HILLSBORO AERO ACADEMY

An Academic Unit of Northbridge University

2026 CATALOG

Revised November 4, 2026

This catalog is applicable to Hillsboro Aero Academy Campuses located at:

Hillsboro Campus
3565 NE Cornell Rd
Hillsboro, OR 97124
(503) 726-3000

Troutdale Campus
911 NW 257th Ave
Troutdale, OR 97060
(503) 489-1142

Redmond Campus
705 SE Salmon Ave
Redmond, OR 97756
(503) 726-3000

https://flyhaa.com/

The print version of this catalog may be requested at any campus of the institution.

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CATALOG DISCLAIMER

The institution disclaims liability for any unintended errors in this publication.

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History

Northbridge University is a private institution of higher education dedicated mainly to offering doctorate degree, master's degrees, post baccalaureate certificates, bachelor's degrees, associate's degrees and diploma programs in the fields of allied health, nursing, business administration, education, office systems, criminal justice, psychology, construction trades, culinary arts, information technology, arts, beauty, and aviation*. It was incorporated under the laws of the Commonwealth of Puerto Rico in 1982 under the name of National College of Business and Technology. In March 2007, National College of Business and Technology, Inc. (the first-level owner of the institution) was purchased by Leeds IV Advisors, Inc. In February 2018, the institution acquired Instituto de Banca y Comercio, Florida Technical College, and The Digital Animation & Visual Effects School. In March 2023, the institution was purchased by Renovus Holdings I, LLC, an affiliate of Renovus Capital Partners. In August 2025, Columbia Central University, another institution owned by Renovus, merged into the institution.

Hillsboro Aero Academy was originally founded in 1980 as Hillsboro Helicopters. As the company grew into a full-service aviation company handling aircraft charter and sales, the school became a division of Hillsboro Helicopters and was renamed Airman's Proficiency Center (also known as Hillsboro Aero Academy or HAA).

As the flight school grew over subsequent years, it developed a greater dedication to training methodologies that produce competent and proficient pilots for careers in aviation. In 1996, the parent corporation of Hillsboro Aero Academy changed its name from Hillsboro Helicopters to Hillsboro Aviation, Inc. to better reflect the full scope of the services the company offers.

The Troutdale satellite campus was opened in October 2005 to help serve Portland's east side residents and allow for further expansion of the school. The Troutdale campus now serves as the site for our Helicopter Training programs. To accommodate the ever-growing need for flight training and provide an additional training environment for our students, Hillsboro Aero Academy expanded its educational offerings by opening a branch campus in Redmond Oregon in 2017.

In November of 2014, the flight school portion of Hillsboro Aviation was sold to Renovus Capital Partners, the education-focused private equity firm that owns Northbridge University and Columbia Central University. The flight school subsequently changed its name to Hillsboro Aero Academy and increased its focus on delivering high-quality professional flight training to a global market.

Hillsboro Aero Academy currently operates as an academic unit of Northbridge University and is included within the scope of Northbridge University's accreditation by the Middle States Commission on Higher Education (MSCHE). Hillsboro Aero Academy continues to offer its high-quality programs with the administrative and operational support of a university system.

***Hillsboro Aero Academy does not offer degree-granting programs.**

Mission, Vision, Institutional Priorities and Institutional Learning Goals

Mission

At Northbridge University, our goal is to develop individuals from all backgrounds into enterprising professionals, successful in their field of study and employment, proud to belong to Northbridge and who contribute to their communities.

Vision

To be recognized as a university that cares about its students and prioritizes their success through centers of excellence, innovative and diverse learning modalities, quality student services, all of which leads to developing quality professionals with adaptability, integrity and values.

Institutional Priorities

1. **Academic Quality** - Affirm the importance of academic quality through systematic assessment and continuous improvement of the institution's academic offerings. Also, provide academic offerings based on learning outcomes and personal values directly tied to the labor market. Student services complement the learning process and contribute to the development of students' experiences. NU's focus on service demonstrates its commitment to quality student services that support the teaching-learning process and foster educational excellence.

2. **Centers of Excellence** - Elevate certain areas of study such as Healthcare, Business, and Construction Trade to Center of Excellence status

3. **Service, Development, and Student Experience** - Provide a college experience centered on student experiences, development, and services that prepare graduates to lead and excel in the local or global geographic area where they decide to live.

4. **Organizational Structure and Culture** - In strategic partnership and collaboration with business leaders, provide management, development and implement programs that contribute to achieving business and employee goals with integrity, professionalism, compliance, communication and trust.

5. **Brand Strengthening and Positioning** - NU will be recognized as a university that puts the student first and that is the institution of choice for Puerto Rico and Florida populations and underserved communities in the United States looking for quality degrees highly valued by employers, in English, Spanish, or bilingual, through a flexible mix of classes online, hybrid and on-ground and with programs that focus on developing the skills necessary to be successful in the job market.

6. **Financial Strength** - Achieve administrative capability and successfully conduct the institution's financial operations.

Institutional Learning Goals

Northbridge University supports its student body and prepares them for the effective achievement of their academic goals. NU identifies the following basic competencies that are necessary to build a solid foundation for the academic experience at the non-degree, under graduate as well as graduate levels and assures that the students develop the necessary skills, knowledge and attitudes for future employment, to continue graduate studies, responsible citizenship, and a commitment for continuous learning throughout their whole life. These competencies are aligned with the mission, values, and institutional goals, as well as with all the academic offerings of Northbridge University.

Among the expected outcomes for student learning, are the following basic competencies:

1. **Professional competency and technical skills**
   Capacity to apply creatively the knowledge and skills of their respective field of studies and inserting themselves successfully in the labor market, contributing effectively to the economic, social and political progress of their environment.

2. **Communication skills**
   Capacity to express and exchange ideas effectively through listening, speaking, reading, writing and other appropriate modes of interpersonal expression and workforce vocabulary.

3. **Critical and Creative Thinking**
   Capacity to analyze, apply critically and creatively their professional or technical competencies in the management of complex situations, decision making, problem solving, understanding, adapting, and generating changes, while at the same time managing them effectively.

4. **Logical reasoning**
   Capacity to utilize quantitative and qualitative information in logical the decision-making and problem solving process.

5. **Information Literacy and Technological Competency**
   Capacity to apply in an ethical and critical manner the knowledge and skills related to the development and processes in information and technological environments in an effective and efficient way, considering the personal, professional, technical, and citizen dimensions.

6. **Ethical and moral behavior**
   Capacity to reason ethically and morally when facing complex situations, making informed decisions, and solving problems, showing respect towards laws and persons, intellectual honesty, social responsibility, ethical judgment, respect to life and environment conservation.

7. **Respect to diversity**
   Capacity to recognize and value the richness of human experiences, understanding the multicultural, gender, political, and other social differences, the needs of people with functional diversity and the capacities that enrich living together respecting the human experience in a globalized world.

Governance

The governance of Northbridge University is carried out by a Board of Directors and a Board of Trustees. The Board of Trustees has the primary responsibility for ensuring that the Institution achieves its mission and purpose and maintains its academic integrity. Currently, these boards are composed of the following members:

Board of Directors (Corporate Board)

Atif Gilani..... Director
Brad Whitman..... Director
Ruchi Hazaray..... Director

Board of Trustees (Institutional Board)

Alberto Estrella, Esq..... Chairperson
Ruchi Hazaray..... Vice-Chairperson
Sara Salva ..... Secretary
Luca Di Leonardo. ..... Member
Ana Cáceres Rojas, Esq..... Member
Marcos Vidal ..... Member
Graham Ballbach ..... Non-Voting Member

Academic Board

The purpose of the Northbridge University Academic Board is to promote and maintain the highest standards in teaching and research and to safeguard the academic freedom of the University. Review policies, guidelines and procedures in relation to academic matters and provide constructive feedback and advice on the quality of educational services.

Executive Committee of the Academic Board

President.....Prof. Aida Ramírez Vázquez
Vice President.....Prof. Maribel Escabí
Secretary .....Dr. Grasly Loperena Cordero

Faculty Representatives

Dr. Irma Meléndez Castro .....Northbridge University – Arecibo
Prof. Mildred Báez López .....Northbridge University – Bayamón
Dr. Ferdinand Díaz Vázquez .....Northbridge University – Online Division
Prof. Johiness Padilla Acosta .....Northbridge University – Caguas
Vacant .....Northbridge University – Escorial
Dr. Grasly Loperena Cordero.....Northbridge University – Mayagüez
Dr. José Vázquez Padilla .....Northbridge University – Ponce
Dr. Eulalio Vázquez Rodríguez.....Northbridge University – Río Grande
Prof. Luz M. Santiago Reverón .....Northbridge University – Technical School – Aguadilla
Vacant .....Northbridge University – Technical School – Arecibo
Prof. Félix Mercado De Jesús.....Northbridge University – Technical School – Bayamón
Prof. Carmen I. Cora Morales .....Northbridge University – Technical School – Caguas
Prof. Marta Ramos Torres .....Northbridge University – Technical School – Guayama
Prof. Nannette Y. Nieves Osorio .....Northbridge University – Technical School – Los Colobos
Prof. Carlos Vallés Pérez .....Northbridge University – Technical School – Manatí
Prof. Yadhira Ramírez Luciano.....Northbridge University – Technical School – Mayagüez
Prof. Alex Giménez Rosario .....Northbridge University – Technical School – Ponce
Prof. Estefanie Torres Vega.....Northbridge University – Technical School – Yauco
Vacant .....Northbridge University – Deland
Vacant .....Northbridge University – Kissimmee
Prof. Greig Drury .....Northbridge University – Lakeland
Vacant .....Northbridge University – Orlando
Prof. Kevin Leistner .....Northbridge University – Pembroke Pines
Prof. Kelvin Saliers .....Northbridge University – South Miami
Vacant .....Northbridge University – Tampa
Vacant .....Dave School of Digital Arts
Dr. Francisco Felices Sánchez.....Northbridge University – Columbia Central – Bayamón
Dr. Marilyn Almodovar Rosario .....Northbridge University – Columbia Central – Caguas
Sundar Priyadarshan .....Hillsboro Aero Academy – Hillsboro
Shayla Ramirez.....Hillsboro Aero Academy – Redmond
Jared Hughes .....Hillsboro Aero Academy – Troutdale

Deans and Academic Directors

Prof. Janis González López.....Academic Dean – Northbridge University – Arecibo
Prof. Kamir Concepción Reyes.....Academic Dean – Northbridge University – Bayamón
Prof. Solmarie Martínez Del Valle.....Academic Dean – Northbridge University – Caguas
Dr. Jessica Meléndez Cruz.....Academic Dean – Northbridge University – Escorial
Dr. Grelliane Barreto Velázquez.....Academic Dean – Northbridge University – Mayagüez
Prof. Deborah Alvarado Soto.....Academic Dean – Northbridge University – Ponce
Prof. Yackelin Mena Salgado .....Academic Dean – Northbridge University – Río Grande
Prof. José Martínez Agosto.....Academic Dean – Northbridge University – Online Division
Prof. Cristina Rosado Silva .....Academic Director – Northbridge University – Technical School – Aguadilla
Prof. Enrique Reyes Guzmán.....Academic Director – Northbridge University – Technical School – Arecibo
Prof. Cybelle Arce Rodríguez .....Academic Director – Northbridge University – Technical School – Bayamón
Prof. Lilliam Rivera Bermúdez.....Academic Director – Northbridge University – Technical School – Caguas

