

## SCHOOL RULES, REGULATIONS AND CODE OF CONDUCT

### COURSE FEES:

The flight and ground course fees are indicated in the payment scheme that was given to you prior to your decision to enroll. The payment scheme agreement also has the installment breakdowns and inclusions in the training package you chose.

### GENERAL RULES:

1. Students are required to comply with all applicable Civil Aviation Regulations enforced by the Civil Aviation Authority of the Philippines (CAAP); with the provisions of this Handbook, especially these Rules and Guidelines; as well as with the procedures and other rules that Cyclone Flying School may heretofore issue.
2. Attendance is required in all scheduled flying and class periods if the student is to remain in good standing in the Cyclone Flying School flight program. Failure to attend the required number of days of classes within the specified period, or failure to complete a course within the specified period shall be sufficient ground to fail a student in a class or course with no right of reimbursement for fees paid.
3. The student, his instructor, and his co-students are to work together to make the best use of each schedule's flight plan. The flight time requirements for all approved courses are minimum requirements but the student may choose to increase his flight time as he may wish subject to payment of additional charges. All students must meet CAAP Practical Test Standards. To achieve these skills in the time allowed, it will be necessary for the student's to apply themselves diligently to the program objectives.
4. All flights will be made only in aircraft approved by the Cyclone Flying School, Inc. and each individual flight must be specifically authorized by, and under the supervision of an instructor authorized by Cyclone Flying School, Inc. The flight must also be a specific requirement of the Cyclone Flying School, Inc. Pilot Certification Courses. Cyclone Flying School, Inc. shall not be responsible for consequences to any student of flights outside specific requirements.
5. The Cyclone Flying School, Inc. is certified to instruct students and the school is required to maintain an approved student's pilot record for all flight and ground school training for the curriculum the student is enrolled in. A personal logbook will also be maintained by all students. The approved student pilot record will be used by the school as the basis for determining whether the student has fulfilled the minimum requirements of the pertinent approved curriculum, or the minimum requirements for certification under and the records will be maintained for one (1) year from date of completion.
6. All flights to be counted as part of the approved curriculum and entered into the student's

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pilot record must be either dual or solo, by stage and lesson number.

7. Cross-country flights are an important part of flight training. The flight instructor will schedule the student for cross-country flights as the stages specify by lesson number. Current and forecast weather, terrain, and suitability of destination airports for the student operations are some of the important factors the instructor will consider before assigning such flights. In any case, for solo cross-country flights, weather will be well above basic VFR.
8. During any stage check, the ability of the student to perform to the specified standards for each required pilot operation will be based on the guidelines set forth by CAR; Flight tests, general procedures.
9. If necessary, in the interest of flight safety or the achievement of program objectives, disciplinary action may be taken by the student's instructor, the Chief Flight Instructor, the Assistant Chief Flight Instructors, or Management consisting aviation personnel and school administrators.
10. A current copy of the applicable Civil Aviation Regulations and AIP are available in the training rooms. Students are encouraged to come in and discuss these and other matters of concern at any time.
11. The student and/or the instructor may request changes in flight instructor assignments. The Department Chair or the Chief Flight Instructor must grant approval.

## **ACQUISITION OF PILOT'S LICENSE**

The training package of Cyclone Flying School, Inc. includes comprehensive support services in the:

- a. Procurement of a Student Pilot's License to be issued at the initial stages of the Private Pilot Course; and
- b. Procurement of a license corresponding to the course successfully completed after completion of the course and passing of written and practical examinations and flights conducted by CAAP check pilot.

## **UNFORESEEN EVENTS**

Cyclone Flying School, Inc. shall not be responsible for disruption of training due to any lock-outs, fire, strike, industrial dispute, political unrest or flood occurring at training facilities or its premises beyond the control of the school, wars or by reason of "force majeure" affecting the performance of the flight training (hereinafter collectively known as the "unforeseen events").

As soon as Cyclone Flying School, Inc. starts to suffer the occurrence of such events, which may lead to a disruption of the flight training, Cyclone Flying School, Inc. shall notify the student in writing immediately of such event of the cause of delay. The period for a student to

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complete a class or a course shall be lengthened corresponding to the duration of the training disruption due to an unforeseen event.

## **INDEMNITY**

The student indemnifies Cyclone Flying School, Inc. against any claim, action, damage, loss, liability, cost, charge, expense, outgoing or payment which the student pays, suffers, incurs or is liable for in connection with any of the following:

- a. Any act or omission of the Student including but not limited to, any act not covered by the current insurance coverage and/or any act that gives rise to the cancellation of the insurance coverage; and
- b. any breach of, or default under, this contract by the student.

## **PROHIBITION AND ENFORCEABILITY**

- a. Any provision of or the application of any provision of, this contract or any right of a party under this contract which is prohibited in any jurisdiction is, in that jurisdiction, ineffective only to the extent of that prohibition.
- b. Any provision of, or the application of any provision of, this contract which is void, illegal or unenforceable in any jurisdiction does not affect the validity, legality or enforceability of that provision in any other jurisdiction or of the remaining provisions in that or any other jurisdiction.
- c. Where a clause in this contract is void, illegal or unenforceable, it may be severed without affecting the enforceability of the other provisions in this contract.

## **WAIVERS**

- a. Waiver of any right arising from a breach of this contract or on the occurrence of a Termination Event must be in writing and executed by the party granting the waiver.
- b. A failure to exercise or delay in exercising, or a partial exercise of, a right created under this Contract or on the occurrence of a Termination Event does not result in a waiver of that right.
- c. A party may not rely on a delay in the exercise or a failure to exercise a right arising from a breach of this Contract or on the occurrence of a Termination Event as constituting a waiver of that right.
- d. A party may not rely on any conduct of another party as defense to exercise a right by that other party.

## **DISCIPLINE**

Students are actively required to develop and cultivate a professional attitude and self-discipline, as these are essential qualities of a responsible professional pilot and aircraft captain. The students will be given guidelines by the school on expected behavior. Training of a student may be indefinitely suspended or even terminated at any phase of the class or course for his inability to meet the academic standards or flying skills or for breach of discipline.

