Middle Tennessee State University

Flight Lab Guide

The information contained in this publication is critically important to understanding the flight lab award process at MTSU.

Please read carefully and thoroughly.

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Overview

This guide is designed to assist students with obtaining a flight lab. The process is relatively complex because of the various regulatory requirements, etc. We have included a checklist within this guide to summarize all the steps for convenience. For a more thorough explanation of each step, please review the appropriate section of this guide.

Students are only allowed in one flight lab at a time. Flight labs are requested by semester using an online form on the department's webpage (see link below). A new lab request is required for the subsequent semester if a lab is not awarded. Lab requests are only valid for the semester in which they are submitted:

http://www.mtsu.edu/aerospace/

Flight labs are awarded via email to eligible students before the start of the semester. To receive and retain a flight lab, students with an awarded lab must complete **ALL** the steps outlined in this guide by the deadline specified. Many of these steps can and should be completed well before the start of the semester. Students are strongly encouraged to begin the process as soon as possible.

Although students outside the Professional Pilot concentration may be considered for flight lab enrollment, priority will be given to those for whom these courses are an integral part of their academic program.

Additionally, students under the Summer 2025 catalog or later must receive Professional Pilot Candidacy to remain in the Pro Pilot concentration. Students are required to achieve the following to continue in the Professional Pilot concentration and therefore qualify for a flight lab:

- Complete AERO 1010 and AERO 1020 with a minimum grade of "B"
- Have at least a second-class FAA medical certificate with third-class privileges.

Note: Students may only withdraw from or fail AERO 10101 and AERO 1020 one time to remain eligible to continue the Professional Pilot concentration major.

The deadlines to submit a flight lab request are:

- Fall Semester - June 30
- Spring Semester - Nov 15
- Summer Semester - April 15

Late requests may be considered only after all other requests.

All deadlines listed in this guide and online are firm. For the date of a specific requirement for the current cycle, please see the department's website for the applicable date.

Finishing a flight lab within a semester requires diligent adherence to the schedule of training needed. 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. These delays are typical and are not viewed as justification to extend deadlines.

One of the Department's goals is to instill self-reliance within our student population. Aviation professionals often work without close supervision and must rely on printed checklists and instructions to resolve issues. As such, when students contact us for answers that can be found in this guide or other readily available and widely disseminated information sources, they should expect to be directed to these publications. The Department works very hard to keep these sources of information up to date to ensure the guidance available is straightforward and comprehensive.

Safety of Flight

Students in the Aerospace Department are required to fly in the University's training aircraft during several courses within each concentration. These courses include AERO 1020 for all Aerospace students, AERO 2710 for UAS Operations students, and all the flight lab courses encompassed within the Professional Pilot concentration for Professional Pilot students.

MTSU operates DiamondStar DA40 aircraft as the primary trainer. For various reasons (including fleet commonality, instructor standardization, maintenance considerations, etc.), the University only operates this make and model aircraft as its primary trainer. While these aircraft are capable, every aircraft has physical limits that may prohibit a student's ability to participate in a given course safely.

The aircraft is approximately 37" from seat to canopy. The maximum length of the seat belt is 35" from seat edge to seat edge. The center-stick flight control affords 7.5" from stick to aircraft sidewall when fully deflected. The combined weight of aircraft, student, instructor, and fuel is also a limitation. Entry into the aircraft requires that students step onto the aircraft's wing and lower themselves into the cockpit. Students must be able to egress from the plane in reverse order in routine and emergency situations. All these requirements and limitations must be considered for safe participation in the flight portion of a course. Students may find it helpful to arrange to sit in the aircraft before classes to determine if a safety issue exists.

If a flight lesson required by the courses indicated above cannot be accomplished safely, non-Professional Pilot concentration students must complete an alternative assignment instead of the flight portion of their respective course. The faculty member assigned to the course will provide more information. Professional Pilot students must be able to train using the University's training aircraft during each curriculum-required flight lab course.

Students who require reasonable accommodation under the Americans with Disabilities Act (ADA) are encouraged to contact the Disability & Access Center and discuss any approved accommodation related to aircraft operation with the flight school before classes.

Student Privacy and Requests for Information

Students have certain rights in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) regarding the privacy of their education records. You will find complete information regarding MTSU's sharing of student information under Policy 500: Access to Education Records. MTSU encourages parents to communicate directly with their student regarding their educational records and promotes the use of Partners in Education (PIE) Partner(s) to students. Details of the PIE program may be seen at https://www.mtsu.edu/one-stop/privacy.php.

To request information, PIE Partners must contact the MT One Stop. All PIE information requests are fulfilled through the MT One Stop. When a PIE partner contacts the MT One Stop and places a request for information about issues such as grades, attendance, or financial aid, the MT One Stop will contact the necessary parties to fulfill the request. The MT One Stop emails the information requested to a Partner, and the student is always copied.

In keeping with federal regulations and University policies, Aerospace Department faculty and staff cannot respond directly to requests from parents; this includes information regarding student performance, funding, and flight lab status. Parents' requests (via call or email) will be redirected to the MT One Stop. Parents are encouraged to contact One Stop directly, as outlined above, for PIE requests. In addition to compliance with University policy, the Aerospace Department believes it is essential for each student's professional development that the student learns to work through any issues they encounter within the Department effectively. Our faculty and staff are happy to assist students with any questions and concerns they bring forward.

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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 Determination of Eligibility** (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 essential that all international students diligently work on this multi-step process to prevent delays in training.

    - To submit a Security Training Assessment 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 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 must email a copy of their FAA medical to FlightLab@mtsu.edu. New students who fail to submit their medical with their request or via email by the registration and retention 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 **cannot** 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 to be eligible for a Private Pilot (AERO 2201) lab award[1]. Advanced labs and associated ground courses require specific permission of the department that is only issued after lab awards are announced. Students cannot 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 to register for the subsequent flight lab and co-requisite ground course.

    - Students who 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 when 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 **regular 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 before the start of classes[2]. The payment due date will be listed in the lab award email (typically by 4:30 pm the Friday before classes start). This allows financial aid to be disbursed (typically on the Thursday before classes start). Financial aid should be authorized to be transferred 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 allow financial aid to be transferred for loans in which they selected "refund to parent."

    - Financial aid delays do not negate the attendance policy for the course.
    - If financial aid is delayed due to causes beyond the student's control, students may be given an extension. Delays are rare and require documentation and justification to begin with less than the total amount. A refund delaying funding is not an adequate justification for an extension. For extension information, please review this guide's "Paying for your flight lab" section.

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 or Statement of Benefits are required to verify eligibility. Please reference the VA section of this guide for additional details.

Step 1: Apply for Financial Aid

The student must first submit a Free Application for Federal Student Aid (FAFSA) to receive financial aid for a given academic year. Applications are accepted beginning October 1st of 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 are strongly encouraged to email financial aid questions to MTOneStop@mtsu.edu.

