

C.O.E



CONDITIONS OF ENROLMENT

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Enrolment to Sun Quest Aviation is subject to conditions provided in this document.
Sun Quest Aviation reserves the right to amend the conditions at any time without notice.

READ THIS DOCUMENT CAREFULLY AND MAKE SURE THAT YOU UNDERSTAND ITS CONTENTS.

Flying Training

1. All students must be present and available at reasonable times for training, lectures and any other training related activities.
2. All flying and ground training will take place at RandAirport at Sun Quest Aviation facilities and in Sun Quest Aviation Aircraft.
3. All students are to adhere to the training program as determined by the Chief Flying Instructor. The program may be adapted from time to time if deemed necessary (or as stated in the TPM).

Financial Policy

1. Course estimate is valid for 30 days from the date of the issue.
2. Flying hourly rates will be adjusted as the fuel price fluctuates and/or
3. R 30 000.00 deposit will activate the process of selection and a letter of admission will be given for administrative processing. The relevant visa letters will be issued to obtain study permit (Applicable to International Students only).
4. No student will be accepted for training without payment. A minimum balance of R5000 must be maintained in the student's flying account at all times.
5. Please note that all training required over and above the items mentioned in the estimate will be extra for your account.
6. No cash advances will be allowed, unless required for scheduled training purposes.
All funds must be paid into the Sun Quest Aviation account. Amounts paid to other accounts will not be accepted by Sun Quest Aviation.

Sign_____

Accommodation (where applicable)

1. All students may choose to make use of either Sun Quest Aviation's accommodation or alternative accommodation.
2. When students choose to make use of Sun Quest Aviation's accommodation, the following conditions apply:
 - a. All students must book their rooms during the application process to ensure availability.
 - b. Sun Quest Aviation cannot be held responsible for personal belongings and students should be adequately insured.
 - c. Sun Quest Aviation reserves the right to change accommodation arrangements as required.
 - d. Sun Quest Aviation maintains strict house rules and regulations which must be adhered to at all times.
 - e. Student accommodation fees will be deducted from student's account on a monthly basis.
 - f. Sun Quest Aviation requires a rental agreement upon arrival for accommodation.
 - g. Transportation is supplied by Sun Quest Aviation at an additional cost as determined by the school. The amount will be deducted from the student's account on a monthly basis.

Termination of a Training Course

1. Should a student terminate any part of their flight training course/phase, they will be deemed to have terminated their entire course, unless otherwise agreed upon with Sun Quest Aviation. The Home Affairs of South Africa (for international students) shall be notified by the school in an event a student terminates the course or upon completion of the course.
2. In the event of a training course being terminated prematurely by Sun Quest Aviation for reasons of contravention of these conditions, Sun Quest Aviation will refund the entire unused portion of the fees received, minus a cancellation fee and any other costs which Sun Quest Aviation may have incurred on account of the student.
3. The cancellation fee will be calculated on the basis of profit loss suffered by Sun Quest Aviation and will be determined by Sun Quest Aviation Management. The refund will be paid to the student not later than 90 days after Sun Quest Aviation has received a written notification of the termination of the training course.

Sign _____

4. Should a client not commence the scheduled training programme within 60 days of the agreed upon starting date without prior approval by Sun Quest Aviation, they will be deemed to have terminated their course.
5. Should a client suspend their training programme for a period of more than 30 consecutive days, without prior approval by Sun Quest Aviation, they will be deemed to have terminated their course.

General

1. Flight Protocol and Procedures.

Like any other sport or organisation, flying and the flying fraternity has its own protocol concerning behaviour. The following will apply:

- **No-Show:** Booking sheets contain the flying slots, which are used to book flights for the student. Once the flying slot is booked for a student, the student must be present at the school at least 20 minutes prior to the commencement of the flight time. A no-show penalty will be charged against the student, if he/she is not present at the school prior to the commencement of the flight. If the student wishes to cancel the flight, the concerned instructor must be notified at least 24 hours prior to the flight. No-show and its ‘period of notification’ are also applicable for Ground School Lectures, Examination bookings and Briefings.
- **Notices:** Students must take note of the new rules of the school/changes in the rules which will be put up on the notice boards. Kindly adhere to the school rules/policies/terms and conditions. Rules/policies/terms and conditions are there for a reason, which might concern your own safety or safety of others or both. Rules/policies/terms and conditions which have been changed or new are applicable to this document.
- **Flying Dress code:** Sun Quest Aviation CPL students are expected to wear pilot uniform: black shoes, navy long pants and a white pilot shirt with the stripes earned.
- **General Behaviour:** Students are expected to behave in an impeccable manner at all times so as to protect their own, as well as the schools, good image. In particular, excessive drinking is discouraged and no “hung-over” person will be allowed at the school or near the aircraft or flight line.

NAME_____

SIGNATURE_____ DATE_____

WITNESS NAME AND SIGNATURE_____