

FAA REGIONAL ARFF TRAINING FACILITY

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Pittsburgh International Airport

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January 5, 2012

To: Valued Customers

Re: Revised Payment and Health Policies

Listed below are the 2012 payment and health policies for the Allegheny County Airport Authority (ACAA) FAA ARFF Training Facility located at Pittsburgh International Airport.

Full payment is required prior to the training date. Requiring payment prior to the date of training is a typical business practice utilized by most providers of training classes, seminars or other such services. Late fees may apply if payment is not received prior to the scheduled class start date. ACAA reserves the right to cancel the training or to withhold certification of completed training if payments are not received prior to scheduled class date. Please be advised that the FAA does not consider training to be complete unless a certificate can be produced.

Sponsoring Agencies/Employers are required to complete a Health Certificate for each student attending our Training Facility. This Certificate must be received prior to the class start date. If a health certificate is not received for each student that a Sponsor/Employer schedules for training, ACAA reserves the right to deny that student admittance to the class.

Payment should be made to "Allegheny County Airport Authority". ACAA accepts checks, wire transfers, MasterCard and Visa.

We value the relationship that we have with our customers and look forward to continuing to provide the highest quality training in the country.

Please contact the FAA ARFF Training Facility-PIT at 412-472-5871 if you have any questions or concerns.

Thank you in advance for your cooperation and understanding.

Sincerely,

ACAA ARFF Training Facility Staff