



## ACPP Check-In Checklist (Page 1 of 2)

(Rev. 8/23/2018)

Student: \_\_\_\_\_ Date: \_\_\_\_\_ IP: \_\_\_\_\_

### Flight School Agreement

- ☐ Have student complete, sign and date form
- ☐ Scan completed form into WinATP
- ☐ Retain top (white) copy for later submission to Admin
- ☐ Give bottom (yellow) copy to student

### Flight Training and Refund Policy

- ☐ Have student read and initial paragraphs in the spaces provided
- ☐ Have student sign and date
- ☐ Scan original document into WinATP
- ☐ Copy completed form
- ☐ Give copy of completed document to student
- ☐ Retain original for later submission to Admin

### Apartment Policy for ATP Students (*if using ATP housing*)

- ☐ Have student read and sign policy
- ☐ Copy completed form
- ☐ Give copy of completed document to student
- ☐ Retain original for later submission to Admin

### Materials Checklist

- ☐ Verify the student has received or acquired all of the materials specified
- ☐ Give copy of completed document to student

### Scan Documents into WinATP Customer Record

- ☐ Scan Medical Certificate into WinATP
  - ☐ Enter the weight listed on the student's medical: \_\_\_\_\_ lbs.
  - ☐ If weight exceeds 250 pounds, contact Training Support at 904-595-7992. Persons weighing over 250 pounds may experience weight and balance, performance, or other operational restrictions that may prevent completion of the Airline Career Pilot Program.
- ☐ Scan all Pilot Certificates (Front and Back) into WinATP
- ☐ Compare name on Pilot Certificate to name on photo ID
  - If name on Pilot Certificate exactly matches name on a photo ID:
    - ☐ Advise student to use only that photo ID for all FAA Knowledge and Practical Tests
  - If name on Pilot Certificate does NOT exactly match name on any photo ID:
    - ☐ Coordinate meeting at FSDO with student to change the name on the FAA Pilot Certificate to exactly match the name on the photo ID

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## ACPP Check-In Checklist (Page 2 of 2)

(Rev. 8/23/2018)

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **IP:** \_\_\_\_\_

### US Citizens:

- ☐ Scan Unexpired US Passport into WinATP, or
- ☐ Scan US Birth Certificate w/ Photo ID (Verified against ATPSafety “Birth Certificate Criteria”) into WinATP

### Non-US Citizens:

- ☐ Scan Foreign Passport into WinATP
- ☐ Scan Visa or Permanent Resident Card into WinATP
- ☐ Scan Photograph of student taken by instructor into WinATP
- ☐ Verify TSA “Final Approval” or “Permission to Train” emails are present as the last documents in WinATP - Customer Record - Attachments list
- ☐ Notify Admin personnel when complete

### Logbook Review (*Credit for Private only*)

- ☐ Calculate and enter here: \_\_\_\_\_ total time from student’s logbook (80 hours minimum)
- ☐ Enter the student’s FAA Tracking Number (FTN) in their Whiteboard training record

### Student Contact Information

- ☐ Ensure data in Personal Info section of student record is accurate and update in WinATP if needed

### Retain Important Documents

- ☐ Place completed original Flight School Agreement and Training & Refund Policy in secure location to be retained until the student’s program is complete

### Scan and Email Documents to [checkindocs@allatps.com](mailto:checkindocs@allatps.com)

- ☐ Completed Flight School Agreement
- ☐ Completed Flight Training and Refund Policy
- ☐ Completed Apartment Policy and Walk-Through Form
- ☐ Completed Materials Checklist
- ☐ This completed checklist

End



## Flight Training and Refund Policy

(Rev. 09/17/18)

### Flight Time

All flight times are in reference to Out/In times measured in tenths of an hour on the Hobbs meter. Due to varying flight checkride times and other considerations, your flight time may vary from those indicated on the Program Outline for each single-engine and multi-engine flight. ATP will neither charge nor refund you for these variances.

### Program Termination

Please note that, at any time, both you and ATP have the right to terminate your participation for any reason.

### Refund Calculation & Issuance

Within 15 days of program termination, ATP will issue a refund to you, or your lender if a loan was used. Any refund due to you will be calculated by refunding the difference between your total payments and total charges incurred. Total charges incurred will be calculated by the following schedule:

| Training Type                           | Cost      | Per      |
|---|-----------|----------|
| Pre/Post Briefing                       | \$75.00   | Training |
| Single Engine                           |           |          |
| Solo                                    | \$220.00  | Hour     |
| Crew Cross Country PIC                  | \$110.00  | Hour     |
| Dual                                    | \$250.00  | Hour     |
| Multi Engine                            |           |          |
| Crew Cross Country PIC                  | \$230.00  | Hour     |
| Dual                                    | \$500.00  | Hour     |
| Flight Training Device                  | \$150.00  | Hour     |
| FAA Written Exams                       | \$150.00  | Exam     |
| Lodging (Apt/Hotels) and Transportation |           |          |
| All training centers except CA/NY       | \$200.00  | Week     |
| California and New York                 | \$225.00  | Week     |
| Lesson No-Show / Late Cancellation      | \$75.00   | Event    |
| ATP Training Bundle                     |           |          |
| Zero Time                               | \$1000.00 | Bundle   |
| Credit for Private                      | \$750.00  | Bundle   |

### Automatic Program Termination

If your enrollment exceeds **projected program completion time + 90 days**, then your participation in the program **will be terminated automatically and no refund will be provided**.

### Pre- and Post-Flight Briefings

ATP does not charge an hourly rate for traditional ground school. All briefings are included in the cost of your training program. Briefings vary in length and content based on your needs, your training performance, and the discretion of your instructor. If your program is terminated, ATP will charge a flat rate of \$75 per flight for pre- and post-flight briefings together.



