

LIBERTY
UNIVERSITY
SCHOOL *of* AERONAUTICS
FLIGHT TRAINING AFFILIATES

STUDENT HANDBOOK



www.Liberty.edu/FTA

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B.S. in Aeronautics: Flight Training Affiliate Program		Date: 09/12/17

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.

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 student will be completed under FAA Part 141. FTA will operate as a 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 have a copy made available to them, and adhere to the items within this safety manual.

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 Lynchburg, Virginia. Details for commencement can be found on the registrar’s page at

www.liberty.edu/academics/registrars and then clicking the commencement link.

Contracted Curriculum: (All Training Must Be Completed Part 141)

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 Credits
- Commercial Flight (AVIA326) – 3 Credits
- Commercial Flight (AVIA327) – 3 Credits
- Flight Instructor Certification Course (Airplane Single Engine AVIA420) – 3 Credits
- Flight Instructor Instrument Certification Course (Airplane AVIA422) – 1 Credits
- Multi Engine Flight (AVIA440) – 1 Credit*
- Flight Instructor Certification Course (Airplane Multi Engine AVIA441) – 1 Credit*

**Please note that not all Flight Training Affiliates currently have a Multi-Engine plane available for upper level classes. Contact your FTA to ask about this before signing up for classes needing a multi-engine. If the school does not have one, please contact the FTA office for different options available.*

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

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contact LU Advising if you have additional questions. [Refer to Appendix A for contact information]

Flight Course Lab Fees:

The student should understand that each course listed above has a set lab fee:

<p>PRIVATE FLIGHT I (AVIA220): \$9,000 Lab Fee PRIVATE FLIGHT II (AVIA225): \$7,000 Lab Fee <i>*Lab fee includes Dual Instruction, Solo Instruction, Simulator Instruction, Ground Instruction and Pre/Post Flight Instruction as outlined in the FAA approved Training course outline.</i></p>
<p>INSTRUMENT FLIGHT (AVIA320): \$12,000 Lab Fee <i>*Lab fee includes Dual Instruction, Solo Instruction, Simulator Instruction, Ground Instruction and Pre/Post Flight Instruction as outlined in the FAA approved Training course outline.</i></p>
<p>COMMERCIAL FLIGHT I (AVIA325): \$9,000 Lab Fee COMMERCIAL FLIGHT II (AVIA326): \$9,000 Lab Fee COMMERCIAL FLIGHT III (AVIA327): \$9,000 Lab Fee <i>*Lab fee includes Dual Instruction, Solo Instruction, Simulator Instruction, Ground Instruction and Pre/Post Flight Instruction as outlined in the FAA approved Training course outline.</i></p>
<p>Multi Engine Flight (AVIA440): \$8,500 Lab Fee <i>*Lab fee includes Dual Instruction, Solo Instruction, Simulator Instruction, Ground Instruction and Pre/Post Flight Instruction as outlined in the FAA approved Training course outline.</i></p>
<p>Flight Instructor Flight (AVIA420): \$12,000 Lab Fee <i>*Lab fee includes Dual Instruction, Solo Instruction, Simulator Instruction, Ground Instruction and Pre/Post Flight Instruction as outlined in the FAA approved Training course outline.</i></p>
<p>Instrument Flight Instructor (AVIA422): \$7,500 Lab Fee <i>*Lab fee includes Dual Instruction, Solo Instruction, Simulator Instruction, Ground Instruction and Pre/Post Flight Instruction as outlined in the FAA approved Training course outline.</i></p>
<p>Multi Engine Flight Instructor (AVIA441): \$11,500 Lab Fee <i>*Lab fee includes Dual Instruction, Solo Instruction, Simulator Instruction, Ground Instruction and Pre/Post Flight Instruction as outlined in the FAA approved Training course outline.</i></p>

The following items will be needed, but are not included in the above estimated lab fee: (Estimates are approximate)

