

National Aviation Academy

- New England

2012 / 2013 CATALOG & STUDENT HANDBOOK



Florida * New England

*A Leader in
Aviation Maintenance Training
Since 1932
Formerly East Coast Aero Tech
"ECAT"*



For over 38 years, the mission of National Aviation Academy (NAA) and for over 72 years, the mission of East Coast Aero Tech (now National Aviation Academy - New England) has been to meet the needs of the aircraft maintenance industry by providing the best trained and disciplined aircraft technicians. National Aviation Academy is dedicated to teaching the professionalism and responsibility of today's Aviation Maintenance Professional. NAA will lead the industry with innovative programs and outstanding career development.

By consistently training and placing quality graduates, National Aviation Academy has developed its reputation as the world's premier aviation maintenance training facility.

W. Mac Elliott
Chairman and CEO

Michael Wisniewski
President

National Aviation Academy - New England Catalog & Student Handbook
Volume I
Revision: 03
Effective: December 5, 2012

Certification of Accuracy -

As of the date of publication, the information in this Catalog & Student Handbook is true and correct to the best of my knowledge.



Michael Wisniewski
President

National Aviation Academy - New England

150 Hanscom Drive * Bedford, Massachusetts 01730
781-274-8448 * www.naa.edu

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Administration and Staff (as of 11/28/12)

W. Mac Elliott.....	Chairman & CEO
Michael Wisniewski.....	President
Laurie Conners.....	Senior Vice President
George Nelson**.....	Sr Vice President
Michael Busjahn.....	Sr Vice President
Curtis Marion.....	Campus Director
Glenn Bender.....	Director of Education
Virginia Powderly.....	Education Services Assistant
Linda Adil.....	Education Services Assistant P/T
Jeff Kuliga.....	Director of Career Services
Beau Moore.....	Vice President of Admissions
Shannon Gaudet.....	Director of Admissions
Susannah Collins.....	Admissions Representative
Jeffery Russell.....	Admissions Representative
Peter Hofmann.....	Admissions Representative
Roger Scales.....	Community Resource Rep
Allison Cammarata.....	Marketing Representative
Donna Wells.....	Director of Student Finance
Frank Carvino.....	Student Finance Representative
Russell Cephas.....	Student Finance Representative
Marsha Deal-Brown.....	Business Office Manager
Miles Tranchina.....	Student Services Manager
Debra Ludwig.....	Executive Assistant
David Burns.....	Operations Manager
Jeff Gibbs.....	Operations Assistant
Jennifer Waldron.....	Operations Assistant P/T

A&P Certified Faculty

***It is Federal Law that Aviation Maintenance Technician Instructors are FAA A&P Certified*

James Tyrell.....	Asst. DOE	James Mitchell.....	Instructor
Matthew Murphy.....	Hangar Supervisor	David Kehoe.....	Instructor
Anthony Ciano.....	Instructor	Michael Pecararo.....	Instructor
Michael Budlong.....	Instructor	Alan Hayes.....	Instructor
Ron Roy.....	Instructor	Sheila Brooks.....	Instructor
Patrick Hanson.....	Instructor	James Townsend.....	Instructor
Brian Warren.....	Instructor	Lee Wilson.....	Instructor
Michael Huth.....	Instructor	Erica Maldonado.....	Instructor
Michael Ascoloese.....	Instructor	Mark Pennachio.....	Instructor
Scott McEntee.....	Instructor		

Mission

Our mission is to educate aviation maintenance technician students in a learning environment conducive to excellence in meeting the needs and challenges of the aviation maintenance global market place. We will do this while providing a quality and innovative learning experience that upholds ethical standards and respect for one another. As a constantly evolving institution, National Aviation Academy (NAA) will continuously strive to ensure improvements in the quality of its faculty, staff, facilities, and other resources. We will continue to develop effective lines of communication and build relationships to enhance the visibility of NAA with various local, state, national and international constituents. We will cultivate opportunities for faculty, staff, and students to participate in community and professional activities that will enhance all of our quality of life.

Vision

Our goal is to continue to enhance the impeccable reputation of NAA and to maintain our position of National and International prominence. We will provide an educational environment that encourages the highest standards of scholarship and training. We will attract highly qualified students and train them to be responsible, effective aircraft maintenance technicians who will meet the needs of the nation and world for safe, reliable air transportation.

Non-Discrimination

The school admits students of any gender, race, color, sexual orientation, national or ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

NAA does not discriminate on the basis of gender, race, color, sexual orientation, national or ethnic origin, in the administration of educational policies, admission policies or other school administered programs.

School History

On a clear, crisp September day in 1996, John T. Griffin, Sr. stood before a gathered group of students, faculty, family, and friends to accept another industry honor. The School had just acquired a new building to house its administrative offices, classrooms, and a very sizable hangar. The building was being dedicated to Mr. Griffin, a recognized pioneer in aviation history. He was almost ninety, but his commanding presence was just as sharp as it was when he founded what was then known as East Coast Aero Tech (ECAT) in 1932.

Mr. Griffin originally formed the School to teach flying. However, as the fleet of airplanes grew, it became nearly impossible to find mechanics sufficiently skilled in aircraft maintenance. He solved the problem by starting an apprenticeship program for mechanics. The growth of this program paralleled the growth of the flying operation. Ultimately, the decision was made to devote the teaching activity solely to aviation maintenance technology. With a highly experienced staff in place, and many returning from military service, the reorganized school was dedicated to becoming equal to or better than any school of its type in the country.

Mr. Griffin retired in 1977, and his son, John Jr., succeeded him. The School was acquired by Wentworth Institute of Technology in 1986.

In March of 1996, new management purchased the School from the Wentworth Institute of Technology, and in August of 2003, the School was acquired by Corinthian Colleges, Inc. On July 1, 2004, the School changed names from East Coast Aero Tech to WyoTech.

In May 2008 National Aviation Academy (NAA) purchased the assets of WyoTech-Bedford to continue the legacy of the former East Coast Aero Tech. NAA has been training Aviation Maintenance Technicians since 1969 in Clearwater, Florida. As a team NAA - New England and NAA - Florida will incorporate best practices and continue a leadership role in the mission of providing graduates to the aviation industry. Alumni of both institutions can be proud to say they come from a strong heritage of excellence in aviation maintenance training.

Location and Facilities

NAA is housed in a complex of two buildings with a total of approximately 40,000 square feet of space for labs, shops, classrooms, and administrative offices. Both campus buildings are within easy walking/driving distance of each other and there is plenty of parking available. The largest of these buildings is the John T. Griffin, Sr. Building, named for the School's founder. This building houses the School's administrative offices, bookstore, library, several classrooms, shops, and labs. The Lincoln North Building houses administrative offices, classrooms, and labs. Classrooms are equipped with modern multi-media teaching aids. Shops and labs are equipped with aircraft and aircraft system mock-ups used to train students in the repair of today's aircraft. Computers for student use with Internet access are available in each building's library/computer lab.

Within the labs and shops of NAA, students will find reciprocating engines; turbine engines; aircraft landing gear systems; aircraft instrument systems; engine instrument systems; fuel control systems; propellers; aircraft sheet metal; aircraft materials and processes; non destructive inspection and testing; aircraft fuel systems; aircraft and engine electricity; aircraft assembly and rigging; composite technology to include Kevlar, graphite and honeycomb structures.

Research Library and Computer Lab

NAA has a resource library that provides reference materials and study guides for the student to broaden their skills and knowledge. The library is equipped with computers that allow students to do research and practice-testing for school and FAA exams. In addition to the Library / Computer Lab, NAA provides a Career Development Lab for resume building, job searching, and other key services including Financial Aid forms. NAA also provides Internet availability for students to conduct research and explore industry career opportunities. Students must adhere to the policies and procedures of each Lab or the privilege will be revoked.

Handicapped Applicants

The Federal Aviation Administration regulations do not dictate medical requirements for the issuance of an Aviation Maintenance Technician (AMT) Certificate. It is, therefore, the policy of the school to accept persons who meet the skill requirements set forth in Part 65 Title 14, Code of Federal Regulations (CFR).

Legal Ownership

National Aviation Academy of New England, Inc., is a privately owned, stock corporation, and a wholly owned subsidiary of National Aviation Academy of MS, Inc. doing business as National Aviation Academy - New England.

Institutional and Occupational Advisory Committee

NAA has an Advisory Committee that meets regularly to advise company management on the various matters relating to the successful operations of the school that include:

- Educational Program & Curriculum Review
- Recommended Admission Requirements
- Objectives and Goals
- Test Review (Internal and FAA)
- Equipment and Material Review

Members of the committee are prominent in the aviation field and/or local community:

Andrew Kozak, Jet Blue, Manager of College of Technical Operations, Orlando, Fl.

