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National Aviation Academy – New England

130 Baker Avenue Extension, Concord, Massachusetts 01742

781-274-8448 | 800-292-3228 | www.naa.edu

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GENERAL ACADEMY INFORMATION

This catalog and its addendum are an official publication of the National Aviation Academy and is considered an extension and part of the Student Enrollment Agreement. As such, it is subject to occasional change at any time. I understand that it is my responsibility to stay updated on changes made to the Student Catalog and acknowledge that an updated version is available to me on NAA's website (naa.edu/catalog) or printed by request as stated in my enrollment agreement.

SCHOOL HISTORY

On a clear, crisp September day in 1996, John T. Griffin, Sr. stood before a gathered group of students, faculty, family, and friends to accept another industry honor. The school had just acquired a new building to house, its administrative offices, classrooms, and a very sizable hangar. The building was being dedicated to Mr. Griffin, a recognized pioneer in aviation history. He was almost ninety, but his commanding presence was just as sharp as it was when he founded what was then known as East Coast Aero Tech (ECAT) in 1932.

Mr. Griffin originally formed the school to teach flying. However, as the fleet of airplanes grew, it became nearly impossible to find mechanics sufficiently skilled in aircraft maintenance. He solved the problem by starting an apprenticeship program for mechanics. The growth of this program paralleled the growth of the flying operation. Ultimately, the decision was made to devote the teaching activity solely to aviation maintenance technology. With a highly experienced staff in place, and many returning from military service, the reorganized school was dedicated to becoming equal to or better than any school of its type in the country.

Mr. Griffin retired in 1977, and his son, John Jr., succeeded him. The school was acquired by Wentworth Institute of Technology in 1986.

In March of 1996, new management purchased the School from the Wentworth Institute of Technology, and in August of 2003, the School was acquired by Corinthian Colleges, Inc. On July 1, 2004, the School changed names from East Coast Aero Tech to WyoTech.

In May 2008 National Aviation Academy (NAA) purchased the assets of WyoTech-Bedford to continue the legacy of the former East Coast Aero Tech. NAA has been training Aviation Maintenance Technicians since 1969 in Clearwater, Florida. As a team, NAA - New England and NAA - Tampa Bay will incorporate best practices and continue a leadership role in the mission of providing graduates to the aviation industry. Alumni of both institutions can be proud to say they come from a strong heritage of excellence in aviation maintenance training.

LOCATION AND FACILITIES

National Aviation Academy of New England has two physical locations. A 30,000 (approx.) square foot classroom and administrative center is located at 130 Baker Avenue Extension, Concord, MA 01742. The campus is visible from Route 2 and is centrally located between Route 495 and I-95(Route 128). [telephone number: (781)274-8448, (800)292-3228]. The 12,170 square foot hangar extension, with attached lab area, is located on the flight line at Minute Man Airfield, 302 Boxboro Road Stow, MA 01775. The hangar extension has a library, student break area, multiple aircraft, training aids, and aviation equipment for hands-on training.

Within the labs and shops of NAA, students will find reciprocating engines, turbine engines, aircraft landing gear systems, aircraft instrument systems, engine instrument systems, fuel control systems, propellers, aircraft sheet metal, aircraft materials and processes, non-destructive inspection and testing, aircraft fuel systems, aircraft and engine electricity, aircraft assembly and rigging, and graphite and honeycomb structures.

MISSION AND CREED

Mission

Our mission is to educate aviation students in a learning environment conducive to excellence in meeting the needs and challenges of the aviation global marketplace. We will do this while providing a quality and innovative learning experience that upholds ethical standards and respect for one another. As a constantly evolving institution, National Aviation Academy (NAA) will continuously strive to ensure improvements in the quality of its faculty, staff, facilities, and other

resources. We will continue to develop effective lines of communication and build relationships to enhance the visibility of NAA with various local, state, national and international constituents. We will cultivate opportunities for faculty, staff, and students to participate in community and professional activities that will enhance all of our quality of life.

Creed

NAA is a community of education dedicated to personal and professional excellence. As a voluntary member of this community, I pledge to live by the following standards of conduct and values:

- I will show respect for the dignity of all people at all times.
- I will conduct myself with civility toward all.
- I will practice honesty and personal integrity always.
- I will refrain from participating in any illegal activities.
- I will demonstrate good stewardship of the resources available to me.
- I will conduct myself to bring honor to my family, NAA, and myself.
- I will encourage others to maintain these standards.
- I will do the right thing, always.

STUDENT COUNCIL

The NAA Student Council will foster communication and comradeship among all members of the student body by providing information and support to fellow students.

Mission: We, the Council, dedicate ourselves to the betterment of our fellow colleagues. We endeavor to do this by being disciplined, helpful, and attentive to the needs of our classmates. Focusing on enhancing the education and professionalism of our fellow colleagues; thus, we set our goals, providing that we, the student body, will have the ability to be better prepared and have greater success as we enter the aviation industry. (See your Student Council Representative regarding the Council and how you can participate.)

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The school admits students of any gender, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. NAA does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of educational policies or other school-administered programs. National Aviation Academy (“NAA”) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. NAA considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

TITLE IX SEXUAL MISCONDUCT RESPONSE AND PREVENTION POLICY

This policy applies to complaints of alleged Sexual Misconduct, as defined herein. National Aviation Academy expressly prohibits any instances of Sexual Misconduct, including Sexual Harassment, Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Rape or Acquaintance Rape. Any acts that fall within the definitions of Sexual Harassment, Sexual Assault, Rape, Acquaintance Rape, Stalking, Dating Violence, Domestic Violence or prohibited Sexual Contact are a violation of NAA policy, and potentially applicable state and federal law. NAA is committed to fostering an environment where any type of Sexual Misconduct is promptly reported, and Sexual Misconduct complaints are resolved in a fair and timely manner. Creating a safe environment is the responsibility of all members of the NAA Community. Anyone who believes they are a victim of Sexual Misconduct should seek immediate medical and/or safety assistance and report the incident as soon as possible to the Title IX Coordinator: NWorlinsky@naa.edu. Please refer to naa.edu under consumer information for the complete policy and procedure document.

RESEARCH LIBRARY AND COMPUTER LAB

NAA has a library that provides reference materials and study guides for the student to broaden their skills and knowledge. The library is equipped with computers that allow students to do research and practice-testing for school and FAA exams.

NAA also provides internet availability for students to conduct research and explore industry career opportunities. Students must adhere to the policies and procedures of each lab, or the privilege will be revoked.

HANDICAPPED APPLICANTS

The Federal Aviation Administration regulations do not dictate medical requirements for the issuance of an Aviation Maintenance Technician (AMT) Certificate. It is, therefore, the policy of the school to accept persons who meet the skill requirements set forth in Part 65 Title 14, Code of Federal Regulations (CFR).

LEGAL OWNERSHIP

National Aviation Academy of New England, Inc., doing business as National Aviation Academy – New England, is a privately owned stock corporation and a wholly-owned subsidiary of National Aviation Academy of Mississippi, Inc. (6225 Ulmerton Road, Clearwater, FL 33760). Corporate Officers/Board of Directors include:

- Mac Elliott, CEO, Chairman
- Pamela Van Sant, President, COO, Secretary
- Holli Hudson, Sr. Executive Vice President, Communications & Market Development

INSTITUTIONAL AND OCCUPATIONAL PROGRAM ADVISORY COMMITTEE

NAA has a Program Advisory Committee (PAC) that meets a minimum of twice annually to advise company management on the various matters relating to the successful operations of the school that includes:

- Educational Program/Curriculum Review
- Recommended Admission Requirements
- Objectives and Goals
- Test Review (Internal and FAA)
- Equipment and Material Review

Members of the Committee are prominent in the aviation field and/or local community. A list of current committee members is available upon request. Inquiries should be made to the Sr. Executive Vice President, Operations & Education.

GOVERNING BODIES

Certified by:

Federal Aviation Administration (FAA)
Flight Service District Office
12 New England Executive Park
Burlington, MA 01803
Air Agency Certificate #EC6T068K
www.faa.gov

Licensed by:

Division of Occupational Licensure
Office of Private Occupational Schools
1000 Washington Street, Suite 710
Boston, MA 02118
License Number: 13100009
Additional information regarding this institution may be obtained by contacting the Division of Occupational Licensure, Office of Private Occupational Schools at 617-701-8719, occupational.schools@mass.gov

Accredited by:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Telephone: 703-247-4212
www.accsc.org

Approved by:

United States Department of Education
Office of Postsecondary Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-5100
School Code: **006136**
www.ed.gov

Accredited Status: Institutional

Licensed Program: Aviation Maintenance Technology (AMT – 2000 hours)

Approved for Veterans' Training

Massachusetts Department of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108
617-994-6948
www.mass.edu

AVIATION MAINTENANCE PROGRAM

PROGRAM DESCRIPTIONS AND OBJECTIVES

Aviation Maintenance Technology (AMT)

Program Total Training Time = 2,000 Clock Hours (58 weeks / 14 months)(Maximum 55 students per class)

The Aviation Maintenance Technology program for Airframe and Powerplant Certification consists of 2000 clock hours of instruction and practical training in the maintenance, repair, inspection, and troubleshooting of different aircraft and aircraft systems.

The objective of this program is to prepare the student for the Federal Aviation Administration's written, oral, and practical examinations for the Airframe and Powerplant ratings. The curriculum trains students for employment entry level Aviation Maintenance Technicians with the ability and authority to inspect, maintain, alter, and repair aircraft, large or small, jet- or propeller-driven, in both the airline or general aviation categories; or, for career opportunities in non-aviation-related fields, with the appropriate technically transferable skills.

The program conveys the entire academic and laboratory theory and the practical experience required to qualify the student for employment in the aviation industry. The Federal Aviation Administration approves the curriculum and compatible subjects are included in each term. Each school day is devoted to theory and/or laboratory instruction.

ENTRANCE REQUIREMENTS

- The applicant **MUST** be sixteen (16) years of age or older and must have reached his/her eighteenth (18) birthday on or before graduation.
- All applicants must complete an admissions interview, be recommended for acceptance, and successfully pass a final acceptance interview with a designated NAA employee.
- International applicants are required to possess an M-1 student visa. The I-20M application for the M-1 student visa can be obtained through the Admissions office. Interview issues are to be handled at the U.S. Embassy level in conjunction with petitions for a visa.
- Applicants must provide proof of graduation from a school providing secondary education (high school) or the equivalent of such a certification (GED).
- In cases where the Certificate of Graduation is produced in a language other than English, the applicant is required to procure the services of an NAA designated agency to translate the document as follows and is responsible for any fees associated with the requirement:
- Translate the document into the English language and certify the education stated to meet the secondary education or equivalent standard.
- The applicant must be able to read, write, speak, and understand the English language. NAA reserves the right to require a candidate to submit a TOEFL examination or its equivalent to help determine the candidates' readiness with respect to the English language:
Mechanics and Repairmen. Eligibility requirements contained in FAA FAR §§ 65.71(a)(2) and 65.101 require an applicant for a Mechanic or a Repairman Certificate and associated ratings to be able to read, write, speak, and understand the English language...
- International applicants: a TOEFL (Test of English as a Foreign Language) score of 513 on the paper-based test, 183 on the computer-based test, or a 65 on the internet-based test (IBT) is required. A TOEFL examination may be waived if the candidate has graduated from an institution where English, is the primary language.
- The applicant must have made satisfactory arrangements for his or her tuition and must have paid all required fees for the application. In addition, a completed application for admission and a signed training agreement must be on file.
- The applicant must agree to conform to the school's policies and comply with FAA requirements and VA regulations if the student is a Veteran.

- The applicant must pass the NAA Aptitude Evaluation with a minimum score of 70.

AVIATION MAINTENANCE PROGRAMS TECHNICAL STANDARDS

National Aviation Academy (“NAA”) is dedicated to providing students in its Aviation Maintenance Technology (“AMT”) program with the skills and training they need to successfully enter the workforce upon graduation. For this reason, the AMT program, which prepares students for licensure as an Aircraft Mechanic, requires participants to engage in diverse, complex, and specific experiences necessary to the acquisition and practice of essential aircraft mechanic skills and functions. Essential abilities and characteristics required to safely and successfully engage in these experiences include the minimum mental, emotional, sensory, motor, interpersonal, communication, and critical-thinking competencies set forth below (“Technical Standards”).

Students enrolling in the AMT program must be able to satisfy these Technical Standards at the time of enrollment and throughout the program, with or without reasonable accommodation. If NAA determines that a student is unable to satisfy these Technical Standards, he or she will be removed from the program.

A prospective student with a disability who believes that he or she will require an accommodation to satisfy the Technical Standards identified above should initiate discussions with the Office of Compliance.¹ If a prospective student does not initiate a conversation, identify a disability, and request an accommodation, none will be provided.

Motor Skills

GENERAL: Students must have sufficient motor functions such that they are able to execute movements required to perform mechanical tasks as assigned.

SPECIFIC: It is required that a student possess the motor skills necessary for assessment and diagnostic procedures such as inspection and demonstration of ability to execute techniques described in maintenance manuals, as well as other diagnostic maneuvers and procedures. Such actions require coordination of both gross and fine muscular movements, and equilibrium and functional uses of the senses of touch, vision, and hearing.

Sensory/Observation

GENERAL: Students must be able to acquire information presented through demonstration and experience in the Part 147 airframe and power plant curriculum.

SPECIFIC: A student must be able to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot, and repair.

Communication

GENERAL: Students must have the ability to communicate effectively with other students, faculty, staff, and other professionals.

SPECIFIC: A student must be able to read, write, speak, and understand the English language. The student must be able to communicate verbally in English in classroom presentations and exercises, examinations, simulation, hangar site, and all formats. The student must be able to process and communicate information on the aircraft status with accuracy in a timely manner to his instructor and fellow students’ team. The appropriate communication may also rely on the student’s ability to make a correct judgment seeking supervision and consultation in a timely manner.

Cognitive

GENERAL: Students must be able to measure, calculate, reason, prioritize, analyze, integrate, and synthesize information and to act with integrity and judgment (ability to manage impulsivity). Students also must have the ability to sustain attention and memory to maintain safety and quality.

SPECIFIC: A student must be able to read and comprehend extensive written materials. A student must also be able to evaluate and apply information and engage in critical thinking in the classroom and hangar setting within the time constraints unique to each setting.

¹ NAA abides by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes and regulations relating to equality of opportunity.

Behavioral/Emotional

GENERAL: Students must possess the emotional health required for the utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities in aircraft maintenance.

SPECIFIC: Students must be able to maintain mature, sensitive, and effective relationships with fellow students, faculty, staff, and FAA personnel under all circumstances, including in highly stressful situations. They must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning or in unpredictable ways. They must know how their own values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. Students must be able and willing to examine their behavior when it interferes with productive individual or team relationships. Students must possess skills and experience necessary for effective and harmonious relationships in diverse academic and work environments.

