



The Community College  
Of  
Baltimore County  
Aviation Program  
Student  
Flight Training Handbook





## Contents

Program Overview.....	3
How exactly does it work? Frequently Asked Questions (FAQ).....	2-6
Getting Started.....	7
A Synopsis of Flight Schools & CFIs.....	8
Student Responsibilities & Guidelines.....	9
Liability & Funds Release Form.....	10



## **Program Overview**

CCBC flight training courses offer a means for students to finance their flight training through student loans, employer tuition assistance programs, and Veterans Administration (VA) benefits.

Because the CCBC Aviation Program is a regional program encompassing five states, CCBC contracts with local flight training centers to provide the flight training. This allows the program to be convenient, flexible, and competitive. Students may select a flight school based on their personal preferences such as location, reputation, instructor, or types of aircraft used in flight training. A list of approved Flight Training Centers is listed on page 6 of the [CCBC Flight Training Guide](#).

In order to enroll in CCBC flight training courses, students must have completed or be enrolled in the associated ground school training at CCBC.

## **How exactly does it work?**

Depending on the certificate or rating sought, the flight training courses charge a lab fee (in addition to the cost of the 3 credits) that is to be used exclusively for flight training purposes. Student loans, employee education programs, and VA benefits may be used to help pay for these lab fees. Lab fee monies are put on account at CCBC and the college disburses money directly to the flight training center. Payments are made for Private Pilot students as the student training progresses; payments for advanced licenses beyond the Private Pilot are disbursed in advance to the flight schools in increments of \$ 3,000 - \$ 7,000 depending on the lab fee.

For example, the Instrument Pilot Airplane Certification Course charges a lab fee of \$ 10,200. When the student selects a flight school and starts training, the flight school will send an invoice to the CCBC Aviation Program Department for \$ 3,400. The money will normally be disbursed via check or direct deposit to the flight school within one week. The reason CCBC puts money on account at the flight school is to take advantage of "block rates" offered at most flight schools. A block rate means that if a student pays a certain amount (usually \$1,000) in advance, the hourly rate for aircraft rental is reduced by a factor of 10% or more.

The money on account at the flight school pays for the student's lessons until the block of money on deposit at the flight school is exhausted. When the student's account at the flight school is getting close to a zero balance, the flight school will invoice CCBC for additional money so that the student may continue to fly.

If satisfactory progress is being made at the flight school, CCBC will disburse another increment payment to the flight school. CCBC will continue to send money to the flight school in this manner until the lab fee money on account at CCBC has been paid out.



### **When will I be permitted to start my flight training?**

You should plan to start flying after the first two weeks of ground school have been completed and any required simulator training has been accomplished; this way you will have a strong foundation before you report to your flight school.

CCBC will not disburse monies to a Flight Training Center until you have completed the **Flight Training Orientation** requirements and the CCBC account has been verified that you are enrolled in the course.

The **Flight Training Account Status** records completion of these requirements and reports who is "**cleared to fly.**" This document is available to the flight schools and available to students via Blackboard.

### **What if I move out of the area before my lab fee money is used? Can I transfer this money to another flight school, college, or university?**

No, CCBC cannot transfer this money to another college, university or flight school. Furthermore, lab fee money cannot be transferred back to Financial Aid or the Veteran's Administration.

### **What if I decide that I do not want to continue flight training? Will the unused portion of my lab fees be refunded?**

No, lab fees are part of the course fees and are generally not refundable, especially after the published **last day to drop classes with 50% refund** date for the semester as provided in the [CCBC Academic Calendar](#). Flight schools may not refund money directly to students.

If you are considering dropping a flight training course, it is highly recommended that you meet with a member of the Aviation Department staff to discuss your options.

### **Is there any way to receive a refund of tuition & fees after the refund period?**

An appeal can be made through the Registrar's Office. You must submit an [Appeal Form](#) (Request Tuition Refund) to the Catonsville Records and Registration office with a copy to the Aviation Program. Under certain circumstances (i.e., medical documentation, etc.) a decision may be made to retroactively withdraw a student from a course, by which tuition and fees may be refunded accordingly.

