



*Your Passport to a First Class Airline Career*



PRIVATE • PROUD • PROVEN

"Hello! This is Emily from the July class. I wanted to say 'hello' and let you and everyone at **The Airline Academy** know I am currently a flight attendant for **American Airlines**!! The training was truly the difference of getting hired. I love my new career and I have the Academy to be thankful for. I couldn't have done it without all of you!"

Many thanks,  
Emily B., Cranberry Township, PA

"I got a job with **Express Jet Airlines**. I've been working for four months now. **Express Jet** is crossed utilized so I work ticket, ramp and gate! Four other girls from **The Airline Academy** work at this airport as well. One for **Sky West** and the others are at **US Airways**. I just wanted to let you know how happy I am in my new career and thank everyone at the Academy. This is the best thing that has ever happened to me."

Sincerely,  
Cindy C., Madera, CA

"**The Airline Academy** was the experience of a lifetime! Before I graduated, I was already hired to be a flight attendant for **United Express**, which honestly I didn't think I could, because I was only 18. Since I had been to **The Airline Academy** they accepted me. Now I am a flight attendant, making good money and only 18 years old. The airlines give great pay and benefits. I owe this all to the staff of **The Airline Academy**, and I want to thank you so much for my new great career."

Corretha P., Chicago, IL

"I am now working with **jetBlue Airways** in Tucson, AZ. I wanted to thank all of you for continuing to help me find a job here in Tucson. It's what I've always wanted. I appreciate all your help. I had a great time at **The Airline Academy** and meeting such wonderful people. Keep up the good work."

Ashley S., Greenvally, AZ

"I would like to say thank you for notifying me about the Customer Service that was open here in PVD for **US Airways**. I arrived at the interview and was told about a former **Airline Academy** student who was hired a week earlier. I am pleased to inform you that I was hired on the spot. I am very happy that in a matter of one week from my arrival back from **The Airline Academy** I was hired by an airline."

Michelle C., Providence, RI

"First off I want to start by saying "Thank You" for everything **The Airline Academy** has done for me. It was an awesome experience, and I learned so much while I was there. I made some really good new friends and learned a lot about my new career. I was recently hired by **Northwest Airlines** in Tampa, FL."

Thank you all so much!  
Amanda B., Zephyrhills, FL

"I was offered a job by **Southwest, Independence Air** and **Omni Air International**. I chose **Omni** because of my international interest. It has been an amazing experience. I became a permanent lead after one year and love my job more than words can express."

Lynne M., Orlando, FL





# WELCOME



Your acceptance into **The Airline Academy** will open the door to the exciting world of travel, adventure and opportunity. If you enjoy a fast paced, positive work environment, are motivated by advancement potential and have a desire to travel and see the world... you've made an excellent career decision. There has never been a better time for you to pursue your career in the airline industry.

**The Airline Academy** was founded to meet the hiring needs of the commercial airline industry. Airlines are equal opportunity employers. Consequently, many airlines receive in excess of 5,000 applications per month. Interviews are granted to those applicants who have the competitive edge. **The Airline Academy** has distinguished itself as the most complete airline training facility in the United States, training in all areas from the ground to the flight deck. As a graduate of **The Airline Academy**, you will be recognized by the airlines as a highly trained professional. Your **Airline Academy** training will put your application in a place of distinction. **The Airline Academy** graduates have been hired by over 60 airlines including **American, US Air, Southwest, Continental, British Airways, SkyWest, United Express, Northwest, Delta and Mesa.**

The benefit of your education won't stop with placement. The FAA (Federal Aviation Administration) requires each airline to put its employees through a rigorous training phase, regardless of an employee's background or training. The number of employees who fail to complete this in-house training is exceptionally high, averaging 25% to 35%. The good news is that over 99% of **The Airline Academy** graduates hired by airlines successfully complete their airline's in-house training. Furthermore, our graduates are frequently among the first to be promoted.

Our training makes the difference!

William F. Stephens  
Chief Executive Officer



## **Mission**

To provide a low cost, short term, fast track to employment curriculum created to maximize your education and minimize your time away from home and in the classroom. Our programs provide you the necessary skills to give you a competitive edge to be successful in the airline industry.

