

Harv's Air Admission Package

We are pleased that you are interested in flying with us! There is quite a bit of information in this document, but please read all of it to ensure that you will be able to begin your flight training and move on to your flying career as soon as possible!

Student Application Process

The steps to apply to fly with us are very simple. Please follow the 5 simple steps to complete the application to enrol with us.

1-Please fill out application form:

<http://harvsair.com/learn-to-fly/apply-today/>

2- On completion of the application form please email a scan/picture of your passport picture page to adam@harvsair.com.

3- We need to have a talk to verify your English meets the ICAO level 4 requirements. Call (204) 339 6186 , Monday- Saturday from 8am to 4pm (North American Central time), ask for Jordan. If your English does not meet level 4 ICAO, we would suggest you take English Training. If you want to take English training near by our school, we would have you contact <http://www.heartlandenglish.com/> . **We take this test also to provide to you the IELTS exemption letter for your visa.**

4-To know that international students are serious about training with our school we ask for a application fee of CAD\$1000.For this fee students we will give **priority service** for letters and correspondence, **access to the online ground school** (www.pilottraining.ca) to prepare for the training, and detailed instructions and help with your visa application. If the student pulls out or does not show up for training this fee is not refundable. If the student is **denied a student visa**, \$500 of the fee will be refunded within 7 business days of showing the rejected letter. After arriving for training, \$500 will be put toward your account for flying lessons. To send this fee we can take Visa or Mastercard <http://harvsair.com/pay> or Wire Transfer (details below), Paypal (adam@harvsair.com), Western Union, or a money order.

5-Once we have received the online application, the passport picture page, the phone call is complete and we've received the fee, we will be emailing you the letter of acceptance.

Student Visa Advice

The application for the student visa has to be correct and complete. The Canadian embassy is not forgiving of mistakes or omissions, and if there is an error, your visa will be denied without any further investigation or assistance from the embassy.

The biggest hurdle is to prove that you have enough funds for the course, living expenses (calculated at \$833/month), and transportation to and from Canada. You have to show a history of the funds (where the money came from). Sometimes to prove the funds a bank loan

or prepaying for the course helps considerably. The funds that you do show, **should be liquid assets** (Cash, bank bonds, mutual funds). Investments like property and land do not count as liquid assets.

You must clearly state that you will be returning home after the training. If they get any hint you plan to stay in Canada, you will be denied a student visa. There are programs available upon graduating that allow you to obtain a work permit in Canada, but during the student visa application you are applying to be a student and a plan to work in Canada can't be your only plan.

You will be provided with personal help and guidance on the visa application once you have your acceptance letter and are ready to apply. We have a team that has done this process time over again and our team will review your file and make sure your documents match the standards expected by CIC. This will largely help in your visa being approved in the first attempt. We can also clarify your doubts as to which documents requires what paper work and finally before the final application we recommend you send your file to us for review before submitting it to CIC

Study Permit (Student Visa)

Online Application is effective and efficient way to apply for a Study Permit. In order to determine your eligibility and apply online, please go to: <http://www.cic.gc.ca/ctc-vac/getting-started.asp>

Processing a student visa takes up to 2-12 weeks from receiving the letter of acceptance. It is always better to start earlier rather than later.

The general website is <http://www.cic.gc.ca>

Educational Requirements

Students must be able to read, write, and speak English to the ICAO level 4 standard. Details for which can be found on this document.

http://www.tc.gc.ca/eng/civilaviation/standards/general-personnel-test_taker_guide-2296.htm

A high school diploma or equivalent is required.

A TOFEL or IETLS test is not required by our school, we will give you a letter stating the test is not required.

Age Restrictions Students must be 17 years of age and able to take care of themselves. Under 18 years of age, the student will require a guardian to sign for them well they are in Canada. If you don't have a guardian willing to sign, you'll have to wait until you turn 18 to start training.

Length of course

The approximate time to complete the Professional Pilot course is 6-12 months. This time period depends on work ethic, stamina, and ability of the individual student. Students are expected to fly a minimum of 20 hours per calendar month.

Cost of Living

The embassy allows for \$10,000/year or \$833/month for living expenses. This includes

accommodations, food, clothing, transportation, and any other costs involved with living. It is very possible to live on less if you can live frugally.

Ground School

Ground school is mandatory for all full time students. There are two options for ground school Online Ground School or Classroom ground school. Attendance is mandatory. Prior to arrival, the Online Ground School www.pilottraining.ca will be started so that you are better prepared upon arrival.

Medical Requirements

It is a strongly suggested that all applicants complete a Canadian Class 1 Aviation Medical before arriving at the school. The medical can be completed after arriving but this will slow the training down 1-2 weeks we'll waiting for the medical certificate in the mail. You can start the flying lessons without a medical, but you can't fly solo until you have the medical certificate in hand.

