

CAROLINA  
AERONAUTICAL  
TESTING &  
CERTIFICATION  
CENTER  
2019 CATALOG

*VOLUME 6 (REVISED)*

*MAY 7, 2019*

SCHOOL REGULATIONS, POLICIES, AND  
AVAILABLE COURSES

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## **Introduction**

Carolina Aeronautical is pleased to present to you our Technical Training Catalog. We sincerely appreciate your interest in your Aviation Maintenance Technology and Federal Aviation Administration (FAA) training and licensing needs. So, if there are any questions after reading this brochure, please feel free to contact us.

### **South Carolina Facility**

John Gallien

Office: 888-878-4443

Cell: 864-979-8661

E-mail: [jgal0509@aol.com](mailto:jgal0509@aol.com)

[www.carolina-aero.com](http://www.carolina-aero.com)

## **About the School**

Carolina Aeronautical is a Federal Aviation Regulation Part 65 Airframes and Power plant Certification School which also specializes in other Aviation and Electronics Technician Licensing and systems training. Carolina Aeronautical has been in the business of training and licensing experienced technicians for more than 22 years. We, along with our affiliated training schools, provide training, examinations and Federal Licensing for approximately 200 students annually. Of that total, approximately 65% are military personnel, 25% are of the civilian sector and the remaining 10% are students of several foreign nations.

In addition to above information, Carolina Aeronautical is also a vendor for Technical Training listed under the Federal and State Vocational Schools Listings. For authenticity purposes, our DUNS vendor code number is 024858867, our Cage # is 1T9G5 our NAICS numbers are 611512/611513 /611691/611710 and 624310 with a SIC Code of 8249.

Carolina Aeronautical provides technical training for both civilian and military students. Carolina Aeronautical has been approved by the South Carolina Department of Veteran's Affairs to provide training through the G.I. Bill Education Training Benefits Program. With that being said, any current and or former Military Service Members with G.I. Bill Education Training Benefits will be able to use their benefits accordingly. Today, Carolina Aeronautical's main focus and function is to provide our students with FAA Airframes & Power plant, Inspection Authorization, Sheet Metal, Electrical/Avionics, Aircraft Systems Familiarization and Certification Training classes with exams to qualified students seeking to obtain their Federal Licenses and Certifications to be eligible for future employment opportunities.

## Locations

**Carolina Aeronautical (South Carolina)** is located in the upstate area of Greenville, within the city limits of Simpsonville, S.C. This facility is approximately one hour south of Charlotte and three hours southwest of Fayetteville, NC and 1.5 hours north of Atlanta, GA.

S.C. Training Facility information & contact person:

Charnita C. Holmes

Carolina Aeronautical Testing & Certification Center

202 North Maple Street # 111 - Simpsonville, S.C. 29681.

Toll free – (888) - 878- 4443 / local – 864 – 228 -9588

Fax – (864) 228-9838

## Mission Statement, Purpose and Objectives

The mission of Carolina Aeronautical Testing and Certification Centers is to provide high quality, vocationally focused, non-degreed programs for Federal Certification and Licensing throughout the U.S. and select foreign nations. The programs offered by Carolina Aeronautical will give each student the theoretical practical skills all employers require in the field of Aircraft Maintenance and Electronics.

Our purpose is to achieve the following objectives towards accomplishing this mission:

- Offer innovative methods of delivering educational services, which includes providing classes at convenient sites throughout the U.S. and select countries abroad.
- Develop curricula using the latest instructional methods to enhance student learning.
- Support a highly qualified and licensed staff.
- Maintain communication with industry specialists and employers in our fields of training.
- Provide personalized student services to maintain at least a 95% passing rate annually.

## Meet the Staff

### John Gallien - COO

The Carolina Aeronautical Center staff is headed by John Gallien, who has been in the Aircraft Maintenance business for approximately 40 years. Of that time, many years were spent learning and perfecting his skills in the USMC's aviation fleet working on various fixed and rotary wing (helicopter) aircraft.

After completing his tours of military service, Mr. Gallien was hired by North West Airlines and then Lockheed Martin Aircraft Company as an all systems A&P Technician. During this period, he worked on

over 14 types of aircraft, both civilian and military platforms. In addition, after joining the Lockheed Martin team, Mr. Gallien rose from the entry level ranks to Aircraft Maintenance Management.

Mr. Gallien has been instructing Aviation Maintenance, Aircraft Electronics/Avionics and Aircraft Structures courses for approximately 22 years and has helped to certify and license thousands of technicians that enrolled in their respective courses. Even before his tenure at Carolina Aero, Mr. Gallien served as an O.J.T. Instructor while serving in the USMC and at Lockheed Martin Aircraft Center in Greenville, S.C.

