

## ADULT EDUCATION / WESTERN SUFFOLK BOCES

# Aviation Maintenance Technology Handbook WESTERN SUFFOLK BOCES



APPROVED PARTNER SCHOOL

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# Aviation Maintenance Technology

## Adult Education Handbook

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Western Suffolk

DIVISION OF CAREER & TECHNICAL EDUCATION

Nancy Kelsey Executive Director  
507 Deer Park Road  
PO Box 8007  
Huntington Station, NY 11746-9007  
(631) 549-4900, x 279  
FAX (631) 623-4901

Dear Student:

The faculty and I would like to welcome you to the Western Suffolk BOCES School of Aviation Maintenance Technology. You have chosen an exciting career that offers many opportunities for personal and professional growth and achievement.

We request that you take the time to read this handbook thoroughly. It outlines what is expected of you, what you can expect and how the school operates. We are thrilled to have you embark on this exciting journey with us. As you dive into this handbook, you'll find valuable information about what you can expect from your time here and what is expected of you. While the handbook covers many aspects of the program, please keep in mind that it might not cover every detail.

Our goal is to support you fully as you work towards your educational and professional objectives. We are committed to providing you with the resources and guidance needed to excel and become a valued member of the aviation industry.

Again, welcome! We wish you much success in your pursuit of a career in aviation.

Sincerely,

*Diana Santiago*

Diana Santiago,  
Principal, Career & Technical Education

## **Western Suffolk BOCES Mission Statement**

Western Suffolk BOCES provides career training and literacy programs to help adults meet their career goals by developing skills essential for gainful employment, job advancement and new career opportunities.

## **Overview of the Program**

The Board of Cooperative Educational Services, of Western Suffolk County, New York, sponsors this Aviation Maintenance Technology (AMT) Program. Western Suffolk BOCES serves 18 local school districts in Suffolk County and adults in the neighboring communities by providing more than 200 Career and Technical Education courses for adults. Students acquire both the theoretical concepts and the practical skills to service, repair and overhaul reciprocating and turbine engines and components, powerplant control systems and airframe structures. The student practices these newly acquired skills in airframe and powerplant maintenance while working under the rigid procedures and close supervision of Western Suffolk BOCES instructors who have been certified by the FAA.

## **The Growth of the School of Aviation**

The Board of Cooperative Education Services, Second Supervisory District, was established in 1948 by the New York State Legislature. A Board of Education, consisting of seven elected members, was formed to guide and direct Western Suffolk BOCES. One of the original missions of the Board was to provide educational opportunities for in-school youths, out-of-school youths and adults of varying ability levels in the development of career interests, skills and work attitudes. As our program grew, so did our physical plant. We now have a building that contains about 15,500 square feet of AMT-related shop and classroom space. In September 2000 the BOCES Aviation Facility opened at 7200 Republic Airport, Farmingdale, NY 11735.

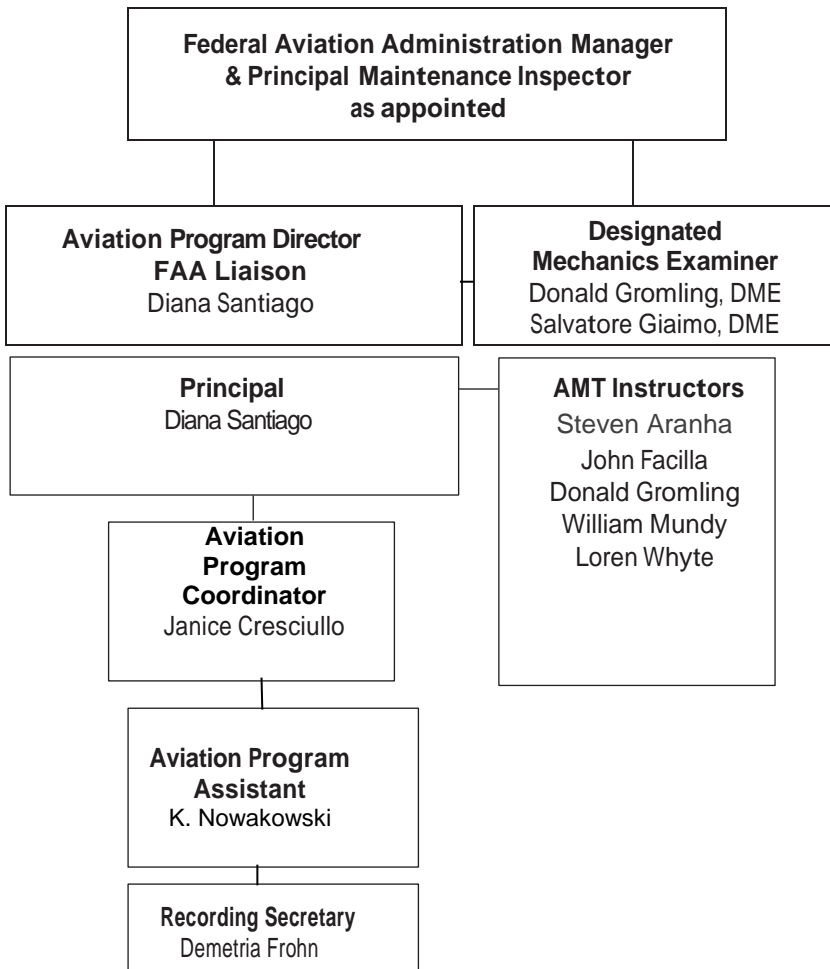
## **Faculty Principles**

Our instructors believe that learning is a lifelong process and is enhanced by both motivation and environment and that mutual respect and understanding creates an atmosphere highly conducive to this process. Education involves an active teaching-learning process that brings about desirable development in students through meaningful experiences. To learn effectively, students must assume responsibility for learning by exercising initiative and self-direction. A shared responsibility, the teaching-learning

process depends upon interaction between teacher and student. Learning occurs when knowledge is acquired, views are modified and growth is evident. Recognizing individual student needs, the faculty supports the goals of both full and part-time students. Members of the faculty provide students with experiences that will optimize their potential for growth, both personally and professionally. The faculty believes that education neither begins nor ends in a classroom, but remains a continuous process in which the student builds upon previous classroom and life experiences. This on-going process is essential, and the faculty encourages the student to embrace the responsibility for continued personal and professional growth. By taking advantage of additional opportunities to enhance their personal and professional growth, our graduates will continue to act as responsible, contributing members of society and their chosen profession.

