ADDITIONAL INFORMATION

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

Revised: November 2017
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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:

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Location</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Dr. Wendy Beckman</td>
<td>Room S211, Business &amp; Aerospace Building (BAS)</td>
<td>(615) 494-8755</td>
<td><a href="mailto:Wendy.Beckman@mtsu.edu">Wendy.Beckman@mtsu.edu</a></td>
</tr>
<tr>
<td>Flight Operations Program Manager</td>
<td>Nicholas Lenczycki</td>
<td>Flight Education Center, KMBT Airport</td>
<td>(615) 217-6314</td>
<td><a href="mailto:Nicholas.Lenczycki@mtsu.edu">Nicholas.Lenczycki@mtsu.edu</a></td>
</tr>
<tr>
<td>Chief Instructor</td>
<td>Paul Mosey</td>
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<td>(615) 890-5755</td>
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</tr>
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<td>Assistant Chief Instructor</td>
<td>Matthew Torres</td>
<td>Flight Education Center, KMBT Airport</td>
<td>(615) 890-5755</td>
<td><a href="mailto:Matthew.Torres@mtsu.edu">Matthew.Torres@mtsu.edu</a></td>
</tr>
<tr>
<td>Advisor</td>
<td>Amanda Custers</td>
<td>Room 120, Davis Science Building</td>
<td>(615) 898-2277</td>
<td><a href="mailto:Amanda.Custers@mtsu.edu">Amanda.Custers@mtsu.edu</a></td>
</tr>
</tbody>
</table>

The **Chief Instructor** is responsible for overseeing your progress and working with your flight instructor to ensure that you are making satisfactory 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 experience 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 ....................................................................................................... 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

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Requirements to Begin Flight Training

Students **CANNOT BEGIN** flight training until all of the following requirements are met:

**PRIOR TO THE START OF THE SEMESTER:**

1. **Apply for financial aid** –
   b. [http://www.mtsu.edu/tuition/flight-lab.php](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](http://www.flightschoolcandidates.gov)

3. **Submit your Flight Lab Request Form** – Students must request a flight lab for each semester. Forms can be at [http://www.mtsu.edu/aerospace/](http://www.mtsu.edu/aerospace/)

4. **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](https://medxpress.faa.gov)
   b. Schedule exam with Aviation Medical Examiner (AME)
      i. AMEs can be found at: [https://www.faa.gov/pilots/amelocator/](https://www.faa.gov/pilots/amelocator/)

5. **Register for Classes** – Students will need to register for their academic classes and all co-requisite courses via RaiderNet. Students will not be able to register for flight labs until they have satisfied all prerequisites and registered for all co-requisites.

6. **Accept Flight Lab** – Students must complete all prerequisites and accept their flight lab via email at least one week prior to the start of the semester.

7. **Register for the Flight Lab Course** – Students should register for the academic course through RaiderNet as soon as their permit is issued. Permits to register for flight labs are issued by the flight school once all requirements are met.

8. **Submit Cost of Attendance Form** – If students are eligible for federal financial aid, additional need-based funding may be made available by submitting the cost of attendance form through RaiderNet - [http://www.mtsu.edu/financial-aid/forms.php](http://www.mtsu.edu/financial-aid/forms.php)

**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** - Students are required to have a **minimum of $500** in their flight account to cover initial instruction costs **by the first day of lab**. The student must have the full amount of the enrolled flight lab estimate deposited in his/her flight account **by the end of the first week of lab**.

**NOTES:**

1. 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. The ONLY exception will be if the student submits evidence of pending payment from the financial aid office or a lending institution, to the Chief Flight Instructor, by the end of the first week.

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

3. **It is advisable to apply for all student financial aid to be utilized for flight lab costs as far in advance of the semester as possible.**

4. **If the above requirements are not met, the student will not retain their flight lab course for the semester.**

5. For students enrolling in initial flight training (AERO 2201), the application for a student pilot certificate will occur at the first meeting with their flight instructor; the student pilot certificate must be received from the FAA prior to solo flight.

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

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 can be included in the cost of attendance.

