



# FLIGHT INNOVATION, INC.

FAA Aircraft Dispatch Academy

FAA-Approved Aircraft Dispatcher Certification Course Catalog

Academic Year: 2025-2027

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# FLIGHT INNOVATION, INC.

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### Institution Overview

#### History:

Flight Innovation Inc. was established in 2012 with a vision to set a new standard in aviation training. Our founder, a group of industry veterans with a passion for aviation, recognized the need for a rigorous and comprehensive aircraft dispatcher certification course that matched the rapidly evolving dynamics of the aviation industry. Since opening our doors, we have been at the forefront of offering specialized training that integrates the latest in technology and best practices in the field. Our commitment to excellence has seen us grow from a small facility into a premier institution, recognized by the FAA and respected by industry peers.

#### Mission:

Our mission is to empower the next generation of aviation professionals with the knowledge, skills, and perspective required to excel in global aviation operations. We are dedicated to providing an educational experience that is both challenging and rewarding, with a focus on the real-world application of skills. Our curriculum is designed to exceed FAA standards and to instill in our students a lifelong commitment to safety, professionalism, and leadership in the aviation community. We strive to create a learning environment that fosters innovation, critical thinking, and a passion for flying.

We believe that our responsibility extends beyond our students to the wider community and the aviation industry as a whole. As such, we are committed to continuous improvement through feedback from our stakeholders, ongoing professional development for our faculty, and maintaining state-of-the-art facilities and resources.



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## FAA Aircraft Dispatch Academy

### Location:

Flight Innovation Inc. is situated in the heart of the bustling business district at 1827 Walden Office Square Suite 460, Schaumburg IL 60173. Our strategic location offers students the convenience of being close to various transportation links, essential services, and local amenities, fostering a conducive learning environment and easy access for all our students and staff.

### Facilities:

Our campus is designed to inspire and facilitate excellence in aviation training. The facility houses state-of-the-art classrooms equipped with the latest in educational technology, including flight planning software, weather simulation programs, and aircraft dispatch training systems. We provide a resource-rich library that contains an extensive collection of aviation materials, from technical manuals to regulatory publications and multimedia learning tools.

To emulate real-world aviation operations, our simulation labs are set up with advanced equipment allowing for hands-on practical training. We also feature a comfortable student lounge and study area, designed to encourage collaboration and peer-to-peer learning among students. Dedicated areas for one-on-one instruction and counseling ensure personalized attention to support student success.

Our commitment to practical education is evident in our investment in the latest tools and resources necessary for developing the skills demanded by today's aviation industry. At Flight Innovation Inc., we offer an educational environment that matches the dynamic and innovative spirit of the aviation field.



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### Approvals:

#### **Federal Aviation Administration (FAA)**

Flight Innovation, Inc. is proud to be an FAA-approved training institution under 14 CFR Part 65, Subpart C. Our Aircraft Dispatcher Certification Course has been evaluated and authorized by the Federal Aviation Administration to ensure compliance with national safety and operational standards. This approval confirms that our curriculum, instructional methods, and facilities meet or exceed the regulatory requirements necessary to prepare students for the FAA Aircraft Dispatcher Practical Test and subsequent certification. Regular oversight and inspections by the FAA ensure our continued adherence to these standards.

#### **Illinois Board of Higher Education (IBHE)**

Flight Innovation, Inc. is approved by the Illinois Board of Higher Education (IBHE) to operate as a private business and vocational school in the State of Illinois. This approval affirms that our institution meets the state's educational and operational standards for vocational training programs. While our Aircraft Dispatcher Certification Course is not accredited like traditional degree-granting colleges and universities, it is fully approved and regulated by both the IBHE and the Federal Aviation Administration (FAA).

#### **Better Business Bureau (BBB)**

Flight Innovation, Inc. is proudly accredited by the Better Business Bureau (BBB) and holds an A+ rating, reflecting our strong commitment to integrity, transparency, and customer satisfaction. This rating is based on factors such as complaint history, business practices, and responsiveness. Our BBB accreditation affirms that students and prospective clients can trust Flight Innovation to uphold the highest standards of professionalism and service.

#### **Veterans Affairs (VA)**

Flight Innovation, Inc. is approved by the Illinois State Approving Agency for federally funded programs of education for veterans and other eligible beneficiaries.

Eligible veterans, service members, and qualified beneficiaries may be able to utilize education benefits administered by the U.S. Department of Veterans Affairs to enroll in the Aircraft Dispatcher Certification Course. Use of such benefits is subject to individual eligibility as determined by the Department of Veterans Affairs.



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Students wishing to use VA education benefits must apply directly through the Department of Veterans Affairs. Upon issuance of a Certificate of Eligibility, students must provide documentation to the school prior to certification of enrollment.

Flight Innovation, Inc. will assist students with the administrative process required for certification of enrollment; however, final determination of eligibility, benefit amounts, and payment of funds is made solely by the Department of Veterans Affairs.

The institution does not guarantee approval of benefits, level of funding, or continued eligibility. Students are responsible for any tuition, fees, or costs not covered by their VA education benefits.

- Only the fully in-person version of the program is approved for VA education benefits
- Hybrid or fully online versions are not eligible for VA funding.

### **Continuous Oversight and Quality Assurance:**

To maintain our status as an FAA-approved institution, Flight Innovation Inc. undergoes regular reviews and audits by the FAA. This continuous oversight ensures that we consistently offer education that is relevant, current, and aligned with industry needs. Our students and faculty are assured that the education provided is of the caliber required for the safe and efficient operation of aircraft within the national airspace system.

### **Commitment to Industry Standards:**

In addition to our FAA approval, we are actively engaged with the aviation community to stay abreast of emerging trends and technologies. Our goal is not only to meet the standards but to exceed them by providing our students with a robust education that incorporates practical experience, theoretical knowledge, and a proactive approach to aviation safety and operations.



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By choosing Flight Innovation Inc., students are assured of receiving an education that is recognized and respected within the aviation industry, laying the groundwork for a successful career in aviation.

## Course outline

Regulations	8 hours
Meteorology	25 hours
Navigation	25 hours
Aircraft	20 hours
Communication	7 hours
Air Traffic Control	10 hours
Emergency and Abnormal Procedures	10 hours
Practical Dispatch Application	95 hours
TOTAL	200 hours



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### Administration and Faculty – School Governing Body

#### Founder and CEO:

**Borys Pawlowski** brings his vision and extensive experience in aviation to Flight Innovation Inc. as the founder, owner, and chief executive officer. With a background that spans across various facets of the industry, Borys' leadership is characterized by a commitment to educational excellence and the advancement of aviation safety and technology.

#### Faculty Credentials:

Our faculty is composed of experienced aviation professionals, including FAA-certified aircraft dispatchers, former airline pilots, and experts in aviation management. Each faculty member possesses significant real-world experience and is dedicated to providing high-quality, practical, and theoretical education. Their credentials include advanced degrees in aeronautics, certifications in aviation specialties, and a track record of professional contribution to the field. Furthermore, all school administrators, directors, owners, and instructors are individuals of good reputation and character, ensuring that our educational leadership and staff uphold the highest standards of integrity and professionalism in the aviation community.

