

Punjab State Civil Aviation Council

Standard Operating Procedure (SOP) for Fee Deposit and Refund

1. Preamble

Whereas the Punjab State Civil Aviation Council (hereinafter referred to as "the Council") seeks to establish a structured and transparent framework governing the deposit and refund of training fees for Student Pilot License (SPL) and Commercial Pilot License (CPL) training programs;

And whereas it is imperative to ensure financial accountability, procedural discipline, and compliance with operational policies, the following Standard Operating Procedure (SOP) is hereby promulgated and shall be binding upon all trainees enrolled in the aviation training programs.

2. Fee Deposit Protocol

2.1 Upon the successful issuance of a Student Pilot License (SPL), the trainee shall be required to deposit an advance training fee for a minimum of 25 hours of flight training on a single-engine aircraft.

2.2 In addition to the flight training fees, a sum of ₹25,000/- shall be levied as ground class fees for the SPL and issuance of the Flight Radio Telephony Operator's License (FRTOL).

2.3 Trainees enrolled in the Commercial Pilot License (CPL) program shall be liable to pay ₹1,00,000/- as ground class fees.

2.4 Exemption from ground classes shall be granted exclusively to those trainees who have successfully cleared all CPL examinations prior to admission, subject to the submission of documentary evidence and verification by the competent authority.

2.5 Upon completion of 25 hours of flight training, the trainee shall be required to deposit advance fees for the subsequent 50 hours of training, and thereafter, for each successive 50-hour training module.

2.6 Upon successful completion of 150 hours of flight training on a single-engine aircraft, the trainee shall be eligible to deposit the prescribed fee for 25 hours of multi-engine aircraft training for rating endorsement.

3. Refund Policy and Discontinuation of Training

3.1 In the event that a trainee elects to discontinue flight training, they shall not be charged the standard flying rates. Instead, the fee for each completed hour of flight training shall be calculated at the applicable operational rate of ₹15,000 per hour for Cessna 172 aircraft, and the refund shall be processed accordingly.

3.2 In cases where the trainee fails to complete the CPL training, the security deposit paid at the time of admission shall be forfeited.

3.3 No refund shall be processed until all dues have been reconciled and adjusted against outstanding payments, if any, including operational charges, administrative fees, and penalties, where applicable.

4. Clearance Certificate and Financial Settlement

4.1 No trainee shall be issued a Clearance Certificate by the Flight Training Organization (FTO) unless and until their financial account has been fully settled, and all outstanding payments, if any, have been cleared.

4.2 The final authority for approval of refunds and settlement of accounts shall rest with the designated

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officer, as notified by the Council.

5. General Provisions

5.1 This SOP shall be strictly enforced, and any deviation from the prescribed procedure shall be subject to disciplinary action as deemed appropriate by the competent authority.

5.2 The Council reserves the right to amend, modify, or revise this SOP at its sole discretion, and such amendments shall be duly notified to all concerned parties.

6. Enforcement and Effective Date

6.1 This Standard Operating Procedure (SOP) shall come into force with immediate effect and shall remain applicable unless expressly revoked or modified by the competent authority.

6.2 Any dispute arising from the interpretation or implementation of this SOP shall be adjudicated in accordance with the prevailing rules and regulations of the Punjab State Civil Aviation Council.