



**Waterloo Wellington
FLIGHT CENTRE**

APPLICATION GUIDE

A comprehensive application guide for all prospective aviation program students associated with Conestoga College, University of Waterloo and ATPL Programs

November 2022



**The Skills You Need
– The School You Want**



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If you are receiving this document, it means you have applied to the WWFC Aviation Program through one of: Conestoga College, University of Waterloo, or the ATPL program facilitated by WWFC and have met all the minimum requirements for consideration. This guide is designed to provide a step-by-step illustration of the application process and to provide a tool for each applicant to ensure all requirements are met and in the correct sequence.

The function of education is to teach individuals to think intensely and critically. With good education comes greater opportunity; but education alone is not enough. Character and values combined with skillset and knowledge is what will help to make an individual stand out from the rest. Below are some tips on what WWFC looks for during the admissions process:

What Makes a Successful Candidate – to be strongly considered for admission into the program, candidates can prepare themselves in several ways, such as, but not limited to:

- Promptly acknowledge and respond to communication (as appropriate)
- Complete tasks outlined in institutional correspondence in a timely manner (eg: interview and info session registration, submission of requested documentation)
- Show up to interview (in person or online) at least 5 minutes early, professional in appearance and in demeanor
- Convey genuine interest in, and passion for the aviation industry. This can be achieved through discussing research you conducted re: the specific programming aspects and aviation in general, during the interview
- Demonstrate excellent time management and organization skills
- Demonstrated ability to be a self-starter
- Ability to prioritize competing commitments/requirements effectively
- Approach program interviews the same way as a job interview
- Demonstrate a personal responsibility for program requirement completion

What Makes a Successful Student – several factors can contribute to a student's success in completing the program requirements such as, but not limited to: optimum instructor/student pairing, consistently good weather, program resources and support provided by the flight centre; however, there are behavioural factors – controlled only by the student – that will increase the ease in which a student moves through their program. The following approaches to training will set each individual up for success:

1. **Come ready to fly.** To be flight-ready, a student must spend time at home reading materials, reviewing lessons, chair flying, participating in study groups and having a plan for what they are going to accomplish
2. **Fly often.** To maintain the skills a student has acquired they have to be practiced. WWFC's minimum flight booking requirement is 3 flights per week; and based on the syllabus for each program, maintaining a minimum of 3 flight bookings per week will set a student up to achieve their benchmarks on time and ultimately graduate within the timeframe allotted.
3. **Set goals and work towards them.** Students need to determine what they want to get out of their training and keep that goal in mind, especially during the more challenging portions of their training.
4. **Communicate.** Instructors and other staff can be a student's biggest ally in flight training. Do not be afraid to open up about any stresses, frustrations or anxieties. The network of support available at WWFC is better able to assist students and help keep them on track when they are aware of what is going on.
5. **Self-assess.** Students should determine the way in which they learn best and use that approach to play to strengths. It is a critical part of flight training from the very beginning and can be beneficial in terms of identifying where to prioritize focus and efforts.
6. **Relax.** Good students are confident students. The cockpit is a very specialized classroom and in order to gain the confidence necessary to be competent, a student must be calm enough to recognize the nuances of what is going on around them.
7. **Always on.** Approach every phase of training as though it is a job interview



Application Guide

Application Process for Private Career College (PCC) Program Candidates:

Applicants for the Conestoga College General Arts and Science program and University of Waterloo Geography and Aviation & Science and Aviation programs must meet the academic requirements to be considered for flight training at WWFC:

- **Conestoga College academic requirements** include Ontario Secondary School Diploma (OSSD) or equivalent, or 19 years of age or older with mature student status, grade 12 compulsory English, C or U, or equivalent, OR Conestoga College Preparatory Communications (COMM1250), Grade 12 Mathematics, C or U (75% in MCT4C or 65% in MHF4U or MCV4U), or equivalent, or 75% in Conestoga College Preparatory Mathematics for Technology & Apprenticeship (MATH1385), Grade 11 or 12 Physics, C or U, or equivalent
- **University of Waterloo academic requirements for Geography and Aviation Program** includes six Grade 12 U and/or M courses including English (ENG4U) with a minimum average of 70%; and one Grade 12 U Mathematics course with a minimum final grade of 70%. Overall admissions average is low 80s
- **University of Waterloo academic requirements for Science and Aviation Program** includes six Grade 12 U and/or M courses including English (ENG4U) with a minimum final grade of 70%; Advanced Functions with a minimum final grade of 70%; Calculus and Vectors with a minimum final grade of 70%; and two of Biology, Chemistry, Earth and Space Science, Mathematics of Data Management or Physics. Overall admissions average is low 80s
- **Airline Transport Pilot License (ATPL) Program** is designed for mature students (graduates from any college or University program, or individuals with some post-secondary education or work experience) who are seeking a new career path