Anthony Sanzone, Aerotek, Account Manager Meriden Ct.

Joel Shank, Dynamic Aviation, Human Resources, Bridgewater, Va.

Governing Bodies

National Aviation Academy - New England is governed and regulated by:

Certified by:

Federal Aviation Administration (FAA)
Flight Service District Office
One Cranberry Hill, Suite 402
Lexington, MA 02421-7394

(William Fullam, Doug Daruka
Aviation Safety Inspector)
(Air Agency Certificate #EC6T068K)
(www.faa.gov)

Licensed by:

The Commonwealth of Massachusetts
Division of Professional Licensure
75 Pleasant Street
Malden, Massachusetts 02148-4906
Email: Occupational.Schools@state.ma.us
Website: <http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/schools>

License Number: 13100009
*Additional information regarding this institution
may be obtained by contacting the Department.*
617-727-5811

Approved for Title IV Funding.

United States Department of Education
Office of Postsecondary Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-5100

School Code: **006136**
(www.ed.gov)

Approved for Veterans' Training.

United States Department of Veterans' Affairs
Local Veterans' Agent
Veterans' Services Officer
Town Hall
Bedford, MA 01730
781-275-1328

(www.va.gov)

Accredited by:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Accredited Status: Institutional

(Telephone Number: 703-247-4212)
(www.accsct.org)

Tuition and Fees

Financial Investment:

Tuition and Fees (Aviation Maintenance Technology - AMT, 2000 hours).....	\$32,000.00
Registration Fee (Non-Refundable*).....	\$150.00

*See page 17 for additional refund information.

Additional Fees (when applicable):

Advanced-Standing Test Fee	\$10.00
Make-up Charge per hour for missed time	16.00
Optional Books (estimate)	75.00
Returned Check charge	25.00
Stop-payment check charge	25.00
Replacement ID Badges.....	5.00
Replacement Vehicle Decals.....	5.00
Post Graduation Official Transcripts.....	10.00
Registration Fee for International Students.....	500.00

Disclosure of Expenses from Student Benefits included in Tuition:

Books and Supplies.....	\$300.00
NAA Uniforms	\$360.00
Tool Voucher (Provided for students successfully completing the program)	\$1,000.00
FAA Written Exams (3) (Paid by NAA for eligible students)**.....	\$450.00est
FAA Oral and Practical Exams (Paid by NAA for eligible students) **.....	\$700.00est
<u>Total Estimated Fees from Student Benefits.....</u>	<u>\$2,810.00</u>

**The exam fees are listed and estimated for students who miss the window of eligibility due to a lack of motivation or satisfactory progress. More information regarding student benefits can be found on Form J - Student Benefits.

Class Schedule - 2,000 clock hours - 60 weeks

Day- Monday through Friday ...7:30 AM - 3:00 PM
Lunch Break11:20 AM - 12:10 PM
Class Breaks....10 minutes per hour of instruction

The definition of a clock hour is the period of time consisting of at least 50 minutes of a 60 minute period.

Entrance Requirements

1. The applicant **MUST** be sixteen years of age or older and must have reached his or her eighteenth birthday on or before graduation.
2. Applicants must provide an official copy of a Certificate of Graduation from a school providing secondary education (high school) or the equivalent of such a certificate (GED).
3. The applicant must be able to read, write, speak, and understand the English language. For those that need it a TOEFL (Test of English as a Foreign Language) exam may be required with a score of at least 450.
4. The applicant must have made satisfactory arrangements for his or her tuition and shall pay the registration fee upon enrollment. A completed Application for Admission and a signed Training and Enrollment agreement must be on file.
5. The applicant must agree to conform to the policies of the school, comply with FAA requirements, and (if a veteran) VA regulations.
6. The applicant must pass the NAA Entrance Exam with a minimum score of 70.
7. The applicant must be interviewed and recommended for acceptance by a school representative and must complete an acceptance interview.

Admissions Procedures

1. Inquiry capture: A prospective student inquiry is gathered and entered into our CampusVue database system. The inquiry is assigned to an Admissions Representative by a Data Capture Specialist. Care is used with input with a premium on accuracy and timeliness.
2. Initial Outreach: The assigned Admissions Representative will make a telephone call and email message as soon as an inquiry is given to them. Inquiries that fail to make a connection with the school after reasonable attempts are given a status to discontinue contact.
3. Connection Success: Inquiries that are successful in communicating with an Admissions Representative are engaged in a brief conversation to determine if they might be good candidates for the program. Inquiries not determined good matches are helped with other possible direction as needed.
4. Information Invitation: Prospective students within a reasonable distance to the campus are invited to visit the school with family and/or friends for a tour. Those that are a longer distance away are sent a comprehensive information packet and an appointment is set for follow-up to answer questions.
5. Visits and Tours: Prospective students and walk-in unscheduled guests are given tours of a campus upon request. Prior to the tour, an Admissions Representative sits with each guest and get to know them by asking background questions and their aspirations for future plans. A short powerpoint presentation is used to help guide the conversation and keep the dialogue on track. Prospects not touring campus are handled with phone conversation and email communication. These conversations involve as much dialogue as needed to help answer all questions. Interviews and applications may be made this way as well.
6. Application: Those candidates that feel that the career and school is a good match for their needs, are encouraged to apply for acceptance to the program. Admissions Representatives ask a series of questions to determine suitability of the candidate to the program and give qualified candidates a positive recommendation. These candidates then fill out an application for admission, write an essay and pay a refundable \$150 fee. Those not deemed good matches for the programs are worked with professionally and given direction as to what other options they may wish to explore.
7. Second Interview: Candidates that have made application must progress to a second interview with the Campus Director or designee. This interview will isolate the primary issues needed to determine a good match for the student and school. With a successful second interview, the candidate is put on a class roster for a future start date.
8. Start Planning: Candidates scheduled to start school are introduced to the Student Finance office and the Student Services office for a general orientation to use their resources. The Student Finance office answers questions and offers financial aid options to consider. Appointment setting and multiple visits with telephone communication take place until the right options for the student are agreed upon. The Student Services office works with candidates that need assistance with housing, part-time employment, transportation, budgeting and other needs.
9. Test Evaluation: Applicants are given a sample test to review at their leisure so they get comfortable with the type of questions found in the National Aviation Academy aptitude test. When the candidate is ready to take the test, an NAA employee not employed in the admissions department administers the examination. A minimum score of 70% is required with an ability for a retest if a candidate falls below the mark.
10. System Updates: The prospect that successfully completes all above listed requirements is registered in the CampusVue database system and given a status of a enrolled student.

11. **Stitch-Ins:** One a weekly basis, representatives from the admissions, student finance and student services departments gather to carefully review each scheduled student start and share information about the progress each candidate is making toward readiness for the scheduled start date.
12. **Orientation:** Approximately one week prior to the start of scheduled classes, the prospective student is invited to a mandatory orientation session. Family and friends are also invited to the orientation session to help provide support for the candidate. In the session, the Director of Education is a primary speaker and offers a presentation geared to getting the prospect ready for the first day of class and beyond. Questions from the audience are encouraged. Other key members of the NAA staff are also present to help clarify and offer assistance. Stations are organized so that student identification, uniforms, mandatory documents, tests and other issues are completed.
13. **First Day:** Students are greeted at the front door and led to their first block classroom. The needed books and supplies are distributed to them and introductions to instructors are made. Outlines of the expectations and materials are again declared and classes begin.
14. **Follow-Up:** Admissions representatives are expected to check-in with new students at break, lunch time or after school to evaluate how the student is feeling and if there are any needs the candidate has at this time. Reports of these sessions are given to the Director of Admissions each week and discussed as needed.
15. **Accessibility:** Admissions representatives are always available for students to help with appropriate needs. All other NAA departments are also available to help students progress successfully through the program

Advanced-Standing/Transfer Students and Transfer of NAA Credits

Credits for prior training and/or experience are established on the basis of:

1. Instruction satisfactorily received and completed while attending an FAA approved aviation maintenance technician school will be considered by the Director of Education only if an Official Transcript is forwarded to NAA **prior to enrollment**. (copies are not accepted).
2. Documentation on experience obtained, (VA– DD 214), (Industry Training/Experience) must be submitted to the school **prior to enrollment**, and official records must be provided to NAA.

Credits under Part 1 are determined by the official transcript of the transferring student from a FAA Part 147 aviation maintenance technician school after evaluation by the Director of Education. The transferring student may have to test for verification of subject knowledge (fee charged).