This will result in the quickest response.

Aerospace students or parents are encouraged to email financial aid questions to MTOneStop@mtsu.edu. The call center is very limited in the information they can give out over the phone, typically just basic questions about the financial aid and funding for the flight labs. If you decide to call the MTSU call center (615-898-2111), select Option 2. When the agent answers, inform them you are calling regarding an aerospace student and request to speak with an "Enrollment Coordinator."

Financial aid is only available for coursework required by your Program of Study. Simply taking 12 academic credits may not meet the requirements to be full-time if one or more of these classes are not required for your degree. Students should contact the MT One Stop with any questions regarding their financial aid status. Elective credit beyond degree requirements will not be eligible for aid.

Need-based financial aid is available based on the student's cost of attendance (COA). Tuition, fees, books, and food are all included in these costs. Flight fees are additional costs that can also be included in the cost of attendance (COA). To include flight fees requires notification of the student's intent to take a flight lab in a given semester. This is done through the Flight Lab Request form. By indicating that the student intends to take a specific course in a given semester (and that financial aid will be needed on that flight lab request), the financial aid office will increase the student's cost of attendance (COA) so that the student is eligible for additional financial aid. This increased cost of attendance is done even though the student is not registered for the lab and without the charges on the student's bill. Funds will not be disbursed to the student unless the student is registered for the lab when financial aid is disbursed for the semester. If the student does not register for the lab, they must work with One Stop to ensure their COA is reduced and the reduced loan amount is disbursed.

Students should apply for loans, etc., as soon as possible.
Do not wait until you are awarded a lab to apply for financial aid.

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.

Federal Direct Loans are provided to students without a cosigner. To receive a Federal Direct Loan, the student must be enrolled at least ½ time (six credits or more). Additional loans include parent loans and alternative education loans, which need a co-signer. There are various lenders for these types of loans, and information may be obtained through the MT OneStop in the Student Services and Admissions Center.

Apply for student loans, either individual or co-signed, as far in advance as possible.

All approved student loans will initially be disbursed to the student's general fund. Any money used for flight labs (including AERO 3240/Pro IV and AERO 4250/Pro V) must be transferred to the student's "flight account" at the student's request. This process is authorized through the **Authorization to Transfer** form. Students are strongly encouraged to allow the transfer of funds. Any co-signed loan will need the approval of the parent or co-signer to transfer into the flight account. Please contact the Business Office for the appropriate form.

Approved loans will be disbursed to the flight account upon the student and co-signer's approval. This usually occurs on the Thursday before the start of the semester. Extensions will not be granted if a refund is issued.

No action is required from the student to create a flight account. Flight accounts are created for new students when they submit their first lab request. If funds are sent before the flight account's creation, the business office will have the department create an account for the student without any action needed from the student.

Please apply for your loan(s) as early as possible. If students wait until the last minute to apply for loans, they will be with hundreds of other applicants, and the process will be slowed drastically. This means that the student will most likely not receive funds before the start of classes. If funds are not in the flight lab account by the deadline before the first day of classes (usually the Friday before classes start), the student will be dropped from the flight lab unless an extension has been received before the funding deadline.

SUMMER LAB STUDENTS: Students may apply for parental or private alternative education loans to cover summer coursework. Federal Direct Loans may be available to students for summer semester courses/labs if the student has loan eligibility left. For example, if a student only took out $1000 during the year of their $5500 annual limit, they could have $4500 left for summer loans if they take at least six eligible hours. A student moving from sophomore to junior level after spring may also open up an additional $1,000 in Federal Direct Loans.

Students should check with MT One Stop to determine available financial aid.

Unused Title IV (Federal) Financial Aid

Federal law requires that unused Title IV (federal) financial aid be returned to the student by the end of the semester (at the latest). As a result, students who do not finish their flight lab by the last day of the semester will receive a refund for any unused federal financial aid. Students are encouraged to immediately return these funds to their flight account to continue training. A flight hold will be placed on any account when a mandatory refund is issued until the lab is again fully funded; you will be required to deposit the entire refund amount in your FSP account.

Step 2: Apply for TSA Determination of Eligibility (International Students Only)

TO PARTICIPATE IN FLIGHT TRAINING, NON-U.S. CITIZENS (CANDIDATES) MUST UNDERGO A SECURITY THREAT ASSESSMENT (STA) AND RECEIVE DETERMINATION OF ELIGIBILITY. If you are not a U.S. citizen, receiving eligibility from the Transportation Security Administration (TSA) can take up to 30 days from when the TSA receives your fingerprints. It is recommended that students apply for a Security Threat Assessment (STA) at least six weeks before the start of the requested lab semester. Candidates must complete all steps outlined in the Candidate Guide on the FTSP's website: https://fts.tsa.dhs.gov.

Effective July 30, 2024, the process moves from an event-based to a time-based STA. Any non-U.S. citizens with Final Approval before this date must complete their training within 365 days of the Final Approval date.

In most cases, when TSA completes the STA, you are issued a Determination of Eligibility for up to five (5) years.

The FTSP Process for Applying for a Security Threat Assessment (STA):

- Open an account on the FTSP portal, complete the online application, and upload all specified document images.
- Pay the fee for the TSA to conduct your STA.
- Follow emailed instructions to obtain and submit fingerprints through a TSA-accepted collector.
- Track the status of your STA application. Continue to monitor your email, as the TSA will only communicate with you through email.
- Choose a flight training provider when you receive an email giving you a Determination of Eligibility.
- Keep your FTSP account information current. TSA conducts continuous vetting of persons who receive a Determination of Eligibility. If information becomes outdated or qualifying documents expire, your Determination of Eligibility could be suspended or canceled.

How to Select a Provider:

- When you receive a Determination of Eligibility, log into your FSTP portal account.
- Select "Middle Tennessee State University" as your flight training provider to manage your flight training event(s). This is the only way you can initiate flight training.

Non-U.S. citizens who have not received their Determination for Eligibility by seven days before the first day of class cannot retain their lab for the semester. Non-U.S. citizens are encouraged to contact **FlightLab@mtsu.edu** by each semester's flight lab application deadline to ensure proper approvals are received. [3]

[3] Passport and TSA approval expiration dates must remain valid throughout the entirety of the flight lab.

Step 3: Submit your Flight Lab Request Form

Students must submit a flight lab request form for each semester they wish to take (register for) a flight lab. Only the final submission for a given semester will be considered. Please follow the form's directions carefully. Files must be submitted in the proper format (JPG or PDF only) to ensure they can be opened. Students are strongly encouraged to save a copy of their form for future reference.

