

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			
RELIGIOUS AFFILIATION			

Has your nationality changed before?

If yes, indicate past nationalities

YES

NO

POSTAL ADDRESS

RESIDENTIAL ADDRESS

STUDENT ENROLMENT FORM

Emergency Contacts (Next of Kin)

	CONTACT 1	CONTACT 2
NAME		
RELATIONSHIP		
PHONE 1		
PHONE 2:		
EMAIL:		

Your emergency contact should be a person you have at least contacted within the past 30 days.

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	Flight Radiotelephony

What is your highest academic qualification?

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

Fulltime 8 am to 4 pm	Evening 17.30 to 19.30 hrs	Online (Website)	Weekend Saturdays only
--------------------------	-------------------------------	---------------------	---------------------------

* We are only able to offer the four modes of training listed above. There are no part-time classes available.

STUDENT ENROLMENT FORM

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? (chose one)	<input type="checkbox"/> Self-sponsorship <input type="checkbox"/> Scholarship <input type="checkbox"/> Bank loan

How do you rate your learning capability? (please tick one)

I am a fast learner

I am an average learner

I am a slow learner

I have learning difficulties

ACCEPTANCE TO ATTEND ALL LESSONS AS SCHEDULED BY THE SCHOOL

I, the undersigned (enter your full name here >>>) _____
hereby agree that I will attend all ground classes and training flights as per the scheduled times. I further agree that I will not be late for classes or training and that I will maintain the highest level of discipline.

Signature of student: _____ Date signed: _____

Parent's or guardian consent if student is under 18 years of age:

I, the undersigned (enter your full name here >>>) _____
hereby agree and consent to the acceptance made by my ward as above.

Signature: _____ Date signed: _____

STUDENT ENROLMENT FORM

PART C: INFORMATION ON PREVIOUS FLIGHT SCHOOL

Please complete this page if the applicant was previously enrolled at another flight school.

Have you previously enrolled with another flight school?

 YES NO

If yes, enter the name of the flight school

What was the reason you left the other flight school?

.....

Have you been dismissed before from any other school for misconduct?

 YES NO

PERMISSION TO CONTACT PREVIOUS FLIGHT SCHOOL

I, the undersigned (enter your full name here >>>) _____

hereby agree and permit Eastrise Aviation to contact my previous flight school for character reference as well as to verify or obtain information on my academic performance.

Signature of student: _____ Date signed: _____

Parent's or guardian consent if student is under 18 years of age:

I, the undersigned (enter your full name here >>>) _____

hereby agree and permit Eastrise Aviation to contact my ward's previous flight school for character reference as well as to verify or obtain information on my academic performance.

Signature: _____ Date signed: _____

STUDENT ENROLMENT FORM

PART D: PERMISSION TO USE PHOTOGRAPHS, SOUND AND VIDEO FOOTAGE

All photographs, video footage and sound or statements *et cetera* taken of students, staff and/or instructors during their course of their training shall be the intellectual property of Eastrise Aviation and may be used for promotion, marketing or publication in social and print media as well as our website and other channels without payment to or consent of the student, their parent(s), sponsor(s) or their guardian(s). They may not be removed from our website or other platforms even after the student has completed or is withdrawn from training.

I, the undersigned (enter your full name here >>>) _____
hereby agree that photographs, video and voice footage may be taken of me during ground and flight training, as well as any other school activities and may be used without further consent or payment to me as indicated above.

Signature of student: _____ Date signed: _____

Parent's or guardian consent if student is under 18 years of age:

I, the undersigned (enter your full name here >>>) _____
hereby agree that photographs, video and voice footage may be taken of my ward whose information is furnished above during flight and ground training as well as any other school activities, and may be used without further consent or payment to me or my ward as indicated above.

Signature: _____ Date signed: _____

Witnessed by:

Name of Witness: _____

Signature: _____ Date signed: _____

STUDENT ENROLMENT FORM

PART E: THIS SECTION TO BE COMPLETED BY THE PERSON PAYING THE FEES

I, _____ hereby certify that I am the
person responsible for payment of fees for _____ on
behalf of (*enter company name if applicable*) _____.

