MTSU

FLIGHT LAB

ADDITIONAL INFORMATION

The information contained in this publication is critically important to understanding the flight training process at MTSU; Please read carefully and thoroughly.

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Welcome to the Aerospace Department at Middle Tennessee State University (MTSU)! The MTSU Aerospace Department, comprised of a staff of experienced aviation professionals, is dedicated to ensuring that you receive the best aviation education possible. Support is provided by:

Title	Name	Office Location	Phone	E-mail
Department Chair	Dr. Wendy Beckman	Room S211, Business & Aerospace Building (BAS)	(615) 494-8755	Wendy.Beckman@mtsu.edu
Flight Operations Program Manager	Nicholas Lenczycki	Flight Education Center, KMBT Airport	(615) 217-6314	Nicholas.Lenczycki@mtsu.edu
Chief Instructor	Paul Mosey	Flight Education Center, KMBT Airport	(615) 890-5755	Paul.Mosey@mtsu.edu
Assistant Chief Instructor	Matthew Torres	Flight Education Center, KMBT Airport	(615) 890-5755	Matthew.Torres@mtsu.edu
Advisor	Amanda Custers	Room 120, Davis Science Building	(615) 898-2277	Amanda.Custers@mtsu.edu

The **Chief Instructor** is responsible for overseeing your progress and working with your flight instructor to ensure that you are making satisfactory progress in your course, and assisting your flight instructor in resolving any issues that may be encountered.

Your **Flight Instructor** is responsible for providing you with the training, guidance, and mentoring necessary to achieve the pilot certification you seek, and instilling the discipline necessary for ensuring that you conduct all flight operations to the highest level of safety possible. Throughout your flight education you are encouraged to speak with your flight instructor to answer any questions you may have, or resolve any issue. If your flight instructor is not able to assist you to your satisfaction, you are encouraged to speak with the Chief Instructor to resolve your question or issue.

Where to Go for Help or Action

The following is provided to assist you in the event you are unsure of who to see or where to go to address a question, issue, or concern you may have:

Add/Drop a Flight Lab Course (After deadline) ..... Flight Operations Program Manager
Flight Lab Awards ..... Flight Operations Program Manager
Flight Safety Concerns, Safety Suggestions ..... Chief Instructor
Flight Account Questions/Funding ..... Flight Operations Program Manager
Grade, Final Course Grade ..... Assistant Chief Instructor
Grounding ..... Chief Instructor
Help! No One's Listening ..... Flight Operations Program Manager
Instructor Assignment ..... Assistant Chief Instructor
Instructor Change Request ..... Chief Instructor
Registration ..... Advisor

Requirements to Begin Flight Training

If these requirements are not met, the student will not retain their flight lab course for the semester

PRIOR TO THE START OF THE SEMESTER:

1. **Apply for financial aid –** Students should apply for financial aid **as soon as possible**. **DO NOT WAIT** until you are registered for a lab to begin your financial aid/loan applications.
    a. http://www.mtsu.edu/financial-aid/
    b. http://www.mtsu.edu/tuition/flight-lab.php
2. **Apply for TSA approval (INTERNATIONAL STUDENTS ONLY)** – All international students must receive permission to train from the TSA. 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. http://www.flightschoolcandidates.gov
3. **Submit a Cost of Attendance (COA) Form –** The COA form notifies financial aid of your **expected** additional need. If you are eligible for federal financial aid, additional need-based funding may be made available by submitting the COA form through RaiderNet - http://www.mtsu.edu/financial-aid/forms.php **- DO NOT WAIT UNTIL YOUR LAB IS AWARDED TO SUBMIT YOUR COA FORM.**
4. **Submit your Flight Lab Request Form** – Students must request a flight lab request for a given semester. Only the final submission for a given semester will be reviewed. Forms can be found at: http://www.mtsu.edu/aerospace/
5. **Obtain an FAA Medical -** Students must have a 2nd Class Medical Certificate (with at least 3rd class privileges). This certificate must be presented on the first day of class, so the required flight physical must be accomplished prior to the beginning of the semester.
    a. **Pre-exam questionnaire -** https://medxpress.faa.gov/
    b. **Schedule exam with Aviation Medical Examiner (AME)**
        i. AMEs can be found at: https://www.faa.gov/pilots/amelocator/
6. **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. 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 flight labs or ground courses until labs are awarded.
7. **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 students with completed prerequisites by the end of the previous semester (Fall and Spring Only).
    a. 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 Nicholas.Lenczycki@mtsu.edu to receive a permit to register. This copy must be received prior to the priority deadline to receive priority.
8. **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-summer for the fall). Students should register for their flight lab and ground course through RaiderNet as soon as the lab is awarded **and** their registration permits are issued. Registration permits are only issued once the lab is awarded **and** the prerequisite certificate/rating is complete. Failing to complete the certificate/rating, 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 will result in loss of the lab.
    a. *Registration Permits* for flight labs and ground courses (beyond AERO 2230) are issued by the flight school once **all** requirements are met.
    b. *Registration Permits* are only issued during normal business hours.

