

SAMPLE CATALOG OR VIB 98-3

VETERANS INFORMATION BULLETIN

FOR

ACME FLIGHT SCHOOL

Airport: Montgomery Airport

Address: 1313 Glen Curtis Road
San Diego, CA 921313

Telephone: Day and Night - (619) 555-5555
Emergency - 1-800-555-5555

Services: Flight Training, Sales, Rental and Lease,
Maintenance, Tiedown, Air Taxi and Charter.

Approved by the Federal Aviation Administration under FAR Part 141.

Programs approved by the United States Department of Veterans Affairs (VA)
to train veterans, servicemembers, reservists, and authorized dependents
under provisions of Title 38, U. S. Code.

All materials contained in this bulletin are true and correct in content and policy.

BULLETIN 98-2, issued August 5, 1998, effective 8/1/98.

Signature of School Official: (MUST BE SIGNED BY SCHOOL OFFICIAL)

SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

A. Owner

Ms. Jayne Doe Enterprises, Inc. dba Acme Flight School

B. Directors

Ms. Jayne Doe, President

Mr. John Doe, Vice President

Mr. William Clinton Doe, Secretary-Treasurer

C. Administrative Officials

Mr. Billy-Ray Doe, General Manager

Ms. Billy-Jo Doe, Registrar, Veterans Record Clerk, VA Certifying Official

D. Instructors

Ms. Jayne Doe, Chief Flight Instructor

Mr. Rhett Doe, Flight Instructor

Mr. Scott Doe, Flight Instructor

Mr. John Doe, Flight Instructor

Mr. Steve Doe, Flight Instructor

Mr. Kevin Doe, Flight Instructor

Mr. Jim Doe, Ground Training Instructor

Mr. Eric Doe, Flight Instructor

Mr. Michael Doe, Flight Instructor

Mr. Daniel Doe, Flight Instructor

Ms. Anneliese Doe, Flight Instructor

Mr. Tomoko Doe, Flight Instructor

Mr. Bill Doe, Flight Instructor

Ms. Lynn Doe, Flight Instructor

Mr. Alex Doe, Flight Instructor

INSTRUCTIONAL FACILITIES

A. The school consists of two hangars, one repair shop and an administrative office. There are three ground training classrooms with a capacity for 8 students and teaching equipment sufficient to meet educational needs. Restrooms are located in the administrative building.

B. Formal ground school is conducted at this facility only.

C. Aircraft Inventory

| <u>Make</u> | <u>Model</u> | <u>Horse Power</u> | <u>Leased</u> | <u>Owned</u> |
|-------------|--------------|--------------------|---------------|--------------|
| Cessna | 152 | 110 | | 1 |
| Cessna | 172 | 160 | | 1 |
| Cessna | 172RG | 180 | 1 | |
| Piper | Warrior | 160 | 1 | |
| Piper | Archer | 180 | 1 | |
| Piper | Lance | 300 | 1 | |
| Piper | Seminole | 360 | 1 | |
| ATC 710 | Simulator | N/A | 1 | |

(For VA reporting purposes, the hours of training in flight simulators and flight training devices are dual instruction.)

NOTE: Except for minor substitutions a veteran, servicemember, reservist, or authorized dependent enrolled in a flight course may train only in the aircraft (a/c) approved for that course. If a particular a/c is not available for some compelling reason, the student may be permitted to train in an a/c different from that approved for the course, provided the a/c substituted will adequately meet the training requirements for this particular phase of the course. If the charge for the substituted a/c is different from the charge approved for the inventoried a/c, the reimbursement will be based on the lesser charge. When substitution becomes the practice rather than the exception, VA will suspend payments.

D. Leasing

A veteran, servicemember, reservist, or authorized dependent or group (all or part of whom are veteran, servicemembers, reservist, or authorized dependent) owning an airplane may lease it to this flight school and have exclusive use of the aircraft for flight training. The aircraft must meet the requirements prescribed for all aircraft to be used in the course and must be listed in the approved aircraft inventory. The leasing arrangement should not result in charges for flight instruction for those owning the aircraft greater than charges made to others not leasing an aircraft to the school.

INSTRUCTIONAL SCHEDULE

Flight and Ground training is conducted Monday through Sunday except Christmas and New Years day from 7:00 a.m. to 12:00 midnight.

