SOUTH SWEDEN

FLIGHT ACADEMY

STUDENT GUIDE

Version 15

STUDENTS ENROLLED AT SOUTH SWEDEN FLIGHT ACADEMY AGREE TO THE TERMS & CONDITIONS OF THIS DOCUMENT BY SIGNING APPROPRIATE APPLICATION FORM.

PART 0 ADMINISTRATION

0:1 List of Revisions

REV	DATE	PAR/APP	PAGE	CHANGE/ADDITION
12	210203	E:1	4	Changed to student shall arrive 1 hour ahead of scheduled session.
12	210203	E:5	4	Added that ranging shall never be done alone to avoid accidents
12	210203	APP A, 3,4	6	Changed wording Application fee to Registration fee
12	211021	APP A:1	6	Added reference to Online Course Applications
12	211021	APP E	12	Covid visitor's questionnaire removed
12	211021	APP E	12	Terms of Purchase added
12	211021	APP F	13	Privacy Policy added
13	220124	CONTACT	2	Updated visiting address
13	220124	D	3	Reworked for new premises
13	220124	F:4	4	Added flightplan can be sent via mobile as well as scanner
13	220124	APP A:4	6	Added "any due tuition" to first paragraph
14	230629	CONTACT	2	Updated visiting address
14	230929	E	4	Changed time to 30 min advance + cancel lesson tardy, fee charges
14	230929	All		Removed Myweblog for Flightlogger
14	230929	I	4	Added flightlogger report forms
14	230929	J	4	Added flightlogger booking platform
15	240208	D	6	Reworked for new premises
15	240208	H	8	Payment for additional flight/theory lessons
15	240208	L	8	Added Routines for booking Mandatory and Pexo tests
15	240208	App B	11	Revised on-top costs in footnotes

0:2 Revision List

Nr	Date eff.	Date entered	By	Sign
12	2021-02-03	2021-02-03	Malin H Karim	MHK
13	2022-01-24	2022-01-24	Malin H Karim	MHK
14	2023-06-29	2023-06-29	Malin H Karim	MHK
15	2024-02-08	2024-02-21	Ervin Nagy Osmond Karim	NAG OSK
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				

0:3 Abbreviations:

A - Aeroplane
A/C - Aircraft
ALW 010 - AIR LAW AND ATC PROCEDURES
AGK 021 - AIRFRAME AND SYSTEMS ELECTRICS, POWERPLANT, EMERGENCY EQUIPMENT
AGK-Instr 022 - INSTRUMENTATION
M&B 031 - MASS AND BALANCE
AM - Accountable Manager
ATO - Approved Training Organisation
CAA - Civil aviation authority
CFI - Chief Flying Instructor
CTKI - Chief Theoretical Knowledge Instructor
DHT - Deputy Head of Training
DT – Duty Record
FB – Feed-back
FI - Flight Instructor
FIM – Flight Instructor Manual
FL - FlightLogger
FNPT - Flight and Navigation Procedures Trainer
FPL 033 - FLIGHT PLANNING AND FLIGHT MONITORING
FSTD - Flight Simulator Training Device
GEN – General Ruler & Regulations
G-Nav 061 - GENERAL NAVIGATION
HPL 040 - HUMAN PERFORMANC
Hrs - Hours
HT - Head of Training
IFR Instrument Flight Rules
IFR-Com 092 - IFR COMMUNICATIONS
IMC - Instrument Meteorological Conditions
KSA - Knowledge, Skills, Attitude
LAPL - Light aircraft pilot license
LO – Learning objectives.
MET 050 - METEOROLOGY
MT - Mandatory Test
NM - Nautical Miles
NA - Not Available
NR - Night Rating
OM - Operational Manual
OPP 070 - OPERATIONAL PROCEDURES
PER 032 – PERFORMANCE
PEXO – Theory examination, Transportstyrelsen
PIC - Pilot-In-Command
POF 080 - PRINCIPLES OF FLIGHT
PPL - Private Pilot License
PT - Progress Test
R/T - Radiotelephony
Rmk - Remark
R-Nav 062 - RADIO NAVIGATION
SE - Single-engine
SEP - Single Engine Piston
SM - Safety Manager
SMS - Safety Management System
SSFA - South Sweden Flight Academy
TKI - Theory Knowledge Instructor
TM - Training Manual
TMG - Touring motor glider
TOC – Table of Content
WL – myWeblog
YR – Yearly review