## **History**

Established in 1972, **The Airline Academy** has gained worldwide recognition as one of the premier aviation training facilities with students attending from over 63 countries and all 50 states.

Our founder, Nino Ciancetta, retired from **US Airways** as their all-time senior pilot with over 40,000 flight hours. Mr. Ciancetta served as Vice President of the Airline Pilots Association (ALPA), Chairman of the Aviation Safety Board and member of President Richard Nixon's Aviation Advisory Board.

In 1995, customer service, flight attendant and aircraft dispatch were added to our curriculum to further serve the needs of the aviation industry.

## **Credentials**

**The Airline Academy** is certified by the U.S. Department of Transportation and Federal Aviation Administration (F.A.A.) in accordance with Federal Aviation Regulations Part 65, Appendix A and FAR 61.

## **Affiliations**

NATA (National Air Transport Association)  
FATA (Florida Aviation Trades Association)  
Alaska Air Carrier Association  
Daytona Beach Chamber of Commerce  
Better Business Bureau of Central Florida (407) 621-3300  
A+ Rating

## **Airline Advisory Board**

We are honored to have prominent and respected members of the aviation profession serve on our advisory board. Through their evaluation of our curriculum and training methods we stay at the forefront of the ever changing needs and requirements of the airline industry.

### **A.C. Everett**

US Airways  
Supervisor Dispatch  
F.A.A. Designated Examiner

### **Ed Hunter**

NetJets  
Captain  
ATP Certified

### **William D. Masters**

Rear Admiral  
U.S. Navy, Retired  
F.A.A. Organizational Consultant

### **Richard Mather**

Delta Airlines  
Station Manager  
DBA Director of Security

### **Sally Mayo**

Pan Am World Airways  
Training Director  
Station Manager

### **Pearl Norton**

Mesa Air Group  
Manager  
In flight Recruiting/Human Resources



### Education Team

**The Airline Academy** instructors are carefully selected to ensure a staff of experienced professionals. They are continually evaluated, along with recommendations from our advisory board, to maintain a high level of teaching effectiveness. With an emphasis on each student's needs, we maintain a 12:1 student teacher ratio. This class size allows us to supply everyone with their own computer and offer state-of-the-art quality individualized education. While at **jetBlue University**, students are trained on multi-million dollar full motion simulators under FAR 121 standards. Our aircraft dispatch instructors all hold the highest FAA level of licenses including an Airline Transport Pilots License and FAR 121 certification. We are confident that our education provides you the knowledge and skills that are essential to be successful in the aviation industry:

- **Competitive Edge to Get the Interview**

*"I was contacted today by **Delta Airlines**, and they are sending me for an interview December 21. I am so excited. I am sure I will do fine, because of everything I learned from The Airline Academy. Thanks again to everyone at **The Airline Academy**."*

Kristy L., Spring Hill, FL

- **Competitive Edge to Get the Position**

*"I went to **United Airlines** and sparks just flew!! They hired me! It felt perfect. The training at The Airline Academy really helped me during the interview process."*

Sincerely with love,  
Ruby G., La Puente, CA

- **Competitive Edge to Pass the Airlines In-house Training**

*"Great news! I was hired by **Pinnacle Airlines**... **The Airline Academy** taught me everything I needed to pass the in-house training. It was absolutely great!"*

You guys are awesome!  
Laureen J., Toledo, OH

- **Competitive Edge for Advancement**

*"I am the lead flight attendant for **Colgan Air (US Express)** for the Albany, New York base and just received the position of Air Transportation Supervisor. I just want to thank you again for the "Competitive Edge" that started my career."*

Jessica S., Caroga Lake, NY





*Southwest and Mesa Air conducting monthly on campus interviews prior to graduation.*

## Career Placement Services

**The Airline Academy** has an experienced and well respected career placement department. Our placement team has developed an excellent working relationship with recruitment representatives throughout the aviation industry. By consistently providing well trained, qualified candidates **The Airline Academy** is recognized as an industry leader in successfully placing personnel in a wide variety of airline positions.