### **What if I finish my flight training before my lab fee money has run out?**

The money on account with CCBC may be applied towards additional flight training.



**Time limits: Do I have to finish my flight training within one semester? How long do I have to complete my certificate or rating?**

Students should commit to finishing their flight training course in one semester. Ultimately, Flight training courses must be completed within one year of the class ending date. Your lab fee money will remain in your account until this time. An extension may be granted by the Aviation Program Director.

**How are grades determined for flight training courses?**

A grade will be given at the end of the semester for each flight training course based on satisfactory academic performance and/or the completion of the associated certificate or rating.

Students who do not complete the certificate or rating, or at least 80% of the requirements associated with their enrolled course at the end of the semester will be given an incomplete (I) grade which will default to a failing (F) grade after approximately 90 days. When you reach the 80% mark or the license is earned, the grade will be changed.

After the end of the semester, students who have not achieved satisfactory progress or completed their certificate or rating may continue to train towards their license, but may not enroll in the next course in the flight training progression (private, instrument, commercial, flight instructor) without approval from the Aviation Department or until the certificate or rating is completed.

**How do I submit my hours to change an incomplete or failing grade in a flight training course?**

You must submit a [Grade Change Request for Flight Training Courses](#) form.

**What if I want to switch flight schools during my training?**

Students may only switch flight schools under extenuating circumstances which may be approved by the Aviation Program Director. This should be avoided since the student's new flight school will have to do an assessment of what the student has previously learned. This will ultimately result in the flight training taking more time and costing more money. Students seeking approval to switch flight schools must complete the CCBC [Flight School Change Form](#).

Students should carefully evaluate their flight school to ensure that there will be instructors and aircraft available to match their schedule.

**Can I buy headsets, flight bags, or other pilot gear with my lab fees?**

No, this money is to be used exclusively for flight training. The purchase of aircraft operating manuals and charts is permitted.



### **What if I am not satisfied with my chosen Flight Training Center?**

If for any reason you are not satisfied with the training you are receiving, you should first speak to the Chief Flight Instructor at that flight school about your concerns. If this does not remedy the situation, contact the Aviation Department.

### **Who manages the Student Flight Accounts at CCBC?**

The Aviation Department tracks student progress, oversees lab fee accounts and approves invoices for payment to the flight schools.

***All questions concerning flight accounts, disbursements, refunds, or balances should be directed to the Aviation Department – [flighttraining@ccbcmd.edu](mailto:flighttraining@ccbcmd.edu)***

### **Does enrolling in a CCBC flight training course and paying the associated lab fee guarantee that I will earn the license or rating sought?**

No – Flight training is dependent on numerous factors such as student ability, instructor ability, lesson frequency, weather, aircraft availability, aircraft maintenance and a host of other elements.

The flight training lab fees are based on the **average** costs for completing the training and over 90% of our students complete their license with the amount prescribed. What CCBC does guarantee is that the total lab fee will be yours to use to finance your flight training lessons.

### **How many flight hours do the flight training courses guarantee?**

It is impossible to guarantee a certain number of hours for flight training courses because flight schools use many different types of aircraft and charge different hourly rates for these aircraft.

You will be able to use the full amount of the lab fee to finance your flight training. To get a general idea of how many hours you will earn, first determine the *dual rate per lesson* by taking the hourly rental rate of the airplane and add double the instructor's rate per hour (since a lesson typically involves a half hour of preflight and postflight time). Divide your lab fee costs by the dual rate per lesson.



### **What should students do to keep track of their lab fee money on account?**

Very Important! From time to time, student accounts at flight schools are incorrectly billed, overcharged, or double-charged.

It is the student's responsibility to keep track of how their money on deposit at the flight school is being billed.

