

Entering The College

Northwest Aviation College offers an Associate in Applied Science degree and vocational certificate programs to those who demonstrate one of the following: possess a high school diploma, possess a GED, are beyond the age of compulsory school attendance and demonstrate the ability to benefit (ATB) from the training by passing an independently administered test (TOEFL etc.). Candidates for admission into these programs must submit a copy of a high school diploma, GED, or official test score. College graduates may submit an official transcript from the degree granting college in lieu of a high school diploma. Additionally, candidates seeking admission into the AAS degree program must obtain a satisfactory score on the ASSET placement exam administered by the college prior to taking a math or English course. Candidates receiving a less than satisfactory score will be encouraged to acquire remedial basic skills education. Once completed, students will be encouraged to retake the ASSET placement test. Students who have successfully completed college level math and writing courses will not be required to take the ASSET placement exam. The school makes no provisions to admit students into the AAS program that do not meet these minimum requirements.

Admission Process:

1. Complete an application form.
2. Submit copy of high school diploma, GED, test score (such as TOEFL) or have an official college transcript sent to Northwest Aviation College from all previous colleges attended.
3. Submit \$50.00 non-refundable application fee.

Additional requirements for non-US citizens are:

1. Receive TSA approval through AFSP
2. International student application and Enrollment agreement
3. For non-native speakers of English – Proof of English proficiency through college interview and English proficiency exam score indicating ATB: (TOEFL 61)
4. \$200.00 Application Fee
5. \$2,500.00 Deposit and proof of financial ability

A letter of acceptance or denial will be issued after review of the student's application.

Students, who wish to enroll in a course for continuing education, may do so without formal admission into the college.

Admission



To Apply for Admission

Counseling & Student Advisement

After being accepted into the school, students will be assigned an academic advisor to aid in determining course work and credit load necessary to obtain their educational goals.

Counseling - The school has a contract with Valley Cities Counseling and Consulting that will provide professional counseling services as needed. These services emphasize coping skills, accessing college and community resources, and developmental skills.

Registration

Registration days are published in the college calendar. In addition to the published days, Northwest Aviation College offers open registration 4 weeks prior to the beginning of class through two weeks after class begins.

Students should plan on making appointments with their advisor prior to registration. After meeting with the advisor, students may register anytime during open registration.

Enrollment

Students may enroll in flight-training courses on any day that school is in session for flight. Student ground training and flight-training schedules may only be changed due to inclement weather or an emergency. The student's assigned instructor must authorize any changes. If the student does not attend a scheduled flight training session without the prior consent of the instructor he/she will be charged for the missed session to include ½ the cost of the scheduled airplane.

Medical Certificates

Prior to enrolling in an approved flight-training course, students are required to submit a current medical certificate and maintain it for currency throughout their flight training. A third-class medical certificate is required for all courses. For students seeking a professional pilot career after graduation, it is strongly recommended that students initially obtain a first-class medical certificate. VA students need to obtain and maintain a minimum second class medical certificate for flight training

Classroom Instruction is offered on a quarterly basis. Classes will not be held during holidays listed in the school calendar.

Instructional Schedule

Flight Training is offered each day of the week except the following holidays: *New Year's Day, July 4th, Thanksgiving Day, Christmas Day.*

To obtain full time student status, a student must be enrolled in courses that total 12 or more credits each academic quarter. In order to ensure normal progress, a 15 credit hour course load is recommended. A typical student class schedule consists of three courses per quarter. The schedule might look something like the following example:

Typical Daily Schedule

<u>Class No.</u>	<u>Class Description</u>	<u>Credits</u>	<u>Days</u>	<u>Time</u>
AVN 110	Private Pilot, Ground	5 Credits	T/Th	7:30-10:00 pm
AVN 221	Private Pilot, Flight	5 Credits	As Scheduled	
ENG 101	Technical Writing	5 Credits	M/W	5:00-7:30 p.m.



Tuition and Fees

Tuition ■

Tuition is charged at the rate of \$75.00 per credit hour. Students can review program related charges by referring to the College Catalog addendum. Full time enrollment is considered to be 12 credit hours per quarter. The college reserves the right to change tuition rates with at least 30-days notice prior to the effective date of the increase.

Lab Fees (Flight Training) ■

A price list for flight training can be obtained from the student services office. The college reserves the right to change flight-training fees without notice.