Our placement team is committed to providing our students and graduates with the absolute best level of service. During each class, airlines are invited to conduct on site interviews prior to graduation. We also assist our graduates in flying to different locations throughout the country for interviews. While no school, college or university can guarantee employment, The Airline Academy takes pride in our many successes with **over 63 airlines hiring our graduates.**

In addition, we maintain a Jobs Website that is available to each graduate with an up-to-date list of available jobs, including airline, position, location and requirements.

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*"We always look to airline academies first in recruiting our future flight attendants, as they are the most educated, trained, and prepared to enter the work force. We put a high priority on hiring the most qualified and prepared candidates available, of which your students are included. We will be relying on your graduates to fill our ranks."*

Bob Trout  
**Piedmont Airlines/US Airways Express**, Corporate Recruiter



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*"On behalf of **Mesa Air Group**, we would like to thank you for being a resource for providing a high level of professional and quality graduates. This allows us to place well trained candidates for the vital role of becoming a Flight Attendant in the airline industry, and we are proud to partner with **The Airline Academy.**"*

Sincerely,  
Pearl Norton,  
**Mesa Air Group**, Manager In-flight Recruiting

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*"We always look forward to our trips to **The Airline Academy** because we know we'll find professional, well trained applicants who are eager to begin a successful career with **ASA!**"*

Jennifer A. Lantz  
**Atlantic Southeast Airlines**, In-Flight Recruiting Coordinator



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*"When we look for Flight Attendant candidates **The Airline Academy** is a great resource. The students we have interviewed and chosen to work for our company have done a great job in their new career. They are well trained and very professional. Thanks to the Academy, it has made our jobs easier."*

Jennifer Ankrom, Debbie Dycus, Sid Davis  
**PSA Airlines**, Flight Attendant Recruiters



*"I am with EXPRESS JET based in CLE. I'm so happy and excited with my new career."*



*Airline Academy graduates completing in-house training with Piedmont Airlines.*



*Airline Academy CEO, Bill Stephens with Academy graduate at SMC Airport.*

## **Proven Results!**

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### **Placement Statistics**

**January, 2014 – December, 2015**

**Students completing Resident Training 95%**

**Students hired prior to Graduation 63%**

**Students hired within two (2) months of Graduation 23%**

**Total Confirmed Placement 86%**

**Students who have not confirmed placement but have not sought further Placement Assistance 9%**

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**Total Presumed Placement 95%**

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*"Thank you for the training that I received from **The Airline Academy**. I am now a CSR for **America West/US Airways**. I absolutely love it! Thank you so much to the teaching staff for being wonderful teachers and inspiring us all."*

Jacqueline J., Vacaville, CA

***We challenge any school to compare results!***





## **Flight Attendant/Customer Service**

Tuition (Excluding room and board) **\$6,975**

The Flight Attendant/Customer Service Program is conducted in three consecutive phases and provides a broad range of information about the entire airline industry. This course develops the necessary technical skills and base of knowledge needed by the student to qualify and have the competitive edge for a wide range of entry-level positions within the airline industry.

### **Phase I Distance Learning**

12 lesson format designed for students to learn the theory and fundamentals of the airline industry, while progressing at their own pace. This phase can be completed through traditional textbooks or online at our new interactive classroom website.

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|---|--|
| <b>1. Introduction and Overview of the Industry</b>       | <b>7. Domestic Airline Ticketing</b>           |
| <b>2. Airline Terminology</b>                             | <b>8. International Airfares and Ticketing</b> |
| <b>3. Geography</b>                                       | <b>9. Airport Security</b>                     |
| <b>4. Official Airline Guide (OAG) and Travel Planner</b> | <b>10. Passenger Safety</b>                    |
| <b>5. Reservations and Keyboarding</b>                    | <b>11. F.A.A. Aviation Weather</b>             |
| <b>6. Domestic Airfares</b>                               | <b>12. Superior Customer Service</b>           |

### **Phase II Resident Training**

4 weeks of hands-on training held monthly at the Daytona Beach International Airport. During this phase, theory is converted into reality in an actual airport environment.