#### Chief Instructor

**Mark Drahorad** - Chief Instructor for our Aircraft Dispatcher Certification Course is highly qualified, possessing extensive experience and expertise in the field of aviation dispatch. The instructor meets and exceeds the standards set by the Federal Aviation Administration (FAA) for aircraft dispatch instruction. Their qualifications include a deep understanding of aviation operations, proficiency in FAA regulations, and significant real-world experience in the aviation industry. This ensures that our students receive instruction of the highest caliber, preparing them for successful careers in aircraft dispatch.

#### Administrative Staff:

**Magdalena Pojawis-Pawlowski** serves as a key administrative staff member and partner at Flight Innovation Inc. Her role encompasses a broad range of responsibilities essential to the smooth operation of our educational programs. With a keen eye for detail and a proactive approach to



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student services, Magdalena ensures that all administrative processes are aligned with our institution's mission and educational objectives.

### **Professional Development:**

To maintain the highest standards of instruction, our faculty engage in ongoing professional development to stay current with the latest aviation practices and instructional methodologies. Their continuous learning and industry engagement contribute significantly to our culture of excellence and the success of our students.

### **Administrative Excellence:**

The administrative team at Flight Innovation Inc., led by individuals like Magdalena, is the backbone that supports our institutional operations. From student admissions and records management to regulatory compliance and financial administration, our staff ensures that every aspect of the school is operating at peak efficiency.

### **Commitment to Student Success:**

The administration and faculty at Flight Innovation Inc. are united in their dedication to student success. We believe that our collective expertise and passion for aviation are crucial in providing an educational experience that is not only rigorous but also enriching and conducive to career advancement in the aviation industry.



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### Admissions Policies

At Flight Innovation Inc., we are committed to providing accessible and high-quality training for future aviation dispatchers. Our admissions policies are designed to comply with FAA regulations and ensure that our students are well-prepared for the demands of the aviation industry.

#### Age Requirements:

Applicants must be at least 21 years old to enroll in our Aircraft Dispatcher Certification Course.

In compliance with FAA requirements, only individuals who are 23 years or older will be eligible to receive the Aircraft Dispatcher Certificate upon successful completion of the course and all requirements for Aircraft Dispatch Certificate.

Individuals 21 years and older upon successful completion of the program will receive Aircraft Dispatcher Course Completion Certificate.

#### Language Proficiency:

Proficiency in the English language is a prerequisite for admission. Applicants must be able to speak, write, and understand English fluently, as this is essential for safety and effectiveness in aviation operations.

#### Educational Background:

No prior aviation experience is required. We welcome students from all backgrounds who are interested in pursuing a career in aviation dispatch.

#### Application Process:

Prospective students can sign up for our course directly on our website. The online application process is straightforward and can be completed in several easy steps.



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### **Prior Credit Evaluation Policy**

Accordingly, our Prior Credit Evaluation Policy ensures that previous experience and training relevant to our Aircraft Dispatcher Certification Course are carefully evaluated and if applicable will be credited toward required 200 hours. This process includes a thorough assessment of each student's prior learning and experience to determine the appropriate credit. A written record of this evaluation is meticulously prepared and maintained as part of each student's academic records. This policy not only respects the student's prior achievements but also aligns with our commitment to providing a comprehensive and tailored educational experience. By acknowledging and documenting prior learning, we ensure that our students' education is both efficient and relevant to their career progression in the aviation industry.

### **Enrollment Confirmation:**

After submitting an application, candidates will receive confirmation and further instructions on the next steps to secure their position in the course.

### **Nondiscrimination Policy:**

Flight Innovation Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, and other school-administered programs.

We encourage all interested individuals who meet the above criteria to apply. Our admissions team is available to assist with any questions or concerns regarding the admissions process or program requirements.

### **School Catalog Revision Policy**

Flight Innovation, Inc. reserves the right to update or modify the course catalog, including policies, procedures, curriculum, tuition, and fees, at any time to maintain compliance with FAA regulations and industry standards. Students are expected to adhere to the most current version of the catalog. Any significant changes will be communicated to students in a timely manner.



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## Academic Calendar

### Registration Period:

Registration for our Aircraft Dispatcher Certification Course is open until the first day of class. However, we strongly recommend that prospective students complete their registration at least two weeks prior to the start date. This allows for adequate preparation time for both students and faculty and ensures a smooth commencement of the learning experience.

### Course Schedule:

Classes are held five days a week, with each session lasting five hours, amounting to a total of 40 instructional sessions. The course is structured to facilitate intensive learning and provide students with a thorough understanding of aircraft dispatching within a condensed timeframe.

### Holiday Schedule:

Flight Innovation Inc. observes all major holidays, and our course schedule includes breaks to accommodate these occasions. Consequently, the total duration of the course may be extended by a few days to account for any holidays that fall within the session period.

- New Year's Day January 1
- Martin Luther King's Birthday 3rd Monday in January
- Washington's Birthday 3rd Monday in February
- Memorial Day last Monday in May
- Juneteenth National Independence Day June 19
- Independence Day July 4
- Labor Day 1st Monday in September
- Columbus Day 2nd Monday in October
- Veterans' Day November 11
- Thanksgiving Day 4th Thursday in November
- Christmas Day December 25



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### **Attendance Policy:**

Consistent attendance is crucial for the successful completion of the course. We understand that unexpected circumstances may arise, and we offer provisions for making up missed days. However, these make-up sessions need to be pre-approved by the course instructor and are subject to scheduling availability.

### **Make-Up Sessions:**

Students who miss one or more classes are required to notify the administration in advance and coordinate make-up sessions. Make-up sessions are designed to ensure that all students meet the necessary competencies and FAA requirements without compromising the integrity of their educational experience. Additional fees apply.

### **Program Completion:**

The structured nature of our program requires a strong commitment from our students to adhere to the schedule. This commitment ensures that all course objectives are met, and students are adequately prepared for the FAA certification examination.

### **Contact Information:**

For more information about the academic calendar, holiday schedules, and make-up sessions, please contact our admissions office or refer to our website.



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### Course Descriptions

The primary objective of the Aircraft Dispatcher Certification Course at Flight Innovation Inc. is to prepare students for a successful career as FAA-certified aircraft dispatchers. The course is designed to provide comprehensive knowledge and practical skills required for certification and beyond. Students will gain a deep understanding of the aviation industry, aircraft systems, meteorology, navigation, FAA regulations, and the roles and responsibilities of an aircraft dispatcher.

### Graduation Requirements

#### Definitions

##### ADX Knowledge Exam

The ADX Knowledge Exam (Aircraft Dispatcher Knowledge Test) is a required FAA-administered written test that evaluates a student's theoretical understanding of topics essential to aircraft dispatching, including meteorology, navigation, regulations, and flight planning. It is a prerequisite to taking the Aircraft Dispatcher Practical Test and must be passed within 24 calendar months prior to the practical test. Eligibility begins at age 21.

The ADX Knowledge Test is administered exclusively by third-party FAA-authorized Airman Knowledge Testing Centers. Flight Innovation, Inc. is not affiliated with these centers in any capacity.

