

**LIBERTY**

UNIVERSITY

SCHOOL *of* AERONAUTICS

*FLIGHT TRAINING AFFILIATE*

**OPERATIONS MANUAL**

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	<b>Flight Training Affiliate</b>	

**Definition of Flight Training Affiliate:**

A Flight Training Affiliate (FTA) is a contracted, FAA Part 141, flight training provider for Liberty University School of Aeronautics (LUSOA).

**FTA Mission:**

To offer FAA Part 141 flight instruction at your local flight school, in conjunction with Liberty University School of Aeronautics Bachelor of Science Online Curriculum.

**Minimum Standards:**

All flight training offered to a Liberty University (LU) student will be completed under FAA Part 141. FTA will operate an FAA Part 141 flight school. FTA training will be in accordance to the FAA Part 141 regulations to include ground and flight instruction by an FAA Certified Flight Instructor. Additionally, all training must take place in an aircraft that meets the qualifications set forth in FAA 14 CFR 141.39.

**Safety Standards:**

LU requires an established Safety program for each FTA. Each FTA must have an established Part 141 Safety Practices and Procedures Manual. All students will receive a copy and adhere to the items within this safety manual.

**Notification:**

If at any point the FTA has any of the below, notification to Liberty University is required immediately. Contact the Executive Director of the Flight Training Affiliate Department. [Refer to Appendix A for contact information]

- Any accident or incident involving an LU student
- Loss of 141 for any or all courses
- Loss of Insurance coverage (Aircraft, General, or Worker’s Compensation)
- If you have a course with a single training aircraft and that aircraft becomes not available for a period longer than two weeks
- Safety concern that results in the grounding of a student

**Contracted Curriculum:**

FTA will conduct, and LU will reimburse FTA for, the following LU curriculum courses:

- Private Pilot Flight I (AVIA220) – 3 Credits
- Private Pilot Flight II (AVIA225) – 3 Credits
- Instrument Flight (AVIA320) – 3 Credits
- Commercial Flight (AVIA325) – 3 Credit
- Commercial Flight (AVIA326) – 3 Credit
- Commercial Flight (AVIA327) – 3 Credit
- Flight Instructor Certification Course (Airplane Single Engine AVIA420) – 3 Credits
- Flight Instructor Instrument Certification Course (Airplane AVIA422) – 1 Credit
- Multi Engine Flight (AVIA440) – 1 Credit
- Flight Instructor Certification Course (Airplane Multi Engine AVIA441) – 1 Credit

FTA understands that each course listed above has a set lab fee. LU will **only** reimburse the FTA up to that maximum amount. ***LU is not responsible for any fees that exceed this maximum amount. LU will provide each FTA with current lab fee amounts.***

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**Course Completion Requirements:**

Below are the course completion requirements per course. Students are expected to meet this requirement in order to pass the class:

- Private Pilot Flight I (AVIA220) – 50% of FTA’s Private Pilot Syllabus
- Private Pilot Flight II (AVIA225) – 141 Graduation Certificate for Private and/or Temporary Certificate
- Instrument Flight (AVIA320) – 141 Graduation Certificate for Instrument Rating and/or Temporary Certificate
- Commercial Flight (AVIA325) – 33% of FTA’s Commercial Pilot Syllabus
- Commercial Flight (AVIA326) – 33% of FTA’s Commercial Pilot Syllabus
- Commercial Flight (AVIA327) – 141 Graduation Certificate for Commercial Pilot Certificate and/or Temporary Certificate
- Flight Instructor Certification Course (Airplane Single Engine AVIA420) – 141 Graduation Certificate for CFI and/or Temporary Certificate
- Flight Instructor Instrument Certification Course (Airplane AVIA422) – 141 Graduation Certificate for CFII and/or Temporary Certificate
- Multi Engine Flight (AVIA440) – 141 Graduation Certificate for Commercial Pilot Certificate with a Multi Engine Rating and/or Temporary Certificate
- Flight Instructor Certification Course (Airplane Multi Engine AVIA441) – 141 Graduation Certificate for MEI and/or Temporary Certificate

