



STUDENT GUIDE

Version 12

STUDENTS ENROLLED AT SOUTH SWEDEN FLIGHT ACADEMY AGREE TO THE TERMS & CONDITIONS OF THIS DOCUMENT BY SIGNING APPROPRIATE APPLICATION FORM.

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CONTACT & BANK INFORMATION

Visiting Address Campus & Hangar Malmö Airport Apron West Nötesjövägen 206 233 91 Svedala, Sweden E-mail: info@southsweden.se Phone: +46 70 66 44 217	Administrative Address Invoicing & Shipping Ålabodsvägen 79 261 62 Glumslöv, Sweden E-mail: invoice@southsweden.se Webpage: www.southsweden.se Office Hours: Mon-Fri 0900-1700	Plusgiro: 86 92 82-4 IBAN: SE70 9500 0099 6034 0869 2824 BIC/Swift: NDEASESS NORDEA BANK AB Smålandsgatan 17, 105 71 Stockholm SWISH: 123 131 66 11 VAT reg. nr.: SE55913736901
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GENERAL RULES & REGULATIONS

The school strives for a positive and cordial atmosphere.
Any suggestions of how to improve any part of the school is welcomed.

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 flight-planning courses by responding to announcement mail. No-shows will be charged 600.- per hour.

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 behaviour.
3. Uniforms are mandatory and students should always wear a clean uniform when at school.
4. Student should ensure to maintain a good personal hygiene and smell clean, using deodorant and subtle perfume or aftershave.
5. Student should ensure that they have a fresh-smelling breath at all times. Prior to flight training avoid eating foods containing onion or garlic, as well as spicy foods, which are known to contribute to offensive smelling breath. Bring mints if necessary.
6. Always ensure good hand hygiene and use hand sanitizer if necessary.

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. See Appendix C & D
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. Always clean after yourself and never leave a mess behind. If trash bin full, empty same.
2. Food stored in the kitchen shall be marked with name and discarded when leaving school.
3. The bathrooms should always be left clean after each visit.
4. The briefing rooms are common areas and shall be in proper order after use.
5. All areas of the second floor are for the sole use of the school and shall be kept presentable for their intended use.
6. Hangar doors shall be kept closed.
7. Fire doors shall be closed at all times.

8. Pilot Resting rooms shall be cleaned after use.
9. Renters of School Rental Car shall log and pay after use in MyWebLog¹ and leave car clean. Students omitting this will be charged 100.- for missed log and/or 600.- cleaning fee.
10. The outer gate shall at all times be locked.

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 1 hour 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. Ranging shall be performed by no less than two persons and never by lone student to avoid accidents.

F: DOCUMENTATION:

1. During all 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 "flighplanning@southsweden.se" before each flight. See instructions on the wall by scanner/printer.

¹ MyWebLog is the school's digital platform for bookings etc. Each enrolled student gets a personal account at www.MyWebLog.se

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. Contact information to your instructor can be found in your booking at myweblog.
3. 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.
3. When tuition is fully paid a minimum balance of SEK 5 000 is required on your weblog account to be allowed further flight or groundschool bookings and/or skilltest.

I: SAFETY:

1. Safety Training attendance is mandatory at the start of each course.
2. All personnel, students and staff, are expressly permitted to disregard any and all rules, regulations, instructions, laws, necessary to avoid imminent or actual emergency.
3. 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 report forms can be found on the wall in the Briefing Room. Reports shall be in written form. Reports may be anonymous.

J: FLIGHT LESSON BOOKING:

1. All bookings, cancellations or changes are to be requested, in English, 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. Students and Instructors with matching schedules will be paired.
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: THEORY 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 scheduled theory lessons to the school or instructor in advance.

APPENDIX A: APPLICATION PROCEDURE

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 send us the appropriate APPLICATION FORM for your desired course on-line and make sure to attach all the appropriate documents requested in the form. Also read the entire STUDENT GUIDE for detailed information.

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 enrolment letter after full payment of registration fee². Registration fees for each course can be found on our website. 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. Payment details will be sent via mail or can be found on page 2 of the Student Guide.

Course Tuition is paid up-front 30 days before course start 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 residence permit with the Swedish immigration. The immigration want to have your visa application no earlier than 3 months prior to your course start. The immigration will only accept that you enrol in a full-time course and in your visa application you will use the enrolment letter and course plan received from us which confirms that you are enrolled in an eligible course and have paid your registration 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-and-researching-in-Sweden/Other-studies.html> .

Students enrolled on a Student 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.³

² Please see payment information in Appendix B

³ The academy will supply eligible students with documentation regarding enrolment and course plan for visa application. The academy is not responsible for the outcome of the students' visa application. In case of visa denial the registration fee will not be refunded and any paid tuition will not be refunded if the course has commenced at time of visa denial.

APPENDIX B: COURSE TUITION PAYMENT ALTERNATIVES

South Sweden Flight Academy offers payment plans⁴ for all students as an alternative to paying the full Course Tuition⁵ upfront. ATPL theory and courses with a duration shorter than 1 month are paid upfront.

