



Student Guide

Version 7

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The school strives for a positive and cordial atmosphere.

Any suggestions of how to improve any part of the school is welcomed.

0: FOLLOWING APPLIES TO ALL STUDENTS OF THE SCHOOL:

A: CONDUCT:

1. All students shall show respect to all persons within and outside of the school.
2. No form of discrimination is allowed. All students, and staff, shall actively counteract improper behavior.

B: DISCIPLINE:

1. Any irregularity shall be reported to the school. A report may be anonymous.
2. Disciplinary actions may include warning, suspension and dismissal from the school.
3. At the discretion of Head of Training, any student showing an attitude not befitting an airman shall be immediately dismissed.
4. No refund or indemnity shall be given to a student that has been dismissed.

C: ENVIRONMENT:

1. The kitchen and dining area are common areas for all that have approved access to the building and shall be kept clean and presentable.
2. No student may leave the premises if there are dishes to be washed, regardless of who has used the dishes.
3. If trash bin full, empty same.
4. Food stored in the kitchen shall be marked with name and, when leaving school, discard what's not wanted.
5. The briefing room is common and shall be in proper order after use.
6. The Sky Bar is common and shall be in proper order after use.
7. Hangar doors shall be kept closed ... when not needed to be open.
8. The door between the school building and the hangar is a fire door and must be closed at all times.
9. Front and back door shall be closed while temperatures are below 25 deg C.
10. All areas of the second floor are for the sole use of the school and shall be kept presentable for their intended use.
11. The Overnight Rooms shall be left clean when vacated.
12. The outer gate shall at all times be locked.

D: STUDENT TASKS:

1. Students are expected to clean and wash aircrafts, perform snow removal, range and fuel aircraft etc.
2. Before flight, a student is to, as far as practicable, check weather, notam, plan the flight, perform daily inspection, fuel the aircraft, etc. at least thirty minutes before scheduled session.
3. After each flight and before leaving the aircraft, the student is to fill the aircrafts logbook.
4. After each flight, as soon as practicable, MyWebLog is to be filled in by the student. Students omitting this will be charged 100.- per entry missed.
5. After each flight aircraft shall be emptied and cleaned of all items not belonging in the aircraft. Leading edges and windscreens shall be cleaned from insects.
6. After flight, unless a next student is present and waiting for the aircraft, the aircraft shall be ranged in the hangar.

E: DOCUMENTATION:

1. During all flying, with the exception of Aerobatic flying, following documents shall be on board:
 - a) Aircraft Log Book,
 - b) Aircraft POH,
 - c) Aircraft Documents (Samlingspärm),
 - d) Pilots Medical,
 - e) Pilots License,
 - f) Pilots Logbook,
 - g) Passport,
 - h) Glasses if required

2. During VFR Cross Country and all IFR flights, following documents shall be on board:
 - a) Meteorological forecast,
 - b) Flight Plan,
 - c) Fuel Plan,
 - d) Mass and Balance calculation

3. During Solo Flight, following documents shall be on board:
 - a) Solo Permit.

F: CONTACT:

1. Contacts with the school and instructors shall preferably be made by telephone or e-mail. SMS or VoiceMail are not proper means of communication.
2. A message not acknowledged by the recipient is to be considered as not received.

G: ECONOMY:

1. Fixed price courses are to be paid according a schedule set forth by the school.
2. Students attending theory courses shall settle the theory fee before first lesson.
3. Students attending hourly charged flying lessons shall, without reminder, settle all charges by the end of the day.
4. Student may request a written invoice, this however does not free the student from timely settling of outstanding debts.
5. Students with outstanding debts may be denied access.

H: SAFETY:

1. All personnel, students and staff, are expressly permitted to disregard any and all rules, regulations, instructions, laws, necessary to avoid imminent or actual emergency.
2. The school has an active Safety Management System. All students are encouraged to fill in a report with anything in regards to accidents to ideas on how to improve safety. Instructions and reports can be found on the wall in the Briefing Room. Reports shall be in written form. Reports may be anonymous.

I: BOOKING:

1. All bookings, cancellations, changes are to be requested by e-mail only to booking@southsweden.se.
2. On the 20th of each month students/instructors send in their requested sessions/availability to booking and a schedule is set for the coming months first three weeks.
3. Cancellation - less than 24 hrs before flight - will be charged 600.-. See as well D:4 above.