### **Dave Clark, Executive Director**

Mr. Clark served in the USAF for 23 years before retirement in December of 1987. He then continued his aviation career with Lockheed Martin-Greenville SC, obtaining his FAA A&P certification in October, 1988. He worked as a mechanic, Crew Chief, Production Supervisor, Technical Representative, Systems Trainer, Assembly Supervisor (F-22 & C-130J), and Associate Manager at Lockheed for 26 more years before retiring in 2014 and joining the Carolina Aero team.

### **Training & Licensing Team**

- Charnita C. Holmes – (School Administrator)
- Allen Bowen – (Certified A&P Instructor - 35 yrs)
- Tal Loos – (A&P, DME & STC Instructor - 20 yrs)
- Lonnie Burbage – (A&P, DME & TTC Instructor – 20 yrs)
- Kevin McDowell - (Certified A&P/Structures Instructor – 30 yrs)
- Bill Kendall – (A&P, D.M.E. - 45 years)
- Carl Washburn – (A&P, D.M.E. – 35 years)
- Dana Coombs – (A&P, D.M.E. - 30 years)
- James Crocker – (A&P, D.M.E. – 30 years)

These members of the Carolina Aeronautical team are all highly experienced and all skilled, certified and licensed in their respective fields of:

- Aviation Maintenance Technology
- Aircraft Sheet Metal & Structure Technology
- Avionics, Aircraft Electronics and Radar Technology
- Aviation Maintenance and Maintenance Support Systems Training

## Curriculum Examinations and Grading Systems

Carolina Aeronautical locations and its training affiliates have their own Computer Examination rooms for written testing and test results are given to the student immediately after completion of each exam.

FAA regulations require all testing records be maintained for a minimum of three years.

### Manual proficiency testing:

- (a) You must be able to perform all required tasks to satisfactory level.
- (b) All classes will include a Final written examination and may include an Oral and or Practical final examination for satisfactory course completion. Lastly, Carolina Aeronautical has kept an overall passing rate of 95% or higher each and year since 1997.

## School Hours, Holidays and Class Schedule

Our school campuses operate from 7:00 am – 4:00 p.m. on Monday - Friday and 7:00 a.m. – 11:00 a.m. on Saturday. Computer based and Oral & Practical exams for the SC facility will normally be conducted on a Monday through Friday basis only, unless pre-arranged in advance.

Holidays observed are during the weeks of New Year's day, 4<sup>th</sup> of July, Thanksgiving and Christmas.

Most Carolina Aeronautical Courses will be offered on a monthly basis. However, our Corporate Sheet Metal, Avionics, Composites, Aircraft and Engine Programs will be offered on a quarterly or per request basis only. (See schedule below)

### **School Calendar & Class Schedule (Academic School Year – 2019)**

#### **South Carolina Campus**

<b>Class Start Date</b>	<b>Course</b>
January 14, 2019	FAA A&P and Inspection Courses
January 26, 2019	Aircraft Sheet Metal Certification Course
February 4, 2019	FAA A&P and Inspection Authorization Course
February 18, 2019	Introduction to Basic Avionics Course
March 04, 2019	FAA A&P and Inspection Authorization Courses
March 18, 2019	Aircraft Sheet Metal Certification Course

April 01, 2019	FAA A&P and Inspection Authorization Courses
May 06, 2019	FAA A&P and Inspection Authorization Courses
May 20, 2019	Aircraft Sheet Metal Certification Course
June 03, 2019	FAA A&P and Inspection Authorization Course
July 01, 2019	FAA A&P and Inspection Authorization Courses
August 05, 2019	FAA A&P and Inspection Authorization Courses
August 19, 2019	Aircraft Sheet Metal Certification Course
September 02, 2019	FAA A&P and Inspection Authorization Courses
October 07, 2019	FAA A&P and Inspection Authorization Courses
November 04, 2019	FAA A&P and Inspection Authorization Courses
December 01, 2019	FAA A&P and Inspection Authorization courses

## Academic School Year - 2020

Class Start Date	Course
January 06, 2020	FAA A&P and Inspection Course
February 03, 2020	FAA A&P and Inspection Authorization Course
March 02, 2020	FAA A&P and Inspection Authorization Course
April 06, 2020	FAA A&P and I/A Course
May 04, 2020	FAA A&P and I/A Course
June 02, 2020	FAA A&P and I/A Course
August 03, 2019	FAA A&P and I/A Course
September 07, 2020	FAA A&P and I/A Course
October 05, 2020	FAA A&P and I/A Course
November 02, 2020	FAA A&P and I/A Course

## FAA Exam Rules and Regulations

These courses are designed to cover all of the forty-four subject areas that you will be tested on for the FAA Oral & Practical and Written Exams. After completing and passing any of the below mentioned courses and exams, you will receive a temporary certificate. All documents must be submitted to the FAA and you will receive your official licensing through USPS within 120 days.