## **Flight Training and Refund Policy**

(Rev. 09/17/18)

### **Fuel Surcharge**

Because of unpredictable, extraordinary and substantial increases in the cost of fuel, ATP reserves the right to impose a fuel surcharge if the price of West Texas Intermediate crude exceeds \$85.00 USD per barrel any time during training. The amount of the fuel surcharge will be determined based on ATP's average cost of AVGAS and the flight time remaining in your training program at the time the supplement is imposed, not to exceed a maximum of 10% of the program price quoted at the time of scheduling.

### **Attendance Policy**

The Airline Career Pilot Program requires your availability for training Monday through Friday for a minimum of eight hours each day, with weekends off, during most stages of training. During the cross-country stage, your required availability is seven days per week. Weather and checkride availability may limit some weekend time off. This level of availability is necessary to meet the completion time frame of the program. If you are unable to meet the requirements of this attendance policy, ATP may either terminate your training program or impose a price increase if your program was started at a cost below the current advertised prices.

### **Student Preparedness Policy**

You must arrive well prepared for each lesson. This means that you will arrive with all reading assignments complete, all videos watched, and home study work completed.

### **Lesson No-Show / Late Cancellation Policy**

At ATP's sole discretion, ATP may impose a \$75 charge per lesson for which you no-show, cancel with insufficient advance notice, arrive late, or arrive unprepared. ATP considers an advance notice to be at least 24 hours before the lesson's scheduled start time. Cross-country flights scheduled by ATP Flight Operations require the same advance notice. If you are scheduled for a Flight Training Device lesson or flight training event, and weather or maintenance become a factor, you are still expected to arrive on time for training. Your instructor will decide the appropriate course of action, which may include substituting the planned lesson with another suitable to the conditions.

### **Drug/Alcohol Screening**

To ensure operational safety and compliance with federal regulations, ATP and its designated agents or representatives may request trainee to submit to a drug and/or alcohol screening. If a trainee is requested to submit to a drug and/or alcohol screening, they must comply in order to continue in the program. Refusal to comply with this provision may result in program termination.

### **Photo, Video, and Testimonial Release**

(1) Trainee hereby consents to be subject to audio recording, visual recording, photography, and recording of trainee's written testimonials in conjunction with training at ATP. (2) Trainee authorizes ATP to reproduce any recording, photography or written testimonial in whole or in part and that the original and any copies of such recordings or photographs or testimonials will become the sole property of ATP. (3) Trainee agrees to the unrestricted distribution and use of said recordings, photographs or testimonials and any copies thereof for educational or marketing purposes by ATP. Trainee understands that there will be no financial or other consideration for the production or use of said recordings, photographs, testimonials, or copies thereof. (4) Trainee further agrees and does hereby release and forever discharge



**Flight Training and Refund Policy**  
(Rev. 09/17/18)

ATP, its employees, agents, or assignees, from all claims, demands, damages, actions or causes of action of any nature whatsoever, arising or to arise by reason of usage of any of the aforementioned recordings, photographs or testimonials and of and from all claims or demands whatsoever in law or in equity which I, my heirs, executors, administrators, or assigns may have by reason aforesaid against ATP.

**Receipt of ATP's Student and Instructor Handbook**

I, the undersigned, acknowledge that I have received a copy of ATP's Student and Instructor Handbook. While I understand that the Student and Instructor Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Student and Instructor Handbook.

**BY SIGNING BELOW, TRAINEE AGREES TO ALL OF THE ABOVE TERMS.**

Trainee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainee Name (Print): \_\_\_\_\_

Training Location: \_\_\_\_\_



## Materials Checklist

This is a checklist for the instructor to review that the student has in his possession all the required books, materials and equipment for the Airline Career Pilot Program.

### ATP-Issued Items

- ☐ ATP Cessna 172 Training Supplement (*if applicable*)
- ☐ ATP Piper Archer Training Supplement (*if applicable*)
- ☐ ATP Piper Seminole Training Supplement
- ☐ ATP Crew Procedures Training Supplement
- ☐ ATP XC Flight Planning Training Supplement
- ☐ ATP ForeFlight & Chart Training Supplement
- ☐ FAA Airman Certification Standards (ACS) / Practical Test Standards (PTS): Private, Instrument, Commercial, Flight Instructor Single-Engine, Flight Instructor Multi-Engine, Flight Instructor Instrument
- ☐ ASA Oral Exam Guides: Private, Instrument, Commercial, CFI
- ☐ Pilot's Handbook of Aeronautical Knowledge
- ☐ Airplane Flying Handbook
- ☐ Instrument Flying Handbook
- ☐ Aviation Instructor's Handbook
- ☐ Manual Flight Computer (*Credit for Private students bring their own*)
- ☐ Rotating Azimuth Plotter (*Credit for Private students bring their own*)
- ☐ Pilot Logbook (*Credit for Private students bring their own*)

### iPad Apps (*Not Provided*)

- ☐ ForeFlight Mobile EFB with 1-Year Subscription (with ATP documents downloaded)
- ☐ Sporty's Study Buddy Test Prep (*n/a for Credit for Private students*)
- ☐ Sheppard Air Flight Test 5
- ☐ ASA FAR/AIM App (*optional*)

### Equipment (*Not Provided*)

- ☐ Headset
- ☐ Kneeboard
- ☐ Flashlight
- ☐ Travel Bag
- ☐ View Limiting Device
- ☐ Cell Phone
- ☐ iPad with WiFi + Cellular and iOS 9.2 or newer