ENROLLMENT POLICY

Students may enroll on any day school is in session. Veterans, servicemembers, reservists, or authorized dependents may be enrolled in only one flight course at a time. Students must possess the appropriate ratings and/or certificates and must meet the medical requirements for Commercial pilot certification (Class I for ATP) at the time training begins. A Veteran, servicemember, reservist, or authorized dependent must be in pursuit of a vocational objective in aviation (*benefits for ancillary, avocational or recreational objectives are not payable*).

CREDIT EVALUATION POLICY

A written record of any previous training will be maintained in the student's file. The Chief Flight Instructor will grant credit as appropriate for all previous training and shorten the veterans, servicemembers, reservists, or authorized dependents flight course proportionately. Even when an FAA regulation indicates that it is not required, an analysis of prior credit must be performed for the purpose of VA payment. Evaluation of prior credit may be based upon a review of training records and other transcripts, oral and/or written examination, flight check or a combination thereof. Any credit granted shall be indicated on an enrollment certification, and the student shall be notified.

ATTENDANCE POLICY

A. Veterans, servicemembers, reservists, or authorized dependents receiving federal educational assistance benefits under Title 38, U.S. code, are required by VA to complete a minimum of 15 hours of instruction per quarter (defined as every 90-day period following the date training began) Exceptions may be granted due to weather, illness or other unavoidable circumstances and must be documented in the student file to be considered acceptable.

B. Veterans, servicemembers, reservists, or authorized dependents failing to meet these quarterly minimums will be placed on probation for the following 90-day period. If the student, during the probationary period, again fails to meet these minimums they will be terminated for the purpose of VA payment effective the last day of that quarter. A student may be reenrolled only after evidence is shown that the conditions relating to unsatisfactory attendance have been rectified.

PROGRESS POLICY

A. VA requires that a school has, and enforces standards of progress for VA beneficiaries. The school grading system for flight and ground training is as follows:

| | | |
|----------------|---|---------------|
| Excellent | 1 | 95-100% |
| Above Average | 2 | 85-94% |
| Average | 3 | 75-84% |
| Below Average | 4 | 70-74% |
| Unsatisfactory | 5 | 69% and below |

B. The grade average required for completion of a course is a minimum average passing grade of 3 for ground training and 3 for flight training. When the grade average of a VA beneficiary is unsatisfactory for a calendar month, he/she will be counseled and placed on academic probation until the end of the next calendar month. If the grade average is still unsatisfactory at the end of the next calendar month, the student will be terminated for the purpose of VA payment and VA so notified.

C. Reenrollment may be approved by the Chief Flight Instructor only after evidence is shown that conditions which caused the interruption for unsatisfactory progress have been rectified.

CONDUCT POLICY

A. The student will at all times comply with Federal Aviation Regulations and applicable airport course rules. A course rules brief will be provided to the student by competent authority prior to actual flight training and as needed thereafter. Violation of FAA rules and regulations is cause for dismissal.

B. The student shall, at all times when on the airfield, conduct themselves in a responsible and orderly manner, and shall appear for training in a sober and receptive condition. Violation of these conditions is cause for dismissal.

TRAINING SYLLABUS

A student at the time of enrollment must receive a copy of the FSDO approved Training Course Outline (TCO) as required under FAR 141.55 (b). Contact the chief flight instructor immediately if the TCO is not provided for you.

SOLO FLIGHT TIME AND CARRYING PASSENGERS

Passengers shall not be carried on any solo flights as specified in the Training Course Outline during any phase of training. "Solo" flight is defined as the pilot alone in the aircraft. "Pilot in Command" may be applied to the solo requirement provided only persons authorized by the school are on board the aircraft.

REFUND POLICY

This school maintains a policy of refunding the unused portion of tuition, fees, and other charges in the event the eligible person fails to enter the course, or withdraws or is discontinued there from at any time prior to completion. The amount charged to the eligible person for tuition, fees, and other charges for a portion of the course may not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges. The length of the completed portion of the course should bear to its total length. However, no more than \$10.00 may be retained as a registration fee.