Prof. René Meléndez Collazo .....Academic Director – Northbridge University – Technical School – Guayama
Prof. Priscella Resto Falú .....Academic Director – Northbridge University – Technical School – Los Colobos
Prof. Luz Manuel Bou .....Academic Director – Northbridge University – Technical School – Manatí
Prof. Brenda L. Sánchez Mercado .....Academic Director – Northbridge University – Technical School – Mayagüez
Prof. Griselle Vázquez Torres .....Academic Director – Northbridge University – Technical School – Ponce
Prof. María del C. Plaza Luciano.....Academic Director – Northbridge University – Technical School – Yauco
Dr. Maria R. Rivera.....Senior Dean of Online Operations and Academic Affairs
Dr. Marie Vásquez Brooks.....Academic Dean – Northbridge University – Deland
Ms. Maribel Escabi Jusino .....Academic Dean – Northbridge University – Kissimmee
Dr. Jennifer Shaw .....Academic Dean – Northbridge University – Lakeland
Prof. Cassandra Geddes.....Academic Dean – Northbridge University – Pembroke Pines
Dr. Dahlia Dixon .....Academic Dean – Northbridge University – South Miami
Prof. Lisa Mays .....Academic Dean – Northbridge University – Tampa
Dr. Katie Monnin.....Academic Dean – Dave School of Digital Arts
Prof. Francis O. Ramos Hau .....Academic Director – Northbridge University – Columbia Central – Bayamón
Prof. Aida Ramírez Vázquez .....Academic Director – Northbridge University – Columbia Central – Caguas
Anthony Flynn .....General Manager Airplane – Hillsboro Aero Academy – Hillsboro & Redmond
Jared Friend .....Vice President of Helicopter Operation – Hillsboro Aero Academy – Troutdale

Representative of Nursing Faculty
Prof. Pedro Vargas Ortiz .....Nursing Director – Northbridge University – Escorial

Representative of Registrars Office
Ms. Karla González Cartagena .....Corporate

Representative of Student Affairs
Ms. Solimar Calo Ramírez .....Corporate

Representative of Educational Resource Centers
Prof. Alma Sánchez Berenguer .....Corporate

Representative of Continuing Education
Ms. Ivelisse Mercado García .....Corporate

Ex-Office Members
Dr. Lydia M. Collazo Bencón.....Vice President of Accreditation and Teaching & Learning Effectiveness
Prof. Leiby Adames Boom .....Vice President of Academic Operations & Student Success Enablement
Prof. Yaran K. Correa Prado .....Vice President of Academic Affairs – Trades Programs
Dr. Dolymari García.....Vice President of Program Development
Dr. Aixa M. Flores Pérez .....Associate Vice President of Nursing Programs

Accreditation and State Licensure

Academic Units

Northbridge University has four additional academic units: Northbridge University - Technical School, Northbridge University - Columbia Central, Hillsboro Aero Academy, and Dave School of Digital Arts. Visit https://northbridge.edu for more information.

Institutional Accreditation

Middle States Commission on Higher Education (MSCHE)

Northbridge University is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) www.msche.org. Northbridge University's campuses Northbridge University - Technical School, Northbridge University - Columbia Central, Hillsboro Aero Academy, and Dave School of Digital Arts are included in this accreditation. Northbridge University's accreditation status is Non-Compliance Probation. The Commission's most recent action on the institution's accreditation status on June 25, 2026 was to place the institution on probation. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States.

State Licensure

Oregon Higher Education Coordinating Commission

Hillsboro Aero Academy – Hillsboro, Hillsboro Aero Academy – Redmond, and Hillsboro Aero Academy – Troutdale are licensed by the Oregon Higher Education Coordinating Commission, License Numbers 2287, 2288, and 2289. Additional information regarding this institution may be obtained by contacting the Commission at 3225 25th Street SE, Salem, OR 97302, toll-free telephone number (503) 947-5719.

Federal Authorization

Federal Aviation Administration

Local FSDO – Portland
3180 NE Century Blvd.
Hillsboro, OR 97124
503.615.3200

United States Department of Education (ED)

HAA's programs are not Title IV eligible (i.e., not federal financial aid eligible). However, as HAA is an academic unit of Northbridge University, a Title IV eligible and participating institution (OPEID: 022606), our domestic students receive important benefits to make flight training more financially accessible. For students who qualify, these benefits include:

- Eligibility for college savings plans, known as 529 Plans, to cover the cost of training.
- In-school deferment of federal student loans from past schooling during training.
- Potential tax deductions

Non-Discrimination Policy

This institution does not discriminate due to sex, sexual orientation, race, national origin, color, religion, marital status, age or disability. Hillsboro Aero Academy does not tolerate discrimination or harassment of any kind on the premises or within the realm of the educational process.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

The school's policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

The following person has been designated to coordinate Hillsboro Aero Academy's compliance with Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975:

Lavinia Petre, Human Resources Manager
3565 NE Cornell Rd Hillsboro, Oregon 97124
Phone: (503) 726-3000
Email: lpetre@flyhaa.com

Facilities and Equipment

The Hillsboro campus is a 12,084 square foot building which includes an aircraft dispatch area, classrooms to accommodate 30-40 students, aircraft hangar/maintenance facility, records storage, airplane simulator, pilot lounge, kitchenette, FAA testing center, instruction offices, and employee offices. Also located at the Hillsboro Campus is the Aviation Maintenance Professional program. The fleet consists of a Learjet, Cessna C-152, Piper Seminole and Robinson R22.

The Troutdale campus is a 4,950 square foot building which includes an aircraft dispatch area, classrooms to accommodate 20-30 students, aircraft hangar/maintenance facility, records storage helicopter simulator, pilot lounge, kitchenette, FAA testing center, instruction offices, and employee offices.

The Redmond campus is a 5,600 square foot building which includes an aircraft dispatch area, classrooms to accommodate 25-35 students, aircraft hangar/maintenance facility, records storage, aircraft simulator, pilot lounge, instruction offices, and employee offices

Equipment used for training includes Cessna 152, Cessna 172, Cessna 172SP, Piper Seminole, Robinson R22, and Robinson R44 aircraft. FRASCA simulators are flight training devices used for both airplane and helicopter training.

Admissions

Admission Requirements

Students wishing to enroll at HAA must:

1. Complete the online admission application www.flyhaa.com/apply
2. Provide proof of citizenship. U.S. citizens may show valid passport or birth certificate and driver's license, international students must show valid passport, and Green Card holders must show valid passport and Green Card.
3. Provide proof of education that meets one of these requirements:
    - Copy of high school diploma equivalent to a U.S High School diplomas. This document shows the High School equivalency and requirements by country. Must be in English or include a translation.
    - Copy of college degree from an accredited university, must be in English or include a translation.
    - Take the Ability to Benefit Test and pass to HAA standards. This test consists of two sections, one math and one verbal. You must pass both sections. The cost for both tests is $50 USD. If you would like to take this test, please ask our admissions team for more information.
4. Provide financial verification of training and living expenses (international students only)
5. Be able to read, speak, write, and understand English. The standard for this English language requirement is:
    - ICAO: Level 4
    - TOEFL Essentials Test: 8.5
    - Test of English as a Foreign Language (TOEFL IBT): 79 or better
    - International English Language Testing System (IELTS): 6.5
    - Duolingo English: 105 or better
6. International students pay the $300 international student processing fee.
7. Be age 18 prior to initial enrollment.
8. Obtain any necessary non-immigrant visas (international students only)
9. Students applying for our pilot training programs must additionally:
    - Pay the $100 registration fee once you are officially accepted into the school.
    - Complete the required Transportation Security Administration registration (non-US citizens)
    - Obtain an FAA medical certificate - valid first-class or second-class medical certificate with those same privileges

Important note: Students with prior flight training experience (or certificates) should contact the school for information related to the transferring of credit. To be eligible for flight training credit a student must provide verifiable credit. Training credit is issued at the sole discretion of HAA. Due to the complexity and time involved, if a logbook audit is required to issue transfer credit, a $500 charge will be incurred. Inaccurate or unverifiable logbooks may result in denial of admission.

Admission Procedures

All prospective students interested in enrolling in programs at Hillsboro Aero Academy should visit the website www.flyhaa.com or contact the admissions team at 503.726.3000 to receive information about the programs, including brief outlines of the courses, current tuition, and application directions.

To apply to HAA for admission into our training programs, applicants should consult the available start dates

and the corresponding application periods listed on the apply web page at www.flyhaa.com/apply.
There is a $50 non-refundable application fee which must be paid before application can be submitted.

All required application materials listed below must be submitted within the application period to be considered for admission. Incomplete applications will not be considered.

Domestic Students

1. Complete online admission application
2. Proof of citizenship* – Copy of your valid passport or valid driver's license and birth certificate (must include signature to be valid) – *Flight Programs only.
3. Proof of education – Copy of high school diploma, college diploma, or G.E.D. certificate.

International Students

1. Complete online admission application
2. Proof of citizenship* – copy of your valid passport (must include signature to be valid) – *Flight Programs only.
3. Financial verification – The US government requires students to show proof of monies available to cover the respective training and living expenses for 12 months. Note: more funds will be required to complete the training courses, but HAA only has applicants show funds to cover the average cost of training and housing for 12 months. The proof of funds must meet these requirements:
    a. Statement or bank letter must be in English or include an attached translation with the original statement
    b. Statement or bank letter must show available cash funds or approved loan, no assets such as property
    c. Statements must be dated within the last 30 days
    d. Statements or letter must include account holder's name (signed letter of support is required if funds are not in the applicant's name)
    e. Maximum of 3 statements can be submitted to reach the required amount
    f. Must show a clear ending or available balance that matches the amount required for the applicant's program listed here:
        - Professional Pilot - Airplane (standard track) – $67,000 USD
        - Professional Pilot - Airplane (accelerated track) – $75,000 USD
        - Professional Pilot - Helicopter– $91,000 USD
4. Proof of education – There are three options for proof of education:
    a. Copy of high school diploma certified to be the equivalent of a U.S. high school diploma. Must be in English or include a translation. Visit www.naces.org/members to select an approved organization that can help certify your diploma.
    b. Copy of college diploma from an accredited university. Must be in English or include a translation.
    c. Take the Ability to Benefit Test and pass to HAA admissions standards. The test consists of two sections, one math and one verbal. You must pass both sections. The cost for both tests is $50 USD. If you would like to take this test, please ask our admissions team for more information.
5. Language proficiency – applicants are required to speak, read, write, and understand English and HAA will conduct a phone interview with prospective students.

HAA will notify all applicants of acceptance or denial within 2 weeks of receipt of complete application. The sooner you submit your application, the sooner you will be notified. Acceptance into HAA's program is at the discretion of the school's admissions team.

Once accepted, students will need to pay the $100 registration fee to secure their spot. International students will also need to pay a $300 international processing fee to cover the cost of creating and shipping required documents.

For international students, once the registration fee and the international processing fees are paid and the TSA training request has initial approval, HAA will issue your visa paperwork. A student who fails two visa interviews will be withdrawn from admission.

