

MTSU

FLIGHT LAB

ADDITIONAL INFORMATION PACKET

IMPORTANT!

VERY IMPORTANT! **READ CAREFULLY**

A student **will not be permitted to begin their flight training** until Federal Aviation Administration (FAA), Transportation Safety Administration (TSA), and MTSU requirements are met.

If these requirements are not met the student will risk losing the flight lab spot.

1. **PRIOR TO THE FIRST DAY OF FLIGHT LAB:** The student **must** have a current 2nd Class Medical Certificate (with at least 3rd class privileges) in his/her possession. Local option; FAA medical examiners, Dr. Pat Spangler or Dr. Eric Clark 615-898-2988. Office is located at the MTSU student health services building.

***PRIVATE PILOT STUDENTS NEED A CURRENT, VALID STUDENT PILOT CERTIFICATE ON THE FIRST DAY OF FLIGHT LABS**

2. **ON THE FIRST DAY OF FLIGHT LAB:** The student **must** have in his/her possession:
 - a. A valid, unexpired U.S. Passport
 - Or**
 - b. Original birth certificate, of the United States and a valid government-issued picture I.D.(such as a valid state drivers license)

(Non U.S. citizens are encouraged to contact the flight office to ensure proper documentation is met.) If you are not a U.S. citizen the process can take up to several months. See AOPA WEBSITE http://www.aopa.org/tsa_rule/index.html

3. All students are required to have a minimum of \$500 in their flight account on the first day of labs to cover initial instruction costs. **The student must have the full amount of the enrolled flight lab estimate deposited in his/her flight account at the Cope Administrative Building by the end of the first week of lab.** If the student does not have the full amount by that time the student will be dropped from the lab. The ONLY exception will be if the student brings official notification of pending payment from the financial aid office or lending institution to the Chief Flight Instructor.
NOTE: Chapter 33 veterans will need to present a Certificate of Eligibility prior to admittance to a flight lab.

Any questions should be directed to the Flight Training Office, 615-890-5755

MTSU Flight School Attendance Policy
***** (SPRING/FALL) *****

This policy applies to all students receiving flight instruction at MTSU

******* (READ BOTH SIDES CAREFULLY) *******

Overview

The Aerospace section of the MTSU catalog states that a student must be: “in good standing within the department” and make “consistent and satisfactory progress in flight training”. In order to remain in good standing a student must maintain a 2.50 GPA, have their updated medical and maintain enough money in their flight account to continue flight. Consistent and satisfactory progress in flight training is as stated. If a student allows long periods of time between flights or constantly cancels flights, they are not consistent. If the student is unprepared for ground or flight training, or does not follow the rules as set they are not performing satisfactorily.

The attendance policy sets reasonable limits in order to afford the student the best opportunity to finish the professional pilot program in the allotted time. It is understood that occasionally there will be unforeseen circumstances that hinder progress. Interruptions in training will be handled in a fair manner. The success of the Professional Pilot program depends upon the combined efforts and dedication of both the students and flight school personnel.

Lab students

If a student is in a lab they are REQUIRED to be at the flight school THREE TIMES PER WEEK. The student will be required to complete an event (ground session, simulator session or aircraft flight) during each session. All students enrolled in all labs are to follow this policy. Failure to do so will result in a failing grade for the semester.

Incomplete students

Incomplete students held to the same attendance criteria as assigned lab students. Incomplete students will be held to the same cancellation standards as lab students. The absences accrued by students while in a lab will carry forward if they go incomplete. Example: If a student has three absences when in a lab and goes incomplete, the student has only one more absence to use in the follow on semester.

ALL STUDENTS WHO COMMIT TO FLYING ARE HELD TO THIS ATTENDANCE POLICY WHETHER THEY ARE A LAB STUDENT OR AN INCOMPLETE STUDENT. IF YOU ARE AN INCOMPLETE STUDENT YOU ARE REQUIRED TO DO THREE EVENTS PER WEEK. IF YOU DO NOT YOU WILL RECEIVE AN “F.”