For credits under Part 2 a written and/or oral examination must be satisfactorily passed for each subject for which credits are sought (Fee charged, \$10.00 per exam):

Applications for advanced standing must be made prior to enrollment. Students who are granted advanced standing will receive a modified enrollment agreement based on the credits received. For those approved for advanced standing, exams will only be given to enrolled students.

Note: Veterans are required to take Advanced Standing Examinations during the first week of school.

Advanced-Standing credits may reduce cost and total hours of training; however, the length of time required for completion may vary based on individual circumstances. Financial aid estimates may also change.

NAA does not guarantee credit transfers into or out of the School. Transferability is always at the discretion of the receiving school. The Aviation Maintenance Technology Program is terminal in nature and is intended for the graduate's potential employment upon completion.

The Federal Aviation Administration Airframe & Powerplant certificate is accepted at many institutions for credit toward pursuing an Accredited Degree (Associate or Bachelor). One such institution who works with NAA students is Middlesex Community College.

Enrollment & Program Data

The *Aviation Maintenance Technician* program for Airframe and Powerplant Certification consists of 2000 clock hours of instruction and practical training in the maintenance, repair, inspection, and troubleshooting of different types of aircraft and aircraft systems. The maximum lecture class size is 27 students, a maximum of 25:1 student to instructor ratio is maintained during any lab/shop component of a block.

Graduation Certificate / Diploma

Upon successful completion of all training requirements and fulfilling the Training and Enrollment Agreement, the student will graduate and be awarded a National Aviation Academy - New England Diploma and receive a National Aviation Academy - New England Certificate of Completion for Airframe and/or Powerplant and a transcript of grades. The student is then eligible to test for the FAA Airframe and/or Powerplant Certificate. The FAA Certificate is required for employment as an Airframe and PowerPlant Mechanic. All students must be complete, academically and financially, in order to participate in the graduation ceremony.

Career Development

The Career Services Department assists graduating students and alumni in locating jobs within the aviation maintenance industry. Since NAA graduates are highly sought after by aviation maintenance employers, many companies regularly schedule on campus interviews with students. The Department assists students preparing for job interviews by helping develop resumes and conducting mock interview sessions. A full list of career services is available from the Career Services office.

Career Interviews - Rights and Responsibilities

The Career Services Department has developed this policy for potential job applicants, students, and alumni. The objective of this policy is to outline how to prepare for an interview, one on one, with onsite recruiters by eligible students. As stated in existing policies from NAA, "Interviewing is a privilege and an important key to success."

Policy and Procedure:

-Resumes:

All students that request career services assistance must have a workable resume as approved by the office of Career Services office by the 1st week of the 10th block for recruiters and aviation companies! Assistance will be provided when requested. ***The Career Development Guide from the Career Services Workshop will assist you with resume development and interviewing techniques.***

-Dress to Impress:

Men: It is preferable for you to wear a button down shirt and tie with a pair of dress pants, i.e. Dockers, Dickies, Khaki with nice shoes and socks. Alternatively, jeans with belt may be appropriate (no holes, fitted, non-faded) with collared shirt. All must be clean, dry and presentable. All shirts will be tucked in. No T-shirts, ball caps or earrings allowed. (This is requested by the majority of recruiters)

Women: It is preferable you wear nice pants/skirt, with appropriate shirt, if jeans are chosen, no holes, fitted, not skin tight, non-faded. All must be clean, dry and presentable. Appropriate shoes with outfit!

****See the Career Development Guide from the Career Services Workshop for more info.**

-Attendance:

Eligibility for interviewing with the Technical Recruiters brought onsite requires that the student owe less than 14 clock hours of make up at the time of the recruiting visit. Attendance will be verified through the Education Department.

Note: Any questions to this policy should be directed to the Director of Career Development on a case-by-case basis! This policy is designed to help you be the most desired Aviation Maintenance Professional in the World, sought after by leading Aviation Companies!

Positive Attitude + Good Attendance + Preparation = Interviewing Success!

Comparative Information

NAA program information relating to tuition charges and program length may be compared to other institutions by contacting the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212.

Graduation Ceremony, Honors, and Awards

Awards are given to recognize students for attaining a high grade point average and/or an excellent attendance record during their training at NAA.

Parents, relatives, and friends are invited to attend NAA graduation ceremonies. These ceremonies represent the culmination of the student's training at NAA. This is a formal commencement and awards ceremony where graduates are honored for their hard work and academic achievement.

Appearance Code

In order to ensure a professional atmosphere conducive to learning, students attending NAA are expected to adhere to the NAA Student Appearance Code. Any student not in compliance with the Appearance Code will be asked to leave and return in proper attire. Time missed must be made up and hourly charges will be assessed. Students will adhere to instruction from faculty and administrative staff regarding the Appearance Code. Decisions made by staff are in the best interest of professionalism and safety and may be appealed through the NAA Review Board.

All NAA students will abide by the following minimum standards while at NAA facilities:

- The school uniform shall be worn on campus during school operating hours. Pants shall be worn (no shorts) in an appropriate manner at the natural waistline (above the hips). Shirts having either long or short sleeves are to be worn in both the shop and classroom. Clothing must be clean, without holes, tears, or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar, and obscene, or might otherwise cause disruption.
- Students who wish to have a beard must keep it clean and neatly trimmed.
- Hair shall be kept clean to present a neat, well-groomed appearance. Students may have long hair provided it is pinned up while the student is participating in shop/lab activities.
- Jewelry around the neck cannot hang outside of the shirt. Rings, which are limited to a single ring on each hand, and wrist watches, may be worn, but must be removed upon request of an instructor or NAA administrative personnel. Earrings may be worn but should not dangle; studs are recommended.

- Personal cleanliness must be observed and maintained at all times.
- A NAA student ID must be worn and visible at all times and must be presented to a staff or faculty member upon request.
- Full shoes or oxfords with full socks are required. Athletic shoes (i.e., sneakers, tennis shoes, etc.) are allowed, but leather soles or oxfords are recommended. Sandals, open-toe, and/or high-heeled shoes are prohibited.
- A baseball-style cap, with the bill facing forward, may be worn in NAA facilities. Hooded sweatshirts must have strings removed and the hoods must be down when in the school.

Financial Assistance Information

NAA participates in the Federal Title IV Financial Aid Program. Financial Aid is available, to students who qualify, to provide financial assistance to further their education. Financial Aid is offered based upon “financial need” as determined by the Federal Need Analysis Calculation. The Financial Aid Office is available to all students by appointment. Federal Aid as well as alternative financing or payment arrangements can all be estimated through the Financial Aid Office.

What is Financial Need?

Based on the Free Application for Federal Student Aid (FAFSA), financial need is the difference between the cost of attendance (tuition, fees, books, supplies, room, board and other school-related expenses) and the amount the student (and parents) can be expected to contribute toward the educational costs of attending school.

What is the Cost of Attendance?

COST OF ATTENDANCE 11/12 (AMT)

<u>Dependent</u>		<u>Independent</u>	
1st Year Living at Home		1st Year Living Away From Home	
Tuition	\$14,440.00	Tuition	\$14,440.00
Fees	\$250.00	Fees	\$250.00
Supplies	\$0.00	Supplies	\$0.00
Room & Board	\$2,841.00est	Room & Board	\$5,846.00est
Personal	\$4,478.00est	Personal	\$4,478.00est
Transportation	\$2,114.00est	Transportation	\$2,114.00est
TOTAL	\$22,465.00	Total	\$27,128.00
2nd Year Living at Home		2nd Year Living Away from Home	
Tuition	\$14,440.00	Tuition	\$13,725.00
Supplies	\$0.00	Supplies	\$0.00
Room & Board	\$2,841.00est	Room & Board	\$6,209.00est
Personal	\$4,478.00est	Personal	\$3,652.00est
Transportation	\$2,114.00est	Transportation	\$2,313.00est
TOTAL	\$23,873.00	Total	\$26,878.00

3rd Year Living at Home		3rd Year Living Away from Home	
Tuition	\$3,200.00	Tuition	\$3,200.00
Fees	\$0.00	Fees	\$0.00
Supplies	\$0.00	Supplies	\$0.00
Room & Board	\$954.00est	Room & Board	\$1,949.00est
Personal	\$1,493.00est	Personal	\$1,493.00est
Transportation	\$705.00est	Transportation	\$705.00est
Total	\$6,352.00	Total	\$7,347.00

Housing, Commuting, and other Student Assistance Programs

NAA-NE provides housing for single students. Housing units are designed to accommodate four students and are equipped with some furnishings, cooking facilities, and bathroom facilities. Housing is “off-campus” but within a short commute. Housing Contracts are separate from tuition and more information is available through the Student Services Representative. Rent is payable in advance on a monthly basis.