The FAA requires the Written Exam results be in the student’s hands before an Oral & Practical (O&P) Examination can be administered. In order to take an FAA O&P Exam with a Designated Mechanic Examiner (DEM), you must have two (2) copies of the FAA 8610-2 forms, all three FAA A&P Written Examination score sheets and a valid (CURRENT) I.D.

South Carolina Campus

- DMEs (Designated Mechanic Examiners) located onsite.

\* Please remember, if any of the Written Exams and or the Oral and Practical Exams are failed, the FAA mandates that a minimum of five hours of additional instructions must be attained before that portion of the exam failed, can be administered again. In addition, if you are not progressing as expected and you have exceeded your course curriculum hours, you will be expected to pay for any required additional hours of training needed to finish and pass the course.

<b>Local FAA Flight Standards District Offices</b> <i>(To obtain your signed FAA 8610-2 Authorization Forms)</i>	
Baltimore, Maryland	410-787-0040
Richmond, Virginia	804-222 -7494
Greensboro, North Carolina	336-662-1000
Charlotte, North Carolina	704-319-7020
Columbia, South Carolina	803-765-5931
Atlanta, Georgia	404-474-5100
Orlando, Florida	407-812-7700
Birmingham, Alabama (for NW Florida)	205-876-1300

Additional state F.S.D.O contact numbers can be attained by going to [www.faa.gov](http://www.faa.gov)



# Course Description and Admission/Eligibility Requirements

## Carolina Aeronautical Airframes and Power Plant Course

### Admission/Eligibility Requirements

The FAA Mechanic's Course is designed for applicants who meet FAR Part 65.71 and 65.77 only. Under these regulations, the student must meet the minimum criteria of the aviation mechanical experience before the F.A.A. will allow the student to take the FAA A&P written exams.

The minimum requirement for one (1) license is 18 months of experience and to attain authorization for both (2) licenses, you must have at least 30 months of hands on aviation maintenance technical experience. Once the FAA is satisfied that you meet the requirements in the regulations, they will issue you an FAA Form 8610-2. You must present this form when registering for the training.

### Course Breakdown

#### (F.A.A. General Course Outline)

- Basic Aviation Electricity
- Fluid Lines & Fittings
- Aircraft Drawings
- Materials & Process
- Weight & Balance
- Ground Ops / Service
- Cleaning & Corrosion
- Aviation Mathematics
- Maintenance Forms & Records
- Basic Physics
- Maintenance Publications
- Mechanic Privileges & Limitations

*\*There are 62 Questions & Answers on the F.A.A. General Examination with a minimum passing percentage of 70%.*

#### (F.A.A. Airframes Course Outline)

- Aircraft Wood Structures
- Aircraft Coverings
- Aircraft Finishes
- Sheet Metal Structure
- Welding
- Assembly & Rigging
- Airframes Inspection
- Landing Gear Systems
- Hydraulics & Pneumatics
- Cabin Atmosphere
- Instrument Systems
- Communication/Navigation Systems
- Aircraft Fuel Systems
- Electrical Systems
- Position and Warning
- Ice & Rain Systems
- Fire Protection Systems

*\*100 questions & answers on the F.A.A. Airframes Examination with a minimum passing percentage is 70%.*

(F.A.A. Power plants Course Outline)

- Reciprocating Engines
- Turbine Engines
- Engine Inspections
- Engine Instruments
- Engine Fire Protection
- Engine Electrical System
- Engine Lube System
- Engine Ignition System
- Fuel Metering System
- Fuel Control System
- Engine Air Induction
- Engine Cooling System
- Engine Exhaust System
- Propeller Systems

*\*100 questions & answers on the F.A.A. Power plant Examination with a minimum passing percentage of 70%.*

(F.A.A. – A&P Oral & Practical Course Outline)

- General Maintenance Procedures and Tools
- FAA required Paperwork and Forms
- Manufacturer’s Service Bulletins
- FAA Airworthiness Directives  
Type Certificate Data Sheets/  
Specification sheets
- Supplemental Type Certificates
- Log Book Entries
- Major Repairs / Alterations Forms 337
- FAA Federal Aviation Regs. – Part 1,  
Part 21, Part 23, Part 39, Part 43, Part  
65 & Part 91
- 100 Hour / Annual / Special Inspections
- Maintenance, Overhaul, I.P.B. & Service  
Manuals
- Advisory Circulars

(FAA – A&P Oral & Practical Exams)

All 44 test subjects covered by the question and answer sessions and the hands-on practical exam.