# Western Suffolk BOCES Aircraft Maintenance Technology

## Flow Chart





## Air Agency Certificate #AI9T009R

STAFF MEMBER	CREDENTIALS	FAA CERTIFICATE
<p><b>Diana Santiago</b> Principal Adult Program Director FAA Liaison</p>	<p>Post Graduate Building &amp; District Leadership, MBA in Management, elective concentration in aviation; BS–School of Aviation &amp; Transportation, Dowling College, Oakdale, NY; NYS Teaching Certificate in Occupational Education</p>	<p>Airframe &amp; Powerplant Drone Pilot Universal License in Refrigerant Recovery FCC Radio License</p>
<p><b>Donald Gromling</b> DME Instructor</p>	<p>Former US Airforce Aircraft Bombardment Specialist. USAF Technical School Maintenance Specialist on KC135A. Corporate Flight depart at Grumman Aero Space. Maintained Gulf Stream, King Air &amp; Corporate AC. 30-yr NYPD. 25-yr. Aviation Unit. Six yrs. Dir. of Maintenance, maintained NYPD helicopters for patrol and Air Sea Rescue.</p>	<p>Commercial Rotary Aircraft Pilot Fix Wing Pilot Airframe &amp; Powerplant Inspection Authorization</p>
<p><b>Salvatore Giaimo</b> DME</p>	<p>Bachelor Degree Vaughn College; Line Maintenance, Repair and Overhaul Certified from Haslam College of Business</p>	<p>Airframe and Powerplant Mechanic Inspection Authorization FCC Radio General License DME Examiner</p>
<p><b>Steven Aranha</b> Instructor</p>	<p>Bachelor's Degree in Aircraft Technology: 20+ years of Aircraft Maintenance - Maintenance Manager; Adjunct Instructor at Vaughn College; Trainer for FEAM</p>	<p>Airframe &amp; Powerplant Mechanic EASA Part 66 UK CAA, GCAA 66</p>
<p><b>John Facilla</b> Instructor</p>	<p>Bachelor's Degree BS Vaughn College. 48 yrs. in industry AMT, Avionics, Field Tech, Supervisor. 20 yrs. adjunct instructor Vaughn College. 25 yrs. run-up taxi designee instructor American Airlines, North American Airlines</p>	<p>Airframe and Powerplant Mechanic FCC Radio General License</p>
<p><b>William Mundy</b> Instructor</p>	<p>Former US Coast Guard Aviation machinist. Mate &amp; Helicopter Aircrew- man. Retired NYPD Aviation Unit Detective. NY State Certified</p>	<p>Airframe and Powerplant Mechanic</p>
<p><b>Loren Whyte</b> Instructor</p>	<p>BS, Electronic Engineering; Avionics at Vaughn College; 10+ years' experience in airline in-flight entertainment</p>	<p>Airframe &amp; Powerplant Mechanic FCC Marine Radio Operator Permit</p>

## AVIATION MAINTENANCE TECHNOLOGY

The subjects included in the curriculum at Western Suffolk BOCES' Aviation Facility apply to the Aircraft Maintenance Technology program of instruction. At the present time, Western Suffolk BOCES has an FAA-approved Airframe and Powerplant curriculum.

The program is housed in a concrete block and structural steel building, with a stone veneer. This facility is properly heated and ventilated to provide adequate protection and the correct environment for the course of study. Adjacent to the school property, we have a ramp of 4,000 square feet which is used for the storage of aircraft and to run aircraft engines which are on portable stands. These portable stands enable us to reposition the equipment providing increased security during storage. The facilities incorporate two classrooms and equipment areas that are used for the issue and protection of parts, tools and materials. The hanger is provided with equipment, including benches, tables and instruments to disassemble, repair, reassemble, test, and service engines and airframe systems according to the standards set forth in the curriculum. The lab areas provide up-to-date equipment for disassembling, inspecting, overhauling, assembling, and troubleshooting.

**Western Suffolk BOCES provides eight (8) aircraft for maintenance and ground training only:**

- Piper Arrow P28R200
- Piper Warriors (2)
- Grumman AA-5
- Barron B-55
- Gulfstream II Business Jet
- Lear Jet 25B
- Robinson R22 Helicopter

The equipment used at Western Suffolk BOCES allows for hands-on experience which is diversified to provide the student with the knowledge of various methods of construction, assembly, inspection and operation of aircraft. An inventory of equipment is maintained at the Western Suffolk BOCES' Dix Hills campus.

The General and Airframe curricula or the General and Powerplant curricula consist of 755 plus 400 instructional hours respectively, and the General, Airframe and Powerplant curricula combined consist of up to 1,910 instructional hours.

BOCES holds Air Agency Certificate #AI9T009R, and will be the controlling agency concerning the operation of the school under FAR 147.

**The Adult AMT Program has no lunchroom facility.**

## Admission Requirement

Students interested in enrolling in the Aviation Maintenance Technology program must meet with the Program Coordinator and bring government issued photo ID prior to registration. To be admitted, a student must meet one of the following criteria:

- a. proof of a U.S. high school diploma or GED
- b. if from a war-torn country, a self-certifying letter
- c. an authorized evaluation of credentials if credentials are from another country
- d. Successful score on the Entrance Exam & Mechanical Aptitude Test

Interview and review of test scores by administration will determine eligibility into the program. Upon an unsuccessful score of Entrance exam, the exam can only be retaken once. Individual counseling and review of the student's ability to succeed, may result in recommended remediation prior to admission. Call (631) 752-1957 for a pre-admission interview.

## Educational Objectives/ Learning Outcomes

The Aviation Maintenance Technology Program provides an educational environment to develop a competent professional who will maintain instructional levels as clearly defined in the AC147-3, which is an Advisory Circular published by the FAA and is meant for use by a 147-maintenance school. Instruction will be delivered by lecture, demonstration and practice in Knowledge, Risk and Skill level learning. Risk level learning will also have limited practical application while Skill level learning will have an increased degree of practical application.

**Knowledge Level** - When the student completes this level, he/she will Exhibit Knowledge in:

- Know basic facts and principles
- Be able to find information, and follow directions & written instructions
- Locate methods, procedures, instructions, & reference material.
- Interpretation of information not required.
- No skill demonstration is required.

**Risk Level** - When the student completes this level, he/she will determine, identify and create:

- know understand & apply facts principles, theories and concepts
- Be able to find and interpret data & information and perform basic operations using the appropriate data, tools and equipment.
- A high level of skill is not required.

**Skill Level** - When the student completes this level, he/she will be able to demonstrate the skill to perform:

- Know, understand, and apply facts, principles, theories and concepts
- Understand how they relate to the total operation and maintenance of aircraft.
- Be able to make independent & accurate airworthiness judgements.
- Perform all skill operations to a return-to-service standard using appropriate data, tools and equipment. Inspections are performed in accordance with acceptable or approved data.
- A fairly high skill level is required
- Understand the relationship of the total operation and maintenance of an aircraft or component.
- Be able to make independent and accurate judgments
- Be able to perform all operations to a “Return-to-Service” standard
- Execute practical application of general principles to a high degree
- Develop a sufficient manipulative skill to accomplish “Return-to-Service” where/when applicable
- Evaluation of all skill level learning will be made when the student completes practical work projects that must meet “Return-to-Service” standards
- Testing of each student’s technical knowledge and competence in performing manipulative skills will be conducted by a series of written examinations and practical performance projects. This testing and evaluation are indicated at the end of each section for each subject area in the curriculum. This program will consist of the following:

**ALL Knowledge Level Learning Requires:**

1. A written examination
2. Minimum passing grade of 70%

**ALL Risk Level Learning Requires:**

1. A test which will consist of a written examination and a practical project
2. Minimum passing grade of 70%

**ALL Skill Level Learning:**

1. Practical work projects that must meet “Return-to-Service” standards

AVIATION MAINTENANCE TECHNOLOGY HANDBOOK  
**PROGRAM OF STUDY, DESCRIPTION & COURSE GOALS**

The Aviation Maintenance Technology Program is divided into three (3) phases. Each phase must be satisfactorily completed in order to progress to the next phase. The entire program consists of 1,910 clock hours. Provisions are made in all sections for legal Federally recognized holidays. Upon successful completion of all exams, the candidates receive their Airmen's Certificate. This Certificate authorizes the individual to work on any US Registered Aircraft. Graduates of the program meet the qualifications for federal licensure examinations in accordance with the FAA. Western Suffolk BOCES will pay the Oral and Practical examination fee for any student that schedules and completes the examination with our onsite Designated Mechanic's Examiner within the 120-day time period after successfully finishing the cumulative post-assessment. Cancellation, unpreparedness or rescheduling will result in fee waiver disqualification.