VA EDUCATION BENEFITS FOR ELIGIBLE STUDENTS

An eligible student may receive education benefits from the U.S. Department of Veterans Affairs (VA) for approved flight training; however, the amount of benefit payable is based on the type of education benefit program the student is qualified to receive. There are several benefit types currently paid by VA:

- Post-9/11 GI Bill (Chapter 33)
- Montgomery GI Bill (MGIB, or Chapter 30)
- Montgomery GI Bill-Selected Reserve (MGIB-SR, or Chapter 1606)
- Reserve Educational Assistance Program (REAP, or Chapter 1607)

Detailed descriptions & eligibility requirements for each benefit program administered by VA are online at <http://www.gibill.va.gov/>

VA pays 60% of all authorized flight charges for students eligible under Chapters 30 & 1606. Benefits under Chapter 1607 are paid at the rate of 24%, 36%, and 48% of all authorized flight charges for eligible students. The percentage VA pays for this benefit

is contingent upon the length of active duty service the student completed. Also, VA could potentially pay up to 100% of approved flight costs for certain students eligible under the Post-9/11 GI Bill (Chapter 33). For flight training which began between October 1, 2011, and July 31, 2012, there is an academic yearly cap of \$10,000 under Chapter 33. For flight training beginning during the 2013 academic year, starting August 1, 2012, the cap is \$10,330 under Chapter 33. Education benefits paid under the Post-9/11 GI Bill (Chapter 33) for any approved flight training completed by the student are paid directly to the flight school, and not to the student; however, this is only accurate for Chapter 33.

For all benefits the allowance is paid monthly by VA to the student (or to the school in the case of Chapter 33) based upon actual training certified by the flight school as indicated on VA Form 22-6553c, "Monthly Certification of Flight Training". Entitlement is charged based on the rate of one month for a benefit amount equal to the full-time institutional rate.

No reimbursement is made for books, examination fees, housing, or other charges. Additional hours for FAA check rides may not be reimbursed for a flight course unless the FAA requires that a licensed pilot be present during the flight test. Advanced pay is not authorized for flight training courses.

Although the term "Veteran" is generally used to describe recipients of VA education benefits, students who qualify to receive education benefits for flight programs could be eligible servicepersons, veterans, reservists, or authorized dependents. Persons eligible to benefits under the Dependents Educational Assistance program (DEA, or Chapter 35) are not eligible to education benefits for any vocational flight program. However, certain dependents eligible under the Transfer Of Entitlement (TOE) provision of Chapter 33 could potentially receive benefits for an approved flight program.

For more information or for resolution of specific payment problems the veteran, servicemember, reservist, or authorized dependent should call the VA's Education nationwide toll free number at 1-888-442-4551, or visit their website at www.gibill.va.gov

MAXIMUM REIMBURSABLE COST

A. Maximum reimbursable costs are based on the most expensive aircraft approved for a particular course. For example, the Commercial pilot course is approved for 85 hours of solo flight training in the 360 horsepower Piper Seminole at \$170.00 per hour. However, a student will typically train utilizing a far less expensive aircraft such as the Cessna 152 or Piper Warrior. Specific aircraft rates are available in the course descriptions contained in this bulletin and prices may vary (but can not exceed VA approved limits) according to current fuel prices and aircraft availability.

B. Maximum reimbursable cost pricing is a means of providing more flexibility to flight school operators and students for designing an instructional program within the limitations of an FAA approved TCO and the law regarding payment of veterans benefits.

SIMULATOR TRAINING

For VA reporting purposes, the hours of training in flight simulators and flight training devices are dual instruction.

MEDICAL CERTIFICATION

Veterans, servicemembers, reservists, and authorized dependents may receive educational benefits for flight training provided that the individual also meets the medical requirements of a commercial pilot's license. VA regulations require that in order to receive benefits for flight training, a student MUST hold a Class II medical certificate upon enrollment. A student pursuing an Airline Transport Pilot course must have a Class I medical certificate at the beginning of the enrollment.

INSTRUMENT RATING - Airplane (EXAMPLE)

1. **Entrance requirements:** Hold at least a Class II medical certificate, a private pilot license and be concurrently enrolled in the Commercial pilot course. Demonstrated ability to read, write and understand the English language.

NOTE: By statute (38 U.S.C. 3452), an individual receiving VA educational assistance must be pursuing a vocational, educational, or professional objective. If the instrument rating course were allowed to be taken first, there would be no assurance that it was taken for purposes of reaching a vocational, educational, or professional objective. Instead, it could be taken merely to add a rating to a private pilot certificate, which is not considered evidence of such an objective. By requiring that both courses be taken simultaneously, VA is helping to ensure that a student has made a commitment and is using his or her benefits to achieve a vocational objective.

This is the only instance where this procedure will be followed. This will allow payment of VA education benefits while complying with FAA requirements.

