

LIBERTY
UNIVERSITY
SCHOOL *of* AERONAUTICS
FLIGHT TRAINING AFFILIATES

STUDENT HANDBOOK



www.Liberty.edu/FTA

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About

Definition of Flight Training Affiliate

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

FTA Mission

To offer FAR 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 FAR Part 141. FTA will operate as a FAR Part 141 flight school. FTA training will be in accordance with the FAR 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 FAR 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.

Proficiency Based Training

Flight training is a proficiency-based training program. Consistent and consecutive training is important to a student's training success. Flight and academic courses have published prerequisites for enrollment. Because flight training is a building block approach, successful completion of one lesson is important before progressing to the next lesson.

Confidentiality

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

Restricted (Reduced Hour) ATP Program

Liberty University School of Aeronautics has been approved to offer the Restricted ATP (R-ATP) program. Liberty University graduates of the online Bachelor of Science in Aeronautics or Bachelor of Science in Aviation may be eligible for the R-ATP certificate at 1,000 or 1,250 hours total flight time provided they completed both their Instrument Flight training and certification and Commercial Pilot Flight training and certification through Liberty University or one of our accredited Flight Training Affiliate locations, while enrolled in the associated AVIA courses. Eligibility requires the following four items:

1. Graduation from an FAA Approved Degree (Online BS Aviation or BS Aeronautics)
2. Completion of AVIA310 (Instrument Ground) & AVIA315 (Commercial Ground) through Liberty, and Part 141 (with a Liberty University 141 Graduation Certificate). These courses cannot be awarded with PLA or E-Plus Credit or transferred in.

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3. Completion of AVIA320 (Instrument Flight) & AVIA325, AVIA326, AVIA327 (Commercial Flight) through Liberty University. Requires enrollment in the course and flight training through an approved FTA location. These courses cannot be awarded with PLA or E-Plus Credit or transferred in.
4. Students must take either 30 credits of approved AVIA courses (for 1250 hour reduction) or 60 credits of approved AVIA courses (for 1000 hour reduction). “Approved” courses are approved by the FAA and listed within Liberty University’s letter of authorization. (link below)

[Restricted ATP \(R-ATP\) Program](#)

Students are responsible to understand the requirements and maintain their own eligibility. Liberty does not have the ability to make exceptions or override the FAA regulations if you do not meet the requirements. If you have questions, contact the Flight Training Affiliate Office at ratponline@liberty.edu

Curriculum and Course Requirements

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 I (AVIA325) – 3 credits
- Commercial Flight II (AVIA326) – 3 credits
- Commercial Flight III (AVIA327) – 3 credits
- Commercial Single Engine Add-On (AVIA331) – 1 credits
- Flight Instructor Certification Course (Airplane Single Engine AVIA420) – 3 credits
- Flight Instructor Instrument Certification Course (Airplane AVIA422/423) – 1 credit/3 credits
- Multi Engine Flight (AVIA440) – 1 credit*
- Flight Instructor Certification Course (Airplane Multi Engine AVIA441/443) – 1 credit/3 credits *
- Rotary Transition (AVIA334) – 3 credits*

**Please note that not all Flight Training Affiliates currently have Part 141 approval for all of the 300 and 400 level flight classes (Commercial Single Engine Add-on, CFI, CFII, ME, and MEI) or FAA approval for the rotary transition curriculum (AVIA334). Contact your FTA or visit our website www.liberty.edu/FTA to see the list of all FTAs and their approved courses before signing up for any of these courses. If your FTA does not have approval for one of these courses, please contact the FTA office for different options available.*

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The following ground courses are FAA approved Part 141, and the curriculum for these courses is the Kings School material. The student will be issued a course code for the Kings School Curriculum at the beginning of the online class. If the FTA uses the Kings School Curriculum, this is all the student will need for the Ground training at that location. However, if the FTA uses a different curriculum for their FAA approved Part 141 ground, the student will be required to purchase this separately. The student will still be required to complete the Kings School Curriculum for their online class.

- AVIA216- Private Ground (Course Code issued)
- AVIA310- Instrument Ground (Course Code issued- * Course required for R-ATP)
- AVIA315- Commercial Ground (Course Code issued- * Course required for R-ATP)
- AVIA410- CFI Ground (Course Code issued)

For all other flight training (CFII, ME, MEI), no Part 141 Ground is offered at Liberty University. The student will purchase ground curriculum directly from the FTA as required by the FAA.