1. After each lesson, obtain an invoice from the flight school to see how much was billed to your account. Carefully check the invoice for accuracy:
  - a. Actual aircraft rental time billed at the correct rate;
  - b. Actual instructor flight time billed at the correct rate;
  - c. Actual instructor pre-flight & post-flight time billed at the correct rate;
  - d. Actual instructor ground time billed at the correct rate.
2. Keep a running total of how much money you should have on in your account at the flight school.
3. Once a month check your running total against the flight school account balance.
4. Make every attempt to correct account discrepancies or problems through your instructor or flight school management. If you are unable to correct a problem alert the Flight Training Coordinator as soon as possible.

### **Getting started**

1. You must register for the appropriate flight training course – follow the checklist on the ***Flight Training*** web page found on the Aviation Studies website:  
<http://www.ccbcmd.edu/aviation>
2. Identify the flight school where you wish to train. A list of CCBC Approved Flight Schools is found in the ***CCBC Flight Training Guide***.
3. Complete the Orientation Session scheduled for the Flight Training Course.



## **A Synopsis of Flight Schools, Instructors, and Flight Training**

Flight Training is always an exciting adventure, but there are numerous factors that can make this process very frustrating and aggravating. Students should be aware of some of the common problems that frequently occur and can cause their flight training to take longer and cost more than expected.

1. Inclement weather (thunderstorms, clouds, wind, rain, & fog) can cancel flight lessons. Students should schedule to fly several times per week to beat the effect of Mother Nature.
2. Aircraft maintenance problems make airplanes unflyable and sometimes the repairs can take months to complete.
  - a. When selecting a flight school, one of your criteria should be "a good inventory of well maintained, similar type aircraft." Most flight schools have a fleet of Cessna 172 type aircraft.
  - b. Avoid training in the "only one of its kind" airplane at a flight school. Instead, insist on flying the type of aircraft that are available in sufficient numbers so that your flight training won't come to a screeching halt if the "one and only" type of airplane goes down for maintenance.
3. The Certificated Flight Instructor (CFI) is the most important element of your flight training experience.
  - a. Most CFIs are driven by their motivation to "build hours" towards meeting the qualifications for an airline or other commercial flying job. However, some are professional instructors who make a career of flight instructing.
  - b. Ensure that your schedule and that of your CFI are compatible so that he/she will be available to fly with you. This is something you should establish before you even begin flight training with your CFI.
  - c. Most instructors offer excellent instruction, but some do not. Sometimes you and your CFI simply have a personality conflict. If you feel that you are not receiving professional, courteous and quality service from your CFI, you may have to change CFIs. First talk to the CFI about what is bothering you. If this does not resolve the problem, contact the Flight Training Coordinator.
  - d. Your CFI may leave in the middle of your training to take a job at an airline. This is the CFI progression and is normal. The best way to combat this situation is to fly as frequently as possible and finish your training in minimum time.
  - e. CFIs only get paid when they fly or conduct ground instruction with you. The flight school takes most of what they bill you for instruction and the CFI gets the rest. Be considerate of your CFI's time! If you "no show" an instructor or cancel at the last minute, you are effectively taking money out of his/her pocket. This can lead to a very poor student – CFI relationship.





## **Student Responsibilities & Guidelines**

CCBC Students attending flight training at local flight training centers indirectly represent CCBC and the Aviation Program. Therefore, students are expected to project the best image possible in the manner in which they conduct themselves.

1. Students must closely monitor their flight school accounts for billing accuracy
2. If your flight training is delayed by more than 3 weeks for any reason, notify the Aviation Program Director.
3. Report any problems promptly to the Aviation Program Director

The following discrepancies in student behavior or conduct may result in expulsion from CCBC flight training courses and/or the receipt of a failing grade for the flight training course:

1. Lack of preparation for flight training lessons as prescribed by the assigned flight instructor. Students are expected to arrive for their flight training lessons having done their assigned reading or work.
2. Lack of consistent flight lesson attendance. Flying is a perishable skill; your success depends on regular flight lesson attendance (1-3 times per week);
3. Failure to appear for scheduled lessons ("no shows"), arriving habitually late for lessons or an excessive number of "last minute" (within 24 hours) lesson cancellations;
4. Failure to adhere to the rules prescribed by the flight training center and airport;
5. Deliberate or intentional violation of FAA regulations;
6. Careless or reckless operation of an aircraft;
7. Unsatisfactory progress;
8. Any mental or physical condition (such as substance abuse) that in the opinion of the Aviation Program Coordinator compromises the ability of the student to safely operate an aircraft.