If an international applicant needs to change their start date, they must pay the $150 application reprocessing fee to cover HAA's administrative costs.

If there is a delay, the applicant has 60 days from their indicated start date to attend orientation or they will have to reapply.

If denied admission, student may reapply after 6 months.

Students may request a school tour at any point during this process, and admissions will work with them to arrange one.

Students are required to attend new student orientation prior to beginning training. Orientations occur monthly for flight programs and each Fall and Spring for the maintenance program.

Transfer of Credits Policy

Prospective students who are seeking to continue their flight training from a different flight school may apply for HAA flight training program. HAA does not accept transfer credits from other type of institutions into our flight training programs.

An applicant's flight hours are reviewed by our Education Director (Chief Flight Instructor) prior to admission to determine how many remaining hours that they need to finish at our academy. Applicants must provide their flight logbook and knowledge test results to the school for audit according to FAA standards. This allows the school to grant credit for previous education and to create a training plan for the student that meets their educational needs.

Logbook audits will incur a charge of $500, which must be paid before enrollment. Inaccurate or unverifiable logbooks may be grounds for denial of admission.

Student wishing to enter the Aviation Maintenance program are only able to transfer credit if they have FAA-issued licenses for maintenance professional prior to enrollment.

Without exception, students must be eligible to complete at least 25% of the credits required for the program at our school. Students who possess transfer-in credit that equates to more than 75% of our program are ineligible for admission.

Student Services

Housing

Short-to-long-term housing options are available at each campus. Due to local housing pricing and availability, campus housing rates, available lengths of stay, and services vary by campus. For more detail on campus housing, please contact Student Services.

Advising

Student advising is available through the student services department, Administration Manager, Program Manager, or Chief Flight Instructor. Advising sessions are on an as-needed basis and may be by appointment or walk-in.

Student Resources

Each campus maintains a listing of local area resources that is available to the students in the Student Services office or via the student portion of the SharePoint site. This listing includes local options for banking, libraries, mailing facilities, medical, dental, mental-health, lodging, and more.

International Students – Concurrent Enrollment

International students enrolled in F-1 status who are considering taking courses at a second institution while continuing their studies here must follow federal requirements before doing so.

Speak with your Designated School Official (DSO) and receive approval before enrolling anywhere else. This is not just a school policy — it is a federal requirement. Your DSO is responsible for maintaining your SEVIS record and reporting your enrollment status to the U.S. government, so they need to know about and authorize any additional coursework you plan to take outside of this institution.

The second institution must be SEVP-certified (also known as SEVIS-approved). Any school you attend must be authorized by the U.S. Department of Homeland Security to enroll F-1 students. Credits taken at a school that is not SEVP-certified cannot be used to count toward your full-time enrollment requirement — which means taking courses at an uncertified school could put your visa status at risk.

Your combined course load at both schools must still meet full-time enrollment requirements to keep your F-1 status in good standing.

Placement Assistance

While HAA does not guarantee employment, the following services are available to students: resume writing assistance, interview preparation, posting of employment opportunities, referring graduates to known sources of employment and career path advising.

Learning Resource System

Hillsboro Aero Academy provides a Learning Resource System at each campus to assist students in their training. The Learning Resource System includes the library which consists of textbooks, current periodicals, videos and DVDs, audio recordings, computerized test prep software and a list of helpful websites. Flight students will also have a Foreflight account through the school that includes many useful resources for flight training. Computers are also available around campus for student use. Access to computers is available any time the school is open, not just during instructional hours.

In addition, students may utilize the student digital library on SharePoint to find the student/renter handbook, safety procedure manuals, practice tests, stage exams and other training materials. Over the course of the training program, use of the Learning Resource System is required and will be assigned by the flight instructor as needed.

Student Activities

Enrolled students will have access to "MyHAA", a student portal which has useful information on student events and activities, as well as links to vital student systems, documents and services. Hillsboro Aero Academy offers a Facebook page that students may join in order to communicate with other students either before or after they arrive. The flight school page is also used to notify students of events and classes that are being offered.

Barbecues are held at which students and employees mingle and enjoy food and drinks that are provided by the school.

Student Health

Students are encouraged to carry private health insurance as illness or accidents are unpredictable and can result in great personal expense. International students attending HAA on a visa have the option to purchase health insurance through the school and have the premiums paid directly from a student account or credit card on file. Insurance information and enrollment / decline forms are presented at orientation but can be accessed anytime at insurance@flyhaa.com. This email is also where students can receive answers to questions regarding their coverage while in attendance at the school.

The school does not provide mental health counseling but has a listing of available resources for students who request them. Students who have any concerns about the status of their mental health should speak to their instructor or another trusted staff member at the school to be directed to professional help.

Career Services

HAA is committed to supporting students and graduates in their career development by providing career assistance services designed to help prepare them for entry-level employment in their chosen field of training. Available services include resume writing assistance, interview preparation, career path advising, posting employment opportunities, and referrals to known sources of employment. While HAA offers guidance, resources, and employment assistance, it does not guarantee job placement, employment, or any specific salary or salary range after graduation.

Health and Safety Campus Security Statistics

Hillsboro Aero Academy (HAA) has three training locations in Oregon, and student housing facilities for each campus. Should a security threat ever arise, or a crime take place, there are the policies and procedures in place to deal with the situation. The policies and procedures are published in the HAA Campus Safety and Security Policy.

Every new student will receive information on how to access the Campus Safety and Security Policy/Report. Current students will have access to a copy of the report at any time via the HAA website, under student disclosures or via the "Student Information" section of SharePoint. A printed copy can also be provided directly to the student by request. Notification about the existence of the updated report and how to access it will be distributed to all staff and students annually by October 1.

Students are encouraged to report any crimes, threats, or suspicious behavior to campus management. Victim rights and School responsibilities are laid out in detail in the Campus Safety and Security Policy.

In the event of a criminal or environmental threat, HAA will issue a timely warning to students and staff. In the event that a situation arises, on or off campus, that, in the judgment of the Director of Student Services constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the e-mail and text system through the student portal.

Access to all HAA facilities is by access code, and any non-student or staff member must be escorted by an HAA staff member. Facilities located at any airport are under the jurisdiction and watch of airport security. HAA does not employ campus security. All public facilities fall under the jurisdiction of the local police. Students living in student housing facilities are given full access to the facilities at their housing complex. HAA maintains a close working relationship with airport security. HAA also works occasionally with the local Police Departments and the FBI.

All of HAA's campuses have been designated "drug free". The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to these laws as well as termination from HAA.

The possession, sale, or the furnishing of alcohol on HAA campus or at HAA housing by minors is against Oregon law and school policy. Violation of the school alcohol or drug policy can result in the offender being placed on probation or termination from the school. HAA provides drug and alcohol prevention information to all students in the school Safety and Security Policy, which is available on SharePoint or the school website at any time.

Copyright Policy

The Copyright Act (Title 17 - United States Federal Code) protects authors of "original works of authorship" including literary, drama, musical, artistic and certain intellectual works, among others. This law includes the exclusive right of the author or owner of the work to authorize others to reproduce, prepare derivative works, or distribute the works of their authorship.

The infringement of the Copyright Act is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the holder of the right under article of the Copyright Act (Title 17 of the Code of United States). These rights include the right to reproduce or distribute a copyrighted work. In the context of file sharing, uploading or downloading substantial parts of a copyrighted work without permission constitutes an infringement.

Northbridge University prohibits faculty and administrative personnel to encourage, assist or authorize illegal copying of works protected by the Copyright Act. The infringement of this policy will result in corrective action or disciplinary measures including suspension or termination from employment. Violation of this policy by students may lead to other actions and sanctions.

Moreover, the penalties for infringement of copyright include civil and criminal penalties. In general, any person found guilty may be sentenced to pay either actual or statutory damages of not less than $750 and not more than $30,000 for the infringed work. For willful infringement, the court may award up to $150,000 for the infringed work. A court may at its discretion, also assess attorneys' costs and fees. For more information, refer to Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 for each offense. To obtain more information, please refer to the U.S. Copyright

Office's website www.copyright.gov.

It is everyone's responsibility to ensure compliance with this Act, so it is our responsibility to orient students and staff to ensure compliance.

Grievances and Complaints

Northbridge is committed to providing students with a fair, prompt, and impartial process to address concerns related to academic and non-academic matters. Students who believe that a University policy, student right, academic standard, institutional procedure, or applicable law has been violated may submit a complaint or formal grievance in accordance with the procedures outlined below.

Informal Resolution (Complaint Process)

Students are encouraged to first resolve concerns informally by communicating directly with the faculty member or staff involved, or by seeking assistance from Student Affairs/Student Services, or Academic Operations. At Hillsboro Aero Academy ("HAA") only, students may also contact the Chief Team. Many concerns related to services, communication, or administrative processes can be resolved through clarification, mediation, or corrective action. If the matter is resolved informally, no further action is required. If the complaint is not resolved, the student may proceed with a formal grievance.

Formal Grievance Process

If the complaint is not resolved informally, the student complainant shall have five (5) business days to submit a written grievance. Unless the student requests additional time to submit the formal grievance, failure to submit this document within the established timeframe shall be understood as the student's decision not to continue with the process, and the complaint shall be closed.

A formal grievance must be submitted in writing using the Student Complaint/Grievance Form, either online, in person, or through the appropriate campus office. The submission must include the student's name and identification number, program of study, contact information, a description of the incident, relevant dates, names of individuals involved, and any supporting documentation.

Grievances are reviewed and routed to the appropriate office based on the nature of the concern. Academic matters, including grade appeals, are reviewed through the academic chain of review. At locations other than HAA, this chain may include the faculty member, department, academic director, academic dean, or Executive Director, along with the Vice Presidents of Academic and Student Affairs. At HAA, the chain may include faculty members; the VP of Helicopter Operations; the General Manager, Airplane; the Director of Support Operations; the President; the Offices of the Chief Team; or the Director of Student Services. Complaints involving student conduct are reviewed by Student Affairs/Student Services and, when appropriate, the Discipline Committee. Complaints regarding University personnel or institutional practices are reviewed by Student Affairs/Student Services in coordination with Human Resources. Allegations of discrimination, harassment, or sexual misconduct are referred to the Title IX Coordinator. Requests or concerns related to disability accommodations are reviewed in accordance with ADA and Section 504 requirements. Complaints submitted by students enrolled in online programs are managed by the Online Division.

Institutional Review Timeline

The University will acknowledge receipt of a formal grievance within two (2) business days. A fair and impartial investigation will be conducted, which may include review of documentation, interviews with involved parties, and examination of relevant policies and academic records. A written determination will be issued within twenty (20) business days, unless additional time is required. If an extension is necessary, the student will be notified.

The written response will include the findings, the decision, any corrective action or sanctions if applicable, and information regarding the appeal process.

Appeals
Students who wish to appeal the determination may submit a written appeal within five (5) business days of receiving the decision. Appeals must be based on new relevant evidence, a procedural error, a decision not supported by the evidence, or a sanction that is disproportionate. Appeals are reviewed by the appropriate institutional authority or the President, as warranted. A final decision will be issued in writing within ten (10) business days. Appeal decisions are final, binding, and not subject to further appeal.