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## **COURSES AND CLASSES**

The following courses should be completed within the indicated periods:

A. *Private Pilot Course (90 calendar days)*

A student shall attend the PPL Ground Classes and must complete the same within 30 calendar days from start of classes and within the 90 calendar days of the Course.

A student shall perform at least 40 hours of flight training which he must complete within 90 calendar days from the issuance of his Student Pilot License and within the 90 calendar days of the course.

B. *Commercial Pilot Course (150 calendar days)*

A student shall attend the CPL Ground Classes and must complete the same within 30 calendar days from start of classes and within the 150 calendar days of the Course.

A student shall perform at least 150 hours of flight training which he must complete within 150 calendar days from the issuance of his Student Pilot License and within the 150 calendar days of the Course.

C. *Instrument Rating Course (60 calendar days)*

A student shall attend the Instrument Ground Classes and must complete the same within 30 calendar days from start of classes and within the 60 calendar days of the Course.

A student shall perform at least 20 hours of flight simulator training which he must complete within 30 calendar days and within the 60 calendar days of the Course.

D. *Multi-Engine Rating Course (30 calendar days)*

A student shall attend the Equipment Qualification Classes and must complete the same within 7 calendar days from start of classes and within the 7 calendar days of the Course.

A student shall perform at least 10 hours of flight training which he must complete within 21 calendar days and within the 30 calendar days of the Course.

A student shall be deemed to have failed if he fails to complete a course within the specified period.

A student shall be deemed to have failed if he fails to complete the class within the specified period of time without justifiable reason. Moreover, a student shall be deemed to have failed a class if he fails to attend at least eighty percent (80%) of the required class hours.

If a student fails a class or a course, he may re-take the failed class or course subject to the payment of the appropriate fees.

## **NO SHOW POLICY**

A student shall be considered "No Show" if:

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- he fails to attend any ground class or flight schedule and he did not notify his instructor or the School that he shall be justifiably absent at least two (2) hours prior to his class or flight schedule;
- he incurs any unreasonable absence; or
- he fails to properly request for the cancellation of his flight or fails to adhere to his flight schedule.

To cancel a flight, a student must present to the School a duly accomplished TRAINING FLIGHT CANCELLATION FORM with approval from the CFI or Head of Training.

If the absence is not pre-planned, the student has to present a duly accomplished STUDENT ABSENCE/NO SHOW NOTIFICATION FORM. Medical certificates need to be submitted if the absence was due to illness; or any other document to justify his absence.

## **EFFECTS OF NO-SHOW**

A “no show” student will still have to pay the instructor’s fees and other fixed costs for the training flight or ground class that he missed.

## **ATTENDANCE AND PUNCTUALITY**

Prompt and regular attendance in all classes is required of all students.

Regular attendance and punctuality is expected of every student in Ground classes, flight training, and in any required school activity. All students should arrive at least 30 minutes prior to the scheduled flight to begin the preflight procedure as soon as an aircraft is available in order to assure maximum flying time in each flight period. Aircraft should have no less than the minimum recommended amount of fuel and oil for each flight.

A student is considered tardy if he arrives 15 minutes or later after ground classes shall have started. A student who fails to notify the School that he shall be justifiably absent at least 2 hours prior to the scheduled flight or ground class is considered a no-show.

On flight trainings, a tardy student will forfeit his training slot. He shall then have to wait for the next available trainer and aircraft.

Students are held responsible for lessons and assignments given during their absences.

## **CANCELLATION OF FLIGHT**

Flight time may be canceled by the student by informing his instructor or the chief flight instructor in writing at least 2 hours before the scheduled flight time and providing a valid reason for the cancellation. Before any flight cancellation is considered, the student should read the attendance policy. The chief flight instructor or the student’s instructor will not be obligated to reschedule flight time requested off by the student. Once the flight schedule is posted, each student is expected to complete their scheduled flight.

A student may be allowed to cancel his training flight if:

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- he submits a duly accomplished Training Flight Cancellation Form requesting the cancellation of his training flight at least two (2) hours prior to the scheduled training flight; and
- he has a valid reason for the cancellation. He must present all applicable medical certificates in case the reason for the absence is illness, or any other document to justify the cancellation. He must submit the contact phone number of his parents for notification; and the contact phone number of the physician who issued the medical certificate; and
- the Chief Flight Instructor or Training Head approves the request for cancellation of a training flight.

## **TARDINESS**

If the student is tardy for his flight schedule for more than 30 minutes, the flight slot will be given to another student who is ready to fly the original slot. The hours/minutes lost will be credited to the Flight Instructor whose time was wasted while waiting due to the student's tardiness and the time lost to the student will be deducted from his flight time package.

If the student feels he has been erroneously charged, he may request in writing that the no-show/tardiness charge be reconsidered. This written request should be given to his flight instructor, who shall comment on it and, in turn, submit it to the Training Head, or as appropriate to the Chief/Assistant Ground or Flight Instructor.

NOTE: Students need to fill out a copy of the No-Show/Absence form for any absence. No student shall be suspended without due process procedures, provided those students are not subject to disciplinary suspension for other reasons.

## **STUDENT ABSENCE / NO SHOW NOTIFICATION FORM**

If a student is absent for flight or ground class, he should fill up and sign the Absence Notification Form which can be found in the classroom or in the administrative office. A student will be given a chance to explain his absence in case of No Show by submitting an Absence Notification Form and giving a valid excuse for the absence. If the student fails to submit the form or the justification of the absence is not acceptable, he shall be deemed as "no show".

An absence is justified if the cause is illness shown in a proper medical certificate. Other causes may be considered if they are supported by documents. In any case, the student must submit the contact telephone number of his parents for notification; and the contact telephone number of the physician who issued the medical certificate; or the contact telephone number of the person who issued the documents supporting other absence justifications.

## **TRAVEL PERMISSION**

Every student who plans to travel to places outside the school premises should notify and seek management permission of such travel. The school reserves the right to deny permission if it deems that the safety and security of the student may be compromised.