Professional Conduct

GENERAL: Students must possess the ability to reason morally and demonstrate tasks and skills in an ethical manner.

SPECIFIC: Student must be willing to learn and abide by professional standards of practice. They must possess attributes that include dignity, respect, honesty, and personal integrity as stated in the NAA creed and Aviation Mechanics Creed.

GENERAL TRANSFER OF CREDIT

All requests for Transfer Credit must be made, and official transcripts and/or records must be provided to NAA **prior** to an enrolled student's class start. All credit evaluations are completed by the Director of Education and/or the Vice President of Education Services. Unofficial transcripts may be evaluated at the discretion of Education. No credit shall be awarded without receipt of official transcripts.

If verification of subject knowledge is deemed necessary upon prior credit evaluation by NAA, Transfer Exams will be administered on or before, but no later than the first day of student's attendance.

Documents accepted for evaluation include the below and must reflect credentials received within 24 calendar months prior to the student's class start date at NAA:

- College Transcripts / Non-Part 147 School Transcripts (outside of National Aviation Academy)
- Part 147 School Transcripts (outside of NAA).
- Airmen Knowledge Test Report (General/Airframe/Powerplant)
- National Aviation Academy Part 147 School Transcripts (evaluated at the discretion of the Education Department).
- FAA Airmen Mechanic Certificate (Airframe & Powerplant License)

Transfer Credits for prior credit are established based on the following criteria:

Prior credit(s) from a Non-Part 147 School:

Credits are determined by the official transcript of the transferring student from a Non-Part 147 aviation maintenance technician school after evaluation. The transferring student may have to test for verification of subject knowledge.

- Community College of the Air Force (CCAF) will be evaluated for math, physics, electricity under Non-Part 147 schools transfer credit policy.

Prior credit(s) from a university, college, junior college, or an accredited vocational school

Only subject matter that is applicable to the General portion of the NAA curriculum is permissible for credit evaluation. The transferring student may have to test for verification of subject knowledge.

Prior credit(s) from a Part 147 School:

Instruction satisfactorily received and completed while attending an FAA-approved Aviation Maintenance Technician School (Part 147) will be considered only if an official transcript is provided to NAA prior to starting classes (copies are not accepted).

Transcripts reflecting that the individual has successfully completed General, Powerplant or Airframe, or any combination of, and was issued a completion certificate but has not yet taken or successfully passed the applicable FAA written exam:

- The student is required to take the NAA (school) final exam for the applicable course(s) [General/Powerplant/ Airframe] and successfully pass the exam with a score of 90% or higher. If successfully passed, NAA will accept the transfer credits and provide the individual with a certificate of completion from NAA to take the corresponding FAA exam.
- **OR**, the prospective student must take the FAA exam under the completion certificate that they were issued from the prior entity/institution and provide NAA with proof of their successful completion and/or license in order to be awarded transfer credits from NAA.

IF a prospective student was issued a completion certificate but has not yet taken or successfully passed the applicable FAA written exam and does not wish to take the applicable NAA final exam or the FAA exam under the completion certificate they were previously awarded, they will NOT be awarded transfer credits for the corresponding subject matter at NAA and will need to enroll in the full 14 or 21 month program at NAA.

IF a prospective student submits transcripts for evaluation and has not completed a full course as stated above but has successfully completed or exceeded the required hours per subject matter and meets any additional NAA requirements, NAA will award transfer credits accordingly.

NAA does not grant Transfer Credit from:

- Joint Service Transcript (JST)
- Military Technical Schools
- DD-214

Prospective students that may have creditable experience under FAR 65.75 and 65.77 are encouraged to contact the local Flight Standards District Office (FSDO) to obtain 8610-2 and return to NAA with a passed Airmen Knowledge Test Report.

Transfer Credits may reduce cost and total hours of training; however, the length of time required for completion may vary based on individual circumstances. Financial Aid estimates may also change.

Regardless of program, students must complete at least 38% of all program credit hours through National Aviation Academy.

NAA coursework and/or credit from this school may not be transferable to other institutions of education and acceptance is at the discretion of the receiving institution.

Note: Prior Credit Policy for VA Education Beneficiaries:

Upon completion of the evaluation, the student will be notified of the eligible transfer and/or Transfer Credit(s). A copy of all transcript(s), education and training records with evaluation outcome(s) will be maintained

CAMPUS TRANSFER WITHIN NAA

- Active students requesting to transfer to another NAA campus during their training must make the request to their Assistant Director of Education / Director of Education. All campus transfer requests must be approved by the Director of Education and the Vice President of Financial Aid at both campuses.
- Financial Aid implications must be reviewed and understood before initiating the transfer process.
- Because each campus is individually licensed, accredited, and certificated, the student must go through the withdrawal process at their current campus and apply for enrollment at the requested campus.
- NAA will transfer credit as defined under the General Transfer Credit policy for Part 147 schools.

GRADUATION DIPLOMA

Upon successfully completing all training requirements and fulfilling the Training and Enrollment Agreement, the student may graduate and be awarded a Diploma in recognition of satisfactory completion and a transcript of grades.

PROGRAM CURRICULUM

Term 1 336 Clock Hrs	Term 2 336 Clock Hrs	Term 3 336 Clock Hrs	Term 4 336 Clock Hrs	Term 5 336 Clock Hrs	Term 6 320 Clock Hrs
TERM	SUBJECT	DESCRIPTION			
1	AMT-111A	Aircraft Fundamentals An introduction to the student of basic facts and terminology related to types of aircraft, their structures, and the different means used to control flight. Student will be able to identify and understand the general principles and theories relating to lift, the forces and stresses of flight as they relate to fixed wing and rotor wing aircraft.			
1	AMT-112	Mathematics This remedial class is designed to reinforce high school level Math skills commonly used and as applied to aircraft maintenance. Identify basic facts, terminology and demonstrate general principles of addition, subtraction, multiplication, division and the application of algebraic operations to positive and negative numbers.			
1	AMT-113	Basic Physics This remedial class is designed to reinforce high school level Physics as applied to aircraft operation and maintenance. Identify basic facts, terminology and general principles of simple machines, sound, fluid and heat dynamics, application and relationships between temperature, pressure, density and area and how they affect lift and power.			
1	AMT-114A	Materials and Processes An introduction to the student of basic facts and terminology related to the materials and processes used in the construction of aircraft. The student will be able to identify a material, discuss the composition, characteristics, forming processes and construction techniques as found in the aviation industry. The identification of hardware and demonstration of proper application and installation practices will be covered. The student will discuss and demonstrate the principals and techniques of precision measuring tools and different Non-Destructive Testing (NDT) processes			
1	AMT-115J	Aircraft Drawings An introduction to aircraft related mechanical drawings/blueprints, schematics, charts and graphs. Identify basic facts, terminology, discuss standard drafting tools, procedures, formatting and how they are used to create a blueprint along with how their various lines, symbols and dimensions are read and interpreted. Discuss performance charts, graphs, schematics and block diagrams and how they are used to understand and troubleshoot aircraft systems.			
1	AMT-116J	Basic Electricity An introduction to the student of basic facts and terminology related to Alternating Current (AC), Direct Current (DC) electricity and electrical circuits. The student will discuss and demonstrate the principles and techniques of determining electrical values mathematically and through the use of schematics and electrical measuring equipment. The student will discuss principles and techniques for identifying and troubleshooting electrical and basic electronic components.			
1	AMT-117J	Weight and Balance An advanced application of terminology and general principles learned from AMT-111 through 114. The student will identify basic facts, terminology, and discuss the aircraft's Center of Gravity and the effects of changing the C.G. location and weight of both fixed wing and rotary			

		wing aircraft. The student will research the specification and procedures for preparation and demonstrate the weighting of an aircraft.
1	AMT-118	Maintenance Forms and Regulations An introduction to the student of the regulations covering the privileges and limitations of an Airframe and Powerplant rated mechanic. The student will discuss the FAA certification process for aircraft and mechanics along with the forms and publications used to support and track them.
TERM	SUBJECT	DESCRIPTION
2	AMT-211	Cleaning and Corrosion Control An introduction to the student of basic facts and terminology related to the proper cleaning and protection of various surfaces and materials as found on and in the aircraft. The student will discuss and demonstrate the principles and techniques used to inspect, identify, remove, treat and for the prevention of corrosion on aircraft.
2	AMT-212	Ground Operation and Servicing An introduction to the student of basic facts and terminology related to the proper and safe ground operation of the aircraft. The student will discuss and demonstrate the principles and techniques of safely starting, moving and securing the aircraft. The student will identify different types of fuel, general fire safety and contaminants as found in the aircraft's fuel systems.
2	AMT-213	Fluid Lines and Fittings An introduction to the student of basic facts and terminology related to the different types of fluid line systems. The student will discuss and demonstrate the principles and techniques used to identify, inspect, install and repair of rigid and flexible fluid lines and associated hardware and fittings.
2	AMT-215	General Study A review of subjects covered in the General portion of the student's program.
2	AMT-215NE	General Course Evaluation
2	AMT-217	Hydraulic and pneumatic Power Systems An introduction to the student of the basic theory of operation and terminology related to the airframe hydraulic and pneumatic power systems. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair of the hydraulic and pneumatic systems and components.
2	AMT-220	Aircraft Landing Gear Systems An introduction to the student of basic theory of operation and terminology related to the aircraft landing gear and related subsystems. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair of fixed and retractable landing gear mechanisms, wheel/tire assemblies, braking and steering systems.
2	AMT-223	Aircraft Electrical Systems An introduction to the student of the basic theory of operation and terminology related to the AC/DC electrical sub-systems used to supply the airframe with electrical power. Building on previously learned skills, the student will demonstrate the principles and techniques used to inspect, install, troubleshoot and repair electrical wiring, components and distribution systems.
2	AMT-224	Communication and Navigation Systems An introduction to the student of the basic theory of operation and terminology related to the instruments and subsystems used for communication and advanced navigation. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot the radio.
TERM	SUBJECT	DESCRIPTION

3	AMT-301	Sheet Metal Structures An introduction to the student of the basic principles and terminology related to metallic airframe structures. Building on previously learned knowledge and skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, fabricate and repair metallic components using the specialized fasteners and adhesives that make up the airframe structure.
3	AMT-302A	Non-Metallic/Wood Structures An introduction to the student of the basic principles and terminology related to non-metallic and composite airframe structures. Building on previously learned knowledge and skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, fabricate and repair non-metallic and composite components using the specialized fasteners and adhesives that make up non-metallic and composite aircraft structures.
3	AMT-324	Aircraft Covering An introduction to the student of the basic terminology and use of non-metallic coverings over aircraft structures. Building on previously learned skills, the student will describe the techniques as found in the maintenance manuals used to inspect, install, service and repair fabric and fiberglass covering on airframe structures.
3	AMT-325	Aircraft Finishes An introduction to the student of the basic principles and terminology related to the aircraft surface finishing systems. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, apply, service and repair surface coatings, primers and topcoat finishes, and graphics as found on aircraft.
3	AMT-326	Aircraft Fuel Systems An introduction to the student of the basic theory of operation and terminology related to the airframe related fuel systems. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair the components of the fuel management, monitoring systems.
3	AMT-327	Welding An introduction to the student of the basic principles and terminology related to the welding, brazing and soldering of metallic materials. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, determine air worthiness, and operate equipment used to weld or repair an airframe component or structure.
3	AMT-328	Ice Rain Control Systems An introduction to the student of the basic theory of operation and terminology related to the subsystems used to control the effects of ice and rain on the aircraft during flight. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair the various ice and rain protection systems.
TERM	SUBJECT	DESCRIPTION
4	AMT-401	Aircraft Instrument Systems An introduction to the student of the basic theory of operation and terminology related to the instruments and subsystems used for basic flight, navigation and system monitoring. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, install, service and troubleshoot the aircraft instrument systems.
4	AMT-402	Cabin Atmosphere Control Systems An introduction of the student to the basic theory of operation and terminology related to the subsystems used to provide cabin pressurization and environmental control. Building on

		previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair of the cabin heating, cooling and pressurization and supplemental oxygen systems.
4	AMT-403	Assembly and Rigging An introduction to the student of the basic principles and terminology related to the alignment of the flight surfaces for fixed and rotary wing airframe structures. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, align and rig the flight surfaces and various control mechanisms found on the aircraft.
4	AMT-404	Position and Warning Systems An introduction to the student of the basic theory of operation and terminology related to the subsystems used to monitor airframe component position and provide configuration warning. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair of the stall warning, anti-skid brake, landing gear and flight control position monitoring systems.
4	AMT-405	Airframe Fire Protection Systems An introduction to the student of the basic theory of operation and terminology related to the subsystems used to monitor the airframe for overheat/fire conditions and provide onboard fire extinguishing capability. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot the fire warning and suppression systems.
4	AMT-425	Airframe Inspection An introduction to the student of the basics terminology and techniques used during the airframe conformity and air worthiness inspections. Building on previously learned skills, the student will demonstrate the ability to read and execute the inspection techniques described in the manufactures service publications and FAA Advisories to determine suitability and air worthiness of the aircraft's structure, components and systems.
4	AMT-426	Airframe Study A review of subjects covered in the Airframe portion of the student's program.
4	AMT-426NE	Airframe Course Evaluation
4	AMT-427	Engine Fire Protection Systems Inspect, check and service engine fire protection systems.
4	AMT-428	Reciprocating Engines An introduction to the student of the basic theory of operation and terminology related to the classification and construction of different types of reciprocating aircraft engines. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to overhaul or repair a typical aircraft engine as well as determine the airworthiness of components through inspection with precision measuring equipment.
TERM	SUBJECT	DESCRIPTION
5	AMT-500	Powerplant Systems Reciprocating An introduction to the student of the basic theory of operation and terminology related to the subsystems used to support the reciprocating engines during operation. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair the lubrication, cooling, exhaust, induction and fuel systems.
5	AMT-501	Ignition and Starting Systems An introduction to the student of the basic theory of operation and terminology related to the aircraft ignition and starting systems. The student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service,

		troubleshoot and repair a typical aircraft reciprocating and turbine engine ignition and starting systems.
5	AMT-502	Reciprocating Troubleshooting Utilizing previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, check, remove, repair, install, service and troubleshoot a reciprocating engine assembly as typically installed.
5	AMT-512	Engine Electrical Systems An introduction to the student of the basic theory of operation and terminology related to the electrical sub-system used to support the aircraft engine. Building on previously learned skills, the student will demonstrate the principles and techniques used to inspect, install, troubleshoot and repair an electrical system and related components.
5	AMT-513	Engine Instrument Systems An introduction to the student of the basic theory of operation and terminology related to the instrumentation used to monitor the engine and related systems. Building on previously learned skills, the student will demonstrate the principles and techniques used to inspect, install, troubleshoot and repair engine monitoring systems and related components.
TERM	SUBJECT	DESCRIPTION
6	AMT-601	Turbine Engines An introduction to the student of the basic theory of operation and terminology related to the classification and construction of different types of turbine aircraft engines. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to overhaul or repair a typical aircraft engine as well as determine the airworthiness of components through inspection with precision measuring equipment.
6	AMT-602	Powerplant Systems Turbine An introduction to the student of the basic theory of operation and terminology related to the subsystems used to support the turbine engines during operation. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot the lubrication, cooling, exhaust, induction and fuel systems.
6	AMT-621	Propellers An introduction to the student of the basic theory of operation and terminology related to the propeller and subsystems used to control them. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot fixed and controllable pitch propellers, along with the control and synchronization systems.
6	AMT-626	Engine Inspections An introduction to the student of the basics terminology and techniques used during powerplant conformity and air worthiness inspections. Building on previously learned skills, the student will demonstrate the ability to read and execute the inspection techniques described in the manufactures service publications and FAA Advisories to determine suitability and air worthiness of the aircraft's powerplant components and systems.
6	AMT-627	Powerplant Study A review of subjects covered in the powerplant portion of the student's program.
6	AMT-627NE	Powerplant Course Evaluation

TOOLS AND STUDY MATERIALS

Special tools, test equipment, and manuals are provided by the school on a loaner basis and become the responsibility of the student while in his/her possession. Any neglect or improper use of tools or materials by the student resulting in loss or rendering it unusable will be charged the full cost of repair or replacement.