ON THE FIRST DAY OF FLIGHT LAB:

9. **U.S. Citizens** - 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).
10. **Fund Flight Account** – **Flight accounts should be fully funded by the first day of class.** Payment methods are outlined below. Students can also submit an authorization to automatically transfer financial aid to their flight account by submitting this form to the business office prior to disbursement: https://www.mtsu.edu/tuition/forms/FlightAccountTransferForm_Editable.pdf.
    a. Parents must submit a specialized form (available at the business office) to authorize financial aid be moved for loans in which they selected "refund to parent."
    b. Due to potential delays in financial aid awards, students may be allowed to begin training with less than the full amount. These students are required to have a **minimum of $500** in their flight account by **the first day of class,** without exception, to cover initial charges. The student must also submit evidence of the **pending payment (including disbursement date)** from MT OneStop or a lending institution to the Flight Operations Program Manager by the end of **the first day of class**. Students must maintain a positive balance until the lab is fully funded and the **full amount** must be deposited **by the end of the first week of the lab.**
    c. If the student does not have the full amount by the end of the first week of the lab, the student will lose their lab slot. Exceptions may be made on a case-by-case basis.
    d. **Financial aid delays do not negate the attendance policy for the course.**

NOTES:

1. Flight account deposit requirements do NOT apply to VA students. Please reference VA section for additional details.
2. 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.

General process questions can be directed to the MTSU Flight Dispatch at 615-890-5755

Paying for Your Flight Lab

Several web pages are available to provide information on the different sources of aid that may help in paying for your flight lab and completing the financial aid process.

https://www.mtsu.edu/tuition/flight-lab.php

Links are available on the webpage above and hyperlinks are included throughout this pdf.

For a list of flight labs and fees, please click here.

https://www.mtsu.edu/tuition/forms/18-19_FlightTrainingCost.pdf

To grant permission to transfer excess financial aid funds directly into your flight account, please click here.

https://www.mtsu.edu/tuition/forms/FlightAccountTransferForm_Editable.pdf

To make a deposit to your flight lab account, click here.

https://secure.touchnet.com/C20134_ustores/web/store_main.jsp?STOREID=3&SINGLESTORE=true

Financial Aid

In order to receive financial aid for a given academic year, the student must first submit a Free Application for Federal Student Aid (FAFSA). Applications are accepted beginning **October 1st** each year. **Students should submit this application as soon as possible.** Full details on the financial aid process can be found at: http://www.mtsu.edu/financial-aid/. Aerospace students or parents calling the MTSU call center (615-898-2111) should select Option 2. When the agent answers, inform them that you are an aerospace student so that they may direct you to an Enrollment Counselor in the One Stop.

Need-based financial aid is available based on the cost of attendance for the student. Tuition, fees, books, and food are all included in these costs. Flight fees are additional costs that are also included in the cost of attendance. Financial aid is notified of the student's intent to take a flight lab in a given semester (and the associated financial need) through the student's submission of a cost of attendance form.

Students must submit a cost of attendance form (http://www.mtsu.edu/financial-aid/forms.php) to the MTOneStop to increase the student's need whenever they plan to register for a flight lab. Students are strongly encouraged to submit their cost of attendance form **as early as possible** for any semester they are considering taking a flight lab. Only one form is necessary per semester even if considering multiple labs. Once submitted, students should apply for additional loans, etc. as soon as possible. **Do not wait until you are registered for the lab to apply for loans**. Full details on how to pay for your flight lab can be found at: http://www.mtsu.edu/tuition/flight-lab.php.

**** 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.****

Stafford loans are provided to students without a cosigner. To receive a Stafford loan, the student must be enrolled at least ½ time (six credits or more). Additional loans include parental loans and alternative education loans - both of which need a co-signer. There are various lenders for these type loans and information may be obtained through the MTSU MT One Stop in the Student Services and Admissions Center.

