

STUDENT ENROLMENT FORM



Regulations and industry best practices require that we collect and verify student information before they are enrolled for flying training. Please complete the form and be as clear and truthful as possible. Please attach a copy of your national ID and police clearance certificate. Foreign students must also attach documentation on source of funds and a copy of their passport.

Please complete this form in block letters using indelible ink without alterations or erasures.

PART A: PERSONAL DETAILS

| | | | |
|------------------------------------|--|------------------------|--------|
| FULL NAME: | | | |
| PREVIOUS NAME(S) IF ANY | | | |
| NATIONALITY | | GENDER | |
| | | MALE | FEMALE |
| DATE OF BIRTH | | MARRITAL STATUS | |
| | | | |
| MOBILE NUMBER | | | |
| EMAIL ADDRESS | | | |

Has your nationality changed before?

If yes, indicate past nationalities

YES

NO

POSTAL ADDRESS

RESIDENTIAL ADDRESS

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PART B: TRAINING PROGRAMME

What course are you interested to take? *(please tick all that apply)*

| | | | |
|--------------------------|--------------------------|--------------------------|------------------------|
| Private Pilot Licence | Night Rating | Flying Instructor Rating | Multi-Engine Rating |
| Commercial Pilot Licence | Ground Instructor Rating | Revalidation of Licence | Glass Cockpit Training |

What is your highest academic qualification?

What training schedule are you interested to follow? *(please tick one)*

| | | | |
|----------|-----------|--------|---------|
| Fulltime | Part-time | Online | Weekend |
|----------|-----------|--------|---------|

| | |
|--|--|
| Do you speak any language other than English at home? | <input type="checkbox"/> NO, English only <input type="checkbox"/> YES, Another language <i>Please specify below:</i> <hr/> |
| How do you intend to fund your training? <i>(chose one)</i> | <input type="checkbox"/> Self-sponsorship <input type="checkbox"/> Scholarship <input type="checkbox"/> Bank loan |

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| Emergency Contacts (Next of Kin) | | |
|---|-----------|-----------|
| | CONTACT 1 | CONTACT 2 |
| NAME | | |
| RELATIONSHIP | | |
| PHONE 1 | | |
| PHONE 2: | | |
| EMAIL: | | |
| <i>Your emergency contact should be a person you have at least contacted within the past 30 days.</i> | | |

| | |
|-----------------|--|
| COMPLETED BY: | |
| SIGNATURE: | |
| DATE COMPLETED: | |

**The form must be completed by the legal guardian if applicant is less than 18 years of age.*

**Please note that incomplete forms will not be processed.
Please refer to the checklist overleaf for your guidance.**

A once-off non refundable enrollment fee of K50,000 applies to all new applicants

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CHECKLIST

Please ensure that you have attached the following to the application form:

| ATTACHMENT | TICK IF ATTACHED |
|--|------------------|
| Original police clearance certificate | |
| Certified copy of national ID and/or passport | |
| Source of funds (foreign student) | |
| Four passport size photos (taken within the past month) | |
| Copy of educational certificate <i>(Applicable if enrolled in cadet programmes)</i> | |
| Letter of consent from parent/guardian if you are less than 18 years old | |
| | |
| | |

Fill the blank rows if you have included other vital information that you think is necessary.

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STUDENT TERMS AND CONDITIONS

2.1.0 Introduction

The following are the terms and conditions relating to flying and ground training offered by Eastrise Aviation. For the purposes of this document, “Eastrise” or “the Institution” shall mean Eastrise Aviation, a registered business and Approved Training Organisation (ATO), number DCA/ATO/006 in Malawi, whose principal business address is 63 Guoji Dream Town, Kaunda Road, Area 49, Post Office Box 30977, Capital City, Lilongwe 3, 207249, Malawi.

2.1.1 Medical Certificates

All students must undergo and pass a medical exam pertinent to the licence or rating sought. Moreover, they must hold a valid student pilot licence (officially known as student pilot authorisation) and a pilot logbook before they can commence flight training. Costs for the issuance of these documents including incidentals thereto are the student’s responsibility. Eastrise Aviation is not obliged to escort the student to obtain these documents but may vouch for the student if and as required in the form of an official letter. Medical fees must be paid by the student to the approved pilot medical examiner. Eastrise Aviation *shall not* bear responsibility for any loss or damage caused to or suffered by the student due to his or her medical certificate being rejected. Training will be suspended for all medically un-fit students. All medical certificates must be surrendered to the Personnel Licencing section at the Department of Civil Aviation by the student within 7 days if they lose medical fitness.