Course Completion Requirements

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

- Private Pilot Flight I (AVIA220) – 50% of FTA’s Private Pilot Syllabus
- Private Pilot Flight II (AVIA225) – Temporary Certificate, Part 141 Grad Certificate
- Instrument Flight (AVIA320) – Temporary Certificate, Part 141 Grad Certificate
- Commercial Flight I (AVIA325) – 33% of FTA’s Commercial Pilot Syllabus
- Commercial Flight II (AVIA326) – 33% of FTA’s Commercial Pilot Syllabus
- Commercial Flight III (AVIA327) – Temporary Certificate, Part 141 Grad Certificate
- Commercial Single Add-On (AVIA331) – Temporary Certificate, Part 141 Grad Certificate
- Flight Instructor Certification Course (Airplane Single Engine AVIA420) – Temporary Certificate, Part 141 Grad Certificate
- Flight Instructor Instrument Certification Course (Airplane AVIA422) – Temporary Certificate, Part 141 Grad Certificate
- Flight Instructor Instrument Certification Course (Airplane AVIA 423) - Temporary, Part 141 Grad Certificate
- Multi Engine Flight (AVIA440) – Temporary Certificate, Part 141 Grad Certificate
- Flight Instructor Certification Course (Airplane Multi Engine AVIA441) – Temporary Certificate, Part 141 Grad Certificate
- Flight Instructor Certification Course (Airplane Multi Engine AVIA443) - Temporary, Part 141 Grad Certificate
- Rotary Transition (AVIA334) – Temporary Certificate, Part 141 Grad Certificate

For terminal courses, the final assignment of submitting certificate/rating has a second required document, Part 141 Graduation Certificate. Students must upload both certificate/rating as well as their Part 141 Graduation Certificate they receive from their FTA proving that all flight training was completed Part 141. In addition, the Part 141 Graduation Certificate date must be within the term of the active enrolled flight course.

Students who complete their certificate/rating and have a Part 141 Graduation Certificate prior to the start of an applicable flight course(s), must send that rating/certificate to eplus@liberty.edu to receive credit for the applicable flight course(s). Since that rating/certificate has been earned/completed prior to the start of that flight course, students would not be able to meet the academic course requirements during the term of that flight course. This would result in a failing grade as the date on the Part 141 Graduation Certificate and the rating/certificate must be within the term of the enrolled flight course.

Percent of TCO Assignment Instructions

As the student progresses through their Flight Training Syllabus at their Flight Training Affiliate, it is very important that the student stays on pace to complete the “Percent of TCO” requirement before the end of the course. To help the student stay fully aware of their own progress and to keep the professor informed, the student will upload the “**Percent of TCO Form**” verifying “percent of TCO” progress at the midterm and final week of the course. This form will provide crucial information exchanged between all stakeholders (professor, student, and flight instructor/ FTA).

- The table below will provide the required % TCO needed at **Midterm** and at **Final**.

| <i>Course Number</i> | <i>% TCO needed at Midterm</i> | <i>% TCO needed at Final</i> |
|----------------------|---------------------------------------|-------------------------------------|
| AVIA 220 | 25% | 50% |
| AVIA 225 | 75% | 100% |
| AVIA 320 | 50% | 100% |
| AVIA 325 | 16.5% | 33% |
| AVIA 326 | 49.5% | 66% |
| AVIA 327 | 82.5% | 100% |
| AVIA 420 | 50% | 100% |
| AVIA 440 | 50% | 100% |
| AVIA 422/423 | 50% | 100% |
| AVIA 441/443 | 50% | 100% |

- *Private Flight 1 (AVIA 220) Example: If the required total “Percent of TCO” needed to complete the course is 50%, the student will need to have completed 25% of TCO at **Midterm**.*
- *Commercial Flight 2 (AVIA 326) Example: If the required total “Percent of TCO” needed to complete the course is 66%, the student will need to have completed 49.5% of TCO at **Midterm**.*

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Expectations

Now is a great time to enter Aviation. Boeing Aircraft predicts a need for over 804,000 new commercial pilots world-wide within the next 20 years (212,000 of those are just within the United States). With this level of projected growth and demand, there is lot to be excited about.