**IMPORTANT NOTE:** While the General class is part of the curriculum, it is not its own license. It is an FAA prerequisite to prepare students for Airframe and Powerplant. While students are not obligated to take the General class first, it is to the students' benefit to complete it at the beginning of their program. The General section is, however, an FAA mandated course requirement. Students already licensed in either Airframe or Powerplant are not required to take the General course since it was required for their initial rating. Individual counseling for all students is available by appointment through the Program Coordinator.

## **Three Phases of Study**

### **PHASE 1**

Three curriculum areas must be successfully completed to be eligible to take the Airframe and Powerplant Maintenance exams. They include:

- **General 400 hours**
- **Airframe 755 hours**
- **Powerplant 755 hours**

### **All quizzes, exams, mid-terms and finals:**

- Must be passed with 70% or higher
- Failed and/or missed tests can only receive 70% as the highest possible grade upon make-up

- All FAA requirements must be completed by the last day of each module. Assignments completed as a result of absenteeism after the module and submitted during the competency assessment period can receive no better grade than 70% (pass/fail)
- No competency assessment assignments will be accepted after the last scheduled day of the competency assessment period.

## **Projects**

Practical projects are comprised of drawings, mock-up trainers, bench work, system troubleshooting and overhaul.

Students are required to:

- Apply the proper maintenance manual to the task
- Write down and/or sign off the procedures of maintenance and inspection
- Verbally answer instructor questions about the project

This whole process is modeled after the FAA oral and practical exam.

## **PHASE 2**

The student must pass a written FAA examination in each area. A pool of 2,746 questions has been compiled. The student can review all the questions and answers. Only 60 General, 100 Airframe and 100 Powerplant questions will be drawn from the pool by the FAA. The student must pass with a grade of 70%, student will have up to 90 minutes to complete each test.

In preparation for the exam, we require the students to take 2 similar cumulative post assessment exams with a grade of 85% or better on one exam and a 70% or better on the second exam. The cumulative post assessment exam may be taken up to six times. These exams must be taken and passed under the above listed parameters in order to move on to the new scheduled semester.

## **PHASE 3**

Upon successful completion of the FAA written examinations, the student can take the oral and practical exam. The exam is administered by an FAA Designated Mechanic Examiner (DME). The General and Airframe, and the General and Powerplant exams are both 7–10 hours. Students must have their own tools. Successful completion of all phases entitles student to his/her Airframe and Powerplant Certificate.

\*\*\*FAA Certification is contingent upon successful completion of FAA written and oral practical exams.

### A&P Curriculum Outline

<b>General</b>	<b>Hrs.</b>		<b>Hrs.</b>
Mathematics	18	Fluid Lines & Fittings	30
Basic Physics	12	Cleaning & Corrosion Control	30
Fundamentals of Electricity & Electronics	84	Ground Operations & Servicing	30
Aircraft Drawings	36	Maintenance Publications	16
Aircraft Weight & Balance	30	Maintenance Forms & Records	18
Materials, Hardware /Processes	84	Inspection Concepts/Practices & Privileges	6
		Human Factors	6

<b>Airframe I</b>	<b>Hrs.</b>	<b>Airframe II</b>	<b>Hrs.</b>
Airframe Landing Gear Systems	72	Flight Controls/Rotorcraft Fundamentals	60
Aircraft Instrument Systems	24	Aircraft Electrical System	120
Communication & Navigation Systems	24	Hydraulic & Pneumatic Power Systems	54
Wood Structures	18	Position & Warning Systems	24
Aircraft Covering	18	Ice & Rain Control Systems	12
Aircraft Finishes	30	Environmental Systems	42
Metallic/Non-Metallic Structures	156	Aircraft Fuel Systems	36
Welding	30	Fire Protection Systems	12
		Aircraft Inspection	18
		Water & Waste Systems	5

<b>Powerplant I</b>	<b>Hrs.</b>	<b>Powerplant II</b>	<b>Hrs.</b>
Engine Cooling	18	Exhaust & Reverser Systems	18
Reciprocating Engines	204	Lubrication Systems	66
Engine Inspection	18	Reciprocating Induction & Turbine Airflow Systems	24
Engine Electrical Systems	48	Fuel Metering Systems	60
Engine Fire Protection Sys.	18	Engine Fuel Systems	18
Turbine Engines	66	Ignition & Starting Systems	90
Auxiliary Power Units	5	Engine Instrument Systems	24
		Propellers	78

## INFORMATION, POLICIES & REGULATIONS

### **Alcohol, Drugs and Other Substances**

The Board of Cooperative Educational Services of Western Suffolk County, New York, is committed to the prevention of alcohol, tobacco, and other substances use/abuse. No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events except drugs prescribed by a physician and dispensed in accordance with BOCES policy. The terms “alcohol, tobacco and other substances” shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, crack, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as “designer drugs”. This includes tobacco like products such as vapor and e-cigarettes. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: a person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances. BOCES policy describes the philosophy of BOCES and the program elements that will be used to promote healthy life styles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances. The entire policy is available online at [wsboces.org/aboutus/policies.cfm](http://wsboces.org/aboutus/policies.cfm) or by calling (631) 549-4900 x224.

### **Articulation Agreements**

Western Suffolk BOCES has Articulation Agreements with many colleges and universities. Students may consult their counselor to obtain information about those institutions that offer advanced standing. Articulation agreements are subject to change.

### **Books**

Textbooks and testing prep software administered by Western Suffolk BOCES are NOT included in the cost of tuition. Students will be provided a list of required classroom books and supplies to be individually purchased. Some required books can be downloaded free of charge. Wi-Fi is provided free of charge.



## Attendance Policy

Attendance and punctuality are of utmost importance and are critical to academic and practical performance. Students are expected to be at every scheduled class and to be punctual. They are also responsible for all material discussed in class as well as all assignments given.

1. At the end of every course, there will be a one-week (30 hours) competency assessment period available at no additional charge to students.
2. Students who are absent more than 30 hours will need to repeat the semester in its entirety and pay current tuition for that semester.
3. If a student is absent for five consecutive days, he/she will be dropped from the class. The only exception is if a leave of absence has been previously arranged with the administration.
4. The maximum time frame for course completion shall not exceed 150% of the total course length of 1,910 hours. A leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence.
5. Any lateness is logged into the training deficiency log at  $\frac{1}{2}$  hour increments and must be made up at the end of each semester. Start time is 8 am.
6. Any student late, leaving early, absent, sleeping and/or unauthorized cellphone use three consecutive days, or three times in one week, will be required to meet with administration and receive a warning. On the second occurrence, you will be required to forfeit a half day (3 hours). On the third occurrence, you will be required to forfeit a full day (6 hours). After the third occurrence, administration reserves the right to apply additional disciplinary sanctions and may make discretionary decisions regarding suspensions.
7. Plagiarism or cheating in any form can and may result in a disciplinary meeting and dismissal from program. This includes fraudulent entries of any official school or FAA record.
8. Students must take two cumulative post assessment exams during the scheduled cumulative post assessment test date. Students must pass with a grade of 85% or better on one exam and a 70% or better on the second exam. Exams start promptly at 8:00 AM. Late arrivals (60 minutes or less) will forfeit one exam. Late arrivals more than 60 minutes late without Administrative approval will forfeit the exams for that day.
9. Western Suffolk BOCES will pay the Oral & Practical examination fee for any student that schedules and completes the examination with our onsite Designated Mechanic's Examiner within the 120-day consecutive calendar time period after successfully finishing the cumulative post-assessment. Cancellation or rescheduling may result in waiver disqualification.