I agree that I will pay the fees when due and that training will be terminated for the student if this payment is not received on the due date. I further agree that all unpaid fees shall be subject to interest as stipulated in the Eastrise Aviation Terms and Conditions above. I further agree that I have read, understood and agree to the Terms and Conditions stated above.

Signature: _____

Date: _____

Company Date
Stamp if sponsored
by company

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

Please ensure that you have read, understood and accepted the Terms and Conditions before making your payment. We will assume that you have accepted them when you submit this form and/or when you make your payment.

All prospective students must undergo an oral interview as well as an aptitude test (entrance exam) as required.

STUDENT ENROLMENT FORM

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 (if you are a foreign student)	
Two passport size photos (taken within the past month)	
Copy of educational certificate or notification of results	
Letter of consent from parent/guardian if you are less than 18 years old	
Character reference and transfer letter if previously enrolled in another flight school	

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

STUDENT ENROLMENT FORM

STUDENT TERMS AND CONDITIONS

Please read first and sign on each page if you agree to these Terms and Conditions. Only those who agree to these terms will be enrolled for training at Eastrise Aviation. Thank you.

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 Post Office Box 30977, Capital City, Lilongwe 3, Malawi. **Please ensure that you read, understand, and agree to these Terms and Conditions before enrolling in any of our courses or paying your fees. Payment of fees stipulates that you have agreed to all these Terms and Conditions.**

2.1.0.1 Adherence to the Malawi and International Civil Aviation Regulations

You agree to adhere to the Malawi Civil Aviation Regulations as well as Standards and Recommended Practices and that you shall ensure that you have studied and understood them before commencing flight training.

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 elementary 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 Civil Aviation Authority by the student within 5 days if they lose medical fitness.

2.1.2 Payment of Fees

Local students are at liberty to pay their fees in up to four installments as outlined on our official website. Regardless, the student shall always have in his or her student account an 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* registration fee of MWK1000,000 (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 K10,000 per form. **All fees are subject to normal increases, exchange rate fluctuations and inflation unless paid in full at the start of the training.**

Student Signature:

Guardian Signature:

STUDENT ENROLMENT FORM

Students with due balances shall at the expiry of 21 days from the date due, be subject to a MWK 200,000 late payment fee and/or a penalty amount prescribed by Eastrise Aviation management based on the course enrolled by the student and amount of payment due by the student.

Any fees paid by a student, parent, guardian or their sponsor is subject to a holding deposit of MWK 500,000 or USD 300 payable in Malawi Kwacha – whichever amount is higher. This amount shall be forfeited to Eastrise Aviation should training be terminated either by the student or their sponsor.

The holding deposit shall be refunded to the student when they successfully complete training with Eastrise Aviation and that their financial account is fully paid.

Students, their guardians or their sponsors agree to pay the full amount of their training fees to Eastrise Aviation when due. Any overdue fees and debts payable to Eastrise Aviation shall attract an interest of 15% per month.

Any overdue fees shall be subject to debt collection. All debt collection charges shall be borne by the student, their sponsor, guardian or parent (whoever signed the agreement to pay the fees).

No student shall be allowed to write exams or receive any flight instruction, ground briefing or ground school when their financial account is in arrears.

Eastrise Aviation reserves the right to change or amend any and/or all of these refund procedures, including our Terms and Conditions without any prior notice.

Students' training fees DO NOT include:

- Language proficiency (improvement) lessons which may be required by a student whose English language proficiency is inadequate,
- Mobile phone and internet expenses,
- Personal insurance,
- Meals or refreshments,
- Travel between home and the school,
- Any other expenses a student may need apart from the ones indicated on our website and charged to the student or as needed by Eastrise Aviation.

2.1.3 Refunds

All request for refunds **shall be in writing only by the person who paid the fees**. The author shall write their full name and append their signature to the document. If made on behalf of the company who paid the fees, the request shall be on the company's official letter head and signed by the highest official of the company who shall also date-stamp the letter. Requests sent via WhatsApp, email or other non-formal methods shall not be entertained or processed. **Any refunds are at the sole discretion of Eastrise Aviation Management. Even so, any approved refunds:**

- **Shall only be made to the account which paid the fees.** If a student is sponsored by a company, organisation or another person, refunds where applicable shall only be paid to the person/organization who paid the fees. This is not negotiable.
- Shall only be for goods or services not yet received.
- Shall be subject to a penalty of the holding fee and any bank or administration charges.
- May be delayed for up to 90 days.
- May be made in installments without interest paid to the refundee if making a lump sum payment may negatively affect the operations of Eastrise Aviation.

