submits grades from the lesson. All student work must be submitted to the instructor by the date indicated by the instructor unless circumstances allow for an incomplete grade, in which case an incomplete grade is submitted through Flight Schedule Pro (FSP) with instructor comments.

Incomplete Grade Policy

An Incomplete (I) Lesson Grade is assigned when a student is unable to complete a lesson due to circumstances outside the crew's control. Examples include a crew member becoming ill, an aircraft malfunction or required aircraft squawk, or another unforeseen circumstance that prevents the lesson from being completed as planned.

An incomplete should not be anticipated or expected before the lesson begins. It should only be assigned when circumstances beyond the crew's control prevent the student from completing the required lesson objectives.

Transcript of Grades

Student transcripts, Training Record, are available upon request and can be requested through Student Services. Once requested, the Training Record will be provided within 3 business days.

Although UAA's policy is to supply transcripts to students when properly requested, transcripts issued to students who have not satisfied all grades, attendance, and/or financial obligations will identify deficiencies.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory progress is evaluated throughout the training for each course.

- The student is required to make both qualitative and quantitative progress toward program completion.
- To make satisfactory academic progress, students must attend all the scheduled class hours during each evaluation period.
- Flight training is evaluated by satisfactory/unsatisfactory and if the student completes each course within the allotted clock hours. Those who exceed the allowable flight time may be placed on academic probation and enrolled in the Enhanced Pilot Proficiency (EPP) course. For more information, see the section titled “Enhanced Pilot Proficiency Program” (EPP) in this Catalog.

Maximum Period

All course requirements must be completed within a maximum period of 1.5 times the TCO course minimums outlined in the FOM. Failure to complete the program within this timeline may result in academic probation which can lead to academic dismissal.

Overview

Students must make satisfactory progress both in terms of satisfactory lesson completion and the total hours taken to complete the required course as outlined in TCO course minimums. To maintain satisfactory progress, the student must:

- Complete the total program in no more than 1.5 times the total TCO course minimum outlined in the TCO.
- Satisfactorily complete their training according to the published, FAA approved, UAA TCOs for each course leading toward FAA certification.

Factors that may influence satisfactory progress:

- Deviation from the TCO requirements in the number of hours taken per training course.
- Unexcused absences from scheduled training activities.
- Failure to acknowledge enrollment in subsequent courses.
- Grades of “Incomplete” or “unsatisfactory.”
- Probation or suspension.
- Participation in the Enhanced Pilot Proficiency program or other remedial training programs.

Definition of Satisfactory Academic Progress

Each student enrolled at UAA must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her training program. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet the criteria outlined below at any point will not meet the standard of "Satisfactory Academic Progress.” Any of three remedies may be applied if a student is not making Satisfactory Academic Progress: academic warning, academic probation, and/or dismissal from the program of study.

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that

must be met. The student must meet both sets of criteria to make Satisfactory Academic Progress.

Qualitative Criteria for Satisfactory Academic Progress - Change in Academic Progress

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate the minimum standard for satisfactory performance on each lesson within the allotted calendar time.
2. Demonstrate successful completion of the required percentage of the total course hours:
    - On Track – Students who are 10% or less over TCO course minimums
    - At Risk – Students who are 10% to 20% over TCO course minimums
    - Behind – Students who are 20% or more over TCO course minimums

Interval / Course Rating	Course Pass Status	Required % of completion of coursework attempted
Interval I: End of PPL	Certificate/Rating Granting Event	100%
Interval II: End of IR	Certificate/Rating Granting Event	100%
Interval III: End of COM-SE	Certificate/Rating Granting Event	100%
Interval IV: End of CFI	Certificate/Rating Granting Event	100%
Interval V: End of CFII	Certificate/Rating Granting Event	100%
Interval VI: End of COM-ME	Certificate/Rating Granting Event	100%
Interval VII (optional): MEI	Certificate/Rating Granting Event	100%

Conditions That May Result in Warning, Probation, and/or Dismissal

The following describes the conditions under which a student may be placed on warning, probation, or dismissed completely from a program of study:

- Academic warning is issued, and the student will remain on academic warning throughout the course, if an Enhanced Pilot Proficiency (EPP) is triggered. Students who are 20% or more over TCO course minimums in any category of training (Flight/Sim/Grounds) trigger EPP.
- Academic Probation applies when a student fails any EPP remedial training plan.
    - Please note that students who successfully complete the EPP move back into their normal training program with their assigned instructor.
    - Dismissal may apply to any student who fails to satisfactorily complete an EPP.

Quantitative Criteria for Satisfactory Academic Progress

The Maximum Time for Completion of any program of study is 150% of the clock hours designated for the program in the TCO course minimums. A student will not be in good academic standing if UAA determines that the student is unable to graduate from his or her program without exceeding the Maximum Time for Completion. In such case, the student will be dismissed from his or her program of study.

The calculation of the Maximum Time for Completion includes all courses taken while the student is enrolled in his or her program of study. Authorized leave of absence periods will not be counted toward maximum time calculation.

If a student fails three Certificate/Rating Granting Events, they are automatically dismissed from the program. This includes practical tests conducted by a Designated Pilot Examiner (DPE) or End of Course Exams on Part 141 courses in which UAA holds self-examining authority.