NAA provides all tools, books, and supplies in accordance with the FAA curriculum required projects.

Books, supplies, and uniforms fees are mandatory for all students in the program. The NAA custom workbooks and custom uniforms are not available elsewhere or accessible by students enrolled in that program from sources other than those provided or authorized by the institution. NAA has created four original student workbooks that are only available through NAA. As content is frequently updated or revised, each student is required to purchase a new set of workbooks upon enrollment to ensure that the student is using the most current version. Workbook costs cannot be waived, offset, or discounted. NAA requires students to procure nine books published by the U.S. Department of Transportation (“USDOT”), study aids, and flash cards. Each student is required to purchase new books and supplies upon enrollment, and such costs cannot be waived, offset, or discounted. These books and supplies cannot be purchased on third-party websites. As part of our program, NAA requires every student to purchase new uniforms and to wear their uniforms in compliance with NAA’s Uniform and Personal Appearance Policy. Students are fitted for uniforms at the outset of their program, and uniform costs cannot be waived, offset, or discounted. Each part of a student’s uniform is embroidered with NAA’s trademark name and logo, and uniforms can only be purchased from NAA.

Recommended Aviation Maintenance Tools List (not required during training):

1 ea. 6” Reversible Safety wire Plier	1 ea. 29 Piece Combination Wrench Set
1/4” Universal Joint	1 ea. 10 Piece offset Wrench Set
1/4” 5IN 88 Tooth Ratchet	1 ea. 3 PC. Universal Pliers Set (Side Cutter, Needle Nose, Duck Bill)
1/4” x 10” Extension	1 ea. 5 PC. Screwdriver Set
1/4” x 2 Wobble Extension	1 ea. 3/8” 8 IN 88 Tooth Ratchet
3/8” x 3/8” Male Universal Joint	1 ea. Soft Jaw Pliers
8 OZ Ball Peen Hammer	1 ea. Tool Bag
3/8” Drive x 3” Wobble Extension	
3/8” Drive x 6” Extension	
1 ea. Metal Center Punch	
1 ea. Champion Retractable Gap Gauge	
1 ea. Flexible 22” Spring Clamp pick up tool	
1 ea. Feeler Gauge – 25 Blade	
1 ea. Magnetic Retrieving Tool	
1 ea. Flat Cape Chisel	
1 ea. 6” Stainless Rule	
1 ea. Pocket LED Stick Light	
1 ea. 16-OZ Compothane Hammer	
1 ea. 1/8” Pin Punch	
1 ea. 5/23” Pin Punch	
1 ea. 1/4” Drive 10 PC 12 Point Socket Set	
1 set 1/4” Drive 8 PC Deep Well 12 Point Socket Set	
1 set 3/8” 9 PC 12 Point SAE Socket Set	
1 set 3/8” 10 PC Deep Well 12 Point Socket Set	

SCHEDULES AND VACATIONS

CLASS SCHEDULE

Aviation Maintenance Technology Day Class (AM)	
Monday – Friday, 7:30 am - 3:00 pm Lunch: 50 minutes	
Class Breaks: 10 min/hr. of instruction	
Clock Hour = at least 50 minutes of a 60-minute period	

IN-SERVICE DAYS

2022	2023	2024
November 7 th	January 27 th	February 5 th
	April 7 th	April 16 th
	June 19 th	June 25 th
	September 6 th	September 12 th
	November 15 th	November 21 st

NEW CLASS STARTS

2022	2023	2024
November 8 th	January 30 th	February 6 th
	April 10 th	April 17 th
	June 20 th	June 26 th
	September 7 th	September 13 th
	November 16 th	November 22 nd

TERM START AND END DATES

Class Start	1 st Term End	2 nd Term Start	2 nd Term End	3 rd Term Start	3 rd Term End	4 th Term Start	4 th Term End	5 th Term Start	5 th Term End	6 th Term Start	6 th Term End
1/15/21	3/25/21	3/29/21	6/4/21	6/8/21	8/20/21	8/24/21	10/29/21	11/2/21	1/20/22	1/24/22	3/29/22
3/29/21	6/4/21	6/8/21	8/20/21	8/24/21	10/29/21	11/2/21	1/20/22	1/24/22	3/31/22	4/4/22	6/8/22
6/8/2021	8/20/21	8/24/21	10/29/21	11/2/21	1/20/22	1/24/22	3/31/22	4/4/22	6/10/22	6/14/22	8/24/22
8/24/2021	10/29/21	11/2/21	1/20/22	1/24/22	3/31/22	4/4/22	6/10/22	6/14/22	8/26/22	8/30/22	11/2/22
11/2/2021	1/20/22	1/24/22	3/31/22	4/04/22	6/10/22	6/14/22	8/26/22	8/30/22	11/4/22	11/8/22	1/24/23
1/24/2022	3/31/22	4/4/22	6/10/22	6/14/22	8/26/22	8/30/22	11/4/22	11/8/22	1/26/23	1/30/23	4/4/23
4/4/22	6/10/22	6/14/22	8/26/22	8/30/22	11/4/22	11/8/22	1/26/23	1/30/23	4/6/23	4/10/23	6/14/23
6/14/22	8/26/22	8/30/22	11/4/22	11/8/22	1/26/23	1/30/23	4/6/23	4/10/23	6/16/23	6/20/23	8/31/23
8/30/22	11/4/22	11/8/22	1/26/23	1/30/23	4/6/23	4/10/23	6/16/23	6/20/23	9/5/23	9/7/23	11/9/23
11/8/22	1/26/23	1/30/23	4/6/23	4/10/23	6/16/23	6/20/23	9/5/23	9/7/23	11/14/23	11/16/23	1/31/24
1/30/23	4/6/23	4/10/23	6/16/23	6/20/23	9/5/23	9/7/23	11/14/23	11/16/23	2/2/24	2/6/24	4/10/24
4/10/23	6/16/23	6/20/23	9/5/23	9/7/23	11/14/23	11/16/23	2/2/24	2/6/24	4/12/24	4/17/24	6/20/24
6/20/23	9/5/23	9/7/23	11/14/23	11/16/23	2/2/24	2/6/24	4/12/24	4/17/24	6/24/24	6/26/24	9/9/24
9/7/23	11/14/23	11/16/23	2/2/24	2/6/24	4/12/24	4/17/24	6/24/24	6/26/24	9/11/24	9/13/24	11/18/24
11/16/23	2/2/24	2/6/24	4/12/24	4/17/24	6/24/24	6/26/24	9/11/24	9/13/24	11/20/24	11/22/24	2/7/25
2/6/24	4/12/24	4/17/24	6/24/24	6/26/24	9/11/24	9/13/24	11/20/24	11/22/24	2/11/25	2/13/25	4/18/25
4/17/24	6/24/24	6/26/24	9/11/24	9/13/24	11/20/24	11/22/24	2/11/25	2/13/25	4/23/25	4/25/25	6/30/25
6/26/24	9/11/24	9/13/24	11/20/24	11/22/24	2/11/25	2/13/25	4/23/25	4/25/25	7/2/25	7/7/25	9/16/25
9/13/24	11/20/24	11/22/24	2/1/25	2/13/25	4/23/25	4/25/25	7/2/25	7/7/25	9/18/25	9/22/25	11/25/25
11/22/24	2/11/25	2/13/25	4/23/25	4/25/25	7/2/25	7/7/25	9/18/25	9/22/25	12/1/25	12/3/25	2/18/26

HOLIDAYS

	Month	2022	2023	2024
Martin Luther King Day	January	17 th	16 th	15 th
President's Day	February	21 st	20 th	19 th
Patriot's Day	April	18 th	17 th	15 th
Memorial Day	May	30 th	29 th	27 th
4 th of July Holiday	July	4 th	3 rd & 4 th	4 th & 5 th
Labor Day	September	5 th	4 th	2 nd
Veteran's Day	November	11 th	10 th	11 th

Thanksgiving Holiday	November	24th & 25th	23 rd & 24 th	28 th & 29 th
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VACATION BREAKS

		Date Range	Class Resume Date
Winter	2022	December 26 th – January 2 nd	1/3/2023
Summer	2023	July 24 th – 28 th	7/31/2023
Winter	2023	December 25 th – January 1 st	1/2/2024
Summer	2024	July 22 nd – July 26 th	7/29/2024
Winter	2024	December 24 th – January 1 st	1/2/2025

Note: NAA reserves the right to modify, change, add to, or subtract from the class start and vacation schedule. Students will be notified immediately of any impending changes.

ARTICULATION AGREEMENTS

MIDDLESEX COMMUNITY COLLEGE – BEDFORD, MA

Aviation Maintenance Technology – Associate in Science, Liberal Studies

The Liberal Studies Aeronautical Maintenance Technology Associates degree program prepares students for employment with major and commuter airlines, airplane and helicopter engine manufacturers, and many other aviation-related companies. Training provides the background for advancement to supervisory and managerial positions in these industries. The hands-on aircraft maintenance instruction and training at NAA New England, Minuteman Field, is the program's first component. Students complete the requirements for the Associate in Science degree at Middlesex Community College (MCC).

The general education and business courses strengthen communication and management competency. MCC associate degree credits for the aviation maintenance courses are awarded on receipt of an official transcript from NAA. Students may begin their MCC coursework at any time.

MCC Courses:

ENG	101	English Composition I	3
MAT	120, 177 or higher	Gen Ed Math Elective	3
BUS	110	Introduction to Business	3
CAP	101	Computer Applications	3
		Gen Ed Behavioral Science Elective	3
ENG	102	English Composition II	3
BUS	210	Principles of Management	3
		Gen Ed Social Science Elective	3
		Gen Ed Science Elective	3-4
		Gen Ed Humanities Elective	3

Total MCC Credits

30-31

National Aviation Academy Courses:

Total credits approved from the Aviation Maintenance Program for Airframe and Powerplant Technology. This program has met all the standards established by the Federal Aviation Administration (FAA) for Aviation Maintenance Technician Schools under FAA Certificates, Numbers EC6T068K and DV9T100-R

30

Total Program Credits

60-61

Aviation Maintenance Administration, AS

The AS in Aviation Maintenance Administration degree program enables an aviation maintenance technician to build upon technical certification training with academic skills that enhance communication and management abilities. The completion of this degree prepares the technician for employment in entry-level positions in the aviation maintenance industry and enables the individual to seek promotional opportunities in a maintenance management position.

This Associate of Science degree requires a total of 60 credits. The program consists of 18 credits of General Education courses and an aviation core of 12 credits. A total of 30 credits are articulated into the program upon successful completion of the Federal Aviation Administration's Airframe and Powerplant Certification. Certain courses in this program require placement at the college level or satisfaction of developmental education requirements in reading, writing, and mathematics.

General Education Requirements (18-19 Credits Required)

Communications

ENC 1101 – College Composition I

Mathematics (One Course)

Note: Students who intend to seek a BS degree should take MAC 1105

MAC 1105 – College Algebra

MGF 1106 – Topics in Mathematics

Humanities (One Course)

HUM 2020 – Introduction to Humanities

PHI 2600 – Ethics

Social Sciences

PSY 202 – General Psychology

Natural Sciences

PHY 2020C – Fundamentals of Physics

Health and Wellness (One Course)

HLP 1081 – Wellness Concepts

HSC 1101 – Wellness: Nutrition, Personal Growth and Fitness

Program Core Requirements (12 Credits Required)

AVM 1010 – Aviation Management

AVM 2475 – Aviation Maintenance Management

ASC 1210 – Aviation Meteorology and Automotive Management

ASC 2870 – Safety Management Systems and Operational Risk Management

Articulation Credit (30 Credits Required)

Articulation Requirements:

- Completion of FAA 14 CFR Part 147 aviation maintenance training program.
- Hold FAA Airframe and Powerplant certification

Total Program Hours: 60

BA in General Studies – Bachelor of Arts, General Studies

For those who earn a general studies online degree, careers and other opportunities are numerous and varied. The broad critical-thinking skills gained with a general studies online bachelor's degree benefits many career paths. Training provides the background for advancement to supervisory and managerial positions in employment opportunities with major and commuter airlines, airplane and helicopter engine manufacturers, and many other aviation-related companies. The hands-on aircraft maintenance instruction and training at NAA New England, Minuteman Field, and NAA – Tampa Bay are the first component of the program. Students complete the requirements for the Bachelor of Arts, General Studies at Southern New Hampshire University Online (SNHU). The general education and business courses strengthen communication and management competency. SNHU bachelor's degree credits for the aviation maintenance courses are awarded on receipt of an official transcript from NAA.