It is advantageous to apply for student loans, either individual or co-signed, as far in advance as possible. 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. This process may be accomplished by filing an Authorization to Transfer Credit form through the MTSU Business Office (615-898-2761).

****Note: any co-signed loans will need the approval of the parent or co-signer to transfer into the flight account. ****

Approved loans will disperse to the flight account upon approval from the student and / or co-signer. If the minimum funds are not in the flight lab account by the end of the first week, the student will be dropped from the flight lab. Please apply for your loan(s) as early as possible. 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 funded by the end of the first week of class.

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 by the student. Students may apply for parental loans or private alternative education loans to cover summer coursework.

INTERNATIONAL STUDENTS

NON-U.S. CITIZENS MUST HAVE TSA APPROVAL TO BEGIN FLIGHT TRAINING IN THE PRIVATE, INSTRUMENT AND MULTI ENGINE LABS. If you are not a U.S. citizen, the process to receive approval from the Transportation Security Administration (TSA) can take up to several months. It is recommended that students apply for AFSP approval **at least six weeks prior to the start of the requested lab semester.** Candidates must complete all steps outlined on the TSA's website: **http://www.flightschoolcandidates.gov**

All MTSU flight training is categorized as **Category 3**. **After application, approval from the TSA will be received by the MTSU flight training AFSP representative (Chief or Assistant Chief Instructor).** Please note that the application for approval does not allow a non-U.S. student to begin flight training. Only a "Permission to Initiate Training" notification to the flight school will allow training to start.

Non-U.S. citizens who have not received their "Permission to Initiate Training" by seven days prior to the first day of class for the semester will not be able to retain their lab for the semester. Non-U.S. citizens are encouraged to contact the MTSU flight training office (615-890-5755) by the flight lab application deadline for each semester to ensure proper approvals are received.

NOTE: A non-U.S. citizen does not need to wait until a previous certificate is complete to apply for the next required AFSP approval.

VA-FUNDED STUDENTS

All students who will utilize VA funding for flight lab fees will need to submit a copy of their Certificate of Eligibility, issued by the Department of Veterans Affairs. This may be obtained through the VA office and shall be submitted along with the flight lab request form.

NOTE: The VA will only pay for required hours as outlined in each syllabus. The VA will not pay for additional hours above those listed in the syllabus. It will be the student's responsibility to pay, out of pocket, for any hours obtained that exceed those in the syllabus. This is not a MTSU policy; this is as directed by the VA. As each student progresses at a different pace, there is no guarantee that a student will finish a given lab within the prescribed hours of the syllabus.

NOTE: There are specific costs associated with flight labs that VA funds do not cover including:

- Required flight lab materials: (please reference lists provided on pp. 11-12.)
- FAA required written tests: (approximately $150 each attempt, paid to the testing center).
- FAA required practical test examiner fee: ($400 - $800, depending on which test, paid directly to an FAA approved Designated Pilot Examiner, not associated with MTSU).
- Cost of aircraft rental fee for practical test (depends on type of aircraft required and how much flight time is required to complete the check ride).

VA students must make arrangements to pay for the above listed costs out-of-pocket.

VA students must request reimbursement from the VA for a completed lab in order to be eligible for a subsequent lab. **Students that have not submitted the cost report form for reimbursement will not be awarded a subsequent lab until the form is submitted.** Notification that the form is ready should be emailed to Nicholas.Lenczycki@mtsu.edu. This is consistent with the funding hold policy for non-VA students.

FLIGHT LAB COSTS

While curriculum hours are established as indicated below, a student's training completion is based upon the individual student's progress. 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 standards of proficiency for each FAA check ride. Since our main concern at MTSU is to train with safety in mind, we train each student to this required proficiency level, which may take more than the required flight hours to obtain.

To maintain consistent progress, one of the requirements for students to be admitted to and remain in each flight lab course is to maintain enough money in their flight account to finish the lab and attain the rating for which that flight lab prepares them. Since student progress may take more time than the absolute minimum requirements, students are required to deposit more money in their flight account than the minimum time requirements dictate to maintain their flight lab status. 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 will be removed from their flight lab course and receive an "F" for the semester.

The minimum amounts that must be deposited into a student's flight account for each of the flight labs are outlined below. The flat-fee for AERO 1020 (Theory of Flight) is charged directly to the student's tuition bill and does not require any action to be deposited into the students flight account. All other courses must be funded through an authorization submitted to the business office or through the online portal.