The Student Services Representative will assist students in their daily commute by arranging car-pooling groups. This allows a number of students who live in neighboring towns to “team up” to reduce the cost of traveling to and from school. Car pools also offer opportunities for social interaction with other students, innovative study time, and student camaraderie.

NAA’s Student Services Department also assists incoming students and current students in finding part time job opportunities, preparing resumes, conducting mock interviews, math tutoring, and manages the student uniform program.

Available Financial Aid Programs

Federal PELL Grant Program - A federally sponsored grant program available to qualifying students. The PELL Grant is based on need and awarded to undergraduates who have not earned a bachelor degree. Award details are available from the Financial Aid Office.

Direct Subsidized Stafford Loan Program – Eligible students borrow directly from the U.S. Department of Education. The Financial Aid Office provides the loan application/promissory note. The maximum available for first year students (900 clock hours) is \$3,500. A second year student (901-1800 clock hours) can borrow up to \$4,500. A partial third year (1801-2000 clock hours) can borrow a prorated amount of \$1,222 based on eligibility. Repayment does not begin until six months after the student graduates or withdraws, and no interest is charged until repayment begins. The interest rate is a variable, current rate is 6.0%.

Direct Unsubsidized Stafford Loan Program - If a student does not qualify for the maximum subsidized loan amount, the remainder of that maximum can be borrowed as an unsubsidized loan. Independent students (students who meet one of the following criteria: age 24 or over, married, with dependents, Veteran of U.S. Armed Forces, graduate students, or those who are orphans or wards of the court or were until age 18) may qualify for an additional \$4,000 per year in unsubsidized loans with an additional prorated amount for the final 300 hours. A dependent student may also qualify for these loans if their parent applies for, and is denied, a parent PLUS loan. The interest rate on an unsubsidized loan is also variable, however, interest accrual begins at disbursement unless the student options to pay interest. Every quarter an interest statement will be mailed to the student giving them the opportunity to pay the interest; however, no payments are required until six months after graduation or withdrawal from school.

Direct Parent Loans (PLUS) - Parents of dependent students are eligible to apply for PLUS loans. The approval process is predicated on the applicant's credit history. The loan limit is the cost of attendance minus any financial aid received. Repayment begins 60 days after disbursement. The interest rate is a fixed at a current rate of 7.9%. Applications for PLUS loans are available in the Financial Aid Office.

Note: The description of the various financial aid programs available is meant to be a general guide and are subject to change by the various agencies. A current description of the various programs are available in the Financial Aid Office.

How to Apply

In order to apply for the Federal PELL Grant or Stafford Loan program, students must complete the Free Application for Federal Student Aid (FAFSA). This application is available from the Financial Aid Office, any high school guidance office, or the Internet (<http://www.fafsa.ed.gov>). The applications must be completed by the student (and parents) and returned to the Financial Aid Office for processing or submitted directly to the U.S. Department of Education. Our school code "006136" must be put on your FAFSA.

Financial Aid Disbursements

Each student's account balance is maintained by the Business Office and students may review their account by contacting this office. When Financial Aid comes in on a student's behalf, the student will be notified along with a copy of their Account Ledger.

As students become eligible for PELL Grant disbursements, their awards are posted toward their tuition balance. PELL is based on payment periods and paid when students meet specific attendance milestones. PELL Grant proceeds are processed electronically to the school in at least two payments per year. Federal Subsidized and Unsubsidized Stafford Loan proceeds are sent electronically to the school in at least two payments. The Business Office will notify students when disbursements are received in order to acknowledge receipt of these funds. Loan funds are then credited to the student's account. Federal PLUS Loan proceeds are disbursed electronically in two installments, or as the parent requests.

Students who receive monthly financial refunds/disbursements must have satisfactory attendance and owe no more than 14 clock hours of make-up time (checks will be held until make up time is complete).

Title IV Refund Procedures

Students who withdraw or who fail to complete the period of enrollment for which federal aid was received will have a refund calculated based on "Federal Regulations Mandating the Return of Title IV Funds." Funds are returned directly to the lender or the Pell Grant Program by NAA within 45 days from the date of determination. Students may review these regulations or obtain information regarding refund procedures from the Student Finance Department and/or Federal Student Aid Guide. <http://studentaid.ed.gov/sites/default/files/2012-13-funding-your-education.pdf>

Satisfactory Academic Progress for Students Receiving Veterans' Benefits

Previous Credit for Veterans' Affairs Beneficiaries

All Veterans' Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans' Affairs claimant and the Department of Veterans' Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments will not be certified for veteran students for Veterans' Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans' Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans' Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans' Administration. The School retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment.

At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

Veterans' Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the school due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans' Administration will determine whether or not to resume payments of Veterans' Administration education benefits to a reinstated student.

Attendance, Absences, and Make-Up Requirements

Students must be in attendance during all scheduled classroom and lab activities.

1. Students will not graduate unless they have completed all of the required subject materials of the FAA approved curriculum (2000 hours-AMT) and satisfied the Training and Enrollment agreement.
2. All absences, tardies and early departures are recorded in the Class Roster and the personal file of the student.
3. Tardiness is considered to be 1-10 minutes (See Student Catalog Attendance and Make Up Policy Addendum).
4. When a student accumulates absences of 14 hours, they will receive a verbal warning from their Block Instructor and may be placed on probation.

5. When a student accumulates absences of 21 hours, the student will receive a written warning of unsatisfactory attendance from the Director of Education.
Students who have more than 35 outstanding hours of missed time are subject to suspension.
6. Students who are withdrawn for this reason and wish to continue their training will be required to wait until the beginning of the next block before they can re-register, re-apply for financial aid, and repeat the block from which they missed the time.
7. All missed time is expected to be made up by the end of the subsequent block. Cumulative absence deemed excessive by the DOE may result in suspension. Missed time is measured cumulatively, and time made up will not remove an absence from a student's record. Extensions for make-up of all missed time will be granted at the discretion of the Director of Education for extenuating circumstances. Students who make up time within the required period will have the grade of I (incomplete), replaced with a percentage grade.
8. Students who must be absent to serve in the National Guard or Active Military Reserve will be afforded the opportunity to make up time up to 2 weeks of absence and all subject material missed over a 4 block time frame or repeat the subject area missed at no additional cost.
9. Any student absent for 10 consecutive days without communicating with the education department is subject to withdrawal.
10. Attendance is very important to the student for timely completion of the school curriculum and it is also important to future employers as most recruiters in the aviation industry that recruit from schools base some of their selection decisions on attendance.

Make-Up Time Charges

Students will be charged for all make-up hours as specified in the Training and Enrollment Agreement. Students who are absent due to illness, injury, or a death in their immediate family may have make up time charges waived by prompt notification to the Director of Education. Upon return, proof of documentation must be submitted to the instructor and then to the Director of Education for credit. The Director of Education will forward requests for credit to the Campus Director for final approval. **This must be completed within 10 school days or no absentee excuses will be honored.** All make up time and assignments must be turned in Friday afternoon by 3:00 pm. For academic credit the FAA requires that all make up time be completed and turned in to receive credit. All credits will be credited the following week from make up time completion.

Leave of Absence (LOA) / Withdrawals

Occasionally situations arise, such as family tragedies or medical emergencies, which make it necessary for students to briefly interrupt their education. Recognizing this, NAA permits students to request leaves of absence under the following conditions:

- The student must request the leave in writing, in advance whenever possible, and the request must be signed, dated, and include a reason for the request. Documentation is strongly suggested.
- The leave(s) must not exceed 180 calendar days during any 12-month period.
- The leave must be approved by the Director of Education.

Any portion of a block attempted but not completed due to an approved leave of absence, will not count as an attempt for the purposes of calculating the rate of progress. Failure to return from a leave of absence will result in official withdrawal.

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the student's loan repayment schedules. Federal loan programs provide students with a grace period which delays the student's obligation to begin repaying their loan for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

Notification of intent to officially withdraw from NAA must be made in writing to the Registrar's Office: National Aviation Academy - New England, 150 Hanscom Drive, Bedford, MA 01730

Massachusetts Refund Policy : (AS PER M.G.L. CHAPTER 255, SECTION 13K):

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Administrative Costs Equal: \$50.00

-The Massachusetts refund policy describes percentages of the entire program (2000 hours).

Students eligible for a refund shall receive that refund no later than 60 days from the date of determination of withdrawn status.

The refund policy is predicated on tuition that is paid in full in advance and conversely outlines the student's responsibility if tuition is not paid in advance. Also refer to your executed Training and Enrollment Agreement for additional information.