Students must submit a cost of attendance form (http://www.mtsu.edu/financial-aid/forms.php) to the Financial Aid Office in order 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. 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. In order 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 Financial Aid Office in the Student Services and Admissions Center, Room 210 (615-898-2111).

**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 (898-2761).

**Note: any co-signed loans will need the approval of the parent or co-signer in order 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 in order 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 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 FAA testing center).
- FAA required practical test examiner fee: ($400 - $800, depending on which test, paid directly to a 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.
FLIGHT LAB COSTS

While curriculum hours are established as indicated below, a student’s training completion is based upon the individual student’s progress. Everyone’s comprehension level is different and some students learn quickly, while others take more time to understand the material. This is especially true in the challenging field of aviation. The Federal Aviation Administration (FAA) has set standards of proficiency for the different flight certificates that MTSU offers in order to gain eligibility to take 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.

In order 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 in order to maintain their flight lab status. Since students are required to maintain a positive balance at all times, if a student falls short of the amount necessary to complete the lab, they 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 as follows:

AERO 2201 – Private: $13,200.00
AERO 3203 – Instrument: $11,300.00
AERO 3204 – Commercial: $15,850.00
AERO 3261 – Multiengine: $4,500.00
AERO 4201 – CFI: $4,500.00
AERO 4202 – CFII: $2,100.00
AERO 4203 – MEI: $5,400.00
AERO 3202 – Cross Country: $11,000.00

Please refer to pages 11-13 of this packet for more specific lab cost breakdown information.

The above numbers are what the MTSU Financial Aid Office will use to determine financial aid amounts for flight lab courses. Students using VA benefits for flight training costs do not have to make this deposit, but are only eligible for VA payment of the required hours indicated for each course on pages 11-13. 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 a number of 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 14-15. 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 constraints do exist. In order 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 the first page of this information packet will be removed from their flight lab so any eligible students on a waiting list are 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 particular 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 and typed flight lab request form by the published deadline (note: un-typed, 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 meets the pre-requisite and co-requisite requirements of the flight course they are requesting
     - AERO 2201 – pre or co req AERO 2230
     - AERO 3203 – pre or co req AERO 3210, pre req AERO 2201
     - 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 – pre or co req AERO 4210, pre req AERO 3204
     - AERO 4202 – pre req AERO 4201, pre req AERO 3210
     - AERO 4203 – pre req AERO 4202, pre req AERO 3215

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. If necessary, students who are qualified but have less competitive GPA’s will be placed on a waiting list if there are not enough lab slots initially available. In this case, students are ranked on the waiting list based on their GPA.
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 next steps, especially for lab awardees.

6. One week prior to start of the semester, retention requirements for each flight lab recipient are reviewed.
   
   Retention requirements include:
   
   - Check ride complete for preceding lab (if check ride is not complete at this point, the student will lose their flight lab for the next semester).
   - Response from award email received (if student has not responded by the deadline stated in their award letter, they will lose their lab slot).

7. If, based on the retention review described in #6, additional flight lab slots have become available, the next student on the waiting list is notified of this availability. Again, this is determined by a GPA hierarchy. Students on the waiting list have 24 hours to respond to this e-mail, so it is important for such students to monitor e-mail carefully during this time frame. 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 lose their opportunity for a flight lab.

**Fall Semester:**

The process is the same for the fall semester flight labs 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 during the month of July, prior to summer grades posting. This is done to allow students an idea of if they will likely get a lab, in order to plan finances as well as other classes. These tentative awards are dependent on the student’s GPA remaining competitive once summer grades post. If a 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

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, and 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.

FITS Private Pilot (AERO 2201) Part 141

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<th>Description</th>
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<th>Rate</th>
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<tr>
<td>Fuel Charge</td>
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* Amount required in flight account: ($13,200.00)

FITS Instrument Pilot (AERO 3203) Part 141

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<tbody>
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<td>Dual Instruction (ATD)**</td>
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<td>Fuel Charge</td>
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* Amount required in flight account: ($11,300.00)

** Can be completed in the ATD instead of Aircraft

FITS Commercial Pilot (AERO 3204) Part 141

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<tr>
<td>Dual Instruction (Aircraft, DA40)</td>
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<td>(Aircraft, PA28)</td>
<td>17.5</td>
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<td>Solo (DA40)</td>
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* Amount required in flight account: ($15,850.00)
### Professional Pilot IV (AERO 3240) Part 61

