

FLIGHT TRAINING SCHOOL RULES

NO PASSENGERS ARE ALLOWED ON TRAINING FLIGHTS

IT IS FORBIDDEN TO ENTER THE MAINTENANCE HANGAR UNLESS ACCOMPANIED BY AN AUTHORIZED PERSONNEL.

STUDENTS ATTENDING THEORETICAL LESSONS MUST BE PUNCTUAL AND CLASSROOMS MUST BE LEFT IN ORDER AFTER CLASS

*** * * * ***

STUDENTS INVOLVED IN PRACTICAL FLIGHT TRAINING ARE REQUIRED TO:

- 1) SHOW THEIR MEDICAL CERTIFICATE TO THE INSTRUCTOR PRIOR TO THE FIRST FLIGHT AND TO PROVIDE A COPY OF ALL SUBSEQUENT MEDICAL CERTIFICATES TO THE FLIGHT SCHOOL SECRETARIAT.**
- 2) BOOK FLIGHT SHIFTS AND ARRIVE AT LEAST ONE HOUR BEFORE THE FLIGHT. CANCELLATIONS MUST BE JUSTIFIED TO THE H.T. OR C.F.I.**
- 3) ARRIVE EQUIPPED WITH ALL NECESSARY MATERIAL LISTED IN THE FLIGHT PREPARATION CHECK LIST**

CONSULT THE SECRETARIAT FOR INFORMATION REGARDING THE TRAINING PATH

THE OPERATIVE SECRETARIAT IS LOCATED IN THE WHITE BUILDING

OPENING HOURS OF OPERATIVE SECRETARIAT	
---	--

MORNINGS 08.30 – 13.00	AFTERNOONS 14.30 – 18.00
---	---

ONCE A MONTH, ON THURSDAYS, AN OVERVIEW OF FLIGHTS MAY BE REQUESTED FROM THE SECRETARIAT (ALESSANDRA)

* * * * *

THE ADMINISTRATIVE SECRETARIAT IS LOCATED ABOVE THE HANGAR

OFFICE HOURS:

MONDAY	8.30	13.00	14.30	18.00
TUESDAY	8.30	13.00	14.30	18.00
WEDNESDAY	8.30	13.00	14.30	18.00
THURSDAY	8.30	13.00	14.30	18.00
FRIDAY	8.30	13.00	14.30	18.00

PAYMENTS AND PAYMENT DOCUMENTATION MAY BE REQUESTED FROM THE ADMINISTRATIVE SECRETARIAT.

DOCUMENTATION REGARDING PRACTICAL EXAMS WILL BE SENT TO ENAC ONCE THE FINAL BALANCE HAS BEEN PAID IN FULL.

USEFUL NUMBERS

SCHOOL TEL. 0543/781281

- dir. 5** operative secretariat
- dir. 7** Administrative secretariat
- dir. 8** flight bookings

CELL. 335.1417199

FAX. 0543/473450

CELLPHONE NUMBER FOR FLIGHT BOOKINGS 335.1417200

INTEGRATED AB INITIO ATPL COURSE

AFTER THE FIRST SOLO FLIGHT, STUDENTS MUST GO TO THE OPERATIVE SECRETARIAT TO OBTAIN THE FORMS FOR THE ISSUE OF THE CERTIFICATE OF STUDENT PILOT STATUS

INTEGRATED ATPL COURSE WITH PPL CREDITS

TAKE THE ORIGINAL AND PHOTOCOPIES OF THE LOGBOOK WITH THE TOTAL NUMBER OF HOURS SO AS TO CALCULATE THE ABATEMENT IN ACCORDANCE WITH THE CONTRACT.

CHECK THE EXPIRY DATE OF THE SEP AND BOOK THE PROFICIENCY CHECK BEFORE THE EXPIRY DATE.

MODULAR CPL/IR

TAKE THE PHOTOCOPIES AND THE ORIGINAL LOGBOOK WITH THE TOTAL NUMBER OF HOURS AND FILL IN THE PRE-REQUISITES FORM (ASK THE PLANNING OFFICE FOR A COPY OF THE FORM).

PRACTICAL TRAINING ACTIVITY CANNOT COMMENCE UNTIL ALL THE NECESSARY PRE-REQUISITES HAVE BEEN SATISFIED/COMPLETED (150 HOURS TOTAL OF WHICH 50 HOURS MUST BE PIC NAVIGATION)

FOR STUDENTS WHO HAVE TO SIT THE THEORETICAL ATPL EXAMINATIONS

- 1) Go to the secretariat (Alessandra) and fill in the examination application form which must be stamped Euro 16,00
- 2) Make out the bank transfer to:

E.N.A.C.

BANCA NAZIONALE DEL LAVORO SPORTELLO CONI ROMA

IBAN code: IT 29Q0100503309000000 218300

Placer of order: Student

Euro 90,00 X EACH EXAM DAY = 5 DAYS

(IT IS POSSIBLE TO MAKE A SINGLE BANK TRANSFER ADDING THE SUM OF Euro 2,00 SPECIFYING STAMP)

Exams take place at ENAC Via Gaeta,3 – examination room.

Arrive at 08.30 with your personal identity card, a copy of the bank transfer and stationary materials.

Subjects are divided by day according to the ENAC published timetable.

It is possible to sit the examinations on separate days in different sessions.

The daily examination fee must be paid again if an examination is not passed even if only it is only necessary to resit one examination (for example air law pass – mass and balance fail – the full fee of euro 94,00 must be paid for the next session).