Total SNHU Credits

120

General Education Core Requirements

ENG 122 English Composition I

ENG 123 English Composition II

MAT 125, MAT 130, MAT 135, MAT 136, or MAT 240

SNHU 107 or Free Elective for students transferring 12+ credits

IDS 100 or Free Elective for students transferring 12+ credits

EFAH: Fine Arts and Humanities Elective (ENG, FAS, HUM, LIT, MUS, PHL,

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ESBS: Social and Behavioral Sciences Elective (ATH, ECO, HSE, POL, PSY,

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ESTM: Science/Technology/Mathematics Elective (BIO, CHM, ENV, GEO,

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EHIS: History Electives (HIS, HIS 100, or HIS 200)

EHIS: History Electives (HIS, HIS 100, or HIS 200)

Choose one (1) Seminar Course: IDS 400, IDS 401, IDS 402, IDS 403, or
IDS 404

Major Course Requirements

IND 299 Strategies for Specialized Planning

National Aviation Academy Courses:

Completion of FAA 14 CFR Part 147 aviation maintenance training
Program

Awarded upon current Evaluation

Total Program Credits

***120**

- * Students must take/transfer twelve credits of 300-400 level coursework in the B.A. General Studies program.
- * Students must take at least 30 credits (ten classes) at SNHU-COCE to be awarded a bachelor's degree.

TUITION AND FEES

TUITION AND FEES (EFFECTIVE DECEMBER 1, 2022 – OCTOBER 31, 2023)

Financial Investment

Books (required electronic books are provided by NAA for active students)****	\$	900.00
Uniforms****	\$	500.00
Tuition and Lab fees (Aviation Maintenance Technology – AMT, 2000 hours)	\$	38,500.00

Estimate of Additional Expenses to Be Incurred by The Student:

Domestic Application Fee (Non-refundable)	\$	50.00
International Student Administrative Processing Fee (Refundable for accepted students)*	\$	150.00
International Student Visa Document Processing & Shipping Fee (Non-Refundable for accepted students)*	\$	172.00
FAA Oral and Practical Exams***	\$	1,600.00
FAA Written Exams (3)**	\$	495.00

Estimate of Additional Optional/Replacement Charges:

In addition to the required tuition and fees, NAA students may incur optional/replacement charges during their enrollment. Items include the following:

Make-up charge per hour for missed time	\$	15.00
Repeat Coursework	\$	No Charge
Optional books (estimate)	\$	75.00
Returned check charge (maximum)	\$	35.00
Stop-Payment check charge	\$	36.00
Replacement identification badges	\$	15.00
Replacement vehicle decals	\$	5.00
Post-graduation official transcripts	\$	10.00

*International students are defined as students who are enrolled at institutions of higher education in the United States who are not citizens of the United States, immigrants, or refugees.

**this is an estimated value depending on the eligibility of the student

***the student has 12 months from the date of graduation to sit for the exam at the NAA's expense. All retakes are at student expense.

****fees for specific non-reusable supplies or equipment may not be refunded if not returned in a new and usable condition or not returned within 10 days of initial receipt.

DELINQUENT TUITION PAYMENTS

Students' delinquent in making tuition or other payments will be counseled by the Business Office on the importance of remaining current and its impact on timely testing and issuance of student benefits and, most importantly, timely graduation. Tuition payments are due monthly. Students whose account balances are delinquent for more than 30 days are subject to suspension or termination, and accounts will be turned over to collections.

FINANCIAL RESOURCES AND REFUNDS

FINANCIAL ASSISTANCE INFORMATION

NAA participates in the Federal Student Aid Program. Private Loans are also available through Elm Resources. Financial Aid is available to students who qualify to provide financial assistance to cover the cost of educational-related expenses.

The Free Application for Federal Student Aid (FAFSA) form, available at www.studentaid.gov, begins the financial aid process. Students and parents must first apply for an FSA ID at www.studentaid.gov, which is used to complete the signature process for all federal financial aid forms. The Financial Aid Office is available to all students by appointment. Students with special or unusual circumstances are encouraged to contact the Office of Financial Aid at their respective campus.

HOW TO APPLY

To apply for Federal Student Aid, students and parents must first create an FSA ID at www.studentaid.gov. The FSA ID is used to complete the Free Application for Federal Student Aid (FAFSA) and all other federal financial aid documents electronically at the following website www.studentaid.gov. Our school code (**006136**) must be placed on your FAFSA application in order for the school to receive your results.

WHAT IS FINANCIAL NEED?

Based on the FAFSA, financial need is the difference between the cost of attendance (tuition, fees, books, supplies, food and housing, and other school-related expenses) and the amount the student (and parents) can be expected to contribute toward the educational costs of attending school.

AVAILABLE FINANCIAL AID PROGRAMS

1. **Federal PELL Grant Program** – A federally sponsored grant program available to qualifying students. The PELL grant is based on need and may be offered to undergraduate students who have not earned a bachelor's degree. Offer of financial aid details are available from the Financial Aid Office after completing the FAFSA Form electronically.
2. **Federal Direct Subsidized Loan Program** – A federally sponsored loan by the Direct student loan program may be offered to eligible students who qualify with demonstrated need. The loan application/promissory note is available online at www.studentaid.gov. Repayment begins six months after the last day of attendance, and no interest is accrued until repayment begins. The government pays the interest on the subsidized loan while students are in school, in periods of grace, or deferment. The current interest rate is fixed by the Department of Education (contact the Financial Aid Office for current interest rates). The U.S. Department of Education charges an origination fee, which is deducted from the gross amount of the loan borrowed (contact the Financial Aid Office for the current origination fees).
3. **Federal Direct Unsubsidized Loan Program** – A federally sponsored loan by the Direct student loan program may be offered to eligible students who qualify with no demonstrated need. The loan application/promissory note is available online at www.studentaid.gov. Repayment begins six months after the last day of attendance, and interest is accrued once the loan is first disbursed. The government does not pay the interest on the unsubsidized loan while students are in school, in periods of grace, or deferment. Students may elect to pay interest payments while in school. The current interest rate is fixed by the Department of Education (contact the Financial Aid Office for current interest rates). The U.S. Department of Education charges an origination fee, which is deducted from the gross amount of the loan borrowed (contact the Financial Aid Office for the current origination fees).
4. **Federal Direct Parent PLUS Loans** – A federally sponsored loan by the direct student loan program may be offered to eligible Parent borrowers of students with no demonstrated need. Parents of dependent students are eligible to apply for PLUS loans. The approval process is predicated on the applicant's credit history. The loan limit is the cost of attendance minus any financial aid received. Repayment begins once the loan is fully disbursed; however, payments may be deferred by contacting your lender or NAA's Financial Aid Office for assistance. Interest continues to accrue on the Parent Plus Loan during deferment and forbearance periods. The current interest rate is fixed by the Department of Education (contact the Financial Aid Office for current interest rates). The U.S. Department of Education charges an origination fee, which is deducted from the gross amount of the loan borrowed (contact the Financial Aid Office for the current origination fees).
5. **Private Loans Options** – National Aviation Academy seeks information from lenders offering non-federal education loans through an open Request for Information (RFI) process. We do this to create a neutral list of private loan products that have competitive rates and other borrower benefits. NAA students are not required

to use the lenders on these lists. In addition, domestic borrowers may qualify for federal loans, and the terms and conditions of these federal funds may be more favorable than the terms and conditions of private education loans.

All lenders are not alike. In addition to banks, some educational associations, state education agencies, and other organizations offer student and parent loans for schools. Each of these lenders may offer special discounts or services to a student based on the state they live in, the credit rating of the applicant, or even their grade level. It is important to research and choose the lender that is right for you. Don't be afraid to ask questions, and make sure you take the time to compare what each lender has to offer before making a decision. (Information about the private loan products received through NAA's RFI process will be hosted for the New England Campus on <https://www.elmselect.com/link/query?schoolId=779>.)

Note: The description of various available financial aid programs is meant to be a general guide and is subject to change by the various agencies. Current descriptions of the various programs are available in the Financial Aid Office and online at www.studentaid.gov.

FINANCIAL AID DISBURSEMENTS

All student account balances are maintained by the Business Office. Students may review their account by scheduling an appointment with the Business Office. When Financial Aid funds are received on behalf of the student, the student will be provided notification of receipt. Please notify the Financial Aid Office immediately if you wish to cancel any portion of your financial aid or future disbursements.

As students become eligible for PELL Grant disbursements, Pell offers of award are posted towards their tuition and fees balance. PELL is disbursed by payment periods and paid when students meet specific attendance *and academic* milestones. PELL Grant proceeds are processed electronically to the school in at least two payments per academic year.

Direct Subsidized and Unsubsidized Stafford Loans and Direct Plus Loans proceeds are posted towards a student's tuition and fees balance and sent electronically to the school in at least two disbursements. These are paid when students meet specific attendance and academic milestones. The Business Office will notify students when federal loan disbursements are received in order to acknowledge receipt of these funds or cancel any portion. Loan funds are then credited to the student's account.

REFUND LAW AND PROCEDURES

In compliance with the Commonwealth of Massachusetts - General Laws - Chapter 255, Section 13K & 230 Code of Massachusetts Regulations 230 CMR 15.04 (5) and (6):

- (5) After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.
- (6) In addition to the requirements of M.G.L. c. 255, § 13K, for programs, beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

Massachusetts Refund Law:

(Per M.G.L. Chapter 255, Section 13K) as found in the enrollment agreement

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days, you will receive a refund of all monies paid, provided you have not commenced the program.

3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7, *per M.G.L. Chapter 255, Section 13K*.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7, *per M.G.L. Chapter 255, Section 13K*.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7, *per M.G.L. Chapter 255, Section 13K*.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7, *per M.G.L. Chapter 255, Section 13K*.
7. If you terminate this agreement after the initial five-day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.
10. Administrative costs equal to \$50.00.

*8. If you wish to terminate this agreement, you are requested to inform the school in writing of your termination; however, written notification is not required for refund payment.

In addition to the Massachusetts Refund Law, prior to the completion of ten (10) school days from the start of the student's first term, the School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under *M.G.L. c. 255, § 13K*; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under *M.G.L. c. 255, § 13K*.

In addition to the Massachusetts Refund Policy, any student receiving funds from the Title IV programs are subject to the U.S. Department of Education's Federal Return to Title IV (R2T4) Policy.

Title IV Refund Policy:

Title IV funds are offered to a student with the assumption that the student will attend school for the entire period for which the assistance is offered. When a student ceases attendance prior to the planned ending date, the student may not be eligible for the full amount of Title IV funds the student was scheduled to receive.

A student who officially withdraws or is unofficially withdrawn and has failed to complete the payment period for which federal aid was received will have a Return to Title IV Refund calculation completed based on Federal Regulations.

- If a student receiving Title IV funding withdraws before completing 60% of the payment period, the amount of Title IV funding unearned will be determined based on a percentage of aid earned is equal to the percentage of the period the student was scheduled to complete as of their last date of attendance.
- If a student receiving Title IV funding withdraws after completing 60% of the payment period, they will have earned 100% of the Title IV funding paid for that period.
- If the school has disbursed more aid than the student has earned, Title IV aid must be returned to the federal student aid programs.
- If the school has disbursed less Title IV aid than the student has earned, a post-withdrawal disbursement (PWD) will be calculated and must be offered to the student.
- Institutional or other refund policies (State, accrediting agency) do not impact the amount of Title IV aid earned under a Return to Title IV funds (R2T4) calculation.

Title IV refunds are returned directly to the lender or the Pell Grant Program by NAA within 45 days from the date of determination that the student withdrew. Distributions of the refund are made in the following order:

1. Direct Loans – Federal Unsubsidized Loan program

2. Direct Loans – Federal Subsidized Loan Program
3. Direct Loans – Federal PLUS loan Program
4. Federal Pell Grant
5. Other grant or loan assistance authorized by Title IV of the HEA

*The Return of Title IV refunds is separate from any NAA Institutional or other refund policies (State, accrediting agency). Therefore, you may still owe a balance due to the school (NAA) to cover unpaid institutional charges and unearned federal student aid returned as a result of the Return to Title IV calculation.

Students eligible for a refund as a result of an institutional tuition adjustment shall receive payment no later than 45 days from the date of determination of withdrawn status.

Withdrawal Procedure:

A student looking to officially withdraw from the school must notify the Director of Education in writing and must meet with the Director of Education to complete the required withdrawal forms. The student’s withdrawal date will be determined by the last date of attendance. The Director of Education will approve and initiate a Status Change form that must be signed by the following:

1. FA Manger/VP of Financial Aid
2. Loan Default manager
3. Business Office
4. Academic Progress Department

Students that have failed to adhere to the attendance policy, fail to return from an approved leave of absence, or fail to complete the terms of any probationary period will be unofficially withdrawn. Their withdrawal date will also be determined by the last date of attendance. The Director of Education will approve and initiate a status change form to be processed. An Exit Interview and the results of the Refund calculation will be mailed to the student's address on file.

Per 230 CMR 15.04(7) and (8), If a student withdraws from a Program, the School shall:

- (7) If a student withdraws from a Program in accordance with the School’s withdrawal policy
 - (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
 - (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination
- (8) If a student stops attending School but does not withdraw in accordance with the School’s withdrawal policy, the School shall:
 - (a) for purposes of any payments due from the student or refund due to the student, treat the student’s nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
 - (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
 - (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

The Office of Financial Aid will perform a Return to Title IV withdrawal calculation once a completed Status change request form is received from the Education Department. The Business Office will perform the institutional adjustment to the student's account based on the Massachusetts Refund Policy after receiving the completed Return to Title IV withdrawal calculation from the Financial Aid Department.

Example of Title IV and Massachusetts refund calculations for a student that withdrew:

Phoenix is enrolled to complete 450 clock hours. On September 30th, Phoenix officially withdraws from school. While enrolled, Title IV funds were credited to Phoenix tuition account for: \$2888 PELL Grant; \$1732 Subsidized Loan; \$990 Unsubsidized loan and tuition is charged for \$6500.

The Director of Education submits a Status Change request form to the Office of Financial Aid indicating that as of September 30th, Phoenix has been withdrawn and attended 198 clock hours.

To determine the percentage of Title IV earned, the total hours in the payment period are divided by the amount of scheduled hours Phoenix was expected to have completed up until the last date of attendance. Then multiply that percentage by the total amount of Title IV funds that were received during the payment period. The unearned portion that must be returned is the difference between the amount earned and the total amount of aid received in the payment period.

198 Hours attended /450 hours in the payment period = 44%
44% * \$5,610 Title IV received = \$2,468.40 earned
\$5,610 - \$2,468.40 = \$3,141.60 unearned portion

Phoenix is enrolled for 450 clocks hours and withdraws during the 2nd quarter. As per the Massachusetts refund policy, Phoenix can receive a refund for, at least, 50% of the tuition charges.

The Business Office calculates:

\$6500 tuition * 50% refund = \$3250 refund amount
\$6500 total tuition - \$3250 refund = \$3250 tuition charged

After reviewing the two refund calculations, the total amount of earned Title IV aid is deducted from the amount of tuition that is charged to determine if the student will owe a balance to the school or if they are due a refund from the school.