*Note - All FAA Airframes & Power plants Training and Licensing Courses follow the same lesson plan, only the length of time per course differs.*

## **Carolina Aeronautical A&P Course – Military and Corporate Course**

### *Admission/Eligibility Requirements*

- It is intended to meet the needs of Maintenance, Repair, & Overhaul (MRO), facilities and Military Programmed Depot Maintenance (PDM/SDLM) programs.
- Admissions/Eligibility requirements are the same as the Airframe and Powerplant course.

This course is the FAA A&P course with the Sheet Metal Familiarization course included.

*Course Completion:* Temporary certificate which must be submitted to the FAA for license.

## **FAA Inspection Authorization (IA) Course**

### *Admission/Eligibility Requirements*

- Hold a currently effective FAA mechanic certificate with both the A&P rating, each of which is current and has been in effect for three years.
- Have been actively engaged, for at least a two-year period, before the date of application in maintaining aircraft certificated under FAR Part 43, 65 & 91.
- Have a fixed base of operations at which he or she may be located in person or by telephone during normal working week, but it need not be the place where he will exercise his inspection authority.
- Have available to him the equipment, facilities and inspection data necessary to properly inspect the airframes, power plants, props or any related part or appliances.
- Pass a written test on his ability to inspect according to safety standards for returning aircraft to service after major repairs or major alterations and Annual and Progressive type inspections performed under FAR Part 43.
- Obtain the FAA 86-10-2 forms.

### *Course breakdown*

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| ▪ Federal Aviation Regulations/CFR | ▪ Minor & Preventative Maintenance  |
| ▪ AC - 43.13-1b/2b                 | ▪ Acceptable Data                   |
| ▪ Type Certificate Data Sheets     | ▪ Maintenance Procedures            |
| ▪ Specification Sheets             | ▪ Weight and Balance                |
| ▪ Advisory Circulars               | ▪ Inspection Authorization Exam Q&A |
| ▪ Inspections                      | ▪ Your Rights                       |
| ▪ Airworthiness Directives         | ▪ Maintenance Related Accidents     |
| ▪ Forms & Records                  | ▪ Violations                        |
| ▪ Major Repairs/Alterations        | ▪ Customer Relations                |
| ▪ Approved Data                    | ▪ Service Bulletins                 |
-

*Course Completion:* Temporary Certificate which must be submitted to the FAA for license.

*\*50 questions & answers on the FAA Inspection Authorization Knowledge Test with a minimum passing percentage of 70%.*

*\* If you fail the IA Knowledge test, you may not apply for retesting until 90 days after the date that you failed the test. Any attempt to retest prior to the 90-day waiting period may result in revocation of any airman certificate you hold.*

## **Intro to Basic Avionic Systems Familiarization Course**

### *Admission/Eligibility Requirements*

- All applicants must be able to read, write, understand and speak English.
- Each student must be at least 18 years of age.
- Must possess a good understanding of Basic Math and Electrical Concepts.

### *Course Breakdown:*

- |                                 |                               |
|---------------------------------|-------------------------------|
| ▪ Course Description            | ▪ Aircraft Instrumentation    |
| ▪ Basic Electrical Theory       | ▪ Radar Systems               |
| ▪ Basic Navigation & Radio Aids | ▪ INS/DME/ADF                 |
| ▪ IFR/VFR Communications        | ▪ Aircraft Controls & Display |
| ▪ AC/DC Electrical Power        |                               |

*Course Completion:* Temporary certificate which must be submitted to the FAA for license.

## **Aircraft Electrical Course**

### *Admission/Eligibility Requirements*

- All applicants must be able to read, write, understand and speak English.
- Each student must be at least 18 years of age.
- Must possess a good understanding of Basic Math and Electrical Concepts.
- Previous completion of Intro to Avionics Course.

### *Course Breakdown*

*Course Completion:* Temporary certificate which must be submitted to the FAA for license.

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## Advanced Avionic Systems Familiarization Course

### *Admission/Eligibility Requirements*

- All applicants must be able to read, write, understand and speak English.
- Each student must be at least 18 years of age.
- Must possess a good understanding of Basic Math and Electrical Concepts.
- Previous completion of Basic Avionic Systems Familiarization Course and Aircraft Electrical Course.

### *Course Breakdown*

- Course Description
- Advanced Navigation & Radio Aids
- Advanced IFR/VFR Communications
- Aircraft Instrumentation
- Advanced Radar Systems
- Aircraft Controls & Multi-Function Display Units
- Garmin GPS map 695/6
- Garmin GNS 430W & 530W

*Course Completion:* Temporary certificate which must be submitted to the FAA for license.

## Aircraft Basic Sheet Metal FAM Course

### *Admission/Eligibility Requirements*

- All applicants must be able to read, write, understand and speak English.
- Each student must be at least 18 years of age
- Must have a good understanding of Basic Math.