TABLE OF CONTENT

PART 0 ADMINISTRATION **2**
0:1 LIST OF REVISIONS 2
0:2 REVISION LIST 3
0:3 ABBREVIATIONS: 4
TABLE OF CONTENT **5**
CONTACT & BANK INFORMATION **5**
GENERAL RULES & REGULATIONS **6**
A: APPLICATIONS & ENROLLMENT: 6
B: CONDUCT: 6
C: DISCIPLINE: 6
D: ENVIRONMENT: 6
E: STUDENT TASKS: 7
F: DOCUMENTATION: 7
G: CONTACT: 7
H: ECONOMY: 8
I: SAFETY: 8
J: FLIGHT LESSON BOOKING: 8
K: THEORY ATTENDANCE: 8
L: BOOKING MT's AND PEXO's 8
APPENDIX A: APPLICATION PROCEDURE **10**
APPENDIX B: COURSE TUITION PAYMENT ALTERNATIVES **11**
APPENDIX C: SUSPENSION POLICY **12**
APPENDIX D: EXPULSION POLICY **13**
APPENDIX E: TERMS OF PURCHASE **16**
APPENDIX F: PRIVACY POLICY **17**

CONTACT & BANK INFORMATION

Visiting Address Campus & Hangar Malmö Airport Hangarvägen 4 233 71 Malmö-Sturup, Sweden E-mail: info@southsweden.se Phone: +46 70 66 44 217	Administrative Address Invoicing & Shipping c/o Karim, Stora Nygatan 23,Lgh 1102 211 37 Malmö, Sweden E-mail: invoice@southsweden.se Webpage: www.southsweden.se Office Hours: Mon-Fri 0900-1700	Plusgiro: 86 92 82-4 IBAN: SE70 9500 0099 6034 0869 2824 BIC/Swift: NDEASESS NORDEA BANK AB Smålandsgatan 17, 105 71 Stockholm SWISH: 123 131 66 11 VAT reg. nr.: SE55913736901

GENERAL RULES & REGULATIONS

The school strives for a positive and cordial atmosphere.
Any suggestions of how to improve any part of the school is welcomed.

FOLLOWING APPLIES TO ALL STUDENTS OF THE SCHOOL:

A: APPLICATIONS & ENROLLMENT:

1. New students shall follow application procedures as per Appendix A.
2. Enrolled students can sign up to announced extra courses such as technical courses and practical flight-planning courses by responding to announcement mail. No-shows will be charged 600.- per hour.

B: CONDUCT:

1. All students shall show respect to all persons within and outside of the school.
2. No form of discrimination is allowed. All students, and staff, shall actively counteract improper behaviour.
3. Uniforms are mandatory and students should always wear a clean uniform when at school.
4. Student should ensure to maintain a good personal hygiene and smell clean, using deodorant and subtle perfume or aftershave.
5. Student should ensure that they always have a fresh-smelling breath. Prior to flight training avoid eating foods containing onion or garlic, as well as spicy foods, which are known to contribute to offensive smelling breath. Bring mints if necessary.
6. Always ensure good hand hygiene and use hand sanitizer if necessary.

C: DISCIPLINE:

1. Any irregularity shall be reported to the school. A report may be anonymous.
2. Disciplinary actions may include warning, suspension and/or dismissal from the school. See Appendix C & D
3. At the discretion of Head of Training, any student showing an attitude not befitting an airman shall be immediately dismissed.
4. No refund or indemnity shall be given to a student that has been dismissed.