Information Sessions are available for both Conestoga and University of Waterloo applicants. These sessions take place once per month and provide a detailed outline of what can be expected from each program. It is strongly encouraged that all applicants participate in one of the sessions. The schedule and online registration form can be found here:

<https://wwfc.ca/information-sessions/>



Conestoga College (CC) Candidate Intake Process:

- Program application submission to CC via OCAS
- Complete and submit application (sample attached) along with payment of applicable fees (\$250) to WWFC (application fee inclusive of aptitude testing to be paid before scheduled interview with WWFC Admissions)
- Aptitude test – includes a series of assessments coordinated by WWFC to be completed before your scheduled interview with WWFC Admissions
- Transport Canada Language Proficiency test completed if applicable – for all non-Canadian citizens or anyone that did not graduate from an English-speaking Canadian high school
- Submit required documentation to WWFC Admissions team as outlined in email communication
- Obtain Category 1 Medical Certificate: it is recommended that candidates start this process upon application to the program as it can take several months to receive the certificate from Transport Canada
- Register for Intake Interview using the link provided via email by WWFC Admissions
- Participation in Intake Interviews: these interviews will take place either in-person or virtually. All interview information will be communicated via email by the WWFC Admissions team

**Use the checklist below to track completed tasks*

Conestoga College (CC) Application Process Checklist:

	Candidate Task	Description
	Application submission to CC General Arts & Science (Aviation) Program	Create an account with Ontario Colleges to begin the application process - https://www.ontariocolleges.ca/en Only candidates who meet the CC requirements will be forwarded to WWFC. Applicants must ensure that all steps listed in the above intake process are complete before the interview with WWFC Admissions can take place.
	Application fee (including aptitude testing fee) paid to WWFC due at the time of application submission	\$250 fee required to cover the administrative costs associated with client access and testing requirements
	Complete aptitude test	A series of assessments that must be completed before a candidate's scheduled interview. WWFC Admissions will provide all required information/links to each candidate
	Transport Canada Language Proficiency test – if applicable (non-Canadian citizens or those that did not graduated from an English-speaking Canadian high school)	The formal aviation language proficiency demonstration is an English-language assessment designed for candidates to hold a Canadian pilot licence. Booked by the WWFC Admissions team, these tests are required for all non-Canadian citizens or those who did not graduate from a Canadian high school

□	Candidate Task	Description
	Obtain Category 1 Medical Certificate	<p>~\$200-\$400 cost (cost may vary by examiner) payable by the candidate to the medical examiner's office. To book your appointment, please refer to the following list of authorized medical practitioners and ensure that – at minimum - your appointment is booked before the date of your scheduled interview: https://www.wapps.tc.gc.ca/saf-sec-sur/2/come-meac/l.aspx?lang=eng or by calling 1-877-726-8694.</p> <p>NOTE: to better expedite this process, choose an examiner that submits results online to Transport Canada (as opposed to mailing paper copies). Make sure to ask if a medical office offers this service before booking</p>
	Complete intake interview registration and submission of required documents to WWFC WWFC Admissions	The WWFC Admissions team will contact all individuals who have received an invitation letter from Conestoga College to arrange an interview that is designed to discuss and assess each candidate's suitability for the flight training component of the program. A link to sign up for an interview date/time will be provided in the email. All required documents and aptitude testing must be submitted before the scheduled interview
	Intake interview participation	Interviews are approximately 30 minutes in length and include questions that are designed to determine a candidate's overall suitability as it directly relates to the demands of the program