Forms can be found online at: http://www.mtsu.edu/aerospace/

The flight lab request form includes a financial aid section to notify financial aid of your expected need. A separate form will allow the business office to move financial aid directly into your flight account. This process is authorized through the **Authorization to Transfer**. Students without financial aid need to be denoted on their flight lab request form, or those who do not grant permission for aid to be transferred may not be eligible for an extension should a funding delay occur.

Step 4: Obtain an FAA Medical

FAA medicals are performed at one of three levels of rigor – referred to as "classes." A 1st class medical is the most rigorous. Airline pilots are required to maintain a 1st class medical. A 2nd class medical is required for commercial operations. A 3rd class medical allows for personal use.

Students at MTSU must initially have an FAA medical issued as either a 1st or 2nd class medical certificate. Medicals issued as 3rd class are not acceptable. The certificate itself may be only valid for exercising lower privileges. For example, a medical issued as 1st class that is now only valid for 3rd class privileges because it is more than 12 months old would not need to be renewed. In these cases, a new medical is not required even though the student could not use it for operations requiring a 1st class medical. Our concern is that the student can pass at least a 2nd class medical exam and not that the student maintains a 2nd class for the entire time they are in flight training at MTSU. Medicals are usually valid for 60 months if under 40 years old.

Students are encouraged to complete the physical well before the start of the semester to identify and resolve any issues. Extensive documentation may be required depending on the medical history. **Concerns may take months to resolve.**

FAA medicals are performed by designated medical examiners called Aviation Medical Examiners (AMEs). An AME can perform FAA medicals at the health center on campus. To locate an AME in your area before arrival on campus, please use: https://www.faa.gov/pilots/amelocator/.

The medical exam has two parts. The first part is an online pre-exam questionnaire. This questionnaire can be found at https://medxpress.faa.gov/. The second step is the actual physical with your AME.

New students should upload their medical with their lab request. If the medical is not included with the request, new students must email a copy of their FAA medical to **FlightLab@mtsu.edu.** New students who fail to submit their medical with their request or via email by the deadline listed in the award email will lose their lab. Medicals will not be accepted after the deadline.

Medical Disability Benefits

Many SSA and VA disabilities do not prevent a pilot from flying but may require an evaluation as ordered by the FAA. If a disability determination letter is obtained for a diagnosis that is NOT a specifically disqualifying medication condition, then typically, there will not be an issue with the FAA on review. The FAA requires your Aviation Medical Examiner to review disability determination paperwork and report percentage disability, diagnosis, and relevant medication information.

If a pilot does not disclose their disability determination during the medical, the FAA and marks no on question 18y as to medical disability benefits, the FAA can easily become aware of this during agency review. If a discrepancy is found, the application is flagged, and the applicant is asked to provide information as to why a discrepancy exists, in addition to the disability being addressed as to flight safety. The FAA states that failure to act according to guidelines and/or to disclose all reasonably known information may result in termination of licensure and legal enforcement action.

Step 5: Register for all other classes

Students should register for the upcoming semester during the standard registration window. Students cannot 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 to be eligible for a Private Pilot (AERO 2201) lab award. Advanced labs and associated ground courses require specific permission of the department that is only issued after lab awards are announced. Students cannot register for these flight labs or ground courses until flight labs are awarded.

Pro IV and Pro V

AERO 3240 and AERO 4250, commonly referred to as Pro IV and Pro V, require permission of the department, but do not require a flight lab request form. Students are added to the wait list for these courses by emailing **FlightLab@mtsu.edu** with their m-number and CRN. Registration permits are issued once the student supplies the correct information and meets the requirements for the course. If the student subsequently drops a requirement, they will be required to drop any co-requisite.

AERO 3240 (Pro IV) is not automatically awarded with AERO 3261 (multi-engine) as it is not a required co-requisite of AERO 3261. AERO 3261 is, however, a pre-requisite or co-requisite of AERO 3240. Students are not eligible for AERO 3240 unless they have taken or are registered for AERO 3261.

Both Pro IV and Pro V have course fees associated with them. Like other labs, these fees must be paid to the flight lab account before the start of the semester. If a student is not taking another flight lab in the same semester but needs financial aid for Pro IV or Pro V, the student will need to submit a flight lab request form without a primary lab listed. If requesting another lab for the same semester, students should indicate their intentions to take these courses on their lab request form only if financial aid is needed. Please see page 12 for more details on transferring funding to these courses.

Step 6: Complete any Prerequisite Certificate/Rating

Students must complete any prerequisite certificate/rating to register for the subsequent flight lab and co-requisite ground course.

Students who 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.

Step 7: Receive Flight Lab Award and Register for the Flight Lab Course & Co-requisite Ground

Process for Determining Lab Awards

The department's goal is to accommodate every student who wishes to enroll in a flight lab each semester. Instructional staff and aircraft capacity may limit the number of lab awards available. To accommodate as many qualified students as possible, all students in flight labs for the semester must be ready to begin training on the first day of class.

Students not completing each of the steps listed in this guide will be removed from their flight lab so that an eligible student on the wait list can utilize that lab space instead.

Detailed Lab Award Process for Spring Semesters

1. Student load capacity is determined for each flight lab course. Constraints such as flight instructor qualifications to teach in a course, the requested student load of each instructor, and the need to balance 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. The following factors determine eligibility:

- Students must submit a complete and accurate flight lab request by the deadline (incomplete and late lab requests may be considered once all other requests are awarded)
- Students must have an established collegiate GPA and complete at least 12 hours of collegiate academic credits post-high school graduation.
    - An established GPA is required to be eligible for a flight lab. Summer and fall flight labs are awarded before grades for the previous semester are issued. This prevents using this coursework to establish a GPA for the subsequent semester.
- Students requesting AERO 2201 must be registered for, or have taken, AERO 2230 to be eligible for AERO 2201

3. Eligible students are ranked, per lab course, by cumulative GPA. Transfer students may use their GPA from their previous institution for eligibility purposes during their first semester at MTSU only. New transfer students with college credit outside of MTSU may submit an **unofficial** copy of their college transcript, denoting cumulative GPA, to be considered for a flight lab. We do not need an official transcript - a screenshot is sufficient. A student may upload the transcript with their flight lab request form or email a copy to FlightLab@mtsu.edu.

4. Flight labs are awarded to the eligible students with the highest-ranked GPA first. Eligible students with less competitive GPAs may be placed on a waitlist if there are not enough lab slots available. If all eligible students have received labs and additional awards remain, additional labs may be awarded to students with late, inaccurate, or incomplete lab requests.

