



Flight 6ix Incorporated o/a Guelph Flight Centre
Policy 24: EXPULSION POLICY

Guelph Flight Centre operating policies and procedures that are applicable to students while attending training at the school.

Every flight training student receives this outline at the beginning of their training with Guelph Flight Centre as it is mandated by CARS.

The policies and procedures contained in the Flight Training Program Outline exist to provide students with a set of guidelines. Guelph Flight Centre expects all students to respect school policies and follow procedures while they are attending ground school classes or involved in flight training activities.

Failure to adhere to these policies and procedures may result in actions by the school that may lead to a student being expelled from the program.

EXPULSION FOR MINOR INFRACTIONS

Minor infractions are actions that in themselves do not affect the safety of flight but disrupt day-to-day operations or conflict with school policy. Multiple minor infractions may affect a student's ability to complete the program on schedule or may cause disruption to the entire program.

Therefore, the school will keep a record of minor infractions for each student. The school will provide students with the opportunity to correct their actions in order to remain in the program.

The following expulsion procedure will be exercised in the event of multiple minor infractions.

Step 1 - Verbal warning by the student's instructor

Step 2 - Written warning by the Chief Flight Instructor that will be placed on the student's file

Step 3 - Meeting with the CFI and General Manager. A written record will be placed on the student's file indicating that this meeting has occurred.

* At this meeting, the student's performance will be reviewed and if it is determined that the student has a valid reason for his/her actions they will be offered the opportunity to avoid expulsion by remaining free of infractions for a 60 day period commencing on the day of the meeting.

After 60 days of remaining free of infractions, the student's record will be cleared.

Should the student not have a valid reason, should he/she not accept this option, or should he/she not remain free of infractions for a 60 day period, the school will proceed to **Step 4**.

Step 4 - Expulsion

EXPULSION FOR MAJOR INFRACTIONS

A major infraction includes, but is not limited to, dangerous behavior and/or actions that adversely affect flight safety.

Guelph Flight Centre defines dangerous behavior as being any action that may;

- Lead to injury or death of an individual
- Cause damage to aircraft and/or equipment and or facilities
- Have a negative impact on Guelph Flight Centre reputation for safety
- Be in contravention of the Canadian Aviation Regulations

Displaying dangerous behaviour is grounds for expulsion.

Many actions that adversely affect flight safety can also be categorized as dangerous behavior. An example of some offences is listed below. Note that this is only a partial list. Other offences may also be subject to this policy.

1. Contravention of any Canadian Aviation Regulations that have a direct impact on flight safety regardless of whether or not Transport Canada has taken official action
2. Contravention of the Flight Training program outline
3. Flying under the influence of drugs or alcohol
4. Deliberate exceeding aircraft limitations as set out by the manufacturer
5. Aerobatic flying in school aircraft
6. Low flying in contravention of the CARS
7. Formation flight in school aircraft
8. Handling of aircraft in a manner that may endanger persons or property on ground or in the air
9. Fuel Exhaustion
10. Not reporting aircraft damage, accidental or otherwise
11. Not reporting aircraft defects or un-serviceabilities
12. Landing at other than licensed or registered aerodromes, except for emergency or precautionary reasons

Negligent use of school aircraft or equipment will not be tolerated and will result in immediate expulsion.

Any behaviour that threatens staff or other students or that would bring disrepute to Guelph Flight Centre is considered to be a major infraction.

A major infraction will result in immediate expulsion from the program. An appeal may be made in writing to the CFI. The CFI will respond in writing within 10 days of receiving the appeal. The CFI or General Manager always reserve the right to dismiss a student immediately without appeal at their discretion if circumstances warrant.

Statement of Supremacy

1. **Primary Authority:** The Ontario Career College Act, 2005 (hereinafter referred to as "the Act") shall serve as the primary authority governing all operations, policies, and procedures of Flight 6ix Incorporated (o/a Guelph Flight Centre) related to career and vocational training.
2. **Supersession Clause:** In the event of any conflict or inconsistency between the provisions of the Act and any internal clauses, policies, or procedures established by Guelph Flight Centre the provisions of the Act shall prevail and take precedence.

3. **Compliance Requirement:** Guelph Flight Centre is committed to full compliance with the Act. All employees, students, and affiliates are required to adhere to the standards and regulations set forth by the Act.
4. **Policy Review and Amendment:** Guelph Flight Centre shall regularly review its internal policies and procedures to ensure alignment with the Act. Any necessary amendments will be made to resolve discrepancies and ensure full compliance.
5. **Notice of Supersession:** This notice serves to inform all stakeholders that any clauses or policies provided by Guelph Flight Centre that contradict or fall short of the standards established by the Act are considered null and void to the extent of the conflict.
6. **Reference:** Please refer to Ontario Career Colleges Act, 2005, ONTARIO REGULATION 415/06, under this link: <https://www.ontario.ca/laws/regulation/060415>
7. **Application:** This statement applies to vocational program students only

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