- Students are responsible for scheduling and paying for their ADX exam directly through an authorized testing center.
- Flight Innovation does not set the testing fees, determine availability, or guarantee the quality or professionalism of service at any third-party testing site.
- Any issues or concerns related to the testing process must be addressed directly with the test provider or the FAA.

##### Certificate of Completion

The Certificate of Completion is issued to students who have reached the end of the scheduled term of the FAA-approved 200-hour Aircraft Dispatcher Certification Course. It signifies that the



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student has completed the full duration of the course, regardless of academic performance or proficiency level.

- This certificate does not indicate whether the student has achieved the knowledge or skill necessary for FAA certification.
- It does not qualify the student for graduation or the FAA Practical Test.
- Students who have not yet demonstrated proficiency will work with the instructor and course operator to create a personalized training plan to meet FAA standards, if they wish to continue.

### **Graduation Certificate (Statement of Graduation)**

The Graduation Certificate, also known as a Statement of Graduation, is issued to students who have successfully completed all required course hours and have demonstrated proficiency in accordance with FAA regulations (14 CFR § 65.70 and Appendix A to Part 65).

- This certificate is valid for 90 days, and may be revalidated once for an additional 90 days if the student maintains proficiency.
- However, the Graduation Certificate alone does not authorize the student to take the Aircraft Dispatcher Practical Test. An additional instructor endorsement is required for that purpose.

### **Evaluation:**

Evaluation (Final Evaluation, Post-Course Evaluation) is a process to evaluate and determine if student met FAA Practical Test Standards for FAA Oral and Practical Eligibility.

Evaluation is in the form of Knowledge Exam, Oral Exam and Practical Exam conducted by Authorized Instructor who will issue Endorsement upon successful completion of Evaluation.

### **Endorsement**

An Endorsement is an instructor's formal authorization, usually signed on FAA Form 8400-3, stating that a student has demonstrated sufficient knowledge and skill to attempt the Aircraft Dispatcher Practical Test (oral and practical). Without this endorsement, a student is not eligible to take the practical exam, even if they hold a Graduation Certificate.



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### Requirements

To successfully graduate from the FAA-Approved Aircraft Dispatcher Certification Course at Flight Innovation Inc., students must meet all the following requirements:

#### Attendance

Students are required to complete a minimum of 200 instructional hours with no unexcused absences.

All missed instructional time must be made up with prior instructor approval. Additional fees may apply for make-up sessions.

One-on-one instructional time is not guaranteed and is provided solely at the discretion of the School, contingent upon instructor availability and scheduling capacity.

The School reserves the right to deny or defer requests for individual instruction when such requests would interfere with scheduled instructional duties or established classroom operations.

#### Academic Performance

- Students must pass both a Midterm and Final Evaluation with a minimum score of 80%.
- These evaluations are designed to measure the student's comprehension of core dispatcher subjects and readiness for certification.

#### FAA Aircraft Dispatcher Knowledge Test (ADX)

- Students are required to pass the written FAA Knowledge Exam (ADX) before the final day of the course.
- Proof of a passing score must be submitted prior to final evaluation.
- Failure to complete and pass the ADX by the course end date will result in ineligibility for graduation.

Graduation Certificate is issued to students who pass Final Evaluation or Post-Course Evaluation. Only students who demonstrate proficiency up to FAA Practical Test Standards will be eligible for Graduation Certificate.



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### Final Evaluation by Course Operator

Only students who pass the ADX exam on or before the scheduled course end date are eligible for a final evaluation or within 30 days after course completion are eligible for a post-course evaluation.

Students who do not complete the ADX within this timeframe will no longer be eligible for evaluation under their original course enrollment and will be required to revalidate their training.

Requests for Post-Course Evaluations beyond 30 days will not be accepted, regardless of ADX status.

Students must be available to take FAA Oral and Practical exam within 14 days of Evaluation.

Final Evaluation is valid 14 days from the date of passing.

Final Evaluation is limited to one Final Evaluation at the end of the course and one Post-Course Evaluation.

### Endorsement

Endorsement is issued to students who pass Final Evaluation or Post-Course Evaluation. Only students who demonstrate proficiency up to FAA Practical Test Standards will be eligible for an endorsement.

Endorsement is valid 14 days from the date of Final Evaluation. Any Oral and Practical attempt utilizing endorsement which is older without prior authorization from a Course Operator is a violation of our terms and conditions.

### FAA Oral and Practical Scheduling

Student must be available for FAA Oral and Practical within 14 days of passing Final Evaluation.

### FAA Oral and Practical Exams

Students must pass the FAA Oral and Practical Examination to qualify for the official Aircraft Dispatcher Certificate.

Students must be endorsed by the course operator to take the FAA Oral and Practical Examination.



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In accordance with FAA regulations (14 CFR Part 65 and AC 65-34A), this examination must be completed within 90 days of course graduation. If the test is not completed within this time frame, a revalidation of graduation may be granted after a refresher evaluation. However, no graduate may be tested or revalidated more than 180 days after the original course completion date. Beyond this limit, FAA regulations require full re-enrollment in the course.

Endorsement for this exam will only be granted after successful completion of the final evaluation and all graduation requirements.

The Oral and Practical Examination is administered by a Designated Aircraft Dispatcher Examiner (DADE), appointed by the FAA. These examiners are not employees of Flight Innovation, Inc. and do not work for the FAA directly — they act as independent designees authorized to conduct certification testing.

- Flight Innovation does not control examiner availability, scheduling practices, fees, professionalism, or conduct.
- While we advocate for our students and assist in scheduling as needed, Flight Innovation holds no responsibility for the behavior, decisions, or feedback related to FAA Designated Examiners.
- Students are expected to maintain professionalism and direct communication with examiners and address any concerns to the appropriate FAA office if necessary.

## **Disclosure: Course Operator as Designated Aircraft Dispatcher Examiner**

In accordance with FAA Order 6, the course operator at Flight Innovation, Inc. may also serve as a Designated Aircraft Dispatcher Examiner (DADE), authorized by the FAA to administer the Aircraft Dispatcher Practical Test.

In the event that the course operator also serves as the designated examiner for a student's FAA Oral and Practical Examination, the following conditions apply:

- During the examination, the course operator is acting exclusively in the capacity of a representative of the Federal Aviation Administration (FAA), not as a representative of Flight Innovation. The examiner's role is to impartially assess the student's eligibility for FAA certification in accordance with FAA Practical Test Standards.



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- To maintain the integrity of the testing process and eliminate any conflict of interest, students must obtain their instructor endorsement (FAA Form 8400-3) from an instructor other than the course operator.

Flight Innovation is committed to maintaining strict compliance with FAA policies and ensuring that all examinations are administered with fairness, objectivity, and transparency. Students will be informed in advance if the course operator will be serving as their examiner and will be guided through the endorsement process accordingly.

## Student Conduct During the FAA Oral and Practical Examination

Students of Flight Innovation, Inc. are expected to conduct themselves with the highest level of professionalism during the FAA Oral and Practical Examination. While the exam is conducted by an independent FAA Designated Aircraft Dispatcher Examiner (DADE), students are viewed as representatives of Flight Innovation, and their demeanor directly reflects on the school.