5. One week after grades for the fall semester are posted, notification emails will be sent to all students who applied for a lab. The e-mail will indicate the student either 1) Has been awarded a lab, 2) Is on a wait list for the lab they requested, or 3) Is ineligible for the lab they requested for the upcoming semester. If additional lab slots become available, the first student on the wait list will be awarded the lab via email. **It is vitally essential that lab award and waitlist e-mails are read in their entirety. They will include important information and lab deadlines.**

6. Students awarded labs must register for their flight lab and associated ground course by the registration deadline in the award email (approximately one week before classes). To register, students must receive a registration permit from the flight school. The registration permits were issued if the student met all requirements when the lab was awarded. These students should be able to register immediately.

If the student cannot register, a registration permit will be issued only when all requirements are met. Registration permits are issued during regular business hours. The student must resolve any issues and receive a registration permit in time to register by the deadline (see retention requirements below). Failing to obtain a registration permit by the close of business before the registration deadline will result in the loss of the lab unless the applicable prior/prerequisite certificate/rating is completed after the close of business and before the registration deadline. Students completing their certificate/rating over the weekend of the deadline will receive a 24-hour extension to register. No extensions will be given for failing to submit required documents before the close of business or the registration deadline.

All retention requirements must be met by the registration deadline (approximately one week before class)

7. Retention requirements for every student will be reviewed immediately after the registration deadline. Students who do not meet retention requirements by the registration deadline will be moved to the bottom of the wait list once requirements are met.
Retention requirements include:

- All awarded students must be registered for their lab and any associated ground course
- All check rides must be complete for any preceding lab
  - Email a copy of your temporary certificate to **FlightLab@mtsu.edu** to ensure timely documentation, if applicable
  - If the check ride is not complete at this point, the student will lose their flight lab for the next semester
- New students must have submitted their medical certificate with their lab request or emailed a copy to **FlightLab@mtsu.edu,** if applicable
- VA students must have submitted their COE or Statement of Benefits and have initiated reimbursement for prior lab, if applicable
- Non-US citizens must have TSA "Determination of Eligibility"

8. If additional lab slots become available after the registration deadline, students from the waitlist who meet all retention requirements may be considered. To be eligible, all outstanding requirements and documentation must be submitted to FlightLab@mtsu.edu prior to the retention deadline. These students will have 24 hours to register.

Students who meet eligibility requirements and remain on the waitlist at the start of the semester are encouraged to attend one of the meetings with the Chief Instructor to avoid receiving absences should a lab be awarded during the first week of the semester.

It is important for students to monitor email diligently.
If the student does not register during the 24-hour timeframe,
the next eligible student on the wait list will be contacted and the prior student will be moved to the bottom of the list.

Fall and Summer Semesters

The lab award process for the fall and summer semesters is the same as the spring, except all awards are tentative. Due to the short period between the end of one semester and the start of the next semester (usually one week), the lab awards are provisional, and conditional award emails are sent out before grades are posted. Once grades are posted, these tentative awards are contingent on the student's competitive GPA. If the student's GPA drops relative to other students during the semester, they might not remain competitive with other applicants and, therefore, lose their lab slot.

Wait List

The waitlist for each course is determined by GPA within each of the following categories:

1. Eligible students not awarded a lab
2. Students who submitted a late or incomplete lab request
3. Students not registered by the registration deadline

Waitlist students may not be awarded a lab until after the "one week before the semester deadline" to allow incomplete students to complete their prerequisite lab course. If additional lab slots become available after this deadline, students from the waitlist who meet all retention requirements may be considered. To be eligible, all outstanding requirements and documentation must be submitted to FlightLab@mtsu.edu prior to the retention deadline. If a lab is awarded after the "one week before the semester deadline," these students must register within 24 hours of the email notification being sent and fund their lab by the regular funding deadline.

Full-semester labs include AERO 2201 (Private), AERO 3203 (Instrument), AERO 3204 (Commercial), and AERO 4201 (CFI). No additional labs for these courses will be awarded after the first week of classes. Students on the waitlist for one of these labs after the first week of classes must apply for the lab in a future semester.

Students on the wait list for AERO 3261 (Multi-engine), AERO 3202 (Cross-country 25 Hour), AERO 3205 (Tailwheel), AERO 3212 (Cross-country 50 Hour), AERO 4202 (CFII), or AERO 4203 (MEI) may receive a lab award after the first week of the semester. These labs have fewer flight time requirements, which allows them to be completed in less time than the full-semester labs.

Late Additions (After the Funding Deadline)

Limited flight lab spots may become available after the funding deadline.

To be eligible for a full-semester flight lab after the funding deadline (i.e., during the first week of classes), students must be able to register and fund their lab immediately.

- If a student listed that they would need financial aid, the department will contact the Financial Aid office before awarding the lab to confirm that aid is available. Students cannot apply for financial aid after the lab is awarded.
- If a student is paying solely out-of-pocket, the department will require that funds be deposited before issuing the applicable permits to register.

If a student is 100% VA or SACM funded, the department will issue a registration permit without requiring additional funding. VA students who are less than 100% eligible will need to fund their portion of the expected costs to receive a permit to register. Students using GI Bill® should consult with the Daniels Center (MTSU's Veteran Center) to ensure that any lab started after the first day of classes will be certified properly.

Late additions will receive absences if they do not attend the Semester Launch with the Chief Instructor

Students awarded one of the following labs after the start of the semester may need to complete an add form to register. This form will be sent along with instructions via email. Courses eligible for addition after the first week of the semester include AERO 3261 (Multi-engine), AERO 3202 (Cross-country 25 Hour), AERO 3205 (Tailwheel), AERO 4202 (CFII), and AERO 4203 (MEI). Only these courses are eligible for awards after the first week of classes.

Students using GI Bill® are strongly discouraged from registering for flight labs after the first week of classes. Certifications after the first week must be prorated, which means the VA will only pay a portion of the tuition and fees and the student will be required to pay the balance. GI Bill® students MUST consult with the Daniels Center (MTSU's veteran center) before registering late for one of these labs to ensure proper certification. Ultimately, the VA will determine the benefits paid; any unpaid amount will remain the student's responsibility.

Graduating students should not rely on a late addition short course to meet graduation requirements. When you plan to graduate during the given semester, you should be registered for all remaining

classes before the start of the term. Pending graduation status is not factored into the lab award process. If you cannot register for a flight lab before the start of your final semester, you should contact your academic advisor immediately to determine your alternatives.

Registration

Students must register for their flight labs and associated ground courses in Pipeline once their lab is awarded and all prerequisites are met. University requirements for registration and drop requirements can be found in the University's Registration Guide: https://www.mtsu.edu/registration/registration-guide.php

You will not be able to register for this lab in Pipeline until you meet all requirements for the lab course. If you receive a "Permission of Department" error, action is required on your part:

- If you are a new student, email a copy of your medical to **FlightLab@mtsu.edu**.
- If you have recently completed your previous/prerequisite certificate/rating, email a copy of your temporary to **FlightLab@mtsu.edu**.
- If you are an international student, you must have received a "Determination of Eligibility" from the Flight Training Security Program (FTSP) to obtain a permit to register for the Private, Instrument, or Multi-engine lab.
- If you are a VA-funded student, email a copy of your Certificate of Eligibility (COE) or Statement of Benefits to **FlightLab@mtsu.edu**.
- If you are a returning VA-funded student and have not initiated a reimbursement for a prior lab (including paying your out-of-pocket expenses), initiate reimbursement for your prior lab as outlined in the VA-funded student section of this guide and pay your out-of-pocket costs to remove any holds that may be in place.