Tuition Responsibility Payments

Students who terminate or who are terminated by the school must make arrangements for payments of outstanding fees or charges at the time of termination. Any outstanding balance not paid within 30 days of Billing Notice will be submitted to a collection agency.

Conditions for Re-Enrollment

Students who wish to re-enroll after a withdrawal must first obtain approval from the Director of Education and the Director of Student Finance. If approved to re-enroll, the Director of Education will review past school performance to determine how much credit will be granted. Academic credit may be granted only for blocks completed with passing and complete grades. Students re-entering after an approved leave of absence or after acquiring a withdrawn status must make up any and all failing and/or incomplete grades from previously completed blocks, and make up any previously missed time, within the timeframe allowed. In order to receive credit for classes taken at NAA, students who wish to re-enter the program after a withdrawal that exceeds one calendar year must adhere to the policies outlined in the section of this catalog entitled "Advanced Standing."

The student must make the necessary arrangements with the Financial Services Department and the Business Office to ensure that his/her student account is current and in good standing. This will include, at a minimum, completing a new Enrollment Agreement. All financial aid paperwork must be completed and approved prior to receiving re-enrollment authorization from the Director of Student Finance.

Student Records

Upon written request NAA will provide a transcript (fee charged) to a student that contains the following information:

- Description of course of study
- Courses completed with grades attained
- Clock hours attended
- Dates of attendance

A student may request in writing that a transcript be forwarded to an employer (fee charged).

All official files and records of students are maintained in the Financial Aid Office and can only be accessed by company personnel for official and company purposes. These files and records are confidential and will not be disclosed for any purpose unless proper authorization is demonstrated.

*An "I" (Incomplete) grade will be issued for all subjects on official transcripts if the student has any outstanding financial obligations and specific student records may not be released.

*Also see the section at the end of the Student Handbook speaking to students' rights under FERPA.

Cancellation of Classes

In the event that school must be cancelled due to weather or other unforeseen difficulties, a decision will be made to either delay the opening of school for a period of two hours or cancel classes for the day. An announcement will be made on WHDH Channel 7. You can register on www.whdh.com to receive texts.

Grading Standards, Written and Practical

Examinations are graded on a percentile basis and may be written or oral in presentation. Minimum passing grade is 70%. The Grading Scale is as follows:

90 - 100	A	Excellent	Outstanding performance
80 - 89	B	Very Good	Better than average performance
70 - 79	C	Average	Fair performance meeting minimum requirements
Below 70	F	Failing	A failing grade not meeting minimum requirements
	I	Incomplete	Requires make-up work or time before a grade can be assigned May also indicated an outstanding financial obligation
	W	Withdraw	Student was withdrawn prior to completing the subject
	Cr	Prior Credit	Student was issued credit from prior training

A cumulative grade average of 100% is equivalent to a 4.0 Grade Point Average (GPA), and 70% is equivalent to a 2.0 GPA.

Grading Periods, Written Examinations, and Practical Projects:

The AMT program is divided into 12 blocks. The final grade for each block is comprised of a lecture and a laboratory grade.

Subject Examinations are given following the completion of each subject.

Practical assignments are divided into two categories:

1. Written Practical (i.e. Handouts requiring questions answered and referenced).
2. Hands-on Practical Projects (i.e. Performing safety-wiring, rigging a flight control, etc.)

Practical assignments are given to students for each subject and are graded using the following criteria:

1. Written Practical Projects will use the same grading method as written examinations and will receive an individual grade, and be recorded in the practical grade section of the student's record.
2. Hands-on Practical Projects will use a Pass/Fail method of grading for Level 2 projects only and will be annotated in the practical project grade section of the student's record.
3. Level 3 projects will be graded according to the following criteria:

100	AW	Excellent Outstanding performance (Airworthy)
90	AA	Above Average Better Than average performance (Above Average)
80	AC	Average Fair to Good performance (Acceptable)
70	RW	Poor Below average but still meets minimum passing requirements. (Reworked)
	I	Incomplete Requires make up work or time before a grade can be assigned.

The grade for Hands-On Practical Projects, listed below, will be taken into consideration for determining the practical project grades:

1. Attitude
2. Use of tools and equipment
3. Use of reference materials and manuals
4. Quality of completed assignments
5. Proper disposition of maintenance forms and records

All successfully passed retake exams or reworked practical projects are recorded as a grade of 70.

Student Progress Reports

Grades are posted at the end of each block. A written progress report is given to each student at the end of each block. The report displays student's grades and hours missed for each subject.

Satisfactory Progress

In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific course grade point average and must progress through the program at a specific minimum pace. Satisfactory academic progress is evaluated at the end of each block. These standards apply to all regular students.

Required Grades and Attendance

If, upon completion of a block, a student has a final grade of less than 70% in any subject, the student will be required to repeat that subject. If a student is absent for more than 50% of any subject the student is required to repeat that subject. Repeated subjects will be scheduled by the Director of Education.

Students who are failing or academically incomplete (academically incomplete is defined as being incomplete in shop projects, tests, or other projects that make up a grade... academically incomplete does not correspond or relate to missed time or hours owed) in three blocks are not considered to be making satisfactory academic progress; Title IV funds will be suspended, and they will be placed on probation. Students will be given a written plan of action with a specific time limit toward achieving Satisfactory Progress. Title IV funding will be reinstated upon making Satisfactory Progress. If a student does not successfully complete the probationary period they will be withdrawn. Student's who wish to be considered for re-enrollment will have to satisfy the requirements of their probationary plan before re-enrollment will be granted. The Director of Education will provide a written plan and the resources necessary for student's to complete the requirements on their own time. Only the Director of Education can approve students for re-enrollment for those who have been withdrawn for Unsatisfactory Progress.

Repetitions, Incompletes, and Withdrawals

When a student repeats a subject, the second grade will be substituted for the first for GPA calculation purposes. A student failing the same subject three times will be withdrawn.

A grade of I (Incomplete), is issued for a subject in which a student has missed time and/or work and or projects. For subjects in which a student receives an Incomplete, the incomplete subject is not counted in the grade average. An Incomplete grade will be replaced by the percentage grade earned when the student completes the missed time and/or work within a required timeframe determined by the Director of Education. If the student fails to complete the missed time and/or work within the required timeframe, a failing grade will be issued.

A student who withdraws from a subject will be given a grade of W. This status is not counted in the grade average.

Maximum Time Frame

Students must complete the requirements necessary to obtain their certificate within a maximum time frame of one and one half (1 1/2) times the normal time required to obtain the certificate (3,000 hours or 21 months of instruction). When applying the one and one half (1 1/2) standard to the program and the time frame ends during a Block, the student will then have until the end of that Block to obtain the certificate. After the maximum time frame has been reached, financial aid eligibility will terminate. Veterans must complete the program within the VA approved time frame.

Reinstatement of Aid

Students withdrawn for lack of satisfactory academic progress may apply for readmission after completing the written plan issued by the Director of Education. If accepted for readmission, the student will be enrolled and Financial Aid will be reinstated after a successful interview with the Director of Student Finance. This procedure applies only to students withdrawn for a lack of satisfactory academic progress. It does not apply to voluntary withdrawals.

Appeal Process

Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a letter to the Director of Student Finance and the Director of Education. The letter should describe any circumstances the student feels deserve further consideration. An appeal decision will be made the Review Board and the student will be notified. The decision of the Review Board is final.

Student Conduct

In order to provide training to all students equally and without interference by other students, and to maintain a high standard of personal performance and progress throughout the program, **all students are subject to immediate disciplinary action up to and including termination or suspension as deemed appropriate for any of the following infractions.** The range or level of discipline may be determined by the number of offenses, severity of offence, and/or other measures. The list is not meant to be all inclusive, but rather an outline of some student conduct examples:

Warning, Probation, Suspensions and Termination

1. Willful destruction or defacing of school property or property under the control of the school including unauthorized disposal of refuse.
Warning, Probation, Suspension or Termination
2. Any act of violence or threatening violence either verbally, with a weapon or by using any item as a weapon. Taking part in any act of violence on school premises, possession of a weapon on school premises, or carrying a weapon in a vehicle onto airport property. Any intent to create a hostile learning environment.
Warning, Probation, Suspension or Termination
3. Unauthorized removal of school property, property under the responsibility of the school or property owned by employees or students.
Probation, Suspension or Termination
4. Cheating, by giving or receiving information in any manner which may change the outcome of an examination.
Suspension or Termination
5. Any use during school hours or any instance of being under the influence of drugs, alcohol or any foreign substance which impairs the normal senses and which may cause an unsafe environment, harm to the student, other personnel or cause damage to equipment.
Probation, Suspension or Termination
6. Misuse or abuse of prescription drugs such as overdosing or altering the prescribed method of delivery from oral to intravenous and /or the possession of drug paraphernalia.
Probation, Suspension or Termination
7. Any act or form of sabotage to the aircraft or its components, whether owned by the school or other parties.
Warning, Suspension or Termination
8. Violation of safety and health regulations or practices.
Warning, Probation, Suspension or Termination
9. Any disruption of the training process, whether in class or lab, or at any location where scheduled instruction is conducted or self-study is taking place.
Warning, Probation, Suspension or Termination
10. Showing or expressing dis respect to school officials, faculty/staff or visitors. **Warning, Probation, Suspension or Termination**

11. The use of offensive, vulgar or profane language while on NAA property is inappropriate and should be controlled. When profanity is used in the classroom or public areas of the school which is offensive to instructors, staff, students or those who may be visiting the school facility, appropriate disciplinary action will be taken.