<ul style="list-style-type: none"> • FAA Written Exam, per course [\$150] • Aviation Headset [Approx. \$200 - \$400] • Aviation Books [varies] 	<ul style="list-style-type: none"> • Pilot Supplies [varies] • Check Ride Examiners Fee, per course [\$450 - \$850] • Rental of Aircraft for Check Ride, per course [1-2 hrs]
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LU will only reimburse the FTA the maximum amount in your lab fee. Please reference the rates for your location. **LU is not responsible for any fees that exceed your allocated course lab fee.**

Student Account:

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

Flight Account Funds:

Your lab fees are tied to your flight classes. You have a specific amount of money for a specific class. In the event you require additional funding to complete your course, you may be eligible to apply for additional Financial Aid. However, this is a lengthy process, so please allow adequate time for this to fall into place. In the event you obtain additional financial aid to cover lab fee overages, you will still be responsible to pay the FTA directly. Once you have met your lab fee, no further invoices may be processed by the FTA Office at Liberty.

Flat Rate Policy:

A “Flat Rate” lab fee is a course fee that is charged to the student during financial check-in. This fee will be evenly divided and distributed to the FTA weekly, over the course of the term. **While Flat Rate does not guarantee a license, it does ensure funding up to the minimum times outlined in the FTA’s Training Course Outline (TCO), in the least expensive aircraft required for the rating.**

When a student enrolls in a flight course, funds are evenly disbursed over 4 payments (8-week D Term) and 8 payments (16 week A Term). Each week on Monday, the FTA will forward all student invoices for the previously week (Monday-Sunday). The FTA will receive a weekly lab fee disbursement payment following the receipt of the student’s invoice(s). The payment is a set fee each week, and will not match the student’s weekly activity total. In the event the student does not have an activity for the week, that week’s disbursement will be deferred for payment during the last week of the term.

The following table outlines the expected payments from the University for student enrolled in the respective AVIA flight courses. Funds are evenly disbursed over 4 payments (8-week term) & 8 payments (16-week term). Each week the FTA will forward all student invoices for the previous week (Monday – Sunday) to the FTA office.

Flight Course	Lab Fee Amount	16 Week Term	8 Week Term
	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.	1/8 th of the lab fee will be sent to the FTA weekly over the first 7 weeks of the enrolled term. The last 1/8 th payment will be sent to the FTA following receipt of the student’s graduation certificate or FAA temporary certificate.	1/4 th of the lab fee will be sent to the FTA weekly over the first 3 weeks of the enrolled term. The last 1/4 th payment will be sent to the FTA following receipt of the student’s graduation certificate or FAA temporary certificate.
AVIA220 (Private Pilot I)	Fall Semester 2017 - \$9,000.00	Weekly Payment(wk1-7): \$1,125.00 Final Payment: \$1,125.00	Weekly Payment(wk1-7): \$2,250.00 Final Payment: \$2,250.00
AVIA225 (Private Pilot II)	Fall Semester 2017 - \$7,000.00	Weekly Payment(wk1-7): \$875.00 Final Payment: \$875.00	Weekly Payment(wk1-3): \$1,750.00 Final Payment: \$1,750.00
AVIA320 (Instrument Flight)	Fall Semester 2017 - \$12,000.00	Weekly payment(wk1-7): \$1,500.00 Final Payment: \$1,500.00	Weekly payment(wk1-3): \$3,000.00 Final Payment: \$3,000.00
AVIA325 (Commercial Flight I)	Fall Semester 2017 - \$9,000.00	Weekly payment(wk1-7): \$1,125.00 Final payment: \$1,125.00	Weekly payment(wk1-3): \$2,250.00 Final payment: \$2,250.00
AVIA326 (Commercial Flight II)	Fall Semester 2017 - \$9,000.00	Weekly payment(wk1-7): \$1,125.00 Final payment: \$1,125.00	Weekly payment(wk1-3): \$2,250.00 Final payment: \$2,250.00
AVIA327 (Commercial Flight III)	Fall Semester 2017 - \$9,000.00	Weekly Payment(wk1-7): \$1,125.00 Final Payment: \$1,125.00	Weekly Payment(wk1-3): \$2,250.00 Final Payment: \$2,250.00
AVIA440 (Multi Engine Flight)	Fall Semester 2017 - \$8,500.00	Weekly Payment(wk1-7): \$1,062.50 Final Payment: \$1,062.50	Weekly Payment(wk1-3): \$2,125.00 Final Payment: \$2,125.00
AVIA420 (Flight Instructor Single Engine)	Fall Semester 2017 - \$12,000.00	Weekly Payment(wk1-7): \$1,500.00 Final Payment: \$1,500.00	Weekly Payment(wk1-3): \$3,000.00 Final Payment: \$3,000.00
AVIA422 (Flight Instructor Instrument)	Fall Semester 2017 - \$7,500.00	Weekly Payment(wk1-7): \$937.50 Final Payment: \$937.50	Weekly Payment(wk1-3): \$1,875.00 Final Payment: \$1,875.00
AVIA441 (Flight Instructor Multi)	Fall Semester 2017 - \$11,500.00	Weekly Payment(wk1-7): \$1,437.50 Final Payment: \$1,437.50	Weekly Payment(wk1-3): \$2,875.00 Final Payment: \$2,875.00

