



**Waterloo Wellington
FLIGHT CENTRE**

APPLICATION GUIDE

A comprehensive application guide for all prospective aviation program students associated with University of Waterloo and ATPL programs.

2025





Contents

Application Guide	3
Application Process for Ontario Career College (OCC) Program Candidates	3
University of Waterloo (UW) Candidate Intake Process	4
University of Waterloo (UW) Application Process Checklist	4
Airline Transport Pilots License (ATP) Candidate Intake Process	7
Airline Transport Pilots License (ATPL) Application Process Checklist	7
Student Intake Meeting Process	8
Student Intake Meeting Checklist	8
Application Guide Resources	9
Program Durations & Outlines	9
Flight Training Costs	10
Scholarships	11
How to apply	13
WWFC Fleet and Facilities	14
Discontinuance/Removal from the Program	14



Full-Time Program:

Waterloo Wellington Flight Centre programs have both scheduled and calendar-based benchmarks that must be adhered to. The University of Waterloo Aviation Program and the WWFC Integrated ATPL Program are considered full-time programs with no scheduled breaks. Full-time participation and commitment are expected of all students in these programs.

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:

Application Guide

Application Process for Ontario Career College (OCC) Program Candidates:

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

- **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.
- **Canadian High School graduate**, or equivalent, and/or post-secondary education (transcripts required).

Information Session: Information sessions are available for both the University of Waterloo applicants and the Airline Transport Pilot License program. 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/>



University of Waterloo (UW) Candidate Intake Process:

- Program application submission to UW via OUAC
- Application submission to WWFC and payment of applicable fees (\$350) 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 (Resume, Cover Letter, Pilot Essay, Category 1 Aviation Medical, Client Access Agreement, Citizenship, Photo ID, High School Transcripts, Questionnaire, Study Permit if applicable)
- 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	<input type="checkbox"/>	You have applied and met the application process through Ontario Universities' Application Centre (OUAC) - https://www.ouac.on.ca/applications/ 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.
Application submission to WWFC	<input type="checkbox"/>	Candidates who have received a conditional offer from UW must submit an application to WWFC. The application will be provided by WWFC.

Application fee (including aptitude testing fee) paid to WWFC	<input type="checkbox"/>	\$350 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	<input type="checkbox"/>	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 and those that did not graduate from an English-speaking Canadian high school)	<input type="checkbox"/>	The formal aviation language proficiency demonstration is an English-language assessment designed for candidates to hold a Canadian pilot licence. Booked by WWFC Admissions, this test is required for all non-Canadian citizens or those who did not graduate from a Canadian high school.
Obtain Category 1 Medical Certificate	<input type="checkbox"/>	~\$200-\$500 cost (cost may vary by examiner) payable by the candidate to the Civil Aviation 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: Transport Canada CAME list or by calling 1-877-726-8694. The medical certificate process must be started upon receipt of acceptance into the University Aviation program. 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.
Submission of required documents to WWFC Admissions	<input type="checkbox"/>	List of documents provided by WWFC Admissions to be submitted ahead of the intake meeting. WWFC Admissions will advise on the required documentations. (see page 4 for list of documents)

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
- Complete tasks outlined in institutional correspondence in a timely manner (e.g.: 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 are 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. Be well rested and fit to fly!
- 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.

WWFC Airline Transport Pilots License (ATP) Candidate Intake Process:

- Program application submission to WWFC and applicable fees (\$350) 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. (Resume, Cover Letter, Pilot Essay, Category 1 Aviation Medical, Client Access Agreement, Citizenship, Photo ID, Canadian High School Transcript, Questionnaire)
- 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	<input type="checkbox"/>	Applications for the ATPL program can be done directly through WWFC: https://wwfc.ca/atp-program/
Application fee (inclusive of aptitude testing) paid to WWFC	<input type="checkbox"/>	\$350 fee required to cover the administrative costs associated with client access and testing requirements.
Complete aptitude test	<input type="checkbox"/>	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 and those that did not graduate from an English-speaking Canadian high school)	<input type="checkbox"/>	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	<input type="checkbox"/>	~\$200-\$500 cost (cost may vary by examiner) payable by the candidate to the Civil Aviation 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: Transport Canada CAME list or by calling 1-877-726-8694. Obtaining your medical must be started prior to application.
Submission of required documents to WWFC Admissions	<input type="checkbox"/>	List of documents provided by WWFC Admissions are to be submitted ahead of scheduled intake interview (<i>see list on page 7</i>)
Intake interview registration	<input type="checkbox"/>	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
Intake interview participation	<input type="checkbox"/>	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:

For all students who admitted to the University of Waterloo Aviation Program and the WWFC Integrated ATPL Program

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

- Review Ontario Career College (OCC) contract.
- Sign the Ontario Career College (OCC) contract, receive client access card and order uniforms.

**Use the checklist below to track completed tasks*

Student Intake Meeting Checklist:

Student Task		Description
Sign OCC contract and receive Client Access card	<input type="checkbox"/>	
Provide required personal documentation (if any still outstanding)	<input type="checkbox"/>	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. They occur on the last Wednesday of the month from 5:30pm-7:00pm. They are facilitated by WWFC Admissions and include program representation from the University of Waterloo.

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

Category 1 Medical – A list of local Canadian Aviation Medical Examiners (CAME) by area can be found on Transport Canada’s website: [Transport Canada CAME list](#). 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-\$500. 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.

Program Durations & Outlines

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 Pilot’s 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 to 24 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 of the following year, or begins August of the first year and runs continuously through to February of the second year. <p>Program completion requirements involve obtaining:</p> <ul style="list-style-type: none"> ▫ Private Pilot’s Licence (PPL) ▫ Commercial Pilots Licence (CPL) ▫ Group 1 Instrument Rating <ul style="list-style-type: none"> • You will have the opportunity to take the SAMRA and SARON exams, prior to graduation from the program. In a non ATPL program you would have to wait to write these exams until you achieve 750 total flight hours.
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 cost 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 OCC 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-\$500 (annual)	Pilot Examiner for Flight Tests: \$300-\$500
Transport Canada Medical 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

- 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, flight fee installments paid to WWFC are placed on individual student accounts. The fees for classes, flight labs, briefings and flight training are charged to each student account throughout the semester. All students are required to follow the payment schedule and have a positive account balance.

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 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
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 and 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.

| WWFC Scholarship

The following scholarship has 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.

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

| 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 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:

- Large aircraft fleet (~35 aircraft)
- 5 state-of-the-art Simulators
 - Airbus 320
 - Boeing 737
 - Alsim
 - Alsim ALX
 - Dash 8
- 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 aircraft: 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 regimen 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