2018-2019 Flight Fees – Effective 8/27/2018

DEGREE REQUIRED		ELECTIVES (May meet degree requirements)	
AERO 1020 – Theory of Flight	$ 665.00	AERO 3202 – Cross Country	$11,200.00
AERO 2201 – Private	$13,300.00	AERO 3205 – Tailwheel	$ 1,600.00
AERO 3203 – Instrument	$11,400.00	AERO 3206 – Adv. Tailwheel	$ 2,150.00
AERO 3204 – Commercial	$15,750.00	AERO 4201 – CFI	$ 4,300.00
AERO 3240 – Pro IV	$ 210.00	AERO 4202 – CFII	$ 2,100.00
AERO 3261 – Multiengine	$ 4,700.00	AERO 4203 – MEI	$ 5,600.00
AERO 4250 – Pro V	$ 2,291.00		

Please refer to pages 13-15 of this packet for more specific lab cost breakdown information

The above costs are what MTSU will use to determine financial aid amounts for flight lab courses. Students using VA benefits for flight training costs do not have to make the minimum deposit, but are only eligible for VA payment of the required hours indicated for each course. Any hours incurred above these hours will be the financial responsibility of the VA-funded student.

While most students should incur flight training costs that fall within the required flight deposit amount, this 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. These numbers are subject to change due to many factors including fluctuating fuel costs.

EXTRA COSTS ASSOCIATED WITH FLIGHT LABS

When a student enrolls in any university class, there are extra costs associated with the class for books and supplies. Similarly, each flight lab course will require materials necessary to complete training in addition to flight and ground school costs (headset, aviation charts, books, etc.). Please reference the Required Flight Lab Materials for each flight lab course on pages 16-17. Each student will be required to have the listed items for each flight lab by the end of the first week of class. The materials may be purchased anywhere the student wishes. Some of the materials are available through the MTSU book store, and some may be purchased 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.**

In addition, students will pay $400-800 for examiner fees for each FAA check-ride and $150 per attempt for each required FAA written test. MTSU does not set these fees. **The fees are for independent examiners, and are not payable through the student's flight account, but must be paid out of pocket by the student at the time of the event. Please plan accordingly to have money available to pay for these required fees.**

PROCESS FOR DETERMINING LAB AWARDS

An overview of the process used to determine flight lab assignments each semester is provided below. The goal of the Flight School is to accommodate each student who wishes to enroll in a flight lab each semester, but instructional staff and aircraft capacity may limit the total number of lab awards available. To accommodate as many qualified students as possible, it is imperative that all students in flight labs for a semester are ready to begin training on the first day of class. Students not meeting each requirement listed on Pages 4 of this information packet will be removed from their flight lab so an eligible student on the waiting list is able to utilize that lab space instead. Finishing a lab within a semester requires diligent adherence to the required training schedule, and students should realize that weather, mechanical issues, or examiner availability often cause delays which may result in the need to stay after a semester ends to complete a flight lab course.

Lab Awards for Spring and Summer Semesters:

1. Student load capacity is determined for each flight lab course. Constraints such as flight instructor qualification to teach in a course, requested student load of each instructor, and the need to keep a balance between the number of students in each flight course to prevent equipment bottlenecks are all considered in this determination.

2. Student eligibility for the lab they requested is verified. Eligibility is determined by the following factors:

- Student submitted a complete flight lab request by the published deadline (note: incomplete and late lab requests will be considered once all other requests are awarded)
- Student's collegiate GPA is at or above the minimum required of 2.500
- Student has completed the prerequisite certificate/rating by the last day of the preceding semester to be consider eligible for lab award "priority."
    - AERO 2201 – pre or co-req AERO 2230
    - AERO 3203 – Private Pilot Certificate, pre or co-req AERO 3210 (requires AERO 2010)
    - AERO 3204 – pre or co-req AERO 3215, pre-req AERO 3203
    - AERO 3206 – pre-reqs AERO 3205
    - AERO 3261 – pre-reqs AERO 3215, AERO 3204
    - AERO 4201 – prereq AERO 4210, current FAA Commercial Pilot Certificate
    - AERO 4202 – pre-reqs current FAA Commercial Pilot Certificate with an Instrument rating, AERO 3210
    - AERO 4203 – pre-reqs current FAA Commercial Pilot Certificate with an Instrument rating

3. Eligible students are ranked, per lab course, by cumulative GPA (4.000 down to 2.500). Transfer students may use their GPA from their previous institution for eligibility purposes during their first semester at MTSU only.