Book & Supply fees ■

Books and supplies are purchased by the student and become the student's sole property. The cost of books and supplies will vary with each course.

Evaluated Credit ■

College credit for previous non-traditional learning and documented competencies is available (see Pg. 14). A cost of \$8.75 per credit hour will be charged for transcribing these credits.

Students wishing to order an official copy of their transcript must submit a transcript request form and \$6.25 to the student services office.

Tuition and Fee Refund Policy

Tuition and Fees shall be paid at the time of registration. Refunds do not apply to books or supplies purchased by the student.

Students who terminate their training will receive a tuition refund as

Tuition Refund



specified below:

1. If the student is denied admission, or if the student withdraws within three days of signing the enrollment agreement, the student will receive 100% refund of tuition.
2. Students terminating training prior to completion of the first 60 percent of the course, a tuition refund will be granted on a pro rata basis.
3. Students terminating training after completing 60 percent of the course will not receive a tuition refund.
4. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the School facilities and inspection of equipment.

All monies paid by an applicant will be refunded, if requested, within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.00. Students requesting refunds after entering the school will be refunded within sixty days from cancellation or from the last date of student attendance. Students on a leave of absence will receive a refund within 60 days from the expiration date of the leave of absence.

All unused monies deposited for flight training will be refunded after officially withdrawing.

Students who have not visited the school facility prior to enrollment will have an opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

Application of Refund Policy

Cancellation and Settlement Policy

Comparable

~~Information related to comparable program tuition~~, fees and length may be obtained from the following:

Program Information

Accrediting Commission of Career Schools and Colleges of Technology (ACC SCT)

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

Phone: (703) 247-4212

FAX (703) 247-4533



Academic Credit

Northwest Aviation College operates on a quarterly academic system. Note: 50 minutes of instruction with a 10-minute break is considered 1 clock hour. Clock hour to credit hour conversion formula is as follows:

- 10 Classroom or contact hours = 1 quarter credit hour.
(Contact = one on one with an instructor either in the classroom or in the airplane, 10/1 ratio).

- 20 Laboratory work hours = 1 quarter credit hour.
(Laboratory = supervised hands on activities either in the classroom or in the airplane, i.e. supervised solo flight, planned lab experiments etc. 20/1 ratio).

- 30 Intern/Externship work hours = 1 quarter credit hour.
(30/1 ratio).

Additional information regarding clock hour to credit hour conversion may be obtained from your academic advisor.

Description of outside preparation required for the classroom portion of the program: It is extremely important that students begin each classroom and training session well prepared. With that in mind, it is also important to note that individual students have vastly different backgrounds and unique personal and educational experiences. Classroom and training preparation to one person could mean one hour of outside work, while three hours of outside work is required for a different person for the same level of preparation. Therefore, Northwest Aviation College utilizes as a general rule, two hours of outside preparation for one hour of instruction. This amount of preparation time is only a guideline however, and might be vastly different for each individual.

Quarter Credits

Outside Preparation

Sources of Academic Credit

College Level Examination Program ■

Northwest Aviation College recognizes that many students have obtained knowledge in subject areas outside the classroom. Credit for this non-traditional learning may be granted by successfully completing CLEP or a challenge by exams.

Credit for Flight Certificates ■

A maximum of 60 credits may be granted from flight certificates. To obtain credit for these certifications, the student should contact the Director of Education.

If a student has obtained Federal Aviation Administration Pilot Certificates, credit may be granted for those certificates, provided a copy of the certificate is submitted to the college.

Transfer Credit ■

Credit for course work from other Colleges and Universities may be granted at the discretion of the registrar. To obtain transfer credit, students must request an official transcript from each college and/or university attended be sent directly to Northwest Aviation College for evaluation.

Military Service Credit ■

Credit for military schools will be granted as per the ACE Guide (American Council on Education). To obtain credit, the student's official military education transcript, SMART, AARTS, etc. must be submitted to the school administration office.

Transferability of Credit

Northwest Aviation College will make available in transcript form, all course work completed at this institution. Students should be aware each college and university has its own policies regarding the award of transfer credit. Therefore, transferability should never be assumed. Students should contact the receiving institution to determine if credits earned at Northwest Aviation College are transferable into a specific degree program. The student's academic advisor may also help with questions on transfer credit. Northwest Aviation College recognizes students' right to privacy and will release transcripts *only by written authorization from the student*.