\$3250 tuition charged - \$2,648.40 Earned Title IV funds = \$601.60 owed from student

In this example, the school is responsible for returning the \$3,141.60 to the Title IV programs in the order outlined earlier. Phoenix is responsible for paying the \$601.60 difference between the amount of tuition charged for the period attended and the amount of Title IV that was earned. A letter will be sent from the school notifying Phoenix of the remaining balance and the contact information for to whom payment arrangements can be made.

POST WITHDRAWAL DISBURSEMENTS

When a student withdraws from a payment period and receives less Title IV aid than the amount earned the student is entitled to a post withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to the date that the student became ineligible (withdrawal date).

If the student is eligible for a Post Withdrawal Disbursement of Grant funds, the funds may be applied without the students written consent for current charges of tuition and fees up to the amount of outstanding charges.

If the student or parent is eligible for a Post Withdrawal Disbursement of Title IV Loan funds, the Office of Financial Aid will notify the student or parent in writing prior to making any post withdrawal disbursement. The written notification must be received from the student or parent within **30 days** to confirm in writing that the student or parent wants the post withdrawal disbursement. If the student or parent returns notification that they wish to accept all or part of the post-withdrawal disbursement, the school will process the disbursement(s) to be made to the student's account. If no confirmation is received the loan will be cancelled. Post withdrawal disbursements are no longer valid if 180 days has elapsed since the students last date of attendance.

Students eligible for a refund shall receive payment no later than 45 days from the date of determination of withdrawn status.

VETERAN'S ADMINISTRATION (VA) POLICY

Information for Veterans

The school is approved for Veteran's Training by the Department of Veteran Affairs to train eligible Veterans under Title 38, U.S. Code.

Veterans may apply for benefits online at www.benefits.va.gov. Click on Education & Training.

It is requested that Veterans also provide a Certificate of Eligibility, if possible.

- VA Regulation (par.21.4277 Discontinuance) – Unsatisfactory Progress and Conduct

Satisfactory pursuit of program: Entitlement to benefits for a program of education is subject to the requirements that the Veteran or eligible person, having commenced the pursuit of such program, continues to maintain satisfactory progress. Otherwise, educational benefits will be discontinued by the VA.

Veteran Student Progress

Veterans are subject to the same student progress rules set forth in the Catalog with the additional requirements:

Students must report any status changes to the school's VA certifying official within the Office of Financial Aid. The VA certifying official must notify VA of any status changes within thirty (30) days.

VA Regulation: Re-Enrollment after Discontinuance

VA14278 (A) - A Veteran or eligible person may be re-entered only under the following condition(s):

- The cause for unsatisfactory conduct or progress has been removed; and,
- It is deemed through counseling by the Director of Education that the Veteran intends to pursue completion of the program based on evaluation of his or her interests and ability to benefit.

Veteran Refund Policy (Translation from VA Regulations)

Refunds of unused tuition, fees and other charges will be made for all amounts paid in excess of the prorated portion the school earns in the event the Veteran or eligible person fails to start the program, withdraws, or is discontinued at any time prior to completion. The prorated portion is determined by using the ratio of the number of hours of instruction completed to the total number of hours in the program.

VA Refunds will be made electronically upon receipt of VA Debt Letters.

Additional Provisions

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

In accordance with Sec. 103 of The Veterans Benefits and Transition Act of 2018: National Aviation Academy permits any covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the education institution a certificate of eligibility for entitlement to education assistance under Chapters 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits , or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1.) The date on which payment from the VA is made to the institution in accordance with Sec. 103 of The Veterans Benefits and Transition Act of 2018:

National Aviation Academy permits any covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the education institution a certificate of eligibility for entitlement to education assistance under Chapters 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits , or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- 1.) The date on which payment from the VA is made to the institution
- 2.) 90 days after the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

* A covered individual is any individual who is entitled to education assistance under chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill ® benefits.

National Aviation Academy does not penalize Chapter 31 or 33 students if/when the VA is late making payments. National Aviation Academy does not have any policies in place that would do any of the following while waiting for VA payments:

- Prevent enrolling
- Assessing a late penalty fee
- Requiring alternative or additional sources of funding
- Denies access to school resources

To prevent outstanding student accounts, Chapter 31 or 33 students must:

- Submit a COE or Statement of benefits by the first day of classes
- Submit a written request to be certified
- Provide any additional information needed or certification.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

STUDENT SERVICES

The Student Services Department strives to provide students the support they need and enhance their educational experience while attending NAA. The Student Services Department understands how important your transition to campus life is to your total success in our programs, and we are here to help with your transition.

HOUSING ASSISTANCE, ROOMMATE OPTIONS & HOUSING SEARCH

NAA provides housing assistance for enrolled students. The NAA Student Services Department has compiled a list of apartment communities in the area. Incoming students are encouraged to arrange housing accommodations at least one month before their class start date.

By request, Student Services will facilitate a list of potential options available and location proximity information. All rooms for rent and apartment listings are located off-campus and owned by property management companies or private landlords; all contractual obligations are solely between the student and his or her landlord (NAA provides lists only).

TRANSPORTATION & CARPOOLING

Student Services provides transportation resources for the student body. Bus schedules are available upon request. Local taxi service information is also available. Student Services manages most transportation issues by coordinating carpooling for students from the same area(s), but it is not guaranteed.

EMPLOYMENT ASSISTANCE

Student Services does not guarantee a job but can help search for job opportunities in the area and can provide students a list of employment websites. Jobs are posted on the Student Services Board and are also listed and available in the Student Services Facebook Page. Job leads are acquired by job search engines, referrals, staffing agencies, recruiter visits, and networking. Student Services, in conjunction with Career Services, conduct a resume workshop week after each class start.

OTHER RESOURCES

Coping with everyday personal and academic challenges; health care options; legal resources, day care, substance abuse or just not sure who to talk to. Student Services can also provide many county and state resources to the student. The Student Services Manager at NAA is not a licensed counselor. However, the Student Services Manager does possess the appropriate professional and educational qualifications that encompass relevant coping skills.

CAREER SERVICES

The objective of the Career Services Department is to provide the highest level of career planning, preparation, and assistance to students, upon graduation and throughout their careers. All students and graduates will be eligible at any time to utilize the Career Services Department as a resource.

EMPLOYMENT PREPARATION

The Career Services Department assists students and graduates in preparing for job searching, interviewing, and possible relocation. In addition, the Career Services Department will assist all graduates of NAA who choose to take advantage of these services:

Resume Development

Help will be provided in creating a resume regarding language, grammar, and effectiveness.

Faxing & Mailings

Resumes will be faxed and emailed, when appropriate, at no expense to the student.

“Your New Career Just Ahead” Book

All students will be given this book, and Career Services will go through it page by page in a classroom setting. The book is a guide on how to get hired, beginning with the application process, and moving forward to include interview strategies, how to answer tough interview questions, cover/decline/thank you letters, types of interviews, and what to expect as well as interview protocol. For alumni, the book is available from Career Services.

EMPLOYMENT OPPORTUNITIES

The Career Services Department will assist students in finding and providing leads for employment opportunities. Students are fully responsible for applying themselves to earn the outcomes they desire. NAA makes no representation, warranty, or guarantee about employment opportunities identified or posted. NAA's Career Services staff will not prescreen employment or work opportunities. All issues related to the employment relationship including, wages, liability for injuries, safety, and working conditions, are between the student and the employer. By using the resources available at NAA, students agree that they will not hold NAA responsible for their safety, wages, working conditions, injuries, or other aspects of any employment opportunities discovered while visiting NAA's Alumni Relations (Career Services) Facebook page or a visit to the Career Services Office.

CAREER FAIRS:

Career Services will host several Career Fairs with the sole purpose of bringing qualified students together with industry hiring personnel. Alumni and graduates shall have the first opportunity to attend the Career Fair and interact with prospective employers, followed by all other classes. All eligible students who have requested copies of their resume will be provided copies on resume paper. Students are expected to be professional and fully prepared when recruiters are onsite.

ONSITE RECRUITER VISITS:

At times employers visit the school with the intent to educate the student body about their respective company **without** the opportunity for the student to interview with them at that time. Students are expected to be professional and respectful to the presenter.

ONSITE INTERVIEWS:

At times employers visit the school with the intent to conduct interviews with interested candidates. All resumes requested for inclusion will be submitted to the prospective employer. **The selection of interview candidates will be at the sole discretion of the employer.** Career Services does not make the final interview list. Students are expected to be professional and fully prepared when recruiters are onsite.

CAREER LEAD PROGRAM:

A Career Board will be maintained as a method of identifying leads. Postings will contain information such as company, contact, date, position available, and date of dissemination. Announcements will be posted on the Career Board along with the Digital Alumni Relations (Career Services) Facebook page.

Due to the nature of the aviation industry, there are rules and regulations affecting employment that are beyond our control. Heightened security has led to multiple layers of federal laws regarding criminal backgrounds. **If your background includes a Felony, Misdemeanor, DUI, Military Discharge, or Medical / Physical issues, please discuss it with the Director of Career Services so they can present an accurate employment picture.**

All NAA students and graduates are responsible for their own employment success, with Career Services serving as a resource to help toward that endeavor.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

All graduates eligible for employment placement assistance have equal access to the Career Services Department. NAA will make every effort to supply employment leads to all graduates who request these services or who are not working in their field of study.

It is expected that graduates utilizing this service will fully cooperate with the Career Services Department in career search activities and will demonstrate a good faith effort to secure a position in their field of study.

You are free to refuse to utilize the services of the Career Services Department. If you wish to refuse services, please complete a 'Refusal of Services' form, which will be kept on file in the Career Services Department. You are free to rescind your refusal of services request at any time with the Career Services Department.

Career Services assistance is based on equal opportunity without distinction or discrimination for race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, mental or physical disability, political belief or affiliation, veteran status, status concerning public assistance and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to or treatment of students and graduates in its programs and activities, or in employment and application for employment.

Furthermore, NAA policy includes prohibitions of harassment of students, graduates, and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination. NAA additionally requires all employers represented on-site at NAA have a published EEO and Non-Discrimination Policy and comply with all Local, State, and Federal laws regarding EEO and Non-Discrimination.

NAA Career Services will take affirmative action to ensure that all practices are free of such discrimination. If any student, graduate, or candidate believes he/she has been discriminated against, please contact the Campus Director for additional information.

INTERNATIONAL STUDENTS & ALUMNI

The Career Services Department will assist international students with the same employment strategies open to all students, with the exception being outreach for specific employment opportunities in the United States and other countries along with meeting any interview and employment requirements. Any and all employment visas or work permits

will be the sole responsibility of the International Student/Alumnus. If the International Graduate becomes eligible to work in the United States, Career Services will provide the entire employment strategy as listed above.

As with domestic students, all NAA students and graduates are responsible for their own employment success, with Career Services serving as a resource to help toward that endeavor.

ATTENDANCE AND GRADING

During inclement weather, students, faculty, and staff safety are paramount. With due consideration to safety, the school will remain open and operate normally to the greatest extent possible. In the event of necessary school closure due to inclement weather or similar incidents, NAA-NE's Incident Manager and Incident Response Team will monitor the situation to provide leadership and guidance to protect students, faculty, staff, and school resources. Once the Incident Response Team is activated, students, faculty, and staff shall be notified of pertinent information and decisions via the following media: the school website (www.naa.edu), the school's communication software, text, social media (Facebook & Instagram), Local Media: ABC, NBC, CBS, and any other appropriate means at the school's disposal. Periodic updates will be provided on a continuing basis until the school closure has passed.

ATTENDANCE AND ABSENCES

Attendance is essential to the student for the timely completion of the school curriculum. Most recruiters in the aviation industry that recruit from NAA base some of their selection decisions on attendance. In order to emphasize its importance, a student's attendance will constitute 10% of each subject grade and will be computed as follows:

- 1) Students who miss no time or only miss time excused in accordance with the excused absence policy in a subject will receive a professionalism grade of 100% for that subject.
- 2) Students who miss one or more hours not excused in accordance with the excused absence policy will receive a professionalism grade of 70% for that subject.

Students must physically be in attendance and under the supervision of the appropriately rated or qualified instructor(s), except as described in the excused absence policy, to receive credit for attendance during all scheduled classroom and lab activities:

1. Students will not graduate unless they have completed all of the required hours and academics of the approved program and satisfy the training and enrollment agreement.
2. All class time missed in any subject that is not excused, whether initiated by the student or in the event of an unanticipated school closure, must be made up. Make-up time and location will be at the discretion of the Director of Education. (DOE)
3. Students who accumulate more than 35 hours of outstanding missed time in their current term after being granted excused absences (21 hours maximum) will be withdrawn for unsatisfactory attendance.
4. Missed time, missed or failed exams, and/or incomplete practical projects are expected to be made up as soon as possible, but must be made up prior to commencement of DOT 1 of the following term. Students graduating from their scheduled program will have five (5) school days from the Last Day Attended (LDA) to successfully make up any incomplete missed time. Effective June 20, 2023, students must be at 0 hours owed and 0 academics owed for the term in order to proceed.
5. Students with incomplete/unsatisfactory curriculum-required material due to absences will receive an Incomplete (I) grade for that subject until all hours and missed materials are satisfactorily completed. At the commencement of DOT 1 of the following term, all incomplete (I) grades will be converted to Fail (F) and/or Withdraw Fail (WF), the student will be withdrawn from the scheduled program. A student withdrawn for unsatisfactory attendance (Fail and/or Withdraw Fail) will be required to retake all affected subjects in their entirety upon reentry. Effective June 20, 2023, students must be at 0 hours owed and 0 academics owed for the term in order to proceed.

6. Student may have a maximum of 21 hours of Excused Absences per term. All absences beyond the first 21 hours of Excused absence must be made-up in accordance with the published Attendance Policy. The following requirements must be adhered to when granting Excused Absences:
 - a) Excused Absences will only apply to the first 21 hours missed per term.
 - b) All missed Test and Practical Projects must be completed satisfactorily.
 - c) Excused Absences must not exceed 10% of any course (General, Power Plant, Airframe)
 - d) Excused Absences must not exceed 10% of any financial aid payment period for Title IV eligibility.
 - e) Use of excused absences may affect a student's grade on tests and practical projects.
 - f) Excused absences will affect a student's ability to receive awards and privileges. (Example: perfect attendance, early testing, tool voucher)

The education staff will monitor attendance and academics. A suspected pattern of absence abuse, as determined by the program Director of Education (DOE), will be addressed with the student on a case-by-case basis.

At a minimum, the student will be notified as follows:

- Instructors will monitor and counsel students who miss time until their excused absences have been exhausted.
- Once a student has exhausted their excused absences for a given term, the program DOE will remind the student that they have no additional excused absences remaining. Additionally, they will be reminded that accumulating more than 35 hours of outstanding missed time or failing to make up all missed time prior to the commencement of DOT 1 of the following term will result in withdrawal from the program. The program DOE will document this counseling in writing.

