1. **Flying is inherently dangerous** **and potentially deadly.** In order for the industry to operate safely standards have been put in place to govern aircraft maintenance and flying operations. These processes and procedures have made flying one of the safest means of transportation in the world.
2. **Character Traits of a Successful Pilot.** A desire to pursue a Commercial Pilot Licence must be matched with self discipline, skill, a strong sense of doing things correctly, and the ability to deal with emergencies. These are essential character traits. Failure to demonstrate these traits and fly safely, or a lack of aptitude to deal with the demands of flying will result in cessation of training and / or expulsion. Global Flight Training Solutions provides you with the wherewithal to be successful; but you must also demonstrate to Transport Canada – Civil Aviation that you have the knowledge and skills to earn and keep your credentials. If you are not able to meet this challenge, you should consider another vocation. It is better to recognize this as it becomes apparent, than waste time and resources.
3. **Operating Policies and Procedures.** GFTS has operating policies and procedures designed to ensure a safe learning environment. Read them, understand them, and abide by them.
4. **Flying Training is Expensive**. A review of the GFTS Charge Rates and Fees provides a clear indicator that flying training is expensive. Pursuing a Commercial Pilot Licence and in the fullness of time an Air Transport Pilot qualification requires a long-term commitment, sacrifice, and significant resources. GFTS aims to make every minute of your instruction worth your investment.
5. **Ceasing Training or Expulsion.** Given the above, GFTS has put in place a policy to deal with the potential of a student not demonstrating the aptitude or not exercising the necessary self discipline to be a successful pilot. In these cases, the student’s training will be ceased, or the student will be expelled depending upon the severity of the transgression.
6. **Procedures leading to Cessation of Training based on aptitude.** Student training is based on theoretical knowledge and procedural knowledge and the ability to apply this knowledge. It is also based on a demonstration of skill in flying an aircraft, applying, and following procedures and protocols, and dealing with emergencies.
7. **Online ground school training** includes on-going progress tests which demonstrate whether the student has acquired the required knowledge to challenge the Transport Canada Commercial Pilot Licence written exam. Success on these progress tests leads to a recommendation to sit this written exam. If a student is having problems with the ground school, he/she/they can seek additional instruction / explanations from GFTS instructors or supplement their on-line training through additional study.
8. **Repeated exam failure.** Student progress on their on-line ground school tests will be monitored. Failures on these exams will result in a recommendation to the student to seek assistance. Repeated or multiple failures on these progress exams will result in a review by the Chief Flying Instructor together with the student and his/her/their instructor (as applicable) to determine whether the inability to master the subject matter can be overcome. Should the Chief Flying Instructor determine that in his/her/their judgement that the inability to master the subject matter is likely to not be overcome, then training will cease. Failure to pass exams is an objective indicator and therefore there is no recourse by the student to the Chief Flying Instructor’s decision.
9. **Flight training** is based on a structured series of exercises to develop skills and apply knowledge. An instructor provides an explanation before and / or during flight and demonstrates the correct technique and then has the student practice the skill and validates that the student has mastered the technique being taught.
10. **Aptitude.** Flying is complex requiring the ability to not only process information but also the ability to master the control of the aircraft, to follow procedures and to respond to eventualities. This ability can be summarized as an aptitude. Not every student will have this aptitude and there is no shame in recognizing that one’s aptitude may lie in a different direction.
11. **Failure to demonstrate flight aptitude.** GFTS instructors tailor their lessons to a student’s ability to progress and provide immediate feedback after each flight with periodic written assessments as training progresses. However, when an instructor judges that a student is unable to master the lesson:
	1. He/she/they will first advise the student of this concern and explore with the student where and how they can improve.
	2. Should the student continue to be unable to master the lesson another instructor will be assigned to see if a different instructor’s approach can resolve the student’s problem.