History of past students has shown it is advisable doing the medical before arriving in Canada if you have a CAME in your home country/city.

A list of approved CAME's worldwide are found at:

<http://www.wapps.tc.gc.ca/saf-sec-sur/2/came-meac/l.aspx?lang=eng>

Accommodations

Harv's Air offers accommodations to students. The cost is \$510/month for a single room and \$410/month for a shared room. Student will get \$100 rent credit back to their account, if they are actively flying and achieve the minimum monthly hour requirements 15 hours. This would make the final cost \$410/month for a single room and \$310/month for a shared room. Single rooms are given on a first come, first serve basis.

There is a housekeeper who comes to clean the accommodations every two weeks; however we still need help your help to keep the accommodations clean and to keep your cost down. We expect that you will clean up after yourself. Regular checks are conducted to be sure students are keeping the accommodations neat and tidy.

All meals are to be self cooked. The kitchen has the required supplies like plates, knives/forks, pots, pans, fridge, stove, and microwave. At St. Andrews there is also a restaurant open Monday to Saturday.

You are responsible for your own bedding (for twin beds), hygiene products, laundry detergent, clock and food. Bedrooms have a twin bed, desk, dresser, and closet. There are laundry facilities available on site for no extra charge.

The lease for accommodations is one (1) year. You are eligible to stay in the accommodations until the 1st day of the 13th month after your date of arrival (i.e. if you arrive on January 5, 2014, you can stay in the accommodations until February 1, 2015). If you have not completed your training by this point, you will have to find your own accommodations. **If you do not meet the minimum flying requirements for three (3) consecutive months, you can no longer stay in the accommodations.**

Students will be required to sign the rental agreement. The following is a highlight of the main rules.

- You are expected to clean up after yourself both in your room and in the common areas (kitchen, living room). You are responsible for your own cooking, cleaning, laundry, etc.
- You are expected to respect other students (and their belongings) residing in the accommodations. Quiet time is 11 PM to 7 AM but during other times, keep the noise level down as well.
- Students are not allowed to work off campus if they are in Harv's Air accommodations.
- There is no smoking, drinking, or drugs allowed in the accommodations.
- You are responsible for any damage—paying for the repair and the parts required making the repair.
- When you move out of the accommodations they must be in the same condition as when you moved in.
- There are no pets allowed in the accommodations.
- Only 2 visitors per person allowed at one time; no parties. All visitors must leave by 11 PM.
- Each week you will have a meeting with a staff member to discuss your training progression.

Non-compliance with the rules of the accommodations will result in dismissal from the school's accommodations.

Upon arrival, students who will be staying in the accommodations will sign the rental agreement and provide a damage deposit (\$250 which is refundable upon departure if accommodations meet the cleanliness and condition standard they were in at arrival).

Transportation Students who live on the airport property can walk to school.

Steinbach unfortunately does not have public transport.

When students need essentials (groceries, medical, banking, exams) they can rent one of the student cars and drive to Steinbach or Winnipeg. There is a limit of 4 hours on the time you can have the car. Car rental is for *essential requirements only* and are only available during business hours. Students who want the car in the evening or overnight can rent from a car rental agency.

To drive in Canada, your national driver's licence is valid for 3 months. To extend, you have to get an offshore exemption letter from Manitoba Public Insurance (MPI) in order for your foreign driver's licence to be valid (generally it can be done for the time you have your student visa). This is attained with a letter from our school stating that you're a student with us, and you have to go to a Manitoba Public Insurance location to receive this. It can be rejected by MPI and it must have the correct format for it to be valid (have class of licence, be in English). If the format is not correct, you would need a certified letter stating what it says which you can normally get from an embassy. You cannot rent a school car or a car from a rental agency if your licence is no longer valid. If you get into an accident, you are responsible for paying the deductible.

If you are requiring pick up/drop off at Winnipeg International Airport, the following applies.

- You should call from your last departure point (either a connecting airport, or the departure if Winnipeg is next). If you do not call, we will not be there to pick you up. In Canada we have a toll free number from any pay phone 1 800 HARV AIR.

Payment of Fees

The course fees are made by installments every two (2) months during the course duration, which on average is 9 months for the Professional Pilot Course. If your training is progressing more quickly, then you will have to arrange for the payment to be made earlier. You are responsible for maintaining this. Be proactive in maintaining your account so your training is not delayed because of it. You also have to make sure your funds are at the school before or when you arrive so you can begin your training right away. If you do not, then your training will not begin.

The first payment is required before starting training program.

