



Flight 6ix Incorporated o/a Guelph Flight Centre

Policy 23: GOOD STANDING POLICY AND SATISFACTORY PROGRESS

Students are required to remain in “good standing” in their program and to make “satisfactory progress” toward the completion of the program requirements.

A student must be in good standing in order to participate in all programs and training at Guelph Flight Centre. The policy is to improve student achievement by ensuring that students attend class, complete assigned work, and behave in an appropriate manner. Students must comply with the conditions listed below to maintain their good standing status and progress in their training.

If good standing status is revoked it can be restored once the conditions are met again. Students who are not in good standing can continue to participate in activities off site, and self-study on site, but cannot participate in progress training until good standing status has been restored.

1. **Satisfactory Attendance and Punctuality.** Absenteeism must not exceed 3 Lates and/or “No Shows” within a 3 month period. Students can restore their good standing status by attending regularly. Students *may* be excused from this if they are achieving a ‘higher than standard’ level in all areas of study.
2. **Submitting Assignments on Time.** Students must complete homework assigned by an instructor. If there are missing assignments students can restore good standing status by completing the work to an acceptable level.
3. **Active Student.** If student has been absent from training for 14 days, they become inactive. Students can restore good standing status by submitting in writing, a letter of intent; including why they deserve to continue in their studies. As well as showing considerable efforts towards their training.

4. **Maintaining Satisfactory Progress.** Satisfactory progress refers to the speed and timeliness of progression through the requirements such as flight lessons, examinations and classes. Students can restore satisfactory progress status by working with the instructor and showing extra effort towards improving their level and reaching benchmarks.
5. **Passing Tests and Exams.** Passing grades must be achieved to maintain a certain level of progress. Students can restore satisfactory progress status by briefing with the instructor and demonstrating extra studying effort towards improving their level.
6. **Appropriate Behaviour.** Students must maintain a respectful and professional attitude at all times. Students can restore good standing status by improving behaviour.
7. **Valid Medical.** Students are required to hold a valid Aviation Medical. This can be restored by obtaining that medical from an Aviation Medical Examiner.
8. **Good Financial Standing.** All accounts must be paid and kept up to date. Students can restore their good standing status by paying their fees or making alternate arrangements with administration.
9. **Drug and Alcohol Free.** Students will be tested at random for Drugs and/or Alcohol at any time, during or away from their studies. If students are found positive for illicit drugs, there will be no restoration of standings, and they will be expelled immediately. Students *may* restore good standings if found intoxicated by alcohol, by submitting in writing, a letter of explanation; including why they deserve to continue in their studies.

Registration in the program may be affected if students do not remain in good standing or if they do not make satisfactory progress in their training. It is important to meet with the Chief Flight Instructor regularly and ask for feedback on progress and the level and quality of work.

If good standing status is not restored in a set period of time given by Guelph Flight Centre. in writing, the student may be asked to withdraw from the program, and/or be responsible for additional costs incurred.

In extenuating circumstances students may appeal good standing decisions by submitting, in writing, their appeal and supporting documents to Guelph Flight Centre.

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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