	3. Should this be unsuccessful the Chief Flying Instructor will conduct a Check Flight to determine whether the inability to master the lesson is an indication of lack of aptitude or whether more training is warranted.
		1. If the CFI judges that the inability to master the lesson is because of lack of aptitude then he/she/they will cease training for the student.
		2. Should more training be warranted, a plan will be developed with specific areas for improvement noted, what additional training is to be completed, and setting a date for a re-test Check Flight (generally within two weeks).
			1. Should the student have mastered the skill / lesson then structured training will recommence.
			2. Should the student not have mastered the skill / lesson then the CFI will cease training.
	4. When the CFI determines that training is to be ceased, he/she/they will provide a written report to the student indicating the reasons for ceasing training with a copy placed in the student’s file.
	5. The student always retains their Flight Training Record and Pilot’s log which they can carry to another institution if they are dissatisfied with the CFI’s decision
12. **Failure of judgement and / or lack of self-discipline.** Commercial flying requires pilots to always exercise good judgement and to be self-disciplined. When they are flying for hire it is not only their lives that are at risk. They also have passengers’ lives, their plane and other planes, and people and infrastructure on the ground to keep safe. Failure to demonstrate good judgement and self-discipline will result in expulsion should the behaviour not be corrected.
13. **Unacceptable behaviour.** GFTS has two categories of unacceptable behaviour. Behaviour that disrupts day-to-day training and behaviour that puts flight safety at risk. Behaviour that disrupts day-to-day training has a path to remedy. Behaviour that puts flight safety at risk will result in the student being immediately expelled.
	1. **Behaviour that disrupts day-to-day training.** GFTS will keep a record of students causing disruptions to day-to-day training. These disruptions affect a student’s ability to complete training and disrupts other student’s training and therefore is unacceptable. In the event that a student shows this pattern of behaviour the following procedure will be followed:
		1. Verbal warning by the student's instructor,
		2. Written warning by the CFI/Campus Administrator which will be placed on the student's file
		3. Meeting with the CFI/Campus Administrator and a second written warning placed on the student's file indicating that this meeting has occurred. During this meeting:
			1. The student's performance will be reviewed and if it is determined that the student has a valid reason for his/her actions they will be offered the opportunity to avoid expulsion by remaining free of infractions for a one (1) month period commencing on the day of the meeting.
			2. After one (1) month of remaining free of infractions, the student's record will be cleared.
			3. Should the student not have a valid reason, should he/ she not accept this option, or should he/ she not remain free of infractions for a one (1) month period, the school will expel the student for failure of the good judgement and/or self-discipline required of a commercial pilot.
14. **Behaviour that puts flight safety at risk.** GFTS will not tolerate any behaviour that puts flight safety at risk. This includes any behaviour that: may lead to injury or death, cause damage to aircraft and/or equipment and or facilities, have a negative impact on GFTS’ reputation for safety, or be in contravention of the Canadian Civil Aviation Regulations. Any student witnessed displaying dangerous or unsafe behavior will be immediately subject to expulsion. The General Manager and the Campus Administrator will review information and make a determination of whether or not the student is to be expelled. The student will be advised of their decision in writing. Students will have no right of appeal of an expulsion decision for behaviour that puts flight safety at risk.
15. **Some examples of behaviour that puts flight safety at risk.** The list is not complete, but is meant to be indicative of behaviours that would result in a student being expelled.
	1. Violation of any Canadian Civil Aviation Regulations that have a direct impact on flight safety, regardless of whether or not Transport Canada has taken official action
	2. Flying under the influence of alcohol and / or drugs
	3. Deliberate disregard for the aircraft limitations as set out by the manufacturer
	4. Unauthorized acrobatic flight in school aircraft
	5. Negligent low flying other than that for the purpose of flight training
	6. Unauthorized formation flight
	7. Fuel exhaustion
	8. Failure to report aircraft damage, accidental or otherwise.
	9. Landing at other than licenced or registered aerodromes, except for emergency or precautionary reasons
	10. Negligent use of school aircraft or equipment
	11. Actions in violation of the GFTS sexual violence policy.
	12. Violent outbursts.
16. **STUDENT APPEAL OF EXPULSION**