External Complaint Options
students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, Private Career Schools, 3225 25th St SE, Salem, OR 97302" After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

Students who believe their concern has not been resolved after exhausting all institutional grievance procedures may contact the appropriate external agency:

The Oregon Higher Education Coordinating Commission
Private Career Schools
Higher Education Coordinating Commission
3225 25th Street SE, Salem, Oregon 97302
Phone: 503-947-5716

Middle States Commission on Higher Education
The process for submitting complaints is provided on the Complaints page of the Commission's website at www.msche.org.

NC-SARA Complaint Process (Interstate Only)

This National Council for the State Authorization Reciprocity Agreements (NC-SARA) complaint process applies only to students taking online courses across state lines, for example, if a student is enrolled in online courses at the institution while living in a NC-SARA state other than Florida or Puerto Rico. It does not apply to students attending a physical campus in Florida, Puerto Rico, or Oregon or to activities taking place within those states. The student must first use the institution's complaint process. If the concern is not resolved (and is not related to grades or conduct), the student may file a complaint with the institution's NC-SARA State Portal Entity, the **Puerto Rico Junta de Instituciones Postsecundarias (JIP)** at https://www.estado.pr.gov/instituciones-educativas or (787) 722-2122.

Non-Retaliation and Confidentiality

The University prohibits retaliation against any student who files a complaint or grievance or participates in an investigation. Retaliation against a complainant or any individual involved is grounds for discipline. All grievance records are maintained confidentially to the extent permitted by law and in accordance with FERPA and institutional record retention requirements.

Availability of Forms

The Student Complaint/Grievance Form is available through Student Affairs, Campus Student Services, Academic Affairs offices, the Online Student Portal/Student Hub, and the University website.

General School Policies

Student Uniform Policy

As our academy provides training for professional careers in aviation, we expect our students to maintain a professional appearance and to abide by the following dress code:

- HAA student polo shirt, or traditional pilot shirt must be worn at all times while at the school.
- Pants or shorts can be navy, khaki or black chino style. Jeans with no rips are permitted.
- Closed-toed shoes must be worn.
- Students who are part of programs that have a required uniform that differs from the above must be in their required uniform, or HAA uniform* at all times on campus*.

*Student social events on campus are the exception to the student dress code requirements.

Hygiene

Everyone must maintain good personal hygiene. Pilots and mechanics share small spaces in the training environment (flightdeck/simulator) and must be aware of body order, oral hygiene and heavily scented perfumes or colognes which may negatively affect others.

Professionalism

As future aviation professionals, whether in the helicopter, airplane or maintenance sector, students are expected to dress with their industry's standards in mind. While adhering to the HAA student uniform policy, you should consider how your attire aligns with the professional dress codes of your chosen field. Preparing now to meet these industry expectations will help you develop the mindset and appearance required for success in your aviation career.

Dress Code Violations

A violation of the HAA dress code is considered a no-show (unprepared). You may or may not be billed for the no-show (dependent on number and type of uniform infractions) but any no-show for uniform violation counts toward your maximum allowed number of no-shows. Exceeding the allowed number of no-shows is ground for termination.

Student Code of Conduct Policy

The student will at all times comply with Federal Aviation Regulations (FARs) and applicable airport course rules. A course rules brief will be provided to flight students by a competent authority prior to actual flight training for and as needed thereafter. Violation of FAA rules and regulations is cause for termination.

Students shall, at all times when on the airfield, conduct themselves in a responsible and orderly manner, and shall appear for training in a sober and receptive condition. Upon enrollment, each flight student will receive an Aircraft Safety Manual. Each flight student is expected to abide by all the aircraft operation rules outlined in this document. Prospective flight students may request a copy of these documents in advance. In addition, all students are expected to refrain from the following behaviors:

1. Any behavior that threatens or endangers the health and/or safety of a member of the school community. These behaviors include both physical threats (intimidation, sexual misconduct, fighting, stalking) and verbal/written threats (harassment, intimidation, profanity)
2. Theft or attempted theft of any school property or property belonging to a member of the school

community. Inappropriate or unauthorized use of school resources (aircraft, keys, facilities, equipment).

3. Possession of a weapon on school owned or leased property or at school sponsored events*.
   *With limited exceptions for law enforcement officers, school-authorized individuals, and those with specific authorization from the school administration
4. Violation of School's alcohol and drug policy, including but not limited to:
    1. Underage Drinking: Possession or consumption of alcohol by a person under the age of 21 on school premises (including in school housing)
    2. Providing alcohol to an underaged person: Providing alcohol to a person under the age of 21.
    3. Consumption of alcohol with less than 8 hours before a flight lesson.
    4. Use of any Federally banned substance, including marijuana. All students are subject to random drug testing.
    5. Unauthorized use of any controlled substances. Use of controlled substances without the supervision of a US-licensed medical doctor.
5. Misuse of company computers or software accounts or other violation of posted school network rules.
6. Other behaviors deemed to be inappropriate or unethical for a member of our school and a future professional pilot or aircraft mechanic. (i.e. Dishonesty, forgery of documents, cheating on examinations, etc.)

Violations of the above conduct requirements may result in termination from the school.

Appeals

The student may appeal a determination of unsatisfactory progress and the subsequent termination by forwarding a formal appeal in writing to the Director of Student Services. The appeal should detail the extenuating circumstance surrounding the student's lack of progress. The Director of Student Services will then assemble an appeal board of three members of school management who were not involved in the original determination. The board will be provided a written narrative regarding the student's termination and any documentation maintained by the school, as well as any explanatory narrative and documentation provided by the student. The board will meet with the student and the student will be given the opportunity to explain extenuating circumstances that may have led to the original determination and to provide any supporting evidence. The appeal board may determine that the student is making satisfactory progress toward a certificate or rating despite failure to conform to the minimum institutional standards and may overturn a termination, however, all FAA standards must be maintained. If a termination is overturned in appeal, the student will return to status in Academic Probation for 60 days. The decision of the appeal board is final and cannot be overturned.

Anti-Hazing Policy

Hillsboro Aero Academy is committed to promoting a safe, respectful, and harassment-free educational environment. This policy aims to prevent, detect, and sanction any conduct related to hazing within our academic communities.

The term "hazing" means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—

a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
d. causing, coercing, or otherwise inducing another person to perform sexual acts;
e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
f. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
g. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Hillsboro Aero Academy strictly prohibits all forms of hazing including, but not limited to:

- Direct participation in hazing acts.
- Inciting or forcing others to participate.
- Witnessing and failing to report such acts.
- Concealing or allowing such practices within student groups.

Any violation of this policy may result in severe disciplinary actions including, but not limited to:

- Suspension or expulsion of the offending student.
- Sanctions against the student organization involved, including deactivation.
- Referral to police and judicial authorities.

Hillsboro Aero Academy encourages all members of the community to report any acts of hazing. Reports may be submitted confidentially through the Regional Director of Student Support Services or their designee at Florida Campuses.

Hillsboro Aero Academy provides confidentiality and prohibits retaliation against anyone who, in good faith, reports an act of hazing.

The above excerpts are from the institutional policy, which is summarized here for brevity.

Student Right-to-Know and Consumer Information Disclosures

The purpose of the Student Right-to-Know and Consumer Information Disclosures is to provide information regarding student outcomes, in accordance with the Student Right-to-Know Act and related consumer information requirements under the Higher Education Act. Consistent with these requirements, the institution annually makes available completion or graduation rates for certificate- or degree-seeking, first-time, full-time undergraduate students. These rates are disaggregated by gender; major racial and ethnic subgroups, as defined by the Integrated Postsecondary Education Data System (IPEDS); recipients of a Federal Pell Grant; recipients of a federal student loan who did not receive a Federal Pell Grant; and students who received neither a Federal Pell Grant nor a federal student loan. In addition, the institution makes available retention rates for certificate- or degree-seeking, first-time undergraduate students as reported to IPEDS. The institution also makes available employment or placement rates, types of employment obtained by graduates, and types of graduate and professional education in which graduates of the institution's four-year degree programs have enrolled.

For the complete Student Right-to-Know and Consumer Information Disclosures, please visit https://flyhaa.com/ and click the "Institutional Policies and Consumer Information" link, where the Student Right-to-Know and Consumer Information Disclosures is posted.

Notification of Rights Under FERPA

The Notification of Rights under the Family Education Rights and Privacy Act (FERPA) explains your privacy rights over your own education records including the right to inspect and review them, request corrections if something is inaccurate, and control disclosure of personally identifiable information, generally requiring your consent before records are shared. It also outlines how to file a complaint with the U.S. Department of Education if you believe your rights were violated, the steps for reviewing or requesting amendments to your records, and, where applicable, the school's policy on sharing records with school officials who have a legitimate educational interest. Finally, it identifies what the institution considers "directory information" (basic details that can be disclosed without your prior consent), explains your right to opt out of having any or all of that information designated as directory information, and specifies the deadline for submitting a written request to do so.

For the complete Notification of Rights under FERPA, please visit https://flyhaa.com/ and click the "Institutional Policies and Consumer Information" link, where the FERPA notification is posted.

Academic Information

Credit Hour Definition

HAA measures and awards credits based on a credit-hour unit of a quarter-term calendar. A quarter credit is defined by a minimum of ten (10) classroom lecture periods of not less than fifty minutes each, twenty (20) laboratory hours where classroom theory is applied and explored, thirty (30) externship hours, or an appropriate combination of all three.

Clock Hour Definition

A clock hour is defined as any 60-minute period in which instruction is given and/or in which performance levels are evaluated.

Student to Teacher Ratio

Instruction is normally given on a one-on-one basis. Most full-time students train less than five hours per day, so each instructor is available to at least two full-time students per day on a one-on-one basis. If formal classroom instruction is given, the student to teacher ratio shall not exceed 25 to 1.

Yearly Calendar

Flight training programs have monthly start dates and program orientations occur each month. The Maintenance program has a published academic calendar which is updated annually. The school is open seven days a week except for Christmas Day.

Tuition and Fees

Professional Pilot – Airplane Program Tuition and Fees

Click here for current fees, or visit https://flyhaa.com/airplane-rates

Professional Pilot – Helicopter Program Tuition and Fees

Click here for current fees, or visit https://flyhaa.com/helicopter-rates

Aviation Maintenance Program Tuition and Fees

Click here for current fees or visit https://flyhaa.com/maintenance-cost/

Students enrolled at the Redmond Campus will be charged a $250 refundable deposit for airport security badging. This deposit is refundable at program completion or withdraw once the airport security badge has been returned.

Student housing is billed on a daily, weekly or monthly basis, depending on campus. Housing requires payment of a non-refundable application fee and a refundable security deposit. For current housing rates, please contact Student Services.

Deposit, Payment and Refund Policies

Flight Programs

Program Deposit Policy

A program deposit of $7,500 will be required for all newly enrolled flight students. The deposit is completely refundable per HAA's refund policy. The funds will be invoiced 30 days prior to enrollment, and the invoice must be paid at least one week prior to orientation. If not paid, the application may be withdrawn.

The program deposit funds will be allocated in the following manner:

- $6,500 – applied directly to the student's account and can be used after enrollment to pay any HAA invoice.
- $1,000 – held in reserve until successful completion of the program or withdraw to ensure there is no outstanding balance due, may also be used to pay for final check ride.