Approved Items for VA Student Invoice Submission:

Effective May 16, 2016, the following items are approved for purchase using the aforementioned lab fee:	
<ul style="list-style-type: none"> • Dual • Solo • Ground • Pre/Post • Aircraft <i>*(As approved for the course and in accordance with appropriate regulations if applicable)</i> 	<ul style="list-style-type: none"> • Simulator • Written Exam • Fuel Surcharge <i>*(If not included in the aircraft rate)</i>

All invoices for flight activity must be signed by both the student and instructor. This is to ensure the student is aware of charges to account.

MBS Direct:

Students may purchase pilot supplies directly through their FTA, or with vouchers through MBS Direct. Vouchers can be obtained through Financial Check-In.

<http://www.mbsdirect.net/index.php>

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.

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.

Transferring Flight Training Affiliates:

Students may not transfer between FTAs in the middle of an academic term. All transfer requests must be made to the FTA office and transfers must be between flight classes.

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 in within their training at the time of transfer, this may result in an additional cost to the student.

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Begin Training:

Your FTA will receive an official “Green Light” letter from the Liberty University Flight Training Affiliate Department, ensuring that you, the student, are enrolled in the appropriate **flight** class and have completed Financial Check In. The letter confirms that the flight lab fee for your flight class has been funded and is available in your student flight account. Green Light letters will arrive no later than the Friday before the official start date of each semester or sub-term. Prior to receiving this official letter and the start of classes, you are not authorized to begin training.

No-Fly Days:

Your lab fee will reimburse flight activity dated from the start date of the semester to the last day of the semester. Any activity prior to the start date of the term in which you are enrolled, or following the last day of the term, will be your responsibility to pay the FTA directly.
Activity between semesters, or following issuance of a “Red Light” (Cease Activity) letter will not be reimbursed by LU.

Online Academic Classes:

Your flight training is part of a Bachelor of Science in Aviation Degree. You will be taking online academic classes toward your degree, in addition to your flight training. Academic classes start on the same date as your flight training and you are required to stay active and current in these classes. If there is no activity in your classes for a period of 14 days, you will be warned and then automatically dropped after 21 days of no activity. If you are dropped from your flight classes, you will no longer have access to the money you are using for flight training and your flight training will be stopped.

Flight Classes:

Your flight training with your Flight Training Affiliate is tied to an online flight class. The flight class has a particular flight fee attached, in addition to tuition, which funds your flight training at your Flight Training Affiliate. You will be required to complete the weekly online activity in these classes.

For VA funded students, one flight activity (ground instruction, flight training or simulator) must be completed every two weeks to maintain full-time BAH.

Terminal flight courses (AVIA225, AVIA320, AVIA327, etc.) require a 141-graduation certificate or temporary certificate be submitted to the course Professor to receive a passing grade.

All flight courses in the program must be completed 141.

FN (Failure for Non-Attendance) Policy: Students who initially attend their course(s) but eventually stop attending for a period of 21 consecutive days will be assigned a grade of FN for the course(s).