4. Flight labs are awarded to the highest-ranked eligible student with priority first. Once all students with priority have received labs, labs are then awarded to the remaining eligible students until all available labs have been awarded. Eligible students with less competitive GPA's may be placed on a waiting list if there are not enough lab slots available.

5. If all eligible students have received labs and additional awards remain, additional labs may be awarded to students with incomplete prerequisites. These students must complete the prerequisite by the "one week prior" deadline. These students will not be able to register until the prerequisite is complete.

6. If all incomplete students receive a lab, additional labs may be awarded to students with late, inaccurate, or incomplete lab requests.

5. Notification emails will be sent to all students that applied for a lab within a week of grades posting for the previous semester. The e-mail will indicate the student either: 1) Has been awarded a lab, 2) Is on a waiting list for the lab they requested, or 3) Are ineligible for the lab they requested for the upcoming semester. **It is vitally important that these e-mails be read in their entirety, as they will include important information for every student.**

6. Student must register for their flight lab and associated ground course by the published deadline. To register, students must receive a registration permit from the flight school. Registration permits are issued during normal business hours **once all prerequisites and co-requisites are met**. Failing to receive a registration permit by the deadline will result in loss of the lab unless the applicable prerequisite was completed after the last business day before the deadline. Students completing their prerequisite over the weekend of the deadline will receive a 24-hour extension to register.

7. One week prior to start of the semester, retention requirements for each flight lab recipient are reviewed. Retention requirements include:

- Complete check ride for preceding lab (if check ride is not complete at this point, the student will lose their flight lab for the next semester);
- Email a copy of your temporary certificate to Nicholas.Lenczycki@mtsu.edu to ensure timely documentation, if applicable;
- Register for the flight lab as soon as your permit has been issued; and
- Register for the associated ground course as soon as your permit has been issued.

8. If additional flight lab slots have become available, the next student on the waiting list will be awarded a lab. Students on the waiting list have 24 hours to respond to the award e-mail.

It is important for students to monitor e-mail diligently. If no response is received in the 24-hour timeframe, the next student on the waiting list will be contacted and the prior student will be moved to the bottom of the waitlist.

Wait List Ranking: The wait list ranking for each course is determined by GPA within each of the following categories:

1. Eligible students not awarded a lab due to a lab slot not being available
2. Students registered for all co-requisites but with an incomplete prerequisite
3. Students not registered for the applicable co-requisites during initial lab awards
    a. Such students must register for applicable co-requisites to receive a lab award
4. Students that submitted a late or incomplete lab request

NOTE: Wait list students may not be awarded a lab until after the one week prior to the semester deadline to allow incomplete students to complete their prerequisite lab course.

Fall Semester:

The process for the fall semester is the same except all awards are tentative. Due to the short time period between the end of the summer semester and the start of the fall semester (usually one week), the lab awards are determined and tentative award emails are sent out prior to summer grades posting. These tentative awards are dependent on the student's GPA remaining competitive once summer grades post. If the student's GPA drops relative to other students during the summer session, they might not remain competitive with other applicants, and therefore lose their lab slot.

DETAILED FLIGHT LAB COSTS – EFFECTIVE 8/27/2018

Prices are based on the flight and ground hours listed in the FAA-approved Training Course Outline (TCO) for each flight course. MTSU monitors student progress closely, and strives to provide safe, cost effective training to all our flight lab students. 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 amounts shown. The **syllabus total** is the total cost if the syllabus is flown as required. The **amount required** in the flight account is the amount of money that needs to be in the student's flight account **prior to the start** of training. **This number 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.

PLEASE BE AWARE: 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.). As described previously in this packet, these costs are paid directly to individuals or companies that are independent of MTSU.