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Syllabus Total: $210.00 per student

* Amount required in flight account: ($210.00)

### Multi-Engine (AERO 3261) Part 61

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<td>Ground Instruction</td>
<td>13.5</td>
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<td>Fuel Charge</td>
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Syllabus Total: $4,182.50

* Amount required in flight account: ($4,500.00)

### Professional Pilot V (AERO 4250) Part 61

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<td>Ground Instruction</td>
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Syllabus Total: $2,010.00 per student

* Amount required in flight account: ($2,010.00)
### ELECTIVE FLIGHT LAB FEES

#### Cross Country Lab (AERO 3202) Part 61

<table>
<thead>
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<td>18.5</td>
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<td>$832.5</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>52.0</td>
<td>$10</td>
<td>$520</td>
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Syllabus Total: $10,763.50

* Amount required in flight account: ($11,000.00)

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

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Dual Instruction</td>
<td>8.0</td>
<td>$155</td>
<td>$1,240</td>
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<tr>
<td>Ground Instruction</td>
<td>5.0</td>
<td>$45</td>
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<td>Fuel Charge</td>
<td>8.0</td>
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Syllabus Total: $1,545.00

* Amount required in flight account: ($1,600.00)

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

<table>
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<tbody>
<tr>
<td>Dual Instruction</td>
<td>10.0</td>
<td>$155</td>
<td>$1,550</td>
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<tr>
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<td>Fuel Charge</td>
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Syllabus Total: $2,100.00

* Amount required in flight account: ($2,150.00)

#### Certified Flight Instructor (AERO 4201) Part 61

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Dual Instruction</td>
<td>1.5</td>
<td>$180</td>
<td>$270</td>
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<td>(Aircraft, PA28)</td>
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<tr>
<td>Ground Instruction</td>
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<td>Fuel Charge</td>
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Syllabus Total: $4,155.00

* Amount required in flight account: ($4,500.00)

#### Certified Flight Instructor Instrument (AERO 4202) Part 61

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<tr>
<td>Dual Instruction</td>
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<td>Ground Instruction</td>
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<td>$45</td>
<td>$60</td>
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Syllabus Total: $1,788.00

* Amount required in flight account: ($2,100.00)

#### Certified Flight Instructor Multi Engine (AERO 4203) Part 61

<table>
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<tr>
<th></th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction</td>
<td>5.0</td>
<td>$285</td>
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<tr>
<td>Ground Instruction</td>
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<td>PIC Build Time</td>
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<td>Fuel Charge</td>
<td>15.0</td>
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<td>$300</td>
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Syllabus Total: $5,050.00

* Amount required in flight account: ($5,400.00)
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:
- Practical Test Standards – Instrument (*Instrument Students Only*)
- Practical Test 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:
- PA-28R-201 (Piper Arrow) Information Manual
- MTSU Piper Arrow Checklist & Standardization Manual
- 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
- Practical Test Standards – Commercial (Multiengine Students Only)
- Practical Test Standards – MEI (MEI Students Only)
- Current Sectional Aeronautical Charts, as appropriate
- Current IFR Enroute Low Altitude Charts, as appropriate (Multiengine Students Only)
- Current Terminal Procedures (Approach Plates), as appropriate (Multiengine Students Only)
- VFR & IFR Plotter

I, _________________________, certify that __________________________
(Print Instructor Name & CFI Number) (Print Student Name)
has the appropriate materials, as indicated above, in his/her possession.

________________________ / ______________
(Instructor Signature) (Date)
MTSU Flight School Attendance Policy

*** (SPRING/FALL) ***

This policy applies to all students receiving flight instruction at MTSU

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

Overview
The Aerospace section of the MTSU catalog states that a student must be: “in good standing within the department” and make “consistent and satisfactory progress in flight training.” In order to remain in good standing a student must maintain a 2.50 GPA, have 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 student 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 ___________
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.

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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.

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3) Violating FARs or MTSU safety practices and procedures.

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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/


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/


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

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

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