- The FN grade is identical to a grade of F in the factoring of Satisfactory Academic Progress standing and GPA.
- Students who unofficially withdraw and receive a grade of FN will be charged full tuition and fees as it applies and will be responsible for any outstanding balance on his or her account. Contact Student Accounts for further information. (See Appendix A for contact information.)
- A student may use the repeat policy to remove a grade of FN from their GPA calculation.

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Attendance Policy:

Attending is defined as completing an academically related activity which includes, but is not limited to:

- Submitting an academic assignment (in Blackboard or disparate system)
- Taking an exam
- Taking an interactive tutorial or computer-assisted instruction
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Official/Unofficial Withdraw:

- An Official Withdraw is one that is processed through your academic advisor.
- An Unofficial Withdraw is one that is assessed (*One example of this would be an FN grade for 21 days of inactivity in a course*).

In the event of a withdrawal, The FTA office will issue the FTA a “Red Light” (Cease Activity) letter. The cost of training incurred to the date of the “Red Light” letter will be deducted from the student’s lab fee. Any remaining funds will be handled in accordance with Liberty’s University’s refund policy.

<http://www.liberty.edu/financeadmin/studentaccounts/index.cfm?PID=18003>

Refunds are subject to the requirements set forth by that Agency (i.e.: Veterans Affairs, Financial Aid). Refunds may be required to be sent back to the agency from which they came and not disbursed to the student.

If you have an emergency or need to withdraw from a class, please immediately contact your academic advisor who will assist you in officially completing this process. The Office of Military Affairs will automatically receive notifications for veteran students, and update the account. If no email is received within 5 days, please contact Military Affairs. (See Appendix A for contact information)

Email Communication:

It is vital that you regularly monitor your Liberty email account, as all University communications will come to your LU email address. Please check the account daily, or have it forwarded to your primary email account.

Standards of Progress:

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 are advised to complete 2 activities each week for 16-week courses, and 4 activities each week for 8-week courses. Students and FTA’s are strongly encouraged to schedule these activities in advance to ensure on-time completion.

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 student is unable to maintain satisfactory progress and proficiency, the Instructor will follow the FTA’s procedure in elevating the concern to the Chief Instructor. The Chief will evaluate the student’s abnormal course progression, and if in agreement with the Instructor, will then forward all documentation to the FTA office at LU. The FTA office will conduct an internal review of the

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affiliate’s findings and recommendation. A determination will then be made regarding the student’s continuation in the program.

Incomplete Grades:

Students that meet the requirements for an incomplete grade, may request one from their professor. This permits the student an additional pre-defined window to complete the course. The same funds are to be used during the incomplete period. **To be eligible for an incomplete in any flight course, the following criteria must be met:**

- All FAA Ground Training Completed
- FAA Written Exam Completed
- Student is within 8 flight lessons of completing the Part 141 course;
 - Must be confirmed from the FTA Flight Instructor and Chief Instructor
- Be in good standing in the Blackboard academic portion of the class (i.e.: all work completed)
- Written documentation of the need for an incomplete must be provided for evaluation by a University panel

***Please note that if an incomplete is granted, the student may not be eligible to enroll in the next flight class until the following semester.**

Flight Courses and Prerequisites:

Flight courses have a prerequisite, therefore cannot be combined within the same term. (I.e.: Stacking of flight courses)

Academic classes have prerequisites in place specific for aviation knowledge. For example, Aviation Weather has a prerequisite for Private Ground I. These prerequisites are in place for your success in the courses.

All flight courses must be registered for through an Academic Advisor. Additionally, a 2nd class (or higher) medical is required to be on file with Admissions before you may register for a flight class. Please see contact information below in Appendix A.

Open Forum for Students:

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

Students are encouraged to elevate ideas and/or concerns to their Professor. The Professor will then forward the communication to the FTA office for evaluation.

Confidentiality:

Every 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.

General Veteran Affairs/GI Bill® Information:

Yellow Ribbon Program:

Liberty University is a proud participant in the Department of Veterans Affairs Scholarship program. Through this partnership with the Department of Veterans Affairs, students with 100% eligibility under the Post-9/11 GI Bill® can receive additional funding from Liberty University and the Department of Veterans Affairs to cover any tuition and fees exceeding the Post-9/11 annual limit.

