



# STUDENT GUIDE

Version 9

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## GENERAL RULES & REGULATIONS

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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: APPLICATIONS & ENROLLMENT:

1. New students shall follow application procedures as per Appendix A.
2. Enrolled students can sign up to announced extra courses such as technical courses and practical flightplanning courses by responding to announcement mail.

#### B: 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.

#### C: 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.

#### D: 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 discarded when leaving school.
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 kept closed.
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. Renters of Overnight Rooms shall follow "House Rules" as per Appendix C.
12. Renters of School Rental Car shall log and pay after use in MyWebLog<sup>1</sup> and leave car clean. Students omitting this will be charged 100.- for missed log and/or 600.- cleaning fee.
13. The outer gate shall at all times be locked.

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<sup>1</sup> MyWebLog is the school's digital platform for bookings etc. Each enrolled student gets a personal account at [www.MyWebLog.se](http://www.MyWebLog.se)

## E: STUDENT TASKS:

Students are expected to clean and wash aircrafts, perform snow removal, range and fuel aircraft etc.

1. 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.
2. After each flight and before leaving the aircraft, the student is to fill the aircrafts logbook.
3. After each flight, as soon as practicable, MyWebLog is to be filled in by the student. Students omitting E:2 and/or E:3 will be charged 100.- per entry missed.
4. 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. Students omitting this will be charged a 600.- cleaning penalty.
5. After flight, unless a next student is present and waiting for the aircraft, the aircraft shall be ranged in the hangar. Students omitting this will be charged a 200.- penalty fee.

## F: 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 also be on board:
  - a) Meteorological forecast,
  - b) Flight Plan,
  - c) Fuel Plan,
  - d) Mass and Balance calculation
3. During Solo Flight, following documents shall also be on board:
  - a) Solo Permit.
4. All documents as per F:2 shall be scanned though the school scanner to the e-mail "flighthplanning@southsweden.se" before each flight. See instructions on the wall by scanner/printer.

## G: 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.

#### H: ECONOMY:

1. Course tuition is to be paid up-front or according a payment plan set forth by the school. See appendix B.
2. Students with outstanding debts or students failing to pay as per payment plan may be denied access, suspended or dismissed.

#### I: 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 regards to accidents or with ideas on how to improve safety. Instructions and reportforms can be found on the wall in the Briefing Room. Reports shall be in written form. Reports may be anonymous.

#### J: BOOKING:

1. All bookings, cancellations, changes are to be requested by e-mail only to [booking@southsweden.se](mailto:booking@southsweden.se).
2. On the 20<sup>th</sup> 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 900.-.
4. No show - will be charged for full session booked.
5. Bookings and changes are confirmed via mail from MyWebLog, it is the student's responsibility to have correct e-mail address registered in their MyWebLog account (under settings) and so as to stay abreast of their bookings.

#### K: ATTENDANCE:

1. Students need 100% theory attendance in order to pass a theory course. Missed lectures can be picked up during the coming semester, free of charge, or rescheduled as private lessons for 600.-/hour. Scheduled private lessons are non-refundable.
2. Students shall report planned absence from theory lessons to the school or instructor in advance.

## APPLICATION PROCEDURE

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We want to help you get enrolled and ready for your studies as fast and effective as possible. To be able to do this we need you to follow the steps below, this way we can organize your documents swiftly without having to send e-mails requesting further information.

1. APPLICATION:

Fill and sign APPLICATION FORM and make sure to send all the appropriate attachments requested for the course as listed on page 3 of the application. Also read the entire STUDENT GUIDE and check appropriate box. Incomplete applications will not be processed.

2. ASSESSMENT & NOTIFICATION:

After receiving a complete application our Head of Training will make an assessment to see if you are eligible for the course and we will notify you via e-mail.

3. PAYMENT & ENROLLMENT LETTER:

If you are eligible for the course you will receive an enrollment letter after full payment of application fee<sup>1</sup> as per page 2 on application form. Registration fees are non-refundable. At first day of class the fee, less 10% or minimum SEK 1000 administration fee, will be credited toward your course tuition. You'll find the payment details in the application form or on the cover page of Student Guide.

