



# STUDENT GUIDE

Version 10

<p>Visiting Address Campus &amp; Hangar Nötesjövägen 206 233 91 Svedala, Sweden E-mail: <a href="mailto:info@southsweden.se">info@southsweden.se</a> Phone: +46 70 66 44 217</p>	<p>Administrative Address Invoicing &amp; Shipping Ålabodsvägen 79 261 62 Glumslöv, Sweden E-mail: <a href="mailto:invoice@southsweden.se">invoice@southsweden.se</a> Webpage: <a href="http://www.southsweden.se">www.southsweden.se</a></p>	<p>Plusgiro: 86 92 82-4 IBAN: SE70 9500 0099 6034 0869 2824 BIC/Swift: NDEASESS SWISH: 123 131 66 11 VAT reg. nr.: SE55913736901</p>
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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.

### **FOLLOWING APPLIES TO ALL STUDENTS OF THE SCHOOL:**

#### A: APPLICATIONS & ENROLLMENT:

1. New students shall follow application procedures as per Appendix C.
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 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. Please see routines for Covid-19 prevention in appendix F

#### 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 A & B
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 room and Sky Bar 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. The door between the school building and the hangar is a fire door and must be closed at all times.

8. Renters of Overnight Rooms shall follow "House Rules" as per Appendix E
9. 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.
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 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.

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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)

#### 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 D.
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 report forms 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.

## SUSPENSION POLICY

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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

## EXPULSION POLICY

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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.

## 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 enrolment letter after full payment of application fee<sup>2</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 D.

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 enrol in a full-time course and in your visa application you will use the enrolment 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>2</sup> Please see payment information in Appendix D

## PAYMENT ALTERNATIVES

South Sweden Flight Academy offers a payment plan<sup>3</sup> for all students as an alternative to paying the full Course-Tuition<sup>4</sup> upfront. 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..... When approved for enrolment  
 Course Tuition - Registration fee + Administration fee<sup>5</sup>..... Before course start  
 Any on-top costs<sup>6</sup>..... Before release for skilltest

#### **Payment Due**

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

#### Payment Schedule:

#### **Tuition and fees**

Registration fee as per application form.....When approved for enrolment  
 Down Payment 50% of Course Tuition + Admin fee..... Before course start  
 Monthly payments<sup>7</sup>..... End of month during course  
 Any on-top costs.....Before release for skilltest

#### **Payment Due**

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

#### Payment Schedule:

#### **Tuition and fees**

Registration fee as per registration form.....When approved for enrolment  
 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

#### **Payment Due**

NOTE: Students with outstanding debts or students failing to pay as per payment plan may be denied access, suspended or dismissed.<sup>8</sup>

<sup>3</sup> 5% payment plan fee on credited amount. Registration fee is deducted from the credited amount.

<sup>4</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>5</sup> 10% of registration fee but no less than 1000.-

<sup>6</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 see details on [www.southsweden.se](http://www.southsweden.se)

<sup>7</sup> Number of monthly payments are in relation to expected course duration.

<sup>8</sup> Student Guide Paragraph H Appendix A & B

## 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.

## COVID-19 VISITOR QUESTIONNAIRE

The safety of our staff, students, families and visitors remain SSFA's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, we are monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization. A limited number of visitors are permitted into the school at this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our staff, students and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building.

Visitor's Name:

Mobile Phone Number:

### Self-Declaration by Visitor

- 1. Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?**

Yes                       No

- 2. Have you travelled internationally within the last 14 days to areas where COVID-19 cases have been confirmed such as Italy, Spain, China, Iran or the US.**

Yes                       No

- 3. Have you been in close contact with anyone who has travelled within the last 14 days to areas where COVID-19 cases have been confirmed such as Italy, Spain, China, Iran or the US.**

Yes                       No

- 4. Have you had close contact or cared for someone with a confirmed or probable COVID-19 case?**

Yes                       No

**If YES on any of the above questions you may not come to the school without first being tested for COVID-19.**

- 5. And finally a question that might not seem obvious but is important: Is it vital that your training occur at this time or could it wait until the epidemic has settled?**

Yes                       No                      If yes, please explain: \_\_\_\_\_

Signature (visitor): \_\_\_\_\_ Date: \_\_\_\_\_

**When visiting the school please follow the guidelines attached!**

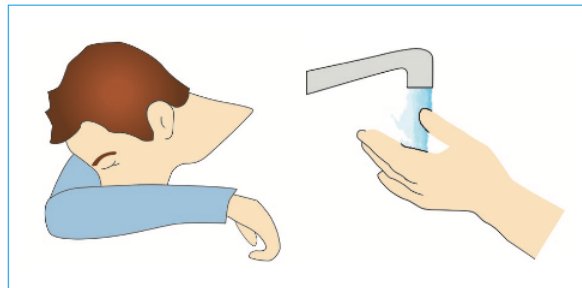
# Protect yourself and others from the spread of infection

The best way to protect yourself and others from getting sick is to avoid close contact with sick people. There are some general tips to avoid infection:

## Wash your hands frequently

Infectious agents get stuck easily on hands. They spread further when you shake hands for example. Therefore, wash your hands frequently with soap and warm water for at least 20 seconds.

Always wash your hands when you get home or when you come to work or school after going out, before meals, during food handling and after a toilet visit. Disinfectant gel can be an option when you do not have the option of hand washing.



## Cough and sneeze in the bend of the arm

When you cough and sneeze, tiny droplets containing infectious agents are spread. By coughing and sneezing in the bend of the arm or in a paper napkin, you prevent infection from spreading in your environment or from contaminating your hands. Always throw the napkin in a trashcan and wash your hands.

## Avoid touching eyes, nose and mouth

Infection is spread through the mucous membranes of the eyes, nose and mouth. A common preventative measure against respiratory tract infections is to avoid touching the eyes, nose and mouth.

## Stay home when you are sick

Stay home when you are sick. This way you avoid infecting people on the bus, your work or school or where you are close to others. **If you develop respiratory symptoms such as cough or difficulty breathing or fever – call 1177 for health advice before visiting a clinic.**

## Disinfectant Gel

If soap and water are not available, you can use disinfectant gel with at least 60% alcohol. Always wash your hands with soap and water if your hands are visibly dirty.