The Chief Pilot's Office conducts a weekly review of training records to identify students who have triggered or are in the EPP process. Students will receive an email from the Chief Pilot's Office stating that they have triggered an EPP and that they should coordinate with their instructor to create a remedial training plan. The letter instructs the student and instructor to develop a remedial training plan and to present the plan to the Chief Pilot's Office for approval. The Chief Pilot's Office monitors the student's progression through the EPP.

ENHANCED PILOT PROFICIENCY PROGRAM (EPP)

The Enhanced Pilot Proficiency Program (EPP) is designed to offer additional training opportunities and resources for students failing to meet certain training goals. The goal of the program is to offer focused training, outside of the student's primary training course, to bring the student back on track toward successful course completion. The EPP is designed to offer a multitude of solutions to student struggles and is adaptable to individual students' training needs. The EPP is a change in academic status to academic probation – it is not to be considered an indicator that a student will be unsuccessful in the UAA program, but rather an opportunity to address training deficiencies that exist.

Students are eligible for up to six (6) Enhanced Pilot Proficiency (EPP) throughout their enrollment at UAA, subject to the conditions listed below. Any additional need for an EPP above a total of six (6) will lead to student dismissal from the program.

EPP terms:

- EPP – Enhanced Pilot Proficiency
- TRP – Training Review Panel
- FRB – Final Review Board
- Assistant Chief Flight Instructor – Either a UAA Assistant Chief or member of the Quality Control Instructor team
- On Track – Students who are 10% or less over TCO course minimums in any category of training (Flight/Sim/Grounds)
- At Risk – Students who are 10% to 20% over TCO course minimums in any category of training (Flight/Sim/Grounds)
- Behind – Students who are 20% or more over TCO course minimums in any category of training (Flight/Sim/Grounds)

EPP Qualifications

Students will be enrolled in the EPP program based on training records in Flight Schedule Pro (FSP). Flight Schedule Pro tracks student progress through each training course and indicates whether the student is on track, at risk, or behind in terms of course minimum progression.

- ON TRACK: Students who are categorized as on track in their training course in FSP will not be enrolled in the EPP program unless an extensive absence (approved Leave of Absence) occurs. In such cases, the Flight Operations Department and the Student Services Department will recommend an EPP program to allow the student to reacclimate to the flight training environment. The amount and type of training allowed will be presented to the student and the EPP instructor in writing and a copy of the training outline will be placed in the student's file in FSP and with Student Services.
- AT RISK: Students who are categorized as at risk in their training course in FSP will not be enrolled in the EPP program unless the student's primary instructor or a Check Instructor specifically requests it. In those situations, the Flight Operations Department and the Student Services Department will approve or deny the request in writing. Should the departments determine whether an EPP is warranted, the amount and type of training allowed will be presented to the student and the EPP instructor in writing and a copy of the training outline will be placed in the student's file in FSP and with Student Services.
- BEHIND: Students who are categorized as behind in their training course in FSP may be enrolled in the EPP at the discretion of the Chief Pilot's Office or Student Services Specialists.

- Two unsatisfactory Validations (Written Test) will require a student to be enrolled into an EPP.

Identification, EPP Enrollment & Training Plans

Assistant Chief Flight Instructors (Flight Operations) are responsible for tracking student progress in FSP.

Reporting and EPP Enrollment

Assistant Chief Flight Instructors review a weekly report that will indicate students' current standing relative to course minimums.

At least one Assistant Chief Flight Instructor and one Student Service Specialist will meet weekly to discuss students who are enrolled in the EPP and students who are at risk of triggering an EPP. The Assistant Chief(s) will review the training plans with the Student Service Specialists, and both will collaborate on any tactics to aid the student through the EPP process.

Each student will be given a specific training plan to be carried out within the EPP course in FSP. The student's primary Certified Flight Instructor (CFI) will select the training plan that best fits the student's specific needs. The training plan will be submitted by the instructor to the Chief Pilot's Office for approval. If the training plan is approved, the EPP training plan will be scheduled with no further communication and should begin immediately to avoid any training delays. If the training plan is not approved, the Chief Pilot's Office will notify the instructor and student in writing and ask that the training plan be revised.

Enhanced Pilot Proficiency training plans will be billed at a rate of $2,000 per EPP.

The Assistant Chief Flight Instructor(s) shall brief the EPP instructor about the student's training progress, the EPP training plan, and the EPP training plan outcomes.

Training Plans

Each training plan will define successful and unsuccessful outcome metrics. The outcomes should be easily determined and understood by all parties involved. Each training plan is either passed or failed and not looked upon by individual lessons. Individual lessons within the EPP are conducted with no specific passes or fails. Each EPP will result in an overall satisfactory or unsatisfactory grade. The instructor for the EPP training is responsible for communicating the outcome of the training plan with the Chief Pilot's Office.

- SUCCESSFUL TRAINING PLAN: After successful completion of the training plan, the EPP instructor shall communicate to the Assistant Chief Flight Instructor(s) that the training plan was successful, and the student is qualified to resume training in their primary training course. The EPP instructor shall debrief the Assistant Chief Flight Instructor(s) and make any recommendations regarding the student. The EPP instructor may recommend an instructor change. In these cases, the Assistant Chief(s) and Student Support Specialists shall determine if a change is warranted. A meeting will be held with the Chief Pilot's Office and/or Student Services only at the request of the student at the conclusion of the EPP training plan.
- CONTINUED MONITORING: Students who successfully complete the EPP training plan and move back to their primary training course shall be monitored through the weekly meeting with an Assistant Chief and a Student Support Specialist to determine if deviation from course minimums is increasing. If deviation increases an additional 15% above the original EPP trigger, the student shall begin the EPP process again.
- UNSUCCESSFUL TRAINING PLAN: Should the EPP prove unsuccessful, the EPP

instructor shall debrief the Assistant Chief Flight Instructor(s) and make recommendations regarding the student. A Training Review Panel (TRP) occurs weekly where recommendations are made regarding students who have unsuccessfully completed their first EPP training plan. If the first EPP results are unsatisfactory, the TRP will determine whether a second EPP is appropriate or if the student should be referred to the FRB.

