P22 Enrolment contracts renewal and training holds

Effective date: November 1, 2026.

Contract structure

Use the current authorised contract for the approved program and student category. The agreement identifies tuition, the instructional allocations included in tuition, aircraft and FTD utilization, related fees and required materials separately. Do not reproduce old prices or allocations in a general policy. The applicable signed agreement determines the included services.

Sunny handles initial enrolment contracts and initial Letters of Acceptance for new students. Alano handles existing-student renewals, replacement contracts and program changes, and uploads the completed renewal to EMS.

Updated agreements

All existing students are asked to move to the new approved programs and complete updated agreements. Bote confirms training and hours credited to the new program. Susan reviews payments, charges and the financial treatment of the change. Alano processes the replacement agreement and retains the old and new records in EMS.

Renewal reminders and holds

Four weeks before contract expiry, notify the student, assigned instructor and Alano and send the student the online renewal link. The student completes the contract online; it is routed to Alano for processing and upload into EMS.

If the renewal remains outstanding seven days before expiry, place all instruction on hold, including flight training, ground school and Skills Development. The student and instructor must be informed of the hold and the steps needed to resolve it.

The hold is removed when Alano uploads the signed renewal into EMS. A hold is not a dismissal or withdrawal and does not itself create a completed renewal.

Additional training

Where an included flight or FTD allocation has been exhausted, the new agreement required by the applicable contract must be signed before additional training is provided or charged. Bote confirms the training need and Alano processes the agreement, with Susan reviewing the account. Maintain a separate record of utilisation charges and instructor services.

Records and implementation

Renewal notices, signed agreements, training-credit assessments, financial reviews and hold records are retained in EMS.