7. Make up time location will be at the discretion of the DOE / ADOE.

REQUIREMENTS FOR MISSED TIME CHARGES AND MISSED TIME DOCUMENTATION

The National Aviation Academy requires mandatory attendance for the Aviation Maintenance Technician 2000-hour (AMT) program; Therefore, it is in the best interest of the student to avoid any Class/Hangar time absence and associated missed time charges.

Students who are withdrawn due to excessive absences or failure to make up all outstanding missed time prior to the commencement of DOT 1 of the following term (or five school days from the LDA for students graduating from their scheduled program).

NAA recognizes that occasionally absences cannot be avoided, and as a result, students attending NAA classes must promptly contact the Education Service office via the absentee phone (781 274 8448) or with a timely email to report their absence during the school day, including if the student is coming in late, leaving early or absent all day.

LEAVE OF ABSENCE

An approved LOA is not considered a withdrawal and is only utilized for approved military or medical circumstances. If you are receiving Veterans Benefits, the Department of Veterans Affairs does NOT recognize an LOA, and you will be treated as a Withdraw for funding purposes. An LOA may be approved by the DOE in accordance with NAA policy. A student on LOA will not incur any additional fees or charges during the term of the LOA.

Important facts:

- An LOA cannot exceed one-hundred and eighty (180) calendar days in length in any (12) month period. Your original tuition amount will be honored. If you owe hours and/or academics, you will need to make these up when you return.
- If you do not return within 180 days, you will be withdrawn. If you owe hours and academics, these incomplete subjects will be turned into failed grades, and these subjects will need to be repeated. You will need to pay the prevailing tuition rate when you return to school.

To request an LOA:

- Students must interview with the DOE/ADOE. Requests for LOA should be made in advance, in writing, and must be signed by the student with the appropriate justification.
 - a. If a written request is not possible due to unforeseen circumstances, NAA will place the student on LOA and collect the written request upon the student's return.
- After the LOA has been approved, the student must meet with the Office of Financial Aid
- At the time of LOA, a return date will be established. A student granted a LOA will re-enter the program at the same point where the LOA started.
 - a. Failure to return on the expected date may affect future financial aid programs and satisfactory academic progress and require withdrawal, which will begin the federal grace period for repayment of federal student loans.

National Aviation Academy does not grant LOA's for academic reasons.

If you are receiving Veterans Benefits, the Department of Veterans Affairs does NOT recognize a LOA and you will be treated as a Withdraw for funding purposes. VA Students will be terminated in VA Once and Education benefits will cease. Education benefits will be recertified once the student posts positive attendance.

CONDITIONS FOR RE-ENROLLMENT

Students who have previously been withdrawn may be considered for re-enrollment by the Director of Education. The tuition rate charged will be the prevailing hourly rate in effect at the time of re-enrollment, and a new or modified Enrollment Agreement will be required.

STUDENT RECORDS

Upon written request and when all financial obligations to the school have been met, NAA will provide an official transcript (fee may be charged) that contains the following information:

- Listing the course of study
- Courses completed with grades attained
- Clock hours attended
- Dates of attendance
- A student may request in writing that a transcript be forwarded to an employer or school (fee may be charged).

All official files and records of students are maintained on campus and can only be accessed by NAA personnel for official and company purposes. These files and records are confidential and will not be disclosed for any purpose unless proper authorization is determined. A student can submit a formal request, in writing, to receive a copy of their student file, to the Vice President of Education Services.

Note: Also see the section at the end of the Catalog speaking to student rights under FERPA.

GRADING STANDARDS

National Aviation Academy prepares graduates for employment in the aviation industry as maintenance professionals. As such, academic evaluation is directly related to the student's progress and to the proficiency expected by the many aviation-related occupations. Term grades are based on a combination of: **Practical Assignments** (1/3), **Subject Examinations** (1/3), and **Professionalism** (1/3). A minimum grade of 70% must be maintained in all three categories to successfully complete a term.

Students receive a final grade at the successful completion of each subject.

A minimum passing score of 70% (2.00 GPA) is required in each subject. All required hours, tests, labs, and quizzes at NAA are part of the FAA approved curriculum and require a minimum passing score of 70%.

- I. This grade occurs when a student has not completed all missed time hours and academics at the end of the subject. If course work or missed time is not successfully completed within 10 business days into the next term, the “I” grade will automatically change to an “F”.
- WF This grade occurs when a student withdraws from the program and was scheduled in a subject and does not successfully complete all of the hours and academics, labs, projects, shop, tests, and final exams associated with the subject.
- F This grade occurs when a student does not successfully complete all subject work, labs, projects, shop, attendance, tests, and final exams; OR a student failed to submit the outstanding coursework or complete all Missed Time Hours within 10 business days into the next term
- W This grade occurs when a student is scheduled for a term but fails to post positive attendance in the subject.

The Grading Scale is as follows:

Percentile	Grade	Competence
100 – 90	A	Excellent
89 – 80	B	Very Good
79 – 70	C	Average
0 - 69	F	Failing
-	I	Incomplete
-	W	Withdraw
0- 69	WF	Withdraw/Failing
-	TC	Transfer Credit

PRACTICAL PROJECTS

Practical assignments are broken down into two groups.

1. Written Practical (hand-outs requiring questions to be answered with a source reference)
2. Hands-On Practical Projects (performing safety wiring, rigging a flight control, etc.)

Practical assignments are given to students for each subject in the course and are to be graded using the following criteria:

- Written Practical Projects will use the grading scale found below. These projects will receive an individual grade and be recorded in the practical grade section of the student’s record for that subject area.
- Level 2 Hands-on Practical Projects will use a Pass/Fail method of grading (based on a minimum of a 70% correct completion) and will be annotated in the practical project grade section of the student’s record.
- Level 3 projects simulate the action of returning an aircraft back to service and will be graded according to the scale found below.

Note: Hands-On Practical Projects not meeting minimum standards will have to be reworked. All reworked practical projects are recorded as a grade of 70.

All Hands-on Practical Projects will also take the following areas into consideration for determining the practical project grade:

- Attitude towards the work performed

- Use of tools and equipment
- Use of reference materials and manuals
- Quality of completed assignments
- Proper preparation of maintenance forms and records
- Proper cleanup

All subject practicals and projects must be turned in before being eligible to take the test/final. Practical and projects not turned in prior to the test will be considered late, resulting in a maximum grade of 70% and the inability to take the subject test/final exam.

Testing

Subject Examinations:

1. Qualifications – Subject examinations are required by the FAA and are to be given in written form following the completion of a subject.

To be considered eligible for testing:

- all subject training materials (lecture and practical), must be completed and turned in, and
- all missed materials assigned due to an absence must be complete and turned-in, and
- all requirements for scheduled attendance must be complete.

Note: Alternately, a student may be authorized at the discretion of the DOE/ADOE to take a test if all subject training materials missed during any absences have been completed but the student still owes 49% or less of scheduled time at the end of the subject.

2. Grading: Subject Examinations are graded on a percentile basis
 - Subject examinations have a minimum passing grade of 70%.
 - Instructors may utilize up to two (2) bonus questions that are equal in value to the test questions.
 - Retakes: The entire retake process must be completed within a three (3) day period.
 - Only one retake per subject, per day before or after normally scheduled class hours will be allowed beginning no sooner than one (1) day after the failed test day.
 - If after two (2) retake attempts the student has not achieved a passing grade of 70% the student must meet with the Director of Education, and the student may be required to repeat the subject.

School Finals:

Course final examinations are required by NAA as part of the certification process and are to be given in written form following the completion of all subjects in each corresponding course (General, Airframe and Powerplant). The student must meet the following criteria before a Certificate of Eligibility/Completion is issued.

To be considered eligible for testing,

- All subjects of the course must be academically completed, with passing grades.
 - Must have a Professionalism grade of 70% or higher,
 - All requirements for FAA scheduled attendance must be complete and made-up.

A school final exam will not be given to the student with an “F” or “I” grade in any one subject of that section or when any scheduled time missed in that section has not been made up.

Examinations are graded on a percentile basis (see scale below) and may be written or oral in nature.

Minimum passing grade is 70%.

When a grade lower than 70% is received, the student may be allowed a retake test if approved by the Director of Education or authorized ADOE. The student may be allowed to retake a failed test up to a maximum of two (2) times. If after two (2) retake attempts the student has not achieved a passing grade of 70%, the student may be required to repeat the subject.

Students that score 90% or higher can exercise an option to receive the Certificate of Eligibility/Completion immediately.

Students passing the school course final exam with a minimum of 70% will be issued Certificate of Eligibility/Completion after 60 days.

- a) Retakes: The entire retake process must be completed within a three (3) day period.
 - Only one retake per subject, per day before or after normally scheduled class hours will be allowed beginning no sooner than one (1) day after the failed test day.
 - If after two (2) retake attempts the student has not achieved a passing grade of 70% the student must meet with the Director of Education, and the student may be required to repeat the subject.
- b) Missed Tests: Students that are absent on day of test must make up the test on the first day back from the absence. No exceptions. Students, who by choice, do not take the test on the first day back will receive a 70% regardless of the actual passing score they receive on the test and a 5-point reduction in professionalism grade.

Oral quizzes can be given on a subject at any time during lab or class sessions. A maximum of one hour per week may be dedicated to this. Oral quizzes are not permanently graded and credited unless integrated as part of a project.

The student must maintain passing grades for examinations and assignments.

Incomplete assignments and examinations will be issued an "I" (Incomplete) grade for the following reasons:

- Assignments not completed as scheduled
- Examination(s) not taken as scheduled
- A failing grade on a retake exam or assignment

Note: A student cannot take a final subject exam if an "I" grade exists.

SATISFACTORY ACADEMIC PROGRESS

National Aviation Academy's satisfactory academic progress (SAP) policy below determines if a student is making satisfactory academic progress in his or her successful completion of hours and academics of the coursework and program.

1. The below policy provides that NAA will formally evaluate each student's academic progress upon successful completion of each payment period. NAA must determine that the student has successfully completed half the clock hours and weeks in the current payment period before allowing the student to progress to the next payment period for Title IV purposes. This means that the student must have passed courses consisting of at least half the clock hours by satisfying all requirements for the courses (i.e., by completing both the academics (with at least a "C" letter grade) and the associated hours). There are two payment periods in a standard academic year.
 - a. The first payment period consists of the first half of the clock hours in a standard academic year and the first half of the instructional weeks in a standard academic year. In a clock hour program, a standard Academic Year is 900 clock hours and 26 weeks. This means the first half of the academic year (payment period) is comprised of 450 clock hours and 13 weeks of instruction.
 - b. The second payment period consists of the remaining clock hours and instruction weeks in the academic year.
 - c. Students enrolled in an educational program of more than two academic years, must at the end of the second academic year have a 2.0/70% GPA/percentage, which is equivalent to a "C" letter grade; or have academic standing consistent with NAA's requirements for graduation.
2. The SAP policy contains three components: qualitative, quantitative, and maximum time frame.
 - a. Qualitative: A student must maintain a cumulative grade point average/grade percentage of 2.0/70% for each payment period. The student must have a 2.0/70% GPA/percentage at the end of the payment period. A 2.0 GPA/70 percentage is equivalent to a "C" letter grade.

b. Quantitative: In order to remain eligible for Federal Financial Aid, NAA requires the student to have successfully completed at least 67% of their cumulative scheduled hours and clock hours attended at each SAP evaluation point. Furthermore, NAA requires the student successfully complete 67% of the scheduled hours and attend hours for each payment period.

c. Maximum Time Frame (MTF): In order to remain eligible for Federal Financial Aid, students must complete the requirements necessary to obtain their certificate within a maximum time frame of one and one half (1 ½) times the normal time required to obtain the certificate (normal time frame of 2,000 hours or 14 months of instruction, maximum time frame of 3000 hours or 21 months). A student fails the MTF requirement when it is mathematically impossible for the student to complete the remainder of the program within the MTF. If student fails the MTF requirement, Financial Aid Eligibility will terminate.

In the event the student is not making satisfactory academic progress in his or her completion of hours and academics of his or her program, the following measures will be applied:

Financial Aid Warning Status

NAA will place a student on “financial aid warning” after the first failed SAP payment period. Students will be notified of this status change in writing. The student is expected to meet SAP standards by the next payment period. During a period of Financial Aid Warning, the student will retain his/her eligibility to receive Financial Aid. If SAP standards are not met by the next payment period, the student must successfully appeal to be placed on Financial Aid Probation.

Financial Aid Probation Status

Students will be notified of this status change in writing. While a student is on financial aid probation, NAA may require the student to fulfill specific terms and conditions. At the end of one payment period on financial aid probation, the student must meet NAA’s satisfactory academic progress standards, or the academic plan developed by NAA Education Department addressing why the probation occurred and what will change in the future in order to qualify for further Title IV, HEA program funds.

Appeal Process

To appeal, a student must submit an SAP Appeal Form to the Vice President of Financial Aid and Senior Vice President of Education. Failure to apply within 5 business days could result in denial of appeal. The appeal will be evaluated by the Appeals Committee within 10 days of receipt. The student will be given a time to meet with the Appeals Committee to present his/her appeal. Upon review, the student will be notified in person and/or in writing of the appeal decision.

Reinstatement of Financial Aid Eligibility

If the appeal is approved the student will be placed on Financial Aid Probation. The student will retain his/her eligibility to receive Financial Aid and an Academic Plan may be required. A student on Financial Aid probation for a payment period may not receive Title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or NAA determines that the student met the requirements specified in the academic plan for the student. Additional information regarding financial aid eligibility is available in the Office of Financial Aid.

Financial Aid Suspension Status

A student on financial aid suspension is ineligible to receive Title IV, HEA program funds. Students will be notified of this status change in writing. A student may choose to continue their education without federal funding by establishing a cash payment plan and/or applying for alternative funding, until they meet the standards used to determine Satisfactory Academic Progress for financial aid eligibility. However, it is possible that not meeting SAP can impact the student’s ability to remain in the program due to not successfully completing hours and academics (see grading scale).

The following are how student’s GPA and Pace Progression are affected by SAP:

Transfer Hours

Assigned credits from another institution are counted toward, hours attempted, and hours completed, but not GPA or SAP.

Incomplete

Requires make up work and/or time before a grade can be assigned. A grade of "I" (Incomplete), is issued for a subject in which a student has missed time, work and/or projects. For subjects in which a student receives an Incomplete, the incomplete subject is not counted in the grade average. If course work or missed time is not successfully completed within 10 business days into the next term, the "I" grade will automatically change to an "F".

Repeat

Repeat Courses. If a student repeats a course for any reason, the grade received in the second iteration of the course, whether higher or lower, is the grade used in calculating the GPA and satisfactory academic progress.