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|--|---|
| <b>Airport Operations</b>                              | <b>Gate and Ticket Counter Procedures</b> |
| <b>Computerized Reservations</b>                       | <b>Announcements</b>                      |
| <b>Fare Rules and Ticketing</b>                        | <b>Memorized Readings</b>                 |
| <b>Passenger Interaction Skills</b>                    | <b>Flight Attendant Role Play</b>         |
| <b>Employment Preparation and Career Opportunities</b> | <b>Airline Terminology</b>                |
| <b>One-on-One Career Path Development</b>              | <b>Resumé and Application Skills</b>      |
| <b>Customs, Immigration and Dangerous Goods</b>        |   |





### **Phase III** *Flight Attendant Indoctrination*

Program immediately follows Phase II. This phase covers the most challenging aspects of airline flight attendant training and is conducted at **jetBlue University** in Orlando, FL through **jetBlue Airways**.

**Aircraft and Systems Overview (A/C) Overview**  
**Flight Attendant Overview**  
**Exit Components**  
**Emergency, Non Emergency, Flight Attendant Duties (FD)**  
**Operation Wing and Water Evacuations(OWWE)**  
**A Day in the Life**  
**Service Workshop**  
**Equipment Overview**  
**Emergency Evacuation Training (EET)**  
**Cabin Prep**  
**Emergency Situation Training (EST)**

**Decompression/Fire**  
**Slide Jump**  
**Ditching/Fire Fighting**  
**Medical**  
**Cardiopulmonary Resuscitation (CPR)**  
**Automated External Defibrillators (AED)**  
**People Skills**  
**Class Room Instruction Multiple Subjects(CRM)**  
**Airline Career Progress, Videos, etc.**  
**Meal Service**  
**Grooming**

*"Training was an amazing, great and invaluable experience. The **jetBlue** complex "blew my mind"...Fueled my curiosity and excitement."*

Angel A., Lake Worth, FL

*"My experience at **jetblue** was rewarding. The most patient, caring, understanding and wonderful instructors I have ever met. You guys are amazing!"*

Kerry M., Yonkers, NY

# **Accelerated Flight Attendant Training**

**Tuition Cost: \$3,995.00**

The accelerated Flight Attendant Training Program is an intensive one week program. It is conducted at JetBlue University in Orlando, Florida. This training consists of process, procedures, safety and more. It includes full placement services, interview skills, training, resume building and full complement of our career services website. Our Placement Director schedules interviews for candidates immediately following training.

## **Distance Learning**

6 Lesson format designed for students to learn the theory and fundamentals of becoming a flight attendant, while progressing at their own pace.

*Curriculum -*

Introduction & Overview of Industry.

Airline Terminology

Geography

F.A.A Aviation Weather

Superior Customer Service

Passenger Safety



## **Flight Attendant Indoctrination**

1 Week of hands-on training held at JetBlue University in Orlando, Florida. This phase covers the most challenging aspects of airline flight attendant training.

Aircraft and Systems Overview | Flight Attendant Overview | Exit Components | Emergency, Non-Emergency, Flight Attendant Duties | Operation Wing and Water Evacuation | A Day in the Life | Service Workshop | Emergency Evacuation Training | Equipment Overview | Cabin Prep | Emergency Situation Training | Decompression/Fire | Slide Jump | Ditching/Fire Fighting | Medical | Cardiopulmonary Resuscitation | Automated External Defibrillators | People Skills | Class Room Instruction | Airline Career Progress, Videos, etc. | Meal Service | Grooming

Housing for Accelerated Flight Attendant Training is in Orlando, FL in close proximity to the JetBlue Training facility, restaurants and shopping. Check our website [www.theairlineacademy.com](http://www.theairlineacademy.com) for class dates.





## **Aircraft Dispatcher**

Tuition Six Weeks plus Testing \$4,395 with Distance Learning \$5,395

The primary objective of the Aircraft Dispatcher Course is to prepare students to take the F.A.A. Aircraft Flight Dispatch written and practical tests. Applicants for the Dispatcher Course must be at least 21 years old. The basic course entails six weeks of training followed by a week allotted for F.A.A. examinations. An optional Distance Learning phase is offered, and strongly recommended, for applicants lacking any previous aviation training. This phase is completed prior to the Dispatch Resident Course. In addition to airline theory and fundamentals extensive emphasis is placed on Aviation Weather, which is the primary focus of the resident course. This will help insure successful completion of the course and the F.A.A. practical test.