If you cannot register, you need to resolve all issues and then email **FlightLab@mtsu.edu** to have a registration permit issued (if not part of the resolution). Permits to register are only awarded during regular business hours. If the registration deadline is the same weekend your check ride is completed, you will be given 24 hours to register for their lab beginning on the next business day.

Registration must be completed by the deadline (approximately one week before classes), or it will be assumed that you are no longer interested in taking the lab. As such, your lab will be rescinded, and the lab slot will be awarded to another student on the waitlist, if applicable.

If your lab is rescinded or you are required to drop (i.e., lack of medical), you must log in to Pipeline and drop the applicable course(s). Failure to drop promptly may reduce the amount of tuition refunded. See the University's registration guide for more information on registration and drop deadlines.

Step 8: Fund Flight Account

Flight lab charges will not show in Pipeline. Students must fund their flight lab account in addition to the tuition and fees charges shown in Pipeline. No action is required from the student to create a flight account. Flight accounts are created for any new student when flight labs are awarded. The department will send a link to your flight training account if you are awarded a flight lab. You must use this link when creating your account.

Most flight accounts are funded through financial aid. Financial aid should be authorized to be transferred to prevent losing a lab due to the delay a refund will cause. Students authorize the transfer through the **Authorization to Transfer** form. Parents must submit a specialized form to allow financial aid to be transferred for loans in which they selected "refund to parent." Students may also fund their lab via credit card using the link below to our online portal. Links for Authorization to Transfer forms can be found here.

The Business Office accepts cash, personal checks, money orders, cashier's checks, Visa, MasterCard, Discover, and American Express (debit and credit) at the cashier windows in the Student Services and Admissions Center (SSAC) on the 2nd floor. Payments by check, money order, or cashier's check can be sent by mail, should be payable to MTSU, and include the student's M# and "flight account." If this information cannot be included with the check (i.e., 529 plan), the student should email bursarmt@mtsu.edu to let them know that a check is being sent and is for a flight lab. Contact the Bursar's Office (bursarmt@mtsu.edu) for questions regarding payment methods.

Flight accounts must be fully funded by the funding deadline before the first day of class. Several webpages 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/index.php

- For a list of flight labs and fees, please click here.
- To deposit directly to your flight lab account (Flight Schedule Pro), click here.
- To check your flight account balance, click here:

To log into your Flight Schedule Pro account for the first time, you will need to use the link provided to you by the department. You cannot create an account associated with MTSU directly from the website. You should receive an invitation link from FSP the week before the semester begins. Please email **flightlab@mtsu.edu** *if you were awarded a lab and have not received a link.*

For accurate billing purposes, please do not edit the *First/Last Name* or *External ID* fields on your Flight Schedule Pro account.

Flight accounts must be fully funded by the funding deadline before classes start. The payment due date will be listed in the lab award email (typically by 4:30 pm the Friday before classes start). This allows financial aid to be disbursed (typically on the Thursday before classes start). Financial aid should be authorized to be transferred to prevent losing a lab due to the delay a refund will cause. Students authorize the transfer through the **Authorization to Transfer** form. Parents must submit a specialized form (available at the business office) to allow financial aid to be transferred for loans in which they selected "refund to parent."

Flight account deposit requirements do NOT apply to 100% eligible VA students. Current COEs or Statement of Benefits are required to verify eligibility and should be emailed to FlightLab@mtsu.edu in any semester a flight lab is requested. Please reference the VA section of this guide for additional details.

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 total amount. Delays are rare and require documentation and justification to start with less than the total amount. A refund delaying funding is not an adequate justification for an extension.

Financial aid delays do not negate the attendance policy for the course.

If a delay in financial aid occurs that is out of the student's control, students may be authorized to begin training with less than the total amount. To receive an extension, the student must submit evidence of the pending payment from the lending institution (including the amount and disbursement date) and justification for the delay to FlightLab@mtsu.edu by the funding deadline before classes start and receive an email authorization. Only if an extension is granted may the student be allowed to remain enrolled in the lab without being fully funded. These students must have a minimum of $500 in their flight account by the first day of class, without exception, to cover initial charges. Students must maintain a positive balance until the lab is fully funded. The total amount must be deposited by the end of the first week of the lab. If the student does not have the total amount by the end of the first week of the lab, the student will lose their lab slot.

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 course on pages 34-35. Each student must 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 materials are available through the MTSU bookstore and online retailers. These materials are separate from the flight lab fees and may not be purchased through the student's flight account.

In addition, students will pay $600-$1,400 for examiner fees for each FAA check ride and $175 per attempt for each required FAA written test. MTSU does not set these fees. These fees are for independent examiners and are not payable through the student's flight account. Examiner fees 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.

Flight Lab Costs

While curriculum hours are established as indicated below, a student's training completion is based on 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 minimum standards for each FAA check ride. Since our primary concern at MTSU is to train with safety in mind, we train each student to meet these standards, which may take more than the required flight hours.

To maintain consistent progress, one of the requirements for students to be admitted to and remain in each flight lab course is to keep enough money in their flight account to finish the lab and obtain the rating for which that flight lab prepares them. Since student progress may take longer than the absolute minimum requirements, students may need to deposit more money in their flight account than the minimum requirement to maintain their flight lab status. Students are required to maintain a positive balance with a minimum of $500 to be dispatched at all times. If a student falls short of the amount necessary to complete the lab, a flight hold will be issued until the balance exceeds the minimum requirement.

The minimum amounts that must be deposited into a student's flight account for each flight lab are outlined below. The flat-fee courses are charged directly to the student's tuition bill and, in most cases, do not require any action to be deposited into the student's flight account. All other courses must be funded through a financial aid transfer authorization to the business office or through payment made through the online portal.

2024-2025 Flight Fees – Effective 1/21/2025

DEGREE REQUIRED		ELECTIVES (May meet degree requirements)	
AERO 2201 – "Private"	$19,992.50	AERO 3202 – "Cross-Country" 25 hour	$ 8,160.00
AERO 3203 – "Instrument"	$18,274.00	AERO 3205 – "Tailwheel"	$ 2,202.50
AERO 3204 – "Commercial"	$23,165.00	AERO 3212 – "Cross-Country" 50 hour	$15,670.00
AERO 3240 – "Pro IV"	$ 500.00	AERO 4201 – "CFI"	$ 8,167.50
AERO 3261 – "Multiengine"	$ 6,765.00	AERO 4202 – "CFII"	$ 3,795.00
AERO 4250 – "Pro V"	$ 2,225.00	AERO 4203 – "MEI"	$ 7,590.00

Please refer to pages 27-29 of this guide for more specific lab cost breakdown information.