The Travel Permission Form can be found in the Administrative Office.

## **SCHEDULE**

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Students shall be notified of flight schedule by written notice and cellular telephone text message at least a night before the flight. Students shall acknowledge receipt of the flight schedule notice by signing the written notice, or by sending a text message reply; or by calling in. If a student fails to acknowledge receipt of the flight notice before midnight prior to the date of flight, the flight slot shall be given to another student.

## **CANCELLATION AND NO-SHOW POLICY**

1. Cancellations for reasons other than weather conditions or debilitating sickness must be made at least 2 hours prior to the time slot schedule.

a. Dual instruction/ Solo or Aircraft Rental

- i. Cancellations of scheduled dual instruction flights must be made at least 2 hours in advance of the time scheduled.
- ii. Cancellations not made within the time frame or without express approval of the Head of Training or Chief Ground/Flight Instructor will be taken against the student. The hours of flight will be credited to the instructor and deducted on the student's flight time package
- iii. Students should fill out the absence notification form anytime the student is absent either in his flight or ground training.

2. No-shows will be billed for the full aircraft rental time. A student who was absent in a ground class shall be responsible for studying the lessons he missed. The instructor shall not repeat discussing the lessons missed. Students may request to repeat the lessons at his own expense and payable to his instructor.

## **GROUND COURSE**

Students shall be grouped according to batch admission.

Ground courses are normally scheduled in the morning from 0800 to 1200H; in the afternoon, 1300 to 1600H; and in the evening, 1600 to 2000H. Sessions may be extended and re-scheduled depending on the situation and student needs.

Unauthorized absences from ground school classes will be handled accordingly by the Chief Ground Instructor and as per the No-show policy.

The Ground Instructor will commence the class during the scheduled time. If the student is late, the Ground Instructor will not repeat the lessons discussed. The student is expected to be punctual to make the most out of his training.

## **NO SHOW POLICY-Ground Course**

A student must have attended at least 90% of the ground school class hours to qualify to take the examination. Any absent case should be accompanied by written letter received within 24 hours. Students shall not be allowed to take any examination if he shall have failed to adhere to this

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clause without an approved absence letter. A student shall be responsible for studying the lessons he missed during an absence. The instructor shall not repeat the lessons missed by an absentee student unless upon a written request for a make-up class and payment of the instructor's fees.

## **SUSPENSION AND EXPULSION**

### **Suspension:**

A student may be suspended from the course by the order of School Director for any of the following causes:

- a. Non-payment of fees
- b. Late payment of fees
- c. Being in the custody of the police
- d. Serious breach of discipline;
- e. Absence from training without official notice; or
- f. Any other conduct which, in the opinion of the School Director, may be prejudicial to discipline, safety, or good order in the school.
- g. Violation of the House Rules,
- h. Violation of the Simulator Rules;
- i. Violation of the Study Lab Rules
- j. Academic or airmanship offenses

### **Expulsion:**

Students may be expelled from the school upon the recommendation of the school board after conducting an investigation with prior notice to the student on any of the following grounds:

- a. Non-payment of fees;
- b. Serious breach of flight safety and airmanship;
- c. Conviction of any crime;
- d. Making false attestation and/or false information in the registration form;
- e. Voluntary termination in writing by the student in a form;
- f. Failure of the student to complete any phases of the course;
- g. Absence from training without official notice.
- h. Any other conduct which, in the opinion of the School Board, may be prejudicial to discipline, safety, or good order in the school.
- i. Serious or repeated violations of the House Rules, the Simulator Rules, or the Study Lab Rules
- j. Serious or repeated academic or airmanship offenses

## **EFFECT OF EXPULSION**

In the event of expulsion, Cyclone Flying School, Inc. may, without prejudice to its accrued rights and the student's obligations as at the date of termination, immediately terminate this contract by

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written notice to the student. All applicable securities and deposits and examiner expenses shall be forfeited in favor of Cyclone Flying School, Inc.

## **CONTINUING TERMS**

From and after the effective date of any termination of this contract, neither the parties hereto shall have any further rights, privileges or obligations, except that:

- a. Such termination shall not relieve the student of any liability incurred upon or prior to the effective date of such termination; and
- b. Such termination shall not affect the continued operation or enforcement of the obligations set forth which shall survive the termination or expiration of this contract.

## **GRADING & EVALUATION**

### **GROUND CLASS GRADING**

After every subject, the student shall take an examination of that subject and should be able to pass with a score of 80% or higher in order to participate in the next subject. The failing student may re-take the examination in as many times as needed until he passes: Provided that he passes the exam within the period specified for the class or course. The student should expect a more difficult remedial examination.

All students should take the school's ground class tests and be able to pass them before they can take the exam in Civil Aviation Authority of the Philippines.

### **FLIGHT GRADING**

Each student will receive periodic proficiency stage checks by the Chief Flight Instructor or an Assistant Chief Flight Instructor to determine a student's progress toward program objectives.

In the case of a stage check that is unsatisfactorily completed, the student will be allowed to retest those portions of the stage check that were failed, normally after additional instruction is received. However, if the first retest is not completed within 30 days from the date of the last failure, the retest will be a complete stage check.

If a student fails any portion of a stage check for a second time, they must meet with the review board. The review board may authorize a second retest, after any specified training requirements have been met. The retest shall be a complete retest including both oral and flight examination.

A record of the Flight Lessons including the syllabus and the Grading sheets are to be maintained and the Instructors should review the current lesson and evaluate the student performance every flight. Sample of the flight lessons, grading sheets and syllabus can be found at the latter page of this handbook.

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## STUDENT EVALUATION

The student should be able to pass the standards of Cyclone Flying School, Inc. in order to enter the next level of his Flight Training. Thus, there will be a periodic evaluation conducted by the Chief Flight Instructor and Chief Ground Instructor based on the following:

1. Attitude
  - a. Follows directions
  - b. Cooperates with other
  - c. Attendance
  - d. Promptness
  - e. Puts airplanes and equipment away
  - f. Personal motivation
2. Flying Skills.
3. Aerodynamic Knowledge.
4. Academic Progress.
5. Class Attendance.