Congress has established policies and procedures that provide greater safety for the traveling public and regulate the airline industry. Part of the Civil Aeronautical Act requires that US airlines establish and maintain Dispatch Centers. These Dispatch Centers run the airlines day to day operation and are staffed with licensed Aircraft Dispatchers. The aircraft dispatcher shares joint authority with the captain of a specific flight for the safe on time operation of that flight (Making the Dispatcher certificate equivalent to the Airline Transport Rating). This joint authority and a superior training program are necessary if an airline is going to survive economically in today's airline industry. The dispatcher is the captain on the ground, and in many circles, is called the 'best kept secret in the airline industry'. In addition to all the airline benefits, the dispatcher has jump seat privileges and his income can grow to 6 figures. The aircraft dispatcher course provides the biggest bang for your educational dollar as successful graduates obtain a lifetime F.A.A. license in six weeks.



## **Distance Learning (Optional)**

- |  |   |
|--|---|
| 1. Introduction and Overview of the Industry     | 7. Pilot Handbook of Aeronautical Knowledge |
| 2. Airline Terminology                           | 8. F.A.A. Aviation Weather                  |
| 3. Geography                                     | 9. F.A.A. Aviation Weather                  |
| 4. Official Airline Guide (OAG) & Travel Planner | 10. F.A.A. Aviation Weather                 |
| 5. Pilot Handbook of Aeronautical Knowledge      | 11. F.A.A. Aviation Weather                 |
| 6. Pilot Handbook of Aeronautical Knowledge      | 12. Superior Customer Service               |

**Resident Training (6 Weeks Plus Testing)**  
Federal Aviation Regulation  
Meteorologist  
The National Airspace Systems  
Navigation

**Communications**  
Boeing 737 Aircraft  
Practical Dispatching  
Simulated Instrumental Flight

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## **Professional Pilot Preparation Course**

Tuition \$1,595

Pilot training can be quite expensive, and training time will vary depending on one's intellectual capacity and motivation. A special distance learning curriculum complete with videos and all books has been developed to minimize time away from home in obtaining a Private Pilot license. Completion of this pre-resident course should allow the prospective pilot to evaluate his ability and motivation to continue with the actual flight training to obtain his Private, Commercial and Airline Transport Pilots (ATP) licenses. This training is conducted under FAR 61 standards.

**Fundamentals of Flight, Airplane Systems**  
Aerodynamics  
Flight Environment  
Airspace & Communication  
Meteorology Theory

**Weather Data Interpretation**  
Airplane Performance  
Navigation  
Human Factors Principles  
Flight Planning



## Admissions

We encourage you to visit **The Airline Academy** at the Daytona Beach International Airport. **The Airline Academy** exists to equip each of our graduates with the skill and versatility needed to succeed in a variety of airline positions. **The Airline Academy** admits only those individuals with the qualifications and desire to succeed in the airline industry. We will not accept anyone whom we feel does not have an opportunity for employment. Consequently, prospective students must be interviewed and found to meet current industry standards and must be recommended for acceptance before entering the training program. It is our goal that everyone accepted into our Academy successfully complete their program, that every graduate find employment, and that the needs of each employer hiring a graduate from **The Airline Academy** be fully met.

The following airline positions are among those for which our graduates immediately qualify: Flight Attendant, Customer Service Agent, Reservations Agent, Ticket Agent, Gate Agent, Ramp Agent, F.A.A. Certified Dispatcher and Professional Pilot Preparation.

## Grading

Academic achievement and skill development are essential criteria for satisfactory progress during training and serve as an important predictor of a student's employability and promotability. Academic performance is graded on a scale of 0-100%. An overall GPA of 80% or better must be maintained throughout the program and serves as a minimum standard for graduation. Students who achieve an overall grade point average (GPA) of 97% or higher qualify for the President's Honor Roll.



