



## NEW STUDENT INTAKE FORM

### STUDENT INFORMATION

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Social Media:** \_\_\_\_\_

### PRIOR TO BEGINNING FLIGHT TRAINING

\_\_\_\_\_ Passport or Birth Certificate

\_\_\_\_\_ Valid Driver's License or Government-Issued Photo ID

\_\_\_\_\_ Non-US Citizens only: TSA AFSP application and schedule English Evaluation

\_\_\_\_\_ Flight Schedule Pro Account

\_\_\_\_\_ Submit application for a Student Pilot Certificate

\_\_\_\_\_ IACRA FTN: \_\_\_\_\_

### PRIOR TO SOLO

\_\_\_\_\_ 16 Years of Age

\_\_\_\_\_ FAA Medical Certificate



**EMERGENCY CONTACT #1**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**EMERGENCY CONTACT #2**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**NOTES**



## **INITIAL 7 HOURS – PAPERWORK REQUIREMENT**

Upon completion of your Introductory Flight experience, and prior to beginning your 8<sup>th</sup> hour of flight training, it is the responsibility of Innovative Aviation to ensure all requisite documents needed to continue flight training are completed.

This includes the following:

1. Birth Certificate or Passport
2. Valid Driver's License or Government-Issued ID
3. Submitted Application for Student Pilot Certificate
4. TSA AFSP Application / English Evaluation (For Non-US Citizens Only)

These requirements are not specific to our flight school, but the Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA). Legally, if these documents are not collected, you are not permitted to continue flight training in the United States.

If these requirements have not been met within your first 7 hours, we will temporarily pause flight training until all documentation is received. You are permitted to continue to attend Ground School with your instructor or group sessions during this time.



## CANCELATION POLICY

1. If you cannot make a scheduled flight, please cancel the reservation on Flight Schedule Pro AND call your instructor (if scheduled with an instructor) at least **TWENTY-FOUR (24) HOURS** in advance.
2. Your instructor will call you **TWO (2) HOURS IN ADVANCE** of your scheduled flight time to cancel if the weather conditions are not within the safety margins needed to conduct the flight. If you have not heard from your instructor two hours prior to the flight and suspect inclement weather or if the weather is outside your comfort level, it is your responsibility to verify with the instructor if your lesson is or is not cancelled.

***Do not assume your flight is cancelled and then fail to show up. Conversely, do not waste your own time and show up at the airport without checking the weather and contacting your instructor if you suspect the weather may be bad.***

3. The following fee's may be applied to your account for Cancellations, or 'No Show' should they occur repeatedly:
  - A "No Show" is defined as failing to show up for a scheduled flight without any communication to the instructor or Innovative Aviation.
  - No show charges will NOT be assessed for those who in good faith cancel a flight inside of 24 hours for any of the IMSAFE, PAVE, or ADM reasons. A no show with no call, text, or email is unacceptable at any time.
  - With respect to Student Aviators, failure to cancel lessons with your instructor or Innovative Aviation at least twenty-four (24) hours in advance, will result in a \$25 cancellation fee. Innovative Aviation reserves the right to charge the full hourly aircraft rate for repeated cancellations.
  - With respect to Aircraft Rental, if the Renter fails to show for a flight and/or fails to call Innovative Aviation to cancel at least twenty-four (24) hours in advance, Innovative Aviation reserves the right to charge the full aircraft rental amount for up to two (2) hours.

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Student Aviator / Renter (Print Name)

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Student Aviator / Renter (Signature)

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Date