During the evaluation process, if a student is found to be having difficulties in a number of areas, he may be advised to not continue in the flight program.

This probation period is deemed essential, as a career in aviation may not have been the best choice. The program requires academic and mechanical abilities and a dedication to the program and the profession.

## COURSE SYLLABUS

The course syllabus covers both Ground and Flight Training and will be completed within 8-10 months as per CAAP requirements.

## PRE-FLIGHT REQUIREMENTS, AUTHORIZATION AND LOCATING PROCEDURES

All students should arrive at least 30 minutes prior to the scheduled flight to begin the preflight procedure as soon as an aircraft is available in order to assure maximum flying time in each flight period. Aircraft should have no less than the minimum recommended amount of fuel and oil for each flight.

1. The student must determine that there are no open squawks (maintenance discrepancies), and all Airworthiness directives and inspections are current.
2. For cross-country flights, weather and other information pertinent to the flight must be obtained and a flight plan must be filed. Prior to planning a cross-country, express approval of the Chief Flight Instructor and Head of Training must be obtained. If the flight was set without due permission, the school will hold the Instructor liable for the damages, repercussions and safety of the student.

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3. The original endorsement will not hold for the entire flight. Student must have an instructor check his or her solo cross country flight planning and preparation before a solo cross country return flight is started.

4. Night aircraft cross-country flights (if applicable) are authorized if the student's instructor endorses the flight and makes the proper arrangement for checking in and out. It is the student's responsibility to make sure all arrangements are completed ahead of time.

## **XXIX. CARE OF AIRCRAFT (Offenses and Disciplinary Measures):**

### **Aircraft Left Untied or Unsecure**

1. First offense - Student will receive a written warning and be required to report for line/hangar securing duty for one week.
2. Second Offense - Student will receive a written warning and be required to report for line/hangar securing duty for two weeks.

### **Control Lock Left Off**

1. First offense - Student will receive a written warning.
2. Second Offense - Student will receive a written warning, and be required to report for line/hangar securing duty for one week.

### **Gas Cap Left Off**

1. First offense - Student will receive a written warning.
2. Second Offense - Student will receive a written warning and be required to report for line/hangar securing duty for one week.

### **Oil Low (over two quarts low)**

1. First offense - Student will receive a written warning.
2. Second Offense - Student will receive a written warning and be required to report for line/hangar securing duty for two weeks.

*NOTE:* (Any other infractions not listed above will be handled on an individual basis.)

## **XXX. FLIGHT OPERATIONS**

### **GENERAL GUIDELINES / PROCEDURES**

1. All flying shall be conducted in accordance with the Philippine Civil Air Regulations (CAR), as amended and with the Information circulars issued from time to time by Civil Aviation Authority of the Philippines (CAAP)
2. Flight instructors will conduct all flight instruction in air.

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3. Pilots will at all times carry a current license with supporting Medical and Radio License when flying. They need to wear corrective glasses as well if applicable.
4. A thorough preflight inspection shall be accomplished before each flight .
  - a. The aircraft's maintenance logbooks; airworthiness, registration, and radio certificates; and status sheet are to be included in the preflight check.
  - b. Weather, NOTAM's and other reports will be checked prior to each flight.
5. All foreign objects will be removed from all upper wing and Horizontal stabilizer surfaces as well as all flight control surfaces, windscreen, and windows, prior to flight.
6. The aircraft's Pilot Operating Handbook, Checklist of school Quick Reference Checklist will be used at all times.
7. Loading will be within weight and balance limits for the aircraft and the intended operation.
8. All required certificates and documents must be onboard the Aircraft for flight.
9. All appropriate ATC rules, regulations and procedures must be followed during the flight.
10. Smoking is prohibited on the ramp, within 50 feet of any aircraft and flammable devises.
11. Keep the hangar premises clean and orderly. Pick up loose bolts, nuts and other scattered items.
12. Ensure that all other spare parts, tools and other hardware are scrutinized, organized and stored in proper storage area standard systematic approach.
13. Drinking of any kind liquor or alcoholic beverages is strictly prohibited inside and around the vicinity of the hangar.
14. All single engine aircraft shall be towed out into the taxi lane prior to engine start.
15. The aircraft tow bar shall be used to move aircraft into and out of the tie-down-positions.

## **START AND GROUND OPERATIONS**

1. Prior to engine start, the rotating beacon/strobe light shall be switched on and a verbal warning of \*CLEAR\* shall be given.
2. Ground movements will be in accordance with ATC instructions as appropriate.
3. Taxi speeds will be slow enough to ensure the complete control and safety of the aircraft at all times.

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4. Crosswind taxi corrections will be used as necessary.
5. Diligent collision avoidance procedures shall be followed at all times.
  - a. Pilots are required to see and avoid other aircrafts.
  - b. Extreme caution will be used while taxiing and parking in congested areas.
  - c. If clearance around persons or property is in doubt, the pilot-in-command should do one of the following:
    - d. Obtain assistance from a ground marshal to provide adequate clearance.
    - e. Shut down the engine and reposition the airplane with a tow bar.