**Required Training Course Outlines:**

- Each FTA must meet a minimum standard of holding 141 approvals for all courses (Private through MEI).
- TCOs must be updated (if/as needed) to comply with LU ground training requirement for RATP.
- All TCOs are required to be on file at LU. So, if they are updated the updated copy must be forwarded to AD Compliance. [Refer to pg. 11 for Ongoing Compliance and Appendix A for contact information]

**Student Application Process:**

FTA’s are to forward interested students to [www.liberty.edu/FTA](http://www.liberty.edu/FTA) to apply. Additionally, please forward additional questions pre and post application to the appropriate departments listed.

**Veteran Benefit Questions:**

FTA is to forward all Veteran Benefit questions to Liberty University’s Office of Military Affairs (MAO). Due to the complexity of the program and potential for benefits to change, please forward all student inquiries to this department.

**Military Affairs: 855-355-4947 (Toll Free)  
434-592-5990 (Direct)**

[luomilitary@liberty.edu](mailto:luomilitary@liberty.edu)

<https://www.liberty.edu/online/military-students/>

**Financial Aid Questions:**

FTA is to forward all Financial Aid questions to Liberty University’s Office of Financial Aid (FAO). Due to the complexity of the program and potential for benefits to change, please forward all student inquiries to this department.

**Financial Aid: 888-583-5704 (Toll Free)  
434-582-2270 (Direct)**

**[financialaid@liberty.edu](mailto:financialaid@liberty.edu)**

**<http://www.liberty.edu/financeadmin/financialaid/>**

**Student Accounts: 866-783-0191 (Toll Free)  
434-592-3600 (Direct)**

**[luostudentaccounts@liberty.edu](mailto:luostudentaccounts@liberty.edu)**

**<http://www.liberty.edu/financeadmin/studentaccounts/>**

**Academic Class Selection Questions:**

FTA is to forward all general academic advising questions to Liberty University Online Admission Specialists and Academic Advisors.

**Liberty University Online: 800-424-9595 (Toll Free)  
Online Academic Advising: 855-466-9218**

For specific Aviation related academic advising questions, please forward all student inquiries to the Flight Training Affiliate Department. [Refer to Appendix A for contact information]

**Liberty University Academic Calendar:**

For a complete list of start dates and application deadlines, visit:

**<https://www.liberty.edu/online/academic-calendar/>**

**Commencement:**

FTA students who are graduating are invited and encouraged to participate in commencement at Liberty in Lynchburg, Virginia.

**Begin Training:**


FTA will receive an official “Green Light” email from Liberty University Flight Training Affiliate Department. This “Green Light” email ensures that the student is enrolled in the appropriate flight class and has completed Financial Check In, and therefore has flight funding in their student account. These emails will arrive before the official start date of each sub-term. Prior to receiving this official email, the student is not authorized to begin flight activity. Additionally, any activity prior to the start date of the term will not be reimbursed.

**Scheduling:**

FTA is expected to contact each student listed on the Green Light Letter immediately to begin orientation and scheduling of the first two weeks of activity. If the FTA is unable to reach the student via phone or email, please notify the Flight Training Affiliate Department immediately.

**Ending Training:**

If for any reason a student’s training must be stopped, the FTA will receive a “Red Light” email from the Flight Training Affiliate Department. Reasons include, but are not limited to; the student dropping the class, loss of Veteran’s benefits or eligibility, loss of Title IV funding or eligibility, dismissal from the University. Flight activity dated after the “Red Light” email will not be reimbursed.

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**TSA (Transportation Security Administration):**

Liberty University is **not** responsible for any TSA clearance, gathering of documents or maintaining the required documents for students training at an FTA location. Rather, this responsibility falls with each individual FTA location.