## Financial Assistance

**The Airline Academy** offers in-house financial assistance, allowing students to make monthly payments as they progress through the distance learning phase of their training. Interest is a nominal 6% as **The Airline Academy** wants no one eliminated for financial reasons. However, the tuition balance must be paid in full prior to students coming to the resident portion of their training.

**The Airline Academy** courses are approved for the SallieMae Career Training Smart Option Student Loan (SLM). This allows students the flexibility to make lower or extended payments. Please contact our office for details.

Graduates of **The Airline Academy** may be eligible for the American Opportunity Credit (HOPE Scholarship Tax Credit) up to \$2,000.00.

## Student Lounge at the Daytona Beach International Airport

A student lounge equipped with vending machines, microwave oven and refrigerator is available for student use during class breaks. **The Airline Academy** students eating meals at the airport will receive airline employee rates.

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*"I was called back for a second interview with **ASA Airlines** just three days after returning home from **The Airline Academy**. Thank you so much for all your help. I loved it, it was totally worth my time and money!"*

*Thank you! Thank you! Thank you!  
Tabatha R., Boise, ID*





The Airline Academy houses students at the Homewood Suites adjacent to the Daytona Beach International Airport. The Homewood Suites features a pool, kitchenettes, breakfast service, laundry facilities, a fitness center and a community area. It is convenient to a wide selection of restaurants, malls and the Daytona Beach International Speedway.

*"The instructors are awesome and the training facilities spectacular!"*

Teresa G., Marshall, NC

*"My experience was amazing and unforgettable."*

Adriana E., San Diego, CA

*"I loved the hands on experience. I really enjoyed my time at **The Airline Academy.**"*

Erika S., Orlando, FL

*"I enjoyed this very much! I loved our instructors. AMAZING!"*

Shalyn C., Bradford, NY

*"Wonderful hands on training! Great experience, great people."*

Susan G., Warwick, RI

*"This experience has been very rewarding to me. I would go through it again."*

Ivo M., Boston, MA

*"My training has been completely 100,000% amazing! Thank you so much for this wonderful experience."*

Taryn B., Sierra Vista, AZ

*"I liked the hands-on, plus the instructors are wicked awesome! Thanks for a great time."*

Sharlene C., Gloucester, RI

### Customer Service / Flight Attendant Resident Calendar

2016		2017		2018	
Arrival Date	Departure Date	Arrival Date	Departure Date	Arrival Date	Departure Date
4-Jan	4-Feb	2-Jan	2-Feb	8-Jan	8-Feb
4-Apr	5-May	3-Apr	4-May	9-Apr	10-May
11-Jul	11-Aug	10-Jul	10-Aug	9-Jul	9-Aug
3-Oct	3-Nov	2-Oct	2-Nov	8-Oct	8-Nov

### Accelerated Flight Attendant Resident Calendar

2016		2017		2018	
Arrival Date	Departure Date	Arrival Date	Departure Date	Arrival Date	Departure Date
29-Jan	4-Feb	27-Jan	2-Feb	2-Feb	8-Feb
29-Apr	5-May	28-Apr	4-May	4-May	10-May
5-Aug	11-Aug	4-Aug	10-Aug	3-Aug	9-Aug
28-Oct	3-Nov	27-Oct	2-Nov	2-Nov	8-Nov

### Aircraft Dispatcher Resident Calendar

2016	2017	2018
Start Date	Start Date	Start Date
11-Jan	9-Jan	8-Jan
7-Mar	10-Apr	9-Apr
2-May	17-Jul	9-Jul
5-Sep	9-Oct	8-Oct

## Academy Policies

### Conduct

*The Airline Academy* expects a high level of integrity and professionalism from our students. While in resident training, students must show respect and courtesy to their fellow students, instructors, staff and visiting members of the airline industry.

The use of alcoholic beverages and illegal drugs is strictly prohibited at *The Airline Academy*. Any student in possession or under the influence of alcohol or a controlled substance while on school property, student housing or school sponsored functions is in direct violation of this policy and will be subject to immediate expulsion from the Academy.

*The Airline Academy* reserves the right to suspend or dismiss any student who engages in unacceptable conduct such as dishonesty, breach of school rules and regulations, destruction or theft of school property, or any other activity which impinges on the rights of others.

