1. GROUND AND FLIGHT TRAINING

a) Attendance and Expectations
   i) Students must attend all scheduled flight training unless rescheduled in advance.
   ii) Cancellations/absences require 24 hours' notice to avoid penalties.
   iii) SkyQuest operates 7 days a week with flexible, self-paced training coordinated between student and instructor.
   iv) No fixed start dates, breaks, or completion timelines; program length depends on weather, availability, and student commitment.
   v) For detailed information on program duration and expectations, please refer to the Training Program section from the SkyQuest Website.

b) Ground School Overview
   Mandatory for all licences under Canadian Aviation Regulations:
   i) Private Pilot License - 40 hours: Covers air law, navigation, meteorology, theory of flight, instruments, radio procedures, human factors, and basic aircraft knowledge.

   ii) Commercial Pilot License - 80 hours: Building on PPL subjects with advanced air law, long-distance navigation and IFR basics, detailed meteorology, performance charts, turbine engines, crew resource management, and professional standards for commercial operations.

   iii) Training options:
      a) Classroom sessions (January, April, September)
      b) One-on-one instruction
      c) Online courses: Pilot Training or The Wise Pilot
      d) Documented self-study

c) Performance Criteria
   i) Attendance: 25% of grade; 2% penalty per missed class
   ii) Participation: 10% of grade; active involvement required
   iii) Topic Exams: 20% of grade (10 exams)
   iv) Class Project: 5% of grade (Human Factors accident investigation)
   v) Final Exam: 40% of grade; readiness for Transport Canada exam
   vi) Punctuality: 1% penalty for late arrivals; strict entry rules after start time
   vii) Wellness: Up to 3 sick days permitted; excess absences follow Medical Fitness Policy

d) Office Calendar 2026: Office closure dates—No ground classes, flight training unaffected
   i) New Year – Wednesday, January 1, 2026
   ii) Good Friday – Friday, April 3, 2026
   iii) Canada Day – Wednesday, July 1, 2026
   iv) Labour Day – Monday, September 7, 2026
   v) National Day for Truth and Reconciliation – Wednesday, September 30, 2026
   vi) Thanksgiving Day – Monday, October 12, 2026
   vii) Remembrance Day – Wednesday, November 11, 2026
   viii) Christmas Day – Friday, December 25, 2026
   ix) Boxing Day – Monday, December 28, 2026