**International Students/Flight Training:**

International students are not permitted to enroll in Liberty University’s FTA program for degree and flight training. However, if a foreign student already holds a commercial pilots license, they may apply to Liberty University as an online only student and complete the program as a degree finish up student. Liberty University is not responsible for any international students within the United States, issuing documents for visas, or allowing international students to flight train at an approved FTA location.

**Student Account:**

FTA is not to charge student in advance or at the time of training activity. FTA will be reimbursed from LU.

**Refund Policy:**

Should a student separate from a course (Drop, Withdrawal, FN, NF, Unofficial Withdrawal, Military Withdrawal, Medical Withdrawal, or Administrative Withdrawal), Liberty University School of Aeronautics will abide by Liberty University’s standard refund policy within the Undergraduate Course Catalog: <http://www.liberty.edu/academics/catalogs/index.cfm?PID=31174>.

The student’s lab account will be reconciled to pay actual expenses to the FTA. The remaining funds will be refunded to the issuing institution in accordance with University policy.

**Official/Unofficial Withdrawal:**

In the event of an official or unofficial withdrawal, The FTA office will issue the FTA a “Red Light” (Cease Activity) letter. The FTA will have 7 days from this letter to forward all outstanding invoices for payment. At the end of the 7 day period, the FTA office will calculate the student’s cost of training given through the date of the withdrawal. The cost of training will be deducted from the student’s lab fee and any remaining funds will be handled in accordance with Liberty’s University’s refund policy. Any overpayment in lab fee funds will be refunded back to Liberty. The refunded lab funds must be received by Liberty prior to the start of the next term, or the Green Light Letter will not be issued.

**Course Beginning and Ending Periods:**

All FTAs must start student training at the predefined beginning of a term. Additionally, all students must complete their training before the end of the term in which they are enrolled. If they will not finish by the end of the term, they must notify their professor at least two weeks prior to the end of the term, and request an incomplete for the course. Please note, incompletes will require certain criteria are met, including:

- All FAA ground training must be completed
- FAA Written Exam Completed and Passed
- Student is within 8 flight lessons of completing the Part 141 course, confirmed with FTA Flight Instructor and Chief Instructor
- Must be making satisfactory academic progress as defined by the University

- Student must submit documentation as to why they feel they need an incomplete to be reviewed by a panel at the University.

Upon approval of the incomplete, the student will be granted 30 additional days to complete the course. If the student does not request an incomplete and does not finish the course, or does not finish within the 30-day incomplete period, a failing grade will be issued.

**Course Sequencing:**

Students will not be permitted to take courses “a-la-carte”. The Bachelor of Science in Aviation must be declared. Each flight course has a standard flow and prerequisite for enrollment. Please contact LU Advising if you have additional questions. [Refer to Appendix A for contact information]

**Flat Rate Invoicing Policy:**

In order to maintain compliance with various government agencies, LUSOA has implemented a “Flat Rate” lab fee for all of their online flight courses. This affects the Bachelor of Science in Aeronautics and the Bachelor of Science in Aviation (DCP name change effective Fall 2017), with flight training that is conducted at an approved FTA.

A “Flat Rate” lab fee is a course fee that is charged to the student during financial check-in. This fee will be distributed to the FTA over the course of the semester. Liberty will no longer reimburse a student’s flight training invoices on a weekly basis.

Each week on Monday, the FTA will forward all student invoices for the previously week (Monday-Sunday). The FTA will receive a lab fee disbursement payment following the initial receipt of the student’s invoice(s). The payment is a set fee, and will not match the student’s weekly activity total.

The following table outlines the expected payments from the University for student enrolled in the respective AVIA flight courses. Each week the FTA will forward all student invoices for the previous week (Monday – Sunday) to the FTA office.