2.1.2 Payment of Fees

Students are at liberty to pay their fees on a *pay-as-you-go* basis. However, the student shall always have in his or her student account and equivalent of two hours of flight training. This is meant to cover additional minutes that may be flown by the student due to air traffic control clearances or other factors. This credit will be settled at the end of the training. All fees *do not* contain a provision for cash advances to the student. Moreover, training fees shall *not* be used for purchases in the Eastrise Aviation shop or for living expenses for the student. All students are required to pay a once-off non-refundable administration fee of MWK50,000 (or USD \$100 if a foreign student). Application forms are available on our website FREE of charge or from our office as hard copies at K2,000 per form. All fees are subject to normal increases, exchange rate fluctuations and inflation unless paid in full at the start of the training.

Taught Ground School

Any aviation course offered by Eastrise entails both theory (otherwise known as *ground school*) and practical training. All enrolled and fully-paid up students must attend at least 90 percent of the training. Absence of more than 5 lessons consecutively will result in a retake of the whole module at an additional cost to the student. An exception is granted to students who missed lessons for valid reasons such as illness or loss of a close relative. Fulltime students must attend lessons within the given schedules. Eastrise Aviation *shall not* provide remedial or additional training to students unless by prior arrangement and upon receipt of the prescribed fee. It is the student’s responsibility to make sure that s-he completes and signs the lesson attendance register. Failure to do so will result in the student being marked as absent. Ground training can only be taken with Eastrise Aviation either online, on-campus or via a blended approach. No student will be admitted or permitted to do their ground school elsewhere. Ground school schedules may be revised accordingly owing to factors such as availability of personnel (including instructors), number of students and others. We have been ably advised that VAT does not apply to ground school – just as other college students do not pay tax on education. Should this requirement change, fees shall be adjusted accordingly. The adjustment shall not apply to students who have already paid their ground school fees. All ground school fees for each module must be paid in full prior to start and are neither refundable nor transferable. Fees must be paid by direct bank deposit into the Eastrise Aviation account and must bear the invoice number as reference. Where an invoice number is not available, the student’s full name must be used as the reference. Students or their sponsors are requested to present the original deposit slip to the Eastrise Aviation accountant to obtain a receipt without which no official receipt will be issued.

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Online Ground School

Eastrise Aviation has an online ground school (OGS) and a Test Prep site as well as the Flytex Pilot Exams app which are both available at no extra cost to our fully-paid up students. Although we have taken careful steps and research to ensure that the course content reflects the DCA and international syllabi, Eastrise shall not be held responsible for losses or any liability arising from the course content being different from examinations administered by the DCA. Both the OGS and Test Prep site are FREE (complementary) to on-campus ground school students and may be withdrawn at a short notice. Our website and OGS are hosted by an external party (InMotion Hosting LLC in the USA). Our students jointly and severally agree to the Terms and Conditions stipulated by the hosting company as well as the domain registrar. Eastrise Aviation shall conduct periodic software updates to ensure quality and improved security. These updates may be automatic or scheduled. The Eastrise website may thus be temporarily unavailable during this update, which may last up to 10 minutes and in rare cases more than this time.

Examination Fees

Examination fees are payable by the student to the Civil Aviation Authority (Department of Civil Aviation). It may become necessary at times to collect all exam fees at once especially for fulltime students. In this case, the student must ensure that they obtain an official receipt for reference. Terms and conditions of DCA exams are separate and can be sourced from the Authority if needed.

Flight Training

Every student shall have a “student account” which must be pre-paid for training flights. This account must have at least MWK300,000 or 2 hours of flight training – whichever is higher. Any student whose account is lower than this amount shall not be allowed to fly. All hourly calculations shall be to the nearest highest tenth on the Hobbs. All students must be available for flight training at least 30 minutes before the scheduled time. First-time late comers or no-shows will attract an administration fee of MWK10,000 per session and all applicable airport or other fees. Subsequent no-shows will attract a penalty of the full flight time cost. Habitual late comers or no-shows will be withdrawn from training. Should a student plan *not* to attend a training flight, s-he must inform our office at least 12 hours before the scheduled training flight and must provide credible reasons for the unavailability. Eastrise Aviation may reschedule flights due to weather, airport or airspace congestion or other reasons including but not limited to unavailability of aircraft. We will notify our students accordingly – at times within a short notice.