Exceptions

Students or financial sponsors who place at least $7,500 on their student account after acceptance into HAA may use those funds as proof of the Program Deposit.

If an incoming student has an approved loan application with a disbursement of at least $7,500 scheduled to arrive by their start date, that may be used as their Program Deposit. The loan must be approved at least 1 week prior to orientation.

Collegiate partners are exempt from this policy.

School Payment Policy

At the completion of a lesson, the student will be sent an email with an invoice for the amount of instruction and/or aircraft rental time compiled during the lesson. This time will be multiplied by the corresponding hourly rate(s) associated with the aircraft and/or instructor. The student is required to pay the invoice immediately upon receipt. A student may pay by cash, check, traveler's check, Visa, MasterCard, Discover or American Express. Payments made via a credit card are subject to a 2% credit card processing fee. Students also have the option of putting money into their school account and having the invoice amount deducted from their pre-paid amount.

If a student does not make a payment upon receipt of the emailed lesson invoice and has not pre-paid for the lesson, the student will be in violation of the payment policy and will be financially grounded from flight and ground activities until the balance is paid. Financial groundings lasting longer than three days are considered a violation of the school's payment policy and will result in disciplinary action. Repeated groundings are grounds for termination from the school.

Refund Policy

If a student has personal funds deposited on account with the school, those monies are fully refundable upon request. A check will be issued to the student within ten business days from receipt of request. Funds from other parties will be returned to the source of funding.

Ground School tuition paid in advance is refundable on a pro-rated basis up to the completion of 50% of the published course. After this point, no refunds for tuition will be provided. Ground school tuition refunds will be issued by check to the student within 10 days of withdrawal.

An applicant rejected by the school for admissions is entitled to a refund of the registration fee. If a student cancels prior to signing the Enrollment Agreement or within five (5) business days after signing the Enrollment Agreement, the registration fee is refunded. If a student cancels more than five (5) days after signing the Enrollment Agreement, the registration fee is non-refundable. In the case of international students, $50 of the registration fee will be refunded. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five (5) days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of the equipment where training and services are provided.

Hillsboro Aero Academy operates under jurisdiction of OAR 715-045-0036 and adheres to all policies contained within that statute.

Maintenance Programs

Program Deposit Policy

A program deposit of $990 will be required for all newly enrolled maintenance students. The deposit is completely refundable per HAA's refund policy. The funds will be invoiced 60 days prior to enrollment, and the invoice must be paid at least 30 days prior to orientation. If not paid, the application may be withdrawn. The program deposit funds will be allocated in the following manner:

- $990 – applied directly to the student's account and can be used after enrollment to pay any HAA invoice.

Exceptions

Students or financial sponsors who place at least $990 on their student account after acceptance into HAA may use those funds as proof of the Program Deposit.

If an incoming student has an approved loan application with a disbursement of at least $990 scheduled to arrive by their start date, that may be used as their Program Deposit. The loan must be approved at least 30 days prior to orientation.

School Payment Policy

Paid in Full Payment Policy

Full course tuition and fees are invoiced to enrolled students on the first day of classes. Payment for the course is due by the end of the first week of course instruction. A student may pay by cash, check, traveler's check, Visa, MasterCard, Discover or American Express. Payments made via a credit card are subject to a 2% credit card processing fee. Students also have the option of putting money into their school account and having the amount deducted from their pre-paid amount. All checks returned by the bank will be subject to a $15 fee payable upon collection of the check and cash payment of the amount for which the check was issued.

Month-to-Month Payment Option

Students who elect to pay tuition on a month-to-month basis will have their Airframe and Powerplant course tuition divided evenly across the five months of each course. The month-to-month payment policy does not apply to the General Course.

- Monthly Tuition Amount: $2,702 per month
- Deferred Tuition Service Fee: A 2% fee applied to each monthly payment to cover administrative and processing costs associated with the month-to-month payment structure

Late Payment Policy

A 1% late fee will be applied to any unpaid balance beginning the second week after the payment due date,

regardless of whether the student is paying in full upfront or using the month-to-month payment option.

Payment Election
Students must choose at the start of each course whether they will pay tuition in full upfront or month-to-month. The selected payment method will remain in effect for the duration of that course and cannot be changed mid-course.

Cancellation prior to commencement of classes
If a student cancels their enrollment prior to the beginning of classes, the Institution may charge a $100 administrative fee.

Program Refund Policy
The Institutional Refund Policy regulates how Hillsboro Aero Academy (HAA) will manage the charges when a student cancels their enrollment or withdraws prior to completing a payment period.

Enrollment Cancellations
The student has the right to cancel their enrollment agreement within five (5) business days from the student's signing their enrollment agreement. To cancel the enrollment agreement, the student must complete the Enrollment Cancellation Request form, which is available in Student Services. Upon cancellation of the enrollment agreement, the institution will cancel all of the student's financial obligations, other than books and supplies, if applicable, which are not returnable because of use.

No Show
The institution will cancel all of the student's financial obligations for unattended payment periods, other than books and supplies, if applicable, which are not returnable because of use. If a student does not show up for the beginning of classes, the institution considers that a cancellation and may charge a $25 administrative fee.

Withdrawals
If a student attends but withdraws from school after the enrollment cancellation period and before completion of 50 percent of the contracted instruction period, the student shall be charged according to the published class schedule. The student shall be entitled to a pro-rate refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, books and supply fees, and other legitimate charges owed by the student. The portion of the program for which the student will be charged will be determined by dividing the total number of weeks completed by the student in the program into the number of weeks accrued according to the published class schedule. The last date of attendance will be used to calculate the tuition refund owed to the student.

If the withdrawal or termination occurs after completion of 50 percent or more of the course, the student shall be obligated for the tuition charged for the entire course and shall not be entitled to any refund.

Hillsboro Aero Academy operates under jurisdiction of OAR 715-045-0036 and adheres to all policies contained within that statute.

Programs

Flight Training Programs

Professional Pilot - Airplane

The Professional Pilot - Airplane program is designed to provide the student the required basic experience, training and skills necessary to gain employment in an entry-level pilot position. The entry-level position that most graduates of the Professional Pilot - Airplane program obtain is as a certified flight instructor (CFI). Experience gained as a CFI may lead to opportunities as a pilot for charter companies, cargo and airlines.

To be eligible for most entry-level employment opportunities and placement assistance, the student must complete the certified flight instructor portion of the course and pass the corresponding FAA written, oral and practical examinations and meet all applicable FAA requirements.

The normal length of time to complete the Professional Pilot - Airplane program is 18 months with a minimum completion time of 52 weeks. The maximum completion time for this program is 27 months. Within this period the student will complete a minimum of 57 credit hours (745 clock hours) and take the following required courses:

Course:
Private Pilot – Airplane (PPAI 1000)

Prerequisites:
Class II Medical Certificate

A study of the aeronautical subjects necessary to prepare students for the operation of a single-engine airplane as a private pilot. Upon completion of this course, the student will have fulfilled all the FAA requirements needed to take the private pilot written, oral and practical tests. The basic subjects covered within the course include Federal Aviation Regulations (FARs), basic aerodynamics, basic meteorology, aircraft systems and operations, radio communications, ATC system, visual attitude flying, flight physiology, emergency operations, VFR flight planning, cross-country flying, airport operations and aircraft weight and balance computations.

Private Pilot Ground School:
8 weeks – 9 credit hours (90 clock hours)

Private Pilot Laboratory:
4 credit hours (85 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor.

Course:
Instrument Rating – Airplane (IRAI 1020)

Prerequisites:
Class II Medical Certificate
Private Pilot Certificate

Study of the aeronautical subjects necessary to prepare the student to operate an airplane under instrument flight rules. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the instrument written, oral and practical tests. Subjects included in this course are the use of communication and navigational facilities, fundamental and advanced instrument flight maneuvers, attitude instrument flight, instrument approaches and preparation and execution of cross-country instrument flights.

Instrument Ground School:
8 weeks – 9 credit hours (90 clock hours)

Instrument Laboratory:
3 credit hours (55 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Instrument Ground Instructor (IGI). Flight Instructors will hold a minimum of Certified Flight Instructor, Instrument (CFII).

Course:
Commercial Pilot – Airplane (CPAI 1040)

Prerequisites:
Class II Medical Certificate
Private Pilot Certificate
Airplane Instrument Rating

Continued study of the maneuvers and procedures necessary to prepare for the commercial pilot practical test. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the commercial written, oral and practical tests. The subjects offered within this course include operation of a complex airplane, precision

commercial flight maneuvers, attitude instrument flight and long-distance cross-country day and night flights.

Commercial Pilot Ground School:
8 weeks – 9 credit hours (90 Clock hours)

Commercial Pilot Laboratory:
8 credit hours (160 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor, Instrument. For multi-engine portions of this course, instructor will hold a Multi-Engine Instructor rating.

Course:
Certified Flight Instructor -Airplane (AIPP 1060)

Prerequisites:
Class II Medical Certificate
Commercial Airplane Certificate (Single-Engine)
Airplane Instrument Rating

Development of the skills and tools necessary to educate students seeking private and commercial licenses. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the certified flight instructor written, oral and practical tests. Subjects include learning to fly the training aircraft from the instructor's seat, learning to analyze the actions, knowledge and maneuvers of the student pilot, lesson planning, responsibilities of the CFI, fundamentals of instruction and teaching of all required subjects in the private and commercial pilot certificate program and preparation for the flight instructor's FAA tests.

Flight Instructor Ground School:
8 weeks – 12 credit hours (120 clock hours)

Flight Instructor Laboratory:
3 credit hours (55 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor.

Optional Continuing Education Courses
In addition to the required courses, students make take the following optional continuing education courses to earn additional instructor ratings. These courses are not a prerequisite and do not provide credit toward any vocational program offered at HAA.

The normal length of time to complete each course is 3 weeks. Within this period the student will complete a minimum of 25 clock hours. Upon completion of these courses, the student will receive a course completion certificate which will enable them to test for an FAA instructor certificate

Course:
Instrument Flight Instructor

Prerequisites:
Class II Medical Certificate
Commercial Airplane Certificate
Airplane Flight Instructor Rating

Development of the skills needed to effectively instruct students seeking an instrument rating. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the flight instructor instrument written, oral and practical tests. Subjects that are covered within the course include gaining proficiency at instrument maneuvers from the right seat, preparation of flight lessons, learning to recognize and evaluate student actions, knowledge and operations, teaching students the proper use of IFR navigation facilities and accompanying information sources and instruction of fundamental and advanced instrument flight maneuvers. The normal length of time to complete this course is 3 weeks in length and 1 credit hour (25 clock hours).

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Instrument Ground Instructor (IGI). Flight Instructors will hold a minimum of Certified Flight Instructor, Instrument (CFII)

Course:
Multi-Engine Instructor

Prerequisites:
Class II Medical Certificate
Commercial Airplane Certificate
Airplane Flight Instructor Rating

Instrument Rating
Development of the skills and tools necessary to effectively train students seeking a multi-engine rating. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the multi-engine instructor oral and practical tests. Subjects include preparation of lessons, analysis of the student's maneuvers and performance, practice of all required flight maneuvers from the instructor's seat and multi-engine systems. The normal length of time to complete this course is 3 weeks in length and 1 credit hour (25 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Multi-Engine Flight Instructor (MEI).