DEGREE-REQUIRED FLIGHT LAB FEES (All Pro-Pilot Students)

Theory of Flight (AERO 1020) Part 61 – Flat Fee

Sim Session (0.5 hour)	=	$100.00
Flight Session (2.5 hours)	=	$565.00
Syllabus Total:	=	$665.00

* Flat-fee charged with tuition that is automatically transferred to flight account: **($665.00)**

FITS Private Pilot (AERO 2201) Part 141

Dual Instruction (Aircraft)	43.0 hours	x	$215.00	=	$ 9,245.00
Solo	7.5 hours	x	$170.00	=	$ 1,275.00
Ground Instruction	43.0 hours	x	$ 45.00	=	$ 1,935.00
Fuel Charge	50.5 hours	x	$ 10.00	=	$ 505.00
			Syllabus Total:	=	$12,960.00

* Amount required in flight account: **($13,300.00)**

FITS Instrument Pilot (AERO 3203) Part 141

Dual Instruction (Aircraft)	40.5 hours	x	$215.00	=	$ 8,707.50
Dual Instruction (ATD)**	13.5 hours	x	$125.00	=	
Ground Instruction	44.0 hours	x	$ 45.00	=	$ 1,980.00
Fuel Charge	40.5 hours	x	$ 10.00	=	$ 405.00
			Syllabus Total:	=	$11,092.50

* Amount required in flight account: **($11,400.00)**

** Can be completed in the ATD instead of Aircraft

FITS Commercial Pilot (AERO 3204) Part 141

Dual Instruction (Aircraft, DA40)	49.0 hours	x	$215.00	=	$ 10,535.00
Solo (DA40)	15.0 hours	x	$170.00	=	$ 2,550.00
Ground Instruction	36.5 hours	x	$ 45.00	=	$ 1,642.50
Fuel Charge	64.0 hours	x	$ 10.00	=	$ 640.00
			Syllabus Total:	=	$ 15,367.50
* Amount required in flight account:					**($15,750.00)**

Professional Pilot IV (AERO 3240) Part 61

Dual Instruction (Beech 1900 Simulator)	6.0 hours	x	$70.00	=	$420.00 (2 students)
			Syllabus Total:	=	$210.00 per student
* Amount required in flight account:					**($210.00)**

Multi-Engine (AERO 3261) Part 61

Dual Instruction (Aircraft, PA44)	11.5 hours	x	$297.00	=	$3,415.50
Ground Instruction	13.5 hours	x	$ 55.00	=	$ 742.50
Fuel Charge	11.5 hours	x	$ 20.00	=	$ 230.00
			Syllabus Total:	=	$4,388.00
* Amount required in flight account:					**($4,700.00)**

Professional Pilot V (AERO 4250) Part 61

Dual Instruction (CRJ Simulator)	24.2 hours	x	$170.00	=	$4,114.00 (2 students)
Ground Instruction	7.8 hours	x	$ 60.00	=	$ 468.00 (2 students)
			Syllabus Total:	=	$ 2,291.00 per student
* Amount required in flight account:					**($2,291.00)**

UAS FLIGHT LAB FEES (Not required for Pro-Pilot Students)

sUAS Remote Pilot (AERO 2710) Part 61

Dual Instruction (Aircraft, DA40)	6.5 hours	x	$215.00	=	$1,397.50
Dual Instruction (ATD)	0.5 hours	x	$125.00	=	$62.50
Ground Instruction	1.5 hours	x	$ 45.00	=	$67.50
Fuel Charge	6.5 hours	x	$ 10.00	=	$65.00
			Syllabus Total:	=	$1,592.50
* Amount required in flight account:					**($1,600.00)**

ELECTIVE FLIGHT LAB FEES

Cross Country Lab (AERO 3202) Part 61

Dual Instruction (Aircraft, DA-40)	19.0 hours	x	$215.00	=	$ 4,085.00
Solo (Aircraft, DA-40)	32.0 hours	x	$170.00	=	$ 5,440.00
Ground Instruction	18.5 hours	x	$ 45.00	=	$ 832.50
Fuel Charge	51.0 hours	x	$ 10.00	=	$ 510.00
			Syllabus Total:	=	$10,867.50
* Amount required in flight account:					**($11,200.00)**

Conventional Landing Gear Airplane Laboratory (AERO 3205) Part 61

Dual Instruction (Aircraft, PA18)	8.0 hours	x	$155.00	=	$1,240.00
Ground Instruction	5.0 hours	x	$ 45.00	=	$ 225.00
Fuel Charge	8.0 hours	x	$ 10.00	=	$ 80.00
			Syllabus Total:	=	$1,545.00
* Amount required in flight account:					**($1,600.00)**

Advanced Conventional Landing Gear Flight Laboratory (AERO 3206) Part 61

Dual Instruction (Aircraft, PA18)	10.0 hours	x	$155.00	=	$1,550.00
Ground Instruction	10.0 hours	x	$ 45.00	=	$ 450.00
Fuel Charge	10.0 hours	x	$ 10.00	=	$ 100.00
			Syllabus Total:	=	$2,100.00
* Amount required in flight account:					**($2,150.00)**