MTSU will use the above costs to determine the financial aid amounts for flight lab courses.

While most students will be able to complete a listed course with the required amount listed, completion depends on each student's individual progression. Since student progress may take longer than the absolute minimum requirements, students may need to deposit more money in their flight account than the minimum requirement to maintain their flight lab status. Any excess 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.

2024-2025 Detailed Flight Lab Costs

Prices are based on the flight and ground hours listed in each flight course's FAA-approved Training Course Outline (TCO). 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 meet the standards 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 that needs to be in the student's flight account before the start of training and should be referenced if requesting financial aid.

Note: The required hours of flight and ground instruction for each flight course, along with the course cost based on those hours, are indicated below. Based on historical data, some students require more than the required hours of training to be proficient and able to pass their FAA check ride for a particular course. Students must deposit the minimum amount indicated on the last (italicized) line of each certificate cost summary into their flight account before beginning training for that course. These rates are effective 8/26/2024.

PLEASE BE AWARE: Prices are subject to change due to various factors, including fluctuating fuel costs. Prices do not include costs for the FAA check ride examiner, flight fees, or extra required materials (headset, charts, etc.). These costs are paid directly to individuals or companies independent of MTSU.

2024-2025 Required Flight Lab Fees (Required for all Pro-Pilot Students)

Professional Pilot Flight Lab I (AERO 2201) - Private Pilot - Part 141

Dual Instruction (Aircraft)	46.0 hours	x	$280.00	=	$12,880.00
Dual Instruction (ATD)	2.0 hours	x	$130.00	=	$ 260.00
Solo	7.5 hours	x	$215.00	=	$ 1,612.50
Ground Instruction	48.5 hours	x	$ 65.00	=	$ 3,152.50
Fuel Charge	53.5 hours	x	$ 10.00	=	$ 535.00
			Syllabus Total:	=	$18,440.00
** Amount required in flight account:*					***($19,992.50)***

Professional Pilot Flight Lab II (AERO 3203) - Instrument Pilot - Part 141

Dual Instruction (Aircraft)	44.1 hours	x	$280.00	=	$12,348.00
Dual Instruction (ATD)	6.5 hours	x	$130.00	=	$ 845.00
Ground Instruction	47.5 hours	x	$ 65.00	=	$ 3,087.50
Fuel Charge	44.1 hours	x	$ 10.00	=	$ 441.00
			Syllabus Total:	=	$16,721.50
** Amount required in flight account:*					***($18,274.00)***

Professional Pilot Flight Lab III (AERO 3204) - Commercial Pilot - Part 141

Dual Instruction (Aircraft, DA40)	53.0 hours	x	$280.00	=	$ 14,840.00
Dual Instruction (ATD)	2.5 hours	x	$130.00	=	$ 325.00
Solo (DA40)	12.0 hours	x	$215.00	=	$ 2,580.00
Ground Instruction	49.5 hours	x	$ 65.00	=	$ 3,217.50
Fuel Charge	65.0 hours	x	$ 10.00	=	$ 650.00
			Syllabus Total:	=	$ 21,612.50
** Amount required in flight account:*					***($23,165.00)***

Professional Pilot IV (AERO 3240) - Part 61

Dual Instruction (CRJ Simulator)	5.0 hours	x	$200.00	= $1,00.00 (2 students)
			Syllabus Total: =	$500.00 per student
** Amount required in flight account:*				***($500.00)***

Professional Pilot Flight Lab IV (AERO 3261) - Multi-Engine - Part 61

Dual Instruction (Aircraft, PA44)	12.0 hours	x	$355.00	=	$4,260.00
Dual Instruction (ATD)	2.0 hours	x	$140.00	=	$ 280.00
Ground Instruction	15.0 hours	x	$ 75.00	=	$1,125.00
Fuel Charge	12.0 hours	x	$ 20.00	=	$ 240.00
			Syllabus Total:	=	$5,885.00
** Amount required in flight account:*					***($6,765.00)***

Professional Pilot V (AERO 4250) Part 61

Dual Instruction (CRJ Simulator)	20.0 hours	x	$200.00	= $4,000.00 (2 students)
Ground Instruction	6.0 hours	x	$ 75.00	= $ 450.00 (2 students)
			Syllabus Total:	= $ 2,225.00 per student

** Amount required in flight account:* ***($2,225.00)***

2024-2025 Flight Experience Fees (Not required for Pro-Pilot Students)

Aerospace Maintenance Shop Practices (AERO 1380) - Part 61 – Flat Fee

Ground Session (1.5 hours)	=	$97.50
Flight Session (1.5 hours)	=	$420.00
Syllabus Total:	=	$517.50

** Flat fee charged with tuition that is automatically transferred to flight account:* ***($517.50)***

Instrument Flight Fundamentals for Non-Pilots (AERO 3510) - Part 61 – Flat Fee

Ground Session (1.5 hours)	=	$97.50
Flight Session (2.0 hours)	=	$560.00
Syllabus Total:	=	$657.50

** Flat fee charged with tuition that is automatically transferred to flight account:* ***($657.50)***

Aircraft Performance (AERO 4440) (Technology Students Only) - Part 61 – Flat Fee

Ground Session (1.5 hours)	=	$97.50
Flight Session (1.5 hours)	=	$420.00
Syllabus Total:	=	$517.50

** Flat fee charged with tuition that is automatically transferred to flight account:* ***($517.50)***

2024-2025 Elective Flight Lab Fees

Cross-Country Flight Lab – 25 Hour (AERO 3202) - Part 61

Dual Instruction (Aircraft, DA-40)	25.0 hours	x	$280.00	=	$ 7,000.00
Ground Instruction	14.0 hours	x	$ 65.00	=	$ 910.00
Fuel Charge	25.0 hours	x	$ 10.00	=	$ 250.00
			Syllabus Total:	=	$ 8,160.00
** Amount required in flight account:*					***($ 8,160.00)***

Conventional Landing Gear Airplane Laboratory (AERO 3205) - Part 61

Dual Instruction (Aircraft, PA18)	8.5 hours	x	$205.00	=	$1,742.50
Ground Instruction	5.0 hours	x	$ 75.00	=	$ 375.00
Fuel Charge	8.5 hours	x	$ 10.00	=	$ 85.00
			Syllabus Total:	=	$2,202.50
** Amount required in flight account:*					***($2,202.50)***