Warning, Probation, Suspension or Termination

12. Sleeping

Warning, Probation, Suspensions or Termination

13. Parking in unauthorized areas may result in a fine and possible towing of vehicle at owner's expense.

Warning, Probation, Suspension or Termination

14. Smoking in areas other than designated smoking areas.

Warning, Probation, Suspensions or Termination

15. NAA is committed to providing a safe learning and working environment. NAA will cooperate with authorities and assist them in any way possible, including the investigation into any sexual harassment, assault crime or sex offense. Any act of sexual harassment, assault crime or sex offense will not be tolerated.

Warning, Probation, Suspension or Termination

16. PEDs: The misuse of Personal Electronic Devices (PEDs) on the NAA campus is strictly prohibited. PEDs include, but are not limited to, cell phones, laptops, MP3 players, digital recorders, cameras and other electronic devices that can interrupt the training process. In a learning environment the use of PEDs during class time can be disruptive and is considered disrespectful to your classmates and instructors. Use of such devices in hangar work areas and around aircrafts is dangerous as you may not have your full attention devoted to your safety and the safety of those around you.

PEDs use:

- While class is in session - Lap-top use is acceptable when approved by the instructor and is for course related material.
- Shop work areas (safety issue) - Lap-top use is acceptable when approved by the instructor and is for course related material.
- Computer lab (courtesy issue) - IPOD/MP3 player use is acceptable provided they are used with headphones/earbuds and the volume is at a level that does not disturb other students' study.
- Cell phone use, verbal or text, is not acceptable at any time in the shop area, the computer lab/resource center or while class is in session!
- Cell phones may be used during breaks anywhere on campus except the hangar shop areas.

Any use of PEDs other than as stated above is **prohibited**.

Any emergencies MUST be handled through the front desk or by calling the school at 781-274-8448. Students will be notified immediately of any emergency calls that the school receives on their behalf.

Any violations of this PEDs policy will be subject to the following disciplinary actions. This policy will be strictly enforced.

Discipline Schedule:

Any PEDs visible or in use during a test other than the **approved standard school calculator** will be considered cheating and will be subject to the following:

Student will be failed and subject to disciplinary action, which may result in immediate termination or suspension as deemed appropriate.

Disciplinary actions for violations of the PEDs policy are as follows:

1st Violation	WARNING
2nd Violation	REMOVED FROM CLASS FOR ONE HOUR
3rd Violation	SEE DOE FOR DISCIPLINARY ACTION

Some PEDs may be approved for proper use by the Director of Education. Any approved PEDs used improperly will lead to disapproval and disciplinary action.

Honor Code

Purpose: To secure an environment where academic integrity and honesty can flourish. The Honor Code recognizes the importance of honesty, trust, fairness, respect, and responsibility. The Honor Code articulates the Academy's expectations of students and instructors in establishing and maintaining the highest standards in academic work.

Violations of the Honor Code include:

1. Copying from another's examination paper or allowing to copy from one's own paper
2. Unpermitted collaboration on projects
3. Plagiarism
4. Revising and resubmitting a quiz or exam for re-grading without the instructor's knowledge and consent
5. Representing as one's own work, the work of another
6. Giving or receiving aid on an academic assignment under circumstances in which a reasonable person would have known that such aid was not permitted
7. Bribes, favors, and threats to gain academic advantage
8. Computer-related infractions defined by applicable laws, contracts, or NAA's policies (such as unauthorized use of computer licenses, copyrighted materials, trade secrets)
9. The sale of class materials or notes
10. Unauthorized removal of an exam or quiz from a classroom or instructor's office

Any person who becomes aware of a violation of the Honor Code is bound by honor to report it. Any violation of the Honor Code is unacceptable and may result in disciplinary action up to and including expulsion.

Drug and Alcohol Abuse Policy

National Aviation Academy is committed to assisting students in the resolution of problems associated with substance abuse and encourages students to seek additional help through your local mental Health Center. A list of mental health centers can be found in the Human Resource Department.

Since its inception, NAA has been committed to maintaining a professional and stimulating learning environment for our students. Consistent with that commitment NAA has a zero tolerance for drug or alcohol abuse.

It is the responsibility of any student to notify NAA of any criminal drug statute conviction within five (5) days of such conviction regardless of the nature or location of the violation.

If any student is taking medication prescribed by a licensed physician which may impair his or her performance, the student will not be considered in violation of this policy. Nonetheless, they must advise the Director of Education so that appropriate steps may be taken to insure the continuity of the student's educational activities and safety of others.

Adherence to this drug and alcohol abuse policy is a condition of admission and continued attendance at NAA and is applicable to all students, faculty, staff, and visitors.

In addition to any sanctions imposed by NAA, State and Federal drug statutes provide penalties ranging from monetary fines and probation to imprisonment depending on the nature of the offense. Drug and alcohol abuse will have far reaching negative consequences when applying for aviation jobs. **All students are urged to make a commitment to their personal and academic futures by making a conscious decision to stay drug and alcohol free.**

Courses of Action - Defined

Reprimand: a verbal warning which implies that further violations will result in probation or withdrawal.

Probation: a written warning, involving a designated period of time which implies that further violations during such time period will result in the student being withdrawn. Furthermore, the student must abide by any specific stipulations prescribed by the probationary action.

Withdrawal: the immediate withdrawal of the student from NAA. Withdrawal notification will be in writing and will include a date after which the student may apply for re-admittance.

Dismissal: the immediate permanent withdrawal of the student from NAA. Dismissal notification will be in writing and will indicate that the student will not be considered for readmission.

Student Complaint/Grievance Policy

NAA strives to provide a quality training and learning environment. We will give every consideration to a student complaint/grievance relating to any aspect of the educational program, facilities, faculty, staff or related services. NAA will make every effort to informally resolve a students' complaint/grievance.

A student should first discuss any complaint/grievance with his/her instructor in a confidential manner.

If the student does not feel this is the appropriate forum or is not satisfied with the response, he/she should discuss the complaint/grievance with the Director of Education. The appropriate NAA Director will respond within three (3) days of the proposed resolution to be completed and concurred by the Campus Director. All grievances must be put in writing as well as all NAA responses/resolutions.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that NAA has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Director of Education or online at www.accsc.org.

Review Board

The purpose of the NAA Review Board is to effectively manage specific requests, appeals, and disciplines of the student body. The Review Board is available to any student who wishes to appeal decisions made by staff, request financial assistance, report deficiencies, appeal academic grades, appeal satisfactory progress actions, or make recommendations to improve the school. Please document your request and submit it to the Review Board Chair.

Safety Rules

Due to the very nature of our business, extreme caution and safety is required at all times to prevent an accident from happening. The following list of safety rules will be followed at all times. Failure to comply with these rules will be considered a safety violation. This list is not meant to be entirely complete. Additional industry practices and safety are a part of every curriculum subject.

- **Eye protection** must be worn at all times in the hangar during applicable labs.
- **Ear protection** must be worn when running reciprocating and turbine engines and other.
- A **ventilation mask** (respirator) must be worn when painting, cutting, sanding, etc.
- **No smoking in the hangar** or within fifty (50) feet of any aircraft. Smoke in designated areas only.
- **Do not use** shop air to **blow dust off** your body.
- **Do not shoot** people with shop air or **spin bearings** with shop air.
- **No horse play** inside or outside the hangar.
- **Oil spilled** on floor will be **cleaned up promptly**.
- Yell “**clear**” before starting any aircraft engines.
- Use a **checklist** when running aircraft engines.
- Have a **fire extinguisher** on hand when running engines.
- Do not **run-up** aircraft or engine stands directly in front of the hangar door.
- Stay clear of **turbine inlet and exhaust** when engine is running.
- **Deflate tires** before disassembly.
- **Deflate struts** before disassembly.
- **No handpropping of aircraft or run-up stands.**
- **Beware** of aircraft propellers, rotating or stationary.
- All **aircraft fueling** must be done outside of hangar.
- **Dismount** aircraft at rear.
- When using drill ensure parts to be machined are **clamped** to drill press table.