Commercial Pilot - Airplane

The Commercial Pilot - Airplane program is designed to provide the required basic experience, training and skills necessary to achieve a Commercial Pilot certificate. This program is designed specifically for students who do not need to obtain a Certified Flight Instructor Rating (CFI) to gain employment in the aviation field. While initial employment as a CFI is the career path for most flight students, students from some countries in certain instances do not need Flight Instructor ratings or experience to gain employment.

To be eligible for graduation from this program, student must complete the required coursework, pass the corresponding FAA written, oral and practical examinations and meet all applicable FAA requirements.

The normal length of time to complete the Commercial Pilot - Airplane program is 14 months with a minimum completion time of 46 weeks and a maximum of 21 months. Within this period the student will complete a minimum of 42 credit hours and take the following required courses:

Course:
Private Pilot – Airplane (PPAI 1000)

Prerequisites:
Class II Medical Certificate

A study of the aeronautical subjects necessary to prepare students for the operation of a single-engine airplane as a private pilot. Upon completion of this course, the student will have fulfilled all the FAA requirements needed to take the private pilot written, oral and practical tests. The basic subjects covered within the course include Federal Aviation Regulations (FARs), basic aerodynamics, basic meteorology, aircraft systems and operations, radio communications, ATC system, visual attitude flying, flight physiology, emergency operations, VFR flight planning, cross-country flying, airport operations and aircraft weight and balance computations.

Private Pilot Ground School:
8 weeks – 9 credit hours (90 clock hours)

Private Pilot Laboratory:
4 credit hours (85 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor.

Course:
Instrument Rating – Airplane (IRAI 1020)

Prerequisites:
Class II Medical Certificate
Private Pilot Certificate

Study of the aeronautical subjects necessary to prepare the student to operate an airplane under instrument flight rules. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the instrument written, oral and practical tests. Subjects included in this course are the use of communication and navigational facilities, fundamental and advanced instrument flight maneuvers, attitude instrument flight, instrument approaches and preparation and execution of cross-country instrument flights.

Instrument Ground School:
8 weeks – 9 credit hours (90 clock hours)

Instrument Laboratory:
3 credit hours (55 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Instrument Ground Instructor (IGI). Flight Instructors will hold a minimum of Certified Flight Instructor, Instrument (CFII).

Course:
Commercial Pilot – Airplane (CPAI 1040)

Prerequisites:
Class II Medical Certificate
Private Pilot Certificate
Airplane Instrument Rating

Continued study of the maneuvers and procedures necessary to prepare for the commercial pilot practical test. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the commercial written, oral and practical tests. The

subjects offered within this course include operation of a complex airplane, precision commercial flight maneuvers, attitude instrument flight and long-distance cross-country day and night flights.

Commercial Pilot Ground School:
8 weeks – 9 credit hours (90 Clock hours)

Commercial Pilot Laboratory:
8 credit hours (160 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor, Instrument. For multi-engine portions of this course, instructor will hold a Multi-Engine Instructor rating.

Optional Continuing Education Courses
In addition to the required courses, students may take the following optional continuing education course to earn multi-engine rating. This course is not a prerequisite and does not provide credit toward any vocational program offered at HAA.

The normal length of time to complete this course is 4 weeks. Within this period the student will complete a minimum of 25 clock hours. Upon completion of this course, the student will receive a course completion certificate which will enable them to test for an FAA multi-engine add-on rating.

Course:
Multi-Engine Rating

Prerequisites:
Class II Medical Certificate
Private or Commercial Pilot Certificate

A study of the aeronautical subjects necessary to prepare pilots for the operation of a multi-engine aircraft. Upon completion of this course, the pilot will have fulfilled all of the FAA requirements necessary to take the multi-engine oral and practical tests. Subjects include the transition to the multi-engine airplane, multi-engine systems and their operations, distinctive characteristics of the multi-engine aircraft, aerodynamics, flight profiles and maneuvers, engine out procedures and operations and instrument flight under normal and engine out conditions.

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Multi-Engine Flight Instructor (MEI).

Professional Pilot - Helicopter

The Professional Pilot - Helicopter program is designed to provide the student with the required basic experience, training and skills necessary to gain employment in an entry-level pilot position. The entry-level position that most graduates of the Professional Pilot – Helicopter program obtain is as a certified flight instructor (CFI). Experience gained as a CFI may lead to opportunities as a pilot in TV/radio news reporting, emergency medical services, scenic tours, executive charter, firefighting, agriculture, logging and off-shore support.

To be eligible for most entry-level employment opportunities and placement assistance, the student must complete the certified flight instructor portion of the course and pass the corresponding FAA written, oral and practical examinations and meet all applicable FAA requirements.
The normal length of time to complete the Professional Pilot - Helicopter program is 14 months with a minimum completion time of 40 weeks and maximum of 21 months. Within this period the student will complete a minimum of 44 credit hours (585 clock hours) and take the following required courses:

Course:
Private Pilot – Helicopter (PPHE 1000)

Prerequisites:
Class II Medical Certificate

A study of the aeronautical subjects necessary to prepare the student for the operation of a helicopter as a private pilot. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the private pilot written, oral and practical tests. Subjects include Federal Aviation Regulations (FARs), basic aerodynamics, aircraft systems and operations, attitude flying, night flight, flight physiology, emergency operations, VFR flight planning and aircraft weight and balance.

Private Pilot Ground School:
6 Credit hours (60 clock hours)

Private Pilot Laboratory:
5 credit hours (90 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor.

Course:
Instrument Rating – Helicopter (IRHE 1020)

Prerequisites:
Class II Medical Certificate
Private Pilot Certificate

Study of the aeronautical subjects necessary to prepare the student to operate a helicopter under instrument flight rules. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the instrument written, oral and practical tests. Subjects included in this course are the use of communication and navigational facilities, fundamental and advanced instrument flight maneuvers, attitude instrument flight, instrument approaches and cross-country instrument flights.

Instrument Ground School:
5 weeks – 5 credit hours (50 clock hours)

Instrument Laboratory:
3 credit hours (55 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor, Instrument.

Course:
Commercial Pilot – Helicopter (CPHE 1040)

Prerequisites:
Class II Medical Certificate
Private Pilot Certificate

Introduction, study and practice of the maneuvers and concepts required to operate a helicopter as a commercial pilot. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the commercial pilot written, oral and practical tests. Subjects include FARs, review of basic

operations, advanced maneuvers, use of the radio for navigation and day and night cross-country flights.

Commercial Pilot Ground School:
5 credit hours (50 clock hours)

Commercial Pilot Laboratory:
6 credit hours (120 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor, Instrument.

Course:
Certified Flight Instructor – Helicopter (HEPP 1060)

Prerequisites:
Class II Medical Certificate
Private Pilot Certificate

Development of the skills and tools necessary to train students seeking private and commercial licenses. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the certified flight instructor written, oral and practical tests. Subjects include learning to fly the training aircraft from the instructor's seat, learning to analyze the actions, knowledge and maneuvers of the student pilot, lesson planning, responsibilities of the CFI, fundamentals of instruction and teaching of all the required subjects, and preparation for the flight instructor tests.

Flight Instructor Ground School:
8 weeks – 120 clock hours / 12 credit hours

Flight Instructor Laboratory:
40 clock hours / 2 credit hours

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor.

Optional Continuing Education Courses
In addition to the required courses, students may take the following optional continuing education course to earn an additional instructor rating. This course is not a prerequisite and does not provide credit toward any vocational program offered at HAA.

The normal length of time to complete this course is 3 weeks. Within this period the student will complete a minimum of 25 clock hours. Upon completion of this course, the student will receive a course completion certificate which will enable them to test for an FAA instructor certificate.

Course:
Instrument Flight Instructor

Prerequisites:
Class II Medical Certificate
Commercial Pilot Certificate
Helicopter Flight Instructor Rating

Development of the skills needed to effectively instruct students seeking an instrument rating. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the flight instructor instrument written, oral and practical tests. Subjects that are covered within the course include gaining proficiency at instrument maneuvers from the right seat, preparation of flight lessons, learning to recognize and evaluate student actions, knowledge and operations, teaching students the proper use of IFR navigation facilities and accompanying information sources and instruction of fundamental and advanced instrument flight maneuvers.

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor, Instrument.

Commercial Pilot - Helicopter

The Commercial Pilot -Helicopter program is designed to provide the required basic experience, training and skills necessary to achieve a Commercial Pilot certificate. This program is designed specifically for students who do not need to obtain a Certified Flight Instructor Rating (CFI) to gain employment in the aviation field. While initial employment as a CFI is the career path for most flight students, students from some countries in certain instances do not need Flight Instructor ratings or experience to gain employment.

To be eligible for graduation from this program, students must complete the required coursework, pass the corresponding FAA written, oral and practical examinations and meet all applicable FAA requirements.

The normal length of time to complete the Commercial Pilot - Helicopter program is 12 months with a minimum completion time of 38 weeks and maximum of 19 months. Within this period students will complete a minimum of 30 credit hours (425 clock hours) and take the following required courses:

Course:
Private Pilot – Helicopter (PPHE 1000)

Prerequisites:
Class II Medical Certificate

A study of the aeronautical subjects necessary to prepare the student for the operation of a helicopter as a private pilot. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the private pilot written, oral and practical tests. Subjects include Federal Aviation Regulations (FARs), basic aerodynamics, aircraft systems and operations, attitude flying, night flight, flight physiology, emergency operations, VFR flight planning and aircraft weight and balance.

Private Pilot Ground School:
6 credit hours (60 clock hours)

Private Pilot Laboratory:
5 credit hours (90 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor.

Course:
Instrument Rating – Helicopter (IRHE 1020)

Prerequisites:
Class II Medical Certificate
Private Pilot Certificate

Study of the aeronautical subjects necessary to prepare the student to operate a helicopter under instrument flight rules. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the instrument written, oral and practical tests. Subjects included in this course are the use of communication and navigational facilities, fundamental and advanced instrument flight maneuvers, attitude instrument flight, instrument approaches and cross-country instrument flights.

Instrument Ground School:
5 credit hours (50 clock hours)

Instrument Laboratory:
3 credit hours (55 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor, Instrument.

Course:
Commercial Pilot – Helicopter (CPHE 1040)

Prerequisites:
Class II Medical Certificate
Private Pilot Certificate

Introduction, study and practice of the maneuvers and concepts required to operate a helicopter as a commercial pilot. Upon completion of this course the student will have fulfilled all of the FAA requirements necessary to take the commercial pilot written, oral and practical tests. Subjects include FARs, review of basic operations,

advanced maneuvers, use of the radio for navigation and day and night cross-country flights.

Commercial Pilot Ground School:
5 credit hours (50 clock hours)

Commercial Pilot Laboratory:
6 credit hours (120 clock hours)

Faculty Qualifications:
For this course, ground instructors will hold a minimum qualification of Advanced Ground Instructor (AGI). Flight Instructors will hold a minimum of Certified Flight Instructor, Instrument.