Accordingly, the following expectations apply:

- **Professional Representation:** During the examination, students must present Flight Innovation in a positive and respectful light. Negative remarks or complaints about the school, instructors, or course delivery are not appropriate in this setting. We are committed to supporting our students, and in return, we expect students to uphold the reputation of the school throughout the certification process.
- **Physical and Mental Preparedness:** Students must arrive at the examination well-rested and mentally alert. Under no circumstances should a student schedule the FAA Practical Exam immediately after a work shift or other exhausting activity. Fatigue significantly impacts performance and is inconsistent with the responsibilities of an aircraft dispatcher.
- **Dress Code and Professionalism:** Students are expected to dress and behave in a manner appropriate to the professional aviation environment. Casual attire, inappropriate language, or unprofessional conduct may negatively influence the examiner's perception and are strictly discouraged.

Flight Innovation reserves the right to withhold future endorsements or school support if a student fails to uphold these standards during the FAA Practical Examination process.



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### Financial Standing

Students must have no outstanding balance with the school to receive a Course Completion Certificate or be endorsed for the FAA practical exam.

All tuition, fees, and additional charges must be paid in full prior to graduation or endorsement for FAA testing

Upon satisfying all of the above, students will receive:

- A Course Completion Certificate from Flight Innovation Inc.
- Eligibility for the FAA Aircraft Dispatcher Certificate, contingent upon successful FAA testing.

### Post-Course Evaluation Policy

Students who complete the ADX after graduation may request a Post-Course Evaluation.

Post-Course Evaluations are offered solely at the discretion of the School and are subject to instructor availability and the School's operational schedule.

A non-refundable Post-Course Evaluation Fee of \$250 will apply.

The School does not guarantee availability of instructors or evaluation sessions after a student's graduation date.

All scheduling requests must be submitted in writing and are approved on a space-available basis only.

Student is limited to one Post-Course Evaluation

### Failure and Retesting Policy

At Flight Innovation, Inc., we are committed to supporting our students in achieving success. However, academic and FAA standards require clear policies regarding failures, retesting, and the limits of evaluation attempts. The following policy applies to all students enrolled in the FAA-Approved Aircraft Dispatcher Certification Course:

#### Failed FAA Aircraft Dispatcher Knowledge Test (ADX Written Exam)

Students are required to pass the FAA ADX Knowledge Test before the end of the course (Scheduled end of the course).



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Students who fail the ADX may retake the test in accordance with FAA policy.

Flight Innovation, Inc. may waive the standard 30-day waiting period for a retake if the student remains actively enrolled and engaged in remedial instruction as part of our academic program.

### Failed Final Evaluation by Course Operator

Students must successfully pass the Final Evaluation with the Course Operator to receive a Graduation Certificate.

If a student fails the Final Evaluation:

- The instructor will provide written feedback and remediation study guidelines to address identified weaknesses.
- Students may schedule a second evaluation attempt, provided it occurs within a reasonable timeframe as determined by the School (approximately 14 days from the initial evaluation, and within the School's operational schedule and instructor availability).

If a student fails the Evaluation twice, the School reserves the right to terminate enrollment and require re-enrollment in a new full course before any further endorsements are issued.

Students who do not complete remediation or re-evaluation within the allowed timeframe may be required to re-enroll or request a Post-Course Evaluation as outlined in the Post-Course Evaluation Policy.

### FAA Oral and Practical Examination

Students are required to schedule and attempt their FAA Oral and Practical Examination within seven (14) days of either:

- Passing the Final Evaluation, or
- The scheduled end date of the course, whichever occurs later, unless unusual circumstances are approved in writing by the Course Operator.

Students who pass the Final Evaluation but fail to attempt the FAA Oral and Practical Examination within the required timeframe must schedule a second Final Evaluation before re-endorsement.

Students who

- fail the second Final Evaluation,
- or who do not schedule a second evaluation within fourteen (14) days



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- or do not attempt Oral and Practical exam within fourteen (14) days of second evaluation without an approved exception:

will be terminated from active enrollment and required to re-enroll in a new full course to regain eligibility for future endorsement.

**If a student fails FAA Oral and Practical Examination:**

The student must complete a mandatory remediation session with an instructor before being re-endorsed, provided this occurs within the 90-day validity of the Graduation Certificate.

Retesting may occur after remediation, in accordance with FAA retesting policy (14 CFR § 65.19).

A second failure of the FAA Oral and Practical Examination will result in termination of enrollment and a requirement to re-enroll in a new full course before further endorsements are issued.

### Remediation Session

Remediation is required whenever candidate fails to successfully complete an end of course evaluation with the course operator or Oral and Practical Exam with the FAA Designated Examiner or the FAA. Remediation session is based on hourly rate of \$50 and must be scheduled thru Flight Innovation portal.

End of Course failure remediation session will be based on evaluation feedback and may consist of a combination of online modules, in-person sessions and self-study.

Oral and Practical failure remediation session will be based on evaluation feedback from the FAA Designated Examiner. If unable to meet FAA Practical Test Standards within 90 days of Graduation student will need to re-enroll.

### Post-Course Evaluation and Re-Endorsement

Any evaluation or re-evaluation conducted after the scheduled course period will be treated as a Post-Course Evaluation, subject to instructor availability and a non-refundable Post-Course Evaluation Fee of \$250.

Students who fail to complete the FAA Oral and Practical Examination within the 90-day validity period of the Graduation Certificate must re-enroll in a new full course for future endorsement eligibility.

### General Retesting and Limitations

Students must present all required FAA documents (Notice of Disapproval, Knowledge Test Reports, Graduation Certificate) when retesting.



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All retesting fees charged by FAA testing centers or Designated Aircraft Dispatcher Examiners (DADEs) are the responsibility of the student.

Flight Innovation, Inc. reserves the right to limit repeated evaluation attempts in order to maintain academic and professional standards.

Any student whose graduation certificate expires without successful completion of the FAA Oral and Practical Examination must re-enroll in a new full course.

### Tuition and Fees

Tuition for Aircraft Dispatcher Certification Course:

The tuition fee for the Aircraft Dispatcher Certification Course is \$4,999. This comprehensive fee includes all instructional materials, supplies, tools, student activities, service charges, access to school facilities, and equipment use. Tuition rates are subject to change, and we recommend that students confirm the current rate prior to enrollment.

### FAA Written Examination Fee:

The FAA Aircraft Dispatcher written exam fee is estimated to be \$175, payable directly to the testing center. Flight Innovation Inc. does not control these fees, and they may change without notice.

### Oral and Practical Examination Fee:

The combined oral and practical examination has an estimated cost of \$600 USD, payable to the FAA-designated examiner at the time of testing. As this fee is not regulated by Flight Innovation Inc., it is subject to change based on FAA pricing.

### Additional Costs:

Students may incur additional costs for materials such as textbooks and personal equipment. A list of these materials and their estimated costs will be made available upon enrollment.

Additional fees will be charged for additional sessions for missed days or hours at the rate of \$50/hour. For extended study or remedial instruction necessitated by absences or other factors, costs will be calculated accordingly.