UPFRONT PAYMENT

All students

Payment Schedule:

Tuition and fees

Registration fee as per application form.....

Payment Due

When approved for enrolment

Course Tuition - Registration fee + Administration fee⁶.....

30 days before course start

Any on-top costs⁷.....

Before release for skilltest

PAYMENT PLAN

International students (non-Swedish citizens)

Payment Schedule:

Tuition and fees

Registration fee as per application form.....

Payment Due

When approved for enrolment

Down Payment 50% of Course Tuition + Admin fee.....

30 days before course start

Monthly payments⁸.....

End of month during course

Any on-top costs.....

Before release for skilltest

PAYMENT PLAN

National students (Swedish citizens)

Payment Schedule:

Tuition and fees

Registration fee as per application form.....

Payment Due

When approved for enrolment

Down Payment 25% of Course Tuition + Admin fee.....

30 days 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.⁹

⁴ 5% payment plan fee on credited amount.

⁵ Prices are subject to change without notice, all current prices can be found on 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.

⁶ Administration fee is 10% of registration fee but no less than 1000.-

⁷ 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, student housing or car rental etc. are on-top costs and not included in course tuition see details on www.southsweden.se

⁸ Number of monthly payments are in relation to course duration. Once enrolled and course has commenced, student is responsible for full payment of course-tuition, see Terms of Purchase in Appendix E.

⁹ Student Guide Paragraph H Appendix C & D

APPENDIX C: SUSPENSION POLICY

School Suspension is a forced, temporary leave from the school. There are three types of suspension for students.

Academic Suspension is the result of poor academic performance or violation of academic regulations and is imposed by the school's academic department.

Disciplinary Suspension is the result of serious personal misconduct and is imposed by the the school's academic department and/or administration.

Administrative Suspension is the result of failure to meet school financial obligations or failure to comply with federal, state or local health regulations and is imposed by Administration.

Suspended students may not:

- register for courses
- attend theoretical or practical classes
- take school tests
- have access to booking or learning platforms
- live in student housing
- use campus facilities
- participate in student activities
- have student jobs

Transfer Credit

Suspended students may take courses elsewhere; however, they may receive transfer credit only if the school's policy allow this.

Returning from Suspension

In order to return from a suspension, a student must have the following approval:

Academic Suspension – Head of Training or Deputy Head of Training

Disciplinary Suspension – Head of Training or Deputy Head of Training

Administrative Suspension – Accountable Manager

APPENDIX D: EXPULSION POLICY

The School is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs. The School has a commitment to ensure that within this general framework all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the School for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, the School will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions. Where the School deems the integrity, safety or well-being of the School, students, staff, clients, visitors and other guests is in danger then expulsion may be applied at the School's discretion at any point in the process.

In conjunction with this policy, the school will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy. Policies are found in the Student Guide handed out to students during the application process and always available for review in printed form at school, or digitally via MyWebLog or school web-page.

The following outlines the conditions under which a student may be expelled with cause:

1. Academic Dishonesty - students may be subject to expulsion at the discretion of the School for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:

1. cheating
2. plagiarism
3. unapproved collaboration
4. alteration of records
5. bribery
6. lying
7. misrepresentations

2. Outstanding Fees - failure to pay overdue accounts owing to the School within the specified time period may be grounds for expulsion after a written warning has been given.

3. Code of Conduct - all students are required to adhere to the School's published code of conduct in the Student Guide. Where the violations do not have the potential to result in physical harm to persons or property the School may expel a student who has received suspension for failure to comply and has since violated any of the terms of the School's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.

4. Significant Omissions or Errors in Admissions Documentation - the School has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly or in error misrepresent their applications are subject to immediate expulsion.

5. Academic Failure – students who fail to achieve the required academic standing in their programs may be expelled from the program.

6. Attendance – students who do not achieve the required attendance as stated in the course syllabus are subject to expulsion. Students who are absent from class for more than five consecutive sessions without sufficient cause will be automatically withdrawn from their program.

7. Harassment or Discrimination – the School does not condone harassment or discrimination of any student, staff, client or visitor to the School. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature may be subject to immediate suspension depending on the severity of the activity and pending investigation. Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities.

Any student, who is deemed by the investigation to have engaged in severe harassing or discriminatory activities, may be expelled at the discretion of the school, depending on the severity of the activity.

Racial harassment means bothering, threatening, or treating someone unfairly because of their race, colour, ancestry, birthplace, religious belief, ethnic background, citizenship, or language.

Sexual harassment means bothering someone by saying or doing unwanted or unwelcome things of a sexual or gender-related nature including touching inappropriately, making offensive jokes about women and men, making sexual suggestions or requests, staring at or making unwelcome comments about one's body, displaying sexually offensive pictures, or being verbally abusive because of one's gender.

Sexual orientation harassment means treating someone unequally because they are gay, lesbian, heterosexual, bisexual, or living in a same-sex relationship. This could include making a hurtful comment or action to an individual that is known or ought to be known to be unwelcome, making homophobic jokes or hints about a person's sexual orientation or same-sex partnership status, or displaying of disrespectful signs, caricatures, cartoons or graffiti.