## XXXI. FLIGHT RULES

1. Students may only start flying once he has a Student Pilot License issued by Civil Aviation Authority of the Philippines and if he already has completed at least 80% of his PPL Ground Class.
2. No student pilot may begin solo flight unless a certified flight instructor, who is present at the airport, approves the flight in writing. The flight instructor must have examined the student's pilot certificate, medical certificate, logbook, flight planning, aircraft status sheets, and signed the student's dispatch invoice.
3. The student may only have his first solo flight on the following conditions:
  - i. He already has completed at least 12 hours of flight
  - ii. He already has pre-solo exam permit and have passed the exam.
4. Diligent collision avoidance procedures shall be followed at all times. Extreme caution will be used during flight in congested areas. Pilots are required to see and avoid other aircraft.
5. Prior to all flight maneuvers, clearing turns will be executed in order to observe the area for traffic conflicts. The clearing turn should consist of one 180° turn or two 90°\* turns.
6. Simulated emergency landing procedures will be conducted with certified flight instructor on board. Aerobatic Maneuvers are prohibited.
7. Maneuvers requiring excess altitude for safety (stall, slow flight, etc.) shall be performed at an initial altitude of 2500'AGL or greater, with recovery completed by at least 2000'AGL.
8. No training maneuvers will be conducted over congested areas, Airways, open-air assembly of persons, airports, or within the Lateral limits of surface based Class B,C,D or E airspace.
9. Simulated engine failures:
  - a. Single Engine:

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- i. shall be conducted with certified flight instructor on board.
  - ii. Shall be conducted with an emergency landing field in eight.
  - iii. Shall terminated by 1000' AGL, unless they are conducted into an approved airport.
  - iv. Simulated engine failures into approved airports may be continued to a landing provided the flight instructor carefully guards the controls.
  - v. Prior to the maneuver, the flight instructor and student will agree who will execute the recovery.
- b. Multi Engine:
- i. Shall be conducted with a certified flight instructor on board.
  - ii. An engine failure on the runway may be simulated with mixture control if the airplane speed is less than 50% of VMC.
  - iii. An engine failure in the traffic pattern, or below 3000' AGL, shall be simulated using the throttle control.
  - iv. Simulated engine failures into approved airports may be continued to a landing provided the flight instructor carefully guards the controls.
  - v. Prior to the maneuver, the flight instructor and student will agree who will execute the recovery.
- 10. Plan your arrival at the Training Airport at least 30 minutes prior to booking time. If you will be late, call the secretary desk and explain your reason for being late.
  - 11. Touch and go landings are not permitted in complex Single Engine or Multi-Engine airplanes.
  - 12. Student pilots are under the supervision of their flight Instructor and will strictly adhere to the program established for them.
  - 13. The Cross Country (>50 miles from Training Airport) flight require a checkout from an approved flight Instructor and records updated indicating the checkout.
  - 14. All pilots flying aircrafts are required to be aware of, and comply with all NOTAM's in effect along their route of flight.

## **XXXII. FLIGHTS OVER MOUNTAINOUS TERRAIN**

No night flight will be conducted into or out of mountainous areas and/or airports located within mountainous terrain.

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## XXXIII. NIGHT FLIGHT

1. All night flights are conducted with a certified flight instructor.  
  
Note: "Night" for the purposes of this rule, shall be defined as the time from one (1) hour after sunset through One (1) hour before sunrise.
2. All overnight flights or flight conducted after 12:00a.m. (local) must be approved in advance by the Flight Supervisor and Chief Flight Instructor.
3. No night flight will be conducted into or out of mountainous terrain. Only aircrafts that are IFR night-rated are to be used for night-flying.

## XXXIV. CROSS-COUNTRY

1. No pilot may conduct a cross-country flight (<50 nm from Training Airport) until they have received a cross-country checkout from the Chief flight instructor and their logbooks and records indicate the cross -country checkout.
2. All VFR cross-country flight (>50 nm from Training Airport) require 2500' ceilings and 8 statute miles visibility at all points along the route for the entire flight and must be forecast to remain so until at least one hour after the ETA at the final destination.
3. A flight plan will be filled, opened after takeoff, and closed upon landing for all cross-country flight >50 nm from the departure airport by the student pilot making the flight. If the airport is not controlled, the student should report to the airport of origin to close the flight plan.
4. The flight Supervisor, Chief Flight Inspector, or Maintenance Staff must approve maintenance performed away from base/hangar.
5. All overnight flights, or flights conducted after 12:00am (local) must be approved in advance by the flight Supervisor, Chief Flight Instructor, or Assistant Chief Flight Instructor.
6. Any other aircraft rental agreements may be arranged in advance with the Flight Supervisor.
7. The student should be ready with the Pilot and Navigational kit. He should be ready for all eventuality and bad weather. In case of overnight stay, the student should be prepared to pay for costs in accommodation and other expenses that he and his instructor may incur. The charges of accommodation and meals of the student and the instructor shall not be borne by the school. The aircraft should be secured in place before leaving the airport. All personal belongings and other valuable items such as GPS, portable radios should be kept in a secured area.

## XXXV. WEATHER MINIMUMS

1. All VFR training flights will be conducted with at least the following Weather Minimums:

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## a. Dual Training Flights

Traffic Pattern: 1500' ceiling; 3 statute miles visibility  
Maximum wind <20 knots  
Maximum crosswind <15 knots  
Local (<50nm): 2000' ceiling; 5 statute miles visibility  
Maximum wind <20 knots  
Maximum crosswind <15 knots  
Cross-Country: 2500' ceiling; 8 statute miles visibility  
(=50 nm) maximum wind <20 knots  
MAXIMUM CROSSWIND <15 KNOTS

## b. Solo Training Flights:

Traffic Pattern: 1500' ceiling; 3 statute miles visibility  
Maximum wind < 15 knots  
Maximum crosswind <7 knots  
Local (<50 nm): 2500" ceiling; 5 statute miles visibility  
Maximum wind <15 knots  
Maximum crosswind <7 knots  
Cross country: 300' ceiling; 8 statute miles visibility  
(= 50 nm) maximum wind < 15 knots  
Maximum cross wind <7 knots

## 2. All IFR flights will be conducted with at least the following weather Minimums:

Flights in Instrument Meteorological conditions (IMC) shall not be initiated unless any of the following weather conditions exists:

- i. The ceiling is at least 200' above the published minimums for all airports of intended takeoff and landing
- ii. For straight in approaches: The reported visibility at all airports of intended takeoff and landing is at least one (i) mile.
- iii. For circling approaches: the reported visibility at all airports of intended takeoff and landing is either two (2) miles or the published minimum visibility, whichever is greater.