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### Financial Options:

Understanding the financial commitment to education, we offer the following options to our students:

### Affirm Financing:

We have partnered with Affirm to provide eligible students with financing options. Approval for financing is based on a credit check and is subject to terms set by Affirm.

Split Payments: For those who may not opt for financing, we offer a split payment plan. This option allows students to pay tuition in installments over the duration of the course, with specific terms and conditions applied. Split payment plans are subject to approval prior to the commencement of classes.

### Payment Methods:

Our institution accepts payments via credit cards, checks, and money orders. Payment plans and terms will be detailed upon approval. Depending on the form of payment additional fees apply:

- ACH transfer fee of 1% will be added to the transaction
- Credit Card processing fee 2.99% will be added to the transaction
- Cash, Checks no fee
- Returned check \$50 will be added to the transaction

### Third-Party and Corporate Sponsorship Policy

#### Third-Party Sponsorship by Family or Friends:

When a student's tuition is paid by a third party (e.g., family members or friends), the student is required to obtain explicit written authorization from the third party before enrollment can be finalized. This authorization confirms the sponsor's agreement to cover tuition costs and acknowledges their financial responsibility.

In the event of a financial dispute or if the sponsor fails to remit payment as agreed, the student will assume full responsibility for any outstanding tuition balance. The student will be required to



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satisfy the balance within five (5) business days of notification to avoid disruption to their enrollment status.

## Corporate Sponsorship:

For students whose tuition is paid by their employer or another organization, the following conditions apply:

The sponsoring company must have an active Corporate Training Agreement on file with Flight Innovation, Inc. prior to the student's enrollment.

Each participant must sign a Student Policy Acknowledgment – Corporate-Sponsored Training form, affirming their understanding of school policies and their role in a sponsored program.

No Enrollment Agreement will be executed between the school and the corporate-sponsored student. All financial and contractual obligations will be between Flight Innovation, Inc. and the sponsoring company.

## Refund Policy:

Tuition is non-refundable except in the event that a class is canceled by Flight Innovation Inc. In such cases, a full refund will be provided to enrolled students.

In the event of class cancellation or other situations warranting a refund as determined by Flight Innovation Inc., the institution will process the refund in a timely manner.

For any inquiries related to tuition, fees, financial options, or our refund policy, please reach out to our administrative office for comprehensive assistance.

## Financial Hardship Withdrawal Policy

*In compliance with Section 20 of the Illinois Student Debt Assistance Act*

Flight Innovation, Inc. provides a formal hardship withdrawal policy for students who experience significant physical or financial hardship during their course of study.

### Eligible Circumstances:

Students may apply for hardship withdrawal if they are impacted by:

- Serious illness or injury (self or immediate family)
- Mental health conditions affecting academic ability



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- Medical caregiving responsibilities
- Loss of housing or transportation
- Significant financial hardship due to life changes

## How to Apply:

To request a hardship withdrawal, students must:

1. Submit a Hardship Withdrawal Request Form
2. Provide supporting documentation (medical note, eviction notice, financial records, etc.)
3. Email or deliver all materials to:

 [info@flightinnovation.com](mailto:info@flightinnovation.com)

 1827 Walden Office Square, Suite 460, Schaumburg, IL 60173

## Review Process:

- Requests are reviewed within 5 business days
- Approved students may be eligible for:
  - Tuition/fee adjustment
  - Debt forgiveness
  - Written support for re-enrollment

*Submission does not guarantee approval or refund. All decisions are made on a case-by-case basis.*

This policy is shared during student orientation and is available online at <http://www.flightinnovation.com/hardship-policy>



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### Veterans Benefits

Flight Innovation Inc. honors the service of military veterans and is proud to support their educational and career advancement through the use of VA education benefits. Our programs are approved for the training of veterans, and we are committed to providing guidance on the utilization of these benefits for eligible individuals.

### Eligibility and Certification:

Eligibility for VA education benefits is determined by the Department of Veterans Affairs. Veterans, service members, and their qualified family members can apply for benefits and, once approved, bring their Certificate of Eligibility to our admissions office to initiate the certification process for their education benefits.

### Important Notice Regarding VA Approval:

The Aircraft Dispatcher Certification Course is approved for VA benefits only in its full in-person format. Any course option that includes remote, hybrid, or online instruction as part of the required 200 instructional clock hours is not approved by the U.S. Department of Veterans Affairs. Students utilizing VA education benefits must enroll in the fully in-person course to maintain eligibility.

### Utilizing Benefits:

We assist in the processing of VA education benefits, ensuring that eligible students can apply their entitled support towards tuition and educational expenses. Our staff provides hands-on assistance with the necessary paperwork and timely submission to the VA.

### Changes in Enrollment:

In accordance with VA regulations, Flight Innovation Inc. will report any changes in a student's enrollment status, including withdrawals, leaves of absence, or any conduct that may affect a student's VA benefits. Timely notification of such changes helps to prevent overpayments and the need for debt collection activities by the VA.



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## Academic Advising for Veterans:

Veterans at Flight Innovation Inc. receive academic advising tailored to their unique needs.

Advisors can assist with course selection that complements veterans' prior learning and service experiences, as well as provide information on career paths in civilian aviation.



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## Refund of Tuition Policy for students receiving Veterans Education Benefits

Flight Innovation Inc. is committed to serving the educational needs of military personnel and veterans. In compliance with the guidelines provided by the Veterans Affairs (VA) benefits program, the following policy applies to the return of unearned military benefits.

### Policy Overview:

The calculation of unearned military benefits is based on the point of withdrawal from the course in relation to the total duration of the course.

### Calculating Return Amounts:

The return amount will be proportionally determined based on the time remaining in the course after withdrawal. The calculation is done by dividing the number of days attended by the total number of days in the course.

Our refund policy for veterans aligns with VA guidelines. Should a veteran withdraw from a course or our school, we will calculate any refund owed based on the proportion of the course completed, and return unearned VA funds on a prorated basis.

All tuition, instructional charges, fees (including registration fee in excess of \$10) for veterans is subject to the following pro-rata refund policy:

Percentage of days in class completed by student At notice of cancellation	Percentage of tuition, instructional charges and fees that school may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%



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In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90%	100%

All refunds are made within 40 days of student withdrawal/termination from school.

This school does not have a breakage fee, nor does it have a charge for consumable instructional supplies.

## Student Responsibility:

Students who receive military benefits are responsible for notifying Flight Innovation Inc. immediately upon deciding to withdraw from the course.

It is also the student's responsibility to understand the implications of withdrawing from a course on their military benefits eligibility.

## Institutional Refund Policy and Military Benefits:

The return of unearned military benefits is separate from any institutional refund policy. The student may still be obligated to pay any outstanding tuition fees to Flight Innovation Inc. after the applicable benefits are returned to the VA.

## Contact and Support:

Flight Innovation Inc. provides counseling and support for students utilizing VA education benefits. We encourage beneficiaries to contact our financial aid office for guidance on managing their benefits and understanding the financial implications of course withdrawal.



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### **Veterans Support Services:**

We offer support services that address the challenges veterans may face when transitioning to academic life. This includes counseling services, assistance with VA benefits, and connecting to community resources.