### *Basic Sheet Metal FAM Course and Exam Breakdown*

- Basic aircraft mathematics and equations (ASA-general)
- Basic uses and reading of aircraft hand tools (ASA- general)
- Aircraft hardware identification & uses (ASA-general)
- Proper safety-wire techniques (ASA-MECHANICS HAND BOOK(MHB)- ac43.13-1b)
- Corrosion detection/identification/treatment / prevention (ASA-gen-ac43.13-1b)
- Basic N.D.T. Inspection processes (ASA general& (ASA-MHB)
- Basic aircraft alum/steel 4-digit material code system (ASA-MHB)
- Temper designation for aluminum alloys (asa-mhb)
- Temperatures for heat treatment of aluminum alloys (asa- mhb)
- Bolt substitution for rivets (ac43.13-1b & asa-mhb)
- Basic structural blue print reading (ac43.13-1b & misc. blue prints)

- Minimum bend radii for 90 degree bends in alum alloys (asa-mhb-ac43)
- Basic aircraft weight & balance calculations (asa general-asa-mhb)
- Set back calculations (class room & hands-on) (asa-a/f-ac43.13)
- Bend allowance calculations – (class room & hands-on) a/f- ac43.13)
- Calculating rivet length/diameter/spacing - (hands-on) (a/f- ac43.13)
- Sheet metal lay out & forming procedure - (hands-on) (a/f- ac43.13)
- Drill bit size selection – (hands-on) (asa-mhb- ac43.13)
- Rivet & mechanical locking fastener install tools – (hands-on) (asa-mhb)
- Proper rivet installation techniques & inspections – (hands-on) (ac43.13-1b)
- Basic nut plate / dome nut installations – (hands-on) (ac43.13-1b)
- Basic sheet metal repairs (rectangular and round ) (ac43.13)

*Course Completion:* School Certificate

## General Aircraft Systems Familiarization Course

### *Admission/Eligibility Requirements*

- All applicants must be able to read, write, understand and speak English.
- Each student must be at least 18 years of age
- Must demonstrate a good understanding of General Math and Physical Science.

### *Course & Exam Breakdown*

- General Aircraft (Fixed-Wing & Helicopter) Operations Overview
- General Airframes Systems Overview
- General Power plant (Engine & APU) Systems Overview
- General Propeller Operations Overview

*Course Completion:* School Certificate

## **Enrollment and Class Preparation**

- Course enrollment at Carolina Aeronautical can be at any time prior to the course start date. However, we recommend enrollment at least 3-4 weeks prior to attending classes. This will allow time for us to send you our course pre- study training packages.
- Paperwork Required
  - Avionics, Sheet Metal, Composite and Aircraft Familiarization Course application forms are required for enrollment. Forms can be found online at [www.carolina-aero.com](http://www.carolina-aero.com).
  - FAA application forms must be filled out and a signed FAA 8610-1 or 2 must accompany the application form. FAA A&P / IA – Two signed FAA 8610 Authorization Forms
  - A valid (CURRENT) picture I.D. - (Driver’s license, mil. I.D. card, etc.)
    - (Int’l Students will also need a valid passport and additional I.D.)

- A G.I. Bill Certificate of Eligibility if attending under Post 9/11
- Study of FAA regulations (FARS) is highly recommended prior to starting your course. A general overall knowledge of the FARS will greatly enhance the quality of your certification process and make your stay at Carolina Aero easier and shorter.
- Final payment is due before class begin.
- Carolina Aeronautical trains students in a classroom setting but is designed to provide training in a one-on-one customized environment.
- Classroom size is limited to a max of 15 students at our campus site. But, no more than 40 students during our Mobile School training classes. Scheduling is on a first-come, first-served basis.
- Supplies to bring: Lap-tops, Note pad, pencils, pens, tablets, highlighters and a calculator. There is Wi-Fi available for students on both campuses.
- Video and /or audio recording devices are **STRICTLY PROHIBITED.**

### **Obtaining your FAA 8610-1 Inspection Authorization and FAA 8610-2 A&P Mechanic's Authorization Forms**

Carolina Aeronautical is operating under 14 CFR FAA Part 65. This means you must satisfy all prerequisites called out in that regulation prior to attending the school.

There are four (4) ways of proving your experience to the authorizing FAA Inspector, any of these methods will be considered as proof of experience:

1. Have a mechanic experience letter signed by an Aircraft Maintenance Supervisor or, previously worked with as an A&P Mechanic for at least 36 months. The letter must specifically address each area of your experience.
2. Have a previously passed or failed FAA A&P or Inspection Authorization Test Report. (A&P or IA)
3. A diploma from an Approved FAA Part 147 Mechanic School.
4. Have a military DD-214 with an A.F.S.C. or MOS Code with an Aircraft Maintenance background with the minimum required time.