Progress Reports

In accordance with State of Massachusetts 230 CMR 15.01(10), no less than one written progress report during each course with durations of 15 hours or more will be provided to the students by the time 50 percent of the course has been completed, in person in class.

PROFESSIONALISM

- a) NAA is training Aviation Maintenance Technicians.
 - i. One crucial aspect of the aviation maintenance career is the individual technician's attitude, appearance, and ethical standards.
 - ii. Key elements of Professionalism include, but are not limited to, exhibiting a courteous, conscientious, and generally businesslike manner in the workplace.
- b) Students begin each term with a professionalism grade of 100%.
 - i. Each violation will result in a deduction of 5% from the professionalism grade.
 - ii. Students who receive more than six citations for infractions of the professionalism standards during any term will fail that term.
 - iii. Students can receive citations against their professionalism grade for violations to the Student Code of Conduct as defined in this manual or for any unprofessional behavior.

The following factors are used in the evaluation with respect to Professionalism:

1. Attitude: Exhibiting a positive attitude when things go right or wrong.
2. Appearance: Compliance with the school dress code and appearance policy
3. Work habits and accountability: Demonstrating punctuality, courtesy, safety, cleanliness, and adherence to rules.
4. Communication: Listening and interacting effectively with other students, staff, and faculty.
5. Teamwork: Cooperating with others.
6. Problem-solving: Effectively solving problems and knowing when to ask for help.
7. Ethics: Knowing that when faced with a difficult decision, the Aviation Maintenance Technician is placing the lives of many people in his/her hands. Making the right decision and always doing the right thing are critical elements of the successful Aviation Maintenance Technician.

When the average grade of a subject is less than 70%, the subject must be repeated.

Note: An "I" (Incomplete) grade will be issued for all subjects on official transcripts if the student has any outstanding financial obligations. Three (3) failed subjects in a term constitute a failure of the term and the student must repeat the failed term.

COMPLETION AND GRADUATION RATES

Completion rates are compiled every year and reported to all regulatory bodies. NAA completion rates can be found at the following website:<http://nces.ed.gov/collegenavigator/?q=national+aviation&s=all&id=165635>. Additional disclosure regarding Graduation and Gainful Employment disclosures can be found at www.naa.edu under each program.

GRADUATION REQUIREMENTS

In the interest of aiding all students in the quest for their FAA certifications, the following will be policy for all students who wish to graduate on schedule with their class.

In order to become a graduate and 'walk' with your class to receive your diploma and certificates, the following criteria must be met:

- All school testing and projects must be completed
- All attendance requirements must be completed
- All financial obligations must be satisfied

These requirements must be met BEFORE the student can graduate and/or participate in the graduation ceremony.

In the event that a student does not complete these requirements in time to graduate with his/her class, he/she may be eligible to 'walk' in a future graduation ceremony with approval from the Director of Education.

FAA written, oral and practical testing and FAA test preparation cannot be included in scheduled curriculum hours.

WRITTEN TEST

In the interest of aiding all students in the quest for their FAA certifications, the following will be policy for all students who wish to take their FAA General, Airframe and Powerplant written exams at the NAA test center.

In order to obtain a school certificate allowing the student to take the FAA written exams, the following criteria must be met:

- All tests and projects in the applicable area of study must be completed, i.e., General, Airframe, and Powerplant. In order to receive your certificates* for General, Airframe, and Powerplant you MUST receive a score of 90% or higher on the General, Powerplant, and Airframe school final tests*.
- All attendance requirements must be completed
- All financial obligations must be satisfied (may be overridden by Executive Board).

These requirements must be completed BEFORE a student becomes eligible to test.

*After 60 days, you may receive your certificates for General, Airframe, and Powerplant with a minimum grade of 70% NAA has received an exemption to FAR 65.75(a) from the Federal Aviation Administration to allow for testing on the General subjects prior to meeting the experience requirements of FAR 65.77. By the authority given to NAA by exemption number 11819, NAA students, upon successful completion of the General subject curriculum requirements and have met the obligations listed above, will be awarded a General Completion Certificate, and may register for and take the FAA General written exam.

Test During Class Time

The student must come to the test center and speak with the Test center supervisor or proctor that is in the testing center. The student will pick up a form called the Class Time Testing Acknowledgement. This form explains that a student cannot test an FAA test during class time but must get approval from their instructor. The student will be marked absent for hours out of class during the test, and these hours affect perfect attendance without the missed time charges. The student will be responsible for making up the time. The student must sign and date the form, thereby agreeing with the hours that will incur. The instructor then fills out the class information and instructor approval section. The Test center supervisor or proctor administering the test will complete the test information section of the form.

Test During Make Up Time

FAA written tests cannot be taken in the testing center while the student is signed into the make-up lab to complete make-up time for the AMT portion of their schooling. The student must sign out and continue making up time once the exam has been completed.

EARLY TESTING (POWERPLANT ORAL & PRACTICAL) PER 14 CFR PART 65.80

1. When students show satisfactory progress through his/her studies, he/she may be eligible to take the oral and practical tests in the final 20 days of the enrolled course before meeting the applicable experience requirements of 14 CFR Part 65.77 and before passing each section of the written test prescribed by 14 CFR Part 65.75.
2. For this purpose, satisfactory progress shall be defined as a grade point average of 94% or higher and attendance of not more than 35 hours total missed time to the date of application for early testing. However, the student must have all missed hours made up before applying for early testing.
3. If a student meets the above requirements, he/she shall be considered eligible for early oral and practical testing.
4. The student shall make the request for early testing through the DOE. The DOE will review the student's records to verify the student meets the satisfactory progress requirements.
5. If all the above requirements are met, the school will present the completed FAA FORM 8610-2 form in duplicate to their PMI for approval. Block II, Item E (2), School Official's name, will be printed and signed by the DOE.
6. The records of the students seeking early testing approval are available for examination by the FAA for verification, if needed.

STUDENT RECOGNITION PROGRAM

Honors Program-

Any student who has achieved the following outstanding grade point averages at the completion of studies for the AMT program will receive Honors recognition during the graduation ceremony.

Cum Laude	GPA of 94-95.99%
Magna Cum Laude	GPA of 96-97.99%
Summa Cum Laude	GPA of 98-100%

Additional Awards and Recognition for Graduate Accomplishments:

During the NAA graduation ceremony, the following awards may also be presented:

- Perfect Attendance – Given to students who have achieved 2000 hours of perfect attendance in the AMT program.
- Outstanding Attendance – Given to students who have missed 14 hours or less of attendance
- Top Technician Award – Chosen by class members. The students vote from the entire class population. We do not limit it to the top performers. This award is strictly about who the students feel is deserving. And that does not always mean the top 3 performers as many other students are also worthy of the recognition.
- Valedictorian - Highest GPA
- FAA Awards – Given to the student with the highest GPA (92.5)
- AF and PP team awards – class teams that have the highest combined GPA for the section

During the Graduation Ceremony, an Honor Cord is worn by students who have at the completion of their AMT training, achieved full FAA certification as an Airframe and Powerplant Mechanic. Students who are wearing Red and Silver Honor Cords are graduates who served on the student council for the betterment of the student body and the Academy. It is with great pride and patriotism that NAA bestow the Red, White, and Blue Honor Cords to our military veterans in honor of their service.

ADDITIONAL RULES AND REGULATIONS

STUDENT CONDUCT

To provide training to all students equally and without interference by other students, and to maintain a high standard of personal performance and progress throughout the program, **all students are subject to immediate disciplinary action up to and including termination or suspension as deemed appropriate for any of the following infractions.** The range or level of discipline may be determined by the number of offenses, the severity of the offense, and/or other measures. The list is not meant to be all-inclusive but rather an outline of some student conduct examples.

WARNING, PROBATION, SUSPENSION AND TERMINATION

A student may be placed on probation for unsatisfactory attendance, performance, progress, or conduct upon recommendation from his/her instructor or other faculty members. A student may be removed from the program at any time if he or she is unable to satisfy the technical standards for his or her program.

While on probation, a student must provide evidence of improvement or be subject to suspension or termination.

A student will be placed on probation, suspension, or termination for infractions of school policies by the Director of Education.

Procedure of Probation and/or Escalation to Termination:

- A written warning is issued to the student.
- If there are no improvements noted, the student will be placed on probation.
- Continuation of infractions and/or lack of improvement of the condition(s) will result in suspension or possible termination.

Definitions of Warning, Probation, Suspension, and Termination:

Warning - A warning may be issued verbally or written and may be recorded in the student action binder. Students who are issued a warning are put on notice to take corrective action or risk further disciplinary action.

Probation - Any student who does not take corrective action after a warning has been issued will be placed on probation. While on probation, a student must provide evidence of improvement or be subject to suspension or termination. A person on probation is ineligible for appointed or elective office in student organizations.

Suspension - Any student on probation who has not provided evidence of improvement, or a student who acts in a manner contrary to the rules and regulations of National Aviation Academy, may be suspended. Suspension length will be at the discretion of the Director of Education. Once the student has been informed of the suspension, he/she may submit an appeal in writing to the Director of Education for reconsideration. Suspended students may be re-admitted after the suspension period by submitting a written request for re-admission. A student who is reinstated to the school after having been suspended must make up all hours previously missed and may not have any academics or finances outstanding at the time of reinstatement.

Termination - A student may be dismissed for academics or conduct. Dismissal is normally permanent unless, with good cause, the student reapplies and is accepted under special consideration by the Director of Education.

Examples of Warning, Probation, Suspensions and Termination

1. Willful destruction or defacing of school property or property under the control of the school including unauthorized disposal of refuse.
Warning, Probation, Suspension or Termination
2. Any act of violence or threatening violence either verbally, with a weapon or by using any item as a weapon. Taking part in any act of violence on school premises, possession of a weapon on school premises, or carrying a weapon in a vehicle onto airport property. Any intent to create a hostile learning environment.
Warning, Probation, Suspension or Termination
3. Unauthorized removal of school property, property under the responsibility of the school or property owned by employees or students.
Probation, Suspension or Termination
4. Cheating, by giving or receiving information in any manner which may change the outcome of an examination.
Suspension or Termination

5. Any use during school hours or any instance of being under the influence of drugs, alcohol or any foreign substance which impairs the normal senses, and which may cause an unsafe environment, harm to the student, other personnel, or cause damage to equipment.
Probation, Suspension or Termination
6. Misuse or abuse of prescription drugs such as overdosing or altering the prescribed method of delivery from oral to intravenous and /or the possession of drug paraphernalia.
Probation, Suspension or Termination
7. Any act or form of sabotage to the aircraft or its components, whether owned by the school or other parties.
Warning, Suspension or Termination
8. Violation of safety and health regulations or practices.
Warning, Probation, Suspension or Termination
9. Any disruption of the training process, whether in class or lab, or at any location where scheduled instruction is conducted or self-study is taking place.
Warning, Probation, Suspension or Termination
10. Showing or expressing disrespect to school officials, faculty/staff, or visitors.
Warning, Probation, Suspension or Termination
11. The use of offensive, vulgar or profane language while on NAA property is inappropriate and should be controlled. When profanity is used in the classroom or public areas of the school which is offensive to instructors, staff, students, or those who may visiting the school facility, appropriate disciplinary action will be taken.
Warning, Probation, Suspension or Termination
12. Sleeping
Warning, Probation, Suspensions or Termination
13. Parking in unauthorized areas may result in a fine and possible towing of vehicle at owner's expense.
Warning, Probation, Suspension or Termination
14. Smoking in areas other than designated smoking areas.
Warning, Probation, Suspensions or Termination
15. NAA is committed to providing a safe learning and working environment. NAA will cooperate with authorities and assist them in any way possible, including the investigation into any sexual harassment, assault crime or sex offense. Any act of sexual harassment, assault crime or sex offense will not be tolerated.
Warning, Probation, Suspension or Termination
16. PEDs: The misuse of Personal Electronic Devices (PEDs) on the NAA campus is strictly prohibited. PEDs include, but are not limited to, cell phones, laptops, MP3 players, digital recorders, cameras, and other electronic devices that can interrupt the training process. In a learning environment, the use of PEDs during class time can be disruptive and is considered disrespectful to your classmates and instructors. Use of such devices in hangar work areas and around aircraft is dangerous as you may not have your full attention devoted to your safety and the safety of those around you. Headphone and/or earbuds, wireless or corded not permitted anywhere in the hangar, on the flightline, or in classroom environment.
Warning, Probation, Suspension or Termination

PEDs Use:

- Laptop computer use in the classroom is acceptable when approved by the Instructor and is for course related material.
- Cell phones may be carried in school but must remain out of sight and kept silent. Cell phones may only be used during class breaks.

Students must be in attendance during all scheduled classroom and lab activities. The use of cell phones during scheduled class time is not authorized.

Any use of PEDs other than as stated above is **prohibited**.

Any emergencies **MUST** be handled through the front desk or by calling the school at 781-274-8448. Students will be notified immediately of any emergency calls that the school receives on their behalf.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Schools across the country strive to create and sustain inclusive, supportive, safe, and nondiscriminatory communities for all students. The school admits students of any gender, race, color, national or ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. NAA does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of educational policies or other school administered programs. National Aviation Academy (“NAA”) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. NAA considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. NAA does not require transgender students to use facilities inconsistent with their gender identity or to use individual-user facilities when other students are not required to do so in accordance with the U.S. Department of Education (ED) and the U.S. Department of Justice (DOJ).

CLASSROOM AND HANGAR DRESS CODE AND PERSONAL APPEARANCE POLICY

NAA has developed a Uniform and Personal Appearance Policy for all students attending all programs at NAA Campuses. The purpose and intent of this policy is to bring uniformity by practicing the industry guidelines to be better prepared for success as student’s transition into the aviation industry after graduation. Content of this policy coincides with industry standards based on information obtained from NAA Advisory Board members, i.e., Boeing, Jet Blue, and others. Student Services, in conjunction with identified vendors, will be the overall responsible department for control of ordering and issues.

PERSONAL APPEARANCE AND SAFETY

The content of this policy coincides with industry standards based on information obtained from NAA Advisory Board members who are subject matter experts in aviation maintenance. Safety is paramount at ALL times. Students and Instructional Staff shall conform to the NAA Uniform and Personal Appearance Policy during all school and hangar activities. Further, all are expected to project a professional image to the public. Any student not in compliance with the NAA Uniform and Personal Appearance Policy may be considered unprepared for activity and, therefore, be asked to leave campus and marked absent. Students marked absent will be required to make up curriculum hours missed and will be required to pay applicable missed time charges.