### **Dedicated Veterans Affairs Coordinator:**

Our Veterans Affairs Coordinator is dedicated to the needs of our veteran students and can assist with any questions or issues related to VA educational benefits or services provided by our institution.

### **Commitment to Veterans:**

Flight Innovation Inc. is committed to the success of our veteran students and pledges to provide resources and support to ensure they achieve their educational and professional goals.

For further details on veterans' benefits and services, please contact our Veterans Affairs Coordinator or visit the administration office.

### **Policy on Financial Obligations for Chapter 31, 33, and 35 Beneficiaries**

Flight Innovation Inc. is committed to supporting the educational pursuits of veterans and eligible beneficiaries under Chapter 31, 33, and 35 of the United States Code. In accordance with the guidelines set forth by the United States Department of Veterans Affairs (VA), our institution has established the following policy:

### **No Penalty for Delayed VA Disbursement:**

Flight Innovation Inc. will not impose any penalties on students who are beneficiaries of Chapter 31, Vocational Rehabilitation and Employment; Chapter 33, Post-9/11 GI Bill®; and Chapter 35, Dependents Educational Assistance programs, due to delayed payments from the VA. This includes the assessment of late fees, the denial of access to facilities such as classes, libraries, or



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other institutional resources, or the requirement that such students take out additional loans to cover tuition and fee payments.

## **Assurance of Access:**

Students who have provided the institution with a Certificate of Eligibility will have uninterrupted access to all educational resources offered by Flight Innovation Inc., regardless of the payment disbursement timeline of VA education benefits.

## **Registration and Enrollment:**

Beneficiaries of the aforementioned VA programs will be permitted to register for classes and commence training in their chosen program without the need to pay upfront fees or tuition. The institution will defer the collection of tuition and fees until the VA has disbursed payments for those beneficiaries.

## **Communication with VA:**

Flight Innovation Inc. works closely with the Department of Veterans Affairs to facilitate the timely receipt of education benefits. Our Veterans Affairs Coordinator assists students in managing their benefits and serves as a liaison with the VA to address payment issues.

## **Financial Counseling:**

We provide financial counseling to educate beneficiaries about managing their finances and understanding the financial aid process, including VA benefits and other forms of financial assistance.

This policy is in place to uphold the rights of veterans and their dependents, ensuring that their educational journey is not hindered by financial obstacles related to the timing of VA benefit disbursement.



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### Student Services

Flight Innovation Inc. is dedicated to providing a comprehensive support system for our students to enhance their educational experience and foster success both during and after their time with us. Below are the student services available:

#### Academic Advising:

Our academic advisors are available to assist students in understanding course requirements, scheduling classes, and preparing for the FAA Aircraft Dispatcher Knowledge Test. They also provide guidance on career pathways and professional development opportunities within the aviation industry.

#### Career Services:

We offer career services to help students and alumni navigate the job market, including resume writing workshops, interview preparation sessions, and job placement assistance. Our strong industry connections can help align students with potential employers.

#### Library and Resource Center:

Students have access to a well-stocked library of aviation resources, including regulatory documents, maps, navigation tools, and the latest industry publications. The resource center also provides computer access for research and study.

#### Tutoring and Study Groups:

For students seeking additional academic support, we offer tutoring services in various subjects related to aircraft dispatching. Study groups are encouraged, providing a collaborative environment for learning and peer-to-peer engagement.



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### **Technology and Equipment:**

Our facilities include the latest technology and equipment to ensure that students receive practical and up-to-date training. This includes access to simulation software and other tools necessary for modern dispatch training.

### **Student Lounge:**

A student lounge area is provided for relaxation and social interaction. This space allows students to network with their peers, share experiences, and build lasting relationships within the aviation community.

### **Assistance for Disabled Students:**

We are committed to accommodating students with disabilities to ensure they have equal access to our programs and resources. Accommodations are made on an individual basis, and we encourage students to contact our administration to discuss specific needs.

### **Veterans Benefits Counseling:**

For military veterans and service members, we offer specialized counseling to assist with VA benefits and educational planning tailored to their unique circumstances and entitlements.

### **Alumni Network:**

Graduates become part of our alumni network, which provides ongoing resources, networking opportunities, and the chance to stay connected with the institution and fellow alumni.

### **Feedback and Continuous Improvement:**

We value student feedback and use it to continuously improve our services. Students are encouraged to provide input through surveys, suggestion boxes, and direct communication with our staff.



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For more information about any of the student services offered by Flight Innovation Inc., please contact our student services department.

### **One-on-One Instruction Policy**

As part of our commitment to FAA compliance and instructional transparency, Flight Innovation has implemented a policy regarding one-on-one student sessions conducted after course completion.

All post-course instructional sessions including one-on-one reviews, refreshers, and exam preparation — must be scheduled exclusively through the Flight Innovation Portal. This ensures that only students who are currently eligible under FAA regulations are permitted to receive additional instruction toward their Certification eligibility.

Students are required to book additional Study sessions thru our School Portal [www.flightinnovation.com](http://www.flightinnovation.com) or contact us for scheduling via email [info@flightinnovation.com](mailto:info@flightinnovation.com) or phone/text 847-892-7322



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## Academic Policies

Flight Innovation Inc. is committed to maintaining the highest standards of academic excellence and integrity. The following academic policies are established to ensure a fair and consistent learning environment for all students:

### Attendance Policy:

#### Minimum Attendance Requirement:

- A minimum of 200 hours attendance is required in the Aircraft Dispatcher Certification Course at Flight Innovation Inc. to comply with FAA instructional hours and to ensure adequate learning and proficiency and to be eligible for FAA licensing.
- Student who accumulated an attendance shortfall of 15 hours will be terminated.
- Minimum attendance of 75% is required by the VA.

#### Statement on attendance for VA Certification

Flight Innovation, Inc. will certify a veteran's enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). This certification, in part, requires the Flight Innovation, Inc. to report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified number of hours per week and this failure results in a change of pursuit as defined by the USDVA, the Flight Innovation, Inc. must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and Flight Innovation, Inc.. The Flight Innovation, Inc. strongly advises veterans to pursue their training as specified in the Enrollment Agreement.

#### Grading and Evaluation:

Students are assessed through a Midterm and Final Evaluation. Each component of assessment is designed to measure the student's competency in key areas of aircraft dispatch knowledge. A passing grade is required on all exams to progress through the course.



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### Evaluation Periods and Consequences:

Evaluations are scheduled at two critical junctures: the Midterm and the Final.

- **Midterm Evaluation:** Conducted at the 100-hour mark of the course.
- **Final Evaluation:** Conducted upon completion of 200 hours.

To successfully pass these evaluations, students must achieve a minimum score of 80%. This benchmark ensures that students have a thorough understanding of the course material and are well-prepared for a career in aircraft dispatch.

### Retake Opportunity:

- In the event a student fails to achieve the 80% mark in either the Midterm or Final Evaluation, they will be given one opportunity to retake the test.

### Consequences of Repeated Failure:

- If the student fails to achieve the 80% mark on the retake of either the Midterm or Final Evaluation, this will result in termination from the program.
- This policy is in place to maintain the high standards of our training program and to ensure that all graduates meet the rigorous requirements necessary for a career in aviation.