2. Authorized Aircraft and Hourly Rates:

| | 110 HP | 160 HP | 180 HP | 300 HP | 360 HP | ATC 710 |
|-------|--------------------|---------|---------------|----------|-------------------|---------|
| Dual | \$77.00 | \$84.00 | \$100.00 | \$143.00 | \$170.00 | \$66.00 |
| Hours | | | | | | |
| 35 | dual flight time @ | | \$170.00 | = | \$5,950.00 | |
| 30 | ground training @ | | \$33.00 | = | 990.00 | |
| 8.75 | pre/post @ | | \$33.00 | = | 288.75 | |
| | | | Total Charges | = | <u>\$7,228.75</u> | |

3. Additional costs NOT reimbursable by VA includes:

| | |
|-------------------------|-------|
| Books | \$220 |
| Supplies | \$100 |
| Equipment | \$60 |
| Designated Examiner Fee | \$200 |

4. Personal Equipment:

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hours rate shown is the maximum rate for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

COMMERCIAL PILOT CERTIFICATE - Airplane SEL / MEL (EXAMPLE)

1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate, a private pilot license with Instrument rating or be concurrently enrolled in the Instrument rating course. Demonstrated ability to read, speak, and understand the English language.

2. **Authorized Aircraft and hourly rates:**

| | 110 HP | 160 HP | 180 HP | 300 HP | 360 HP | ATC 710 |
|------|---------|---------|----------|----------|----------|---------|
| Dual | \$77.00 | \$84.00 | \$100.00 | \$143.00 | \$170.00 | \$66.00 |
| Solo | \$44.00 | \$51.00 | \$67.00 | \$110.00 | \$137.00 | \$33.00 |

| | | | | | | |
|-------|--------------------|---------------|---|--------------------|--|--|
| Hours | | | | | | |
| 55 | dual flight time @ | \$170.00 | = | \$9,350.00 | | |
| 65 | solo training @ | \$137.00 | = | 8,905.00 | | |
| 35 | ground training @ | \$33.00 | = | 1,155.00 | | |
| 30 | pre/post @ | \$33.00 | = | 990.00 | | |
| | | Total Charges | | <u>\$20,400.00</u> | | |

3. **Additional costs NOT reimbursable by VA includes:**

| | |
|-------------------------|-------|
| Books | \$220 |
| Supplies | \$150 |
| Equipment | \$60 |
| Designated Examiner Fee | \$150 |

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hourly rates shown are the maximum rates for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

COMMERCIAL / INSTRUMENT PILOT COURSE (EXAMPLE)*

1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate and private pilot license. Demonstrated ability to read, speak, and understand the English language.

2. **Authorized Aircraft and hourly rates:**

| | 110 HP | 160 HP | 180 HP | 300 HP | 360 HP | ATC 710 |
|------|---------|---------|----------|----------|----------|---------|
| Dual | \$77.00 | \$84.00 | \$100.00 | \$143.00 | \$170.00 | \$66.00 |
| Solo | \$44.00 | \$51.00 | \$67.00 | \$110.00 | \$137.00 | \$33.00 |

| | | | | | | |
|-------|--------------------|---------------|---|--------------------|--|--|
| Hours | | | | | | |
| 90 | dual flight time @ | \$170.00 | = | \$15,300.00 | | |
| 65 | solo training @ | \$137.00 | = | 8,905.00 | | |
| 65 | ground training @ | \$33.00 | = | 2,145.00 | | |
| 38.75 | pre/post @ | \$33.00 | = | 1,278.75 | | |
| | | Total Charges | | <u>\$27,628.75</u> | | |

3. **Additional costs NOT reimbursable by VA includes:**

| | |
|-------------------------|-------|
| Books | \$220 |
| Supplies | \$150 |
| Equipment | \$60 |
| Designated Examiner Fee | \$150 |

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hourly rates shown are the maximum rates for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

***NOTE:** *This course has been approved by the FAA Flight Standards District Office as a Special Curriculum under FAR 141.57.*

CERTIFIED FLIGHT INSTRUCTOR (CFI) – Airplane (CFII) (EXAMPLE)

1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate and hold a commercial or airline transport pilot certificate. Demonstrated ability to read, write and understand the English language.