We also share this information so that students are aware how busy flight schools can be. A student may not be able to go into aviation training with a limited schedule of 3 – 4:30 pm two days a week and still complete the required training. Students will need to have some flexibility during their training. Our degree program is 8 semesters and may be completed in 2.5 years if a student attends year-round (fall, spring, summer). The flight schools that Liberty University partners with hold the same approvals and provide the same level of training for each student that a brick-and-mortar program would. However, with our individual affiliate partners, a student may not have 50 aircraft and an abundance of additional instructors at their disposal. We built this program on Cost, Convenience, and Time. We just ask for a little flexibility from students during their time in the program.

Boeing Study: [Pilot Outlook 2020-2039](#)

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 requisites (pre-requisites and co-requisites) for enrollment. Please contact LU Advising if you have additional questions [Refer to Appendix A for contact information].

How does a student progress from an A-term flight course into a D-term flight course?

1. Student must complete all assignments within the current flight course.
2. ATLAS must indicate the required % TCO completion for that course.
3. Professor must grade all assignments; this includes the large 400+ point TCO/Flight Hours assignment at the end.
4. The professor does NOT post the final grade; however, they continue to update the students activity weekly in myStudent.
5. Professor will need to send an email to the Online Chair stating that the student has submitted all work, that all assignments have been graded, and a final grade has NOT been posted, but acknowledges to update myStudent student activity to ‘reset’ the student’s clock, and the professor knows that a final grade is posted at the end of the term.
6. While all that is going on (however, after all assignments have been completed by student), the student can submit a ROVOR (Registration Override Request) to request enrollment into the next flight course. This can be done through Academic Advising (855-466-9218 or luoadvising@liberty.edu).
7. Once the ROVOR is submitted, Online Chair will verify all assignments have been submitted and graded, contact the student’s FTA for approval, then ROVOR will be approved.

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Flight Courses and Requisites

Flight courses may have prerequisites, and cannot be combined within the same term (i.e. stacking of flight courses with overlapping course dates).

Many academic classes have prerequisites. These prerequisites are in place for a student’s success in the courses.

Online Academic Classes

Flight training is part of a Bachelor of Science in Aviation Degree. Students will be taking online academic classes toward their degree, in addition to their flight training. Academic classes start on the same date as flight training and students are required to stay active and current in these classes. If a student does not complete activity in a course for a period of 14 days, they will be warned and then automatically dropped after 21 days of no activity. If a student is dropped from a flight class, they will no longer have access to the lab fee that they are using for flight training and their training will be stopped.

Flight Classes

The flight training that you complete through 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.

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

All flight courses in the program must be completed 141.

Begin Training

Your FTA will know that a student has been “green lighted” when the student shows up on the dashboard in ATLAS, which ensures that you, the student, are enrolled in the appropriate **flight** class and have completed Financial Check In. A student showing on the dashboard confirms that the flight lab fee for your flight class has been funded and is available in your student flight account. A student will be “green lighted” up to 14 days before the official start date of each semester or sub-term. Prior to the FTA receiving this notification and the start of classes, you are not authorized to begin training.

Unsafe Activity

The FTA has the right to immediately ground a flight student for any unsafe activity or activity that may be deemed careless/reckless.

TSA

Liberty University is **not** responsible for any TSA clearance, gathering of documents or maintaining the required documents for students training at an FTA location. However, you will need to present the appropriate citizenship documents to your FTA location or complete the required background check prior to engaging in any flight training. If you are not a US Citizen

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this process can take several weeks. We suggest you reach out to your FTA location as soon as possible to begin.

No Show / Late Call Penalties:

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.**

Aviation Flight Medical

Prior to conducting any flight training it is strongly recommended that students receive their FAA Medical certificate. Please use the following link to locate an aviation medical examiner nearest you (AME): <https://www.faa.gov/pilots/amelocator/> Certain medications or conditions may restrict a student’s ability to obtain a flight medical. Please consult an AME or review https://www.faa.gov/licenses_certificates/medical_certification/medications/

Complete an application in MedXPress: <https://medxpress.faa.gov/medxpress/>
 You most likely will need to request an account. Retain your information in a safe place as you will need to renew your medical applications throughout your career. Read questions carefully and answer truthfully; any falsification may result in FAA revocation of your medical and/or flight certificate(s).