Student Signature:

Guardian Signature:

STUDENT ENROLMENT FORM

All fees paid by students are treated as kept in a non-interest bearing account. Although refunds shall be made as soon as possible, Eastrise Aviation may delay in processing refunds for up to 3 months owing to other factors. In such cases, no interest shall be payable to the refundee.

There shall be NO refunds on sale or discounted items. Moreover, no refunds or transfers will apply once a course or a flying package has commenced.

2.1.4 Refusal to participate in any forms of fraud or corruption

Eastrise Aviation will NOT allow or participate in any forms of financial crimes or fraud. This includes but is not limited to deceiving a sponsor and making them pay more than what is required so that the student or any person(s) connected to them cashes back the additional money.

Eastrise Aviation reserves the right to report and shall report to the Anti-Corruption Bureau, the Police or any law enforcement agency, any attempts to solicit a bribe or to defraud a sponsor.

Double sponsorship for the same course is also NOT accepted. This includes making two sponsors pay for the same course while each sponsor thinks they are the only one sponsoring the student.

2.1.5 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 95 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, weekend and evening classes students must attend ground lessons within the given schedules and in the order so prescribed. No student or their sponsor shall dictate how lessons are delivered.

Apart from the regular module revisions at the end of each module which are provided at no cost, Eastrise Aviation shall not provide remedial or additional training to late comers or absentees unless by prior arrangement and upon receipt of the prescribed fee of K5,000 per lesson. 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.

Students shall be seated in the briefing room at least 10 minutes before commencement of a ground lesson. An exception is when the briefing room is occupied. In the latter, the student shall wait in the waiting area. Late comers shall pay a fine of K5,000 per violation and may not be permitted to attend the immediate lesson even after paying the fine. Habitual late comers will be withdrawn from training without refund. Eastrise Aviation shall notify the Civil Aviation Authority of any student who has been withdrawn. All withdrawn students must surrender their student pilot licence and medical certificate to the Civil Aviation Authority within 5 days of receiving written notice from Eastrise Aviation. Moreover, they shall surrender the airport identification card if held to the Eastrise Aviation administrator within 24 hours of receiving written notification that their training has been terminated.

No student shall be admitted or permitted to do their ground school elsewhere. Moreover, in compliance with the Malawi Aviation (Personnel Licencing) Regulations, 2013, no student will be permitted to take the ground school through self-study (independent study).

Student Signature:

Guardian Signature:

STUDENT ENROLMENT FORM

Ground school schedules may be revised accordingly owing to factors such as availability of personnel (including instructors), number of students and others. **The PPL ground school must be completed in up to 3 months from the date of enrollment.** Any extension beyond this period shall require additional fees for the remaining modules as per the current pricing indicated on our official website. Students must complete both ground and flight training within 12 months of their enrollment. Students who go beyond the 12-month period may be required to retake all ground school lessons as well as exams even if they have already passed them.

We have been ably advised that VAT does not apply to our training courses – 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 fees.

All ground school fees for each course 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.

2.1.6 Online Ground School

Eastrise Aviation has an online ground school (OGS) which includes free computer generated and marked exams. These are both available to our fully-paid up students.

Although we have taken careful steps and research to ensure that the course content reflects the CAA 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 CAA or any other authority.

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.

Scraping of the ground school or mock exams content or taking screenshots for offline use is prohibited. The Eastrise Aviation ground school must be taken while logged in. **Sharing of passwords with others to enable them to access the ground school is prohibited and punishable. Eastrise Aviation shall suspend accounts of students who violate this provision and may seek legal redress when evidence points to the fact that the student has scraped (illegally copied or distributed) the content on the online ground school or mock exams portal(s).** Delay in prosecuting violators does not imply that Eastrise Aviation waives its rights to this content or to legal redress.

Regardless of what type of ground school a student is enrolled in, all students shall be required to complete their training within the specified period. Eastrise Aviation reserves the right to decline any further extension of training beyond the stipulated period.