<b>Flight Course</b>	<b>Lab Fee Amount</b>	<b>16 Week Term</b>	<b>8 Week Term</b>
	Lab Fee Includes: at least the required minimum flight training (within the FTA’s least expensive training device), ground, SIM, and pre/post elements within the FTAs approved training course outline. This does not guarantee a rating. If a student required additional training for noted deficiencies, or if the student elects to not train within the least expensive training device, this could result in an additional cost to the student.	The majority of the lab fee will be sent to the FTA with receipt of the first invoices. The final \$500 payment will be sent to the FTA following receipt of the student’s graduation certificate or FAA temporary certificate.	The majority of the lab fee will be sent to the FTA with receipt of the first invoices. The final \$500 payment will be sent to the FTA following receipt of the student’s graduation certificate or FAA temporary certificate.
<b>AVIA220</b> (Private Pilot I)	\$9,000.00	Initial Payment: \$8,500.00 Final Payment: \$500.00	Initial Payment: \$8,500.00 Final Payment: \$500.00
<b>AVIA225</b> (Private Pilot II)	\$5,000.00	Initial Payment: \$4,500.00 Final Payment: \$500.00	Initial Payment: \$4,500.00 Final Payment: \$500.00
<b>AVIA320</b> (Instrument Flight)	\$12,000.00	Initial Payment: \$11,500.00 Final Payment: \$500.00	Initial Payment: \$11,500.00 Final Payment: \$500.00
<b>AVIA325</b> (Commercial Flight I)	\$9,000.00	Initial Payment: \$8,500.00 Final Payment: \$500.00	Initial Payment: \$8,500.00 Final Payment: \$500.00
<b>AVIA326</b> (Commercial Flight II)	\$9,000.00	Initial Payment: \$8,500.00 Final Payment: \$500.00	Initial Payment: \$8,500.00 Final Payment: \$500.00

<b>AVIA327</b> (Commercial Flight III)	\$9,000.00	Initial Payment: \$8,500.00 Final Payment: \$500.00	Initial Payment: \$8,500.00 Final Payment: \$500.00
<b>AVIA440</b> (Multi Engine Flight)	\$8,500.00	Initial Payment: \$8,000.00 Final Payment: \$500.00	Initial Payment: \$8,000.00 Final Payment: \$500.00
<b>AVIA420</b> (Flight Instructor Single Engine)	\$12,000.00	Initial Payment: \$11,500.00 Final Payment: \$500.00	Initial Payment: \$11,500.00 Final Payment: \$500.00
<b>AVIA422</b> (Flight Instructor Instrument)	\$7,000.00	Initial Payment: \$6,500.00 Final Payment: \$500.00	Initial Payment: \$6,500.00 Final Payment: \$500.00
<b>AVIA441</b> (Flight Instructor Multi)	\$10,000.00	Initial Payment: \$9,500.00 Final Payment: \$500.00	Initial Payment: \$9,500.00 Final Payment: \$500.00

**Notification:**

The FTA will receive a “Green Light Letter” that will list the students that are enrolled for a term/semester and are approved to begin their training. This letter will indicate: the student’s name and contact information (i.e.: phone and email), LU ID number, course in which they are enrolled, corresponding start date of the class (first day that any charges may begin), and the flight lab fee that has been awarded to the student. Green Light Letters are issued the week prior to the start of the term.

**Payment Outline and Required Items:**

The FTA will receive a lab fee disbursement payment following the initial receipt of the student’s corresponding invoice(s). The disbursement will not directly match the invoice, rather the invoices are to provide proof of activity for the week. The lab fee each term will be divided into 2 total payments. The first payment will be paid out with Week 1 proof of activity.

Once a student completes a flight training course and Liberty has received all of the required documents (enrollment certificate, graduation certificate, complete training summary, and all receipts), the final payment will be dispersed.