1. Students will wear the uniforms issued to them. Those not in issued uniform will be asked to leave the class until the Uniform and Personal Appearance Policy is followed. Any missed time from school will be documented.
2. It is highly recommended that students tuck shirts in at ALL times.
3. Belts are not required at ALL times but recommended.
4. Acceptable Footwear: Work shoes, work boots, and tennis shoes (crocs and slippers are NOT acceptable). Close-toed shoes are required.
5. NO loose items such as necklaces, bracelets, scarves, and other accessories will be exposed outside of the shirt or jacket. Additionally, Jewelry such as rings, watches, bracelets should be removed when working in lab or hangar environments.
6. **IDs will be in plain sight at or above the waist at ALL times.**
7. NAA uniforms may not be altered without exception.
8. NO hoop or hanging earrings are permitted.
9. Hair must be neatly groomed and present a professional appearance at ALL times. Hair length must never present a safety hazard and will be subject to Instructor discretion.
10. Facial hair must present a professional appearance.

11. NAA logo tops must be the outer most layer when in the school. Garments worn under a NAA logo top must coordinate with NAA colors (red, black, and white) and present a professional appearance. If the garment has an attached hood, the hood may NOT be worn over the head while in the building.
12. Dark Grey, Black or Navy pants/shorts are required and obtained by the student. They will be worn at the waistline and undergarments will never be visible. This is a list of acceptable styles to be worn; Dickies, Carhartt, Wrangler, Craftsman and Red Cap. Athletic wear, sweatpants, yoga pants, or denim will NOT be permitted.
13. Students must wear long pants on days they are scheduled for classroom instruction. On days students are scheduled to be in the Hangar, they may wear shorts conforming to the requirements stated in above. Shorts must be knee-length.
14. Collared uniform shirts must be fully buttoned at all times.
15. The NAA t-shirt may be worn at the Hangar, during 5th Term at Tampa campus or 3rd Term at the New England campus at the instructor's discretion, or during the student's initial Term prior to being issued the collared uniform shirts. Otherwise, the NAA t-shirt may NOT be worn as an outer garment in the classroom.
16. All uniforms must be kept clean and in good condition and free of any stains, holes, or wrinkles.
17. Sunglasses, NAA baseball style caps, and NAA winter caps are authorized in the hangar and on the flight line. NAA logo hats may be worn in the classroom with the permission of the instructor. NAA Baseball-style caps bills must face forward.

Overall, the Uniform and Personal Appearance Policy MUST be followed every school day. Students may purchase additional articles of clothing by contacting the Student Services Department. Students not adhering to the policy cannot sign in and begin classes.

HONOR CODE

The purpose of the Honor Code is to encourage an environment where academic integrity and honesty can flourish. The Honor Code recognizes the importance of honesty, trust, fairness, respect, and responsibility. The Honor Code articulates NAA's expectations of students and staff in establishing and maintaining the highest standards in academic work.

Violations of the Honor Code include:

- Copying from another's examination paper or allowing to copy from one's own paper.
- Unauthorized collaboration on projects.
- Plagiarism
- Revising and resubmitting a quiz or exam for re-grading without the instructor's knowledge and consent.
- Representing the work of another as his own.
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person would have known that such aid was not permitted.
- Bribes, favors, and threats to gain academic advantage.
- Computer-related infractions defined by applicable laws, contracts, or NAA's policies, such as unauthorized use of computer licenses, copyrighted materials, or trade secrets.
- The sale of class materials or notes.
- Unauthorized removal of an exam or quiz from a classroom or Instructor's office.

Any person who becomes aware of a violation of the Honor Code is bound by honor to report it. Any violation of the Honor Code is unacceptable and may result in disciplinary action up to and including termination.

DRUG AND ALCOHOL ABUSE POLICY

NAA is committed to assisting students in the resolution of problems associated with substance abuse and encourages students to seek additional help through appropriate resources. A list of appropriate resources can be found in the Student Services Department.

Since its inception, NAA has been committed to maintaining a professional and stimulating learning environment for our students. Consistent with that commitment, NAA has a zero tolerance for drug or alcohol abuse.

It is the responsibility of any student to notify NAA of any personal criminal drug arrests or convictions as soon as possible of such incidents regardless of the nature or location of the violation.

If any student is taking medication prescribed by a licensed physician that may impair his or her performance, the student will not be considered in violation of this policy. Nonetheless, he/she must advise the Director of Education so appropriate steps may be taken to ensure the continuity of educational activities of other students and the safety of others.

Adherence to this drug and alcohol abuse policy is a condition of admission and continued attendance at NAA and is applicable to all students, faculty, staff, and visitors.

In addition to any sanctions imposed by NAA, State and Federal drug statutes provide penalties ranging from monetary fines and probation to imprisonment depending on the nature of the offense. Drug and alcohol abuse will have far reaching negative consequences when applying for aviation jobs. All students are urged to make a commitment to their personal and academic futures by making a conscious decision to stay drug and alcohol free.

CONFLICT OF INTEREST

The school expects each student to maintain a professional relationship with staff members. Engaging in dating or intimate relationships with staff members is not permitted.

STUDENT COMPLAINT/GRIEVANCE POLICY

NAA strives to provide a quality training and learning environment. We will give every consideration to a student complaint/grievance relating to any aspect of the educational program, facilities, faculty, staff or related services.

NAA will make every effort to informally resolve a student's complaint/grievance. A student should first discuss any complaint/grievance with his/her instructor in a confidential manner. If the student does not feel this is the appropriate forum or is not satisfied with the response, he/she should discuss the complaint/grievance with the Director of Education. If the student is not satisfied with the response from the Director of Education, then he/she must put the complaint/grievance in writing. The Director of Education will ensure the complaint/grievance is forwarded to the appropriate NAA Director. That NAA Director will coordinate a response/resolution with the Senior Vice President of Compliance and Regulatory Affairs. A written response will be provided to the student within five (5) days.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Director of Education or online at www.accsc.org.

Any student has the right to contact the following department at any time: Division of Occupational Licensure, Office of Private Occupational Schools, 1000 Washington Street, Suite 710, Boston, Ma 02118-100; Telephone: 617-701-8719; Email: occupational.schools@mass.gov; Website: www.mass.gov/dpl/schools. Per 230 CMR 15.07(2) a school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school.

SAFETY RULES AND PRACTICES

Due to the very nature of our business, extreme caution and safety is required at all times to prevent an accident from happening. The following list of safety rules and practices will be followed at all times. Additional safety rules and practices may be required at the discretion of the Department of Education. Failure to comply with these rules will be considered a safety violation. The following list is not meant to be all inclusive:

- Eye protection must be worn during all shop projects and in all shop areas.
- Ear protection must be worn when running reciprocating and turbine engines or when directed by the Instructor
- A ventilation mask (respirator) must be worn when painting.
- No use of tobacco products or electronic cigarettes in the building, hangar, SIDA, or within fifty (50) feet of any aircraft, smoke in designated areas only.
- Do not use shop air to blow dust off your body.
- Do not shoot people with shop air or spin bearings with shop air.
- No horseplay inside or outside the hangar.
- Oil spilled on floor will be cleaned up promptly.
- Yell “clear” before starting any aircraft engines.
- Use a checklist when running aircraft engines.
- Have a fire extinguisher on hand when running engines.
- Do not run-up aircraft or engine stands directly in front of the hangar door.
- Stay clear of turbine inlet and exhaust when engine is running.
- Deflate tires before disassembly.
- Deflate struts before disassembly.
- No hand-propping of aircraft or run-up stands.
- Beware of aircraft propellers, rotating or stationary.
- All aircraft fueling must be done outside of hangar.
- Dismount aircraft at rear.
- When using drill, ensure parts to be machined are clamped to drill press table.
- Keep hands clear of rotating parts and assemblies to include reciprocating and turbine engines.
- Drills must be unplugged before changing the drill bit.
- No aluminum or brass parts are to be used on the grinder wheel.
- Safety Caps shall be installed on all compressed gas goggles any time the regulator is not installed.
- Keep hands clear when using the hydraulic press or any other tools and machinery.
- Beware of shock hazard when working on electrical components.
- Paint in designated areas only.
- Use proper manuals when performing maintenance.
- Any other action which a reasonable person may consider to be dangerous in unacceptable.
- In the case of an emergency call the local authorities.

Specific safety instruction must be followed at all times and may vary from shop to shop and project to project. Ask your Instructor if you ever question a specific safety measure and report unsafe offences.

FIRST AID, EMERGENCY MEASURES AND ACCIDENT REPORTING PROCEDURES:

The uniform procedure to be followed in the event of an accident happening in the school is shown below. In an emergency case where injury is serious or when pain is intense, dial 911 or the Concord Fire Department at 978-318-3450 (Baker Building) or Stow Fire Department at 978-897-4573 (Minuteman Airfield) or get the patient to the hospital.

Procedures in case of an accident:

- Accident – Any occurrence which causes injury to the body should be regarded as an accident in the school.
- First Aid– First Aid involves rendering such assistance as necessary to place the injured person under competent medical care. First Aid may be given by the Instructor or by another NAA staff member in knowledge of First Aid techniques. A First Aid Policy and Procedure Form is located in each First Aid kit.

- In no case shall a student treat his own or a fellow student's injury.
- First Aid shall be administered as soon as possible after the accident occurs. Students should be instructed to report all injuries to their Instructor or a staff member immediately.
- Clearly labeled First Aid kits are located in each facility.
- First Aid kits shall be completely supplied with approved materials at all times.
- An Automatic Electronic Defibrillator (AED) device is clearly mounted in the main student hallway of the Baker Building.
- A Deluge System (eye wash) is located in the middle of the south wall at the hangar.
- The injured party may be transported by ambulance or in another convenient conveyance that may be offered if an emergency vehicle is not required.

Notification of parents/spouse:

- In all cases where medical treatment is required, emergency contacts must be notified.
- In emergency cases when time might be an important factor, see that the injured is provided First Aid immediately and then sent to the hospital. The Director of Education or designee will report the accident to those found on an emergency contact list and to the administration.

Record Keeping:

The Director of Education or Hangar Supervisor must submit a written report within 24 hours of the time of the accident to the Campus Director

CAMPUS SECURITY

Identification Badges

For security measures, all students, staff, and faculty are provided a photo identification badge that must be worn on campus at all times. All guests must sign in and be issued a temporary badge prior to admittance on campus. Students who forget their badge will not be permitted on campus or in the hangar or in class and must see the Operations Staff for a temporary ID. There is a \$15.00 fee for a replacement badge. See Student Services for the process on replacement.

Vehicle Registration

A parking decal is provided to our students and must be displayed on vehicles parked in designated parking areas. There is a \$5.00 replacement fee if a student's decal is lost or misplaced. Students parking in unauthorized space may be ticketed, fined, or towed at the students' expense.

Reporting Crime

All crimes will be immediately reported to the Campus Director and Operations staff. The incident will be reported to the appropriate law enforcement agency and a written report will be filed. NAA will cooperate fully with law enforcement in all investigations.

The NAA campus is equipped with surveillance system and security cameras. The local Police department is the lead enforcement office and will be called upon to assist in the security of all NAA staff, students, and facilities. Minuteman Airfield is patrolled by the local Police department.

Crime Statistics

There have been no major crimes committed on campus at NAA in its entire history. Further details of security and statistics are available in the NAA Annual Security Report and may be viewed by accessing the following website: <http://nces.ed.gov/collegenavigator/?g=national+aviation+academy&s=all&id=165635#crime>. The NAA Annual Security Report is available by October 1st each year and can be requested in hard copy or viewed at www.naa.edu/security.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days of the day NAA received a request for access.

A student should submit to the registrar, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The NAA official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the NAA official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask NAA to amend a record should write the NAA official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If NAA decides not to amend the record as requested, NAA will notify the student in writing of the decision.

3. The right to provide written consent before NAA discloses personal identity information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. NAA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. A school official is a person employed by NAA in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom NAA has contracted as its agent to provide a service instead of using NAA employees or officials (such as an attorney auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for NAA.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NAA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-5901*

STAFF

STAFF	TITLE
W. Mac Elliott	Chairman & Chief Executive Officer
Pam Van Sant	President & Chief Operating Officer
Holli Hudson	Sr. Executive Vice President, Chief Strategy Officer
Helen Garland	Executive Vice President, Financial Aid & Compliance
Boe Browning	Executive Vice President of Education
Nannette Worlinsky	Sr. Corporate Vice President of Compliance & Regulatory Affairs
Russell Cephas	Sr. Vice President/Campus Director
Andrea Williams	Sr. Corporate Vice President of Admissions
Ayiende Smith	Corporate Vice President of Admissions
Calvin Conyers	Vice President of Admissions
Cecilia Malm	Operations Manager
Chloe LeMaitre	Education Services Assistant
Edwin Donovan	Director of Career Services
Elee Pierce	Director of Education
Jacob Robitaille	Operations Assistant
James Lawton	Facilities/Hangar Manager
Karen Curry	Operations Assistant
Kay White	Education Services Manager
Kyra Thomas	Admissions Representative
Pedro Quinones	Admissions Representative
Priscilla Ramirez	Sr. Financial Aid Representative
Rachel Ellingson	Admissions Representative
Roozbeh Badie	Admissions Representative
Roy Edwards	Admissions Representative
Sarah Ludeman	Assistant VP of Admissions & Student Services
Tyshon Jones	Admissions Representative

A&P CERTIFIED FACULTY

(It is a Federal law that Aviation Maintenance Technician Instructors are FAA A&P Certified)

	POSITION	INSTRUCTOR NAME	CERTIFICATE TYPE	RATING	TERMS AUTH. TO TEACH
DOE	Management	Elee Pierce	Mechanic	A&P	All
TERM	POSITION	INSTRUCTOR NAME	CERTIFICATE TYPE	RATING	TERMS AUTH. TO TEACH
AMT Term 1	Term Instructor	Michael Jackson	Mechanic	A&P	All
AMT Term 1	Term Instructor	Thomas DeShaw	Mechanic	A&P	All
AMT Term 2	Term Instructor	John Budenas	Mechanic	A&P	All
AMT 1-6	Make-Up Instructor	Rohn Zeleznok	Mechanic	A&P	All
AMT Term 3	Term Instructor	Lewis Rizk Jr.	Mechanic	A&P	All
AMT Term 4	Term Instructor	Sheila Brooks	Mechanic	A&P	All
AMT Term 4	Term Instructor	David Webber	Mechanic	A&P	All
AMT Term 5	Term Instructor	Johnny Turner	Mechanic	A&P	All
AMT Term 6	Term Instructor	Melvin Rivera	Mechanic	A&P	All
AMT Term 1-6	Term Instructor	Kevin Kozlowski II	Mechanic	A&P	All
AMT Term 1-6	Term Instructor	Edward McDonald	Mechanic	A&P	All
AMT Term 1-6	Make-Up Instructor	Thomas Christopher	Mechanic	A&P	All

June 2023