

Flight Lab Award Checklist

If these requirements are not met,
you will not receive or retain a flight lab for the semester

- **1. Apply for Financial Aid** – Students should apply for financial aid as soon as possible. Do not wait until you are awarded a lab to begin your financial aid applications.
 - Full details on the financial aid process can be found at:
<http://www.mtsu.edu/financial-aid/>
 - Full details on how to pay for your flight lab can be found at:
<http://www.mtsu.edu/tuition/flight-lab.php>

- **2. Apply for TSA approval (INTERNATIONAL STUDENTS ONLY)** – All international students must receive permission from the TSA to train in the Private, Instrument, and Multi Engine labs. This can take several months. It is important that all international students diligently work on this multi-step process to prevent delays in training. All MTSU flight training is categorized as Category 3.
 - To submit a training request to the TSA: <https://fts.tsa.dhs.gov>

- **3. Submit your Flight Lab Request Form** – Students must complete a flight lab request for a specific semester. Only the final submission for a given semester will be reviewed. Request forms can be found at: <http://www.mtsu.edu/aerospace/>
 - The flight lab request form includes a financial aid section to notify financial aid of your **expected** need. An authorization form is needed to allow the business office to move financial aid directly into your flight training account. To grant permission to transfer excess financial aid funds directly into your flight account, you may submit a request by clicking [here](#). Students without a financial aid need denoted on their flight lab request form or those that do not grant permission for aid to be transferred may not be eligible for an extension should a funding delay occur.

- **4. Obtain an FAA Medical** - Students must have a 2nd Class Medical Certificate (with at least 3rd class privileges) or higher. Students are encouraged to complete the physical well before the start of the semester to identify and resolve any concerns. Concerns may take months to resolve. If not uploaded with the lab request, new students will need to email a copy of their FAA medical to FlightLab@mtsu.edu. New students that fail to submit their medical with their request or via email by the deadline listed in the award email will lose their lab.
 - Pre-exam questionnaire - <https://medxpress.faa.gov/>
 - Schedule exam with Aviation Medical Examiner (AME)
 - AMEs can be found at: <https://www.faa.gov/pilots/amelocator/>

- **5. Register for all other classes** – Students should register for the upcoming semester during the normal registration window. Students **will not** be able to register for flight labs or ground courses (beyond AERO 2230) until the associated lab is awarded. Students requesting the private lab must be registered for, or have taken, AERO 2230 in order to be eligible for a Private Pilot (AERO 2201) lab award¹. Advanced labs and associated ground courses require specific permission of the department that is only issued after lab awards are announced. Students will not be able to register for these flight labs or ground courses until flight labs are awarded.

- **6. Complete any Prerequisite Certificate/Rating** – Students must complete any prerequisite certificate/rating in order to register for the subsequent flight lab and co-requisite ground course. Priority during the lab award process will be given to returning students with completed prerequisites by the end of the previous semester (Fall and Spring Only). The first awarded flight lab is not eligible for priority.
 - Students that have completed a certificate/rating outside of MTSU and did not attach a copy with their lab request must email a copy of their temporary certificate to FlightLab@mtsu.edu to receive a permit to register.

- **7. Receive Flight Lab Award and Register for the Flight Lab Course & Co-requisite Ground** – Flight lab awards are communicated via e-mail soon after the conclusion of the preceding semester (i.e., mid-Dec. for the spring). Students should register for their flight lab and ground course through Pipeline as soon as the lab is awarded and their registration permits are issued. Registration permits (beyond AERO 2230) are only issued once all requirements are met. This includes:
 - When the lab is awarded
 - When all documentation is received
 - When the previous/prerequisite certificate/rating is complete.
 - Registration permits are only issued during **normal business hours**.

Failing to complete the certificate/rating, failing to supply required documents, failing to register for the flight lab, or failing to register for the co-requisite ground by the deadline indicated in the award e-mail (approximately one week before class begins) will result in loss of the lab.

The lab registration deadline is also the deadline to complete all retention requirements for a wait list lab.

¹ For students enrolling in initial flight training (AERO 2201), an application for a student pilot certificate will be completed during the first meeting. The student pilot certificate must be received prior to solo flight.

- **8. Fund Flight Account** – Flight accounts must be fully-funded by the funding deadline prior to the start of classes². The exact payment due date will be listed in the lab award email (typically by 4:30 pm the Friday before classes start). This allows for financial aid to disburse (typically the Thursday before classes start). Financial aid should be authorized to be transferred in order to prevent losing a lab due to the delay a refund will cause. Students authorize the transfer through the Authorization to Transfer form found [here](#). Parents must submit a specialized form (available at the business office) to authorize financial aid be transferred for loans in which they selected “refund to parent.”
 - Financial aid delays do not negate the attendance policy for the course.
 - If a delay in financial aid occurs due to causes beyond the student’s control, students may be allowed to begin training with less than the full amount. Delays are very rare and require documentation and justification to begin with less than the full amount. A refund delaying funding is not an adequate justification for an extension. For information regarding extensions, please review the “Paying for your flight lab” section of this guide.

ON THE FIRST DAY OF FLIGHT LAB:

- **9. Documentation** - Students must present a valid, unexpired U.S. Passport **or** an original state-issued birth certificate **and** a valid government-issued picture I.D. (such as a valid state driver’s license). Non-U.S. citizens must present appropriate identification. All students must have a valid first-class or second-class medical (See step 4 above).

Process questions may be answered by emailing
FlightLab@mtsu.edu

² Flight account deposit requirements do NOT apply to 100% eligible VA students. COEs are required to verify eligibility. Please reference the VA section of this guide for additional details.