- NUMBER OF TRAINING PLANS: Students may only be enrolled in two EPP training plans per course, if determined to be appropriate. A student who has an unsuccessful first EPP training plan in a particular course is not guaranteed a second EPP in that course. Should a student trigger an EPP training plan more than twice in a course, the student shall be referred to the FRB.
- COST OF TRAINING PLANS: Students are responsible for the cost of an EPP training plan, which is paid using the Supplemental Training Plan balance.

Training Review Panel

The Training Review Panel is a panel of training experts from various UAA departments who convene as needed to review all available information including, but not limited to, training records, instructor statements, student statements, EPP instructor statements, and any other information regarding the student's training progress and experience.

- MEMBERS: The TRP will include at least one of the following parties: ▪ Assistant Chief Flight Instructor ▪ Student Services Specialist ▪ Quality Control Instructor (optional) ▪ Chief Pilot (optional)
- OUTCOMES: The TRP members will discuss all available information regarding the student's training and make an appropriate determination of next steps. The TRP has the authority to recommend additional training through a first or second EPP training plan or to recommend a Final Review Board hearing. If additional training is warranted, the TRP will begin the EPP process with a new training plan. If the student is again unsuccessful, the TRP must recommend a Final Review Board. Regardless of outcome, the TRP must document their determination and reasoning for their decisions.

General Process Steps

- Step 1 – Students identified (Flight Operations)
- Step 2 – Training plan created by primary CFI with assistance from student and placed on academic probation, EPP.
- Step 3 – Assistant Chief Pilot(s) approves or denies training plan.
- Step 4 – EPP training plan carried out after training plan approval.
- Step 5 – EPP instructor debriefs Assistant Chief Pilot(s).
- If successful – Student moves back to training course.
- If unsuccessful – Student referred to TRP.
- Step 6 – TRP determines if student should move back to step 2 or move to FRB.
- Step 7 – FRB scheduled.

Final Review Board

Should the TRP determine that additional training opportunities are not warranted, or the student has been on two EPP training plans, the group will recommend a Final Review Board Meeting. The FRB will convene to determine the next course of action using all available information including, but not

limited to, student training records, EPP training records, student statements, instructor statements, student services statements and TRP statements.

A Final Review Board Meeting may also be initiated because of non-compliance with Academy policies. Students who reach an eighth (8th) cancellation within a rolling 12-month period will be referred to the Final Review Board for an additional review to determine appropriate next steps.

- MEMBERS: ▪ Director of Student Services (or representative) ▪ Director of Flight Operations (or representative) ▪ Director, Safety, Security, and Compliance (or representative)
- OUTCOMES: The FRB has the authority to recommend additional training in the EPP process, resuming primary training, or student off-boarding/dismissal

Academic Probation

If a student fails to meet the attendance or academic requirements, they will be placed on a development plan and academic probation for the duration of the current course. Failure to achieve required attendance or academic standards at the end of the probationary period may result in the administrative dismissal of the student. Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. Students will receive attendance or academic counseling from Flight Operations and/or Student Services, as appropriate, when they are placed on probation. The school will notify a student by conducting an in-person meeting if they are being administratively dismissed for unsatisfactory academic progress.

Academic Dismissal

Academic Dismissal is an involuntary separation imposed upon a student. If a student is dismissed, the student is notified by the Director of Student Services.

General Reasons for Dismissal - A student may be dismissed from the program for any of the following reasons:

- Failure to maintain Satisfactory Academic Progress.
- Tardiness and/or absences more than Catalog regulations.
- Inability to obtain or maintain an FAA First-Class Medical Certificate.
- Failure to comply with policies, rules, and regulations established by the school and/or the FAA.
- Violation of the payment policy.
- Violating the Student Code of Conduct.
- Failure to complete the program within 1.5 times the TCO course minimums outlined in the FOM.
- **14-Day Rule**: If a student has not completed scheduled activities (SIMS, GROUNDS, FLIGHTS), excluding school-related wait times, they will be withdrawn from program.
- Any other serious conduct deemed sufficient to justify dismissal.

Academic Appeals

The Academic Appeals policy and process provide a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the SAP Appeals section of the Satisfactory Academic Progress policy. Students

considering appealing a decision about classroom policies, such as course-specific testing, classroom assignments, or grades, should discuss their concerns with their Certified Flight Instructor and Flight Operations. Dismissal can only be appealed if the Director of Student Services determines significant extenuating circumstances exist.

An academic appeal must be received within 30 days of the student being notified of the decision that he or she received their dismissal. Appeals must be submitted in writing to Student Services. The appeal must include a description of the academic decision the student is requesting to be reviewed and as much documentation as possible substantiating the reason for the review of the decision.

An appeal review will be held within five (5) weeks of Student Services receiving the student's written appeal.