### Reentrance after unsatisfactory progress.

We do readmit any VA student dismissed for academic and/or attendance shortfalls.

Student readmitted must complete the entire course.



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## Academic Honesty:

Academic honesty is paramount in all Flight Innovation Inc. coursework and activities. Cheating, plagiarism, and other forms of dishonesty are not tolerated and may result in disciplinary action, including possible dismissal from the course.

## Student Re-Enrollment with Outstanding Balance Policy

Flight Innovation Inc. understands that students may face financial difficulties. Students who withdrew or were dismissed may apply for re-enrollment even if an outstanding balance exists. Approval is subject to the following conditions:

- The remaining debt must be under \$1,000
- A payment plan must be approved prior to re-enrollment
- No re-enrollment will be granted for students with a history of non-payment without resolution

To request re-enrollment, contact:

 [info@flightinnovation.com](mailto:info@flightinnovation.com)



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### **Progress Reporting:**

Student progress is monitored and reported throughout the course. Reports include grades, attendance records, and instructor evaluations. Students will receive regular updates on their performance and are encouraged to discuss their progress with instructors.

### **No Probationary Period:**

Flight Innovation Inc. does not offer a probationary period for students. Unsatisfactory grades or progress must be addressed immediately by the student with the support of their instructors.

### **Interruption for Unsatisfactory Progress:**

Conditions for interruption of the course due to unsatisfactory grades or progress will be clearly communicated to students. If a student fails to meet the established standards, particularly in quiz scores and attendance, they may face interruption from the program.

### **Record Keeping and Enforcement:**

- Detailed records of attendance are maintained for each student. These records are essential for monitoring compliance with the 200 hours attendance requirement.
- Regular evaluations of attendance records will be conducted to ensure adherence to this policy.
- Student record will include midterm and final exam results to comply with Satisfactory Academic Progress (SAP) records requirement.
- Student records will be maintained for 3 years after last day of student's attendance.



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## Transcript & Diploma Access Policy

In compliance with Section 30 of the Illinois Student Debt Assistance Act.

Flight Innovation, Inc. does not withhold official transcripts or diplomas due to a student's outstanding debt. All students have the right to access their academic records, including transcripts and diplomas, regardless of any unpaid balances or financial obligations.

To request a transcript or diploma, students should contact the administrative office:

 [info@flightinnovation.com](mailto:info@flightinnovation.com)

 (847) 892-7322

**Student records and transcripts are maintained by Flight Innovation, Inc. and are available to students by calling or writing:**

Flight Innovation  
1827 Walden Office Square Suite 460, Schaumburg IL 60173  
847-892-7322

## Course Completion:

Completion of the course requires meeting all academic and attendance requirements, passing all subject exams, the FAA Aircraft Dispatcher Knowledge Test, and demonstrating proficiency as evaluated by the course operator. Additionally, students must pass the oral and practical exams to receive FAA certification.

## Student Conduct:

Students are expected to maintain professional behavior and conduct themselves in a manner befitting the aviation industry's standards. This includes adherence to all school policies, respect for instructors and peers, and a commitment to personal and professional development.

Flight Innovation Inc. upholds a standard of conduct for all students to ensure a professional and safe learning environment conducive to academic success and personal growth. We expect all



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students to conduct themselves in a manner that reflects the integrity and professionalism of the aviation industry.

## **Making Up Missed Classes:**

Students must make up any unsatisfactory attendance before they are eligible for graduation.

Opportunities for making up missed classes will be provided, but it is the responsibility of the student to complete these in a timely manner.

Flight Innovation Inc. enforces this attendance policy to uphold the educational standards required for FAA certification and to foster a committed learning environment for all students.



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## Code of Conduct:

**Students at Flight Innovation Inc. are required to:**

Adhere to all institutional policies, including attendance, academic integrity, and use of resources.

Show respect for instructors, staff, and fellow students, fostering an environment of mutual respect and collaboration.

Engage in all course and training activities with seriousness and dedication.

Maintain a professional demeanor and appearance that aligns with the standards of the aviation industry.

Uphold safety standards at all times within the facility and when using any equipment.

## Prohibited Behaviors:

The following behaviors are prohibited and may result in disciplinary action:

Academic dishonesty, including plagiarism, cheating, or falsification of records.

Disruptive behavior in class or on institution premises.

Harassment, discrimination, or any form of intimidation or violence.

Theft or damage to property belonging to the institution, staff, or students.

Substance abuse, including the use of illegal drugs and the irresponsible use of alcohol.

Violation of federal, state, or local laws.

## Conditions for Dismissal:

**Dismissal from Flight Innovation Inc. may occur under the following conditions:**

Repeated violations of the institution's code of conduct.

Severe misconduct that jeopardizes the safety or well-being of the school community.

Failure to maintain satisfactory academic progress as outlined in the academic policies.



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Non-compliance with financial obligations to the institution.

### Process for Dismissal:

Before dismissal, the student will be notified in writing of the conduct issue and may be given an opportunity to respond or rectify the behavior, unless the nature of the misconduct warrants immediate expulsion. The decision for dismissal is made after careful consideration of the incident, and the student is informed of the appeal procedures available if they wish to contest the decision.

### Appeals:

Students have the right to appeal a dismissal decision by submitting a written appeal to the administration within a specified period, typically within 14 days after notification of dismissal. The appeal should include any supporting documentation or evidence to substantiate the appeal.

### Reinstatement:

In certain cases, dismissed students may be considered for reinstatement. Conditions for reinstatement will be communicated at the time of dismissal and may include a period of suspension, demonstration of behavioral reform, and/or other remedial actions.

Flight Innovation Inc. takes pride in cultivating an educational atmosphere that reflects the esteemed values of the aviation profession. We believe that adherence to these conduct standards is essential for the personal and professional development of our students and the integrity of our certification program.

### Change of Enrollment:

Any changes to a student's enrollment status must be reported immediately to the administration. This includes drops, withdrawals, or transfers within the program.



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### Grievance Procedure:

Students have the right to appeal academic decisions or file grievances. The procedure for such appeals is outlined in the 'Grievance Procedures' section of this catalog. All appeals must be filed in writing and will be reviewed by the academic committee.

### Feedback and Continuous Improvement:

We encourage open communication and regularly solicit student feedback to improve our academic offerings. Our goal is to create an educational environment that responds to the needs of our students and the evolving aviation industry.

For more detailed information about any of these policies or for clarification on academic matters, students are encouraged to consult with their academic advisor or the administration office.

### IBHE Student Complaint Information

Students who have a complaint regarding Flight Innovation, Inc. may first follow the school's internal grievance procedure listed in this catalog.

Students may also file a complaint with the State of Illinois through the Illinois Board of Higher Education's Institutional Complaint System.