2.1.7 Examination Fees and Exams

Examination fees are charged to the student and paid to the Civil Aviation Authority by Eastrise Aviation. Terms and conditions of CAA exams are separate and can be sourced from the Authority if needed.

The student is responsible for paying his/her examination fees to the CAA.

Student Signature:

Guardian Signature:

STUDENT ENROLMENT FORM

Students shall be assessed by the Eastrise Head of Training before being checked out for CAA exams. Moreover, only students that have taken a minimum of 20 mock exams per subject on the Eastrise mock exams portals shall be allowed to sit for that exam. **No student shall be permitted to exert undue influence on Eastrise staff to schedule exams. Eastrise Aviation reserves the right to decline a request by a student to take official CAA exams if in the opinion of the Head of Training, s-he has not yet mastered the concepts.**

Students caught or reported canvassing or cheating during exams will be withdrawn from training. All withdrawn students will *not* be refunded their ground school fees. Eastrise Aviation shall not bear responsibility for any student's failure to pass any exams.

3.0.1 Flight Training

Every student shall have a "student account" which must be pre-paid for training flights. This account must have at least MWK500,000 or 1 hour 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 MWK50,000 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.

Ground briefings

Students must attend all ground briefings before and after flying. Ground briefings are different from ground school. They are mandatory lessons that a student must undertake as part of the preparation for the training flight and discuss what will be taught in the flight lesson. There are 25 briefings that a student must pay for to attend. Some of these briefings may be combined for convenience sake. Even so, the full fees payable shall be borne by the student or their sponsor.

Safety around aircraft

No pilot, student or ground crew shall attempt to start an aircraft by hand-propping. All propellers shall be treated as a safety hazard and shall not be turned by hand. No flights or refueling shall be conducted when there are cumulonimbus clouds within 10 nautical miles of the airport.

Action before and after flight

You agree that you shall be responsible for tying down the aircraft after your flight, and that all chocks, pitot tube covers, sun visors, and engine cowling covers are put accordingly.

You also agree that you shall ensure that the aircraft is properly refuelled before flight and that an Air Traffic Service flight plan is filed with the appropriate ATSU before commencing flight.

Admission of friends, sponsors or family to the training area

Only students, instructors, ground staff or approved personnel are allowed by law to access the ramp and other training areas including being near aircraft. Eastrise Aviation

Student Signature:

Guardian Signature:

STUDENT ENROLMENT FORM

may request permission from the authorities on behalf of a parent, guardian or sponsor to witness their sponsored student during flight training. However, this shall be limited to 1 visit during the duration of the training. Eastrise Aviation cannot guarantee that you will be admitted to the apron and will not bear responsibility for any loss, damage whatsoever incurred due to the Authorities' refusal to grant the permission.

3.0.2 Student transportation to and from the airport during flight training

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 at a fee 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. Foreign students who would like to be picked up from or dropped at the airport shall pay an equivalent taxi fare. This amount shall be higher when the pickup time is on a public holiday or after 16.00hrs local time. Please check the latest pricing and payment terms on our official website for details.

3.0.3 Training delays

We strive to complete the training as stipulated in the training calendar. However, we (Eastrise Aviation) will not bear any responsibility for inconveniences or any losses, financial or otherwise, arising from delays experienced by a student, including delays caused by weather, acts of God, breakdown of equipment, staff rota, schedule changes *et cetera*.

The student shall bear all costs of accommodation, meals, travel and any other costs including their living expenses even when their training is delayed for any reason.

3.0.4 Students from other flight schools

Students who were previously enrolled at another flight school must provide a transfer letter which includes character reference and academic performance records. Eastrise Aviation reserves the right to request for further information on a transferred student before they can be admitted. This includes contacting the other school to obtain privileged information on the student. Students from other schools will only be admitted when they have paid their fees in full.

4.0.1 Eastrise Aviation Pilot Shop

All purchases from the Eastrise Aviation shop include appropriate taxes where necessary which is 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 Signature:

Guardian Signature:

STUDENT ENROLMENT FORM

4.0.2 Student Training Supplies and Equipment

Every student must have notebooks and all pilot supplies. The list of needed supplies is available in the course outline 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. 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 5 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.

5.0.1 Termination of Training

A student shall be deemed to have terminated their training when s-he does not attend classes for 10 consecutive sessions without prior written permission of the Eastrise Aviation Head of Training, or when a sponsor terminates their sponsorship. In the latter 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.