The student will be notified in writing via mail and/or email of the decision of the appeal. The notification will be sent no later than ten (10) business days after the decision.

Where there is new documentation or evidence that was unavailable and not presented in the first appeal, a student may submit a request for a second appeal. The granting of a second appeal is at the sole discretion of UAA. If granted, the outcome of the second appeal will constitute UAA's final decision.

STUDENT HOUSING

Student Housing or Dormitories at the UAA are dynamic communities designed to be extensions of the classroom.

Residents will be exposed to social and academic support needed to move through their academic careers to graduate with life skills to contribute effectively to the greater society. UAA's residence facilities are more than a place to sleep and eat. They are places where students learn how to appreciate living and working with a variety of people. They also allow decision-making skills to develop independence, gain self-confidence and accept responsibility. The Dormitory Facilities are located on the main campus, within walking distance of the classrooms. The dormitories have an XL twin bed, a desk, a dresser, and storage. Students dismissed or withdrawn must move out of the dormitories within 72 hours of the day of dismissal or withdrawal.

Student Housing Policy

Students seeking a specific housing assignment shall submit their request to Student Services. While campus housing options are available, UAA does not guarantee on-campus accommodations.

Requests for room assignments are honored on a first-come, first-served, space-available basis. The Academy does not guarantee assignment to a specific building or room. Rooms are single occupancy which means no roommate; however, there are no private bathrooms. Bathrooms are community use by floor.

A dormitory lease agreement is required for those living on-campus. See the dormitory lease agreement for further details.

These rules are contingent upon room availability. Students with children may not live on-campus.

Students who do not enter the dormitory or withdraw prior to the start of training will be considered "Cancelled" and must notify the Billing Office to receive a refund.

Housing Type Location	Description	Monthly cost*
Basic On-Campus	Single occupancy	$795
Large On-Campus	Single occupancy	$835
Extra Large On-Campus	Single occupancy	$920
Building 108 On-Campus - reg	Single occupancy	$1,050
Building 108 On-Campus - large	Single occupancy	$1,150

Housing monthly costs are due by the 10th of each month. Students will not be permitted to enroll in the next certificate course unless cleared by the Finance Department.

*Prices at the time of this publication are accurate. Rates and fees are subject to change.

Student Housing Rules

Students residing in Academy housing are required to comply with the following rules. Failure to do so may result in disciplinary action.

- There shall be no consumption, storage, or sale of alcoholic beverages, cereal malt beverages, or illegal drugs in the housing area. Students violating this regulation are subject to dismissal from housing and the Academy.
- No smoking is allowed in any of the housing units. Smoking is only permitted in designated areas. Students shall dispose of cigarettes in the proper containers.

- Authorized UAA personnel, including UAA staff, security, custodial and maintenance employees, and special projects staff, may enter student rooms at any time to perform normal duties, make necessary repairs and/or inspect rooms for damages, assess for future housing remodel/upgrades and assure the UAA policies are being adhered to. Notice is sent to the occupant prior to entering their dorm room.
- No person under 18 is allowed in the swimming pool or pool area. Students must abide by all pool area rules as posted.
- No pets of any kind shall be housed in or around the housing areas.
- The sidewalk, entryways, passageways, and stairways of the dormitories/housing shall be clear.
- No student shall interfere with any portion of the heating and air conditioning thermostat apparatus in or about the dormitories or the building containing the same.
- No additional locks shall be placed upon any building door without written consent.
- Quiet hours (Between 11pm – 7am): Students should be respectful, not play musical equipment or instruments at late hours and at a volume that would disturb other students in the dormitories.
- Students agree that the cleanliness of the dormitory room is important. The Academy maintains the right to inspect dormitory rooms for cleanliness; if a dormitory room is found unsatisfactory, the student will be notified. If the dormitory room is not cleaned satisfactorily within the required time, a professional cleaning service will clean the dormitory room, and any expense incurred will be billed to the student's billing account. Students are responsible for keeping their living quarters clean from mold, mildew, dust, and dirt, sweeping and mopping floors, and keeping counters clean; refrigerators must be cleaned out once a week, and no rotten food in any areas. Garbage must be taken out weekly or whenever the bin is full.
- Students are responsible for caring for and properly using all furnishings and equipment in the dormitory facilities. Students may be charged for damage to unauthorized use of, or alterations to furnishings or equipment provided in rooms or common areas. Students are jointly responsible for caring for and properly using lounges and other common or public areas. Vandalism or improper care of rooms or public areas may result in fines and/or disciplinary action, including dismissal from the housing without a refund. In addition, students found responsible for tampering with or altering fire protection devices or systems will be subject to federal and state laws and UAA policies.
- Fire extinguishers and smoke alarms are in each dormitory for your protection. Any tampering with this equipment will result in disciplinary action, and the cost of replacement equipment will be billed to the student's account.
- No flammable materials or explosives will be stored in or around the housing area. This includes but is not limited to fireworks and petroleum products.
- No weapons of any kind are permitted in housing. This includes, but is not limited to paintball guns, BB guns, firearms, bows/arrows, and knives.
- No overnight guests are permitted. Unless accompanied by a parent, no person under the age of 18 shall be in any housing unit or the parking area without permission from the Director of Student Services and Campus Security. Visitors are only allowed in the dormitory buildings when accompanied by a resident student.
- No vehicle repair work shall be performed in the housing unit parking areas. Disabled vehicles are not permitted on the premises.
- Campus housing residents are permitted only one vehicle on-campus.