**IBHE Complaint System:** <https://complaints.ibhe.org/>

Students may also contact the Illinois Board of Higher Education at:

Illinois Board of Higher Education  
1 North Old State Capitol Plaza, Suite 333  
Springfield, Illinois 62701-1377

Institutional Complaint Hotline: 217-557-7359



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## Sexual Misconduct Policy

Comprehensive Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking

Effective Date: 9/2/2025

Approved by: School Administration

Location: 1827 Walden Office Square Suite 460, Schaumburg, Illinois 60173

Contact: info@flightinnovation.com | (847) 892-7322

### I. Policy Purpose & Scope

This policy outlines Flight Innovation, Inc.'s commitment to creating a safe, inclusive, and respectful educational environment. It applies to all students, employees, contractors, and visitors and addresses conduct that constitutes sexual violence, domestic violence, dating violence, stalking, and related retaliation in accordance with 110 ILCS 155/10.

### II. Definitions

**Consent:** A freely given, informed, and mutual agreement to engage in sexual activity. Consent cannot be given when a person is incapacitated or coerced.

**Sexual Violence:** Any non-consensual sexual act including rape, sexual assault, sexual battery, or sexual coercion.

**Dating Violence:** Abuse or violence by someone in a romantic or intimate relationship with the victim.

**Domestic Violence:** Abuse by a current or former spouse, intimate partner, or other household member.

**Stalking:** A course of conduct directed at a person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.

**Retaliation:** Adverse action taken against a person for reporting or assisting in a sexual misconduct investigation.

### III. Prohibited Conduct

Flight Innovation prohibits all forms of:

- Sexual harassment and violence
- Dating and domestic violence
- Stalking



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- Retaliation against individuals who report or participate in investigations

## IV. Reporting Options

Reports can be made to:

Title IX Coordinator / Administrator

Name: Borys Pawlowski

Email: [info@flightinnovation.com](mailto:info@flightinnovation.com)

Phone: 847-892-7322

Address: 1827 Walden Office Square Suite 460, Schaumburg, Illinois 60173

Anonymous reports may be submitted via online form

<https://www.flightinnovation.com/sexual-violence-prevention>

## V. Investigation Procedures

- Initial Intake – A report is reviewed within 48 hours.
- Interim Measures – May include no-contact orders or schedule changes.
- Formal Investigation – Conducted by trained staff or external investigators.
- Hearing/Decision – Based on preponderance of the evidence standard.
- Sanctions – May include suspension, dismissal, or other disciplinary actions.
- Appeals – Available to both parties within 7 days of outcome notice.

## VI. Prevention and Training

Flight Innovation will offer:

Annual prevention programs to students and staff.

Training for all responsible employees on handling reports and trauma-informed care.

## VII. Confidentiality

While confidentiality cannot be guaranteed in formal processes, information will be shared only with those who need to know.

## VIII. Rights and Protections

- All parties involved in a sexual misconduct case will be:
- Treated with respect
- Offered support resources
- Protected from retaliation
- Given equal opportunity to present information



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## Survivor Rights and Options Notification

(This should be given to any survivor upon disclosure/reporting)

### Survivor Rights and Options Notification

If you have experienced sexual violence, dating violence, domestic violence, or stalking, you have the following rights and options:

#### Your Immediate Rights

- You are entitled to medical attention, counseling, and advocacy support.
- You can report the incident to the police, the school, both, or neither.
- You may request protective measures such as changes to your schedule, classroom seating, or interactions with the accused.

#### How to Report

- Title IX Coordinator:  
Email: [info@flightinnovation.com](mailto:info@flightinnovation.com)  
Phone: (847) 892-7322  
Office: 1827 Walden Office Square Suite 460, Schaumburg, IL 60173
- Law Enforcement:  
Schaumburg Police Department – (847) 882-3534

#### Support Services

- National Sexual Assault Hotline (RAINN): 800-656-HOPE (4673)
- School counseling support available on request.

#### Your Rights

- To have the incident taken seriously and responded to promptly.
- To receive a thorough, fair, and impartial investigation.
- To be free from retaliation.
- To access interim supportive measures, even if no formal complaint is filed.
- To pursue school disciplinary proceedings and/or criminal prosecution.

#### Confidentiality

Your privacy will be respected. You may request confidentiality, though some disclosures may require action to ensure campus safety.



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Let me know if you'd like:

- Editable Word or PDF versions
- Local crisis center suggestions for your area
- Help filling out the Attorney General's template using this policy info

Would you like me to generate those document files for download now?

## Grievance Procedures

At Flight Innovation Inc., we are committed to providing an educational environment that respects the rights and dignity of all students, faculty, and staff. We recognize that disputes may occasionally arise, and we are dedicated to resolving such conflicts fairly and efficiently. The following procedures outline the steps for addressing grievances within our institution:

### Step 1: Informal Resolution

Before initiating a formal grievance, all students are encouraged to seek an informal resolution. This can be done by discussing the issue directly with the person(s) involved or with the immediate supervisor or instructor overseeing the area of concern.

### Step 2: Written Grievance

If an informal resolution is not possible or satisfactory, the student may file a formal written grievance. This document should be submitted to the administration office and must include a detailed description of the complaint, any efforts made to resolve the issue informally, and the desired outcome.

### Step 3: Grievance Review

Upon receipt of a written grievance, the administration will review the submission and may conduct a formal investigation, which could include interviews with all parties involved and a review of relevant materials.



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### Step 4: Response

The student will receive a written response from the administration detailing the findings of the review and the resolution or action to be taken. The institution aims to provide this response within a reasonable timeframe, typically within 30 days of the grievance submission.

### Step 5: Appeal

If the student is not satisfied with the resolution, they may appeal the decision. The appeal must be filed within a specified period, usually within two weeks of receiving the institution's response. The appeal should be addressed to the senior administration or a designated grievance committee.

### Step 6: Final Decision

The appeal will be reviewed, and a final decision will be made. The outcome of the appeal will be communicated to the student in writing, and this decision will be considered final and binding within the institution.

### Additional Notes:

Grievance procedures are intended to ensure that all complaints are addressed respectfully and without fear of reprisal or bias.

Students are assured that all grievances are treated with confidentiality to the extent possible within the scope of the review process.

This procedure applies to grievances related to any aspect of the educational experience at Flight Innovation Inc., including but not limited to academic matters, discrimination, harassment, and other conduct issues.

For more information on the grievance procedures or to initiate a grievance, please contact our administration office.



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## Contact Information:

For inquiries about our programs, admissions, or other requests, the following points of contact are available:

### Email:

Send us your questions or request more information at [info@flightinnovation.com](mailto:info@flightinnovation.com). Our team is committed to providing prompt and informative responses.

### Phone:

Call us at (847) 892-7322 for immediate assistance or to speak with an admissions advisor. Our office hours are from 8:00 AM to 5:00 PM Central Time, Monday through Friday.

### Mailing Address:

Flight Innovation Inc.  
1827 Walden Office Square Suite 460  
Schaumburg, IL 60173  
United States

### Visit Our Website:

Learn more about our offerings and stay updated by visiting our website at [www.flightinnovation.com](http://www.flightinnovation.com).

### Visit Us in Person:

We welcome prospective students to visit our campus for a personal tour and a chance to meet our faculty and staff. Appointments can be scheduled via phone or email.



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## Social Media:

Connect with us on social media to receive the latest news and updates on our programs, events, and more.

We are eager to communicate with our current and future students, alumni, and the aviation industry at large. Reach out at your convenience, we're here to provide the support and information you need.