



Monday, 21 August 2017

Dear Student,

Congratulations on being accepted to study BSc(Hons) Air Transport with Commercial Pilot / Pilot Training at Buckinghamshire New University. As part of your first year of study you will be training for your Private Pilot Licence at Booker Aviation, Wycombe Air Park.

I am your course liaison at Booker Aviation and will be working to ensure that your time here is as effective and enjoyable as possible. I will be your main point of contact here throughout your time with us. If you have any questions whatsoever please do not hesitate to contact me on the details below.

Enclosed with this letter you will find a checklist of things to bring to induction week with you, a copy of the payment schedule for Year 1, our terms and conditions as well as some useful information that should hopefully answer some of the questions you may have regarding the first phase of your training.

All students will be provided with pilot shirts and a tie as part of their kit. Please ensure that you have black trousers and black shoes. Whilst we have communal headsets available to use, most students prefer to have their own during their training. I am currently negotiating with our suppliers and will email you details of the headsets we have available and their costs when you have registered your details at bookeraviation.aero/bnu17

In order to make your induction as smooth as possible please ensure payment of the first instalment of £4035 has been arranged prior to your arrival by the deadline of Friday 15th September 2017. Payment methods can be found in the FAQs. We will be unable to issue any kit or commence your training until funds have been received.

I look forward to meeting you during The Bucks Welcome on Monday 18th September.

Yours Faithfully

Kris Black
Course Liaison & SMS Manager
Booker Aviation

Contact Details:
Telephone: 01494 556922 or 01494 443737
Email: kris@bookeraviation.aero

In order for us to prepare for your arrival please can you complete the online registration form at bookeraviation.aero/bnu17 by Friday 8th September.

Frequently Asked Questions for Bucks New University 1st Year Students

What do I need to bring to induction with me?

- Passport or FULL European Photocard Driving Licence
- Medical Certificate (if held – see note below)
- Logbook/details of previous flying (if any – see note below)
- Details of any PPL exams already passed (if any – see note below)
- **Payment for £4035 made by 15th September *see FAQ below for methods of payment**

I was not aware I had to make any additional payments, what options do I have?

The flight training element of both degrees is self-funded and as such payments need to be made in accordance with our Payment Schedule. If this is a problem please email the course liaison as soon as possible in order to avoid issues later on in the course.

What payment methods do you accept?

All University Student advance payments are held in our Client Account.

We accept payment direct to our client account by bank transfer, the bank details are:

Sort Code: 20-45-77

Swift: BARCGB22

Account Number: 03083640

IBAN: GB95 BARC 2045 7703 0836 40

Payment Reference: BNU17«YourSurname»

It is very important that you include your surname in the payment reference so that we can match it to your account. If you have any issues please contact Accounts on 01494 443737 for assistance. Please note that funds must have cleared by 15th September in order for you to commence training. Payment by credit card can be accepted in exceptional circumstances, however this will be subject to a processing fee.

When do I need to have a medical and what class?

You are required to hold a medical prior to your first solo flight, therefore we require you to have it by the Christmas vacation of your first year. If it is your intention to continue to train as a commercial pilot you will be required to hold a Class 1 medical. Therefore we advise that you obtain a Class 1 medical initially rather than paying for two initial medicals. The initial medical for a Class 1 is carried out by an Aviation Medical Centre, details can be found here www.caa.co.uk/medical.

If you are on the Private Pilot Licence course you are required to be the holder of a Class 2 EASA medical. These can be obtained from a local Authorised Medical Examiner. You can find your local AME by visiting www.caa.co.uk/medical and clicking on 'Find an AME'. There is an AME Clinic based here at Wycombe Air Park; appointments can be made on their website: <http://www.flightcrewmedicals.com/>

I already have some hours, what should I bring?

You need to bring your logbook as well as contact details for the Flight Training Organisation where the training was carried out or copies of your training records. Please ensure that your logbook has been stamped and signed by the Chief Flying Instructor / Head of Training. We are unable to credit any previous training if your logbook has not been certified.

I have already passed one or more of the written exams, what do I need to bring?