If you have any pre-existing medical conditions, you should schedule your appointment several months before coming to school so that you have time to submit any additional paperwork or complete any tests that may be requested by the FAA. The estimated cost of an FAA Aviation Medical Exam is between \$100 and \$175 and typically is not covered by medical insurance or Veteran’s benefits.

We recommend that every student obtain a **first class** medical their first time. You may train with only a third class medical, but the airline industry will require a first class medical. Please note that the VA requires at least a 2nd class medical for students using VA funding.

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 (traditional or accelerated term). Students are advised to complete an average of 3 activities per week for 16-week courses, and 5 activities per 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 FTA student is unable to maintain satisfactory performance through their training, defined by the FTA’s 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. We are requesting that the FTA follow the following steps:

- If the primary instructor repeats the same flight lesson without satisfactory performance of the student, they will repeat the lesson 3 times.

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- Then the student will fly with another instructor in an attempt to achieve satisfactory performance of that lesson.
- If satisfactory performance is still not achieved, the student will fly with the chief instructor.
- If the student is still not able to achieve satisfactory performance, a meeting with the chief instructor will be scheduled to discuss departure from the 141 program.

Fees and Account Information

Flight Course Lab Fees

The student should understand that each course listed above has a set lab fee. In order to maintain compliance with various government agencies, LUSOA has implemented a “Flat Rate” lab fee for all online flight courses. This affects the Bachelor of Science in Aeronautics and the Bachelor of Science in Aviation, with flight training that is conducted at an approved FTA. Flight training is proficiency based, meaning that a student will progress on to the next lesson once they fully understand all of the knowledge for that lesson and can accomplish all of the practical skills for that lesson. **This Flat Rate lab fee does not guarantee that a student will complete their flight training within that dollar amount.** However, it does provide enough funding to cover the FTA’s approved courses minimum required flight time in the least expensive training device. Students that choose to fly a more expensive aircraft or require a flight lesson to be repeated multiple times, will exhaust the flight lab fee faster. **Flight lab fees are non-refundable. They are only able to be used for flight training while a student is enrolled in a flight course.**

The following items will be needed, but are not included in the estimated lab fee: (Estimates below are approximate, please check with your FTA)

- Aviation Headset [Approx. \$200 and up]*
- Aviation Books [varies speak with FTA]*
- Aviation Medical Exam [Approx. \$100]
- Pilot Supplies [varies speak with FTA]*
- Check Ride Examiners Fee, per course [\$450 and up]

***Students not utilizing Veterans Benefits for their flight training may use their flight lab fee to cover the items indicated above with an asterisk. Students utilizing Veterans Benefits may receive a books and supplies stipend from the VA that may be used to cover the above.**

LU will only disburse to 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 Flight Account

The FTA will charge the student’s flight account at the time of the activity and will deduct the amount from the student’s lab fee. The FTA cannot charge the student in advance or prior to the semester start

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date. If the student has an unapproved charge (disapproved by LU) at their FTA for anything that is not permitted to be charged, this debt will be between the FTA and the student directly.

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. **However, students must be actively enrolled in a flight course or on an incomplete/extension to access the lab fee.** All activity dates must fall within the term in which a student is enrolled. The corresponding course lab fees will only be available for use during the corresponding semester. If the full lab fee is not used by the end of the term within AVIA 220, the remaining funds will rollover and be available for use once a student enrolls in AVIA 225. The same applies to remaining funds in AVIA 325 and AVIA 326; the remainder will roll into AVIA 327 once the student is enrolled.

ATLAS System

ATLAS is our flight training records software. All students enrolled in a flight course will have access to ATLAS. Each student may log in to the ATLAS system to check their lab fee balance, review invoicing, view course progress, and acknowledge invoices. When a student logs in and acknowledges an invoice, this counts as their electronic signature. As soon as a student’s FTA uploads the invoice document, and the FTA office approves it, the student will be able to view it on their dashboard allowing the invoice to be acknowledged. ATLAS is mobile friendly and can also be accessed from a smartphone (look for TrackVia in your device app store). It is important for students to make sure that all their invoices are approved (signed) before the end of the week in which they were uploaded, or you may be blocked from starting the next session at the FTA. A training handbook on the ATLAS system has been attached to your welcome email. Please see below for instructions on how to login to ATLAS:

- To login, you will use the invitation link sent to you in the “welcome” email.
- Username: The Username will be your email address from which you received the ATLAS invitation.