Eastrise Aviation shall terminate training for habitual late comers and students who habitually break these or any other regulations. 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 flight school fees paid unless such restrictions are indefinite and as agreed to in writing by the Eastrise Accountable Manager. In such cases, an administration fee of 5 percent of the total refundable amount shall be deducted from the final amount payable to the student or their sponsor.

6.0.1 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 Department of Immigration and Citizenship Services. 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 registration fee during enrolment.

Student Signature:

Guardian Signature:

STUDENT ENROLMENT FORM

6.0.2 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.

7.0.1 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. **All students or their guardians/parents or sponsors must respect Eastrise staff and our contractors. Insulting or shouting at personnel, disrespecting school policies or regulations and other disruptive behaviour will result in termination of training for the sponsored student or a fine of up to K100,000. Any grievance against a staff member or another student must be settled by Eastrise management in a diplomatic and respectful manner. Insulting or demeaning language shall not be tolerated and is punishable to the maximum extent.**

8.0.1 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. In the event of a public health emergency, all provisions laid out by the Ministry of Health, the World Health Organisation or any other competent authority shall be strictly adhered to by both students, visitors and staff. Meals shall only be taken in the designated dining area. Eating or drinking in the offices, briefing room or the hostels is strictly prohibited and is punishable by a fine or suspension.

9.0.1 Alcohol and Smoking

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.

10.0.1 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. Eastrise Aviation enforces proper grooming for students and violations shall be recorded and kept in the student file for future reference. 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. Habitual violators of this provision will be sanctioned accordingly and may be withdrawn from training without refund. Again, the Eastrise Aviation management shall inform the Civil Aviation

Student Signature:

Guardian Signature:

STUDENT ENROLMENT FORM

Authority of any student withdrawn from training including the reasons.

11.0.1 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.

12.0.1 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*.

All students must purchase excess insurance as per international practice. This is to ensure that they are not liable for excess insurance payment should an aircraft be accidentally damaged during their flight training. However, students who are found to have willfully damaged an aircraft or any equipment shall be liable to full restitution, prosecution, imprisonment as well as a permanent ban from flying.

Even with insurance paid, 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").

Any reference to liability in these Terms and Conditions of students shall also infer liability on the parent, guardian or financial sponsor, and such liability is joint and several.

13.0.1 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.

Student Signature:

Guardian Signature:

STUDENT ENROLMENT FORM

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.

No VFR training flight (whether dual and solo) may commence or continue, unless the cloud base is more than 1500 feet above ground level (AGL) and the visibility is at least 6 km or more.

Moreover, training flights shall be suspended if the wind is more than 10 knots, bumpy flying conditions are expected or the weather is forecasted or suspected to deteriorate

14.0.1 Privacy Policy

The 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 on 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 notify authorities including the Civil Aviation Authority, 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.

Eastrise Aviation shall where requested, provide a character reference to authorities as well as current or prospective employers of any person who received training with us regardless of whether they completed the said training or not. Eastrise shall provide factual information without fear or favour including behaviour, attitude and any related information which may be used by the requesting party to make an informed decision regarding the person involved. We shall also provide training records when requested to any competent authority without the consent of the person involved, their sponsor, or their guardian.

Student Signature:

Guardian Signature:

STUDENT ENROLMENT FORM

15.0.1 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.

Students with more than one guardian (separated parents) must nominate one guardian whom the school will deal with pertaining to the student's training. In such cases, Eastrise staff will only deal with the nominated guardian.

No racism shall be entertained in Eastrise Aviation premises. All forms of racism and segregation are prohibited and must be immediately reported to the Accountable Manager.

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.

You the student, your guardian, sponsor or any agent agree that you will not release any damaging information against Eastrise Aviation, including posting any information on social or mainstream media, or giving out an interview that may put Eastrise Aviation, its staff or its agents into disrepute.

STUDENT ENROLMENT FORM

FOR OFFICE USE	
Recorded By:	
Provisional Student Number:	
Signature:	
Date:	
CHIEF FLIGHT INSTRUCTOR REMARKS	
Remarks:	
Signature and Date:	
HEAD OF TRAINING	
Remarks:	
Signature and Date:	

<<<< The End >>>>