**The receipts must contain the following information:**

- Date, Student Name & LU ID Number
- Approved Name of Current Flight Course (AVIA225, AVIA320, etc.)
- Lesson Number
- Aircraft Make, Model and Tail Number
- Aircraft, Simulator & Instructor Rate
- Total Dual, Solo, Pre/Post, Ground hours
- Written Exam Fee\* (*if applicable*)
- Total Billed to Student’s Account
- Student and Instructor signature

**Items Approved for Payment:**

Each FTA must forward invoices to the FTA office weekly, to ensure compliance within program and Veterans Administration (VA) regulations.

- Ground Instruction (Included Pre/Post Flight Briefing)
- Simulator Instruction
- Flight Instruction
- Aircraft Rental
  - *As prescribed by the course syllabus, as referenced on the WEAMS form and not exceeding the 180 HP limitation (unless required by course syllabus).*
  - *Please note the WEAMS form does not automatically update. Any changes in Aircraft or pricing must be sent to your Education Liaison Representative (ELR) for an updated form. Please send the updated form immediately to the affiliate office.*
- Written Exam, *if administered by the FTA's in house testing center*

**Rejected Invoices:**

If a weekly invoice is submitted to the FTA office that has items omitted that are required (i.e.: Student Name, LU ID, Course, Signatures, etc.), or if there is something that was included on the invoice that is not an approved item, these invoices will be rejected and returned to the school immediately with a detailed explanation. Receipts are needed for all charges (from part 141 enrollment certificate to graduation certificate). Receipts may be requested for any student paid expenses.

**Updated VA WEAMS Form:**

It is important that each FTA location keep their VA WEAMS approval form up to date with all of their courses, rates and aircraft. A weekly invoice may be rejected if the hourly rate invoiced exceeds the approved amount listed on your VA WEAMS form.

**Additional Training Needed:**

If a student is in need of additional training, beyond what is covered within this lab fee for the course in which they are enrolled, this may result in an additional cost that will be the student's responsibility to pay the FTA directly. This also may happen if a student chooses to conduct training in a more expensive training aircraft.

**Definition of Course:**

The following licenses are to be considered one course with regards to the student lab fee:

- **Private Pilot License (Consisting of AVIA220, AVIA225)**
- **Commercial Pilot License (Consisting of AVIA325, AVIA326, AVIA327)**

The lab fees for the above will be viewed as one lab fee for the license and will be fluid from the enrollment in the Part 141 course to graduation.

**Access to Lab Fee Funds:**

Students must be enrolled in a flight course to access their lab fee funds. Should a student not complete the course within the defined term or incomplete period, they must re-enroll in the course the next term to continue flight. The lab fee will be waived for the repeated course.



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**Important: All outstanding invoices must be submitted to FTA office no later than 2 weeks after the last day of the term during which the activity took place. All invoices are kept on file for audit purposes. Any charges exceeding the course lab fee will be the student’s responsibility to pay the FTA directly.**

**Additional Funding:**

If a military (Active Duty or Veteran) student’s training cost is expected to exceed the predefined annual limits, they may apply for Title IV funding and loans. These loans are able to be used in conjunction with VA benefits. Please contact the Financial Aid Department for more information.

Students are encouraged to complete their FAFSA application (<https://fafsa.ed.gov/>) prior to the start of the term to allow ample time to receive additional funds.

**Responsibility for Flight Training Fees:**

Each LU student is financially responsible for the cost of their own flight training and purchase of materials. If for any reason the student goes over the set limit for each course, they will be responsible for the additional costs incurred. Additionally, the student is responsible for any rejected invoice items.

If the Veterans Administration office should change the benefit status of a VA funded student, that student will be responsible for any fees not covered. Liberty University will communicate any known changes to FTA immediately.

**Refund/Cancellation/Withdrawal:**

**Official/Unofficial Withdraw Definition:**

An Official Withdraw is one that is processed through your academic advisor.

An Unofficial Withdraw is one that is assessed due to inactivity (One example of this would be an FN grade for 21 days of inactivity in a course).