### Appearance

Airlines have strict standards regarding appearance. These standards are stressed during our instruction on interviewing techniques. Employment within the airline industry is the ultimate objective of all of our training programs. Consequently, visible tattoos and body piercings are not permitted.

### Health Services

Students should carry proof of medical insurance coverage in case of a medical emergency or other situation that requires medical care. First Aid supplies for any minor injuries that may occur while students are in attendance are maintained at the school. Students who have a medical history of illness requiring special attention should notify the Student Services Department and their primary instructor at orientation.

### Transcripts and Records

A complete permanent record is maintained by *The Airline Academy* on every student. A copy of the student's academic record is provided to prospective employers on their behalf. *The Airline Academy* will not release academic records for any student or graduate who at the time of the request is late in paying any financial obligation to *The Airline Academy*.

*The Airline Academy's* enforcement of the Federal Right to Privacy Act's provisions may be subject to override in the event that a duly authorized law enforcement agency requests cooperation and/or access to student records.

### Leaves of Absence

Students may request a temporary leave of absence in the event of illness or emergency. Tuition credit will be given according to the enclosed refund policy. However, no credit can be given for housing.

### Termination of Training

The Airline Academy reserves the right to rescind the Enrollment Agreement and terminate the enrollment of any student within the first 10 school days of that student's enrollment at its sole discretion. In such an event, the student shall be entitled to a refund of the registration and tuition fees previously paid. Under these circumstances, neither party shall have any further obligation under the Enrollment Agreement.

In the event that *The Airline Academy* determines that admission was gained in part as the result of inaccurate information provided by the student, and in the event correct information would render the student ineligible for admission, *The Airline Academy* reserves the right to rescind the student's Enrollment Agreement and terminate the enrollment of the student. If such termination occurs subsequent to student attendance for 10 school days, refund of any money paid will be subject to *The Airline Academy's* published tuition refund policy.

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### TUITION REFUND - Customer Service / Flight Attendant Program

Should circumstances preclude my continuing my studies, I will notify the The Academy in writing at its Daytona Beach, Florida address. In such an event, cancellation and settlement will be made in accordance with the following policy; (a) An applicant requesting cancellation within five (5) calendar days after midnight of the day on which the enrollment agreement is signed, who has not completed any of the Distance Learning curriculum, will be given a refund of all money paid to the Academy or its representatives. (b) If a student requests cancellation from the academy following the five (5) day grace period, the Academy shall be entitled to the registration fee of \$225 in addition to any of the following charges which may apply: (1) After 90 days from the date of enrollment or once the student has begun their course of instruction but has completed less than 11 percent of the Distance Learning curriculum, the Academy shall be entitled to 10 percent (\$475) of the Distance Learning tuition. (2) After 180 days from the date of the enrollment agreement or once the student has completed 11-25 percent of the Distance Learning curriculum, the Academy shall be entitled to 25 percent (\$1187.50) of the Distance Learning Tuition. (3) After 270 days from the date of enrollment or once the student has completed 26-50 percent of the Distance Learning curriculum, the Academy shall be entitled to 50 percent (\$2375) of the Distance Learning tuition. (4) After one year from the date of enrollment, or once the student has completed 51-100 percent of the Distance Learning curriculum, the Academy shall be entitled to 100 percent (\$4750) of the Distance Learning tuition. The amount of the course completed shall be the completed lesson assignments received for service by the Academy as compared to the total lesson assignments in the course. For the mandatory Resident portion of the course, the following policy applies. If the student requests cancellation prior to twentyone (21) days before the scheduled Resident start date, the student shall be entitled to a 100% refund of the Resident portion of the tuition (\$2000). Once within twenty one (21) days of the scheduled Resident start date, no refunds will be given and The Airline Academy shall be deemed to have earned the full amount of the tuition. In case of illness or accident, death in the family, or other circumstances beyond the control of the student, the student may receive special consideration and the Academy may settle the account for an amount which is a lesser charge to the student than that called for by the Academy's established policy. The Academy reserves the right to discontinue the training of any student who does not submit lessons on a regular basis, or who fails to maintain the standards of the Academy in either grades or conduct. In such case, cancellation and settlement will be made according to the above schedule. Upon cancellation, all money due the student will be refunded within 30 days. If the agreement is rejected by the Academy, the applicant will be notified and the full amount of the down payment shall be refunded.