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In the upcoming 2017-2018 academic year, the Yellow Ribbon Scholarship has been changed for students within the School of Aeronautics (SOA). Liberty University will contribute up to \$7,500 in Yellow Ribbon per year for online SOA students. The Department of Veterans Affairs will match the amount awarded by Liberty University, for a combined scholarship that covers up to 100% of the student’s remaining tuition and fees. When combined with the VA’s portion, the total Yellow Ribbon amount available is \$15,000 for online SOA students, over and above the \$22,805.34 Post-9/11 GI Bill® annual cap.

The Veterans Administration Post-9/11 GI Bill® program entitles veterans, their spouses, or their dependent children the opportunity to be awarded up to 100 percent of their educational expenses, including a housing stipend.

**Yellow Ribbon does not cover fees that exceed the stated lab fee amount per class.*

BAH (Basic Allowance for Housing):

Veteran FTA Students may contact the Department of Veterans Affairs to determine BAH Eligibility and corresponding benefit amount.

Active Duty Students:

Active duty service members and their spouses are not eligible for the Yellow Ribbon Scholarship, per the Department of Veterans Affairs.

Additionally, active duty service members and their spouses are not eligible to receive the VA housing stipend.

Reduced Hour ATP Program:

Liberty has been approved to offer the Restricted ATP program, commonly referred to as the reduced-hour ATP program. Flight Training Affiliate graduates in the Commercial/Corporate track may be eligible for the ATP certificate at 1,000 or 1,250 hours total flight time providing they complete their Instrument Rating and Commercial Pilot Certificate through one of our approved locations, and they graduate with a Liberty University Aeronautics degree.

[Click here for eligibility requirements](#)

or you may contact the Flight Training Affiliate Office at flightaffiliate@liberty.edu

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APPENDIX A – CONTACT INFORMATION

Flight Training Affiliate Department

General Questions

Administrative Assistant

Office: 434-582-7728

Fax: 434-582-3898

Email: flightaffiliate@liberty.edu

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

<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

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

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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

<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

<http://www.liberty.edu/spirituallife/campuspastoroffice/>

Important: Please review and sign the attached page, and return to your FTA. A copy of this form will be kept on file at the University along with your enrollment certificate.

Understanding Your Lab Fee

The lab fee associated with your current flight course is certified one time during your Financial Check-In process. You will only receive one lab fee for the course. If you use all of the funds in your lab fee before your training is complete, you will be responsible to pay the FTA directly.

You may apply for additional financial aid during the admissions process, or within the first 30 days of the term, to prepare in advance for any lab fee overages. If you elect to do so, please make sure you select the option to have the funds refunded to you in the Financial Check-In process. Once you exceed your lab fee, no further invoices will be submitted to Liberty for payment. You will be responsible to pay those invoices directly to the FTA.

FN Policy and Dropped Courses

Each flight class has a Professor of record and online coursework. You must log in to your Blackboard account regularly to stay active in the course. After 21 days of inactivity, you will receive an FN for the course, which is identical to an F for the course. Once you receive the FN, you will be immediately dropped from the course, you will no longer have access to your lab fee, and your flight training will be stopped.

If you unofficially withdraw and receive a grade of FN, you will be charged full tuition and fees, as applicable and you will be responsible for any outstanding balance on your account. Any unpaid invoices with your FTA will be your responsibility to pay out of pocket.

Incomplete Grades

In order to complete your training in the time allotted, students should have a flight activity 2 times a week for 16-week courses, and 4 times a week for 8 week courses. We encourage you to schedule your flight training in advance with your FTA to ensure on-time completion of the course.

Incompletes are not automatic and will be evaluated by a University panel only if the following criteria are met:

- 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
- Documentation provided as to reason student feels an incomplete is necessary

Student Handbook

I certify that a copy of the most recent Student Handbook has been provided to me. I have read and understand the policies within, and have reviewed this form with my FTA.

Print Name _____

Signed _____ Date _____