Student Transportation

Eastrise Aviation has made available a van that can take up to 6 passengers at a time to and from Kamuzu International Airport. This van is provided free to students for the time being on a first-come-first serve basis. The vehicle is operated on a strict schedule and shall not wait for late students or be diverted for personal errands. Late comers must find their own transport, or if requesting the Eastrise vehicle, pay an equivalent taxi fare to the Eastrise Aviation administrator who shall acknowledge the payment by issuing an official receipt. It is the student’s responsibility to fasten seat belts and adhere to all regulations. The student shall pay any fines applicable to the traffic police or any competent authority arising from violations of regulations while riding in any Eastrise Aviation vehicle – for example, failing to fasten a seatbelt to mention one. Moreover, Eastrise Aviation shall not bear responsibility for any loss, injuries or death sustained by the student while using any of our vehicles.

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Eastrise Aviation Pilot Shop

Purchases from the Eastrise Aviation shop may include appropriate taxes where necessary which will be paid to the Malawi Revenue Authority. Any requests for refunds (if available) shall therefore be less the taxed amount already paid to MRA. In many cases, students may opt to get another product of the same value if available. All returns shall only be allowed if the product was not tampered with and only when it is returned with its original undamaged packaging within the guarantee period.

Student Supplies and Identification

Every student must have notebooks and all pilot supplies. The list of needed supplies is available in the *Training Information Pack* for each course. Students must bring with them their flight bag during every training flight. Students are also required to bring with them their identification document (ID). Eastrise Aviation shall request the airport Police to issue a student card. It must be worn at all times during flight training and when entering Eastrise Aviation premises. This card must be surrendered to Eastrise Aviation if the student withdraws or is withdrawn from training, when expired, when requested by the Eastrise Aviation administrator, or when not taking ground or flight training for more than 10 consecutive days. Should the student not return the card, Eastrise Aviation may follow up and shall charge the student any costs incurred in the follow-up process.

Termination of Training

A student shall be deemed to have terminated their training when s-he does not attend classes for 10 consecutive sessions, or when a sponsor terminates their sponsorship. In that case, their training will be suspended after the minimum balance in their account is used up. Students may however continue with their ground school training if they have not yet completed it and only when the ground school fees were paid in full. Training may also be terminated when the student fails to acquire the airmanship, attitudes and skills after remedial trainings. This is in line with local and international aviation law and aviation best practices. We may also terminate or suspend training when there is reasonable proof that the student is acquiring training so as to indulge in illicit activities such as terrorism, drug trafficking and others.

Training may also be suspended within short notice should legislation and other government policies dictate. For example, Eastrise Aviation shall comply with and abide by any regulations relating to forced quarantine, restriction of groupings and others as per both the Malawi Government and World Health Organisation recommendations and/or restrictions. Eastrise Aviation bears no responsibility for any loss or damage incurred by the student owing to the compliance of such restrictions. Moreover, Eastrise shall not refund any fees paid unless such restrictions are indefinite and as agreed to in writing by the Eastrise Chief Executive Officer.

Foreign Student Policy

A student whose citizenship is not Malawi is deemed as a foreign student even though resident in Malawi. They must therefore obtain the necessary paperwork and permits from relevant authorities including but not limited to the Immigration Department. Eastrise Aviation will issue a letter of recommendation upon receipt of the full fees or a refundable deposit in the amount of USD \$3,000 payable in Malawi Kwacha. This deposit is refundable only when the permit application is rejected – less bank charges. All foreign students must also pay a once-off non-refundable administration fee of \$100 during enrolment.

Travel Requirements

All foreign students must have a return air ticket to ensure that they return to their home country upon completion of the training. Students from immediate neighbouring countries (Zambia, Tanzania and Mozambique) may present a return bus ticket or deposit with Eastrise Aviation USD \$100 which shall be refunded to them upon completion of the training.

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Code of Conduct

Students are required to uphold the highest degree of professionalism and discipline. Where male and female students live within the same facility, entry by male students into female student rooms (dormitories) and vice-versa is strictly prohibited. Public demonstration of affection for loved ones is also prohibited in all Eastrise Aviation facilities. Mobile phones must be on silent and cannot be used during ground training, while flying or during student briefings unless in an emergency. Violations will be recorded in the student file.