2. **Authorized Aircraft and hourly rates:**

| | | | | | | |
|------|---------|---------|----------|----------|----------|---------|
| Dual | 110 HP | 160 HP | 180 HP | 300 HP | 360 HP | ATC 710 |
| | \$77.00 | \$84.00 | \$100.00 | \$143.00 | \$170.00 | \$66.00 |

| | | | | | | |
|-------|--------------------|---------------|---|------------|--|--|
| Hours | | | | | | |
| 25 | dual flight time @ | \$170.00 | = | \$4,250.00 | | |
| 40 | ground training @ | \$33.00 | = | 1,320.00 | | |
| 6.25 | pre/post @ | \$33.00 | = | 206.25 | | |
| | | | | | | |
| | | Total Charges | | \$5,776.25 | | |

NOTE: ground training may include 5 hours of “practice ground instruction.”

3. **Additional costs NOT reimbursable by VA includes:**

| | |
|-------------------------|-------|
| Books | \$220 |
| Supplies | \$100 |
| Equipment | \$60 |
| Designated Examiner Fee | \$200 |

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hours rate shown is the maximum rate for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

CERTIFIED FLIGHT INSTRUCTOR - INSTRUMENT (CFII) (EXAMPLE)

1. **Entrance Requirements:** Be at least 18 years of age at time of FAA check flight, hold at least a Class II medical certificate and hold a commercial or airline transport pilot certificate. Demonstrated ability to read, write and understand the English language.

2. **Authorized Aircraft and hourly rates:**

| | | | | | | |
|------|---------|---------|----------|----------|----------|---------|
| Dual | 110 HP | 160 HP | 180 HP | 300 HP | 360 HP | ATC 710 |
| | \$77.00 | \$84.00 | \$100.00 | \$143.00 | \$170.00 | \$66.00 |

| | | | | | | |
|-------|--------------------|---------------|---|------------|--|--|
| Hours | | | | | | |
| 15 | dual flight time @ | \$170.00 | = | \$2,550.00 | | |
| 15 | ground training @ | \$33.00 | = | 495.00 | | |
| 3.75 | pre/post @ | \$33.00 | = | 123.75 | | |
| | | | | | | |
| | | Total Charges | | \$3,168.75 | | |

3. **Additional costs NOT reimbursable by VA includes:**

| | |
|-------------------------|-------|
| Books | \$220 |
| Supplies | \$100 |
| Equipment | \$60 |
| Designated Examiner Fee | \$200 |

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hours rate shown is the maximum rate for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

AIRLINE TRANSPORT PILOT COURSE (ATP) - Airplane SEL / MEL (EXAMPLE)

1. **Entrance Requirements:** Be at least 23 years of age at time of FAA check flight, be of good moral character, hold a Class I medical certificate and hold a commercial pilot certificate. Demonstrated ability to read, write and understand the English language.

2. **Authorized Aircraft and hourly rates:**

| | | | | | | |
|------|---------|---------|----------|----------|----------|---------|
| Dual | 110 HP | 160 HP | 180 HP | 300 HP | 360 HP | ATC 710 |
| | \$77.00 | \$84.00 | \$100.00 | \$143.00 | \$170.00 | \$66.00 |

Hours

| | | | | |
|------|--------------------|----------|---|-------------------|
| 25 | dual flight time @ | \$170.00 | = | \$4,250.00 |
| 40 | ground training @ | \$35.00 | = | 1,400.00 |
| 6.25 | pre/post @ | \$35.00 | = | 218.75 |
| | Total Charges | | | <u>\$7,042.50</u> |

3. **Additional costs NOT reimbursable by VA includes:**

| | |
|-------------------------|-------|
| Books | \$220 |
| Supplies | \$100 |
| Equipment | \$60 |
| Designated Examiner Fee | \$200 |

4. **Personal Equipment:**

Textbooks, course manuals, computers, plotters and charts are considered personal equipment and are not included in the above. Cost of these items will vary depending on the type selected. Hours rate shown is the maximum rate for the most costly aircraft in the horsepower category. Other less expensive aircraft may be used and charges will be at the rate applicable for the specific aircraft used.

5. **Minimum Hours of Flight time:**

A pilot must have logged a minimum of 1,500 hours of flight time before enrolling in the course.

PROOF OF ISSUE (EXAMPLE)

I have received a copy of the Veterans Information Bulletin (VIB 98-2), dated August 1, 1998, containing the rules, regulations and costs for flight courses and a copy of the FAA approved Training Course Outline for the specific course in which I have enrolled.

NAME: _____

Social Security Number: _____

Course: _____

Date: _____ Enrolled by: _____

Student Signature: (must be signed by student and a copy retained on file)