Students being expelled from flight training courses will receive a failing grade and will forfeit unused flight training lab fee money on account with CCBC and the flight school.



# Liability and Lab Fee Funds Release Form – Fall 2018 Semester

## Part I

My **initials** and signature below affirm the following statements to be true:

\_\_\_\_\_ I have been provided a copy of the **CCBC Student Flight Training Handbook v. 4.2** and I understand the terms and conditions outlined therein and agree to abide by them;

\_\_\_\_\_ I acknowledge that I am ultimately responsible for payment of course lab fees to CCBC and failure to do so will result in my account being referred to collections. I understand that I must complete this training by **December 31, 2019** or forfeit the associated lab fee on account with CCBC for the courses taken this semester. Furthermore, course lab fees are generally non-refundable;

\_\_\_\_\_ I understand that flight training carries a moderate level of risk, can be dangerous, and may cause bodily injury or even death;

\_\_\_\_\_ I understand that CCBC is simply acting on my behalf to provide a conduit to finance flight training at the flight training center of my choosing. CCBC will not be liable for any damages resulting from the actions of my chosen flight school (excludes Private Pilot);

\_\_\_\_\_ CCBC will not be held responsible for any damages to aircraft, equipment, vehicles or property resulting from this flight training activity;

\_\_\_\_\_ CCBC will not be held responsible for any physical injuries to self or others resulting from this flight training activity;

\_\_\_\_\_ I authorize CCBC to release the funds in my flight training account to the Flight Training Center indicated below (check one): See the **CCBC Flight Training Guide** for details on approved Flight Schools for VA Benefits.

- |  |  |
|--|--|
| <input type="checkbox"/> Aero-Tech Services            | <input type="checkbox"/> GT-Aviation                             |
| <input type="checkbox"/> American Helicopters/Aviation | <input type="checkbox"/> Harford Air Services                    |
| <input type="checkbox"/> Bravo Flight Training         | <input type="checkbox"/> Navy Annapolis Flight Center            |
| <input type="checkbox"/> Brett Aviation                | <input type="checkbox"/> Hi-Tech Helicopters                     |
| <input type="checkbox"/> Dream Flight School           | <input type="checkbox"/> Middle River Aviation                   |
| <input type="checkbox"/> Frederick Flight Center       | <input type="checkbox"/> Trident Aviation                        |
| <input type="checkbox"/> Freeway Aviation              | <input type="checkbox"/> Washington International Flight Academy |

		Yes	No	Yes	No
Student ID Number	Student Name (Print)	VA Benefits?		Financial Aid?	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## Liability and Lab Fee Funds Release Form – Spring 2018 Semester

### Part II

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Last Name

Indicate enrolled Flight Training Courses for the **Fall 18 Semester** (check all that apply):

#### Airplane

- AVMT 142 Private Pilot Certification – Airplane
- AVMT 242 Instrument Pilot Rating – Airplane
- AVMT 247 Commercial Pilot Certification – Airplane SE & ME
- AVMT 249 Commercial Pilot Certification – Airplane SE
- AVMT 261 Flight Instructor (Basic) Airplane (CFI)
- AVMT 263 Flight Instructor Instrument Airplane (CFII)
- AVMT 265 Flight Instructor Multi-Engine Airplane (MEI)

#### Helicopter

- AVMT 144 Private Pilot Certification – Helicopter
- AVMT 244 Instrument Pilot Rating – Helicopter
- AVMT 248 Commercial Pilot Certification – Helicopter
- AVMT 262 Flight Instructor (Basic) Helicopter (CFI)
- AVMT 264 Flight Instructor Instrument Helicopter (CFII)