DEFINITIONS:

No show A no show is charged if the student does not show up PREPARED by the scheduled time of instruction. You may show up for the lesson, and if you are not prepared, you may still receive a no show.

Late cancellations Students must notify instructors of cancellations at least twelve hours prior to scheduled flight or ground in order to avoid a late cancellation fee. If the cancellation falls within twelve hours of the flight or ground session, the student will be charged an absence AND a late cancellation fee.

No show / late cancellation policy Once a flight or ground session is scheduled with an instructor, it falls under the attendance policy. If a lab student misses a scheduled lab period they will be assessed an absence. If an incomplete student is absent from a scheduled time period they will be assessed an absence. If a ground session or flight has been scheduled during the time the student is absent, regardless of whether the student is a lab student or an incomplete student, he / she will be charged as follows:

First No show or late cancellation: the student will be issued an absence and a \$50 charge will be assessed.

Second, third and fourth instance: the student will be charged for the time the aircraft was scheduled to fly including dual instruction fees as appropriate. (If a solo flight the instructor fee will be \$10.00)

STUDENTS WILL NOT BE ALLOWED TO CONTINUE IN THE FLIGHT PROGRAM IF THEY EXCEED FOUR CANCELLATIONS FOR ANY REASON.

Any combination of more than four absences will result in a student losing his / her flight lab slot or incomplete status, and receiving a grade of “F” which would require re-enrollment in the lab in a later semester.

If a student anticipates that they will exceed four absences / cancellations, that student needs to notify the Chief Instructor as soon as possible to discuss withdrawal from the lab in lieu of receiving a grade of “F”.

Grading scale Grades awarded for flight labs will either be an “A” if the student completes the lab, an “I” if the student has made consistent and satisfactory progress, yet has not completed the lab, or an “F”.

A student may receive a grade of “F” for the following:

- 1) Exceeding any combination of four absences, no-shows, or cancellations.
- 2) Failing the same FAA written test twice.
- 3) Failing the FAA written test without a re-take prior to the end of the semester or end of course (whichever comes first) If a student earns an “I” the student is still required to pass the FAA written during the flight lab semester.
- 4) Violating FARs or MTSU safety practices and procedures.

I have reviewed and understand the MTSU Spring/Fall attendance and grading policy.

I will follow the policies.

Student Signature _____ **Date** _____

MTSU Flight School Attendance Policy
*****(SUMMER)*****

This policy applies to all students receiving flight instruction at MTSU

******* (READ BOTH SIDES CAREFULLY) *******

Overview

The Aerospace section of the MTSU catalog states that a student must be: “in good standing within the department” and make “consistent and satisfactory progress in flight training”. In order to remain in good standing a student must maintain a 2.50 GPA, have their updated medical and maintain enough money in their flight account to continue flight. Consistent and satisfactory progress in flight training is as stated. If a student allows long periods of time between flights or constantly cancels flights, they are not consistent. If the student is unprepared for ground or flight training, or does not follow the rules as set they are not performing satisfactorily.

The attendance policy sets reasonable limits in order to afford the student the best opportunity to finish the professional pilot program in the allotted time. It is understood that occasionally there will be unforeseen circumstances that hinder progress. Interruptions in training will be handled in a fair manner. The success of the Professional Pilot program depends upon the combined efforts and dedication of both the students and flight school personnel.

Lab students

If a student is in a lab they are REQUIRED to be at the flight school FOUR TIMES PER WEEK. The student will be required to complete an event (ground session, simulator session or aircraft flight) during each session. All students enrolled in all labs are to follow this policy. Failure to do so will result in a failing grade for the semester.

Incomplete students

Incomplete students held to the same attendance criteria as assigned lab students. Incomplete students will be held to the same cancellation standards as lab students. The absences accrued by students while in a lab will carry forward if they go incomplete. Example: If a student has three absences when in a lab and goes incomplete, the student has only one more absence to use in the follow on semester.