Certified Flight Instructor (AERO 4201) Part 61

Dual Instruction (Aircraft, DA20)	1.5 hours	x	$180.00	=	$ 270.00
(Aircraft, DA40)	10.5 hours	x	$215.00	=	$2,257.50
Ground Instruction	30.0 hours	x	$ 45.00	=	$1,350.00
Fuel Charge	12.0 hours	x	$ 10.00	=	$ 120.00
			Syllabus Total:	=	$3,997.50
* Amount required in flight account:					**($4,300.00)**

Certified Flight Instructor Instrument (AERO 4202) Part 61

Dual Instruction (Aircraft, DA40)	6.0 hours	x	$215.00	=	$1,290.00
Ground Instruction	10.0 hours	x	$ 45.00	=	$ 450.00
Fuel Charge	6.0 hours	x	$ 10.00	=	$ 60.00
			Syllabus Total:	=	$1,800.00
* Amount required in flight account:					**($2,100.00)**

Certified Flight Instructor Multi Engine (AERO 4203) Part 61

Dual Instruction (Aircraft, PA44)	5.0 hours	x	$297.00	=	$1,485.00
Ground Instruction	9.5 hours	x	$ 55.00	=	$ 522.50
PIC Build Time (Aircraft, PA44)	10.0 hours	x	$297.00	=	$2,970.00
Fuel Charge	15.0 hours	x	$ 20.00	=	$ 300.00
			Syllabus Total:	=	$5,277.50
* Amount required in flight account:					**($5,600.00)**

REQUIRED FLIGHT LAB MATERIALS LISTS

Note: All check lists, standardization manuals, aeronautical charts, approach plates, syllabi, and Safety Practices and Procedures are available for use in either paper or electronic format

All Students:

- ❑ $50 Flight School Publication Fee ***(Flight Account will be invoiced for this charge)***
- ❑ Current FAR/AIM
- ❑ Current AFD-Southeast
- ❑ 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 Sectional Aeronautical Chart - Atlanta
- ❑ Other Current Sectional Aeronautical Charts, as appropriate
- ❑ VFR Plotter
- ❑ MTSU FITS Private Pilot Syllabus

Instrument & CFII Students:

- ❑ Airman Certification Standards – Instrument ***(Instrument Students Only)***
- ❑ Airman Certification Standards – CFII ***(CFII Students Only)***
- ❑ Current IFR Enroute Low Altitude Charts – L-15/16, L-25/26, L-17/18 or Jeppesen equivalent
- ❑ 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:

- ❑ Practical Test Standards – Commercial
- ❑ 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
- ❑ Airman Certification 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)

(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 an appropriate current medical, and maintain enough money in their flight account to complete their flight course. Consistent and satisfactory progress in flight training is defined as meeting the lab attendance policy as defined below, not routinely canceling scheduled flights, being prepared for ground or flight training sessions, and following all FAA and MTSU rules, policies, and procedures

The attendance policy below 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 an F grade for the semester.

Incomplete students

Incomplete students from a previous lab are held to the same attendance criteria and cancellation standards as assigned lab students (four meetings per week). The absences accrued by students while in a lab will carry forward if they are incomplete. For example: If a student has two absences when in a lab and is then flying as an incomplete student the following semester, the student has only one more absence to use in that following semester. Incomplete students who fail to comply with the attendance policy will receive an "F" for the course.

Once a flight or ground session is scheduled with an instructor, it falls under the attendance policy indicated below:

DEFINITIONS

No Show: A student does not show up for a scheduled meeting with their flight instructor. An absence will be recorded.

Unprepared Absence: A student arrives unprepared for the flight or ground session that is scheduled to be conducted (i.e., if a flight plan is not complete by the scheduled flight time, or if assigned homework has not been completed). An absence will be recorded. An Unprepared Absence will also be recorded if the student is late for the scheduled time of instruction, unless there is a valid excuse.

Late cancellation: A students does not notify their instructor of a necessary cancellation at least 24 hours prior to the scheduled flight or ground session. In this case, the student will have an absence recorded AND be charged a late cancellation fee.

Cancellation due to illness: A student MUST visit MTSU Health Services or a medical professional and obtain a written statement and submit this to the Chief or Assistant Chief in order for an absence to be waived for medical reasons.