Course Tuition is paid up-front before first day of class or according to payment plan set forth by school. See appendix B.

4. STUDENT VISA:

If you're a non-EU citizen you need to apply for a Visa and resident permit with the Swedish immigration. The immigration will only accept that you enroll in a full-time course and in your visa application you will use the enrollment letter from us that confirms that you are accepted and have paid your application fee.

The visa application is done by the student on-line (fastest way) or in person at your local Swedish embassy or consulate. Please find application and information link here:

<https://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden.html> .

Students enrolled on a Visa are not allowed to change course from the course applied for during their studies. Any suspected visa fraud will be reported to the authorities following immediate dismissal without refund or indemnity.

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<sup>1</sup> Please see payment information in Appendix B

## PAYMENT ALTERNATIVES

South Sweden Flight Academy offers a payment plan<sup>1</sup> for all students as an alternative to paying the full Course-Tuition<sup>2</sup> upfront. Courses with a duration shorter than 1 month are paid upfront.

### UPFRONT PAYMENT - *All students*

#### Payment Schedule:

#### **Tuition and fees**

	<b>Payment Due</b>
Registration fee as per application form.....	When approved for enrollment
Course Tuition - Registration fee + Administration fee <sup>3</sup> .....	Before course start
Any on-top costs <sup>4</sup> .....	Before release for skilltest

### PAYMENT PLAN - *International students (non-Swedish citizens)*

#### Payment Schedule:

#### **Tuition and fees**

	<b>Payment Due</b>
Registration fee as per application form.....	When approved for enrollment
Down Payment 50% of Course Tuition + Admin fee.....	Before course start
Monthly payments <sup>5</sup> .....	End of month during course
Any on-top costs.....	Before release for skilltest

### PAYMENT PLAN - *National students (Swedish citizens)*

#### Payment Schedule:

#### **Tuition and fees**

	<b>Payment Due</b>
Registration fee as per registration form.....	When approved for enrollment
Down Payment 25% of Course Tuition + Admin fee.....	Before course start
Monthly payments.....	End of month during course
Any on-top costs.....	Before release for skilltest

NOTE: Students with outstanding debts or students failing to pay as per payment plan may be denied access, suspended or dismissed.<sup>6</sup>

<sup>1</sup> 5% interest on credited amount. Registration fee is deducted from the credited amount.

<sup>2</sup> Prices are subject to change without notice, all current prices can be found on [www.southsweden.se](http://www.southsweden.se) under Prices. The course tuition is calculated for minimum required flight hours, be aware that you might need more hours to meet required standard for skilltest.

<sup>3</sup> 10% of registration fee but no less than 1000.-

<sup>4</sup> On- top costs - Only theory and minimum required flight lessons are included in the course tuition. Any costs on top, such as extra needed lessons, variable costs such as block time for IR lessons, late cancellation fees, room or car rental etc. are on-top costs and not included in course tuition.

<sup>5</sup> Number of monthly payments are in relation to expected course duration.

<sup>6</sup> Student Guide Paragraph H

## OVERNIGHT ROOM RENTAL

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Welcome to your overnight room!

We have 4 beds in 2 rooms, a fully equipped kitchen, shower, laundry facilities and free Wi-Fi, for these services you pay SEK 100 per night/person.

### HOUSE RULES

- Please bring your own sheets and towels.
- Laundry room is available on the first floor (left door from the hangar door.) Please use your own detergents.
- Don't move furniture from the room.
- Don't leave food or dirty dishes in your room or around the building, they will attract flies and bugs.
- Always clean up after yourself in the general areas.
- Rooms, bathrooms and kitchen have to be cleaned before vacating. Vacuum, mop and cleaning supplies are stored in the storeroom across the bathroom on the first floor.
- Don't forget to log your overnight stay in MyWebLog. (You log one night as one hour and it will charge you 100 SEK.)
- Students who fail to follow the rules above will be charged SEK 600 as a penalty.