Payment and Refund Policy for Flight Labs

Note: Payment and refund policies for course enrollment fees (sometimes referred to as tuition) are outlined in the current Reedley College Catalog and are not covered in this policy.

Flight Labs where actual flying occurs have lab fees in addition to the enrollment fees. These Flight Labs have an additional and separate system of payment and refund. There are no additional lab fees for Simulation labs. This policy applies to flying lab costs only.

Payments Due

Due to the expense associated with aircraft seat time which includes the plane rental and the hourly charges for a Certified Flight Instructor, Reedley College requires that students make arrangements for payment for a semester of Flight Lab courses *in advance* of each semester. The fee for each Flight Lab course appears in the current edition of the the ***Course Progression and Costs*** online document.

Students who have not applied for and/or deposited required funds for the first semester will not be registered for any flying lab course.

Only one semester of Flight Lab fees are charged to the student each semester. The entire degree cost does not need to be paid in advance. See the *Course Progression and Costs* document for costs by semester.

Students are highly encouraged to make financial arrangements as soon as possible prior to the beginning of each semester. This will allow students to concentrate on academic matters instead of financial matters and to be well prepared for the next semester of college and flight training.

The College will, five business days prior to the beginning of each semester, review each enrolled student's FLGHT Lab account balance, financial aid records, and/or VA benefit records. Any student who is has less than 100% of the first semester Flight Lab fee covered will be dropped from that Flight Lab course due to insufficient funds.

If a student is dropped due to insufficient funds, the student must make financial arrangements and/or deposit sufficient funds in their Flight Lab account to cover 100% of the fee for that lab. Once the costs are 100% covered, the student can then re-register for the dropped course. Registration deadlines are typically by the second Friday of each semester (fall and Spring) and the first Friday of each summer semester. It is highly recommended students line-up 100% of the finances for Flight Lab courses through the use of financial aid, VA benefits, and/or the deposit of funds into the student's Flight Lab

account *far in advance each semester.* This will prevent students from needing to re-register for dropped classes.

To retain enrollment in Flight Lab courses into the semester, students must have competed all arrangements for payment for Flight Lab costs. The College will consider a student eligible to attend a FLGHT Lab course (and not be dropped) when any of the following conditions are met:

> 1) The total Flight Lab cost due for the forthcoming semester is deposited in the student account, or

> 2) The Financial Aid Office has confirmed the funding (scholarships, grants, government loans, and private loans) for the Flight Lab course due for the forthcoming semester have been approved, or

> 3) The student's VA benefit application has been approved by the VA School Certifying Official and has confirmed VA benefits cover total Flight Lab cost of charges due for the forthcoming semester have been approved, or

> 4) A combination of steps 1) through 3) above.

If dropped from a FLGHT Lab course due to insufficient funds in the student account (and/or not enough financial aid and/or VA benefits approved) prior to the first day of the semester, the student may bring their account into compliance by meeting at least one of the four criteria outlined above and request to be added back into the course (by the Program Coordinator) no later than the last day to add for that semester. The last day to add is typically the second Friday of the semester. In Summer semesters, the last day to add is typically earlier (the end of the first week of classes).

Refunds

A 100% refund of Flight Lab account funds will be issued when a student drops Flight Lab classes prior to the end of the second week of the semester for full-length 18 week semesters. For short-term classes (such as summer semesters), a 100% refund is issued if the student drops the course on or before 10 percent of the duration of the class (typically the end pf the first week of classes).

If a student withdraws or is withdrawn from a Flight Lab course, any funds not already encumbered or spent on AATD use, Aircraft rental, or CFI time may be refunded upon request.

All refunds must be requested by the student by submitting a refund request form to the Reedley College Business Services Office for a Flight Lab account refund.

All Flight Lab account funds will be returned to the student, the lending institution, or the VA as applicable. These returns may take as long as eight weeks to be accomplished after a request for refund is made by the student.

If a student earns an "Incomplete" (I) grade for a Flight Lab course, the student may continue to accrue flight training hours past the last day of the semester using the existing account funds to finish the course. The policies associated with receipt of an "Incomplete" grade published in the current edition of the Reedley College catalog will be followed.

If at any time, the Flight Lab account balance reaches a zero balance, Flight Lab training will be discontinued immediately and the student will stop flying. Failure to complete Flight Lab events by the last day of the semester due to lack of funds will not prevent a student from earning an "F" grade. "Incomplete" (I) grades will not be issued to students due to lack of funds that caused a delay in Flight Lab events.

If for any reason, a student Flight Lab account balance is negative (the student owes money) for Flight Lab training that has already occurred, then the College policy on negative account balances (see current edition of the College catalog) shall apply.