- Students are NOT allowed to move to another room without permission from Student Services.
- Students are responsible for providing their cleaning supplies, toiletries, and bedding.
- Nothing except toilet paper is to be flushed down the toilets. If you notice a toilet running or a water leak anywhere, report it immediately to the housing director or an administrator.
- The safekeeping of personal property is the responsibility of the student. UAA urges every student to exercise all appropriate care to avoid theft and other loss or damage. UAA is not liable for the loss of or damage to student's personal property, including but not limited to acts of God, theft, mechanical failures, electrical surges, water pipes breaking, sprinkler discharge, accidents, or natural disasters. UAA is not financially liable for temporary interruptions in service or utilities. UAA encourages all students to obtain Renter's insurance at their own expense. Nothing herein limits liability to the extent prohibited by applicable law.
- Students are not permitted to have open-flame devices such as candles with wicks.
- Students are not permitted to have additional kitchen appliances outside of what UAA provides (microwave, Keurig coffee maker, convection oven, air frying oven). Dorm rooms may have a small refrigerator (maximum size is 2.7 cubic feet). Timed rice cookers, and battery-operated blenders are allowed.
- Graduated students must move out of dorms before their new hire start date or within one week of graduation, whichever comes first.

TUITION AND FEES

Tuition, Fees, and Program Costs Disclosure

Tuition and other fees depend on the student's start date. Your Enrollment Agreement will detail all student charges.

Courses & Fees 2026	
Private Pilot License (PPL)	$22,750*
Instrument (IR)	$17,000
Commercial SE (COM-SE)	$25,500
Certified Flight Instructor (CFI)	$10,250
Certified Flight Instructor Instrument (CFII)	$5,500
Commercial ME (COM-ME)	$8,000
Total Tuition (Minimum Proof of Funds (POF) is $111,700)	**$89,000**
Optional Certificate: Multi-Engine Instructor (MEI)	$9,250
Required Fee: Checkrides with Designated Pilot Examiner (DPE)	$9,700
Required Fee: Funding for supplemental training plans (refunded upon graduation if not used)	$13,000
Required Fee: FAA Knowledge Exams – paid directly to testing center	$875
Additional Fees: Checkride retakes (if applicable)	Fees vary
Additional Fees: Written exam retakes (if applicable)	Fees vary

**Applicants who enter the program in 2025 with a Private Pilot License will not be required to pay for the PPL course. However, there may be a charge for a PPL refresher course.*

Courses & Fees 2027		
	0-hour Student	**PPL+ Student**
Private Pilot License (PPL)	$25,300	NA
Instrument Rating Transition Course	NA	$5,000
Instrument (IR)	$18,900	$18,900
Commercial SE (COM-SE)	$28,400	$48,700
Certified Flight Instructor (CFI)	$11,400	$11,400
Certified Flight Instructor Instrument (CFII)	$6,100	$6,100
Commercial ME (COM-ME)	$8,900	$8,900
Total Tuition* (Minimum Proof of Funds (POF) is $122,800)	**$99,000**	**$99,000**
Optional Certificate: Multi-Engine Instructor (MEI)	$11,500	$11,500
Required Fee: Certificate/Rating Granting Event**	$10,800	$9,100
Required Fee: Supplemental Training/Flight Overages/Cancellation Fees Bank***	$13,000	$13,000
Required Fee: FAA Knowledge Exams – paid directly to testing center	$875	$875
Additional Fees: Certificate/Rating Granting Event retakes (if applicable)	Fees vary	Fees vary
Additional Fees: Written exam retakes (if applicable)	Fees vary	Fees vary

**Every hour exceeding 10% above Training Course Outline (TCO) minimum will result in an hourly fee of $250 for Single-Engines and $300 on Multi-Engines.*

***Certificate/Rating Granting Event fees are subject to change*

****Unused Supplemental Training/Flight Overages/Cancellation Fees Bank will be refunded upon graduation if not used.*

In addition to tuition costs, students are responsible for flight hour overages billed at $250 per hour for single-engine aircraft and $300 per hour for multi-engine aircraft. Any flight hours exceeding 10% above the TCO minimum are the responsibility of the student and will be billed at the applicable hourly rate.

Certificate/Rating Granting Event Fees	
Private Pilot License (PPL)	$1,700
Instrument (IR)	$1,700
Commercial SE (COM-SE)	$1,700
Certified Flight Instructor (CFI)	$2,700
Certified Flight Instructor Instrument (CFII)	$1,500
Commercial ME (COM-ME)	$1,500
Optional Certificate: Multi-Engine Instructor (MEI)	$1,700

Please note that Certificate/Rating Granting Event fees and exam fees are in addition to tuition and are non-refundable. This includes practical tests conducted by a Designated Pilot Examiner (DPE) or End of Course Exams on Part 141 courses in which UAA holds self-examining authority. Students are responsible for all costs associated with retaking a checkride or End of Course Exam if they fail or cancel the checkride/End of Course Exam with less than 24-hours' notice. Checkrides and End of Course Exams are not covered by scholarships unless the awarding entity states otherwise. Charges incurred for FAA flight physicals, knowledge exams, and Certificate/Rating Granting Events throughout training are the responsibility of the student.

The Enrollment Agreement obligates the student and the Academy to the program of instruction the student selects. Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this Catalog. The content and schedule for the programs and academic terms are described in this Catalog. Tuition and fees are charged per course. When considering program costs and expenses, please consider training needs, previous flight training/licenses held, equipment needs, housing costs, and cost of living.