D: ENVIRONMENT:

1. The kitchen, dining area/lounge are common areas for all that have approved access to the building and shall be kept clean and presentable. Always clean after yourself and never leave a mess behind. If trash bin is full, empty same.
2. Lunch stored in the kitchen shall be marked with name and removed when leaving school.
3. The bathrooms should always be left clean after each visit.
4. The briefing rooms are common areas and shall be in proper order after use.
5. Hangar doors and gates shall be kept closed.
6. Fire doors shall be closed at all times.
7. The front door shall at all times be locked.

E: STUDENT TASKS:

1. Students are expected to clean and wash aircrafts, perform snow removal, range and fuel aircraft etc.
2. Before flight, a student is to check weather, notam, plan the flight, perform daily inspection, fuel the aircraft, etc. no less than 30 minutes before scheduled session. Failure to be ready on time will lead to cancelled lesson with full charge. (See J:4)
3. After each flight and before leaving the aircraft, the student is to fill the aircrafts logbook. Students failing to do so will be charged 200.- administrative fee per entry missed.
4. After each flight aircraft shall be emptied and cleaned of all items not belonging in the aircraft. Leading edges and windscreens shall be cleaned from insects. Students omitting to do this will be charged a 600.- cleaning penalty.
5. After flight, unless the next student is present and waiting for the aircraft, the aircraft shall be ranged in the hangar. Students omitting to do this will be charged a 200.- penalty fee. Ranging shall be performed by no less than two persons and never by lone student to avoid accidents.

F: DOCUMENTATION:

1. During all flying following documents shall be on board:
   a) Aircraft Log Book,
   b) Aircraft POH,
   c) Aircraft Documents (Samlingspärm),
   d) Pilots Medical,
   e) Pilots License,
   f) Pilots Logbook,
   g) Passport,
   h) Glasses if required

2. During VFR Cross Country and all IFR flights, following documents shall also be on board:
   a) Meteorological forecast,
   b) Flight Plan,
   c) Fuel Plan,
   d) Mass and Balance calculation

3. During Solo Flight, following documents shall also be on board:
   a) Solo Permit.

4. All documents as per F:2 shall be scanned though the school scanner or via mobile phone to the e-mail "fligthplanning@southsweden.se" before each flight. See instructions on the wall by scanner/printer.

G: CONTACT:

1. Contacts with the school and instructors shall preferably be made by telephone or e-mail. SMS or VoiceMail are not proper means of communication.
2. Contact information to your instructor can be found in Flightlogger.
3. A message not acknowledged by the recipient is to be considered as not received.

H: ECONOMY:

1. Course tuition is to be paid up-front or according to a payment plan set forth by the school. See appendix B.
2. Students with outstanding debts or students failing to pay as per payment plan may be denied access, suspended and/or dismissed.
3. When tuition and fees are fully paid but student needs more flight hours than included in course, student has to make additional payments for added lessons, to be allowed further flight or ground school bookings and/or skill test.

I: SAFETY:

1. Safety Training attendance is mandatory at the start of each course.
2. All personnel, students and staff, are expressly permitted to disregard any and all rules, regulations, instructions, laws, necessary to avoid imminent or actual emergency.
3. The school has an active Safety Management System. All students are encouraged to fill in a report with regards to accidents or with ideas on how to improve safety. Instructions and paper report forms can be found on the wall in the Briefing Room or you can submit the form online in Flightlogger . Reports shall be in written form. Reports may be anonymous.

J: FLIGHT LESSON BOOKING:

1. All bookings, cancellations or changes are to be requested, in English, by e-mail only to booking@southsweden.se.
2. On the 20th of each month students/instructors send in their requested sessions/availability to booking and a schedule is set for the coming months first three weeks. Students and Instructors with matching schedules will be paired.
3. Cancellation - less than 24 hrs before flight will be charged 900.-.
4. No show or cancellations due to late arrival – will be charged for full session booked.
5. Bookings and changes are confirmed via mail from Flightlogger, it is the student's responsibility to have correct e-mail address registered in their Flightlogger account, so as to stay abreast of their bookings.