In order for us to credit the written exams we need a PPL Application Form (SRG1119A) completed with all the relevant details by the Examiner who set the exams.

I do not have a passport, what other ID can I bring?

If you do not have a passport then you can bring a FULL EU Photocard Driving Licence. Provisional licences are not accepted.

Why are there two different aircraft and which is best for me?

We operate both Cessna 152s and Piper Warriors (PA28) here at Wycombe. The Cessna 152 is the preferred aircraft as it is an ideal 2-seat trainer; however, sometimes people are more suited to the larger 4-seat PA28. If you are in any doubt as to which aircraft is best we suggest that your first flight is on the Cessna 152, if this is not suitable then we can discuss the options and suitability of the PA28.

English is not my first language, will this affect my training / licence application?

All licence applicants are required to be assessed as proficient to Level 4 or above in the English language. Level 6 is assessed during your Radiotelephony Practical Exam or Practical Skills Test. If we feel that your English is not level 6 then you will be referred to our Radiotelephony Examiner who will assess you independently and advise you of your likely level of proficiency. Levels 4 or 5 will need to be signed off independently by an English Language school. We can help you organise this, however, it will incur additional costs.

When will I finish my flight training?

The flight training programme is scheduled to be complete by the end of July 2018 and student should therefore expect to stay until this time. In exceptional circumstances students may not complete their training until the end of August 2018.

If you are staying in Halls of Residence then you will need to extend your stay beyond the end of your year 1 contract (usually the second week of July). This will incur additional accommodation costs.

What additional costs do I need to budget for?

The following items should be budgeted for:

- Written exam fees beyond the first attempt at the University
- Flight test fees beyond the first attempt
- Medical related fees
- CAA Licence issue fee (currently £192)
- Accommodation for June, July & August 2018
- Transport to and from the airfield
- Flight / ground school training beyond the minimum for licence issue may be required in order to reach a satisfactory standard to achieve a test pass. This is at an additional cost.

(Non-exhaustive list)

What uniform do I need to wear / bring?

You will require
Black tailored trousers
White pilot shirts (short sleeve) – (supplied as part of flying kit)
Black jumper
Tie (supplied as part of flying kit)
Bucks New University ID (provided by the University during enrolment)
Plain black shoes

**BSc (HONS) AIR TRANSPORT WITH PILOT TRAINING
BSc (HONS) AIR TRANSPORT WITH COMMERCIAL PILOT TRAINING**

**YEAR 1 PAYMENT SCHEDULE
2017/18**

Description	Approx. Cost including VAT @ 20%	Proposed Schedule + Payment Dates
Private Pilot Training Theory PPL Theory Exam Fees * ¹	Funded by University Tuition Fees	N/A
35 hours dual flight training 10 hours solo flight training 2 hours hire of aircraft for test Practical Flying Kitbag Practical Test Fees * ²	£10,035	September – July * ³
Payment 1	£4035	Due by 15th September 2017
Payment 2	£3000	Due 19th January 2018
Payment 3	£3000	Due 20th April 2018

Please note: Prices are current April 2017 and are subject to change without notice.
Prices include VAT @ 20%.

- *1 – Exam fees are included where exams are taken as part of the arranged sittings at the University. Exams taken at Wycombe Air Park are chargeable at £25 each
- *2 – Practical exam fees are included for the first attempt at both the Flying Skills Test and Radio Practical Test
- *3 – Students should be aware that training will extend beyond the end of the academic year and in to the summer holiday. Training will usually complete at the end of July.
- 45 hours is the minimum requirement for the EASA PPL. Additional hours if required in order to reach a satisfactory test standard will be charged at the current rates.
- Additional costs should also be budgeted for including, exam re-sit fees, medical fees, license issue fees, travel costs and accommodation.
- Training will usually be delivered on a 2 seat Cessna 152. Where required students may be allocated to a 4 seat Piper Warrior (PA28) at our discretion.