Students are responsible for all charges associated with their enrollment, including tuition, fees, books, supplies, and housing, for the period they attend, plus any prior balance on the account. The Enrollment Agreement establishes tuition costs, which will stay the same as long as the student maintains consecutive enrollment. Any break in enrollment or program change requires a new Enrollment Agreement, and the student will be subject to the course fee/tuition at the rate in effect at the time of reentry.

If a student withdraws from a course before completion, the full tuition of the course is billed and a refund will be calculated based on the percentage of clock hours a student has completed in the course compared to TCO minimums, which translates to a percentage of tuition to be refunded. UAA reserves the right to adjust tuition and fees, as necessary. All pricing is for planning purposes only. FAA requirements and other various factors may result in adjusting these fees or program costs

before or during the academic year.

Changes in tuition will be published 30 days prior, and all students will receive immediate notification via their campus email.

Cost of Attendance

Cost of Attendance (COA) is the estimated total cost of attending school for an academic period. The COA includes tuition and fees; housing (room and board); books and supplies; transportation; meals; and other education-related expenses. It also includes estimated allowances for miscellaneous and personal expenses, as well as any applicable living expenses.

The total Cost of Attendance represents the maximum amount of financial assistance a student may receive. The combined total of student loans, scholarships, grants, and any other financial assistance, excluding cash payments made by the student, may not exceed the established Cost of Attendance.

Professional Pilot Program 2026		**Professional Pilot Program w/o PPL 2026**	
Tuition & Fees	$111,700*	Tuition & Fees	$92,450*
Books & Supplies	$2,380	Books & Supplies	$2,205
Housing	$18,000	Housing	$15,000
Food	$10,800	Food	$9,000
Misc. Personal Expenses	$2,160	Misc. Personal Expenses	$1,800
Transportation	$3,600	Transportation	$3,000
Total Cost of Attendance	$142,880	Total Cost of Attendance	$123,455

Professional Pilot Program 2027		**Professional Pilot Program w/o PPL 2027**	
Tuition & Fees	$122,800*	Tuition & Fees	$121,100*
Books & Supplies	$2,380	Books & Supplies	$2,205
Housing	$18,000	Housing	$15,000
Food	$10,800	Food	$9,000
Misc. Personal Expenses	$2,160	Misc. Personal Expenses	$1,800
Transportation	$3,600	Transportation	$3,000
Total Cost of Attendance	$159,740	Total Cost of Attendance	$152,108

*Does not include optional courses

Living Expenses

Living expenses should be considered when determining the Cost of Attendance. We withhold our tuition and fees from the loan disbursement and release any overage to the student for living expenses in accordance with the lender's terms and conditions.

Payment of Tuition and Fees

If a student cannot keep the start date for which they are scheduled, the application and enrollment will be forfeited.

Students will be charged for the full cost of each course, supplemental training/flight overages/cancellation fees bank, certificate/rating granting event fees, housing, and any additional fees. Students must keep their student account current. Any balance in the student's account will be refunded according to the terms of the Enrollment Agreement.

Tuition payments and fees can be made by check, electronic ACH, credit card, debit card or wire transfer.

The Academy must receive all payments by the due date, the 10th of each month. The student should maintain a minimum balance for certificate/rating granting event fees on their account. All forms of payment must include the student's name and student number to ensure proper credit to the student's account. A returned payment fee of $50.00 may be charged for each returned check or rejected payment.

Payment of tuition and fees sent by mail should be addressed to:

United Aviate Academy
Financial Services Office
1658 S Litchfield Rd, 104
Goodyear, AZ 85338

Self-Pay Schedules

Training Month	Student Self-pay Schedule
1	$12,280*
2	$12,280
3	$12,280
4	$12,280
5	$12,280
6	$12,280
7	$12,280
8	$12,280
9	$12,280
10	$12,280
11	*No payment due*
12	*No payment due*
Total Payments	$122,800

The self-pay, out-of-pocket total, is divided by 10 equal payments starting in month 1 of training. The payment plan can be full self-pay (above) or partial, with a combination of student loans or scholarships. Payments are due on or about the 10th day of each month. Students' total program

costs include the full tuition of each course, supplemental training/flight overages/cancellation fees bank, certificate/rating granting event fees, housing if applicable, and any additional fees. For program costs, please refer to your Enrollment Agreement.

Self-pay students are required to submit an Automatic Payment Authorization Agreement and begin scheduled payments starting month one, regardless of training progress. Tuition, Certificate/Rating Granting Event fees and Supplemental Training/Flight Overages/Cancellation Fees Bank fees have been built into the payment plan for self-pay students. Authorized payments will be processed automatically in accordance with the Self-Pay published schedule on or about the 10th day of each month.

United Aviate Academy will charge a 3% service fee on all credit card transactions. No additional fees will be charged for debit card or ACH payments.

Although self-pay students are required to remit all payments no later than Training Month 10, UAA does not guarantee that a student will complete the program within any specific or defined time frame. Program completion is dependent on instructor availability, aircraft availability, certificate/rating granting event wait times, weather, and other factors, as well as your commitment to flight training and your individual progress.

