



Everyone

- Flight Scheduling – Dual flights have scheduling priority over all other flight types.
- Insurance – We strongly recommend all pilots renting/soloing the airplane to carry full hull insurance for the aircraft they are flying. However, minimum insurance requirements to act as PIC in our aircraft are:
 - (a) Liability - \$1,000,000.00
 - (b) Hull – Full value of aircraft or \$50,000.00 (whichever is less)
- Guests – Any student/renter may bring guests along with them on flights with prior permission from their flight instructor. All guests must sign the CAA Guest Waiver prior to flying with us.
- Damages – Should any item be returned broken, the pilot/student is responsible for the cost of any repairs/replacement. If the airplane requires cleaning, the pilot/student is responsible for the cleaning fee.
- Payments - All invoices should be paid within 5 days. Late payments are subject to a 10% late fee. Payment by credit card will result in a 3% convenience fee. CAA reserves the right to require prepayment at our discretion.

Pilot Academy

- Classes – Class make-ups can be held anytime a student misses a class and should be scheduled with the program instructor. Individual classes are available upon request from the program instructor and will be billed at the normal hourly instruction rate. Group classes may also be offered as determined by the program instructor and will be billed at the normal hourly rate less a 25% group discount.
- Early Termination - Students wishing to resign from the flight program must let their program instructor know in writing. Students that voluntarily resign, or that are administratively terminated from the program, must settle any outstanding accounts, return their pilot wings, and pay an early termination fee.
- Academy Flight Scheduling – Students should schedule one flight per month. If necessary, unused credits can roll over into the next month. However, all credits that are unused by the end of the academy year will permanently expire.
- Flight Upgrades – Students can upgrade to a private flight for a fee.

- Additional Flights- Students wishing to fly more than once per month may add additional flights by scheduling them with an instructor. The normal hourly rate for “dual flights” will apply.
- Uniform Policy – Unless otherwise authorized, students must be in uniform for each flight. Students should not wear their uniform outside of CAA-sponsored events. Failure to comply will result in a fee.
- Flight Cancellations/No Shows – Flights canceled by the student/parent within 48 hours of the flight, will result in forfeiture of that flight credit. The student can reactivate the flight credit for a fee. This also applies to flight “no shows”.

*All fees can be found under the pilot resources page for your city.