**Flat Rate Lab Fee and Course Completion:**

The flat rate lab fee may result in the student completing a flight course in less cost than the flat rate amount. If this happens, the remaining amount will be forwarded to the FTA location as revenue.

Liberty University will have no oversight on how this revenue will be used, however, any additional amount is not to be refunded to the student by the FTA.

*In the event of an official or unofficial withdrawal:*

**Tuition** – Liberty University will follow the university published refund policy (This is outlined below)

**Flight Fees** – Liberty University will pay the FTA for actual flight training expenses incurred up to the point of the students withdraw. These will be calculated from the weekly invoices

***All flat rate flight lab fees will be refunded in accordance with the university published refund policy.***

- In the event that the student has accrued more flight training charges at the FTA at the time of withdrawal than the withdrawal percentage will cover, Liberty University will pay the FTA for any remainder that is not covered.

- In the event that the student has accrued less flight training charges at the FTA at the time of the withdrawal than the withdrawal percentage, Liberty University will pay the FTA the actual charges incurred and retain any difference.

*In the event of an approved military withdrawal:*

**Tuition** – 100% of tuition will be credited to the student

**Flight Fees** – Liberty University ensures that no financial or academic harm comes to the student. Therefore, unused flight fees may be returned to the Department of Veteran Affairs or Department of Defense as requested. The FTA will be reimbursed for rates approved by their SAA for flight training given up to the date of withdrawal.

**Transfers:**

No mid-semester transfers are permitted.

Transfer requests outside of semesters are evaluated case by case. Students transferring FTAs are advised that at least 50% of the minimum hours for the approved Part 141 course must be completed with the school at which they receive their course graduation certificate. Depending on where a student is within their training at the time of transfer, this may result in an additional cost to the student.

**Student teach-out agreement:**

In the event that Liberty University wishes to no longer continue to partner or operate within a said state, the following Teach-Out method will be followed.

- No new students will be enrolled to train at said FTA location.
- The FTA will be notified of the decision for no new enrollment.
- Liberty University and the FTA agree to continue to teach all active students at said location until degree graduation.

In the event that the LUSOA FTA location wishes to terminate the affiliation with Liberty University, the following Teach-Out method will be followed.

- No new students will be enrolled to train at said FTA location.
- Liberty University and the FTA agree to continue to teach all active students at said FTA location until degree graduation.
- LUSOA may seek to partner with another FTA location within the area.

In the event of an immediate closure of an LUSOA FTA location, the following Teach-Out method will be followed.

- No new students will be enrolled to train at said FTA location.
- Liberty University will assist the student in transferring to another FTA location to finish their flight training.
- LUSOA may seek to partner with another FTA location within the area.

<b>Withdrawal Refund/Credit Schedule (Eight, Fifteen, Sixteen, and Seventeen Week Classes): Tuition &amp; Flight Lab Fees</b>	
Any student classified as a Liberty University Online student who academically withdraws from the University or from an individual class will receive a refund of tuition as follows:	
<b>Eight-Week Courses</b>	
<ol style="list-style-type: none"> <li>1. 100% tuition will be credited if the student withdraws within the first week of the course, but before submission of the first assignment (first assignment includes the Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.</li> <li>2. 75% tuition will be credited if the student withdraws after submitting their first assignment and through the close of the second week of courses.</li> <li>3. 50% tuition will be credited if the student withdraws after the second week of courses, but before the close of the fourth week of courses.</li> <li>4. 25% tuition will be credited if the student withdraws after the fourth week of courses, but before the close of the sixth week of courses.</li> <li>5. No tuition will be credited after the sixth week of courses.</li> </ol>	
<b>Fifteen-Week and Sixteen-Week Courses</b>	<b>Seventeen Week Courses</b>
<ol style="list-style-type: none"> <li>1. 100% tuition will be credited if the student withdraws within the first week of course, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.</li> <li>2. 75% tuition will be credited if the student withdraws after submitting the first assignment and through the close of the fourth week of courses.</li> <li>3. 50% tuition will be credited if the student withdraws after the fourth week of courses, but before the close of the eighth week of courses.</li> <li>4. 25% tuition will be credited if the student withdraws after the eighth week of courses, but before the close of the twelfth week of courses.</li> <li>5. No tuition will be credited after the twelfth week of courses.</li> </ol>	<ol style="list-style-type: none"> <li>1. 100% tuition will be credited if the student withdraws within the first week of the course, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.</li> <li>2. 75% tuition will be credited if the student withdraws after submitting the first assignment and through the close of the fifth week of courses.</li> <li>3. 50% tuition will be credited if the student withdraws after the fifth week of courses, but before the close of the ninth week of courses.</li> <li>4. 25% tuition will be credited if the student withdraws after the ninth week of courses, but before the close of the thirteenth week of courses.</li> <li>5. No tuition will be credited after the thirteenth week of courses.</li> </ol>