### **Granting Previous Credits Earned**

Carolina Aeronautical will allow for credit earned towards the F.A.A. Airframes and Power plants License, providing proof of passing a previous course and exam has been established. However, the exam completion dates for that particular FAA course and exam has not exceeded the two-year expiration dates on the Exam Certificate.

## **Incompletes, Withdrawals, Drop-outs & Leave of Absence Policy**

Should you be unable or unwilling to complete a course through your own fault or not, you will need to contact Carolina Aeronautical immediately! You will then have one year from the course drop date to re-enroll to prevent credit loss of classes already completed. In addition, if you willingly drop out from your class prior to completion for 30 days or longer, you will be required to pay a re-enrollment fee of \$100 before you can restart the program. Exceptions may be granted if the student drops the course due to mitigating circumstances, such as serious injury to self or immediate family member, an emergency, financial crisis or military orders. Carolina Aeronautical is the final arbitrator for any waivers or exceptions.

## **Academic Standards of Progress**

Each Course/Area of Study is divided into Evaluation periods (i.e. General, Airframe, or Powerplant for the A&P course). Academic Progress will be measured at the end of each evaluation period. Progress is measured by the average point grade maintained on the daily tests. Failure by a student to maintain a minimum 70% grade point for the FAA programs will result in the student being placed on Academic Probation. Probation status will be removed at the discretion of the Instructor or Administrator. Students who fail the final exam for a course of study will have to reapply for enrollment and repeat the course on space-available basis. The student will be responsible for any additional costs incurred such as tuition increases, books, test fees, additional instruction or any other items other than the base tuition. Additionally, the re-examination process will be governed by FAA Order 8080-6 as amended. Failure by the student to maintain minimum passing grades through course completion will result in Academic Suspension for one term.

Veterans on Academic Suspension will incur termination of veteran's benefits for one term. The interruption will be reported to the VA within 30 calendar days using VA form 22-1999b. Veterans who are reinstated for benefits after Academic Suspension and fail to maintain minimum course passing scores during that term will be placed on Academic Dismissal for a period not to exceed two (2) terms. Reinstatement after Academic Dismissal may be granted only if extenuating circumstances exist.

It will be the student's responsibility to pay any additional costs such as fees, as determined by the school, books, supplies, exam fees, etc.

All student academic records will be maintained for a period of three (3) years. They will be available to the student for a processing/handling fee.



Letter grading:

The instructor of each course has sole responsibility for measuring, evaluating, and assigning a letter grade to reflect the quality of work and participation demonstrated by the student. In addition, students missing 20% or more of the classes will receive a failing grade, unless they request an incomplete in writing. Upon receiving an “incomplete”, the non-active duty student will have three months to re-enroll and complete the prescribed course. After that period, your grade automatically reverts to a “failing” grade. Therefore, the student must make sure he or she coordinates with the instructor for a date and time to make up the sessions and exams.

Grade	Status	Quality Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	2
F	Failure	0
Q	Withdrawal	0
I	Incomplete	0

<u>Grade Point Avg.</u>
100 - 95 % = A
94 - 90 % = B
89 - 80 % = C
79 - 70 % = D
69 - 00 % = F

All “course” grades are determined on an average point adjusted scale.

*\* Note - Any student who fails the initial final exam for a specific course of study will have to re-apply for enrollment and begin the course on a space- available basis. Also, the student maybe responsible for any additional costs such as tuition increases, books, test fee, instruction or any other items other than the base tuition. Finally, the re-examination process will be governed by the rules & regulations as set forth by the Federal Aviation Administration.*

## **Registration Fee**

An established registration fee is set. However, the amount will not be subject to proration.

South Carolina Registration Fee - \$160

## **Tuition Payments and Prices**

Veterans Administration (V.A.) Funds are only available for those service members who qualify. All course fees which are not immediately covered by the V.A., as in Student Exam reimbursement payments, must be paid by the individual student prior to enrollment. Payment methods accepted

include cash, money orders, company, cashier or traveler's checks and Visa or MasterCard. No personal checks will be accepted.

Post 9/11- G.I. Bill & C.A. Tuition Clock Hour Rates

- U.S. Student A&P Course Normal Clock Hour Rates = \$19.00
- U.S. Student A&P Extended (O&A) Course Clock Hour Rates = \$38.00

Tuition cost may be calculated by using the clock hour formulas below.