K: THEORY ATTENDANCE:

1. Students need 100% theory attendance in order to pass a theory course. Missed lectures can be picked up during the coming semester, free of charge, or rescheduled as private lessons for 600.-/hour. Scheduled private lessons are non-refundable.
2. Students shall report planned absence from scheduled theory lessons to the school or instructor in advance.

L: BOOKING MT's AND PEXO's

1. MT booking procedures.

   Student contacts CTKI ervin@southsweden.se for MT requests 5 days in advance of requested date. This time is needed for booking invigilator and classroom and prepare the tests and/or setup computers, etc.
   To be approved for MT student must meet the requirements;
   - Completed subject/s in Flygcert.se alt. Bristol,
   - Passed all PT's (progress tests) for subject/s

- Have 100% attendance of required classroom lessons for respective subject.

When requesting MT's your e-mail must include the course name (ATPL, CPL, PPL or CBIR) the theory subject intended to write MT's for (MET, AGK, HPL,etc.) and the requested date and time for writing the tests.

2. PEXO Examination for ATPL/CPL students

Transportstyrelsen requires an approved location at an ATO for PEXO examination. That means that the Invigilator must conduct the examination in a controlled environment at the ATO. Personal computers are not allowed for PEXO. There are computers at the ATO configured in kiosk mode for use during the examination.
The invigilators are not part of any ATO. They are employed by Transportstyrelsen. You as a student has the following two option and responsibility:

i. Book an approved ATPL invigilator that has his address closest to SSFA from the list according to the link below. He/She will come to SSFA according to the agreement made between you as a student and the Invigilator. Availability of school personnel able to grant access to facilities and necessary equipment shall also be checked by student and confirmed with CTKI who will then book such.

IF there are no Invigilators available for your planned PEXO session:

ii. There is always an option to call Transportstyrelsen and book a PEXO session in their locations.

Transportstyrelsen contact details:
Phone: 0771-503 503

Phone weekdays 09:00 - 16:00.

From abroad Sweden call:
+46 771-503 503

Link to the list of approved PEXO Invigilators: (choose only Invigilators approved for ATPL)
https://www.transportstyrelsen.se/sv/luftfart/Certifikat-och-utbildning/teoriprov-for-piloter/provvakter-for-teoriprov-inom-flygutbildning/

iii. You will need to send a new application to Transportstyrelsen for an ATPL PEXO account, even if you have already had a PPL PEXO account, as there are fees to be paid to Transportstyrelsen for the ATPL examinations and administration. After you have paid the fees your ATPL PEXO account will be enabled with the same login info as previously for PPL.

Link to Transportstyrelsen Theory fees:
https://www.transportstyrelsen.se/sv/om-transportstyrelsen/avgifter/Luftfart/Certifikat-behorigheter--tillstand/Teoriprov/

APPENDIX A: APPLICATION PROCEDURE

We want to help you get enrolled and ready for your studies as fast and effective as possible. To be able to do this we need you to follow the steps below, this way we can organize your documents swiftly without having to send e-mails requesting further information.

1. APPLICATION:
   Fill and send us the appropriate APPLICATION FORM for your desired course on-line and make sure to attach all the appropriate documents requested in the form. Also read the entire STUDENT GUIDE for detailed information.

2. ASSESSMENT & NOTIFICATION:
   After receiving a complete application our Head of Training will make an assessment to see if you are eligible for the course and we will notify you via e-mail.

3. PAYMENT & ENROLLMENT LETTER:
   If you are eligible for the course you will receive an enrolment letter after full payment of registration fee[1]. Registration fees for each course can be found on our website. Registration fees are non-refundable. At first day of class the fee, less 10% or minimum SEK 1000 administration fee, will be credited toward your course tuition. Payment details will be sent via mail or can be found on page 2 of the Student Guide.

   Course Tuition is paid up-front 30 days before course start or according to payment plan set forth by school. See appendix B.