- Keep **hands** clear of rotating drill bits.
- Drills must be **unplugged before** changing the drill bit.
- No **aluminum** or **brass** parts are to be used on the grinder wheel.
- **Safety Caps** shall be installed on all compressed gas bottles anytime the regulator is not installed.
- **Keep hands clear** when using the hydraulic press or any other machinery.
- **Beware of shock hazard** when working on electrical components.
- **Paint in designed areas only.**
- Use **proper books** when performing maintenance.
- **Any other action which a reasonable person may consider to be safe.**
- **Avoid dangerous situations and report anything that is not safe.**

First Aid, Emergency Measures and Accident Reporting Procedures

The uniform procedure to be followed, in the event an accident occurs in our school, is shown below:

A. Procedures in case of an accident:

Accident – Any occurrence which causes injury to the body should be regarded as an accident in our school.

1. First Aid – First aid involves rendering such assistance as necessary to place the injured person under competent medical care. First aid may be given by the instructor or by another faculty member in knowledge of first aid techniques. In no case shall a student treat his own or a fellow student's injury.
2. First aid shall be administered as soon as possible after the accident occurs. Students should be instructed to report all injuries to their instructor immediately.
3. Containers for first aid material are located in each facility. These should be clearly labeled.
4. First aid kits shall be completely supplied with approved materials at all times.

B. In an emergency case where injury is serious or when pain is intense, the patient should be taken at once to the hospital.

1. He/she maybe transported either by ambulance, which can be secured by calling 911, or in another convenient conveyance that may be offered if an emergency vehicle is not required.

C. Notification of parents/spouse:

1. In all cases where medical treatment is required, the parents or spouse must be notified.
2. In emergency cases when time might be an important factor, see that the injury is given first aid immediately and then sent to the hospital. The Director will report the accident to the parents or spouse and to the administrative staff.

D. Record Keeping:

1. The Director of Education or Hangar Supervisor must submit a written report within 24 hours of the time of the accident to the School Director or President.

Tools and Study Materials

NAA provides all tools, books and supplies in accordance with the FAA curriculum required projects.

Special tools, test equipment and manuals are provided by the school on a loaner basis and become the responsibility of the student while in his or her possession. **Any student whose neglect or improper use of materials results in its loss or renders it unusable will be charged the full cost of repair or replacement.**

Book List (Provided by NAA, maintained by student)

Lost or damaged books must be replaced at student's own expense.

General:

General Textbook
FAR 2010 for Mechanics
43.13 Inspection & Repair

Powerplant:

Powerplant Textbook

Airframe:

Airframe Textbook 1 & 2

Supplemental Books (Recommended but not Required) (AMT):

- Dictionary of Aeronautical Terms
- ASA Mechanics Handbook

Tool Voucher Program:

Students successfully completing the Aviation Maintenance Technology Program (AMT) will receive a \$1,000.00 tool voucher from NAA and **Matco Tools**. The voucher can be used for the standard A&P tool kit requested by employers (see below for example kit) or can be used to order more advanced tools if you already have the standard kit.

Students must complete all curriculum and financial requirements to be eligible for the tool voucher. The voucher will have a defined expiration that is based on your graduation date (details will be provided 90 days prior to graduation and orders should be completed 30 days prior to graduation for on time delivery).

List of Project Tools (AMT) (Example industry kit)

- 1 ea. Micrometer, 0-1" Mach
- 1 ea. Multimeter
- 1 ea. 2 Cell flashlight D Size
- 1 ea. Safety Glasses
- 1 ea. 7" Diagonal Cutting Pliers
- 1 ea. Pliers 6" needle Nose
- 1 ea. Duckbill Pliers - 8"
- 1 ea. 6" Steel Ruler (Flexible)
- 1 ea. Reversible Safety Wire Pliers
- 1 ea. Ear protectors
- 1 ea. Tool box, hand carry 3 or 4 drawer
- 1 set 1/4" drive socket set 12 pt shallow and deep well
- 1 ea. 1/4" drive extensions 2" & 10"
- 1 ea. Universal joint, 1/4" drive
- 1 set 3/8" drive socket 12 pt set
- 1 ea. 3/8" female to 1/2" male adapter
- 1 ea. 3/8" female to 1/4" male adapter
- 1 ea. 3/8" drive extensions 3", 6", and 11"
- 1 ea. 7/8" deep spark plug socket
- 1 ea. Speed handle 3/8" drive
- 1 ea. 3/8" drive breaker bar
- 1 set Combination wrenches 1/4" - 1"
- 1 set Screw drivers Phillips, Slotted, & Offset
- 1 ea. Slip joint pliers, 6 3/4"
- 1 ea. Hammer (ballpeen) 8-oz
- 1 ea. Hammer plastic tip 16-oz. (mallet)
- 1 ea. Dead Blow Hammer
- 1 ea. Magnetic pick-up tool
- 1 ea. Mechanical fingers
- 1 set Feeler gauges
- 1 set Wire gap gage
- 1 set Ball Hex Keys (Allen Wrenches)
- 1 ea. Inspection Mirror
- 1 set Screw Extractors 10 pc
- 1 ea. Hacksaw with blades 24 teeth per inch blades
- 1 ea. Brass punch
- 1 set Vice grip pliers 5 pc set
- 1 ea. 12" Adjustable wrench
- 1 set Mini file set (6 pc recommended)
- 1 ea. Automatic Center Punch
- 1 ea. 4" 5/32 tip cape chisel
- 1 ea. 3/32, 1/8, 5/32 pin punches
- 1 ea. 5 1/2 - 3/8 tip, flat chisel
- 1 ea. Offset Aviation Snips Right
- 1 ea. Offset Aviation Snips Left
- 1 ea. Aviation Snips Straight Cut
- 1 ea. Wire Size 21 Drill bits (3)
- 1 ea. Wire Size 30 Drill bits (3)
- 1 ea. Wire Size 40 Drill bits (3)
- 1 ea. Respirator (99.9%)
- 1 ea. 10 ft measuring tape
- 1 ea. 10" half round bastard file

AVIATION MAINTENANCE TECHNOLOGY PROGRAM

Program Total: 60 Weeks, 2000 Clock Hours

The objective of this diploma program is to prepare the student for the Federal Aviation Administration written, oral, and practical examinations for the Airframe and Powerplant ratings. The curriculum trains students for employment as FAA certified, entry level Aviation Maintenance Technicians with the ability and authority to inspect, maintain, alter, and repair aircraft, large or small, jet- or propeller-driven, in both the airline or general aviation categories; or, for career opportunities in non-aviation-related fields, with the appropriate technically transferable skills. Possession of the federal certificate is a prerequisite for employment as an Aviation Maintenance Technician.

Course Listing

The program conveys the entire academic and laboratory theory as well as the practical experience required to qualify the student for employment in the aviation industry. The curriculum is approved by the Federal Aviation Administration and compatible subjects are included in each block. Each school day is devoted to theory and laboratory instruction.

Aviation Maintenance Technology (AMT) Curriculum - 2000 Hours

Block One: 168 Hours

G101 Human Factors

A review of how human factors affect the aviation maintenance technician's job.

G102 Aircraft Fundamentals

Basic aircraft introduction. Explanation of the basic principles of primary and secondary flight controls of fixed wing and rotor wing aircraft. Explanation of the different types of aircraft structures. Explanation of the theory of lift, and the forces and stress of flight.

G103 Mathematics

Reintroduction of mathematics, geometric, trigonometric and algebraic functions for basic level requirements for aircraft technicians.

G104 Basic Physics

Discussion of basic physics as it relates to the aviation technician.

G105 Basic Electricity

From the basic Ohm's law and Kirchoff's law to reading and interpreting law to reading and interpreting electrical schematics and circuits. Measuring of electrical functions and solving electrical problems.

G106 Aircraft Drawings

Discussion of aircraft drawings, blueprints, graphs, charts and system schematics.

G107 Mechanic Privileges and Limitations

FAR Part 65 – Subpart A General, Subpart – D Mechanics, Subpart E Repairman: requirements, responsibilities, behavior and penalties.

Block Two: 168 hours

G201 Maintenance Publications

Demonstrate the ability to read, comprehend and apply information contained in manufacturer and FAA publications.

G202 Maintenance Forms and Records

Select, identify and maintain the forms and records necessary for the conformity with manufacturer's specifications and current Federal Aviation Regulations.

G203 Weight and Balance

Weight and Balance principles with practical applications of checks and data recording.