(Example: If your email address is JohnDoe12@liberty.edu, your username will be that email address)

- Password: you will need to reset your password using the “Send Reset Link” button. Once a unique password has been created, you will be ready to work in ATLAS.

Please note that you will not have access to the ATLAS system until after the semester has started. Link to ATLAS for bookmarking later <https://go.trackvia.com/#/home> .

Acknowledging Invoices

Student must electronically acknowledge invoice(s) within 7 business days of FTA uploading invoice(s) to ATLAS. Failure to do so may result in student being grounded from all training activities by the Liberty University FTA Office until invoices are signed.

Access to Flight Account Funds

Your lab fees are tied to your flight classes. There is a specific amount of funding allocated in the form of a lab fee for each flight course. It is vital that you closely monitor your lab fee balance in ATLAS. 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. Students repeating flight courses may request to have their flight fee waived. Please contact the Flight Training Affiliate Office (flightaffiliate@liberty.edu) for more information.

If the student exhausts the set lab fee amount and has not completed their flight training, the student will be responsible for paying the FTA directly for any additional training. The student may reach out to Liberty’s financial aid department to inquire about an additional loan / disbursement if needed. However, any additional loans will need to be requested through the Financial Aid Office and the student will pay the flight school directly. Only the flight course lab fees come from Liberty and are sent to the FTA directly.

Approved Items for VA Student Invoice Submission

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| <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> |
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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. Approval of invoices in the ATLAS system qualifies as your electronic signature.

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.

| Flight Course | Lab Fee Amount |
|---|-----------------------|
| <p>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 requires 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.</p> | |
| AVIA220 (Private Pilot I) | \$11,000.00 |
| AVIA225 (Private Pilot II) | \$4,000.00 |
| AVIA320 (Instrument Flight) | \$13,000.00 |
| AVIA325 (Commercial Flight I) | \$12,000.00 |
| AVIA326 (Commercial Flight II) | \$12,000.00 |

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| AVIA327 (Commercial Flight III) | \$6,000.00 |
| AVIA440 (Multi Engine Flight) | \$10,500.00 |
| AVIA420 (Flight Instructor Single Engine) | \$12,000.00 |
| AVIA422/423 (Flight Instructor Instrument) | \$7,000.00 |
| AVIA441/443 (Flight Instructor Multi) | \$12,500.00 |
| AVIA331 (Commercial Single Engine Add-On) | \$5,000.00 |
| AVIA334 (Rotary Transition) | \$30,000.00 |

Policies

Transferring Flight Training Affiliates

In the event that a student wishes to change flight affiliates, the student must complete the digital FTA Transfer Request Form. The student will receive an email from flightaffiliate@liberty.edu with an approval or denial of an FTA Transfer Request. An FTA transfer will take up to 4+ weeks to process and there will be a delay in training. An extension will not be granted for an FTA transfer during an active term.

Relocation – Within the same term/semester - In the event that a situation occurs outside of the student’s control, causing a student to be unable to continue their training at the primary location (i.e. natural disaster, military deployment, extenuating circumstance), Liberty offers the following steps:

1. Transfer requests received for an 8-week sub-term will not be approved. Due to the time it takes for the transfer to take place, there must be adequate time to complete the course.
2. Transfer requests received for a 16-week term will be considered within 3 weeks of the start date for the term. Due to the time it takes for the transfer to take place, there must be adequate time to complete the course.
3. The student must speak with the desired LU approved FTA location prior to requesting the official transfer.
4. After speaking with the approved FTA location, student will complete the digital FTA Transfer Request Form: <https://forms.gle/xr4R8bhEZGBR3u158>
5. The FTA will be contacted for permission for the transfer.
6. Following approval, the student’s banner account is updated with the new FTA code.
7. The original FTA will return any remaining funds on account from the flat rate lab fee, less invoiced charges pertaining to the flight course in which the student was enrolled.

