



SECTION 1 | SCHEDULING

1.07 Student Cancellation Policy

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Purpose: The purpose of this cancellation policy is to keep students on track with flight training milestones and ensure adequate aircraft availability. This policy applies to both flight instructors and students.

Scope: Students must work through their primary instructor for all cancellations and [1.06 Procedure for Canceling Lessons](#) must be followed.

Policy: Cancellations may be made for any reason if made at least 12 hours prior to departure. If cancellation is less than 12 hours from departure a cancellation fee of up to \$100 (\$55 Instructor Fee Plus \$45 Cancellation Fee) may apply unless it is one of the following approved reasons.

Cancellation Process

Students must communicate cancellations made by themselves with office staff within the hours of this policy. This can be done by submitting a schedule request located in the student portal section of usflightco.com, or by texting the General Manager at 515-582-8344.

Approved Cancellations

- Illness (Requires Minimum of 2 Hours Notice)
- Aircraft Maintenance (Provided same model of aircraft is not available)
- Weather is below school minimums
- TFR or uncontrollable event that precludes us from using the airport

Abuse Of Cancellation Policy

Unauthorized cancellations will delay student graduation and will take up scheduling capacity for other students. Abuse of cancellations may lead to flight schedules being reduced or students being removed from the Fast Track Program.

Who's Ultimately Responsible

It's ultimately the students responsibility to ensure that their lesson is canceled in accordance with this policy.