*Example: 100 training Clock Hours x \$19 rate per hour = \$1,900. + FAA Exam rates*

<b>Course Name and Materials Provided</b>	<b>Fees</b>	<b>SC Campus</b>	<b>FL Campus</b>
<b>FAA – A&amp;P Oral &amp; Practical Exams</b>	\$600 each	✓	
<b>FAA – Inspection Authorization Home Study Program</b> <i>Includes: Study materials, software and AC43.13 &amp; FAR manuals</i>	\$600	✓	
<b>FAA A&amp;P Mechanic Home Study Computer Course</b> <i>Includes: Airframe &amp; Power plant Written and O&amp;P Oral Exam Course</i>	\$750	✓	
<b>FAA – International Student 16 Day A&amp;P Course &amp; Exams</b>	\$3,595	✓	
<b>Army National Guard Advanced 14 Day Helo A&amp;P Course</b> <i>Includes: Software Downloads and use of all books and materials</i>	\$2,770	✓	
<b>FAA Self-paced Advanced 5 Day Add-on Course</b> <i>Includes: Software Downloads + use of all books &amp; materials</i>	\$950	✓	
<b>FAA – 12 Day A&amp;P</b> <i>Includes: An abbreviated sheet metal/structures course</i>	\$2,595	✓	
<b>FAA – 9 Day A or P with General Course</b> <i>Includes: An abbreviated sheet metal/structures course</i>	\$2,295	✓	
<b>FAA – 5 or 8-Day A&amp;P Oral &amp; Practical Training Courses</b> <i>Includes: Use of all course materials and AC-43.13 &amp; FAR materials</i>	\$795 - \$995	✓	
<b>Army National Guard L.U.H. 21 Day A&amp;P Program</b>	\$3,910		
<b>FAA – 18 Day A&amp;P Course</b>	\$3,380	✓	
<b>1 Week – Intro to Avionics Systems Course</b>	\$1,500	✓	

<i>FAA Mobile School courses (calculations required)</i>	\$19 - \$25 pch + exam fees		
<b>1 Week Basic Aircraft Sheet Metal Familiarization Course</b>	\$1,777	✓	

**Financial Assistance**

Carolina Aeronautical offers financial assistance at 10% A.P.R., which may allow the student to pay their tuition in 2 equal monthly payments until tuition is paid in full. Non-veterans or veterans who choose not to use their G.I Bill benefits are welcomed to use one of the many financing and scheduling programs available. We will work diligently to assist you in reaching your goals. Contact the facility for more information about programs in your area.

If you are participating while employed by aviation, aerospace or defense companies, you should contact your Human Resource Representative or your employer’s Training Department for potential training reimbursement. Many corporations offer their employees 100% Tuition Reimbursement.

G.I. Bill

If you are serving in the U.S. Military or you are a disabled or retired Service Member, Carolina Aeronautical will assist you in filing your G.I. Bill paperwork for your Certification Program. Please be aware that the application process time for getting your G.I. Bill authorized is approximately 3-4 weeks

long. It is recommended that you make application for entrance and acceptance to Carolina Aeronautical for your Aviation and or Electronics Maintenance Training and Licensing Courses as early as possible.

*\*Note - All active duty or prior military personnel must go to [www.military.com](http://www.military.com) for the online applications and instructions for obtaining your Montgomery G.I. Bill information.*

Please call us for any questions regarding the correct and accurate information regarding your applications.

## **Attendance, Tardiness and Conduct**

A veteran may be re-enrolled for benefits at the beginning of the term following the interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Veterans interrupted for a second time for unsatisfactory attendance shall not be allowed to re-enroll for V.A. Education Benefits in the absence of mitigating circumstances.

Veterans and non-veterans (except non-veterans and veterans that choose not to reapply for benefits) will be asked pay a processing fee of \$350 and a non-refundable fee of \$150 prior to readmission. In either case, acceptance is on a space-available basis.

Students are expected to conduct themselves in a civil and professional manner throughout their course. Disruptions will not be tolerated! In addition, any student suspected of cheating will be suspended until a fact-finding board is convened. If the student has been cleared of all charges, he or she will be allowed to return and continue with the course. However, if the student is found to be guilty of cheating, he or she will immediately be terminated from the course. The student may re-apply for the course, but only after one year has lapsed from the conviction date.

Readmission will be on a case-by-case basis and there will be no guarantee of acceptance from the school.

Fighting and harassment to other students or faculty members are subject to disciplinary action and or dismissal. Once again, the student's re-admission will be on a case-by-case basis and will be governed by the rules and regulations of Carolina Aeronautical, the Federal Aviation Administration and the U.S. Veteran's Administration.

## **Complaints**

If you have a complaint, we want to hear about it ! You may contact our Administrator or any instructor and rest assured your complaint will be thoroughly investigated and a fair resolution will be sought.

## **Job Placement Assistance**

Once successful completion and licensure from Carolina Aeronautical has been attained, Carolina Aeronautical will also assist the student in locating employers who may be ready to hire them.