ALL STUDENTS WHO COMMIT TO FLYING ARE HELD TO THIS ATTENDANCE POLICY WHETHER THEY ARE A LAB STUDENT OR AN INCOMPLETE STUDENT. IF YOU ARE AN INCOMPLETE STUDENT WHO COMMITTS TO FLY OVER THE SUMMER YOU ARE REQUIRED TO DO FOUR EVENTS PER WEEK. IF YOU DO NOT YOU WILL RECEIVE AN “F.”

DEFINITIONS:

No show A no show is charged if the student does not show up PREPARED by the scheduled time of instruction. You may show up for the lesson, and if you are not prepared, you may still receive a no show.

Late cancellations Students must notify instructors of cancellations at least twelve hours prior to scheduled flight or ground in order to avoid a late cancellation fee. If the cancellation falls within twelve hours of the flight or ground session, the student will be charged an absence AND a late cancellation fee.

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Second, third and fourth instance: the student will be charged for the time the aircraft was scheduled to fly including dual instruction fees as appropriate. (If a solo flight the instructor fee will be \$10.00)

STUDENTS WILL NOT BE ALLOWED TO CONTINUE IN THE FLIGHT PROGRAM IF THEY EXCEED FOUR CANCELLATIONS FOR ANY REASON.

Any combination of more than four absences will result in a student losing his / her flight lab slot or incomplete status, and receiving a grade of “F” which would require re-enrollment in the lab in a later semester.

If a student anticipates that they will exceed four absences / cancellations, that student needs to notify the Chief Instructor as soon as possible to discuss withdrawal from the lab in lieu of receiving a grade of “F”.

Grading scale Grades awarded for flight labs will either be an “A” if the student completes the lab, an “I” if the student has made consistent and satisfactory progress, yet has not completed the lab, or an “F”.

A student may receive a grade of “F” for the following:

- 1) Exceeding any combination of four absences, no-shows, or cancellations.
- 2) Failing the same FAA written test twice.
- 3) Failing the FAA written test without a re-take prior to the end of the semester or end of course (whichever comes first) If a student earns an “I” the student is still required to pass the FAA written during the flight lab semester.
- 4) Violating FARs or MTSU safety practices and procedures.

I have reviewed and understand the MTSU Summer attendance and grading policy.

I will follow the policies.

Student Signature _____ Date _____

Flight lab estimated costs

A student's training completion is based upon the individual student's progress. Everyone's comprehension level is different and some students learn quickly while others take more time to understand the material. This is especially true in the challenging field of aviation. The Federal Aviation Administration (FAA) has set minimum standards of completion for the different flight certificates that MTSU offers. For example: an Instrument rating requires 35 hours of flight and 30 hours of ground instruction, as a minimum, in order to maintain eligibility to take the FAA check ride. Since our main concern at MTSU is to train with safety in mind, we train each student to his / her individual proficiency level, which usually takes more time than the minimum required by the FAA.

In order for students to maintain consistent progress, one of the requirements to be admitted to, and remain in the flight lab is to maintain enough money in their account to finish the lab and attain the rating. Since normal student progress takes more time than the absolute minimum FAA requirements, students need to have more money in their flight account than the minimum equivalent in order to maintain their flight lab status. Since students are required to maintain a positive balance at all times, if a student falls short of the amount necessary to complete the lab, they would risk losing their flight lab slot and receiving an "F" for the semester.