Personal Hygiene

All students must make sure that they have taken a bath and that they smell fresh and nice. No smelly shoes are permitted. Moreover, in light of the Covid 19 pandemic, all students must wear a mask and wash hands regularly as well as sanitise them as required. All provisions laid out by the Ministry of Health, the World Health Organisation or any other competent authority must be strictly adhered to by both students, visitors and staff. Meals shall only be taken in the designated dining area. Eating in the offices, briefing room or the hostels is strictly prohibited and is punishable by a fine. This shall also be treated as a reportable incident and will be recorded.

Alcohol and Smoking Prohibition

Alcohol, cigarettes, e-cigarettes or other drugs are prohibited from being stored or served within Eastrise Aviation premises, aircraft or other properties. Smoking is strictly prohibited and is punishable by either dismissal, restitution or both. Flammable substances such as matches, lighters, fuels, *et cetera* are strictly prohibited in the Eastrise facilities or aircraft. Failure to adhere to this prohibition will lead to dismissal without refund.

Dress Code

All students are required to wear pilot uniforms with the appropriate epaulets during flight and ground school training and to be smart at all times. No student shall be permitted to attend lessons in civilian clothing. The pilot uniform (shirts) can be purchased from our shop. Black trousers can be purchased elsewhere or at our shop. All uniforms must be well-pressed and look clean. Moreover, every student shall wear a reflective vest when operating at the airport. Flip-flops, shorts, revealing clothing are not permitted in our aircraft, at our training facilities or offices. No student shall be permitted to walk in the hostels or any other facility in bikinis, underwear or in bras. Habitual violators of this provision will be sanctioned accordingly and may be withdrawn from training without refund. Eastrise Aviation reserves the right to reject as student who has been suspended from re-enrolling. No student shall give the impression that they have a qualification other than that they possess. Unqualified personnel shall not impersonate qualified pilots. Violations will be sanctioned and reported to the authorities.

Personal Visitors

In the interest of security, gates to student hostels will be locked at 7.30 pm and no entry or exit will be permitted unless with valid reasons given and only after a security approval from the head of security. Personal visitors are only permitted during weekends from 8 am to 4.30 pm and shall only enter premises upon prior permission of the Administration Manager and/or the Head of Security. Personal visitors may be allowed to sit in the common room (lounge) but are prohibited from entering student or staff bedrooms (dormitories). All visitors are required to assign in the *Access and Egress Register* and must wear a visitors card which they must return when leaving the premises.

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Insurance

All Eastrise Aviation aircraft are comprehensively insured. However, this insurance does not extend to students. You are therefore required as a student to buy separate insurance to cover personal life, excess charges, personal belongings *et cetera*. By signing this Agreement, you agree and hereby state and affirm that you are aware that flying and activities associated with flying have inherent, foreseeable, and unforeseeable risks, which may result in serious injury or death. You understand and agree that neither Eastrise Flight Instructor(s), nor Eastrise Aviation, nor any of our respective employees, officers, agents, independent contractors, or assigns (hereafter referred to as “Released Parties”) shall be liable or responsible in any way for any personal injury, death, or other damages to you, your family, estate, heirs, and/or assigns that may occur as a result of your participation in flying aircraft, flying in an aircraft, flight instruction, aircraft rental, aircraft operations, ramp operations, or any associated activities involved with these activities, (hereafter referred to as “flight activities”).

Permitted Flights

All students must only fly Eastrise Aviation aircraft after obtaining a flight permission card issued by the Administrator and signed by their instructor. Any aircraft flown without written permission will be treated as an illegal flight and shall be sanctioned accordingly. Students are prohibited from carrying unauthorised cargo or passengers, and from using Eastrise Aviation aircraft for commercial purposes. Moreover, flying in bad weather, careless handling of aircraft or other forms of abuse are strictly prohibited.

Spins shall only be conducted after obtaining written permission from the Chief Flying Instructor and according to the procedures stipulated in the Aircraft Flight Manual/Pilot Operating Handbook. Moreover, ATC approval shall be obtained and the spin practices shall be conducted in non-congested airspace at a height of not less than 8,000 feet above the highest obstacle – only in aircraft certified for spin training and configured for that exercise in terms of loading and other factors. No student shall go on a solo flight without the written authorisation of the flying instructor. Moreover, no student shall go solo unless they have logged training by an Eastrise Aviation instructor as well as passed both the Air Law and Radiotelephony knowledge tests. Moreover, students must demonstrate competence in *lost procedures* before going solo. Conditions for the solo shall be indicated on the prescribed form and the student shall append their name and signature in agreement of those terms and conditions.