Flight Training Programs - Policies and Procedures

School Calendar

Hillsboro Aero Academy is open and operational every day, except for Christmas day. Flight students may have scheduled activities on any day of the week that their given availability allows.

Satisfactory Progress

In order to be considered as making satisfactory progress towards a certificate or rating and to remain eligible for training and graduation, a student is required to maintain minimum institutional and FAA standards. All programs must be completed within 150% of the normal duration for that program.

Expected average completion times for the courses within the airplane programs are as follows:

- Private Pilot – 6 months
- Instrument Rating – 4 months
- Commercial Pilot – 5 months
- Certified Flight Instructor – 3 months

Expected average completion times for the courses within the helicopter programs are as follows:

- Private Pilot – 5 months
- Instrument Rating – 4 months
- Commercial Pilot – 3 months
- Certified Flight Instructor – 2 months

Student progress and training rate is reviewed monthly by training management to ensure an acceptable course completion pace. Students who are not on track to complete a course within 125% of the course completion timeframe will be provided additional resources and may be issued a written warning. Students already under written warning and on track to complete a program in excess of 150% of the course completion timeframe may be placed on academic probation.

Each course requires the student to take written examinations and flight progress checks. To be considered as making satisfactory progress the student must:

- Pass all progress checks to FAA required proficiency standards.
- Pass all written examinations with a score of at least 80% (FAA requirement).
- Maintain a 2.0 cumulative GPA.
- Meet attendance requirements.
- Maintain a training timeline that will allow for completion within 150% of published program times.
- Pass all FAA written, oral and practical tests associated with each course within 15 days after the completion of each course, unless delayed due to circumstances beyond the student's control.

Grading System

Each course in the Airplane and Helicopter Programs includes lecture-style ground school class and a flight laboratory. Students will receive a letter grade for ground school, while flight labs are graded as pass/fail. Grade point average will be based on grades earned from ground class.

Ground

Grades for the ground portions of each course are based on stage check written exams and the FAA knowledge exam. Stage check exams are given at set intervals during training and students must receive a passing grade in order to continue in the course. Course ground grades will be an average of all stage check written exam grades and the FAA knowledge exam grade.

Stage Check Passed	Grade
94-100%	A
87-93%	B
80-86%	C
79 and below	F

Flight
Grades for the flight portions of each course are based on satisfactory performance as evaluated during flight progress checks. Stage checks occur at set intervals during training and students must receive a passing grade in order to continue in the course. Stage Checks are graded as pass or fail.

Stage Check Passed	Grade
Meets FAA and syllabus requirements for that stage of the course as demonstrated through a ground and flight evaluation	PASS
Does not meet FAA or syllabus requirements	FAIL

Failures
If the student fails a written test or stage check ride, the student may retake the exam or progress check up to three times. Students unable to pass the written test or stage check within three attempts will be subject to academic probation or termination per the school policy on satisfactory academic progress.

Make-up Work
An instructor may assign make-up work if the student fails a test or stage check. Make-up work may be in the form of written material, reading, video viewing or instructor consultation. Make-up work must be complete prior to the next stage check.

Failure to Meet Requirements

Student Improvement Plan
If a student fails to meet satisfactory progress as defined above, they are placed on a Student Improvement Plan. Student will attend an advising session with a school official to create specific goals to be met within an agreed upon timeline. Student will also receive additional resources as needed to assist with progress. In special cases, additional study material may be required and assigned to the student. At the conclusion of the improvement period, the student is required to have displayed satisfactory progress and met agreed upon timelines. If the student fails to meet the agreed-upon progress goals, the student is placed on academic warning via written notice.

Academic Warning
When a student is placed on academic warning, the instructor and school official meet with the student to evaluate problem areas. The student is required to attend additional instruction and student may be required to complete additional study material and/or testing. The warning period is an agreed upon period of time with specific milestones the student must meet. If the student is unable to meet satisfactory progress within this warning period, the student is placed on Academic Probation.

Academic Probation
During this agreed-upon period, the student must attend additional instructor briefings, view all recommended videos with notes and pass additional written, oral and practical tests. Students unable to pass tests or maintain attendance may be terminated.

Terminations

General reasons for termination:

- The student is unable to maintain satisfactory progress.
- Tardiness and/or absences in excess of catalog regulations.
- The student is unable to obtain or maintain an FAA Medical Certificate.
- The student does not abide by the rules and regulations defined by the school and/or the FAA.
- Repeated violation of the payment policy.
- The student knowingly violates the student code of conduct.
- Failure to complete the program within 150% of the normal length of time

If student's education is terminated, the student will be notified by the Director of Student Services.

Reinstatement of Terminated Students
The student may appeal a termination by forwarding a formal appeal in writing to the Director of Student Services. The appeal should detail the extenuating circumstance surrounding the student's lack of progress. The Director of Student Services will then assemble an appeal board of three members of school management who were not involved in the original determination. The board will meet with the student, and the student will be given the opportunity to explain extenuating circumstances that may have led to the termination and to provide any supporting evidence. The appeal board may determine that the student is making satisfactory progress toward a certificate or rating despite failure to conform to the minimum institutional standards and may overturn a termination, however, all FAA standards must be maintained. If a termination is overturned in appeal, the student will return to status in Academic Probation for 60 days. If the student does meet the requirements of reinstatement, the student will terminated with no recourse to appeal. The decision of the appeal board is final and cannot be overturned.

Attendance

General Attendance
Consistent attendance is mandatory for successful completion of the program. To be in compliance with School attendance policies, students must attend all scheduled ground school sessions and be available to be scheduled at least 5 times per week (Full-time students) and 3 times per week (Part-time students). This includes all flight and ground instruction, including simulator time. The expected completion of activities, factoring in weather and aircraft availability is 3-4 per week for full-time students, and 2-3 for part-time. All international students on a non-immigrant visa must be on campus at least 22 hours per week. This includes all flight and ground instruction, including simulator time, as well as time on campus spent studying and preparing for lessons.

Students who are unavailable for scheduling without an approved vacation or Leave of Absence for 30 days are considered to have voluntarily withdrawn and their student accounts will be closed. Students wishing to continue training after an unauthorized absence must re-apply through Admissions.

Tardiness
Due to the nature of flight training, students are required to be on time for scheduled flights or tutorial training sessions. Students are required to arrive 1 hour prior to the scheduled event start time and check in 30 minutes prior to the scheduled event start time. Students are considered tardy after this time. Students

who are tardy may forfeit their time slot and must reschedule to maintain progress. Students may also be charged a no-show fee in the event of a tardy arrival. Repeated tardiness may be cause for termination. Please refer to Standard Operating Procedures document, provided at enrollment, for details on school tardiness policy.

Absences
If for any reason a student cannot keep a scheduled flight or lesson, the student must notify the school at least 12 hours in advance. Students who do not notify the school at least 12 hours in advance may be no-showed for their activity and charged a no-show fee. Please see the school Standard Operating Procedures (SOPs) for the full no-show policy.

Vacation and Leave of Absence

Vacation
Students may request vacation after completing at least one full academic year, 6.5 months of continuous training. Vacation approval depends on overall progress, attendance, and standing with the school. To be approved, the student must be in good academic and financial standing, actively progressing in their training, and not currently on academic warning or probation. Students with frequent cancellations, no-shows, or financial grounding may be denied vacation until those issues are resolved. If the student is waiting for a progress check, end-of-course, or checkride, vacation will normally be postponed until that milestone is complete; however, the current wait time for these milestones will be considered when reviewing the vacation request. Vacations should align with the school's published holiday period (December 15 – January 5 annually) whenever possible and should not delay the student's training timeline. All vacation requests must be submitted to Student Services after receiving approval from the student's flight instructor and the Chief Team and must be approved before any time off is taken. Taking vacation without prior approval may result in withdrawal from the program. Unauthorized vacation time may result in disciplinary action or termination.

School Break
Students who desire a short break in their training are eligible for maximum of 7 days break once in their training, without having to meet the 6.5 months minimum training and course completion requirement. Students must notify Student Services to have this break approved and documented. This allows the proper notifications to be put into place to prevent unexcused absences.

Students who are members of certain programs may have additional restrictions on vacation times.

Leave of Absence
HAA permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 5 consecutive months, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education.

LOAs must be requested to and approved by Student Services. For international students, the I-20 SEVIS record will be terminated from the date of departure from the U.S. and will be remain in terminated status for the duration of the LOA. Students taking a LOA must return to the U.S. within 5 months from departure date and notify the school Designated School Official of their expected return date to be eligible to return with the same SEVIS record (I-20). Students who do not return from LOA by their expected return date with no communication may be terminated.

Graduation

To qualify for graduation, students in the Professional Pilot - Airplane Program and the Professional Pilot - Helicopter program must successfully pass with a minimum 2.0 Grade Point Average, all coursework up through and including Initial Flight Instructor. Students in the Commercial Pilot – Airplane and Commercial Pilot – Helicopter programs must complete through the Commercial Pilot rating.

Graduation Requirements

A student must meet the following requirements in order to qualify for graduation:

- Pass all progress checks to FAA required proficiency standards.
- Satisfy all financial obligations to the school.
- Complete the program within 150% of the normal length of time.
- Complete 25% of published credit hours in the program (transfer students)
- Receive credit for and/or complete all courses in the program.

Withdrawals or Drops

A withdraw or drop is a decision by a student to discontinue training and leave the academy. A withdrawal or drop terminates the student's active file and all training. Withdrawals must be requested in writing.

Incomplete and Course Repetitions

Incomplete and course repetitions are not granted at Hillsboro Aero Academy.

Campus Transfers

Transfers between campuses must be requested and approved by campus management.

Aviation Maintenance Professional

Aviation Maintenance Professional

The Aviation Maintenance Professional program is designed to provide the student with the required basic training and skills necessary to gain employment in an entry-level Airframe and Powerplant (A&P) mechanic position. After receiving their A&P certification from the FAA, mechanics can seek employment as aircraft maintenance technicians for airlines, repair stations, or private aviation companies in roles involving the inspection, repair and maintenance of aircraft.

To be eligible for most entry-level employment opportunities and placement assistance, the student must complete all three courses and pass the corresponding FAA written, oral and practical examinations and meet all applicable FAA requirements. The normal length of time to complete the Aviation Maintenance Professional program is 12 months with a maximum completion time of 18 months. Students who complete the entire program will receive 59 credit hours.

Course:
General (AMP 1000)
Introduction to Aviation Maintenance and Laboratory

Prerequisites:
None

The General course lays the groundwork for students pursuing careers in aviation maintenance, serving as a foundation for more advanced Airframe and Powerplant studies. Focusing on core concepts in mathematics, physics, and basic aircraft systems, this course provides students with essential theoretical knowledge and practical skills needed to understand the fundamentals of aircraft maintenance. As a prerequisite to the Airframe and Powerplant courses, this course introduces key principles and practices vital for success as an A&P mechanic. Upon completion of this course the student will have fulfilled all the FAA requirements necessary to take the Aviation Maintenance Technician General written and oral tests.