Certificate/Rating Granting Event Payment Processing

- Certificate/Rating Granting Event payment is due following the event whether passed or failed, to be enrolled in the next course.
- The final Certificate/Rating Granting Event for the program is due prior to taking the test.
- Notification of late payment: an email will be sent to the student and training will be suspended.
- To avoid a Certificate/Rating Granting Event fee or penalty fee, a checkride must be cancelled 24-hours prior to scheduled time.

Delinquent Accounts

Students must meet all financial obligations due to the Academy, including tuition, fees, Certificate/Rating Granting Event fees, housing, etc. Students who need to make acceptable financial arrangements to pay after being notified of the amount due will have their future registrations canceled. Student accounts with a balance due may be subject to finance charges and other fees. Students with delinquent accounts are not permitted to progress in succeeding courses, are not entitled to transcripts, and will not be permitted to graduate from the program until they have met all their financial obligations to the satisfaction of the Academy. To avoid any disruptions to course lessons, including flight schedules, students should contact the finance office to make arrangements to bring their student account up to date. Students must also resolve any past due balances to be eligible to be hired as an employee at United Aviate Academy.

Collections

If an account becomes 90 days past due, it may be turned over to a collection agency or referred for legal action. If an account is turned over to a collection agency, the debtor will be responsible for all collection costs and legal fees associated with the debt collection.

REFUND AND CANCELLATION POLICY

Cancellation of Contract and Agreement (Enrollment Agreement)

By the student:

- The student may cancel their enrollment at any time by written notification to Student Services.
- A student who cancels his or her Enrollment Agreement three (3) business days (excluding Saturday, Sunday, and state and federal holidays) after submission of the signed Enrollment Agreement to UAA will be refunded all funds.

By the school:

The student may be asked to withdraw for the following reasons:

- The student does not meet the requirements of the Enrollment Agreement and Catalog.
- The student intentionally misrepresents themself when providing the requested information.

Registration Cancellation

Any applicant may cancel his/her registration prior to the beginning of the class by contacting UAA. Upon cancellation after the three-day cancellation period but prior to the beginning of the course, monies paid to the school will be refunded. Applicants are encouraged to make notice of cancellation in writing. However, written notification is not required.

Course Withdrawal and Refund Policy

If a student withdraws from a course after beginning the course but before completion, the full tuition of the course is billed and a refund will be calculated based on the percentage of clock hours a student has completed in the course compared to TCO minimums, which translates to a percentage of tuition to be refunded.

The refund schedule is:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund is required

Refunds, when applicable, will be processed within 30 calendar days of the official withdrawal date. All students are subject to the same refund policy, regardless of payment method. For information regarding refunds under direct billing arrangements, students should contact the Financial Services Office.

All unused funds remaining on the account will be returned to the funding source (i.e., loan provider, scholarship organization, or student's account if they were self-pay) within 30 days of the official withdrawal date. The student should formally withdraw by working with Student Services and the

Finance Department.

The rates and fees used to determine the students' charges will be based on the full rates as posted by the school on the date the student signed the Enrollment Agreement. The student is released from their Enrollment Agreement only when the student has paid their account in full.

FINANCIAL ASSISTANCE PROGRAMS

Private Alternative Loans

Loans to cover the cost of tuition and fees are available through participating lenders. Conditional admission students can apply with any of our participating lenders to cover education-related expenses such as tuition, fees, student materials, living expenses, and certificate/rating granting event fees while enrolled at UAA. We recommend that all students begin the loan application process even if they apply for a scholarship. The student can reduce the loan amount if a scholarship is awarded later.

Private loans are available to students. Private loans originate outside of the Academy and require a separate application. Commercial lenders offer private loans and are approved according to the student's ability to repay. Amounts, interest rates, repayment terms, and application procedures vary according to individual loan programs. Before considering private loans, students should understand their rights and responsibilities under the loan program, including how interest is assessed, when repayment begins, and what repayment options are available.

The terms and conditions of the loan are between the student and the lender.

As a student, you are responsible for being aware of your ability to pay any institutional charges based on your available financial award and personal resources. Review and understand the terms and conditions of your award of financial assistance. Complete all requirements accurately, promptly, and by the appropriate deadlines. Please inform us of any outside scholarships, assistantships, or additional resources you receive. Read and understand all forms you are asked to submit or sign, realizing that you are legally responsible for all agreements you sign. Know and comply with all policies and procedures of UAA.

Proof of Funds Verification

UAA minimum Proof of Funds (POF) is $122,800 for 0-hour and $121,100 for PPL+

Proof of Funds (POF) – If you need any portion of a loan, apply today. It takes time to run credit checks, and if you are advised that you need a co-signer, it may cause a delay in processing times.

You can show POF by uploading a loan approval letter indicating the dollar amount, a scholarship letter indicating the dollar amount, or a personal bank account statement at most 30 days old showing the dollar amount.

If you are not the primary account holder of the bank account, UAA will need the primary holder's driver's license and a signed letter of statement of facts (does not need to be notarized) stating who they are, their relation to you, the student, and the dollar amount they are assisting you with.

Scholarships

United Airlines, JPMorgan Chase, and Boeing have funded over $3 million in a scholarship program in coordination with the Organization of Black Aerospace Professionals (OBAP), Sisters of the Skies (SOS), the Latino Pilots Association (LPA), National Gay Pilots Association (NGPA), Women in Aviation International (WAI), and the Professional Asian Pilot Association (PAPA).

To be eligible for these scholarships, applicants must be admitted to UAA, be a member of the organization presenting the scholarship, and complete the scholarship application process through the organization's website.