**Ongoing Compliance:**

Each FTA will have ongoing compliance checks. These will include, but are not limited to: Onsite inspections, students and instructor records checks, review of submitted invoices, FAA FSDO review, FTA insurance company review, and student pass/fail ratings.

**To maintain compliance, the following are required to be current, and on file at all times:**

- Current Insurance Documents (general, aircraft and worker's compensation).
- Air Agency Certificates and FAA List of Approved Courses.
- 141 TCO's (FAA Stamped Copy) for all courses PVT-MEI is required.
- 85/15 figures, if VA approved (141 only).
- WEAMS 22-1998 Forms, if VA approved.
- Student 141 Enrollment and Graduation Certificates.
- Training Summaries for all students, submitted midway through each semester and at the end of every semester.

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**Non-Compliance may result in the following:**

If the above documentation has not been received within the first 3 weeks of any semester, payment will be held until all documents are received. Lapses in insurance coverage will result in the red light of all students until renewed COI is received. Continued non-compliance may result in termination of the affiliate agreement.

*Please notify the FTA Office immediately of any changes in certifications, insurance, etc.*

**Open Forum For Students:**

Students are encouraged to bring any concerns or comments to the Chief Instructor at FTA. If there are any irresolvable differences between the student and instructor, the Chief Instructor will assign a new instructor for the LU student.

**Confidentiality:**

FTA understands that each student is a student of a Liberty University. Liberty University and FTA must follow FERPA (Family Educational Rights and Privacy Act) guidelines.

**Student Progress:**

Liberty University School of Aeronautics' FTA department will review each student's training record on an ongoing basis. Each FTA is required to report any delays or abnormalities in a student's training to the Flight Training Affiliate Department as soon as possible. These may include student relocation, military deployment, student sickness or any prolonged absence.

FTA Students are responsible for completing the flight training course that they have enrolled in before the end of the assigned term (16 weeks or 8 weeks). **Students must complete at least one training activity every two weeks. However, to complete the course in the allotted time, students should have 2 flight activities each week for 16-week courses, and 4 times each week for 8-week courses. The FTA is encouraged to schedule students in advance for these activities.**

Each FTA location has policies for no-shows and cancellations without prior notice. It is the student's responsibility to review and understand these policies. If a fine is assessed by the FTA to a student, **Liberty flight funds, including those paid by the VA, cannot be used to pay for these fines.**

If the FTA student is unable to maintain satisfactory performance through their training, defined by the grading process, the FTA will notify the FTA office. An academic review of the student may take place, which can result in suspension or termination from the program.

**FTA Progress:**

FTA Department will monitor unsatisfactory performance and share those reports with the FTA's. (Failures and Incompletes). The results from these reports may restrict the number of students that are permitted in a specific course, A and or D term or the entire FTA (until enrollment lowers).

**Marketing:**

The FTA is authorized to market themselves as a Flight Training Affiliate of Liberty University's School of Aeronautics. Any correspondence must use only the authorized logo provided by the Flight Training Affiliate Department.