4. STUDENT VISA:
   If you're a non-EU citizen, you need to apply for a Visa and residence permit with the Swedish immigration. The immigration wants to have your visa application no earlier than 3 months prior to your course start. The immigration will only accept that you enrol in a full-time course and in your visa application you will use the enrolment letter and course plan received from us which confirms that you are enrolled in an eligible course and have paid your registration fee and any due tuition.

   The visa application is done by the student on-line (fastest way) or in person at your local Swedish embassy or consulate. Please find application and information link here: https://www.migrationsverket.se/English/Private-individuals/Studying-and-researching-in-Sweden/Other-studies.html

   Students enrolled on a Student Visa are not allowed to change course from the course applied for during their studies. Any suspected visa fraud will be reported to the authorities following immediate dismissal without refund or indemnity. [2]

[1] Please see payment information in Appendix B

[2] The academy will supply eligible students with documentation regarding enrolment and course plan for visa application. The academy is not responsible for the outcome of the students´ visa application. In case of visa denial the registration fee will not be refunded and any paid tuition will not be refunded if the course has commenced at time of visa denial.

APPENDIX B: COURSE TUITION PAYMENT ALTERNATIVES

South Sweden Flight Academy offers payment plans[3] for all students as an alternative to paying the full Course Tuition[4] upfront. ATPL theory and courses with a duration shorter then 1 month are paid upfront.

UPFRONT PAYMENT
All students

Payment Schedule:

Tuition and fees	Payment Due
Registration fee as per application form	When approved for enrolment
Course Tuition – Registration fee + Administration fee[5]	30 days before course start
Any on-top costs[6]	Before release for skilltest

PAYMENT PLAN
International students (non-Swedish citizens)

Payment Schedule:

Tuition and fees	Payment Due
Registration fee as per application form	When approved for enrolment
Down Payment 50% of Course Tuition + Admin fee	30 days before course start
Monthly payments[7]	End of month during course
Any on-top costs	Before release for skilltest

PAYMENT PLAN
National students (Swedish citizens)

Payment Schedule:

Tuition and fees	Payment Due
Registration fee as per application form	When approved for enrolment
Down Payment 25% of Course Tuition + Admin fee	30 days before course start
Monthly payments	End of month during course
Any on-top costs	Before release for skilltest

NOTE: Students with outstanding debts or students failing to pay as per payment plan may be denied access, suspended or dismissed.[8]

---

[3] 5% payment plan fee on credited amount.

[4] Prices are subject to change without notice, all current prices can be found on www.southsweden.se under Prices. The course tuition is calculated for minimum required flight hours, be aware that you might need more hours to meet required standard for skilltest.

[5] Administration fee is 10% of registration fee but no less than 1000.-

[6] On- top costs - Only theory and minimum required flight lessons are included in the course tuition. Any costs on top, such as extra needed lessons, variable costs such as late cancellation fees, book/material purchases, bus passes etc. are on-top costs and not included in course tuition see details on www.southsweden.se

[7] Number of monthly payments are in relation to course duration. Once enrolled and course has commenced, student is responsible for full payment of course-tuition, see Terms of Purchase in Appendix E.

[8] Student Guide Paragraph H Appendix C & D

APPENDIX C: SUSPENSION POLICY

School Suspension is a forced, temporary leave from the school. There are three types of suspension for students.

Academic Suspension is the result of poor academic performance or violation of academic regulations and is imposed by the school's academic department.

Disciplinary Suspension is the result of serious personal misconduct and is imposed by the the school's academic department and/or administration.

Administrative Suspension is the result of failure to meet school financial obligations or failure to comply with federal, state or local health regulations and is imposed by Administration.

Suspended students may not:

- register for courses
- attend theoretical or practical classes
- take school tests
- have access to booking or learning platforms
- live in student housing
- use campus facilities
- participate in student activities
- have student jobs

Transfer Credit

Suspended students may take courses elsewhere; however, they may receive transfer credit only if the school's policy allow this.