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### TUITION REFUND - Accelerated Flight Attendant Program

An applicant requesting cancellation in whatever manner within five (5) calendar days after midnight of the day on which the enrollment agreement is signed, who has not completed any of the Distance Learning curriculum, will be given a refund of all money paid to the Academy or its representatives. (b) If a student requests cancellation from the academy following the five (5) day grace period, the Academy shall be entitled to the registration fee of \$250 in addition to any of the following charges which may apply. (1) After 90 days from the date of enrollment or once the student has begun their course of instruction but has completed less than 11 percent of the Distance Learning curriculum, the Academy shall be entitled to 10 percent (\$174.50) of the Distance Learning tuition. (2) After 180 days from the date of the enrollment agreement or once the student has completed 11-25 percent of the Distance Learning curriculum, the Academy shall be entitled to 25 percent (\$436.25) of the Distance Learning Tuition. (3) After 270 days from the date of enrollment or once the student has completed 26-50 percent of the Distance Learning curriculum, the Academy shall be entitled to 50 percent (\$872.50) of the Distance Learning tuition. (4) After one year from the date of enrollment, or once the student has completed 51-100 percent of the Distance Learning curriculum, the Academy shall be entitled to 100 percent (\$1,745.00) of the Distance Learning tuition. The amount of the course completed shall be the completed lesson assignments received for service by the Academy as compared to the total lesson assignments in the course. For the mandatory Resident portion of the course, the following policy applies. If the student requests cancellation prior to twenty-one (21) days before the scheduled Resident start date, the student shall be entitled to a 100% refund of the Resident portion of the tuition \$2000. Once within twenty-one (21) days of the scheduled Resident start date, no refunds will be given and The Airline Academy shall be deemed to have earned the full amount of the tuition. In case of illness or accident, death in the family, or other circumstances beyond the control of the student, the student may receive special consideration and the Academy may settle the account for an amount which is a lesser charge to the student than that called for by the Academy's established policy. The Academy reserves the right to discontinue the training of any student who does not submit lessons on a regular basis, or who fails to maintain the standards of the Academy in either grades or conduct. In such case, cancellation and settlement will be made according to the above schedule.





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Fax (386) 254-7882  
E-mail: [info@theairlineacademy.com](mailto:info@theairlineacademy.com)

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"Thank you for allowing us to visit your facility yesterday in Daytona Beach. It was very nice to meet you and the students. It's refreshing to meet students who are eager to learn and work in the airline industry. I will do my best to keep track of how many candidates I am able to hire from your Academy. I would like to come back and do another presentation for your students. Can you please sign me up for future dates?"

Jeff Cigola  
AirTran Airways/Southwest Airlines  
Field Station Recruiter

## ***Airlines that have Hired our Graduates***

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Air Tran  
Air Midwest  
Air Wisconsin  
Alamo Jet  
Alaska Airlines  
Allegiant  
America West  
American Airlines  
American Eagle  
American Trans Air  
Ameristar, Dallas  
AMR  
Atlantic Coast  
Atlantic Southeast  
Atlas  
Big Sky Airline  
British Airways  
Business Express  
Cape Air  
Chautauqua  
Chicago Express  
Colgan

Comair  
Commutair  
Continental  
Continental Express  
Delta  
East Wind  
Express Jet  
Frontier Airline  
Gemini Air Cargo  
GoJet  
Henson  
Horizon Air  
Independence Air  
jetBlue  
Kiwit  
Mark Air  
Mesaba  
Mesa  
Midway  
Midwest Express  
Mountain Air Aspen  
Northwest

Omni International  
Pan Am  
Piedmont  
PSA Airlines  
Reno Air  
Saudi Airlines  
Shuttle America  
Silver Airlines  
Skyway  
SkyWest  
Southeast  
SouthWest  
TNT, Germany  
Trans Meridian  
Trans States  
TWA  
United  
United Express  
USA 3000  
US Airways  
US Air Express  
Virgin Atlantic

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