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**Marketing Approval:**

FTA must gain approval for all marketing prior to printing or release. This includes but is not limited to: Radio, TV, Print, Business Cards, Signs, Website, and Social Media. Please submit items for approval to the Executive Director of the Flight Training Affiliate Department. [Refer to Appendix A for contact information]

You will be notified by email that your marketing has been approved, or of changes needed. If changes are needed, you are required to make the appropriate changes and resubmit for final approval.

**Open House / Trade Shows:**

Liberty University will support each FTA to the best of our ability. Please notify the Executive Director of the Flight Training Affiliate Department in advance of any Open House or Trade Show you are planning. If our schedule permits, we will plan on attending for support.

**Marketing Flyers:**

Liberty University will provide FTA with the most up to date marketing material from the School of Aeronautics.

**Social Media:**

Please friend and share information on the Liberty University School of Aeronautics Social Media Sites:

<https://www.facebook.com/LibertyUAeronautics>

<http://www.youtube.com/user/libertyuniversity>

<https://twitter.com/LibertyU>

<http://instagram.com/libertyuniversity>

<http://www.pinterest.com/liberty1971/>

**APPENDIX A – CONTACT INFORMATION**

**General Questions**

**Administrative Assistant**

434-582-7728

Fax: 434-582-3898

Email: [flightaffiliate@liberty.edu](mailto:flightaffiliate@liberty.edu)

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**Enrollment and Academic Class Selection Questions:**

All General Academic Advising questions are to be directed to Liberty University Online Admission Specialists and Academic Advisors.

**Liberty University Online: 800-424-9595 (Toll Free)**

**Online Academic Advising: 855-466-9218 (Toll Free)**

***For specific Aviation related Academic Advising questions, please submit inquiries to the Flight Training Affiliate Office.***

**Veteran Benefit Questions:**

All Veteran Benefit questions are to be directed to Liberty University's Office of Military Affairs. Due to the complexity of the program and potential for benefits to change, please forward all inquiries to this department.

**Military Affairs: 855-355-4947 (Toll Free)**

**434-592-5990 (Direct)**

**[luomilitary@liberty.edu](mailto:luomilitary@liberty.edu)**

**<https://www.liberty.edu/online/military-students/>**

**Department of Veterans Affairs  
888-442-4551 (Toll Free)**

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>

**Financial Aid Questions:**

All Financial Aid questions are to be directed to Liberty University's Office of Financial Aid.

**Financial Aid: 888-583-5704 (Toll Free)  
434-582-2270 (Direct)**

[financialaid@liberty.edu](mailto:financialaid@liberty.edu)  
<http://www.liberty.edu/financeadmin/financialaid/>

**Student Accounts:**

All questions about the students Liberty account are to be directed to Liberty University's Office of Student Accounts.

**866-783-0191 (Toll Free)  
434-592-3600 (Direct)**

[luostudentaccounts@liberty.edu](mailto:luostudentaccounts@liberty.edu)  
<http://www.liberty.edu/financeadmin/studentaccounts/>

**Campus Pastoral Services:**

Campus Pastors are available to all Liberty University online students for prayer, encouragement, life skills training, mentoring and discipleship. Pastors are also available to advise students and staff seeking a church in their area.

**434-592-5411 (Direct)**

[campuspastors@liberty.edu](mailto:campuspastors@liberty.edu)  
<http://www.liberty.edu/spirituallife/campuspastoroffice/>

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	<b>Flight Training Affiliate</b>	

**Statement of Receipt and Compliance:**

With my signature below, I affirm that I have received, read and will comply with the Liberty University School of Aeronautics Flight Training Affiliate Operations Manual. Any future dated operations manual revision, will supersede this manual dated: September 26, 2017.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Flight School Name: \_\_\_\_\_

*(This signature page will be keep on file within the FTA office – Compliance Files)*