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

Dual Instruction (Aircraft, PA18)	10.0 hours	x	$205.00	=	$2,050.00
Ground Instruction	10.0 hours	x	$ 75.00	=	$ 750.00
Fuel Charge	10.0 hours	x	$ 10.00	=	$ 100.00
			Syllabus Total:	=	$2,900.00
** Amount required in flight account:*					***($2,900.00)***

Cross-Country Flight Lab – 50 Hour (AERO 3212) - Part 61

Dual Instruction (Aircraft, DA-40)	50.0 hours	x	$280.00	=	$14,000.00
Ground Instruction	18.0 hours	x	$ 65.00	=	$ 1,170.00
Fuel Charge	50.0 hours	x	$ 10.00	=	$ 500.00
			Syllabus Total:	=	$15,670.00
** Amount required in flight account:*					***($ 15,670.00)***

Flight Instructor – Airplane Lab (AERO 4201) – CFI (ASE) - Part 141

Dual Instruction (Aircraft, DA20)	1.5 hours	x	$200.00	=	$ 300.00
(Aircraft, DA40)	15.0 hours	x	$280.00	=	$4,200.00
Ground Instruction (One on One)					
	19.0 hours	x	$ 65.00	=	$1,235.00
Ground Instruction (lessons 5-10, Group Ground)					
	22.0 hours	x	$ 32.50	=	$ 715.00
Fuel Charge	16.5 hours	x	$ 10.00	=	$ 165.00
			Syllabus Total:	=	$6,615.00
** Amount required in flight account:*					***($8,167.50)***

Flight Instructor - Instrument Lab (AERO 4202) – CFI (IA) - Part 61

Dual Instruction (Aircraft, DA40)	6.0 hours	x	$280.00	=	$1,680.00
Dual Instruction (ATD)	4.5 hours	x	$130.00	=	$ 585.00

Ground Instruction	12.0 hours	x	$ 65.00	=	$ 780.00
Fuel Charge	6.0 hours	x	$ 10.00	=	$ 60.00
			Syllabus Total:	=	$3,105.00
** Amount required in flight account:*					***($3,795.00)***

Flight Instructor - Multi-Engine (AERO 4203) – CFI (AME) - Part 61

Dual Instruction (Aircraft, PA44)	5.0 hours	x	$355.00	=	$1,775.00
Dual Instruction (ATD)	2.0 hours	x	$140.00	=	$ 280.00
Ground Instruction	11.0 hours	x	$ 75.00	=	$ 825.00
PIC Build Time (Aircraft, PA44)	10.0 hours	x	$355.00	=	$3,550.00
Fuel Charge	15.0 hours	x	$ 20.00	=	$ 300.00
			Syllabus Total:	=	$6,730.00
** Amount required in flight account:*					***($7,590.00)***

VA-Funded Students

If you are using **Chapter 1606** benefits and are not entitled to have any portion of your flight fees paid by the VA, you are not considered a VA-funded student by the flight school.

If you are using the **Post-9/11 GI Bill® (Chapter 31 or 33)** to pay for your flight training expenses, you will need to submit a copy of your Certificate of Eligibility (COE) issued by the Department of Veterans Affairs (VA) or Statement of Benefits, to FlightLab@mtsu.edu by the registration deadline before the first day of classes to waive non-VA student prepayment requirements. COEs and Statement of Benefits may be obtained online or through the VA office and should be emailed to FlightLab@mtsu.edu when requesting a flight lab. Veterans with 100% eligibility are not required to make a funding payment until the flight lab is complete unless all benefits are used. Veterans eligible for partial funding must pay their percentage of the lab fee before the start of the semester.

The COE or Statement of Benefits confirms that the student is eligible for VA benefits, thus waiving the prepayment requirement for non-VA students as outlined above. Until documentation of benefits is received, the student will be classified as a non-VA student. **Failure to provide this information by the start of the semester may result in the loss of lab due to lack of funding unless full payment is made before the payment deadline, as expected from a non-VA student.**

The VA will only pay for required hours as outlined in each syllabus. While the **VA will not pay** for additional hours above the required lessons listed in the syllabus, optional lessons in a syllabus, review flights after the end-of-course, and elective courses not required by a degree, some benefits may cover publication and checkride fees. The student will be responsible for paying out-of-pocket for any hours obtained that exceed those in the syllabus or are not reimbursed. 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 most VA funds do not cover, including:

- Required flight lab materials: (please reference lists provided on pages 38-39.)
- FAA required written tests (approximately $175 for each attempt, paid to the testing center).
- FAA required practical test examiner fee: ($600 - $1,400, 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 the type of aircraft required and how much flight time is required to complete the check ride).

VA students must plan to pay the above-listed costs out-of-pocket. Students can request reimbursement for certification expenses directly from the VA using the form VA-22-0803. This will use additional benefits.

If the veteran exhausts the maximum amount the VA will reimburse for a given course, the veteran must pay in advance for any additional training needed to complete the course. To be dispatched, the veteran will need at least $500 in his account for that flight. For example, if the student is in a lab with $14,500 in maximum expected VA reimbursements, the veteran will not be allowed to be dispatched when the balance due exceeds $14,000. Anything over $14,000 must be paid before additional lessons/grounds/flights can be completed.

Notice to Students using GI Bill® Benefits:
Important information regarding Housing Allowance Rates

Please be aware that the Monthly Housing Allowance (MHA) is calculated daily based on each day's enrollment. Once a class is completed, it stops contributingto your course load and, consequently, your MHA. This is particularly important for flight students taking flight labs or accelerated classes.

- At the end of the semester, the Daniels Center will let the VA know the actual dates for your flight lab. If you complete your **flight lab** on any date other than the last day of the semester, know the flight lab will stop contributing to your course load and your MHA could be reduced. Because the Daniels Center does not know when you complete the lab until the end of the semester, they do not update the VA until that time. Consequently, the VA collects this money after the fact. **How to avoid a VA Debt: TAKE 12 HOURS OF CLASSES THAT GO THE FULL TERM.**
- Similarly, if you are in an accelerated class (one that is in the A1 or A2 semester), understand when that class is not in session, that class is not contributing to the course load/MHA. Since the Daniels Center knows ahead of time when A1/A2 are scheduled, this does not result in a debt, but rather, MHA is adjusted to the reduced/increased level during the semester**. How to avoid MHA being reduced during the semester: TAKE 12 HOURS OF CLASSES THAT GO THE FULL TERM OR TAKE A COMPATIBLE NUMBER OF HOURS IN THE OPPOSITE ACCELERATED TERM** (the latter will still result in an MHA reduction for the time in between the end of the A1 and the start of the A2 term).

BE AWARE: the minimum number of hours you need to take to receive even a prorated **MHA is 7-credit hours** (for undergraduates). If your course load is less than that, you are not entitled to any MHA.