Privacy Policy

The full Eastrise Aviation *Privacy Policy* is available on our official website www.eastriseaviation.com/privacy and outlines how we deal with our student’s privacy. By signing this document, you as a student jointly and severally agree to that Privacy Policy which shall be revised from time to time. Among other things listed thereon is a provision that we may or have already installed Automated Dependent Surveillance Broadcast (ADS-B) equipment in our aircraft. ADS-B helps us to track our aircraft – including GPS location, altitude, airspeed and other parameters. You agree that these parameters will be relayed live to a third party server for analysis via an internet connection on ground-based ADS-B receiver(s). We may also install or may have already installed inflight voice and video recording systems to enable us review our training programmes and to aid with incident and/or accident investigation if necessary. Student training and logbook records shall be stored for not less than 60 months after the date of the last entry to comply with local and international air law. Eastrise Aviation reserves the right to conduct a character investigation without permission of the student or their guardian. Eastrise shall notify authorities including the Directorate of Civil Aviation, the Malawi and International Police and other competent agencies should we suspect that a student is involved in illicit activities or is obtaining training for the purpose of advancing terrorism or other forms of violence or crime within or outside Malawi.

All photographs taken of students during their course of their training shall be the intellectual property of Eastrise Aviation and may be used for promotion, marketing or publication without payment or consent of the student or their guardian(s). No photographs are allowed within the Eastrise premises or aircraft without written permission of the Chief Executive Officer.

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Miscellaneous

The removal of fittings, carrying out maintenance, or damage of property is strictly prohibited. Playing music loudly in the Eastrise premises is also prohibited. Students must therefore use headsets or not play music at all. In the same regard, noise and loud chatter is prohibited. No racism shall be entertained in Eastrise Aviation premises. All forms of racism and segregation are prohibited and must be immediately reported to the CEO. All students must demonstrate highest levels of discipline. Riots, destruction of property and all forms of violence are prohibited. Any broken property belonging to Eastrise Aviation (including property leased by Eastrise) must be repaired by the person who damaged it. Students who engage in riots and/or other forms of violence shall be dismissed without any refund of their money. Eastrise may also seek legal redress and restitution where necessary to recover willfully or negligently damaged property. All forms of abuse of Eastrise facilities and resources shall attract a penalty. This may include recovery of the loss in the form of a financial restitution, suspension or discharge from training with full costs recovered.

To prevent the risks of fire, injury and to reduce wastage of electricity, cooking personal dishes is not allowed. Instead, the assigned cook shall prepare meals for students accordingly. Moreover, this enables students to concentrate on what they came for – to gain an education. All forms of promiscuity, adultery, prostitution, sexual activities among students, staff or visitors within Eastrise Aviation premises are prohibited. Notwithstanding the limitation above, legally married students shall be allowed to share a room *albeit* away from other students. All students caught or suspected of stealing, Satanism, rituals, witchcraft or other harmful and unacceptable behaviour will be discharged from the Institution without a refund. Moreover, students engaged in fighting will undergo a disciplinary hearing after which the culprit will be reported to the police and ultimately discharged from the Institution without a refund.

Acceptance of these Eastrise Terms and Conditions

I, _____ hereby accept the Eastrise Aviation *Terms and Conditions* which may be revised from time to time.

Signed: _____ Date: _____

Guardian/Sponsor's Name (*if applicable*): _____

Signed: _____ Date: _____

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PART C: FOR OFFICIAL USE ONLY

<<<<<< Do not make any entry on this page. It is for Eastrise Aviation staff >>>>>>

| APPLICATION STATUS | APPROVED | REJECTED | PENDING |
|------------------------------------|----------|----------|---------|
| If rejected, please enter reasons. | | | |
| REVIEWED BY: | | | |
| SIGNATURE: | | | |
| DATE REVIEWED: | | | |

----- APPROVALS -----

| DIRECTOR OF TRAINING | |
|-------------------------|--|
| NAME | |
| SIGNATURE & DATE | |
| CHIEF EXECUTIVE OFFICER | |
| NAME | |
| SIGNATURE & DATE | |