These include full and partial scholarships to be used at UAA for tuition-related expenses only. Each scholarship granting organization has its own selection criteria, which does consist of membership in that organization. In addition to these scholarships, many other organizations offer aviation scholarships that may be able to be used at the Academy. A partial list of scholarships and information about eligibility is listed on the Cleared to Dream ALPA website: https://clearedtodream.org/aspiring-aviators/college-program-information/scholarships

Each scholarship program determines the amount they will contribute towards students' tuition and if determined eligible, program fees.

Return of Scholarship Funds to the Originator - Student Policy

At UAA, we are committed to helping our students achieve their goal of becoming skilled and knowledgeable pilots. We understand that pursuing flight training can be costly, and we recognize the importance of loans and scholarships in making flight school accessible to a wider range of students. Scholarships are a valuable source of financial aid for students pursuing their education and training goals. Scholarships can help students achieve their dreams of becoming pilots and advancing their careers in the aviation industry. However, it is possible for a student to receive multiple scholarships for flight school tuition, resulting in overfunding. In such cases, our policy is that any excess funds must be returned to the originator or the student promptly and appropriately. Regardless, UAA will not dictate to the scholarship funds originator how the funds may be used by the student.

This policy is designed to outline the process for returning scholarship funds to the originator or student if a student cannot use the scholarship to attend UAA or if a student has been over-funded for the cost of tuition. The policy has been developed to ensure transparency, fairness, and efficiency in handling scholarship funds and to comply with relevant legal and regulatory requirements.

Policy for returning funds to the originator:

1. Refundable scholarship: if a student has not yet used a scholarship to attend UAA, the awarding originator will determine the disposition of the scholarship funds or remaining funds.
2. Non-refundable scholarship: if a student has used a portion of the scholarship, the originator may decide to allow the student to keep the portion already used. The remainder of the scholarship funds must be returned to the originator.
3. Return of scholarship funds: students who are required to return scholarship funds will be given a period within which to do so. The period will be specified by the originator.
4. Notification to scholarship providers: UAA staff will notify the scholarship providers of the overfunding and return the excess funds to the originator in a timely manner. The student will not be responsible for returning the funds directly.
5. Communication: all communication regarding the return of scholarship funds will be conducted in writing. Students will be informed of the decision to rescind their scholarship, the amount of funds to be returned, and the period within which the funds will be returned to the originator.

Policy for returning overfunding to United Aviate Academy students:

1. Scholarship recipient disclosure: Any scholarships should be disclosed to UAA Finance Department to be correctly applied to the student's account.
2. Review of scholarship terms: UAA Finance will review the terms and conditions of each scholarship the student has been awarded to ensure there are no restrictions or overlapping scholarships.

3. Calculation of overfunding: If a student is awarded multiple scholarships that result in overfunding of their flight school tuition, the refund amount will be calculated by UAA Finance Department.

- Disbursement of scholarship refund: Scholarship refunds will be disbursed based on the student's selection on the scholarship fund return form.

It is the responsibility of the student to report any changes in their financial status to UAA's Finance Department as soon as possible; failure to do so may result in the loss of the scholarship funds.

Our policy for receiving multiple scholarships for UAA tuition and overfunding requires transparency from scholarship recipients, a review of the scholarship terms by UAA Finance Department, and the timely return of excess funds to the originator. This policy is designed to ensure that scholarship funds are used appropriately and efficiently. It provides a clear framework for the return of scholarship funds if a student is unable to use the scholarship to attend UAA or a student has been over-funded. By following this policy, the originator can ensure that scholarship funds are returned promptly, fairly, and that all legal and regulatory requirements are met. We are committed to ensuring that UAA is accessible to all students, and we believe that this policy will help us achieve that goal.

GRIEVANCE PROCEDURES

Definitions

A grievance is a claim, a complaint, or an expression of concern made by a student regarding any aspect of their educational experience, including but not limited to misapplication of campus policies, rules, regulations, and procedures or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee.

Students should initially discuss the grievance with their instructor and/or their assigned Student Services Specialist.

An appeal is the escalation of the complaint to a next-level authority following a decision adverse to the student. Please see the academic appeals process if the appeal is about an academic decision such as a grade.

A student has the right to appeal all matters concerning:

- Disciplinary action taken for violation of student conduct standards
- Tuition and fee matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

A third Certificate/Rating Granting Event failure is not eligible for an appeal.

Procedures

UAA provides a grievance procedure to be followed by all students who seek resolution of any grievance, complaint, or concern arising out of or related to their attendance at the Academy.

The student should attempt to resolve the grievance at the staff level, nearest to the source of the cause of concern. Most concerns can be solved at that level.

If this issue cannot be resolved at the staff level, the student is encouraged to present the concern to the department supervisor or the next level of authority.

If a student remains dissatisfied with the decision after a timely review at the department level, which will include a report to the student of the findings and decision, the student may submit a written grievance to be considered by the Director of Student Services. The written grievance must include a clear statement of the complaint or concern and request a specific remedy, corrective action, or suggest a resolution for consideration. The grievance will be reviewed within five weeks, including the interested parties to assist in determining the outcome of the grievance. At the completion of the review, a written response detailing the determination for the decision will be provided to the student.

Please direct all inquiries to:

FAA Phoenix Flight Standard District Office
17777 N Perimeter Dr,
Scottsdale, AZ 85255
(480) 419-0111
www.faa.gov