## **XXXVI. EMERGENCY PROCEDURES**

1. In the event of a fuel spill, tow the aircraft clear of the fuel spill area and notify Aircraft Mechanics and Sanitary and Maintenance personnel to coordinate cleanup efforts.
2. In the event of an engine fire during engine start, follow and complete the Emergency Procedures Checklist-Engine Fire during starting. If fire continues, secure the aircraft's fuel and electrical systems, evacuate all occupants from the aircraft, and obtain a fire extinguisher.
3. In the event of any in-flight emergency, use the appropriate Emergency Checklist.

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## **XXXVII. REPORTING DISCREPANCIES AND RETURN TO SERVICE**

1. Report each discrepancy on a squawk/discrepancy sheet found in the aircraft maintenance logbook.
2. Write up only one discrepancy per squawk sheet that clearly states the discrepancy, the events that occurred before or after the discrepancy, and any troubleshooting performed.
3. Sign each squawk sheet and include a contact phone number for yourself.
4. All squawks automatically ground the aircraft until the appropriate personnel review them. The Flight Supervisor, Chief Flight Instructor, other designated flight instructors, or appropriate maintenance personnel may resolve the squawk.
5. Squawks that are deemed deferrable, or no safety hazard, will be noted on the squawk discrepancy sheet.
6. Aircraft shall only be returned to service if the squawk is determined to be no safety hazard or the squawk has been resolved or deferred. This information will be recorded.
7. In addition to this information, deferred squawks will have limitations and/or placards noted in the dispatch status portion of the squawk sheet.
8. It is the responsibility of the pilot-in-command to make sure all squawks are resolved prior to initiating a flight.

## **XXXVIII. STRANDED PILOT PROCEDURES**

1. Should an emergency or precautionary landing (or any other unscheduled diversion) be required, contact the Flight School Training Head, Capt. Harris Camposagrado and Chief Flight Instructor.
2. If the aircraft is left at an airport other than the Primary Training Airport, ensure that the aircraft has been properly checked and/or tied down and secured.
3. Aircraft shall not be moved until approval is received from the Flight School Manager, Chief Flight Instructor, or Assistant Chief Flight Instructor.
4. An aircraft that makes an emergency, precautionary, or unscheduled landing due to maintenance shall not be moved until approval is received from appropriate certified Aircraft Mechanic or maintenance personnel.

## **XXXIX. FUEL RESERVES**

1. **Local Flights:**
  - a. No flight will be made unless the aircraft has at least  $\frac{1}{2}$  tank level of fuel at the time of departure.

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Visual Inspection of fuel quantity is required.

- b. Refuelling stop is mandatory with at least one hour of fuel remaining .

## 2. Cross-Country Flights:

- a. Flights will begin with maximum allowable fuel within aircraft weight and balance requirements.

Visual Inspection of the fuel quantity will be made.

- b. Plan destination arrival with at least one hour of fuel remaining.

## 3. IFR Flights

- a. Flights will begin with maximum allowable fuel within aircraft weight and balance requirements.

Visual Inspection of the fuel quantity will be made.

- b. Plan at least one hour of fuel reserve after arriving at the destination airport and alternate.

## **XL. SECURING AIRCRAFT**

1. Aircraft are to hand pushed (not taxied) into tie down spots.
3. Aircraft are to be accurately positioned in a designated tie down spot and properly secured.
  - a. All aircraft parked 30 minutes or longer should utilize tie-downs.
3. The fuel tank cap should be properly closed. The pitot tube cover should be placed in the pitot tube.
4. The aileron and the rudder should be locked.

## **XLI. CODE OF BEHAVIOR AND DECORUM**

1. Every student should always dress and behave in a manner that adds dignity to himself, to his family, and to Cyclone Flying School, Inc.
2. One week after the start of training, no student shall be allowed inside the classroom if he/she is not in proper Uniform and his/her identification card is not pinned on his uniform. Exception to this would be pending issuance of a student's ID card, proof of being enrolled (e.q. official receipts and registration card). Student Licenses must be carried at all times and shown when required.

# Cyclone Flying School, Inc.

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3. Immoral or disgraceful conduct is subject to disciplinary action, the worst of which is dishonorable discharge or expulsion.
4. Each student must show respect and obedience to persons vested with authority. Respect and consideration to fellow students must also be practiced.
5. The use of vulgar profane, or dirty language is not allowed in Cyclone Flying School, Inc.
6. Making any unnecessary noise or any distracting activity must be avoided.
7. Every student is responsible for keeping the classrooms and and the premises clean. Smoking, littering, and eating inside the school building (i.e. classrooms, hangar, etc.) are not permitted.
8. A student under the influence of liquor or prohibited drugs or in possession of the same shall not be allowed to enter the Cyclone Flying School, Inc. campus and facilities. Possession of these items shall be cause for expulsion.
9. Cyclone Flying School properties and equipment must be used with proper care and discretion. Acts of vandalism and irresponsible use of school property (including robbery, theft, vandalism, or destruction of property) shall be dealt with appropriate disciplinary action with reparation (when applicable).
10. Carrying of deadly weapons inside the campus or school facilities shall be cause for automatic expulsion.
11. All standards of student discipline are considered in force and effect for as long as students wear their uniforms. This means that the use of the school uniform represents an extension of the Cyclone Flying School, Inc. campus. Any violation of the Code of behavior and Decorum will result in corresponding Disciplinary actions in accordance with the guidelines of Cyclone Flying School, Inc.

## **STUDENT REPORTS**

It is the student's responsibility to keep track and properly log his actual flight time in his Pilot logbook. The school shall maintain the master file of the students' actual flying hours as student's reference.

Students should fill out three copies of the flight plan. The third copy will be the student's copy. This is necessary for record and filing purposes. Navigation Log and other forms should be filled out and filed by the student as applicable.

## **CODE OF BEHAVIOR AND DECORUM**

# Cyclone Flying School, Inc.

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## **DRESS CODE**

Each student pilot shall make sure that he or she is dressed properly for training. Type A uniform is required during weekdays, Monday to Friday ( White polo, black slacks, black leather shoes, shoulder boards, and wings) is for Ground School and Flight Training. Optional Type B is

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required during weekends (company prescribed Polo T-shirt, slacks or maong pants, and black leather shoes or rubber shoes) is allowed for Flight Training and Ground class. ID and all applicable licenses should be worn at all times during ground class, flight training and when in Cyclone Flying School, Inc. campuses and facilities.