General Credit Hours: 7 hours

Course:
Airframe (AMP 1020)
Aircraft Structures, Systems and Laboratory

Prerequisites:
General Course

The Airframe course provides comprehensive training in the maintenance, repair, and inspection of aircraft structures and systems. Students will develop critical skills in working with both metallic and non-metallic structures, including sheet metal, welding, composites, and fabric covering. The course also covers the fundamentals of flight controls, rigging, rotorcraft systems, landing gear, hydraulic and pneumatic systems, and aircraft electrical systems. Through a combination of theoretical instruction and hands-on experience, students will gain the expertise needed to perform inspections, troubleshoot issues, and ensure the safe operation of airframe components. Upon completion of this course the student will have fulfilled all the FAA requirements necessary to take the Aviation Maintenance Technician Airframe written, oral and practical tests.

Airframe Credit Hours: 27 hours

Course:
Powerplant (AMP 1040)
Aircraft Powerplant, Systems and Laboratory

Prerequisites:
General Course

The Powerplant course provides students with in-depth training in the maintenance, repair, and inspection of aircraft engines and their associated systems. Covering both reciprocating and turbine engines, the course emphasizes engine theory, construction, performance monitoring, and troubleshooting. Students will gain hands-on experience with engine ignition, fuel systems, electrical systems, and fire protection systems. Additionally, topics such as engine cooling, exhaust, lubrication, and propeller operations are thoroughly explored. This course prepares students for the practical challenges of maintaining and servicing aircraft powerplants. Upon completion of this course the student will have fulfilled all the FAA requirements necessary to take the Aviation Maintenance Technician Powerplant written, oral and practical tests.

Powerplant Credit Hours: 25 hours

Aviation Maintenance Professional - Policies and Procedures

School Calendar

Although the school is open every day, except Christmas, classes for the Aviation Maintenance Program are scheduled Monday through Friday. The maintenance program publishes a calendar each year showing class days for each course, and days off for holidays and scheduled maintenance program breaks.

Satisfactory Progress

Each course requires the student to take written quizzes and exams, as well as to participate actively in hands-on laboratory activities. To be considered as making satisfactory progress the student must:

- Successfully complete all knowledge content, assignments, and quizzes as published in the syllabus.
- Successfully demonstrate all tasks as outlined in the curriculum.
- Maintain a 2.0 cumulative GPA.
- Meet attendance requirements.
- Satisfy all financial obligations to the school.

Grading System

Each course in the Aircraft Maintenance Professional program includes both lecture and laboratory components. Students will receive a letter grade indicating performance in the course as follows:

Stage Check Passed	Grade
94-100%	A
80-89%	B
70-79%	C
69 and below	F

Retesting Policy

Students may retake tests to improve their scores, with retests allowed within ten (10) calendar days of the original test date. Before attempting a retest, students must complete designated learning activities such as reviewing missed content areas, completing additional practice exercises, or meeting with an instructor for targeted review (if applicable).

The final recorded score will be the average of the original test score and the retest score. If the retest score is lower than the original, the original score will stand. Retests may not be offered for final exams or other specific assessments unless otherwise specified.

Make-up Work

An instructor may assign make-up work if the student fails a quiz or exam or is unable to demonstrate required tasks to expected proficiency. Make-up work may be in the form of written material, reading, video viewing or instructor consultation. Make-up work must be completed prior to the next testing attempt.

Failure to Meet Requirements

Student Improvement Plan

If a student fails to meet satisfactory progress as defined above, they are placed on a Student Improvement Plan. Student will attend an advising session with a school official to create specific goals to be met within an agreed upon timeline. Student will also receive additional resources as needed to assist with progress. In special cases, additional study material may be required and assigned to the student. At the conclusion of the

improvement period, the student is required to have displayed satisfactory progress and met agreed upon timelines. If the student fails to meet the agreed-upon progress goals, the student is placed on academic warning via written notice.

Academic Warning
When a student is placed on academic warning, the instructor and school official meet with the student to evaluate problem areas. The student is required to attend additional instruction and student may be required to complete additional study material and/or testing. The warning period is an agreed upon period of time with specific milestones the student must meet. If the student is unable to meet satisfactory progress within this warning period, the student is placed on Academic Probation.

Academic Probation
During this agreed-upon period, the student must attend additional instructor briefings, view all recommended videos with notes and pass additional written, oral and practical tests. Students unable to pass testing or maintain attendance may be terminated.

Terminations

General reasons for termination:

- The student is unable to maintain satisfactory progress.
- Tardiness and/or absences in excess of catalog regulations.
- The student does not abide by the rules and regulations defined by the school and/or the FAA.
- Violation of the payment policy.
- The student knowingly violates the student code of conduct.

If a student's education is terminated, the student is notified by the Director of Student Services.

Reinstatement of Terminated Students
The student may appeal a termination by forwarding a formal appeal in writing to the Director of Student Services. The appeal should detail the extenuating circumstance surrounding the student's lack of progress. The Director will then assemble an appeal board of three members of school management who were not involved in the original determination. The board will meet with the student and the student will be given the opportunity to explain extenuating circumstances that may have led to the termination and to provide any supporting evidence. The appeal board may determine that the student is making satisfactory progress toward a certificate or rating despite failure to conform to the minimum institutional standards and may overturn a termination, however, all FAA standards must be maintained. If a termination is overturned in appeal, the student will return to status in Academic Probation for 60 days. If the student does meet the requirements of reinstatement, the student will terminated with no recourse to appeal. The decision of the appeal board is final and cannot be overturned.

Attendance

General Attendance
Consistent attendance is mandatory for successful completion of the program. Attendance is taken daily, and students are expected to make every effort to attend all classes as offered; this is essential for academic achievement. Functioning as part of a team requires the entire team to be present and learning to be punctual and accountable for your whereabouts is an important professional skill that employers demand.

Exceeding the maximum allowable absences as published in the course syllabus may result in course failure or program termination.

Tardiness
A student who is not at their workstation, ready to work, when class is scheduled to begin may be marked tardy.

A student who is not at their workstation, ready to work, within 15 minutes after class is scheduled to begin may be marked absent.

Vacation and Leave of Absence

Vacation
Vacations are only permitted during the scheduled breaks published in the school's academic calendar.

Leave of Absence
Due to the accelerated and continuous nature of the Aviation Maintenance Program, Leave of Absence requests cannot be accommodated. Students who require an extended absence that exceeds the published absence policy stated in the course syllabus must withdraw from the program and may re-enroll with the next available class offering, subject to space and admissions requirements.

Graduation

To qualify for graduation, students in the Aviation Maintenance Professional program must successfully pass with a minimum 2.0 Grade Point Average in all courses. Transfer students must complete at least 25% of the full program to be considered eligible for graduation.

A student has completed a course upon the following:

1. All knowledge content, assignments and quizzes as published in the syllabus must be completed successfully.
2. The student has successfully demonstrated all tasks as outlined in the syllabus.

Graduation Requirements
A student must meet the following requirements in order to qualify for graduation:

- Pass all courses to FAA proficiency standards.
- Satisfy all financial obligations to the school.
- Maintain a 2.0 cumulative GPA.
- Complete the program within 150% of the normal length of time.
- Complete 25% of published credit hours in the program (transfer students).
- Receive credit for and/or complete all courses in the program.

Institutional Administration

Damaris Rodríguez Rivera	Executive Vice President of Student Finance
Elizabeth Cruz Rivera	Corporate Vice President of Financial Aid
Wilnelia Ramos Torres	Corporate Vice President of Student Accounts
Jennifer Caraballo Robles	Vice President of Brand Strategy & Growth
Jessica Ray	Vice President of Marketing Operations
Yaran K. Correa Padro.	Vice President of Academic Affairs – Trades Programs
Lilimar Vélez Puchales	Vice President of Registrar & Business Integration
Dra. Alexandra S. Torres	Vice President of Health Sciences
Dr. Aixa M. Flores Pérez	Vice President of Nursing Program
Dr. Dolymari García	Vice President of Academic Development
Dr. José López Martínez	Corporate Vice President – Business and Technology Program
Yarelis González Colón	Vice President of Enrollment Management
Karen Morales López	Associate Vice President of Assessment and Effectiveness
Yamaira Serrano Peña	Institutional Director of Human Resources
Emmeline López Santiago	Institutional Director of Continuing Education
Beany R. Díaz Campos	Corporate Director of Retention
Pedro Padilla Velázquez	Corporate Director of Student Accounts
Vanessa Pagán Prado	Corporate Director of Placement
Yelitza Gutierrez Falcón	Marketing Director
Christopher Mercado	Marketing Director – English Market
Omaika Díaz	Digital Marketing Director
Sergio Palacio Pirez	Purchasing Director
Angélica M. Torres Serrano	Compliance Director
Solimar Calo Ramírez	Student Affairs Director
Wandeline Pizarro Colón	Regional Director of Admissions
Juan Morales Mercado	Director of Nursing Programs Curriculum
Wilda Vélez Valdivieso	Director of Nursing Destination School
Mariely Torres Meléndez	Corporate Director of Health Programs
Nedska Rivera Caride	Institutional Coordinator of Culinary Arts
Joselyn Joseph Ortiz	Director of Beauty Programs
Luis Milian Torres	Director of Health Programs
Sr. Willie Rodríguez Rodríguez	Institutional Director of Construction Programs
Dr. Juanita García Reyes	Corporate Associate Dean of Academic Affairs
Rosa Cruz Colón	Academic Affairs Dean – Technical Education
Frances Fernández Torres	Senior Finance Manager
Adalis Maldonado Morales	Admissions Intelligence Manager
Mileya Berríos Agosto	Academic Affairs Coordinator
Sheila Concepción Martínez	Financial Aid Services Coordinator
Sheila Alvarado Rivera	Institutional Coordinator of Interagency Liaison
Marilyn Rivera Castro	Default Prevention Coordinator
Maribel Rosario Zayas	Continuing Education Coordinator
Stephanie Santos Marrero	Account Administration Coordinator

Administration and Management Staff

School Management

Natalia Cimpean ..... President
Rese Sizemore ..... Director of Finance
Jared Friend ..... Vice President of Rotor-Wing Operations
Anthony Flynn ..... General Manager, Airplane
Amy Smith ..... Director of Admissions
Kasi Crismon ..... Director of Student Services / Compliance Specialist
Julia Chavez ..... Operations Manager
Chuck Hagele ..... Director of Maintenance School Management

Hillsboro Campus

Benjamin Ogden ..... Campus Administration Manager
Sundar Priyadashan ..... Chief Flight Instructor
Nolan Hopkins ..... Assistant Chief Instructor
Hamza Zghoul ..... Assistant Chief Instructor
Meagan Mahikoa ..... Assistant Chief Instructor
Willy Maddox ..... Assistant Chief Instructor
Samantha Gengler ..... Dispatch Manager

Redmond Campus

Jule Shafer ..... Campus Administration Manager
Shayla Ramirez ..... Chief Flight Instructor
Cayla Mayhew ..... Assistant Chief Instructor
Jordan Hundley ..... Assistant Chief Instructor
Kyle Claggott ..... Assistant Chief Instructor
Luke Price ..... Assistant Chief Instructor
Thomas Noble ..... Assistant Chief Instructor
Daryl Heidemann ..... Lead Operations Manager

Troutdale Campus

Kimberly Whipps ..... Campus Administration Manager
Jared Hughes ..... Chief Flight Instructor
Megan Bentley ..... Program Manager

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