BUCKS NEW UNIVERSITY STUDENT TERMS AND CONDITIONS

BOOKER AVIATION

1. INTRODUCTION

- 1.1 This document outlines Booker Aviation's Terms and Conditions for students from Bucks New University (BNU) whilst they undergo flight and theoretical knowledge training at Wycombe Air Park.
- 1.2 During your time at Booker Aviation you are acting as an ambassador for both Booker Aviation and for Bucks New University. You should conduct yourself in a respectful and professional manner at all times.
- 1.3 To keep this document as short as possible, these Terms and Conditions should be read in conjunction with the University Student Terms and Regulations and the Booker Aviation Operations Manual.

2. UNIFORM STANDARDS

- 2.1 Full uniform should be worn whenever you attend Wycombe Air Park. This includes when you are present for ground school, flight training and for any meetings you may be asked to attend.
- 2.2 You are not required to wear uniform when attending ground school sessions at the Bucks New University High Wycombe campus as part of your timetable.
- 2.3 Uniform consists of the following items:
 - (i) Black Tailored Trousers
 - (ii) White Short-sleeved Pilot Shirt (supplied as part of flying kit)
 - (iii) Black Jumper
 - (iv) Tie (supplied as part of flying kit)
 - (v) Plain Black Shoes
 - (vi) Bucks New University Student Identification (provided by the University)
- 2.4 Students should ensure that full uniform is available, clean and presentable whenever attendance at Wycombe Air Park is required.
- 2.5 A wristwatch (or other accurate timepiece) is a mandatory requirement for flight training. Wristwatches should be of the type that include a seconds display.
- 2.6 Earrings, if worn, should be of a small stud design in gold, silver or small diamonds. Tongue studs are not permitted nor other forms of visible body-piercing.
- 2.7 Tattoos should not be visible when uniform is worn.
- 2.8 Hair should be clean, tidy, and well-groomed away from the face. If worn loose, hair / fringes should not obscure vision. If hair is permanently coloured or tinted this should be maintained regularly to maintain a natural look. Obvious dark roots and streaks or shading are not acceptable. Beards, moustaches and goatees are acceptable but must be properly maintained, short and neatly trimmed.
- 2.9 Please be aware that flight training often involves working in close proximity to other students and / or your instructor. Good levels of personal hygiene are very important. Please be considerate and ensure that you maintain good personal hygiene at all times.

3. SMOKING, ALCOHOL AND DRUGS

- 3.1 Smoking on the airfield is only permitted in designated areas externally due to safety considerations. Under no circumstances is smoking permitted within buildings or hangars, on the apron, near aircraft, or near fuel installations and fuel bowsers.
- 3.2 The use or possession of recreational drugs is not permitted at any time whilst on the course. If medication has been prescribed for you by a doctor it is imperative that you consult your instructor prior to flying to ensure that it may not affect your flying abilities or grades received. You will be likely referred to an Authorised Medical Examiner for further guidance.
- 3.3 The consumption of alcoholic beverages whilst on duty is not permitted. Students should ensure that they leave adequate time between the consumption of alcohol and presentation of themselves at the airfield for duty at 0830. As a guideline, for an average person adequate time is 1 hour per unit consumed plus 1 hour.

4. PERIODS OF RELIGIOUS OBSERVANCE WHERE FASTING MAY AFFECT ALERTNESS AND FATIGUE, SUCH AS RAMADAN

- 4.1 If you are required to fast as part of a period of religious observance please discuss this with the course liaison prior to the dates required. For safety reasons, solo flight is not permitted for students who are fasting and dual flights may also be affected. This condition should be taken into account when planning flying activity during the academic year to ensure that it does not adversely affect your completion of this segment of the course.

5. TRAINING RECORDS AND APPLICATION FOR LICENCE

- 5.1 Two training records will be held by Booker Aviation in relation to your flight training and for your ground school attendance and results. Students have access to their flight training record at all times and to their ground school record under the supervision of a Booker Aviation examiner.
- 5.2 After each flight your instructor will write a short report detailing a grade for your performance and also some notes about any specific areas of difficulty or areas where you performed well. Before the subsequent flight you should ensure that you have read the report from the previous flight and signed to say that you understand the comments written.