The average numbers figured for the different flight labs are as follows: (****These are the numbers that financial aid will use to determine loan amounts for flight labs****):

AERO 2201 – FITS Private:	\$10,000.00
AERO 3203 – FITS Instrument:	\$9,000.00
AERO 3204 – FITS Commercial:	\$12,000.00
AERO 3261 – Multiengine:	\$3,500.00
AERO 4201 – CFI:	\$4,000.00
AERO 4202 – CFII:	\$1,500.00
AERO 4203 – MEI:	\$5,000.00

NOTE: Please refer to attached estimated flight lab costs sheet for lab cost breakdown information

These numbers include flight training and individual ground instruction and the *average* student's flight training amounts fall within these numbers. They are figured using the most expensive aircraft and or simulators. It is entirely possible that students may spend less than the numbers listed above and once again, is dependent on each student's individual progression. A balance of money in the flight account at the completion of training may be applied towards the student's next flight lab or returned to the student at the end of the semester. **The numbers may change in the future due to a number of factors to include fluctuating fuel costs.**

Extra costs of flight labs

If a student enrolls in and pays for a university class, there are extra costs associated with the class (books, fees, supplies etc.) Similarly, each flight rating will require materials necessary to complete training in addition to flight and ground school costs (headset, aviation charts, FAA books etc.) There is a list of materials that each student will be required to have for each flight lab. The materials may be purchased anywhere the student wishes. Some of the materials are available through the MTSU book store and most may be purchased through the MTSU flight team at the airport campus.

These materials are separate purchases from the flight lab fees and MAY NOT be purchased through the student's flight account. Students may use cash or checks for these purchases. Please include an estimate of approximately \$200-500 per semester for extra costs, depending on which lab the student is in.

Students may also expect to pay \$350-650 for examiner fees for the FAA check-rides. MTSU does not set these fees. **The fees are for independent examiners and are also not payable through the flight account.**

MTSU Flight Training
Estimated Flight Lab Costs

** Prices are estimated only. Prices are figured using the estimated AVERAGE flight times. Some students will spend less on flight lab costs, and some more, depending upon the student's individual progress. The lab costs are estimated using the highest priced aircraft and the highest priced flight simulator, so the **dollar amounts are figured on the high side**. MTSU monitors student progress closely, and strives to provide safe, cost effective training to all our flight lab students. Although rare, it is possible that a student will require more training to attain the proficiency necessary to pass the FAA check ride, and therefore spend more than the estimated amounts shown. It is also entirely possible for a student to spend less than the average estimated amount for each lab. The syllabus total is the total cost if the syllabus is flown as planned. The additional line adds the increase to figure the average total for each lab. The amount required in the flight account is the number that should be referenced if requesting financial aid. Any money left in the student's flight account after a lab is complete may be applied towards the next lab or reimbursed to the student at the end of the semester. Prices are subject to change due to various factors to include fluctuating fuel costs.*

** Prices do not include costs of FAA check ride or extra required materials (headset, charts etc.)

FITS Private Pilot (AERO 2201) Part 141

Dual Instruction (Aircraft)	40.0 hours	x	\$175.00	=	\$7000.00
Dual Instruction (FTD)	2.0 hours	x	\$105.00	=	\$ 210.00
Solo	8.0 hours	x	\$140.00	=	\$1120.00
Ground Instruction	26.0 hours	x	\$ 35.00	=	<u>\$ 910.00</u>
			Syllabus Total:	=	\$9240.00
Additional	5.0 hours	x	\$175.00	=	\$ 875.00
			Average Total:	=	\$10115.00

* Amount required in flight account: **(\$10,000.00)**

FITS Instrument Pilot (AERO 3203) Part 141

Dual Instruction (Aircraft)	35.0 hours	x	\$175.00	=	\$6125.00
Dual Instruction (FTD)	9.0 hours	x	\$105.00	=	\$ 945.00
Solo	0.0 hours	x	\$140.00	=	\$ - 0 -
Ground Instruction	24.0 hours	x	\$ 35.00	=	<u>\$ 840.00</u>
			Syllabus Total:	=	\$7910.00
Additional	5.0 hours	x	\$175.00	=	\$ 875.00
			Average Total:	=	\$8785.00

