

## AMT School Policies and Procedures

### Welcome to AMT School!

**Thank you for choosing AMT School to fulfill your training needs. We appreciate your business.**

Please review the following thoroughly outlining important school policies and procedures. Please sign and date the form and return the form with your questionnaire.

### Course Deposit

- A course deposit is required to reserve your course and obtain your study materials to begin your online preparation.
- Course deposits are valid for 24 months providing the student 24 months to select the student's desired date to attend the face to face course.
- Course deposits are made on our school web site with a credit card or Paypal account. You may also call the school 305-871-1233 to make your deposit. Deposits made by calling the school incur a 5% administrative fee.
- Course date changes must be made with **at least two weeks** of advance notice prior to the course date. Course date changes made with less than two weeks of advance notice incur a penalty of \$200. Course date changes may not be made via telephone or message / text. Course date changes must be made via email to the following email address: [registrar@amtschool.com](mailto:registrar@amtschool.com) No exceptions.
- Course deposits are non-refundable / non-transferrable to another student.

### Oral & Practical Exam Scheduling Fee

- AMT School **highly recommends** making an A&P Oral and Practical Exam appointment with our school **at least two month prior** to arriving at the school site for your FAA A&P Course.
- An Oral and Practical exam scheduling fee of \$200 is required to reserve your FAA Oral and Practical Exam date.
- Oral and Practical Exam scheduling fees are made on our school web site with a credit card or Paypal account. You may also call the school 305-871-1233 to pay for your scheduling fee. Scheduling fees made by calling the school incur a 5% administrative charge.
- Oral and Practical scheduling fees are valid for 24 months providing the student 24 months to select the Oral and Practical Exam date of the student's choice.
- FAA A&P Oral and Practical exam scheduling date once scheduled by AMT School cannot be changed / cancelled / or transferred to another student.
- FAA A&P Designated Mechanic Examiner changes may not be made.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_