Any student or Instructor in the Cyclone Flying School, Inc. aircraft will wear the following:

1. Shoes that cover feet - no sandals
2. long trousers/slacks
3. shorts are allowed during Sundays only (below the knee length)
4. Shirts blouses that cover the entire torso - no tank shirts or open weave or fishnet type shirts that expose the lower torso through the weave, and no sweat suits.

In addition to the safety aspect of dress requirements, a professional appearance represents the school. Professionalism is mandatory at all levels in the Aviation Industry. Personal conduct and appearance should at all times reflect the professionalism of the Cyclone Flying School, Inc.

Appropriate dress, personal cleanliness and well groomed hair all convey the proper image of our professionals. The confines of the cockpit are small, and strict personal hygiene is a must.

## **PAYMENT OF FEES**

Cyclone Flying School, Inc. reserves the right to adjust tuition, room and board, etc. at any time deemed necessary by the Board of Directors.

All flying will be charged against the students flight account at the regular rates established by the school for the specific aircraft, being used. Each flight student must establish a prepay flight account prior to the start of each semester based upon the estimated number of hours to be flown in that semester and the type of aircraft to be used. These flight fees must be paid in advance to establish the flight account.

Non-payment of fees is a serious breach of contract and may result in temporary suspension of the student from the course. The entire fees of flight training amount shall be paid by the STUDENT according to his individual Payment Scheme Agreement.

The student is to pay a minimum deposit (refer to your specific training package and scheme of payment for more details) to enable to Cyclone Flying School, Inc. to confirm a seat in the course. The following are the rules governing the deposit and payment:

- a. The Deposit is not a substitute for any fees payable.
- b. The initial deposit is non-refundable.
- c. The deposit sum will be maintained at all time in the student account and must be top-up whenever it falls below than the minimum amount
- d. A seven (7) day continued deficit amount in the deposit would be a cause for suspension from the course. Late payment shall be subject to a penalty charge equivalent to 2% of the outstanding balance for every day of delay.
- e. Payments are non-transferrable.
- f. Flight tuition and packages cannot be changed once a student signs it. The school shall not allow conversion and decrease of flight time on other types of aircrafts.

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Note: It is the student's responsibility to pay on time and make time allowance for wire transfer processing and delays. The school shall expect the fees to be collected on time, otherwise, may result to grounding the student or temporarily suspending the flight or ground class.

Additional funding may be needed for those students requiring flight time that exceeds the estimates and should be considered to prevent grounding due to insufficient funds in the flight account.

A student must have a minimum of 50% deposit in their flight account to begin flying on the first flying day of the semester.

The student will be notified when of his fees structure and he shall be responsible of timely payments.

*Note:* (If the student is receiving financial aid for their education, the account must be set up and administered through Cyclone Flying School, Inc. only.)

## **LATE PAYMENT OF FEES**

Below are the effects of late payment of fees:

- If a student incurs arrears in tuition fees for seven (7) days, he shall be suspended from ground and flight courses; and shall not be allowed to take CAAP examinations or CAAP check rides.
- Late tuition fees payment shall be subject to the payment of a penalty equivalent to 2% of the outstanding balance for every day of delay.
- A student may be expelled if he incurs tuition fee arrears for at least thirty (30) days.
- The school may remove housing and other privileges of students who incur arrears in the payment of fees for at least fifteen (15) days.

## **FINANCIAL INFORMATION**

### **MODES OF PAYMENT**

Basically, the School offers two modes of payments:

1. Full Payment
2. Installment Basis

Students may pay in cash, by bank wire transfer or check (shall be valid only upon clearance). Most banks charge for wire transfers and other related transactions. The school shall not be liable to pay deductions in the student's deposit.

### **PROMISSORY NOTE**

Students who will pay the tuition on installment basis need to fill out the Promise to Pay form and clearly specify the dates the remaining balance will be paid. This form shall be signed by the student upon enrolment and is a requirement to officially register the student in the course.

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## **ADDITIONAL CHARGES**

The following may cause additional charges to the course fee:

- a. Damages to furnitures and fittings in accommodation by the student.
- b. First attempts at CAAP examinations will be arranged and paid by Cyclone Flying School, Inc. Additional charges incurred due to the student's failed examination/s will be shouldered by the student.
- c. Check ride processing fees will be paid by the school but other check ride expenses shall be paid by the student.

## **CHANGE IN TRAINING PACKAGE**

The Payment Scheme Agreement once signed and finalized cannot be changed anymore.

## **RETURN POLICY**

Books and supplies may not be returned for a refund. Refund is permitted but is subject to 30% deduction plus deduction on costs incurred on the duration of the student's stay (visa, medical, processing fees, accommodation etc.) The return of money will not be released immediately because it has to undergo review process which may take a long time.

If the student wants to cancel his training the school shall be recomputing his package contract and shall be basing the costs and deductions based on the school's current rate and price. It means that whatever discount given to the student upon his enrolment is waived by the school.

Students who want to cancel their flight training should write a formal letter requesting to be relieved from training. The parents of the student should also be aware that the student would like to drop his course. A written letter from the parents should first be received by the school before the school registrar can process the cancellation of the training. Students who left the school without notice to the school in writing shall not be eligible for refund.

Students who are expelled from school are not eligible for refunds.

Procurement of licenses and additional aircraft ratings signify successful completion of the course and course requirements. Therefore, once applicable licenses and additional ratings have been obtained, the student may no longer refund the fee for the course and trainings done. Payment for the course or part of the training which has been completed and the services rendered by the school can no longer be refunded.

## **REGULATIONS ON ACCOMODATION**

Student Pilot is to sign a waiver form prior to accommodation which states that Cyclone Flying School, Inc. is not liable to any form of incidents, accidents, theft, and the like.