8. Misuse of School Property – School property is for the provision of School services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

9. Endangerment of Staff or Students – The School is committed to the right of all School staff, students, clients and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.

Prior to expulsion, depending on the severity and nature of the situation, the School may take intermediate steps at its discretion including:

- a. verbal warning
- b. written warning
- c. suspension
- d. expulsion

Notification:

Students who are subject to expulsion for any reason will be notified in writing via e-mail. The notification will contain a description of the basis for expulsion and the effective date.

Fees:

No refund or indemnity shall be given to a student that has been expelled.

Student Visas:

Immigration authorities will be notified if expelled student holds a student visa.

Return of Property:

A student who is expelled is responsible for the return of any School property in his/her own possession within 10 days of the expulsion and will be held financially responsible for any property not returned in good condition.

APPENDIX E: TERMS OF PURCHASE

APPLICATION

You apply for courses via application forms available on our website. You will receive an email from us if the application is accepted or needs to be supplemented.

If you are admitted and registered for a course, the course fee shall be paid 30 days before the start of the course. You can find more information regarding the application procedure in Appendix A.

RIGHT OF WITHDRAWAL

According to Swedish law "Distans- och hemförsäljningslagen (2005:59)", you have the right to cancel your registration no later than 14 days after you have been admitted to the course and get a full refund, send a message to us via mail.

If the course has started and you have participated, you have agreed to waive the right of withdrawal. The right of withdrawal does not apply to short lectures or the like.

REGISTRATION FOR COURSES

Your registration is binding. If you still want to opt out, we want you to contact us as soon as possible.

If you opt out of a course after the withdrawal period has expired but before the start of the course, you are entitled to a refund of the course fee less the registration fee.

If you opt out of a course which has started, you are obliged to pay the entire course fee even if you have not participated.

CANCELED COURSE

South Sweden Flight Academy reserves the right to cancel a course in the event of too few applications. Any paid course fee will be refunded.

APPENDIX F: PRIVACY POLICY

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website. www.southsweden.se

WHAT DATA DO WE COLLECT?

We collect the following data:

Contact data including name, email address, address, and phone number.

Device and browser data, such as IP address, information about your device, and browser settings.

Enrolment and educational history data

References where you have provided us with a referees' contact details.

Eligibility to work data such as passport and visa checks.

Medical/Health data (in limited circumstances).

Criminal report data (in limited circumstances).

HOW DO WE COLLECT YOUR DATA?

You directly provide us with most of the data we collect. We collect data and process data when you:

Apply/Register for a course

Send us messages via email

Use or view our website via your browser's cookies.

HOW WILL WE USE YOUR DATA?

We collect your data so that we can:

Process your registration and/or application(s).

Check your qualifications and/or experience.

Where we have an obligation to disclose information, or if the law requires so.

Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Where you consent to our doing so.

Where we need to protect vital interests.

HOW DO WE STORE YOUR DATA?

We maintain physical, technical, and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to protect your personal information from loss and unauthorized access, copying, use, modification, destruction or disclosure, and all other unlawful forms of processing.

We will keep your personal information for a period of three years.

MARKETING

We would like to send you information about our services and courses via e-mail. If you don't want to receive e-mails from us just let us know.

WHAT ARE YOUR DATA PROTECTION RIGHTS?

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access - You have the right to request us for copies of your personal data. We might charge you a small fee for this service.
- The right to rectification - You have the right to request that we correct any information you believe is inaccurate. You also have the right to request us to complete information you believe is incomplete.
- The right to erasure - You have the right to request that we erase your personal data, under certain conditions.
- The right to restrict processing - You have the right to request that we restrict the processing of your personal data, under certain conditions.
- The right to object to processing - You have the right to object to us processing your personal data, under certain conditions.
- The right to data portability - You have the right to request us to transfer the data that we have collected to another organization, or directly to you, under certain conditions.

WHAT ARE COOKIES?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

HOW DO WE USE COOKIES?

We use cookies as a way to improve your experience on our website.

WHAT TYPES OF COOKIES DO WE USE?

There are a number of different types of cookies, however, our website uses:

Functionality - We use these cookies so that we recognize you on our website and remember your previously selected preferences.

Advertising - We use these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device and your IP address.

We sometimes share some limited aspects of this data with third parties for advertising purposes.

We also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

HOW TO MANAGE COOKIES

You can set your browser not to accept cookies, and remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

PRIVACY POLICIES ON OTHER WEBSITES

Our website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review and places and updates on this web page.

This privacy policy was last updated on 20 October 2021.

HOW TO CONTACT US

You can e-mail us, call us or write to us!

See page 2.

HOW TO CONTACT THE APPROPRIATE AUTHORITY

Should you wish to report a complaint or if you feel that we have not addressed your concern in a satisfactory manner, you may contact:

IMY Swedish Authority for Privacy Protection.

imy@imy.se