University of Waterloo (UW) Candidate Intake Process:

- Program application submission to UW via OUAC
- Application submission to WWFC and payment of applicable fees (\$250) to WWFC (application fee includes aptitude testing to be paid before the scheduled interview with WWFC Admissions)
- Aptitude test – includes a series of assessments coordinated by WWFC to be completed before the scheduled interview with WWFC Admissions
- Transport Canada Language Proficiency test completed if applicable – for all non-Canadian citizens or anyone that did not graduate from an English-speaking Canadian high school
- Submit required documentation to WWFC Admissions
- Obtain Category 1 Medical Certificate: it is recommended that candidates start this process upon application to the program as it can take several months to receive the certificate from Transport Canada

**Use the checklist below to track completed tasks*

University of Waterloo (UW) Application Process Checklist:

□	Candidate Task	Description
	Application submission to UW Geography & Aviation or Science & Aviation program	<p>Begin application process through Ontario Universities' Application Centre (OUAC) - https://www.ouac.on.ca/applications/</p> <p>Only candidates who meet the UW academic requirements and who have received a conditional offer from UW will be considered for admission. Applicants must ensure that all steps listed in the intake process are complete before the meeting with WWFC Admissions can take place</p>
	Application submission to WWFC	Candidates who have received a conditional offer from UW must submit an application to WWFC. The application can be found in the appendix
	Application fee (including aptitude testing fee) paid to WWFC	\$250 fee required to cover the administrative costs associated with client access and testing requirements. Testing cannot take place until application to WWFC is complete
	Complete aptitude test	A series of assessments that must be completed before the intake interview. The WWFC Admissions will provide all required information/links to each candidate
	Transport Canada Language Proficiency test – if applicable (non-Canadian citizens or those that did not graduated from an English-speaking Canadian high school)	The formal aviation language proficiency demonstration is an English-language assessment designed for candidates to hold a Canadian pilot licence. Booked by WWFC Admissions, these tests are required for all non-Canadian citizens or those who did not graduate from a Canadian high school.
	Obtain Category 1 Medical Certificate	<p>~\$200-\$400 cost (cost may vary by examiner) payable by the candidate to the medical examiner's office. To book your appointment, please refer to the following list of authorized medical practitioners and ensure that – at minimum - your appointment is booked before the date of your scheduled interview: https://wwwapps.tc.gc.ca/saf-sec-sur/2/came-meac/l.aspx?lang=eng or by calling 1-877-726-8694.</p> <p>NOTE: to better expedite this process, choose an examiner that submits results to Transport Canada electronically. Make sure to ask if a medical office offers this service before booking</p>
	Submission of required documents to WWFC Admissions	List of documents provided by WWFC Admissions to be submitted ahead of the intake meeting. WWFC Admissions will advise on the required documentations

Airline Transport Pilots License (ATPL) Candidate Intake Process:

- Program application submission to WWFC and applicable fees (\$250) paid to WWFC (application fee, inclusive of aptitude testing, to be paid before scheduled interview with WWFC Admissions)
- Aptitude test completed – a series of assessments coordinated by WWFC to be completed before scheduled interview with WWFC Admissions
- Obtain Category 1 Medical Certificate: it is recommended that candidates start this process upon application to the program as it can take several months to receive the certificate from Transport Canada
- Submit required documentation to WWFC Admissions as outlined in email communication
- Register for Intake Interview using the link provided via email by WWFC Admissions
- Participation in Intake Interviews: these interviews will take place either in-person or virtually. All interview information will be communicated via email by the WWFC Admissions team

**Use the checklist below to track completed tasks*

Airline Transport Pilots License (ATPL) Application Process Checklist:

	Candidate Task	Description
	Application submission to WWFC	Applications for the ATPL program can be done directly through WWFC - https://wwfc.ca/pilot-training/commercial-courses/atp-program-overview/
	Application fee (inclusive of aptitude testing) paid to WWFC	\$250 fee required to cover the administrative costs associated with client access and testing requirements.
	Complete aptitude test	A series of assessments that must be completed before a candidate's scheduled interview. The WWFC Admissions team will provide all required information/links to each candidate
	Transport Canada Language Proficiency test – if applicable (non-Canadian citizens or those that did not graduated from an English-speaking Canadian high school)	The formal aviation language proficiency demonstration is an English-language assessment designed for candidates to hold a Canadian pilot licence. Booked by WWFC Admissions, these tests are required for all non-Canadian citizens or those who did not graduate from a Canadian high school
	Obtain Category 1 Medical Certificate	~\$200-\$400 cost (cost may vary by examiner) payable by the candidate to the medical examiner's office. To book your appointment, please refer to the following list of authorized medical practitioners and ensure that – at minimum - your appointment is booked before the date of your scheduled interview: https://wwwapps.tc.gc.ca/saf-sec-sur/2/came-meac/l.aspx?lang=eng or by calling 1-877-726-8694.
	Intake interview registration	The WWFC Admissions team will contact applicants to arrange an interview that is designed to discuss and assess each candidate's suitability for the flight training component of the program. A link to sign up for an interview date/time will be provided in the email
	Submission of required documents to WWFC Admissions	List of documents provided by WWFC Admissions are to be submitted ahead of scheduled intake interview
	Intake interview participation	Interviews are approximately 30 minutes in length and include questions that are designed to determine a candidate's overall suitability as it directly relates to the demands of the program



Student Intake Meeting Process:

Upon acceptance into the program, WWFC will arrange a student meeting for the cohort that has been admitted into the program. The following outlines what to expect during this phase of the admission process:

- Review Private Career College (PCC) contract
- Sign the Private Career College (PCC) contract, receive client access card and order uniforms

**Use the checklist below to track completed tasks*

Student Intake Meeting Checklist

<input type="checkbox"/>	Student Task	Description
	Sign PCC contract and receive Client Access card	
	Provide required personal documentation (if any still outstanding)	Copies of originals will be taken and kept in student file if they have not been provided already



Application Guide Resources

Information Sessions – are designed to provide potential students and their parents with information on the overall design of the programs. WWFC - in collaboration with Conestoga College and the University of Waterloo – provide in-depth details on how to be successful in the program, the financial commitment and time commitment that is required; and outlines the necessary approach to ensuring student success. These information sessions take place once per month, on a designated Saturday from 10:00-12:00. They are facilitated by WWFC Admissions and include program representation from Conestoga College and the University of Waterloo.

Registration for information sessions can be found here: <https://wwfc.ca/pilot-training/post-secondary/information-sessions/>

Category 1 Medical – A list of local Canadian Aviation Medical Examiners (CAME) by area can be found on Transport Canada's website: <https://wwwapps.tc.gc.ca/saf-sec-sur/2/came-meac/s.aspx?lang=eng&l=124>. During the medical evaluation, candidates will get a full health examination including vision test, hearing test, heart functionality test, blood/urine samples, and a general health examination. As part of the medical evaluation, candidates will be required to disclose all relevant information related to their health and their lifestyle. Fees associated for medical exams vary based on the examining physician and can range between \$200-\$400. These fees are to be paid directly to the medical examiner's office. Candidates are to contact a CAME in their area as soon as they have applied to either program to arrange an appointment.

Helpful Hint: choose a medical examiner's office that files test results electronically to Transport Canada to expedite the process and obtain a Category 4 Medical certificate while Transport Canada continues to experience delays in processing due to the ongoing Covid19 pandemic

Program Durations & Outlines

Program Name	Program Duration & Outlines
Conestoga College (Modular)	<ul style="list-style-type: none"> • 2-year diploma program, broken out into 5 semesters • Consists of 2 major components: academic courses offered on the Doon Campus of Conestoga College and flight-training courses offered by WWFC at either Doon Campus or at WWFC • The flight training portion of the program starts in September of the first year and runs continuously throughout the Summer- semester to end of the Winter-semester in the second year. Students should be prepared to live in the KW area throughout the Summer • Program completion requirements involve obtaining: <ul style="list-style-type: none"> ◦ Private Pilots Licence (PPL) ◦ Commercial Pilots Licence (CPL) ◦ Group 1 Instrument Rating • Flight training is competency-based, meaning graduation may vary based on student progress

Program Name	Program Duration & Outlines
University of Waterloo (Frozen ATPL)	<ul style="list-style-type: none"> • 4-year degree program, broken out into 8 semesters • Consists of 2 major components: academic courses offered at University of Waterloo and flight-training courses offered by WWFC at either UW or at WWFC • The flight training portion of the program starts in January of the first year and runs continuously throughout the Summer- semesters to end of the Summer-semester in the third year. Students should be prepared to live in the KW area throughout the Summer of years 1 and 2 of their program • Program completion requirements involve obtaining: <ul style="list-style-type: none"> ◦ Private Pilots Licence (PPL) ◦ Commercial Pilots Licence (CPL) ◦ Group 1 Instrument Rating • Students are expected to complete all program requirements by end of Fall semester of their fourth year
WWFC Frozen ATPL	<ul style="list-style-type: none"> • 18-month fast-track program that is divided into 12 six-week modules • All flight-training courses are offered by and take place at WWFC • Ground school and flight training begins April of the first year and runs continuously throughout the Summer to end of September the following year • Program completion requirements involve obtaining: <ul style="list-style-type: none"> ◦ Private Pilots Licence (PPL) ◦ Commercial Pilots Licence (CPL) ◦ Group 1 Instrument Rating
Self-Paced Modular	If you are interested in obtaining any of your licenses at your own pace, contact info@wwfc.ca

Flight Training Costs

WWFC strives to maintain consistent pricing as advertised; however, semester pricing is subject to change based on aircraft insurance rates, fuel price increases, or other aircraft costs. Additional information includes:



- All program costs estimates are based on average completion time for the course. Individual costs may vary if a student needs additional hours to complete program requirements
- Flight training fees are paid in monthly installments for the duration of the program
- The schedule of payments is indicated in the student PCC contract and must be adhered to
- Failure to maintain an account in good standing could result in removal from the program
- Fees can be paid by one of: online, bank transfer, debit, or cheque
- Third Party vendor fees of approximately \$2,000 cover the costs of program admission requirements and all necessary testing to obtain ratings and licences. The fees listed are subject to change without notice, and include the following:

Flight Training Costs	Flight Training Costs Continued
Civil Aviation Medical: \$200 (annual)	Pilot Examiner for Multi: \$300
Transport Canada Medical Fee: \$55	Transport Canada PPL Licensing fee: \$55

Flight Training Costs	Flight Training Costs Continued
Aviation Language Proficiency: \$100	Transport Canada CPL Licensing fee: \$80
Transport Canada PPL written exam fee: \$105	Transport Canada Night Rating Licensing fee: \$30
Transport Canada CPL written exam fee: \$105	Transport Canada Multi Rating Licensing fee: \$30
Transport Canada INRAT written exam fee: \$35	Transport Canada MIFR Licensing fee: \$30
Pilot Examiner for PPL: \$300	Pilot Examiner for Multi: \$300
Pilot Examiner for CPL: \$300	

- Additional fees will be charged for program equipment/material and other miscellaneous items such as, but not limited to:
 - Headset
 - Student uniform
 - No-show cancellation fees
 - Costs incurred during cross-country flight destinations where an overnight stay becomes necessary due to planned or unplanned events
 - Annual Client Access Fees



How flight fees are used: each semester, the flight fees paid to WWFC are placed on individual student accounts. The fees for classes, flight labs, briefings and flights are charged to each student account throughout the semester.

Financial Assistance: program applicants must have a financial plan in place that will back them throughout the entire duration of their training. Financial support options include family-funding, student loans (post-secondary), bursaries, student line of credit and personal savings.

OSAP is only available for the academic components of the programs at Conestoga College and the University of Waterloo. OSAP is not available for flight training.

Scholarships: awards and bursaries are available to help offset the costs associated with flight training. Students must apply for a specific award/scholarship and meet a certain criterion to be considered. Scholarship options include:

The Canadian Owners Pilots Association (COPA): representing 15,000 members in every province and territory who recognize the need for advancement, promotion, and preservation of Canadian Freedom to Fly. The COPA Scholarship Program is an annual initiative and applicants can only apply during each intake (January 4 and March 1 of each year). Scholarship and awards available for application include:

Scholarship	Description
Neil J. Armstrong Ab-Initio Scholarship	<ul style="list-style-type: none"> • 1 award of \$14,000 • Applicants must be between the ages of 16-21 as of the application deadline • Applicants must be a citizen or permanent resident of Canada • Applicants are assessed on their demonstrated interest in aviation, ability to set and achieve goals, a demonstrated commitment to flight training • This award comes with a free one-year COPA student membership • A current COPA membership is not required to apply

Scholarship	Description
COPA Advanced Flight Training Scholarships	<ul style="list-style-type: none"> • 3 awards of \$1,000 each • In partnership with WestJet Pilot Association • Applicants must be 18 years of age or older and have completed their PPL • Applicants must be a current COPA member in good standing • Applicants must be a citizen or permanent resident of Canada • Applicants are assessed based on merit, including personal aspirations, contributions towards the advancement of General Aviation as well as their dedicated commitment to promoting flight safety through advanced flight training
COPA Drone Pilot Scholarship	<ul style="list-style-type: none"> • 3 awards of \$1,000 each • Applicants must be 18 years of age or older • Applicants must be current COPA members in good standing • Applicants must be a citizen or permanent resident of Canada • Applicants are chosen based on their involvement and participation in General Aviation activities, events and organizations

For a complete list of all available scholarships, please visit www.copanational.org.

How to apply

- Complete the online application form, including a written submission and any required documents
- Provide at least one reference letter that speaks to the applicants flying potential and contributions (volunteering, leadership, mentoring) within the community and/or General Aviation
- Application form and reference letter(s) must be submitted together in one application
- Incomplete applications will not be considered



Successful scholarship applicants will be announced at COPAs Annual National Fly-In. Scholarship recipients will be notified prior to the fly-in via telephone. All other applicants will be notified by email.

For more information, visit [COPA \(copanational.org\)](http://COPA (copanational.org))

WWFC Scholarships

The following scholarships have been created by WWFC to help offset the cost of flight training and include:

LIFT Scholarship: Available to ALL students

- 4 awards of up to \$4,000
- Applicants must be a WWFC student in a post-secondary aviation program, including stand-alone CPL
- Applicants must be a Canadian citizen or permanent resident
- Applicants must be in an advanced phase of the program (hold at least a PPL)
- Applicants who have previously received this scholarship do not qualify

Private Air Scholarship: Conestoga College ONLY

- 1 award
- Only Conestoga College applicants in their second year (graduating) are eligible
- Scholarship award winners receive a flight crew interview with Private Air Inc.
- The successful recipient will be presented with their award and funds at the WWFC Wings Banquet, which takes place each year in March (date subject to change)
- Eligibility and desired traits include second year CC student at WWFC, demonstrated interest in Corporate Charter Aviation throughout their time at WWFC/Conestoga College, excellent attendance and punctuality track record, and a student that possesses charisma

For more information on how to apply, visit: <https://wwfc.ca/pilot-training/financing/scholarships/>

WWFC Fleet and Facilities

The flight centre has been in operation since 1932. We have complete maintenance facilities and a full-service licensed restaurant, Runways Café. Our flight school is fully equipped to provide you with weather services and flight planning resources. We have individual study and briefing room and three large classrooms. Other facility highlights include:

- Optimum aircraft fleet (~30-35 aircrafts)
- 2 state-of-the-art Simulators
- Tower-controlled airport
- Multiple IFR approaches
- TC approved GPS approaches
- On-site parking
- On-site maintenance
- Internet weather access
- VOR/DME on the field
- 2 runways (4100 ft. long x 148 ft. wide; and 7002 ft. long x 150 ft. wide)
- Several grass strips
- Uncontrolled airports and Toronto's terminal area



WWFC operates one of the largest training fleets in Canada inclusive of the following types of aircrafts: Cessna 152, Cessna 172, Piper Seminole, Piper Arrow and DA40

Discontinuance/Removal from the Program

WWFC holds students to a certain standard as part of the training regiment to better prepare them for life as a pilot. Our programs have both scheduled and calendar-based benchmarks that must be adhered to. Failure to maintain satisfactory training progress based on the deadlines of these benchmarks may result in removal from the program.

The Skills You Need – The School You Want



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