## **Building Facilities**

The Personal Trainer classroom is for instructional use only. Students are not permitted to enter this classroom or use the equipment.

## **Certificates of Completion/Transcripts**

All students completing the course successfully will receive a transcript and a Certificate of Completion from Western Suffolk BOCES at the end of the Aviation Maintenance Technology Program. In order to obtain an FAA completion certificate, all transfer students from other 147 institutions must complete their final semester or the equivalent of one semester (i.e. 377 or more hours) at Western Suffolk BOCES. No completion certificate(s) will be issued for any student that does not meet these criteria. The FAA liaison requires two weeks to complete transcripts after receiving files from instructors.

All FAA files will be sealed within two years of the final completion date. No transcripts will be issued nor validated (for airmen certification purposes) 2 years after the completion of any FAA certification program, unless special exemption is granted by Western Suffolk BOCES administration.

Transcripts being sent to third parties require a written request signed by the student. BOCES will maintain required school records for at least 2 years. Western Suffolk BOCES is in compliance with federal laws that govern student confidentiality requirements (e.g., FERPA).

## **Class Hours/Dismissal Time**

**Daytime class hours:**

**8:00am – 2:30 pm**

**Dismissal time is 2:30 pm**

**AIRCRAFT MAINTENANCE TECHNOLOGY**

Student Name: \_\_\_\_\_

**Class Rules:**

**STUDENT WILL INDICATE UNDERSTANDING AND AGREEMENT OF THE LISTED POLICIES AND PROCEDURES BY APPROPRIATELY INITIALING EACH LINE BELOW:**

• **Absenteeism**

- Maximum of 30 hours of absence per semester.
- Exceeding 30 hours will result in being dropped from the class and repeating the semester with current tuition.
- One opportunity to repeat the course; failure to pass a repeated semester will result in being dropped from the program.
- If the course isn't available the following semester, you will need to wait until it is offered again.
- Administration will decide if you can continue in the program.

**Initials:** \_\_\_\_\_

• **Post-Assessment Exams**

- Three cumulative post-assessment exams will be given at the end of each semester.
- Must score at least 70% and 85% or higher on two exams to continue in the program.
- Exams start promptly at 8:00 AM. Late arrivals (60 minutes or less) will forfeit one exam. Late arrivals more than 60 minutes late without Administrative approval will forfeit the exams for that day.

**Initials:** \_\_\_\_\_

• **Repeating the Course**

- If you do not meet competency requirements, you must repeat the semester and pay the current tuition.
- Consecutive enrollment is not guaranteed; if the course is not offered next semester, you will have to wait for the next offering.
- Administration reserves the right to decide if continuation in the program is appropriate for the student.

**Initials:** \_\_\_\_\_

- **Retesting**
  - One retest allowed per exam (test, mid-term, or final) with instructor availability.
  - Retests need to be taken with instructor availability (before school, after school, lunch, or break). Retests cannot receive a score higher than 70%.
  - If you fail a retest, the exam will count as make-up time and be docked in 1-hour increments.
  - If you are absent for a test, it will automatically be logged on your training deficiency log and you will take it during make-up week.

**Initials:** \_\_\_\_\_

- **Competency and Make-Up Hours**
  - One week (30 hours) at the end of the semester is designated to demonstrate competency.
  - Make-up hours (up to 30 hours) must be completed during the scheduled competency period. Make-up work will not receive a grade higher than 70%.
  - If you do not meet competency requirements, you must repeat the semester (when available) and pay the current tuition.

**Initials:** \_\_\_\_\_

- **FAA Requirements**
  - All FAA requirements must be met by the end of each module.
  - Late labs incur progressive penalties. Failure to meet requirements may require a meeting with administration to determine if repetition is needed.

**Initials:** \_\_\_\_\_

- **Training Deficiency Log**
  - Administrative approval required to add failing grades to the training deficiency log.
  - Time added must align with the Teacher of Record's plan book.
  - Total time resulting from absenteeism and training deficiency cannot exceed 30 hours.

**Initials:** \_\_\_\_\_

- **Outstanding Requirements**

- Any outstanding FAA requirements after the competency assessment period will prevent you from taking post-assessment exams and will require repeating the class and paying current tuition for that semester.

**Initials:** \_\_\_\_\_

- **Oral & Practical Examination**

- Western Suffolk BOCES covers the fee for Oral & Practical exams if scheduled within 60 days of the post-assessment and completed within 120 days with our onsite Designated Mechanics examiner.
- Cancellation or rescheduling can result in fee waiver disqualification.

**Initials:** \_\_\_\_\_

- **Behavior and Safety**

- Demonstrate respect for all—students, instructors, and staff.
- No profanity or aggressive/disrespectful behavior.
- Follow all safety procedures in the lab/shop:
  - Remove all jewelry.
  - Wear a standard work shirt, work pants, proper work boots, and required PPE.
  - No hats or hoods; face/eyes must be visible. No shaded safety goggles.
  - Follow CDC, New York State, and NYS Department of Education health and safety guidelines.
  - Failure to adhere will result in loss of FAA hours and lab participation.

**Initials:** \_\_\_\_\_

- **Electronic Equipment**

- No use of personal electronic devices in class/lab.
- Phones must be off or on vibrate; request to be excused for emergencies.
- Repeated violations may result in suspension.

**Initials:** \_\_\_\_\_

- **Security and Safety Mechanisms**

- Tampering with security systems and/or locking/closing mechanisms will result in being dropped from the program.

**Initials:** \_\_\_\_\_

- **Academic Integrity**

- No fraudulent entries, plagiarism, or cheating.
- Violations may lead to time being docked, disciplinary actions, or dismissal.

**Initials:** \_\_\_\_\_

- **Sleeping**

- If you are caught sleeping in class, time will be docked from your official FAA record.

**Initials:** \_\_\_\_\_

- **Class Start Time**

- Class begins at 8:00 AM. Late arrivals will have instructional time docked.

**Initials:** \_\_\_\_\_

- **Attendance Violations**

- Three consecutive or weekly occurrences of lateness, absences, sleeping, or unauthorized use of cell phones will lead to:
  - A warning for the first occurrence.
  - Forfeiture of 3 hours for the second occurrence.
  - Forfeiture of a full day (6 hours) for the third occurrence.

**Initials:** \_\_\_\_\_

- **FAA Time Docking**

- FAA time will be docked in ½ hour increments for lateness, breaks, lunch, leaving early, and disciplinary actions (e.g., sleeping, excessive cell phone use, safety violation).
- Time away from class or lab for Oral & Practical exams will be docked but can be made up during designated competency week. Mandatory seat time requirements will be waived.

**Initials:** \_\_\_\_\_

- **Payment Policy**

- Missing two payments will suspend your class attendance.
- \$25 late fee for payments received after the end of each month.