- **Modality**: Please keep in mind, to ensure full MHA, you must be at full-time status the entire semester and **one ofyour classes must be residential** (on campus). If your only on-campus class ends early (ex., a flight lab or an accelerated class), your on-campus status ends when that class ends.

VA Reimbursements
VA students must request reimbursement from the VA for a completed course to be eligible for a subsequent lab. The veteran is responsible for working with their instructor before the end-of-course to reconcile their account or at the end of the course if no end-of-course is expected. The instructor should review the Reservations Report for the student within FSP and verify that all transactions are billed, all training is logged, and no mismatches exist.

Once the check ride is complete (or the course is complete if not completing a check ride), the veteran is responsible for initiating the reimbursement by sending an email notification that they are a veteran, that their check ride is complete, and that their FSP reconciliation is complete to FlightLab@mtsu.edu.

Once the review is complete, the veteran and their instructor will be notified that the report is ready to be signed. The cost report must be reviewed and signed within 14 days of being notified it is ready. If it is not signed within that time, we will assume you agree to the charges as stated, and we will submit your document to the business office for processing. Once signed, a copy of the final cost report will be sent to campus for processing. The veteran will also have the final cost report for their records and the expected amount due. This will allow them to promptly pay any charges the VA is unlikely to reimburse. Remember that the VA may pay less than the cost report shows for various reasons. Ultimately, the VA will determine the benefits paid; any unpaid amount will remain the veteran's responsibility.

Students not requesting reimbursement will not be issued a registration permit for their next lab until the reimbursement is initiated. The student must initiate VA reimbursement within two weeks of the checkride or lab completion. After this deadline, if it is not undertaken by the student and acknowledged by signature, we will assume the student agrees to the charges as stated, and the cost report will be submitted to the Business Office for processing. At this point, no changes can be made except due to university error.

Out-of-pocket expenses may be owed at this time, and a hold may be placed on the veteran’s account until these out-of-pocket funds are paid. Failure to register by the registration deadline will result in the loss of the lab. This is consistent with the hold policy for non-VA students.

SACM Reimbursement Request Process

SACM students requesting reimbursement letters for check rides and practical test fees from the Saudi Arabian Cultural Mission (SACM) may send an email requesting a reimbursement letter to Cindy Habara, the Director of International Student and Scholar Services. She can be reached at Cindy.Habara@mtsu.edu.

The email must include:

- a copy of each receipt associated with the written, examiner, and/or practical test fees
- a copy of the temporary certificate.

The student will be notified via email when the letter is ready after all necessary documents have been received and verified. Please allow 5-7 business days for this process.

Step 9: Documentation

On the first day of class, 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). Failure to bring original documents will result in absences.

Required Flight Lab Materials

All Students:

- ❑ $50 Flight School Publication Fee ***(Flight Account will be invoiced for this charge)***
- ❑ Current FAR/AIM
- ❑ Current Chart Supplement (Southeast required, others as appropriate)
- ❑ MTSU Safety Practices & Procedures (ForeFlight and Flight Schedule Pro)
- ❑ Logbook
- ❑ Headset
- ❑ Kneeboard
- ❑ View-Limiting Device
- ❑ E6-B Flight Computer

Private Students:

- ❑ Airman Certification Standards – Private (available at faa.gov)
- ❑ Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- ❑ VFR Plotter
- ❑ MTSU DA40 Standardization Manual
- ❑ Private Pilot Certification Course, ASEL Training Course Outline (ForeFlight and Flight Schedule Pro)

Instrument Students:

- ❑ Airman Certification Standards – Instrument (available at faa.gov)
- ❑ Current IFR Enroute Low Altitude Charts (L-15/16, L-25/26, L-17/18 required, others as appropriate)
- ❑ Current Terminal Procedures (Approach Plates) (SE-1 TN & KY required, others as appropriate)
- ❑ IFR Plotter
- ❑ MTSU DA40 Standardization Manual
- ❑ Instrument Rating Course, Airplane Training Course Outline (ForeFlight and Flight Schedule Pro)

Commercial Students:

- ❑ Airman Certification Standards – Commercial (available at faa.gov)
- ❑ Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- ❑ Current IFR Enroute Low Altitude Charts (L-15/16, L-25/26, L-17/18 required, others as appropriate)
- ❑ Current Terminal Procedures (Approach Plates) (SE-1 TN & KY required, others as appropriate)
- ❑ VFR & IFR Plotter
- ❑ MTSU DA40 Standardization Manual
- ❑ Commercial Pilot Certification Course, ASEL Training Course Outline (ForeFlight and Flight Schedule Pro)

Multi-Engine Students:

- ❑ Airman Certification Standards – Commercial (available at faa.gov)
- ❑ Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- ❑ Current IFR Enroute Low Altitude Charts (L-15/16, L-25/26, L-17/18 required, others as appropriate)
- ❑ Current Terminal Procedures (Approach Plates) (SE-1 TN & KY required, others as appropriate)
- ❑ MTSU Piper Seminole Standardization Manual
- ❑ Commercial Multi-Engine Certification Course Syllabus (ForeFlight and Flight Schedule Pro)

CFI Students:

- Practical Test Standards – Flight Instructor (available at faa.gov)
- Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- MTSU DA40 Standardization Manual
- Flight Instructor Certification Course, ASE Training Course Outline (ForeFlight and Flight Schedule Pro

CFII Students:

- Practical Test Standards – Flight Instructor Instrument (available at faa.gov)
- CFII Syllabus (ForeFlight and Flight Schedule Pro)
- MTSU DA40 Standardization Manual
- Flight Instructor Instrument Course Syllabus (ForeFlight and Flight Schedule Pro)

MEI Students:

- Practical Test Standards – Flight Instructor (available at faa.gov)
- Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- MTSU Piper Seminole Standardization Manual
- Multi-Engine Flight Instructor Certification Course Syllabus (ForeFlight and Flight Schedule Pro

Cross-Country Students:

- Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- Current IFR Enroute Low Altitude Charts (L-15/16, L-25/26, L-17/18 required, others as appropriate)
- Current Terminal Procedures (Approach Plates) (SE-1 TN & KY required, others as appropriate)
- MTSU DA40 Standardization Manual
- Cross-Country Course Syllabus (ForeFlight and Flight Schedule Pro)

Tailwheel Students:

- Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- Tailwheel Course Syllabus (ForeFlight and Flight Schedule Pro)

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Websites

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

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

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

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

Flight Scheduling / Flight Account https://app.flightschedulepro.com/Account/Login/123057

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

Registration (Pipeline) https://pipeline.mtsu.edu/

Registration Guide https://www.mtsu.edu/registration/registration-guide.php

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

TSA (International Students) https://fts.tsa.dhs.gov

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