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8. Once LU receives the funds from the original FTA, the student will be “green lighted” at the new FTA for the remaining amount.
9. Payment for the remaining lab funds will be issued to the new FTA shortly following the updated “green-light” status for the student.
10. If there is an ongoing FAA investigation, Liberty reserves the right to deny an FTA change or enrollment for future flight course(s) until the investigation is resolved.
An FTA transfer will take up to 4+ weeks to process and there will be a delay in training. An extension will not be granted for an FTA transfer during an active term.

Relocation - End of a term/semester - In the event that a student is enrolled in a multi-part FAA license course (i.e. Private Pilot – AVIA220, 225 & Commercial Pilot – AVIA325, 326, 327), and relocates to another approved FTA location between terms/semesters (but before the completion of their Private or Commercial rating), Liberty offers the following steps:

1. The student will complete the digital FTA Transfer Request Form:
<https://forms.gle/xr4R8bhEZGBR3u158>
2. The student must select another approved FTA location for training.
3. The student’s banner account is updated with the new FTA code.
4. The original FTA will return any remaining funds on account from the flat rate lab fee, less invoiced charges pertaining to the flight course in which the student was enrolled. Should a student have leftover funds still on account from a previously completed rating, they may request these as well.
5. Once LU receives the funds from the original FTA, the student will be “green-lighted” at the new FTA for the next term or semester.
6. The lab fee payment will consist of the new lab fee, plus any eligible rollover funds that were returned to Liberty by the original FTA location. Payment to the second FTA will take place at the regular time (end of the second week of the semester/term).
7. If there is an ongoing FAA investigation, Liberty reserves the right to deny an FTA change or enrollment for future flight course(s) until the investigation is resolved.

Students transferring FTAs are advised that per FAA regulations at least 50% of the FTAs Part 141 TCO must be completed at the flight school at which the course graduation certificate is earned.

Depending on where a student is within their training at the time of transfer, may result in an additional cost and training to the student.

An FTA transfer will take up to 4+ weeks to process and there will be a delay in training. An extension will not be granted for an FTA transfer during an active term.

FN (Failure for Non-Attendance) Policy

Students who initially attend their course(s) online but eventually stop attending for a period of 21 consecutive days will be assigned a grade of FN (failure for non-attendance) for the course(s).

- The FN grade is identical to a grade of F in the factoring of Satisfactory Academic Progress standing and GPA.

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- A student may use the repeat policy to remove a grade of FN from their GPA calculation.
- 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 policy. Please contact Student Accounts for more details.
- There will be financial penalties associated with receiving an FN, including total loss of lab fee funds and tuition and may result in a debt letter from the VA if student is using VA funding. Please contact the Military Affairs Office for more details.
- If a student requests that his online professor add him back into the course, and is approved, the student is no longer eligible for an incomplete (extension) at the end of the semester.

Attendance Policy

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

- Submitting an academic assignment (in Blackboard/Canvas 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 Withdraw

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

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

Failure of Flight Courses

In the event of a failed flight class, any remaining lab fee funds will be returned to Liberty (less invoiced charges pertaining to the flight course in which the student was enrolled). Should the student re-enroll in the same course in a future semester/term within the next academic year, the student may request the second lab fee be waived, and any remaining funds will be forwarded to the FTA at the usual time. A final grade of F constitutes a failure in 200, 300 and 400 level AVIA courses and a final grade of D will be treated as a failure in 300 and 400 level AVIA courses.

Refunds

Because flight training lab fees are “Flat Rate” they are **non-refundable**. They are only able to be used for flight training while a student is enrolled in a flight course.

Course Drop: (This takes place prior to the start of the course, and no lab fee has been used)

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When a flight course is dropped, an adjustment will be made to remove the associated tuition and lab fee charges from the student's account.

Course Withdrawal: (This takes place after the start of the course)

The student will be subject to a withdrawal penalty of the tuition and flight lab fee based on the date of the withdrawal. The withdrawal penalty may be 25%, 50%, 75%, or 100%. Should the withdrawal adjustment result in a credit balance on your student account, you can check here to learn more about your refund eligibility: [Refunds](#)

Military Withdraw: (When a military student is given orders during their registered term and those orders disrupt their training)

Military Withdrawals can be granted through an appeal supported by specific military documentation and will allow the tuition charges for the withdrawn course to be waived if the appeal is approved. Students that are approved a military withdrawal receive a full refund of tuition for the course. For more information see [How to Request a Military Withdrawal](#).