**Initials:** \_\_\_\_\_

**\*\*Consecutive enrollment is not guaranteed. If the course you are currently enrolled in is not offered the following semester, you must wait until the next scheduled course offering is available. Administration reserves the right to determine if continuation in the program is appropriate for the student.**

**Initials:** \_\_\_\_\_

**All students are required to sign and abide by the above-listed Aviation Maintenance Technology Class Rules.**

**Student Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_

**I acknowledge that I have received and reviewed the Adult Student Policy Handbook and I will adhere to and abide by all procedures, policies, and rules listed therein.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Complaints and Grievances by Students in Adult Programs

Western Suffolk BOCES has developed these procedures for adults to follow in regard to disciplinary actions, suspensions, unfavorable evaluations and dismissals related to programs/services for adults. The goal is to secure as rapidly and equitably as possible a resolution to the “grievance.”

### DEFINITIONS:

- “GRIEVANCE” is an event or condition related to the student’s classroom or practical achievement, disciplinary action and/or appeal requiring attention.
- “DAYS” refers to working school days.

### GRIEVANCE PROCEDURE:

**LEVEL I:** The student will discuss the event with those directly involved in the problem. For example, if the problem is relevant to the adult’s course-work, the student should speak to the teacher. Students can meet with the Program Assistant in an attempt to resolve the problem; students in the Aviation program can also speak to the FAA Liaison.

**LEVEL II:** If the problem is not resolved or the student is not satisfied with the disposition of the grievance at Level I the grievance may, within two days, be filed in writing. A student can request a Grievance Form from the Principal’s office. Complete the Grievance Form and return to the Main Office of Republic Airport if you are a student. An official grievance should state:

- a. Name of aggrieved party
- b. Reason(s) for grievance with statement of nature and facts of grievance including date concern first arose and events or conditions which constitute the grievance.
- c. Statement of redress sought by aggrieved party.
- d. School representative with whom the aggrieved party met and reason for dissatisfaction with the results of Level I.

The Principal shall within two days of receipt of the written grievance meet with the student in an effort to resolve the grievance. If the student is not satisfied with the disposition of the grievance at Level II or in the event that no decision has been rendered, the student shall forward the written grievance within two days to the Executive Director of Career and Technical Education.

**LEVEL III:** The Executive Director of Career and Technical Education shall



within two days of receipt of the written grievance schedule a meeting of the Grievance Appeal Committee which is composed of the Principal of Adult Career & Technical Education or Principal of Republic Airport, a member of the faculty and a student representative. The committee will meet with the student in an effort to resolve the grievance.

If the student is not satisfied with the disposition of the Grievance at Level III or in the event that no decision has been rendered, the student may file the grievance within two days in writing with the Senior Executive Director.

**LEVEL IV:** The Senior Executive Director or his representative shall, within four days of receipt of the written grievance, meet with the student in an effort to resolve the grievance. The Senior Executive Director has four days from the date of the meeting to render a decision.

**LEVEL V:** If the student deems the grievance is not resolved at the Senior Executive Director level, the written grievance and all decisions shall be forwarded to the Chief Operating Officer who will make a final decision within 15 school days.

**LEVEL VI:** If the student deems the grievance is not resolved at the Chief Operating Officer level, the student may contact the Council on Occupational Education (COE), 7840 Roswell Rd. Building 300, Suite 325, Atlanta, GA 30350. The telephone number is 770-396-3898, fax 770-396-3790 and website is [www.council.org](http://www.council.org). The student should use the official Complaint Certification Form which is available from supervisors in the Adult Education or the Principal of Republic Airport. After the complainant contacts the COE, he/she will receive a letter acknowledging receipt of complaint.

**NOTE:** At any point in the procedure, the student may request, in writing, the presence of one peer or an ombudsman of his or her choice. Western Suffolk BOCES will maintain written records of all complaints filed through two complete accreditation cycles.

## **Completion and Graduation Requirements**

Criteria for successful completion and graduation of the Aviation Maintenance Technology Program include:

1. Attainment of a grade of 70% or better on all course requirements
2. Satisfaction of all financial obligations to Western Suffolk BOCES
3. Fulfillment of all attendance requirements
4. Fulfillment of all FAA requirements
5. Satisfactory Completion of FAA cumulative post assessment

## Dismissal Policy

The Administration reserves the right to terminate the enrollment of any student who fails to satisfy the academic, practical and disciplinary requirements of the Aviation Maintenance Technology Program. Reasons for dismissal include:

1. Failure to comply with attendance policies
2. Submission of forged documents
3. Conviction of a felony
4. Failure to meet academic requirements and/or make satisfactory academic progress
5. Failure to meet practical (shop) requirements
6. Failure to comply with rules, regulations and policies of the program
7. Receipt of more than two formal warnings pertaining to the same issue
8. Unprofessional, unethical or insubordinate behavior
9. Any action or inaction which causes harm to another
10. Proven illegal use of a controlled substance, display of drugs, lookalikes and or paraphernalia
11. Fighting
12. Inappropriate behavior with other students, especially minors, teachers and staff
13. Reckless use of vehicles or shop equipment
14. Theft
15. Intentional damage to school equipment/vehicles/property
16. If a student is absent for 5 consecutive days, he/she will be dropped from the class. The only exception is if a leave of absence has been previously arranged with the administrator.
17. If dismissal is the result of any disciplinary action, reentry to the program will not be permitted.
18. Academic misconduct on any FAA exam.
19. Failure to comply with District Policies on Student Dignity Act and/or sexual harassment.

## Dress Code

Aviation Maintenance Technology Program students are required to adhere to OSHA compliance standards:

- Provide their own standard work boots
- Standard work shirt or dark t-shirt and work pants
- Keep long hair up and tied
- Goggles required in all shop/lab areas
- Remove all jewelry in the shop areas

In compliance with OSHA standards – No tank tops, shorts, or open toe footwear will be allowed in the shop area.

## **Enrollment**

To enroll, call the Aviation Program Coordinator at 631-752-1957 to find out the requirements to enroll in the Aviation Maintenance Technology program.

## **Entrance/ Exits**

Students are required to enter/exit the building at the one designated entrance/exit that is used by all, unless modified by administration.

## **Federal Student Aid (FSA)**

Financial Aid is available to those who qualify. Eligibility is determined by completing the FAFSA, Free Application for Federal Student Aid, online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial Aid consists of the Federal Pell Grant and Federal Student Loans to those who are eligible. To receive federal funds, a student must have a High School Diploma or GED and be a US Citizen or Eligible Non-Citizen.

Initial deposits are not covered by financial aid. If tuition is not fully covered by financial aid, a payment plan will be sent to you for the balance of tuition by the Bursar's Office. Students must maintain Satisfactory Academic Progress to remain eligible for federal funding.

The Finance Office is located at Western Suffolk BOCES Northport Campus, 152 Laurel Hill Road, Northport, NY 11768, (631) 261-3600 x214.

## **Instructional Support**

All instructors in Aviation Maintenance Technology hold the appropriate mechanic's certificate necessary for Western Suffolk BOCES to be in compliance with the FAA. The school shall provide and maintain the number of appropriately rated instructors at a teacher ratio of 1 to 25 or fewer students in each laboratory/shop class (REF. FAR. 147.23 § 26). Please see page 3 for a list of instructors' names and ratings.

## **Parking**

After acquiring the proper parking permit from administration, students are to park in designated student parking areas only.

## **Personal Property**

Western Suffolk BOCES is not responsible for any student's personal property.