Commencement of program: \$10,000

Start of 3rd month: \$10,000

Start of 5th month: \$10,000

Start of 7th month: remaining funds

Payment may be made by wire transfer, western union, Visa/MasterCard, certified cheque, or bank cards. Please note that an international certified cheque can take 2-3 weeks to clear.

Wire transfer details:

Swift code: ROYCCAT2

Royal Bank of Canada

Transit number: 06117

Steinbach Branch

Bank number 003

Box 1330

Account number: 1006956

28 Main Street

Steinbach, MB, Canada

R5G 1M8

Harv's Air Service LTD.

Box 1056

Steinbach, MB, CANADA

R5G 1M8

(204) 326 2434

Fax: 204 326 4182

adam@harvsair.com

Any fees incurred for wire transfer are the responsibility of the student.

It is suggested to students that are applying to prepay the first payment (\$10,000) before applying for a visa. Prepaying indicates to the embassy you are serious about your flight training and remove any doubt about the funds for the course. If for some reason you would not come after prepaying money, we would refund this prepayment.

Frequently Asked Questions

Does Harv's Air guarantee a job placement at the end of training?

Canadian aviation qualifications are well recognized and respected around the world, especially when gained from a renowned and reputable organization such as Harv's Air; however, we cannot guarantee a job placement at the end of training. We offer all our students assistance and direction, where possible, to assist them in finding suitable employment. Gaining employment in general aviation or the airlines is up to the individual graduate.

Can Harv's Air offer part-time employment to its students?

Unfortunately, we are unable to assist with part-time employment for all of students; however, it is possible to find part-time employment in and around the area surrounding the schools. Working even part time will delay the training significantly.

When can I start?

We are very flexible with our programs. The flight training can start any time. You are in a class of one, you and the instructor in the airplane. The ground training requirement can be conducted two different ways. It can be conducted online, and thus start when you are ready or you can conduct ground school in a group or classroom session. Group ground schools are conducted every 2 months starting at the beginning of every month. It is best to email adam@harvsair.com and we'll discuss the best start date for you.

What is the daily life like?

Students are expected to be active in their studies. Students will fly 1-3 hours a day. To fly an hour students are expected to prepare for at least two (2) hours to maximize the benefit of the training flight. Students are expected to study for at least four (4) hours for every hour in the classroom. Learning to fly is an intensive, emotional Endeavour. It is not simply a physical manipulation of the controls. To stay on schedule, we book 6 days a week expecting to lose at least one day of the week to weather. Ground school is conducted in the evenings so that the daylight hours are for flying.

What if I have to cancel a booking, don't show up for a booking, or am late for a booking?

No shows or cancellations of a lesson booked with an instructor with less than 24 hours notice will result in a \$70 charge. Charge of "no show" is at the discretion of the instructor depending on circumstances. Arriving late for a booking by 15 minutes or more can result in the "no show" charge as well as the instructor and/or aircraft being allotted to another student/customer. If there is consistent cancellation or failure to arrive or late arrival for scheduled training, the student will be referred to the Chief Flight Instructor.

Does Harv's Air offer assistance with a loan for course fees and/or accommodation and living expenses?

Harv's Air does not have the facility to offer bank loans for course fees, nor do we have any kind of scholarship entry into the course.

What's the weather like?

For flying, it's excellent, certainly the best in Canada. We fly visually at least 310 days a year. Instrument training can be conducted about 330 days a year. We get winter November to February. Don't let this scare you off, we have the technology to deal with the temperature. We have warm airplanes, cars, buildings, and clothing. It's an excellent experience for all students as you can expect in your future aviation career to have to deal with winter, so it's best to experience it early in your career. Winter flying offers clear air, smooth flying, and excellent aircraft performance. At worst we lose four days for each month in winter.

How can I save money during my flight training?

- **Be Prepared!** Do your homework, watch videos, study, follow the syllabus, ask questions. Approach each lesson prepared, knowing your procedures, having completed the assignment. Do not depend on your instructor to do it for you.
- **Focus on your flight training.** Keep your training going at a good pace. Long breaks from training will result in more review being required, thus higher cost.
- **Get sleep.** Being well rested will make a big difference in how you are learning. We understand that for you to call home it could be very late at night, but try to arrange them so that you get good rest and are prepared for lessons.
- **Make a serious effort and have a good attitude.**

Harv's Air tradition of flight training excellence

Flight training standards are and expectations are high. Do not expect an easy course. Flying is a serious business requiring hard work and dedication. The right attitude is essential. Safety is above all. Students are expected to work hard. An airline career starts with flight school on day one.

We are not just issuing a piece of paper that says you have pilot licence, but training a professional pilot who has the skill to fly for a major airline using the most modern teaching techniques. We have tremendous resources to train pilots quickly and efficiently. Students are expected to work hard and be professionals. The students who graduate from our program are highly desirable to the industry.