FN

A grade of FN (Failure for non-attendance) will be assigned following 21 days or more of inactivity within a Blackboard/Canvas course. As a result, the student will be charged 100% of their tuition, and forfeit the entire course lab fee. When a student reenrolls in a course that they previously received an FN for, they will be required to fund the full lab fee a second time.

Leftover Funds

Excess flight course lab fees remaining at the completion of a rating do have the ability to combine with the student's next academic flight course at the same FTA. Flight course lab fees may never be refunded directly to the student from the FTA.

Incomplete Grades/Extensions

If a student is unable to finish by the end of the term, they must notify their course professor at least two weeks prior to the end of the term requesting an incomplete for the course. Please note, incompletes require certain criteria, including:

- Reason for not completing training within the term of the course are for reason(s) beyond student control.
- All academic course work must be completed within the term of the course.
- Student must submit documentation justifying need of incomplete which will be reviewed by the Online Chair.
- Student must be able to complete the remainder of the Part 141 training, confirmed with FTA Flight Instructor and Chief Instructor, within the initial extension request (4 weeks).
- Students must complete, at a minimum, 76% of the required TCO needed for their particular course in order to be considered for an extension. Example: If the student is in AVIA 325 and 33% must be completed by the end of the course, the student must be at 25% of TCO completion in order to be considered for an extension.
- FTA transfer within a term is not a valid reason for an extension.
- Not having a FAA medical certificate is not a valid reason for an extension.

Upon approval of the incomplete/extension, the student will be granted 4 weeks to complete the course. If the student does not request an incomplete/extension and does not finish the course or does not finish within the 4-week incomplete/extension period, a failing grade will be issued.

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***Please note that if an incomplete is granted, the student will be dropped from future flight/ground courses, and may not be eligible to enroll in the next flight class until the following semester.**

No-Fly Days

Your lab fee will reimburse flight activities 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 covered by the flight lab fee.

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.

Military

General Veteran Affairs/GI Bill® Information and Yellow Ribbon Program

Liberty University is a proud participant in the Department of [Veterans Affairs \(VA\) Yellow Ribbon Program](#). Through this partnership with the VA, 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 eligible tuition and fees exceeding the Post-9/11 GI Bill® academic year cap.

For eligible online students within the School of Aeronautics (SOA), Liberty University will contribute up to \$7,500 in Yellow Ribbon per student, per academic year. The VA will match the amount awarded by Liberty University, for a combined scholarship that may cover up to 100% of the student’s remaining qualifying 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 Post-9/11 GI Bill® academic year cap. Information on the current academic year cap can be found on our website: <https://www.liberty.edu/military/gi-bill/post-9-11-gi-bill-pay-rates/>.

The VA’s Post-9/11 GI Bill® program provides eligible veterans, their spouses, or their dependent children the opportunity to be awarded up to 100 percent of their educational expenses, including a housing stipend. For more details and eligibility requirements, please contact the VA at (888) 442-4551 (888-GIBILL-1), or visit their website: <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/>.

****Yellow Ribbon does not cover fees that exceed the published flight fee amount per class.***

Additionally, Active-Duty students and their spouses are currently not eligible for the Yellow Ribbon Program, per the VA. This will be changing as of August 1. Please see: <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/>

MHA (Military Housing Allowance) & Stipends (Books and Supplies)

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

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Other Resources

Liberty University Academic Calendar

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

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

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. If concerns are not satisfactorily met, please then forward the concern to flightaffiliate@liberty.edu.

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

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 <https://www.liberty.edu/commencement/>.

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APPENDIX A – CONTACT INFORMATION

Flight Training Affiliate Department

General Questions

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)

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)

vabenefits@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 Services.

Financial Services: 888-583-5704 (Toll Free)

434-582-2270 (Direct)

financialaid@liberty.edu

<https://www.liberty.edu/student-financial-services/>

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Student Accounts

All questions about the student’s 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)
lushepherd@liberty.edu
<http://www.liberty.edu/osd/lushepherd/>