## **Placement Office**

In addition to faculty referrals, the Job Placement Office is available to assist students in their search for employment and cooperates with employers in referring and placing students in full-time and part-time positions in the Aviation Maintenance Technology field. This is a service, not a guarantee of employment. For an appointment with the Job Placement Office, call (631) 667-6000, x114.

## **Restrooms**

There is a bathroom monitor 10 months out of the year during school hours. There is one female, two male and gender- neutral student restrooms in the building. Students must use the key to enter the restrooms. Restrooms are cleaned periodically throughout the day.

## **Retention Policy**

Academic: A minimum grade of 70% must be maintained in each of the required FAA Sign-Off area(s). Failure to complete a course satisfactorily (70%) will result in dismissal from the program.

During the scheduled competency assessment period, the student must retake any missed projects, labs, assignments and examinations for which they were absent and achieve 70%. A maximum transcript grade of 70% will be awarded for any missed or make-up work completed. During the competency assessment period, the student will remain on a probationary status. Any work not submitted within the required time frame will result in an incomplete and students will not be permitted to move on to the new scheduled semester.

## **Retention of School Records**

The BOCES Aviation Facility maintains student records. Grades and attendance will be entered in the required class register. Missed hours must be made-up. Upon completion of the competency assessment period, the assessor of competency will certify, by signature, the hours and work that was completed.

## **Satisfaction of Financial Obligations**

Tuition payment is the responsibility of the student. The payment schedule must be strictly followed. Certified check, money order or credit card payment must be received in the ACTE office on or before the date indicated in the student's written payment plan. Students may not register for the next semester if the prior semester's tuition obligation has not been paid in full. Financial obligations must be complete before students are recommended for FAA Licensing Examination for AMT Certification. The Executive Director of the Division of Career & Technical Education has the option of terminating any student who has not met all financial obligations.

## **Satisfactory Academic Performance Policy**

Western Suffolk BOCES wants all students to succeed in the programs it offers. To earn a certificate of completion, BOCES has established the following criteria for both attendance and academic progress that students must meet in the program for Aviation Maintenance Technology.

### **Evaluation**

Students will have a formal evaluation of their academic progress at 450 scheduled hours, at 900 hours at 1350 hours and at 1800. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who come under “Warning” status may come out from under that status by meeting minimum attendance and academic requirements by the time of the subsequent evaluation period. Title IV funding will continue until the next evaluation period following a first “Warning” issuance. If a student receives a subsequent warning status, he/she will no longer be eligible for Title IV funding.

### **Leave of Absence**

Students may be granted a leave of absence from their program for reasons deemed acceptable and necessary. If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as he or she had prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will be made up at conclusion of semester pending schedule and availability.

### **Withdrawal**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Noncredit, remedial and repeated courses do not apply to Satisfactory Academic Performance evaluation criteria at this institution.

### **Grade Procedure/Attendance**

Students in the Aviation Maintenance Technology Program must maintain a minimum grade of 70% on all required coursework and a minimum attendance record of 100%. Evaluation of student’s progress is based on lab assignments, classroom assignments, mid-terms and final exams. All missed classes, modules and sections must be made up and they must be made up within the 150%-time constraint for the entire course.

## **Schedule of Courses**

Western Suffolk BOCES does not guarantee to run courses in succession.

## **Special Academic Requirements**

Western Suffolk BOCES will make every effort to accommodate students with special academic requirements. Anybody requesting special accommodations must fill out and submit the form on <https://www.wsboces.org/accommodation/>. Our staff will make every effort to assist the student with any necessary arrangements.

## **School Closing**

Adult classes will not be held when Western Suffolk BOCES day classes are closed. Announcements will be forwarded to the following media outlets stations: WALK 97.5 FM News 12 Newsday

Or telephone 631/667-6000 for voice response. You may also check the home page of the Western Suffolk BOCES website at [wsboces.org](http://wsboces.org).

## **Smoking**

Smoking is not permitted on school property.

## **Student Review of Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

- Adult students have the right to inspect and review the student's education records maintained by the school. If copies of records are requested, the school may charge a fee for copies.
- Eligible adult students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school does not amend the record, the eligible student has the right to a formal hearing.
- Generally, schools must have written permission from the eligible student in order to release any information from a student's education record.

For more detailed information on FERPA, go online to the U.S. Department of Education, ([www.ed.gov](http://www.ed.gov)). Students may review their records by making an appointment with a counselor. Call (631) 752-1957, and ask for a counselor to arrange a suitable time.

## Telephone Calls

Personal telephone calls are prohibited in the classroom. Emergency calls can be made to the main office. All cell phones must be turned off or placed on vibrate. If there is an emergency or a student needs to use their phone a student may ask to be excused. Prolonged absence from class may result in official time being docked from a student's record.

## Counseling Services

Counseling services (including drug and alcohol prevention/awareness) are available to all students in the program. Students may be referred to our Career Counselors by the instructor as well as self-referral by the onsite Training Coordinator. A referral to federal, state or private counseling service will be made if so desired. Individual services are not provided through Western Suffolk BOCES.

## STUDENT REQUESTS FOR REASONABLE ACCOMMODATIONS

Western Suffolk BOCES will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Western Suffolk BOCES will provide qualified Aviation Maintenance Technology (AMT) students with reasonable accommodations, unless those accommodations would fundamentally alter the technical standards or the essential features of the AMT curriculum, which includes the didactic, shop and/or other educational experiences, or if the accommodations would impose upon Western Suffolk BOCES an undue hardship.

Students in the AMT program who would like to request a reasonable accommodation must submit the Request for Accommodations form available at [www.wsboces.org/accommodation](http://www.wsboces.org/accommodation) and review the process described on that website regarding requests for reasonable accommodations.

For non-testing accommodation requests: AMT program students requesting reasonable accommodation other than a testing accommodation will be contacted by the ADA Compliance Officer and/or Program Designee to review and discuss the details of the request.

For testing accommodation requests: Students requesting a

reasonable testing accommodation for the AMT program will be contacted by the ADA Compliance Officer and/or Program Designee and will be required to submit the following documentation, as outlined by Federal Aviation Administration (FAA). Professional Service Industry (PSI) is the current testing provider for the FAA's written exams: A copy of medical documentation, including the diagnosing physician's name and contact information, verifying the applicant has condition requiring a special accommodation; and

1. The requested method of test administration  
Western Suffolk BOCES will make every effort to accommodate students with special academic requirements. Anybody requesting special accommodations must fill out and submit the form on <https://www.wsboces.org/accommodation/>. Our staff will make every effort to assist the student with any necessary arrangements.

## **Transfer of Credit**

### TRANSFERRING IN

Effective January 2019, Western Suffolk BOCES will no longer grant instructional credit to students for coursework that has been successfully completed at (i) an accredited university, college, junior college; (ii) an accredited vocational, technical, trade or high school; (iii) a military specialty/ technical school; (iv) a certificated Aviation Maintenance Technology school (as prescribed by FAR 147.311C§ 1(i-iv)). However, for the purposes of NYS Financial Aid and US Military Veterans Benefits, Western Suffolk BOCES will continue to evaluate credit for a potential candidate who already holds a valid FAA certificate. Accreditation for military training will be based on FAA authorization of an 8610-2 Form block D, with a signed and authorized form by an FAA inspector. Individuals with military experience as a line or crew chief mechanic can present their DD214 or an official letter from their commanding officer verifying the type of work and equipment worked on and the total time in service to be evaluated by an FAA official. If a person has experience working for an airline (PART 135/121) or repair station (PART 145) as a line or shop mechanic, a letter from his/her employer verifying experience, type of equipment worked on and length of employment may be submitted on official company stationary, to be evaluated by an FAA official.