**THE STUDENT MAINTAINS THE RIGHT TO APPEAL ANY EXPULSION DECISION. THE STUDENT WILL FILE THE APPEAL WITH THE CAMPUS ADMINISTRATOR AND THE CAMPUS ADMINISTRATOR SHALL CONVENE A BOARD TO REVIEW THE EXPULSION DECISION, WITHIN 30 WORKING DAYS OF THE OFFICIAL RECEIPT OF THE APPEAL. THE STUDENT HAS 10 WORKING DAYS TO FILE AN APPEAL AGAINST AN EXPULSION DECISION TO THE CAMPUS ADMINISTRATOR. EXPULSION DOES NOT TAKE EFFECT IF AN APPEAL IS LAUNCHED BY THE STUDENT.**

**THE STUDENT WILL BE INVITED TO PRESENT THEIR OBJECTIONS AND CONCERNS TO THE BOARD. THE BOARD WILL CONSIDER THESE SUBMISSIONS TOGETHER WITH THE REASONING FOR THE EXPULSION RECOMMENDATION. THE DECISION BY THE BOARD IS BINDING. IF THE STUDENT IS STILL IN DISAGREEMENT, THEY CAN FILE A COMPLAINT ONLINE TO “PCC.TCU.GOV.ON.CA”. GFTS WILL PROVIDE ACCESS TO THE INTERNET AND ASSIST THE STUDENT WITH INITIAL LOG ON STEPS. SUCH ASSISTANCE WILL ONLY BE AVAILABLE FOR 5 WORKING DAYS FROM THE TIME THE FINAL DECISION HAS BEEN RENDERED BY GFTS.**

1. **Confidentiality of Matters**

The filing of an appeal, the procedures and actions that are taken in relation to it, the outcome, preventative measures, and any appeal proceedings thereafter are only to be privy to individuals on a need-to-know basis.

The above does not apply to situations where a corrective measure includes informing the whole student body, staff, and associates of any changes in a system is required.

1. **Grounds for Suspension or Expulsion.**

Listed in the table below is a quick reference that summarizes grounds for expulsion. This is not exhaustive, but brings into focus the grounds for expulsion:

|  |  |
| --- | --- |
| **Grounds** | **Actions That May be Taken** |
| **Suspension** | **Expulsion** |
| Inadvertent violation of general policy or the CARs | Yes | No |
| Overall violation of general policy or the CARs | Yes | Yes |
| Violation of the anti-harassment policy | Yes | Yes |
| Violation of the anti-harassment policy, wherein sexual misconduct was the precipitating reason | No | Yes |
| Blatant violation of general policy or the CARs that endangered the life, welfare, and / or security of persons and / or property, be them associated with GFTS or not | Yes | Yes |
| Malicious violation of the law or general policy with intent to endanger the life, welfare, and / or security of persons and / or property, be them associated with GFTS or not | No | Summarily |
| Inadvertent violation of the law or general policy with intent to endanger the life, welfare, and / or security of persons and / or property, be them associated with GFTS or not | Yes | Yes |
| Falsely filing a grievance against another individual or individuals | Yes | Yes |
| Non payment of amounts owing. Default on monies owing | Yes | Yes |

Staff will use their discretion and best judgement in making a decision to follow through on the above grounds. In extreme situations, such as the malicious operation of aircraft or usage of resources, the decision to notify relevant authorities shall be made at the discretion of the personnel who witness or are first alerted to such a situation.

1. Amendment Procedure
	1. Global Flight Training Solutions willfile a copy of any changes to Ceasing Training and Expulsion Policy with the Superintendent. No change to Global Flight Training Solutions Ceasing Training and Expulsion Policy shall take effect prior to approval by the Superintendent
	2. The changes shall be highlighted and submitted to the Superintendent.
	3. Once approved, the Amendment will be inserted into the Policy
	4. The Campus Administrator will then enter the revision into the revision log.
2. Revision Log

|  |  |  |
| --- | --- | --- |
| Date | Summary of Changes | Revision No |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |