

ADMISSION NUMBER: Click or tap here to enter text.

**ARCA GLOBAL AVIATION PVT. LTD.
(FLYING TRAINING ORGANISATION)**

TRAINING SERVICES AGREEMENT (TSA)



Corporate Office

#1-8-308/2, Level-IV, Metro Tower, Paigah Colony,
Patigadda, Begumpet, Secunderabad-500003, Telangana
Website: www.arcaaviation.com

ARCA GLOBAL AVIATION PRIVATE LIMITED

To be filled neatly in BLOCK LETTERS only

Name: _____

Date of Birth: _____ Place of Birth: _____ State: _____

Gender: ☐ Male ☐ Female ☐ Other

Marital Status: ☐ Married ☐ Unmarried

Name of Father / Mother / Guardian: _____

Name of Mother: _____

Parent's / Guardian's Occupation: _____

Annual Income: _____

Present Address (with contact number - mandatory):

Attached Address Proof: Aadhar/Passport No: _____

Permanent Address (with contact number - mandatory):

Attached Address Proof: Aadhar / Passport No: _____

PILOT TRAINING:

☐	Student Pilot License (SPL)	☐	Simulator Training
☐	Commercial Pilot License (CPL)	☐	Multi Endorsement
☐	Private Pilot License (PPL)	☐	Conversion
☐	Instrument Rating (Single and Multi)	☐	Others



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Signature of Trainee



Signature of Parent/Guardian

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Educational Qualification: ☐ 10+2 ☐ Diploma ☐ Graduation

	Grade-X	Grade-XII	Diploma / Graduation
Name of Institution / Board	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Year of Passing	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
Percentage of Marks Obtained	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

CAUTION: As per DGCA Public Notice, the verification of the qualification certificates declared by student shall be submitted within two months of admission.

UNDERTAKING

I hereby declare that the information given above is true and correct to the best of my knowledge. I certify that all statements are complete and accurate. I confirm that I have read the prospectus and understood the complete terms and conditions including course details. I agree to abide by all rules and regulations of AGAPL from time to time. I further affirm that no criminal proceedings are pending against me and I undertake to meet all legal requirements of the Government of India. In case of breach of law committed by me, I understand that I may forfeit my right to pursue studies, ground training and flying training along with the fees paid to AGAPL.



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Signature of Trainee



Signature of Parent / Guardian

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Declaration by Student

I, Mr / Miss _____ (Trainee), being admitted to the Flying Training Course at AGAPL FTO, shall be responsible for my conduct in and outside the campus and will not hold the Academy responsible for any untoward incident or happenings. I am fully aware of the fee structure and confirm that I shall pay the fees on time. I understand that I will be responsible for any punitive action taken by the Academy if I do not meet the attendance requirements or if my progress or conduct is found to be unsatisfactory. I also acknowledge that no fees shall be refundable under any circumstances.

Declaration by Parent

I shall take full responsibility in respect of myself / my ward towards his/her conduct, discipline and attendance and also my/his/her adherence to the rules and regulations of the Academy during the period of training at AGAPL. I understand that in the event of any commission or omission on the part of myself / my ward, the management shall be fully empowered to take appropriate action including discontinuation from the Academy. I further state that I / we shall abide by the rules and regulations (which may be modified from time to time by the management) at AGAPL. I also affirm that all terms and conditions mentioned in the Training and Service Agreement signed between AGAPL and myself / my ward are acceptable.



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Signature of Trainee



Signature of Parent/Guardian

ARCA GLOBAL AVIATION PRIVATE LIMITED

TRAINING SERVICES AGREEMENT

To be filled neatly in BLOCK LETTERS only

This Training and Services Agreement ("TSA") executed on this DD / MM / YYYY entered by: Arca Global Aviation Private Limited (AGAPL), a company incorporated under the Companies Act, 2013, having its Corporate Office at 1-8-308/2, Level-IV, Metro Tower, Paigah Colony, Patigadda, Begumpet, Secunderabad-500003. Telangana, India. Hereinafter referred to as "AGAPL" or "ACADEMY" (which expression unless repugnant to the context or meaning thereof shall mean and include its Directors, Authorized Signatories, nominees, assigns, executors, administrators and successors in title),

PARTY OF THE FIRST PART.

PAN Card: ABBCA1521H
GST Number: 36ABBCA1521H1Z6
CIN: U85499TS2024PTC188123

-AND-

Mr./Ms: _____

Permanent Address: _____

Hereinafter referred to as the TRAINEE (which expression shall unless repugnant to the context or meaning thereof, include his / her / Parents / Guardian as declared during admission process only) **PARTY OF THE SECOND PART.**

Each a "Party" and together referred to as the "Parties".



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Signature of Trainee



Signature of Parent/Guardian

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THE PARTIES HEREBY AGREE AS FOLLOWS

1. Definitions

Board of Objections:	The body was specifically established to address complaints and objections of Trainees with respect to the performance of this Training Service Agreement.
Course:	The Training course.
DGCA:	Directorate General of Civil Aviation, India.
License:	Private Pilot License or Commercial Pilot License with/without instrument rating and/or multi-engine rating or any other License Course.
Price:	The amount identified in Annex A to be paid by the Trainee to AGAPL for the Course.
Start Date:	The date & timeline identified when the training Course starts to be provided by AGAPL.
Syllabus:	The document specifying the contents (i.e., subjects covered, training equipment used) and duration of the Course.
Training Materials:	Manuals, handbooks, presentations and any other associated materials employed for the Course, including any software or electronic media.

The Agreement consists of the following sections:

Sl.No	Description	Sl.No	Description
1	Training services.	9	Fees and payment.
2	Course location and duration.	10	Cancellation and refund.
3	Course.	11	Termination.
4	Code of conduct for trainee.	12	Insurance and liability.
5	Code of conduct for parents.	13	Force majeure.
6	Code of conduct in classes.	14	Miscellaneous.
7	Library rules and regulations.	15	Annexure A.
8	Delayed Payments & Non-Payment Rules.		



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Signature of Trainee



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General Rules

- a. All trainees shall be required to attend all classes regularly including Ground Classes and Flying Briefings.
- b. The trainee's name shall be struck off the Academy roll if he/she is absent for more than 15 days without permission in advance.
- c. A trainee who has been sick should bring a medical and fitness certificate from a practicing doctor/DGCA authorized Doctor as applicable on re-joining the Academy after sickness.
- d. The parent should email the reason for absence of the trainee and keep the instructors as well as the office informed.

Note: As per AGAPL policy, during SPL, FRTOL Ground classes no leave shall be permitted except weekly off. On commencement of Flight Training, Leave shall be permitted as per leave policy

- e. Change of address, email id and mobile numbers should be intimated to AGAPL office immediately through an email. If not received immediately, the Academy shall not be responsible for any kind of communication gap, and this cannot be claimed as an excuse under any circumstances.

1. Training Services:

- a) AGAPL hereby agrees to train the Trainee by way of the Course and as per the Syllabus. Training shall be performed in accordance with AGAPL's training permits, relevant statutory requirements and AGAPL's standards, policies and procedures.
- b) Training shall consist of ground (theoretical) instruction, training of practical skills and flight hours so as to fulfill the regulatory requirements for the Course.
- c) The purpose of the training is to prepare the Trainee such that the Trainee can objectively be expected to reach theoretical and practical proficiency necessary to pass the required exams to obtain his/her Flying License. However, AGAPL does not guarantee that the Trainee will achieve the necessary proficiency to qualify for the License.
- d) AGAPL will provide or make available to the Trainee DGCA-licensed instructors for ground and flight training, aircrafts, simulators, manuals, books and reference materials as required for the Course.
- e) AGAPL represents that it has obtained the required approval certificates for the above equipment and facilities from DGCA.



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2. Course Location and Duration:

- a. Without prejudice to other provisions of this TSA, the Course duration is scheduled to be Twenty-Four (24) months at Begumpet, Hyderabad or any suitable place where the Academy is expanded or has tie-up.
- b. The above-mentioned Course duration excludes time required for re-examinations, time-loss in practical flight training due to weather conditions, Government directions or unforeseen events which may lead to extension of the Course duration, student absenteeism etc.
- c. The duration of the Course shall also be determined by the progress of the trainee in terms of proficiency necessary to clear DGCA written exams, ability to fly proficiently and medical fitness etc.
- d. The Trainee shall also be required to pass all ancillary examinations as required by DGCA from time to time such as English Language Proficiency exams, Radio Telephony Exams and maintain medical fitness.

3. Course:

- a) AGAPL reserves the right, without prejudice to modify the Course contents or adjust standards, rules and regulations.
- b) If AGAPL believes that the Trainee requires any remedial or excess training to successfully complete the Course, prepare for a specific examination or re-examination, AGAPL will timely advise the Trainee. If so accepted by the Trainee, AGAPL shall provide such remedial or extra training against an Additional Charge.
- c) The Trainee is solely responsible to ascertain that he/she meets the entry level requirements for the Course as promulgated in the Syllabus and his/her ability to sufficiently understand English as all training (incl. Training Materials) will be provided in the English language.
- d) The first TWO weeks of the Course will serve as an evaluation phase, during which the instructors will test the Trainee on certain disciplines and evaluate the performance and developments in that respect, including assessment tests. At the end of the evaluation phase the relevant instructor will present the outcome of the evaluation to the Trainee, with his/her recommendations to either terminate or continue the Course.
- e) The Trainee shall, if so, requested by AGAPL, provide AGAPL with such Trainee specific information, as may be required for regulatory purposes. The Trainee explicitly authorizes AGAPL to process, file and archive Trainee specific information, including data of personal nature with the exception of disclosure to regulatory authorities if requested. AGAPL shall not disclose such information to any third party without the prior consent of the Trainee.
- f) The Trainee agrees to use Training Materials only as authorized by AGAPL and in the manner instructed to do so by AGAPL.



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- g) The Trainee acknowledges that, the Training Materials and training equipment are proprietary of AGAPL or its licensor and are provided to the trainees solely for the purpose of this TSA and the training to be provided there under.
- h) The Trainee further agrees that he/she shall not copy or reproduce by any means including by drawings, sketches or pictures, by camera, videos or the use of any other type of technology, any of the Training Materials.
- i) Trainee shall not sell, lend or make available to third parties any Training Materials identified as being AGAPL proprietary, unless with AGAPLs prior written consent.

4. Code of Conduct for Trainee:

- a) The Trainee shall adhere to all the Rules and Regulations made by AGAPL from time to time and maintain proper discipline. AGAPL will have the right to suspend, rusticate trainees who are found to be in disciplined and do not adhere to the standard of discipline and behavior as expected from a trainee. Fees/Advance amount paid by the Trainee will not be refunded.
- b) Sending abusive or inappropriate mail or any other written communication in letter or electronic formats, to any staff member of the AGAPL shall not be entertained.
- c) We believe staff and trainees are entitled to a safe and protective environment. Defamatory, offensive, or derogatory comments regarding the Academy or any staff/trainee on social media shall invite strict disciplinary action. Loud or offensive language, swearing, or misconduct will not be permitted and invite legal action. Proper respect toward staff is mandatory.
- d) Every Trainee must report to the Academy on time as the first step of Discipline.
- e) The Trainee shall avoid vulgarity in speech and behaviour.
- f) The Academy uniform shall not be used for any purpose other than official Academy activities.
- g) General courtesy must be shown toward teachers, staff, and visitors.
- h) Trainees must take care of Academy property and always wear complete uniform.
- i) Any participation in political activities, demonstrations, rallies, campaigns, or processions is strictly prohibited during the period of training or association with the Academy. The formation of groups, factionalism, organizing or assembling individuals, or attempting to mobilize trainees in any manner that may disrupt the discipline, harmony, or operational functioning of the Academy shall be treated as serious misconduct and as an act of instigating individuals against the Academy. In the event of such conduct, the Academy reserves the absolute right to immediately terminate the trainee's enrolment without prior notice or further explanation.



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Signature of Trainee



Signature of Parent/Guardian

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5. Code Of Conduct for Parents:

- a) Parents must recognize that quality and timely education is a joint responsibility of parents and the Academy community.
- b) Parents shall make their ward to understand the importance of discipline and adherence to Academy rules for a safe and orderly environment.
- c) Parents shall refrain from disruptive behaviour that interferes with the operations of the Academy.
- d) Abusive or inappropriate communication toward staff will not be tolerated.
- e) The Academy is committed to maintaining a safe and respectful environment for staff, parents, and students. Any behavior that causes harassment, alarm, or distress to individuals on the premises is strictly prohibited. Defamatory, derogatory, or offensive remarks about the Academy, its students, parents, or staff, particularly on social media, will attract strict disciplinary action, including termination where applicable. Loud or offensive language, swearing, cursing, or displays of temper within the Academy premises will not be tolerated. All parents and guardians are expected to treat every member of staff with due respect.
- f) All communication must be through email only (email: info@arcaaviation.com).
- g) Trainee/Parents/Guardians are requested to check their mails and Academy's website regularly for updates.
- h) Any grievance must be discussed amicably with the concerned Head of Department before escalating to management. Unresolved grievances shall be referred to internal grievance redressal only.

6. Conduct Of Classes:

- a) Attendance in all ground classes and briefings is compulsory as per the schedules.
- b) Leave shall be taken only with prior written permission through email from the instructor. The instructor will have the right to accept or refuse such leaves.
- c) Leave shall be granted only in extreme cases.
- d) Absence without permission may attract penalties or termination.
- e) AGAPL shall not be responsible for any missed lessons by the trainee while on leave.
- f) If trainee is absent for more than 6 months, further training will be discontinued and what ever fees paid already will not be refunded

7. Library Rules and Regulations:

- a) The Academy provides a library; each trainee must use books, equipment, and furniture in proper manner.
- b) Any damage done will be recovered from the trainee for full cost damage.
- c) Lights, fans, A/c's and all other electrical equipment must be switched off after use.
- d) Chairs must be kept properly arranged after use.
- e) Any complaint or objectionable behaviour in the library shall invite disciplinary action including termination.



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8. Delayed & Non-Payment Rules:

- a) If an instalment payment is delayed, intimation will be sent by the Accounts Department. The applicable fees must be deposited immediately ONLY via Electronic Online transfer along with an administrative charge of ₹1,000 (subject to change).
- b) No flying or Ground/Simulator classes shall be conducted if sufficient advance balance is not kept with AGAPL. Continued default may result in termination of the Agreement and stoppage of training.
- c) All costs incurred as a result of such suspension shall be solely to the account of the trainee.

9. Price And Payment:

- a) Payment of Academy fees is the responsibility of the Trainee/Parent/Guardian. No reminders will be sent by Academy.
- b) The Trainee shall pay the amount specified in Annexure A. The Price excludes GST, taxes, remedial training, re-examination costs, and additional equipment costs.
- c) Fees are payable in instalments. The first instalment is due upon signing this TSA and shall be paid via Electronic Online transfer only.
- d) Any taxes levied by Government will be charged from trainee from time to time and as per applicable laws.
- e) The prices are based on the contents of the course and subject to fuel prices as on the date of execution of this TSA. The Trainee acknowledges that that the changes in fuel prices or any such changes due to increase in operational cost or additional mandatory requirements shall result in an amendment in the price structure as mentioned in Annexure A. Taking into account the scope and nature of the changes the amended rates shall become effective within 7 days from such unexpected increases.
- f) In case the trainee does not complete his/her course within 2 years, he/she will be charged as per the prevailing fee rates, and priority will be given to subsequent students.

Payment Policy:

Important: Upon enrolment, it is expected that the Parent/Guardian has read and accepted all terms mentioned in this agreement. Additional expenses such as books, uniform, shoes, headphones, flight computer, calculators, bus service, tours, public examination fees, DGCA medical, portal payments and checks etc are payable separately. Fees once paid are non-refundable and non-transferable.



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10. Cancellation And Refund:

- a) AGAPL will not entertain refund of fees paid under this Agreement. The trainee shall not have any right to demand any refunds for the fees paid by him/her either in advance or rendered by him/her towards any services mentioned in this agreement.
- b) If AGAPL finds a Trainee who may not be able to continue his/her course for whatever reason arising out of his/her personal reasons, non-performance from a trainee, academic failure, or indiscipline, instigating other trainees adversely, unable to clear DGCA written papers, or unable to fulfil other requirements for obtaining his/her licence in stipulated time frame, AGAPL will inform such trainee orally or in writing accordingly and any advance payments paid by the trainee would be forfeited and in no circumstances the trainee would be liable for demanding such amounts.
- c) The trainee is fully aware that the payment structure as agreed in Annexe A is for the entire course (Time Based) and in any event the trainee wishes to discontinue the course in between the fees paid shall not be refunded.

11. Termination:

- a) If a trainee is found involved with any inhuman activity, riot, anti-social activity, violence, misbehaviour, anti-national activity, misconduct and theft in the Academy premises, he/she shall be terminated without notice and with immediate effect.
- b) If any trainee is found to be a party into any criminal legal case (pending inquiry), is found Insolvent, and is legally declared bankrupt under the law applicable to him/her, is liable for termination.
- c) Unacceptable behaviour by the Trainee to such an extent that further continuation of this TSA can reasonably not be expected from AGAPL, and serious or repeated violations of applicable rules and regulations of this Agreement.
- d) If for any of the reasons mentioned above, the fee paid shall not be refunded for the duration of the course and planned for flying hours by reserving the aircraft and slots for his/her ground classes as per the Trainees progress. AGAPL will have a right to demand such fees for the entire course and take legal action if required towards recovery of the same.



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12. Insurance & Liability:

- a. AGAPL will at its own cost maintain comprehensive hull insurance in respect of the aircraft and simulation equipment used for training. Such insurance shall provide for a waiver of subrogation of the insurer's rights against the Trainee unless in case of gross negligence or intentional misconduct by the Trainee.
- b. AGAPL will at its own cost maintain third party legal liability insurance and passenger liability insurance covering aircraft liability, bodily injury and death, property damage and passenger liability in an amount and under conditions customary for the relevant industry. Such insurance shall provide for a waiver of subrogation of the insurer's rights against the Trainee unless in case of gross negligence or intentional misconduct by the Trainee.
- c. Solely within the scope of the above-mentioned insurance, the Trainee shall not be liable towards AGAPL, and AGAPL will indemnify and hold the Trainee harmless from and against, any pertinent rights, claims or causes of action by or from third parties upto the sum insured. The Trainee will be fully liable for the consequences of his/her own gross negligence and intentional misconduct and the above exoneration and indemnification in such circumstances will not apply.
- d. Not with standing anything contained in this TSA to the contrary, AGAPL shall in no event have any liability towards the trainee for indirect, consequential, incidental, punitive, exemplary or special damages (in tort, contract or otherwise) under or in respect of this TSA and the services to be provided there under. More particularly, in no event shall AGAPL have any liability for any loss of (future) income arising out of, resulting from, or in any way related to this TSA or the termination or cancellation thereof, or from any other cause, even if AGAPL had been advised, knew or should have known of the possibility thereof.

13. Force Majeure:

- a) AGAPL shall not be in breach of any of its obligations under this TSA when failure to perform or delay in performing any obligation is due wholly or in part to force majeure, like: war, acts of the public enemy, armed aggression, terrorism, civil disturbances, insurrection, riot, revolution; fire, theft, explosion, earthquake, lightning, flood or other major action of the elements; epidemic or quarantine restriction or other catastrophe; energy or other relevant utilities shortages; legislation, any act, law, order, regulation, direction or request of any Governmental or other duly constituted authority; strike or other labour troubles; non-availability of necessary training equipment or support services due to unscheduled maintenance; lack or shortage or delay in delivery of supplies, materials, accessories, equipment or services etc.. any other cause beyond AGAPL's reasonable practical control etc..



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- b) In the event of the above failure or delay, the time fixed for the completion of the Course by AGAPL shall at AGAPL's option, be extended for such period as is reasonable in view of the circumstances and in all cases as a minimum for the period during which any such cause and the effects thereof persist. AGAPL shall use all reasonable efforts to minimize the effects of a force majeure event.
- c) Where the force majeure event persists for at least one hundred and eighty (180) days, the Parties undertake to consult with each other and use all reasonable efforts to mitigate any damages or losses suffered as a result thereof. Should the Parties be unable to agree upon a revised basis to proceed, then either Party may thereupon by written notice terminate this TSA. The Parties shall determine between themselves a fair and equitable treatment of the termination in light of the circumstances however no fee paid will be refunded or adjusted.

14. Terms and Conditions:

- a) AGAPL is not responsible if there is any delay in submission of documents by students. Without submission of the above documents as mentioned in point number 1, admission/renewal form will not be accepted.
- b) It is the responsibility of the trainee pilot/cadets/candidates to keep their flying documents valid such as:
 - 1. Medical Assessment (Class I or Class II).
 - 2. Licenses (i.e. SPL/PPL/CPL/ATPL, FRTOL/FRTOL(R), RTR etc.).
 - 3. any other requirements as mandated by DGCA in order to conduct effective training as per the norms & regulations of the DGCA.
- c) Pilot trainees/cadets are responsible for completion of his/her flying hours before the expiry of DGCA Examination and RTR.
- d) AGAPL will terminate Rusticate/dismiss any candidate who comes for flying in toxic condition by consuming alcohol, drugs etc.
- e) Breath analyser test is a must for every Candidate/Trainee Pilot/Cadet etc. for attending ground classes/flying classes etc. If the Breath Analyzer test is positive the candidate will be immediately terminated from course/flying permanently and no fee will be refunded.



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- f) Candidate/Trainee Pilot/Cadet etc., shall pay all the expenses incurred for damages done to furniture, aircraft, AGAPL property etc., If the expenses are not paid, AGAPL will withhold the certificates, documents, etc., of the Candidate/Trainee Pilot/Cadet etc., till the amounts due to AGAPL are cleared. AGAPL will also proceed legally on the Candidate/Trainee Pilot/Cadet etc., if the amounts are not cleared additionally the Academy will notify regulatory authorities like BCAS, DGCA etc., about the Candidate/Trainee Pilot/Cadet etc., behaviour and any related incidents.

15. Leave Policy:

I. Purpose of the Policy

Flight training requires continuity, discipline, and predictable scheduling. Leave is therefore limited and regulated to ensure:

- ☐ Compliance with DGCA CAR Section 7 Series B Part I
- ☐ Safety and medical fitness
- ☐ Efficient aircraft and instructor utilization
- ☐ Timely completion of training

This policy provides a simple, practical framework for managing student pilot leave.

II. Types of Leave

a) Weekly Off

- ☐ One weekly off is provided on a rotational basis.
- ☐ Weekly off may be shifted due to:
 - o Weather windows
 - o Aircraft availability
 - o DGCA exam periods
 - o Operational requirements

Students must remain reachable for schedule updates.

b) Casual Leave (CL)

Casual Leave is minimal and granted only when essential.

Rules

- ☐ Must be requested at least 24 hours in advance (except emergencies).
- ☐ Must be approved by:
 - o Flight Instructor
 - o Chief Flying Instructor (CFI)
- ☐ Not permitted during:
 - o SPL/FRTOL Ground Class
 - o DGCA exams
 - o Solo flying phase
 - o Check rides / progress tests
 - o Cross-country planning
 - o Mandatory ground school sessions etc...



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Notes:

- ☐ Excessive CL may require revision flights at the student's cost.
- ☐ CL cannot be used to extend weekends or holidays.
- ☐ CL cannot be used to extend weekends or holidays.
- ☐ Not more than 3 CL can be combined at a time.
- ☐ CL cannot be carried forward.

c) Sick Leave (SL):

Aviation demands strict medical fitness.

Rules

- ☐ Sick leave beyond 2 days requires a medical certificate.
- ☐ Students must inform the Training Office before reporting absent.
- ☐ As per DGCA Medical Circular 03/2022:
 - If unfit for more than 15 days, a Special Medical Examination is required before resuming flying.

d) DGCA Notifiable Medical Conditions:

Students must immediately report conditions such as:

- ☐ Injury or surgery
- ☐ Loss of consciousness
- ☐ Kidney/gall bladder stone treatment
- ☐ Abnormal heart rhythms
- ☐ Abnormal medical test results
- ☐ Pregnancy
- ☐ Regular use of medication

Flying is suspended until medically cleared.

e) Emergency Leave (EL)

Granted for genuine emergencies such as:

- ☐ Family medical emergencies
- ☐ Bereavement
- ☐ Critical personal situations Rules
- ☐ Must be approved by CFI / Head of Training.
- ☐ Supporting documents may be requested.
- ☐ Extended EL may impact training timelines.



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III. Unauthorized Absence

Unauthorized absence is a serious violation.

Consequences:

- ☐ Immediate grounding
- ☐ Additional revision flights (on student payment only)
- ☐ Delay in training
- ☐ Disciplinary action, including possible suspension

IV. Weather & Operational Delays

These are not considered leave.

- ☐ Students must remain available on standby.
- ☐ Ground classes, simulator sessions, or briefings may continue.
- ☐ Flying may resume at short notice when weather improves.

V. Impact of Leave on Training

- ☐ Breaks continuity and may degrade flying skills.
- ☐ May delay DGCA exam eligibility.
- ☐ May increase training cost due to additional revision flights.
- ☐ May affect scheduling priority.

Students are encouraged to plan personal commitments around training requirements.

VI. Leave Application Process

1. Submit leave requests through email only.
2. Provide supporting documents (medical certificate, emergency proof, etc.).
3. Obtain approvals from Instructor and CFI.
4. Ensure your flying schedule is updated before leaving.
5. Students must check DGCA exam dates before applying for leave.

VII. Policy Enforcement

ARCA Global Aviation reserves the right to:

- ☐ Modify or deny leave based on operational needs
- ☐ Ground students for medical or safety reasons
- ☐ Require additional training to restore proficiency
- ☐ Take disciplinary action for misuse of leave

It is mandatory for all student pilots to follow this policy throughout their training program.



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16. Miscellaneous:

- a. The Annexure and any rules and regulations or procedures of AGAPL referred to herein shall form an integral part of this TSA.
- b. If any term or provision of the TSA is determined to be invalid, illegal or incapable of being enforced by any rule of law or public policy all other conditions and provisions hereof shall remain in full force and effect and the Parties hereto shall negotiate in good faith to modify the TSA so as to effect the original intent of the Parties as closely as possible so that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.
- c. The TSA constitutes the entire agreement between AGAPL and the Trainee and supersedes and replaces all prior discussions, representations, understandings or agreements whether verbal or written, between the Parties.
- d. Change of Rules and regulations, Fee structure mentioned herein may be changed without notice and will be informed to the Trainee either orally or in writing. Any modifications, as and when made, regarding the Rules, Regulations Pricing etc. will be binding on the Trainee.
- e. The TSA shall be governed and interpreted in accordance with the laws of India. Disputes that cannot be amicably settled by the Parties shall be referred to the competent courts in Hyderabad, Telangana or can be referred to Arbitration according to law by AGAPL jurisdiction Hyderabad centres only.



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17. ANNEXURE A – FEE STRUCTURE

1. Registration Fees
2. SPL & FRTOL Ground Classes
3. Pre-Flight Ground Classes and Standardization
4. Simulator Flying (10 hours Single Engine & 10 hours Multi Engine)
5. Usage of Library
6. 200 Hours Flying Training (185 Single Engine & 15 Multi Engine)

Notes:

- a) The entire flying course and ground classes will be conducted at Hyderabad or any base as per availability.
- b) There are no separate breakups for Single Multi engine flying, the entire course is considered as a package
- c) Course duration period shall be between 18 to 24 months depending on students' academic ability to clear all the DGCA exams and proficiency displayed by the student towards his/her flying abilities. If the payment schedules as mentioned in the fee structure is not followed strictly either as per hours or the time period of the course duration the management will have the option to change the fee structure.

Date of Signing: _____



Authorized Signatory
Arca Global Aviation Private Limited



Signature of Trainee



Signature of Parent/Guardian

ARCA GLOBAL AVIATION PRIVATE LIMITED

FEE STRUCTURE - Annexe A

Stage	Payment Milestone	Amount (INR)
1	Assessment at the time of Entrance (Non-Refundable)	₹ 37,500
2	Admission Confirmation Fee before commencement of SPL& FRTOL Classes (To be Paid within 1 week from Entrance Test)	₹ 5,00,000
3	Before commencement of Flight Training up to 50 hours	₹ 15,50,000
4	Before commencement of 51-100 hours or 4th month (whichever earlier)	₹ 16,00,000
5	Before commencement of 101-150 hours or 7th month (whichever earlier) + IR Training	₹ 16,00,000
6	Before commencement of 151-200 hours or 10th month (whichever earlier)	₹ 11,52,000
Total Course Fee:		₹ 64,39,500

NOTES:

- All payments to be made via Electronic Online Transfer only as per the link sent by AGAPL.
- Any breach of the above payment schedule shall result in the trainee being charged at the prevailing flying rates or terminated for non-payment.
- Any of the above fees once paid are non-refundable and non-transferable under any circumstances.
- Rupees One Lakh will be retained as caution deposit till the trainee obtains No Objection certificate from the Academy.



Authorized Signatory
Arca Global Aviation Private Limited



Signature of Trainee



Signature of Parent/Guardian

(To be filled neatly in BLOCK LETTERS only)

ARCA GLOBAL AVIATION PRIVATE LIMITED

EXECUTION CLAUSE

In witness whereof, both the Parties hereto have executed and signed this Agreement on the day, and year first herein above mentioned.

ARCA GLOBAL AVIATION PRIVATE LIMITED (AGAPL)

Through its Authorised Signatory

PARTY OF THE FIRST PART

SIGNATURE: _____

Name of Trainee: _____

Parent / Guardian

PARTY OF THE SECOND PART

Place: Hyderabad, Telangana

Date: _____

Photograph of Trainee
(Affix Latest not more
than 10 days old Passport
Size Photograph Here)

DECLARATION BY PARENT / GUARDIAN / TRAINEE

ARCA GLOBAL AVIATION PRIVATE LIMITED

I/we declare that the Documents I/we have submitted herewith are genuine and if anything that vitiates the credibility of the same is noticed or proved, I/we undertake to bear all the responsibilities and consequences thereof and that, as a result of such exposure, if I am to face action as decided by the authorities of the institution, I alone and no one else, will be responsible for the same.

I/we further state that I / my ward is healthy and fit, as evident in the accompanying Medical Certificate for undergoing activities at the Academy of theoretical inputs and outdoor co-curricular activities essential for undergoing the Academy's Course.

In case of any grievance or complaints, I/we will discuss the entire issue with the management of AGAPL individually and try to settle the same amicably. I shall not participate in any agitation demonstration or acts prejudicial to the Academy. If found participating in any such acts of agitation or demonstration or mobilizing other parents/person against the Academy via any electronic / social media, I/we are aware that the management of AGAPL shall take a very grave cognizance of the same and I/we shall be responsible for the consequences thereof including termination.

I/we also undertake that I/we shall make remittance of the fees as per the Academy's policy agreed between us. I/we shall be making timely payments as agreed from time to time failing which I shall not be allowed to attend both Ground/ Flight classes.

I hereby further undertake that if, in the event of an unforeseen situation compelling me to cancel my / my ward's admission for any reason, I/we hereby state and undertake that the consequences thereof such as forfeiture of fees already paid and striking off from the strength of the class will be on my/our own will and volition and the Academy shall bear no consequential responsibility morally or financially in that connection. I/we also confirm that the fees/advance paid by us shall be forfeited and is non-refundable.

I/we are fully aware that the management of the Academy can take appropriate legal and disciplinary action against me/my ward which might result even in cancellation of my / my ward's admission from the Academy.

I/we hereby state and affirm I shall not hold the Academy liable for any damages, or charges on account of injuries, bodily harm, permanent or temporary incapacitation, death etc. sustained by me / my child / my ward during his/her stay at the Academy towards the arranged flying training and by the virtue of me / my child / my ward being present at the Academy's premises.

I/we hereby agree to all the terms and conditions listed above and will abide by it for the entire duration of the training of myself / my child / ward.

(Signature of the Parent / Guardian)

Name of the Parent/Guardian:

Date: _____

Place: _____

ARCA GLOBAL AVIATION PRIVATE LIMITED

FOR OFFICE USE ONLY

Date of Interaction with Admission Cell Head: _____

Date of Registration: _____

Remark if any:

Signature of the Admission Cell Head

COURSE COMMENCEMENT DATE: _____

Note: Course Commencement date as above or the date of submission of all documentations by the Trainee.

ADMISSION APPROVED / REJECTED

Signature of AUTHORISED SIGNATORY

ARCA GLOBAL AVIATION PRIVATE LIMITED

Notes:

1. You can register by paying the registration fees. The registration fee is non-refundable & non-transferable and is valid for three months from the date of registration. However, on successful selection, before commencement of the course, minimum the first instalment fees should be paid.
2. Attendance of all scheduled ground classes is compulsory for every student regardless of whether the student has cleared up the relevant DGCA written examinations.
3. There are no separate break ups for single & multi engine flying, the entire course is considered as a package.
4. CPL flying requirement is a minimum of 200 hours. The fee is applicable for flying 185 hours of single-engine aircraft and 15 hours multi-engine aircraft. If extra hours are required, beyond the minimum requirements mentioned in the stipulated DGCA CAR, such hours will be charged extra as per the ongoing flying rate.
5. If the student/trainee discontinues the course for any reason the instalments paid shall not be refundable.
6. Course duration period shall be between 18-24 months depending on the student's academic ability to clear all DGCA examinations & the proficiency displayed by the student towards his/her flying abilities. If the payment Schedule as mentioned in the fee structure is not followed strictly either as per Hours or the Time period the course duration period will be affected and the management will have the option to change the fee structure.
7. New & revised charges would be applicable if the above payment schedule is not followed for the balance hours.
8. A change of services in the package may lead to a change in the payment schedule.
9. Acceptable modes of payment are Electronic Online Transfer only through the payment link. Demand Draft, Cash or Cheques are not accepted.
10. Registration and other amounts once paid shall not be refundable or adjustable under any circumstances.



Authorized Signatory
Arca Global Aviation Private Limited



Signature of Trainee



Signature of Parent/Guardian

ARCA GLOBAL AVIATION PRIVATE LIMITED

OTHER EXPENSES TO BE PAID BY THE TRAINEE APART FROM THE FEE STRUCTURE

1. Aircraft endorsement, SPL & FRTOL license charges are to be paid ONLINE directly to DGCA (Bharatkosh) by the trainee.
2. DGCA examination fees, medical examination fees, outside airfield landing & RNFC charges are to be borne by the trainee.
3. Additional facilities such as food, transport & hostel is not included for in the above Fee Structure. We do not provide these additional facilities. All other expenses such as Accommodation, Transportation to Airport Hanger, Food, Uniform & Shoe, All DGCA Fee, Check Fee, Individual Insurance, All Medical Certification as per FTO Requirement, DGCA Coordination fee for SPL registration, Computer Number, EGCA id, FRTOL, Psychoactive Substance Test fee, Head set for Flight Training, Flight Computer, Calculator, Cross Country Kit and AVSEC Registration fee etc.. shall be borne by the trainee pilot. However proper guidance and recommendations shall be provided to make these safe and cost effective. The student may contact our Admission Head in case they require assistance in any form.

*Please note: This package and its included fees are subject to revision.



Authorized Signatory
Arca Global Aviation Private Limited



Signature of Trainee



Signature of Parent/Guardian

ARCA GLOBAL AVIATION PRIVATE LIMITED

INDEMNITY FORM

I, Mr./Ms./Mrs.....

S/o/D/o/W/o.....Aadhar No.....

hereby declare that I am going to fly with **ARCA GLOBAL AVIATION PVT. LTD.(AGAPL)** at my own risk and responsibility. In the event of any accident during my candidature, AGAPL shall not be responsible to me or my dependents, legal heirs or my representatives for my death, disability or injury while on ground, getting into, coming out of aircraft or flying aircraft owned or maintained by AGAPL.

AGAPL and its employees, officers, directors, agents, sub-contractors or other people connected with AGAPL will not receive any compensation claims, demands, liabilities, fines, suits, actions, proceedings, orders, decrees, judgments, losses, damages, costs and expenses, on my behalf or my dependent or my legal heirs etc.,

Signature of Candidate

Signature of the Parent

ARCA GLOBAL AVIATION PRIVATE LIMITED

TERMS AND CONDITIONS

1. Each pilot trainee shall deposit a one-time Admission fee along with course fee as prescribed at the time of Admission.
2. **All Fee payable shall be paid through approved mode of payment only.**
3. **No Cash Payment/Cheques/Demand Drafts will be accepted.**
4. **Permission to Fly** will be issued to cadets/trainee pilot who have paid all requisite fees and charges.
5. **All the fee payable shall be paid in advance as intimated by AGAPL.**
6. **AGAPL will not be responsible for delay in flying, ground classes, License renewal etc., due to non-payment of fees or any fee due to AGAPL.**
7. Trainee pilot/Cadet/Pilots for License renewal etc., shall furnish all required document to the AGAPL office at the time of admission such as:
 - a) Self-attested photocopies of Grade-X.
 - b) Grade-XII Mark Sheet.
 - c) Residence Proof.
 - d) 10 Latest Photographs (not older than 1 month).
 - e) Pilots license etc.,
 - f) Class II Medical Assessment/CA-35 examination from DGCA empaneled doctors/center/hospital.
8. AGAPL is not responsible if there is any delay in submission of documents by students.

NOTE: Applicant/trainee pilot/cadets are advised to get Class- I medical examination as per latest DGCA standards before or 3 months after, taking admission to avoid any loss in case of non-clearance.
9. All types of fees paid to **AGAPL** is valid as per the terms of Training Service agreement from the date of commencement of the course/program.

Signature of Candidate

Signature of the Parent

ARCA GLOBAL AVIATION PRIVATE LIMITED

10. If the candidate withdraws from admissions and rejoins, there shall be rejoining fees applicable.
11. At the end of every week, each trainee pilot/cadet shall verify and confirm his/her flying fee account with the Accounts Section and tally the Personal Flying Logbook with the concerned Flying Section.
12. No flying will be permitted if there is no sufficient balance amount in student account.
13. It is the responsibility of the pilot trainees/cadets to keep their flying documents current and valid such as:
 - a) Medical Assessment (Class I or Class II)
 - b) Licenses (i.e. SPL/PPL/CPL/ATPL, FRTOL/FRTOL(R), RTR etc.)
 - c) any other requirements as mandated by DGCA in order to conduct effective training as per the norms & regulations of the DGCA.
14. It is the responsibility of pilot trainees/cadets that, whenever they pass any DGCA Examination and/or RTR, a copy of passed document/certificate should be furnished to concerned flying section of AGAPL for prompt update.
15. Pilot trainees/cadets are responsible for completion of his/her flying hours before the expiry of DGCA Examination and RTR.
16. Pilot trainees/cadets are required to intimate in writing to CFI/Dy. CFI after the completion/ passing of all DGCA and RTR Examination for necessary license application processing.
17. In case the applicant/candidate does not participate in flying with AGAPL for 2 years, his/her admission shall stand **null and void and fee paid will be forfeited, no fee paid will be refunded**. He/she shall have to take re-admission along with the requisite fee and all necessary documentation as per AGAPL and DGCA guidelines.
18. In case, the trainee pilot/cadet/Pilot remains absent without any sanctioned leave/permission for continuous six months after the admission and/or if the trainee pilot quit from the AGAPL in the middle of the course, his/her admission shall stand cancelled, and no fee will be refunded.

Signature of Candidate

Signature of the Parent

ARCA GLOBAL AVIATION PRIVATE LIMITED

19. The Flying fees/charges are subject to change anytime without prior information.
20. AGAPL has right to terminate/rusticate/dismiss any candidate, who behaves rudely, misbehaves with any employee of AGAPL, other students, pilots, etc.
21. AGAPL will terminate. Rusticate/dismiss any candidate who comes for flying in toxic condition by consuming alcohol, drugs etc.
22. Breath analyzer test is a must for every trainee pilot/cadet/Pilot etc. for attending ground classes/flying classes etc. If the Breath Analyzer test is positive the candidate will be immediately terminated from course/flying permanently and no fee will be refunded.
23. AGAPL will recover and the cadet pilot/student/pilot etc., shall pay all the expenses incurred for damages done to furniture, aircraft, AGAPL property etc., If the expenses are not paid, AGAPL will withhold the certificates, documents, etc., of the cadet pilot/student/pilot etc., till the amounts due to AGAPL are cleared. AGAPL will also proceed legally on the cadet pilot/student/pilot etc., if the amounts are not cleared and inform to the regulatory authorities like BCAS, DGCA etc., about the cadet pilot/student/pilot etc., behavior and incidents happened.
24. In the event of any damage to AGAPL aircraft or office property etc by the candidate/Pilot, the candidate/Pilot will pay the damage charges immediately after receiving written communication from AGAPL. AGAPL will ground the candidate and will not give flying slots till the dues are cleared fully.
25. Jurisdiction Hyderabad Courts only.

Signature of Candidate

Signature of the Parent

Date: - _____

ARCA GLOBAL AVIATION PRIVATE LIMITED

UNDERTAKING FROM PILOT TRAINEE

I,,

So/.....,

R/o.....,

do hereby solemnly affirm and declare that I would be bound to pay to **ARCA Global Aviation Private Limited** (AGAPL) all the statutory dues related to my flying training fees, any taxes/charges, late fee charges, demurrage charges, or any other charges as levied by AGAPL within 15 days from the issue of the said communication made without any delay/argument/litigation. I agree and accept that AGAPL will not issue any certificate or document or NOC etc., if any fee/charges/taxes etc., are due from my end.

Place: Hyderabad

Date:

Deponent