* Amount required in flight account: **(\$9,000.00)**

FITS Commercial Pilot (AERO 3204) Part 141

Dual Instruction (Aircraft, DA40)	31.5 hours	x	\$175.00	=	\$5512.00
(Aircraft, PA28)	17.5 hours	x	\$200.00	=	\$3500.00
Dual Instruction (FTD)	0.0 hours	x	\$ 90.00	=	\$ - 0 -
Solo (DA40)	15.0 hours	x	\$140.00	=	\$ 2100.00
Ground Instruction	24.0 hours	x	\$ 35.00	=	<u>\$ 840.00</u>
			Syllabus Total:	=	\$11952.00

Note: Average to complete the FITS Commercial lab has been approximately 50 hours. The average student will spend less than the syllabus total.

* Amount required in flight account: **(\$12000.00)**

Multi-Engine (AERO 3261) Part 61

Dual Instruction (Aircraft, PA44)	10.0 hours	x	\$255.00	=	\$2550.00
Dual Instruction (FTD)	2.0 hours	x	\$ 85.00	=	\$ 170.00
Ground Instruction	10.0 hours	x	\$ 35.00	=	<u>\$ 350.00</u>
			Average Total:	=	\$ 3070.00

* Amount required in flight account: **(\$3500.00)**

Certified Flight Instructor (AERO 4201) Part 61

Dual Instruction (Aircraft, DA40)	10.0 hours	x	\$175.00	=	\$1750.00
(Aircraft, PA28)	5.0 hours	x	\$200.00	=	\$1000.00
Ground Instruction	35.0 hours	x	\$ 35.00	=	<u>\$1225.00</u>
			Average Total:	=	\$ 3975.00

* Amount required in flight account: **(\$4000.00)**

Certified Flight Instructor Instrument (AERO 4202) Part 61

Dual Instruction (Aircraft, DA40)	5.0 hours	x	\$185.00	=	\$ 925.00
Ground Instruction	5.0 hours	x	\$ 35.00	=	<u>\$ 175.00</u>
			Average Total:	=	\$ 1100.00

* Amount required in flight account: **(\$1500.00)**

Certified Flight Instructor Multiengine (AERO 4203) Part 61

Dual Instruction (Aircraft, PA44)	5.0 hours	x	\$255.00	=	\$1275.00
Ground Instruction	5.0 hours	x	\$ 35.00	=	\$ 175.00
PIC Build Time (Aircraft, PA44)	15.0 hours	x	\$220.00	=	<u>\$3300.00</u>
			Average Total:	=	\$4750.00

* Amount required in flight account: **(\$5000.00)**

Basic financial aid process

The university figures the total cost of attendance for students. This estimated number figures everything (tuition, fees, books, food, etc). The current figure for MTSU students is approximately \$17,000 for two semesters. This number may be increased based upon individual student needs, to include Professional Pilot majors and their flight lab fees. Those in flight labs shall be awarded increases based upon the average amounts of the individual student's flight lab costs. The awarded amount will not exceed these numbers.

Stafford loans are provided to students and are limited to the following: \$5500 PER YEAR for freshman, \$6500 PER YEAR for sophomores and \$7500 PER YEAR for juniors and seniors. These are loans that are provided to students with no co-sign needed. In order to receive Stafford loan money the student must be enrolled at least ½ time, taking six credits or more. Students may apply for additional money through parental loans or alternative education loans both of which are loans that need a co-signer. There are various lenders for these type loans and information may be obtained through the MTSU financial aid office in the Cope Administrative bldg. (898-2830).** **It is important to understand that the amount of money the student and / or parents are eligible to receive may not cover the costs of flight lab fees in addition to the cost of general education fees.****

All approved student loans will initially be dispersed to the student's general fund. Any money used for flight labs must be transferred to the student's flight account at the student's request. Note: any co-signed loans will need the approval of the parent or co-signer in order to transfer into the flight account. This process may be accomplished by filing an Authorization to Transfer Credit form through the MTSU business office (898-2761). Approved loans will be available for disbursement to the flight account after students are actually in class, therefore there will be no loan money in the account until after the first day of labs. Students are required to have the flight lab money in their flight account by the end of the first week of their lab.