- 5.3 All flights are graded according to Booker Aviation's grading policy which is printed in your flight training record for your information.
- 5.4 A Remedial Action Alert Form (RAA) will be completed by your instructor if you receive three "D" grades on consecutive flights. This is then given to the Chief Flying Instructor (CFI) who will then discuss any issues with both you and your instructor and try to devise a plan to get your training back on track.
- 5.5 Remedial Action Alert Forms (RAA) will also be completed if you receive a grade "E" or "F".
- 5.6 If you receive a RAA form you should consider this a good opportunity to have your training investigated and any likely problems fixed before they become too much of an issue. There are many reasons for a student's grades being below average and so an open and honest conversation with the CFI will assist in dealing with issues quickly and effectively.
- 5.7 If training records are, in future, required by other flying schools they will only be released after a request in writing by the flying school and only when your account is clear of monies owing.
- 5.8 Licence applications will only be processed once flying accounts are settled in full and following successful completion of all training requirements, exams and skills tests.

6. PAYMENTS

- 6.1 Payments should be made in a timely manner. Flying will not be permitted unless sufficient funds are available in your account. Please do not ask for credit as refusal is certain.
- 6.2 You will be issued with a payment schedule on enrolment. Please be aware that these payments are in addition to the standard University Tuition fees and are based on the minimum training requirements. Additional training required in order to reach a sufficient standard to pass the skills test will be charged at the prevailing rates.
- 6.3 If you are experiencing money worries in relation to paying for your flight training please arrange to speak to the course liaison who will discuss issues in confidence with you.
- 6.4 Refunds where required must be requested in writing using the Refund Request Form available from the course liaison. All requests will only be approved for refund to the person / account from which they originated.

7. CANCELLATION POLICY

- 7.1 You will be scheduled to attend Wycombe Air Park as part of your University course. At these times, Booker Aviation will schedule an instructor and allocate an aircraft for your use.
- 7.2 You must inform the course liaison by email if you will not be attending the airfield on a date where you are scheduled to attend.
- 7.3 All absences will be reported to the University as a matter of course.
- 7.4 In the case of sickness, you will not be charged a cancellation fee as long as you inform Booker Aviation in good time that this is the case. Lack of sleep due to social activities or sickness due to alcohol consumption are not covered by this clause.
- 7.5 Booker Aviation reserves the right to charge a cancellation fee for non-attendance which is unauthorised. The cancellation fee is payable separately from the scheduled payments and must be made prior to the next flight. Cancellation fees are £50 inc. VAT per slot for the first two instances. Subsequent instances will be charged at the full cost of 1 hour per scheduled slot.

8. CONDUCT

- 8.1 Maintaining a positive public image is very important. You should project this image at all times. As you are studying to become a professional pilot this is something to begin to learn at this stage!
- 8.2 Any cases of misconduct will be dealt with as part of Bucks New University's Disciplinary procedures.
- 8.3 Booker Aviation may contact a student's individual sponsor where their conduct necessitates it.
- 8.4 Booker Aviation may terminate a student's training should their conduct be unacceptable or consistently poor. This will be confirmed in writing with full reasons for the decision.

9. SUSPENSION FROM TRAINING

- 9.1 Booker Aviation may suspend a student's training at any time and for any reason that it deems necessary pending an investigation. Possible reasons for suspension will include: suspected use or possession of a substance or drug whether illegal or legal (i.e. legal highs), suspicion of being medically unfit, suspicion of being under the influence of alcohol or drugs.
- 9.2 In the event of a student being suspended from training they will be informed of the suspension in writing or by email. The notification will detail the circumstances and procedure to be followed for the investigation. If the suspension is requested by the University then the Student will be referred to the Head of Academic Department for more information.
- 9.3 The Head of Academic Department will be kept fully informed of any student who is likely to be or has been suspended.

10. COMPLAINTS & FEEDBACK

- 10.1 All complaints must be addressed to the course liaison in the first instance. Where necessary complaints may be addressed directly to the General Manager.
- 10.2 Complaints will be dealt with in line with Booker Aviation's complaints procedure.
- 10.3 Students will be given the opportunity to provide feedback on their training at the end of their course as part of the Booker Aviation Compliance Monitoring System.