In addition to the documentation, the student may be required to take a test equal to the one given to students who complete the comparable required



AVIATION MAINTENANCE TECHNOLOGY HANDBOOK  
curriculum subject at the school. Based on the quality of the credits earned relative to comparability and applicability to the Western Suffolk BOCES program, students will be advised by the FAA Liaison as to how many hours of credit they may receive. Evaluation of Military Transfer of Credit is at no cost to the student.

## **Transferring Out**

When a student decides to transfer to a program other than AMT within Western Suffolk BOCES or at another facility, he/she should speak to the instructor and a counselor. After conferring with them, the student may leave Western Suffolk BOCES in good standing if all financial obligations to Western Suffolk BOCES are satisfied and all materials supplied by Western Suffolk BOCES are returned. There is a sign-off sheet that the student must have completed and returned to the program assistant. The FAA Liaison will then prepare a transcript listing all satisfactory grades completed.

## **Financial information**

Tuition:

Tuition payment is the responsibility of the student. The Bursar will provide a payment plan to each student. The payment plan must be strictly adhered to. Tuition payment procedures are as follows:

1. Visa, Master Card, Discover, Money Order or Check are accepted. The student's name, telephone number, and the program they are enrolled in must be written on the front of all checks and money orders. Checks and money orders are to be made payable to: Western Suffolk BOCES
2. Payments may be submitted to the Bursar's Office as follows:
  - a. by phone at (631) 261-3600 ext. 314 Monday – Thursday or scheduled Fridays at (631) 752-1957
  - b. by mail at Western Suffolk BOCES – Bursar's Office 152 Laurel Hill Road Northport, NY 11768
  - c. in person at the Northport Campus – Room 214.
2. The Bursar's hours are Monday – Friday from 7:30am to 2:45 pm. The Bursar's office will be open two evenings a month. Dates and times will be posted on the door of room 214.
3. All payments are due on the 15th of the month. A \$25.00 late will be charged to payments not received by the 1st of the following

month. Missing two consecutive payments is grounds for withdrawal from the program.

4. If you are having difficulty making payments, please contact the Bursar's Office.
5. Changes made to addresses, phone numbers and other demographic information must be reported to the Bursar's offices.

### **Withdrawal/Reentrance Policy**

Students withdrawing from the program must submit a letter to the program administrator. Upon receipt of a letter, a change of status will be instituted a refund will be awarded according to the established refund policy. Students who withdraw from the program may return and re-apply as a new student with advanced standing for semesters already completed with a grade of 70% and a 100% attendance rate. The school reserves the right to determine a student's fitness to continue in the program based on the policy handbook and code of conduct.

## ***Frequently Asked Questions***

### **What exactly is an A&P License?**

A&P stands for Airframe and Powerplant. They are the two primary assembly categories of the aircraft. Federal Aviation Administration (FAA) licensing certificates are therefore issued under these two categories respectively.

### **What prerequisites are required to participate in this program?**

There are no specific academic requirements for entrance into the program, outside of the admission requirements. See page 5 for admission requirements.

### **Are there any personal expenses involved with this program?**

Student must pay a fee for a written exam. Adult students are required to supply their own uniform and work boots.

### **Where can a graduating student go to seek employment opportunities?**

Western Suffolk BOCES has a lifetime placement office that will link current and former students to prospective employers.

### **What opportunities are available to me other than seeking employment after I graduate from this program?**

Students could enter the military with rank as an E3 or go directly to college with up to 64 advanced standing credits.

### **What aviation colleges currently accept A&P credits from Western Suffolk BOCES? (Agreements are subject to change.)**

Vaughn College of Aeronautics

Embry-Riddle Aeronautical College

Penn State (College of Technology)

Wilmington University

### **How often do I have to renew this license?**

Never, your license is good until suspended, surrendered or revoked.

**What type of aircraft can a certified Aircraft Maintenance Technician work on, once they graduate from this program?**

Any and all. A certified A&P can work on helicopters, large (airline type) aircraft and small general aviation aircraft. The training you receive at Western Suffolk BOCES covers all aircraft and all aspects of the industry. Most industry sectors will provide advanced training related to their own advanced, specialized systems and equipment.

**Aviation Maintenance Technology**

For the job title, Aircraft Mechanics and Service Technicians (SOC code 49-3011), the United States Department of Labor describes the nature of the work; training and other needed qualifications; employment levels; job outlook; potential earnings; and related occupations. For more information on this field, please go to the USDOL, Bureau of Labor Statistics website: [www.bls.gov/oes/current/oes490311.htm](http://www.bls.gov/oes/current/oes490311.htm).

**Program Cost** (for 2023-24 school year)

**Airframe & Powerplant Certification (5 Semesters)**

Tuition	Uniform/Work	Fees	TOTAL
\$34,925	boots/Books/Software	FAA Exams (3)	\$35,800
	\$350*	\$175/each	

**Airframe Certification Only (3 Semesters)**

Tuition	Uniform/Work		TOTAL
\$20,955	boots/Books/Software	FAA Exams (2)	\$21,655
	\$350*	\$175/each	

**Powerplant Certification Only (3 Semesters)**

\$20,955	\$350*	FAA Exams (2)	\$21,655
		\$175/each	

For those who earned a license previously, the program can be taken by semesters. In such cases, tuition is \$6,985.00 per semester.

Includes basic tools, \$100 non-refundable deposit and testing for Designated Mechanics Exam (DME).

For Oral and Practical fee waiver, student must schedule and complete the examination with our onsite Designated Mechanic’s Examiner within the 120-day consecutive calendar time period after successfully finishing the cumulative post-assessment. Cancellation or rescheduling may result in waiver disqualification.

\* Students must wear standard work boots, standard work shirt or dark t-shirt, and work pants.

Appendix A: Enrollment Agreement

**WESTERN SUFFOLK BOCES**  
 7200 Republic Airport  
 Farmingdale, NY 11735  
 631-752-1957

**ENROLLMENT AGREEMENT**

Western Suffolk BOCES Adult Career & Technical Education hereby sells the undersigned applicant, known hereafter as the student, subject to the terms and conditions set out herein, the program(s) of study indicated below, consistent of academic and laboratory instruction, including all materials required for said student. Exceptions are those items which must be provided at the student's expense and are listed in the program materials given to students prior to the start of the program.

**STUDENT DATA:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**YES! I WANT TO OPT IN TO RECEIVE SMS TEXT MESSAGES FROM WESTERN SUFFOLK BOCES**

**PROGRAM OF STUDY**

Program (Name)	Clock Hours	Time of day	*Tuition \$

**\*Non-refundable registration fee of \$100 is included in tuition.**

**ENROLLMENT PERIOD**

Start Date:\_\_\_\_\_ Projected Completion or Graduation

Date:\_\_\_\_\_

If an applicant is accepted by the institution and cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a non-refundable registration fee of \$100 and any stated student expenses which are listed in the institutional catalog. \*Application fees are non-refundable.

Student Initials_____
Date: _____

Student's Name \_\_\_\_\_

The purchaser hereby agrees to pay Western Suffolk BOCES Adult Career & Technical Education payments either in full or in installments as determined by the Bursar's Office.

**I. CANCELLATION and REFUND POLICY**

For a student to whom no state or federal or special program fund policy applies, and who chooses to cancel this agreement, the school shall apply the refund stated below.