It is most advantageous to apply for student loans, either individual or co-signed, as far in advance as possible. Previously approved loans will make it to the flight account upon approval from the student and / or co-signer. If a student waits until the last minute to apply for loans, he / she will be with hundreds of other applicants and the process is slowed drastically. This means that most likely the student will not receive the money in time to meet the requirement of having the flight account filled by the first week of class. If the money is not in the account the student will be dropped from the flight lab. This is normally a problem with incoming freshman. Please apply for your loan(s) as early as possible.

NOTE: SUMMER LAB STUDENTS: Stafford loans are no longer available to students for summer semester courses/labs unless the summer semester is the first time a Stafford loan has been applied for. Students may apply for money through parental loans or private alternative education loans, both of which are loans that need a co-signer.

Required Flight Lab Materials

All Students:

- \$50 Publication Fee (*Invoice Flight Account*)
- Current FAR/AIM
- DA40-180 (Diamond Star) Information Manual (*Except Multiengine & MEI Students*)
- MTSU Diamond Star Checklist & Standardization Manual (*Except Multiengine & MEI Students*)
- MTSU Safety Practices & Procedures
- Logbook
- Headset
- Kneeboard
- View-Limiting Device
- Fuel Tester
- E6-B Flight Computer

Private Students:

- Practical Test Standards – Private
- Current AFD-Southeast
- Current Sectional Aeronautical Chart - Atlanta
- Other Current Sectional Aeronautical Charts, as appropriate
- VFR Plotter
- MTSU FITS Private Pilot Syllabus

Instrument & CFII Students:

- Practical Test Standards – Instrument (*Instrument Students Only*)
- Practical Test Standards – CFII (*CFII Students Only*)
- Current AFD-Southeast
- Current IFR Enroute Low Altitude Charts – L-15/16, L-25/26, L-17/18 or Jeppesen equivalent (*Instrument Students Only*)
- Other Current IFR Enroute Low Altitude Charts, as appropriate
- Current Terminal Procedures (Approach Plates) – SE-1 (TN & KY) or Jeppesen equivalent
- Other Current Terminal Procedures (Approach Plates), as appropriate
- IFR Plotter
- MTSU FITS Instrument Rating Syllabus (*Instrument Students Only*)
- MTSU CFII Syllabus (*CFII Students Only*)

Commercial Students:

- PA-28R-201 (Piper Arrow) Information Manual
- MTSU Piper Arrow Checklist & Standardization Manual
- Practical Test Standards – Commercial
- Current AFD-Southeast
- Current Sectional Aeronautical Charts, as appropriate
- Current IFR Enroute Low Altitude Charts, as appropriate
- Current Terminal Procedures (Approach Plates), as appropriate

- ❑ VFR & IFR Plotter
- ❑ MTSU FITS Commercial Pilot Syllabus

CFI Students:

- ❑ *See course outline for required texts and materials*

Multiengine & MEI Students:

- ❑ PA-44-180 (Piper Seminole) Information Manual
- ❑ MTSU Piper Seminole Checklist & Standardization Manual
- ❑ Practical Test Standards – Commercial (***Multiengine Students Only***)
- ❑ Practical Test Standards – MEI (***MEI Students Only***)
- ❑ Current Sectional Aeronautical Charts, as appropriate
- ❑ Current IFR Enroute Low Altitude Charts, as appropriate (***Multiengine Students Only***)
- ❑ Current Terminal Procedures (Approach Plates), as appropriate (***Multiengine Students Only***)
- ❑ VFR & IFR Plotter

I, _____, certify that _____
(Print Instructor Name & CFI Number) (Print Student Name)

has the appropriate materials, as indicated above, in his/her possession.

_____/_____
(Instructor Signature) (Date)