Returning from Suspension

In order to return from a suspension, a student must have the following approval:

Academic Suspension – Head of Training or Deputy Head of Training
Disciplinary Suspension – Head of Training or Deputy Head of Training
Administrative Suspension – Accountable Manager

APPENDIX D: EXPULSION POLICY

The School is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs. The School has a commitment to ensure that within this general framework all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the School for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, the School will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions. Where the School deems the integrity, safety or well-being of the School, students, staff, clients, visitors and other guests is in danger then expulsion may be applied at the School's discretion at any point in the process.

In conjunction with this policy, the school will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy. Policies are found in the Student Guide handed out to students during the application process and always available for review in printed form at school, or digitally via Flightlogger or school webpage.

The following outlines the conditions under which a student may be expelled with cause:

1. Academic Dishonesty – students may be subject to expulsion at the discretion of the School for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:

1. cheating
2. plagiarism
3. unapproved collaboration
4. alteration of records
5. bribery
6. lying
7. misrepresentations

2. Outstanding Fees – failure to pay overdue accounts owing to the School within the specified time period may be grounds for expulsion after a written warning has been given.

3. Code of Conduct - all students are required to adhere to the School's published code of conduct in the Student Guide. Where the violations do not have the potential to result in physical harm to persons or property the School may expel a student who has received suspension for failure to comply and has since violated any of the terms of the School's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.

4. Significant Omissions or Errors in Admissions Documentation – the School has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly or in error misrepresent their applications are subject to immediate expulsion.

5. Academic Failure – students who fail to achieve the required academic standing in their programs may be expelled from the program.

6. Attendance – students who do not achieve the required attendance as stated in the course syllabus are subject to expulsion. Students who are absent from class for more than five consecutive sessions without sufficient cause will be automatically withdrawn from their program.

7. Harassment or Discrimination – the School does not condone harassment or discrimination of any student, staff, client or visitor to the School. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature may be subject to immediate suspension depending on the severity of the activity and pending investigation. Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities.

Any student, who is deemed by the investigation to have engaged in severe harassing or discriminatory activities, may be expelled at the discretion of the school, depending on the severity of the activity.

Racial harassment means bothering, threatening, or treating someone unfairly because of their race, colour, ancestry, birthplace, religious belief, ethnic background, citizenship, or language.

Sexual harassment means bothering someone by saying or doing unwanted or unwelcome things of a sexual or gender-related nature including touching inappropriately, making offensive jokes about women and men, making sexual suggestions or requests, staring at or making unwelcome comments about one's body, displaying sexually offensive pictures, or being verbally abusive because of one's gender.

Sexual orientation harassment means treating someone unequally because they are gay, lesbian, heterosexual, bisexual, or living in a same-sex relationship. This could include making a hurtful comment or action to an individual that is known or ought to be known to be unwelcome, making homophobic jokes or hints about a person's sexual orientation or same-sex partnership status, or displaying of disrespectful signs, caricatures, cartoons or graffiti.

8. Misuse of School Property – School property is for the provision of School services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

9. Endangerment of Staff or Students – The School is committed to the right of all School staff, students, clients and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.

Prior to expulsion, depending on the severity and nature of the situation, the School may take intermediate steps at its discretion including:

a. verbal warning
b. written warning
c. suspension
d. expulsion

Notification:
Students who are subject to expulsion for any reason will be notified in writing via e-mail. The notification will contain a description of the basis for expulsion and the effective date.

Fees:
No refund or indemnity shall be given to a student that has been expelled.

Student Visas:
Immigration authorities will be notified if expelled student holds a student visa.

Return of Property:
A student who is expelled is responsible for the return of any School property in his/her own possession within 10 days of the expulsion and will be held financially responsible for any property not returned in good condition.

APPENDIX E: TERMS OF PURCHASE

APPLICATION

You apply for courses via application forms available on our website. You will receive an email from us if the application is accepted or needs to be supplemented.