CHARGES FOR ATTENDANCE POLICY INFRACTIONS

Students will be charged the fees indicated below associated with absences/cancellations:

First no show / unprepared absence / late cancellation: the student will be issued an absence and a $50 charge will be assessed.

Second and third instances: 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 THREE UNEXCUSED ABSENCES / CANCELLATIONS FOR ANY REASON. Any combination of more than three absences will result in a student losing his / her flight lab slot or incomplete status, and receiving a grade of "F." This will require re-enrollment in the lab in a later semester. If a student anticipates that they will exceed three 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 will receive a grade of "F" for the following:

1) Exceeding any combination of three absences, no-shows, or cancellations.
2) Failing the FAA written test without passing a re-take prior to the end of the semester.
3) Violating FARs or MTSU safety practices and procedures.

If, prior to completing each stage check specified in the Training Course Outline, a student exceeds 125% of the planned curriculum hours, they will be referred to the Chief Instructor for a meeting to determine how to resolve their difficulties in training. After that meeting, if the student exceeds 150% of the planned curriculum hours before completing the relevant stage check, the student will be terminated from flight training and receive a "F" for the course in which they are enrolled. An appeal may be made to the Aerospace Department Flight Evaluation Board, but permission to continue will be highly unlikely.

*If a student receives a grade of "F" twice for the same lab, suspension or termination from the flight program will result.

I have reviewed and understand the MTSU 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 an appropriate current medical, and maintain enough money in their flight account to complete their flight course. Consistent and satisfactory progress in flight training is defined as meeting the lab attendance policy as defined below, not routinely canceling scheduled flights, being prepared for ground or flight training sessions, and following all FAA and MTSU rules, policies, and procedures

The attendance policy below 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 FIVE 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 an F grade for the semester.

Incomplete students

Incomplete students from a previous lab are held to the same attendance criteria and cancellation standards as assigned lab students (five meetings per week). The absences accrued by students while in a lab will carry forward if they are incomplete. For example: If a student has two absences when in a lab and is then flying as an incomplete student the following semester, the student has only one more absence to use in that following semester. Incomplete students who fail to comply with the attendance policy will receive an "F" for the course.

Once a flight or ground session is scheduled with an instructor, it falls under the attendance policy indicated below:

DEFINITIONS

No Show: A student does not show up for a scheduled meeting with their flight instructor. An absence will be recorded.

Unprepared Absence: A student arrives unprepared for the flight or ground session that is scheduled to be conducted (i.e., if a flight plan is not complete by the scheduled flight time, or if assigned homework has not been completed). An absence will be recorded. An Unprepared Absence will also be recorded if the student is late for the scheduled time of instruction, unless there is a valid excuse.

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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".

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If, prior to completing each stage check specified in the Training Course Outline, a student exceeds 125% of the planned curriculum hours, they will be referred to the Chief Instructor for a meeting to determine how to resolve their difficulties in training. After that meeting, if the student exceeds 150% of the planned curriculum hours before completing the relevant stage check, the student will be terminated from flight training and receive a "F" for the course in which they are enrolled. An appeal may be made to the Aerospace Department Flight Evaluation Board, but permission to continue will be highly unlikely.

*If a student receives a grade of "F" twice for the same lab, suspension or termination from the flight program will result.

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

I will follow the policies.

Student Signature _____ Date _____

Websites

Aviation Medical Examiner (AME) Locator ..... https://www.faa.gov/pilots/amelocator/

Cost of Attendance Forms ..... http://www.mtsu.edu/financial-aid/forms.php

Financial Aid ..... http://www.mtsu.edu/financial-aid/

Financial Aid Forms ..... http://www.mtsu.edu/financial-aid/forms.php

Flight Lab Request Forms ..... http://www.mtsu.edu/aerospace/

Flight Scheduling ..... https://mtsu.myflighttrain.com/

Free Application for Federal Student Aid (FAFSA) ..... https://fafsa.gov/

MedXpress - Medical Pre-exam Questionnaire ..... https://medxpress.faa.gov/

Paying for Your Flight Lab ..... http://www.mtsu.edu/tuition/flight-lab.php

Pipeline/RaiderNet https://lum4prod.mtsu.edu/cp/home/displaylogin

Scholarships ..... http://www.mtsu.edu/financial-aid/scholarships/

TSA (International Students) ..... http://www.flightschoolcandidates.gov