Use or possession of illegal drugs or alcohol is strictly prohibited. Violation is a ground for expulsion.

Firearms and other dangerous weapons are not allowed within the lodging premises.

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The school reserves the right to transfer the student's lodging at any time if deemed necessary by the management.

## **ACCOMODATION AGREEMENT**

The accommodation provided by the school is of a shared basis in Cauayan, Isabela, the base of operations of Cyclone Flying School, Inc. Private Room and Private Apartment shall have corresponding charges which is apart from your training package. Kindly ask the school moderator for details. The school shall pay the electricity and water bills. The school shall also pay for basic internet installation fee but the student shall be responsible in timely payments of the monthly internet bills and upgrade on equipment (i.e. wireless internet connection). Students should pay for the surcharge and other penalty fees if there is a delay or delinquency in payment of the Internet and Telephone bills.

It is the responsibility of student to keep the accommodation in a livable, tidy condition and at any time breakage or damage occurs; the student shall inform the school's Management at once. The student's responsibility will be charges for the repair or replacements to any part of the accommodation. The student agrees to observe and follow the Housing rules and regulations of the school so as not to disrupt peace of the neighboring occupants.

Accommodation in Manila is optional for students. If there is available space, the student may reside here while taking the CAAP exams, medicals and other school related activities in Manila. Students are not allowed to stay in the accommodation in Manila if they don't have official school-related activities or exams in Manila. They are also not allowed to stay here without the Travel Permission from the school administration. The student may also choose to stay in a hotel or other place at his own expense.

## **HOUSE RULES**

Please be aware of the following housing agreement and rules which you need to follow to maintain peace, orderliness and cleanliness within the housing facility:

1. No pets are allowed.
2. You are responsible for keeping your apartment and room clean. Upon vacating and during inspections, you shall be charged \$50 if you fail to maintain your apartment clean and orderly. Spot inspections will be held to check if you are keeping the apartment clean and orderly at all times.
3. You are responsible for any damages to the apartment or your room while in your possession as well as the supplies, appliances and furniture. You shall be required to fill up and sign a damage report when you move in and again when you move out. You shall be charged for damages done due to negligence and misuse.
4. Respect the privacy of your co-occupants in the apartment or room. Do not take any things that do not belong to you.
5. Be aware of and respect the cultural practices and beliefs of your co-occupants in the apartment or room.

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6. Observe curfew hours in your respective housing facility. Curfew is from 9PM-5:30AM. Everyone is expected to be in by 9PM. When you are going out other than going to the school facility, please inform housing in-charge of your whereabouts.
7. No **visitors** are allowed inside the room. Before entertaining your visitors in the housing facility, please ask for permission from the housing in-charge and observe visiting hours. Visiting hours is from 9AM-5PM only.
8. Students are not allowed to go to Queen Jennifer, discos and bar, night clubs and other related entertainment establishments without the approval of administration. If students want to drink out or have a party, Cyclone Flying School's facilities are open to them provided that they are not rowdy and disrespectful of the persons residing within the vicinity. They need to maintain peace and orderliness at all times.
9. Any political or union activities will not be tolerable and you will be suspended /terminated immediately.
10. Drinking alcoholic beverages and smoking are not allowed inside the housing facility.
11. Conserve electricity and water. Use water, air conditioner, fans and other electric gadgets only when necessary.

Below are the corrective actions for violators of the House rules:

Penalty for violators:

First Offense:	\$100.00 and 1 week suspension
Second Offense:	\$300 and 3 weeks suspension
Third Offense:	Termination from school

Please note that the school administration will get in touch with your parents immediately should you violate any of the rules and regulations we have set in place. It is your parent's right to know about your demeanor and performance in school as it is our obligation to keep you safe at all times. Let us work hand in hand to reach our individual objectives.

## **SANCTIONS**

Depending on the gravity of students' offenses, Cyclone Flying School, Inc. provides just and reasonable sanctions for violations as deterrents to violations against the Code of Behavior and Decorum and other regulations.

A written warning or simple reprimand with a disciplinary action is given when a student commits a minor offense for the first time.

In cases of repeated commission of minor offenses or if a major offense is committed for the first time; the penalty will range from suspension to expulsion depending on the seriousness of the offenses and violations committed.

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## DEFINITION OF DISCIPLINARY SANCTIONS

Suspension – is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes/training for a period not exceeding 20% of the prescribed class/training days for the program.

Expulsion – is an extreme penalty on erring student consisting of his exclusion from admission to any public or private school in the Philippines.

## SUMMARY TABLE OF DISCIPLINARY ACTIONS

Legend:            1 – Written warning/ reprimand with Disciplinary Action  
                         2 - Suspension  
                         3 - Expulsion  
                         4 - Sanction depends on the seriousness of offense / with Reparation in cases applicable.

Below is a summary of disciplinary actions corresponding to serious academic offenses.

Offense	Frequency of Offense		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Violation of Dress Code/No. ID	1	1	2
2. Profane or Vulgar Language	1	1	2
3. Littering	1	1	2
4. Disturbance of Classes	1	1	2
5. Smoking	1	2	2
6. Discrediting the school and School officials		2/3	3*
7. Classroom misbehavior	1	1	2
8. Improper use of classroom, school Facilities or equipment	1/		3*
9. Defiance of School authorities/rules		2 /	3

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## Cyclone Flying School, Inc.

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10.	Vandalism		2 /3	3*
11.	Violation of test/ examination protocol		2	3
12.	Immorality and Acts of lasciviousness		2 /3*	3
13.	Any form/sign of personal disrespect to School authorities, may it be verbal, Physical or emotional		2 /	3 3*
14.	Possession of firearms and deadly Weapons			3
15.	Unauthorized solicitation or business Transaction and/or unauthorized activities.			2/3*
16.	Misrepresentation of the school in any Private or public undertaking (i.e unauthorized use of school Logo, name.)			2/3*
17.	Conviction of a court of law of any crime			3
18.	Violation of the House Rules and Study Lab Rules	1	2	3
19.	Violation in airmanship and flight discipline		4	3