If you are admitted and registered for a course, the course fee shall be paid 30 days before the start of the course. You can find more information regarding the application procedure in Appendix A.

RIGHT OF WITHDRAWAL

According to Swedish law "Distans- och hemförsäljningslagen (2005:59)", you have the right to cancel your registration no later than 14 days after you have been admitted to the course and get a full refund less administration fee, send a message to us via mail to info@southsweden.se

If the course has started and you have participated, you have agreed to waive the right of withdrawal. The right of withdrawal does not apply to short lectures or the like.

REGISTRATION FOR COURSES

Your registration is binding. If you still want to opt out, we want you to contact us as soon as possible via mail.

If you opt out of a course after the withdrawal period you are not entitled to a refund of the registration fee or any paid course fees.

If you opt out of a course which has started, you are obliged to pay the entire course fee even if you have not participated.

CANCELED COURSE

South Sweden Flight Academy reserves the right to cancel a course in the event of too few applications. Any paid course fee will be refunded.

APPENDIX F: PRIVACY POLICY

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website. www.southsweden.se

WHAT DATA DO WE COLLECT?

We collect the following data:
Contact data including name, email address, address, and phone number.
Device and browser data, such as IP address, information about your device, and browser settings.
Enrolment and educational history data
References where you have provided us with a referees' contact details.
Eligibility to work data such as passport and visa checks.
Medical/Health data (in limited circumstances).
Criminal report data (in limited circumstances).

HOW DO WE COLLECT YOUR DATA?

You directly provide us with most of the data we collect. We collect data and process data when you:
Apply/Register for a course
Send us messages via email
Use or view our website via your browser's cookies.

HOW WILL WE USE YOUR DATA?

We collect your data so that we can:
Process your registration and/or application(s).
Check your qualifications and/or experience.
Where we have an obligation to disclose information, or if the law requires so.
Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
Where you consent to our doing so.
Where we need to protect vital interests.

HOW DO WE STORE YOUR DATA?

We maintain physical, technical, and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to protect your personal information from loss and unauthorized access, copying, use, modification, destruction or disclosure, and all other unlawful forms of processing.

We will keep your personal information for a period of three years.

MARKETING

We would like to send you information about our services and courses via e-mail. If you don't want to receive e-mails from us just let us know.

WHAT ARE YOUR DATA PROTECTION RIGHTS?
We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access - You have the right to request us for copies of your personal data. We might charge you a small fee for this service.
- The right to rectification - You have the right to request that we correct any information you believe is inaccurate. You also have the right to request us to complete information you believe is incomplete.
- The right to erasure - You have the right to request that we erase your personal data, under certain conditions.
- The right to restrict processing - You have the right to request that we restrict the processing of your personal data, under certain conditions.
- The right to object to processing - You have the right to object to us processing your personal data, under certain conditions.
- The right to data portability - You have the right to request us to transfer the data that we have collected to another organization, or directly to you, under certain conditions.

WHAT ARE COOKIES?
Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

HOW DO WE USE COOKIES?
We use cookies to improve your experience on our website.

WHAT TYPES OF COOKIES DO WE USE?
There are a number of different types of cookies, however, our website uses:
Functionality - We use these cookies so that we recognize you on our website and remember your previously selected preferences.
Advertising - We use these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device and your IP address. We sometimes share some limited aspects of this data with third parties for advertising purposes. We also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

HOW TO MANAGE COOKIES
You can set your browser not to accept cookies and remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

PRIVACY POLICIES ON OTHER WEBSITES
Our website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

CHANGES TO OUR PRIVACY POLICY
We keep our privacy policy under regular review and places and updates on this webpage.
This privacy policy was last updated on 20 October 2021.

HOW TO CONTACT US

You can e-mail us, call us or write to us!
See page 2.

HOW TO CONTACT THE APPROPRIATE AUTHORITY

Should you wish to report a complaint or if you feel that we have not addressed your concern in a satisfactory manner, you may contact:
IMY Swedish Authority for Privacy Protection.
imy@imy.se