\*Please note - Carolina Aeronautical does not guarantee or imply that the student will be hired by any of these companies but your chances of getting hired are vastly improved. To date, Carolina Aeronautical has assisted 100s of it's students secure jobs with several Airlines, Aircraft & Engine Manufacturers, FAA Repair Stations and MROS. (See web site for a list of current hiring entities)

## **Refund and Cancellations**

Refunds will be made promptly and within 40 days. Student veterans are not required to file an application for refund but you will need to give a statement in writing as to the reason for non-attendance and or dropping out. Please note that the cost for all Shipping & Handling, taxes, books, computer software and training aids sent to you are totally non-refundable and you will be charged the full-face value for each item. Also, there will be a \$200 drop out fee on top of the cost of the materials sent to you, if you do not notify the school in writing at least ten (10) working days prior to dis-enrolling or dropping from the program. However, a total of only \$100 (plus the cost of materials sent to you) will still be assessed if a student drops out of the course if he or she decides not to attend after his application has been sent in and processed by Carolina Aeronautical. (Please note – Dropout fee info may differ from those students attending under a V.A. Program)

## **Guarantees**

Carolina Aeronautical guarantees that if you fail any of our FAA Written Exams or the Oral and Practical Examination after completing our courses, Carolina Aeronautical will give you up to six (6) hours of additional instructions at no cost to you for up to two years for the FAA Program. However, the re-exam fees, additional hours of training and any other fees other than the base course cost will be the sole responsibility of the student.

## **Classroom and Laboratory Training Facilities**

All Training and Examinations are held at our training facilities in Simpsonville, SC and Crestview, FL. However, all requested Carolina Aeronautical Mobile School training can be held at the employee or Military personnel's training facilities across the country and abroad in certain circumstances.

Carolina Aeronautical Training Centers has over 7,000 square feet of class room and laboratory training space area. Our training and laboratory equipment include all of the necessary essential and functional systems and components that are required to administer our Aircraft, to include Engine Systems Familiarization, Aircraft Sheet Metal, Airframes and Power plants, Inspection Authorization and Avionics Licensing and Certification Programs.

## **Graduation and College Credits**

Carolina Aeronautical, which is a FAR Part 65 Aviation & Electronic Maintenance Technology Institute certifies that upon successful completion of your FAA A&P Courses, you may be awarded 30 and up to 75 credit hours towards the Aviation Maintenance Technology Degree, if you choose to attain you're A.A.S. Degree through Greenville Technical College, Eastern New Mexico University @ Roswell, Embry-Riddle University and other any participating accredited Institutes of Higher Learning. However, each individual school will determine the total number of semester credit hours which will be accepted upon enrollment of their respective school. If you are applying to Carolina Aeronautical for any of our Federal Licensing Programs and you want to use your Corporate Tuition Assistance and or G.I. Bill Education Benefits, please remember to ask for the information concerning our Course Curriculum to get started.

After completing the courses and attaining your Licenses through Carolina Aeronautical, contact the selected School's Admissions Office of your choice and sign up for their on-site or on-line Aviation Maintenance, Management and or Electronic Technology Degree Programs. Note that all that is required is an additional 12 - 32 semester credit hours. All remaining academic hours can be complied with on campus and/or via your personal home computer.

Eastern New Mexico University @ Roswell	<a href="http://www.roswell.enmu.edu">www.roswell.enmu.edu</a>
Embry- Riddle University	<a href="http://www.erau.edu">www.erau.edu</a>
Greenville Technical College	<a href="http://www.gvltec.edu">www.gvltec.edu</a>

Carolina Aeronautical cannot make any guarantee of acceptance of any credits earned at this school by any other institution of higher learning. However, the institutions above have indicated their willingness to accept credits that meet their requirements. Carolina Aero will assist you in document preparation and verification of credits earned while attending our campuses.

## **Lodging**

Carolina Aeronautical can and will assist you in making all of the necessary arrangements and accommodations for you before you arrive for classes.

### **South Carolina Campus**

- Lodging ranges from \$51.00 - \$65.00 per day.
- Call the hotel of your choice at least two weeks prior to your arrival to confirm all of your accommodations for your stay in South Carolina.

### **School Transportation**

Carolina Aeronautical can furnish your transportation to and from the hotel, if required for an additional \$50 per week. If you're arriving by airline, train or bus system, call the appropriate campus for instructions on getting to the hotel.

### **South Carolina Campus**

This campus is served by the Greenville/Spartanburg Airport (GSP), which is approximately 15 minutes from the Carolina Aeronautical training facility. Students arriving by bus or train will make reservations to the City of Greenville, SC bus and train terminals.