G204 Fluid Lines and Fittings

Fabrication and installation of rigid and flexible fluid lines.

G205 Cleaning and Corrosion Control

Discussion of cleaning and corrosion materials as it relates to the aircraft.

G206 Ground Operation and Servicing

Ground handling and servicing of aircrafts, methods of servicing aircraft.

Block 3: 168 hours

G301 Materials and Process

The identification and selection of materials that are to be used on the aircraft, precision measurements and safety procedures.

**GF General Subjects Review and Final Exam
(*Start of Airframe*)**

A301 Hydraulic and pneumatic Power Systems

Inspect, Check, service and troubleshooting of hydraulic and pneumatic systems.

A302 Aircraft Landing Gear Systems

Inspect, check, service and troubleshoot aircraft landing gear systems.

Block 4: 168 hours

A401 Aircraft Electrical Systems

Inspect, check, service aircraft electrical systems.

A402 Communication and Navigation Systems

Inspect, check, remove and install communication and navigation systems.

Block 5: 168 hours

A501 Aircraft Instrument Systems

Install, inspect, troubleshoot and repair aircraft instrument systems, electronic and mechanical flight instrument systems.

A502 Position and Warning Systems

Inspect, check, service and troubleshoot aircraft position and warning systems.

A503 Ice Rain Control Systems

Inspection, servicing and troubleshooting of aircraft ice and rain systems.

A504 Welding

Welding, soldering, brazing of steel and aluminum structures and components.

A505 Sheet Metal Structures

Rivet and fastener installations as it relates to the aircraft. The layout of repairs to sheet metal and composite components of the aircraft.

Block 6: 168 hours

A601 Non-Metallic Structures

Types of bonded, honeycomb, plastic and laminated structures. Composites of primary and secondary structures.

A602 Wood Structures

Construction, inspection, maintenance and repair of wood aircraft structures.

A603 Aircraft Covering

Discussion of repair of fabric covered aircraft.

A604 Aircraft finishes

The application and types of protective finishes found on aircraft.

A605 Cabin Atmosphere Control Systems

Inspect, check, service and troubleshooting of heating, cooling, air conditioning and pressuring systems and air cycle machines.

Inspect, check, troubleshoot, service and repair oxygen systems.

A606 Airframe Fire Protection Systems

Inspect, check, service and troubleshooting of airframe fire protection systems.

Block 7: 168 hours

A701 Aircraft Fuel Systems

Inspecting, servicing and troubleshooting and repair procedures of airframe fuel systems.

A702 Assembly and Rigging

Inspect, check and troubleshoot aircraft flight control systems, including the proper methods of assembling the aircraft.

A703 Airframe Inspection

Conformity checks, airworthiness inspections and proper data entry in the aircraft maintenance records.

AF Airframe Review and Final Exam

Block 8: 168 hours

P801 Reciprocating Engine Theory

Inspect, repair, maintenance practices, overhaul procedures of reciprocating opposed and radial engines.

P802 Lubrication Systems

Remove, clean, inspect lubricate and reinstall oil lines. Inspect oil instrument indicators.

P803 Engine cooling systems

Inspect, check and service engine cooling systems.

P804 Induction and Engine Air Flow System

Inspect, remove, adjust, replace and repair engine air flow systems.

Block 9: 168 hours

P901 Engine Fuel Systems

Knowledge of fuel system components.

P902 Fuel Metering Systems

Inspection, overhaul and theory and principles of fuel metering devices.

P903 Engine Electrical Systems

Inspect, check and repair of engine electrical systems.

Block 10: 168 hours

P1001 Ignition and Starting Systems

Removal, installation, troubleshooting and operation of ignition systems and starting systems.

P1002 Engine Instrument Systems

Inspect, check, remove and install engine instruments.

P1003 Engine Fire Protection Systems

Inspect, check and service engine fire protection systems.

Block 11: 168 hours

P1101 Turbine Engines

Inspect and repair, identification of maintenance practices, troubleshooting of centrifugal and axial flow type turbine engines. Turbine engine operation practices.

P1102 Unducted Fans

Theory, construction, troubleshooting of unducted fan engines and related components.

P1103 Engine Exhaust and Reverser Systems

Theory, construction, troubleshooting and repair of turbine engine exhausts and thrust reverser systems.

P1104 Auxillary Power Units

Maintenance, inspection, servicing and troubleshooting power systems, air conditioning and engine starting.

Block 12: 152 hours

P1201 Propellers

Inspect, check, service and repair fixed pitch, constant speed propellers and control systems. Removal and installation of propellers.

P1202 Engine Inspection

Perform engine inspections on powerplants.1

PF Powerplant Review and Final Exam

CLASS SCHEDULE

Day classes are held Monday through Friday, from 7:30a.m. to 3:00 p.m.

2013	
Wednesday, January 2	New Class Start – Class 113
<i>Monday, January 21</i>	<i>Martin Luther King Day / No Classes</i>
Wednesday, February 6	In - Service
Thursday, February 7	New Class Start – Class 213
<i>Monday, February 18</i>	<i>President's Day / No Classes</i>
Thursday, March 14	In- Service
Friday, March 15	New Class Start – Class 313
Monday, April 15	Patriots Day / No Classes
Friday, April 19	In - Service
Tuesday, April 22	New Class Start – Class 413
Friday, May 24	In – Service
<i>Monday, May 27</i>	<i>Memorial day / School Closed</i>
Tuesday, May 28	New Class Start – Class 513
Monday, July 1	In - Service
Tuesday, July 2	New Class Start – Class 713
<i>Wednesday, July 4</i>	<i>July 4th Holiday – School Closed</i>
Summer Break July 23	To July 27, 2013

Thursday, August 13	In - Service
Wednesday, August 14	New Class start – Class 813
<i>Monday, September 2</i>	<i>Labor Day / School Closed</i>
Wednesday, September 18	In - Service
Thursday, September 19	New Class Start – Class 913
Wednesday, October 23	In Service
Thursday, October 24	New Class Start - 1013
Friday, November 16	New Class Start – Class 1113
Thursday & Friday, November 21 & 22	Thanksgiving Holiday / School Closed
Monday, December 2	In Service
Tuesday, December 3	New Class Starts – Class 1213
Winter Break - Monday, December 23 through January 1, 2014	
Classes resume on Monday, January 2, 2014	

Campus Security

Identification Badges

Due to heightened security measures, students are provided a Photo Identification Badge that must be worn while attending National Aviation Academy. Students who forget their badge will not be permitted in the hangar or in class and must see the front office for a temporary ID. There is a \$5.00 replacement fee if a student's Identification Badge is lost or misplaced. See the front office for the process on replacement.

Vehicle Registration

Students are required to provide information on their vehicles while attending National Aviation Academy. A parking decal is provided to our students and must be displayed on vehicles parked on the school premises. There is a \$5.00 replacement fee should a student's decal be misplaced.

Reporting Crime

In the event of a crime, the crime will be immediately reported to the front office of a School Director or President. The incident will be reported to the appropriate law enforcement agency and a written report will be filed. NAA will cooperate fully with law enforcement in all investigations.

Crime Statistics

Further details of security and statistics are available in the NAA Annual Security Report.

Completion and Graduation Rates

Completion rates are compiled every year and reported to all regulatory bodies. NAA completion rates can be found at the following web address: (<http://nces.ed.gov/ipeds/cool/index.asp>) -type in name of institution (National Aviation Academy) and follow link to graduation rates and check out other school statistics.

FAA Certification Testing Policy

In the interest of aiding all students in the quest for their FAA certifications students may be eligible to test as they complete certain portions of the curriculum. If all time, tests, projects and financial obligations are met at the end of the General portion students will be eligible to take their written General Exam. The same will be true at the completion of Air Frame. At this point the student will be eligible to take the Airframe written as well as the General and Airframe oral and practical. The student will then complete Powerplant with all time tests, projects and financial obligations being met. This will then allow the student to take the Powerplant written followed by the oral and practical.

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.

A student should submit to the registrar, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Academy official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Academy official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Academy to amend a record should write the Academy official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision and the student's right to a hearing with the NAA Review Board regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is a person employed by the Academy in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Academy has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901



Florida * New England

National Aviation Academy - New England Campus
150 Hanscom Drive, Bedford, Massachusetts 01730

Accredited by the
Accrediting Commission of Career Schools and Colleges (ACCSC)

National Aviation Academy - Florida Campus
6225 Ulmerton Road, Clearwater, Florida 33760

Accredited by the
Council on Occupational Education (COE)

FL 1.800.659.2080 - MA 1.800.292.3228
Web Site: www.naa.edu · E-mail Address: admissions@naa.edu