If Western Suffolk BOCES closes, current students shall receive a pro-rata refund of tuition.

All additional expenses, such as uniforms, textbooks, supply kits, software, state licensing fees, Airman testing fees and program consumables, that are not included in the tuition price are non-refundable.

**Refund Due Dates:**

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class.

2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct or Satisfactory Academic Progress Policy.

3. A student on an approved leave of absence notifies the school that he or she will not be returning. The last date of the leave is used as the termination date..

**Rejection and Cancellation before the start of class:**

1. All application fees are non-refundable.

2. If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the applicant within 45 days of the planned start date.

3. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all tuition monies paid, less a non-refundable registration fee of \$100 as



noted on page 1 of this enrollment agreement.

**Withdrawal or Termination after start of class**

1. During the first week of classes, tuition charges withheld will not exceed ten percent (10%) of the stated tuition up to a maximum of \$500. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
  
2. After the first week and through fifty percent (50%) of the period of training and financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
  
3. After fifty percent (50%) of the period of financial obligation is completed, the institution retains the full tuition.

Student Initials_____
Date: _____

Student's Name \_\_\_\_\_

PERCENTAGE TIME TO TOTAL	AMOUNT OF TOTAL TUITION
First week of classes	10% of total stated tuition up to a maximum of \$500
Second week through 50% of course	Pro-rated portion of tuition for the period of time completed plus 10% of the balance due for the period of time that was not completed
After 50% of the course is completed	Full tuition

4. All payments are due on the 15<sup>th</sup> of the month. A \$25.00 late fee will be charged for payments not received by the 1<sup>st</sup> of the following month. Missing two consecutive payments is grounds for withdrawal from the program.

**II. GRADUATION REQUIREMENTS**

Criteria for successful completion of the program(s) shown on page 1 are:

1. Recommendation by the instructor that you have successfully completed all Program requirements and met course objectives.
2. Satisfaction of all financial obligations.
3. Fulfillment of Program attendance requirements, the curriculum/completion requirements of the New York State Education Department and curriculum/completion requirements of the individual Program.

Upon successful completion of all of the above graduation requirements, the student will be awarded a certificate.

**III. JOB PLACEMENT**

Western Suffolk BOCES Adult Career & Technical Education's job placement service offers lifetime assistance to graduates of our Career Certificate programs and our full-time programs. This is a service, not a guarantee of employment.

**IV. STUDENT ABSENCES AND MAKEUP FEES**

Any student who does not fulfill attendance requirements is subject to disciplinary action, up to and including dismissal from the program. The program administrator will review the attendance record of any student who exceeds the maximum allowable absences. The administrator will determine if the student is eligible for make-up time. If make-up time is scheduled, all fees must be paid in full in order for the student to begin any additional hours. The current make-up rate is \$ \_\_\_\_\_ N/A module/hour.

**V. TITLE IV FUNDS**

Students who receive Title IV Funds and withdraw from the program are subject to the rules and regulations of the Department of Education for

returning aid. All monies may be returned to the Department of Education. In that case, the student may be responsible for all tuition due.

**VI. BUYER’S RIGHT TO CANCEL**

A student may cancel this agreement within three (3) business days of signing this agreement and receive a 100% refund of all tuition monies paid, less a non-refundable registration fee of \$100.00. \*Application fees are non-refundable.

**I acknowledge that I have read and received a copy of this enrollment agreement. I understand that this agreement is legal and binding and I agree to any and all stipulations and terms contained therein.**

---

Student Signature Date

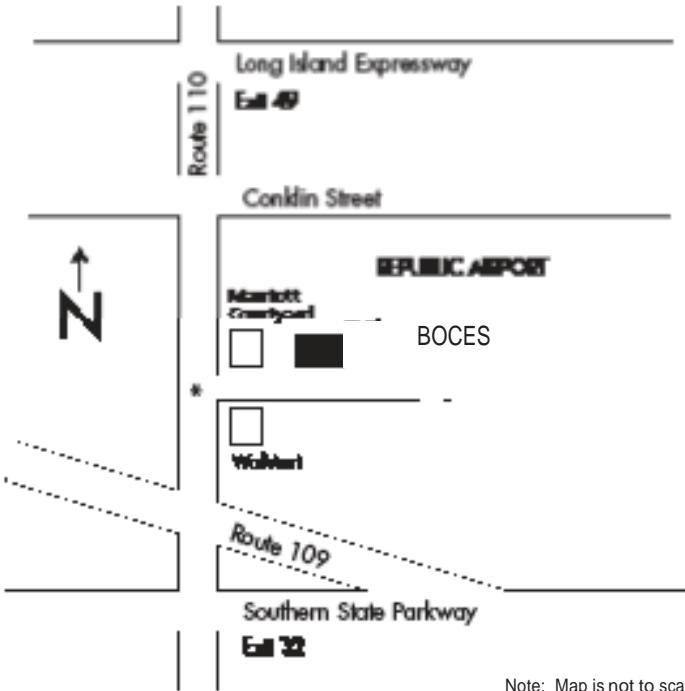
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Staff Signature Date

NOTES

Location

Western Suffolk BOCES  
located at Wilson Tech's Aviation Facility  
7200 Republic Airport  
Farmingdale, NY 11735 (631) 752-  
1957



Note: Map is not to scale.

Other Western Suffolk BOCES campuses

Western Suffolk BOCES located at Wilson Tech's Dix Hills Campus  
17 Westminster Ave., Dix Hills, NY 11746  
(631) 667-6000

Western Suffolk BOCES located at Wilson Tech's Northport Campus  
152 Laurel Hill Rd., Northport, NY 11768  
(631) 261-3600

Western Suffolk BOCES Administration Campus  
507 Deer Park Road  
PO Box 8007  
Huntington Station, NY 11746-9007  
(631) 549-4900

## **Board Members**

Second Supervisory District of Suffolk County

Board of Education

Ilene Herz, Esq., President

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507 Deer Park Rd  
Dix Hills, NY 11746

Western Suffolk BOCES is accredited by the Commission of the Council on Occupational Education. They may be contacted at: 7840 Roswell Rd. Suite 325, Atlanta, GA 30350, 770/396-3898, fax 770/396-3790, [www.council.org](http://www.council.org)

### **Recruitment Policy**

Western Suffolk BOCES does not recruit students already attending or admitted to another school offering a similar program of study.

### **Western Suffolk BOCES Non-Discrimination Notice**

The Board of Cooperative Educational Services of Western Suffolk County, New York does not discriminate on the basis of age, religion, creed, ethnic origin, national origin, marital status, race, color, gender, sexual orientation, veteran status, weight, disability or handicap in the educational programs or activities it operates and provides equal access to the Boy Scouts and other designated youth groups. This policy of nondiscrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits; counseling services to students; student access to course offerings; lawful political activities; educational programs and other activities; and the business activities of the Board. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the BOCES Compliance Officer, Dr. Hugh M. Gigante, who may be contacted at 507 Deer Park Road; PO Box 8007; Huntington Station, NY 11746-9007 or 631-549-4900, x204 or email [hgigante@wsboces.org](mailto:hgigante@wsboces.org). Or, inquiries may be made by contacting the Office for Civil Rights at NY Office for Civil Rights, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500 or call 646 - 428 -3900, or fax 646 - 428 -3843, or TDD 800 - 877- 8339, or email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov) or file form at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>



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