



MNSU Aviation Flight Lab Disenrollment/Refund Guide

Please carefully read through the following guidelines regarding disenrolling and refunding a flight lab. Note that this document is to serve as a general guideline to assist students, as each individual student situation is different.

If a student is looking to disenroll and refund a flight lab, they should read and consider the following:

- **Impact:** The student should fully understand the impact of dropping/withdrawing from a flight lab prior to removing it. Certificates like the Private Pilot do not expire and finishing a rating that is mostly complete can ultimately be more cost-effective than abandoning it. Transferring incomplete ratings to a different provider is often challenging, so the student should check with their future training provider if they are looking to continue training elsewhere. **Removing a lab will affect credit load and can affect course completion percentage, which can have a significant impact on things like full-time student status, academic standing, and/or financial aid eligibility, as well as other areas. MNSU can assist the student in identifying potential areas of impact, but it will ultimately be on the student to fully assess the consequences of disenrolling from a lab.**
- **Informing Relevant Parties:** At minimum, the student should notify their scheduler, their flight instructor, and the Aviation Department's Director of Operations as soon as they decide to disenroll.
- **Appeal Factors:** The two most crucial factors that factor into any potential appeal are **timeliness** and **flight lab balance usage**. Appeals are most favorable if they are submitted in a timely manner, and if the student has not utilized the flight lab balance. **While students should carefully consider their decision, all withdrawal and refund appeals must adhere to the respective deadlines.**
 - Withdrawal appeals follow overarching **Registration and Academic Records** policies.
 - Refund appeals follow overarching **Student Financial Services** policies.

As such, appeals to withdraw and refund are **NOT** handled by the Aviation department.

- **Disenrollment:** Any student looking to refund a flight lab balance **MUST** close out their registration before pursuing a refund. This can be done in one of two ways; **dropping** the course or **withdrawing** from the course.
 - When a **drop** happens, the student gets removed from the course academically, and the course/grade is completely removed from their academic record. Drops can be done within the add/drop window (typically the first five days of a semester), otherwise an appeal is required. Drops via appeal are rarely approved unless there are extreme extenuating circumstances that are well-documented.
 - When a **withdraw** happens, the student is still removed from the course academically. The course is not removed from the student's transcript, however; the student is instead assigned a grade of "W." **Grades of "W" do not affect GPA, but they do affect course completion rate, which is one of the ways MNSU measures satisfactory academic standing. Withdraws are typically assigned for students without extreme extenuating circumstances and are the vast majority of all accepted appeals.**

DEPARTMENT OF AVIATION

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- **Disenrollment Timeline and Processing:** Drops and withdraws can be processed in one of three ways.
 1. **Drop:** Any student may freely **drop** the lab before the add/drop deadline of the term of enrollment. This is typically the first Friday of the semester for any given term. **Note that drops outside of this are rarely granted except for extreme extenuating circumstances; in most cases students must withdraw from the course.**
 2. **Withdraw:** A student may freely withdraw from the lab before the posted withdraw deadline of any given semester. This is approximately one month before the semester ends.
 3. **Appeal:** Students looking to change their registration after the associated deadlines **MUST** complete a [Registration Appeal](#). Registration appeals are managed by MNSU's **Academic Records** department and **NOT** Aviation.

Decisions on appeals are communicated to the student via their MNSU email. **It is imperative that the student checks their email routinely throughout the disenrollment and refund process.**

- **Refund Appeal:** Once the student has successfully withdrawn or dropped the flight lab course (as indicated on their transcript) they can move forward with the process of [Tuition Appeal](#).
- **Refund Timeline and Processing:** **Students should take time to evaluate their decision, however, all appeals to refund should be entered in accordance with overarching MNSU refund policy.** The amount a student receives in a refund is contingent upon how much remains in that lab's balance at North Star Aviation. When a refund appeal is successfully processed, North Star Aviation releases the remaining lab balance to MNSU. MNSU then settles any unpaid balances on the student's account on campus (unpaid tuition, parking tickets, etc.) before refunding the remainder to the student. **North Star Aviation cannot legally issue refunds directly to students and may request that a student settles any balances (such as no-show charges) before releasing funds.**
- **“What if I am past the deadline?”**
 - If the deadline for withdrawal has passed, and a student is locked into a non-refundable lab, their remaining lab balance may still be on account to use at North Star Aviation, but this is typically only for a limited time. Students in this situation are encouraged to contact North Star Aviation for pertinent information as soon as they are able. **As a general rule, if a student does NOT start into a lab they registered for by mid-term, they should look to withdraw and refund while they still can.**
- **Advising and Other Considerations:** Students are **never** stigmatized for the decision to discontinue flight training. Students looking to change their major are encouraged to seek out advising through either the Aviation Department (aviationadvising@mnsu.edu) or their new major's advising space. Students can officially change their major utilizing the MNSU [Major Button](#).
- **Leaving the University:** If a student is leaving MNSU completely, they must fill out the [student re-enrollment survey](#).

In summary, the main steps to complete (in order) are:

- 1) Student ***identifies*** the need to disenroll and ***assesses*** impact.
- 2) Student ***verifies*** their potential appeal is within appropriate deadlines.
- 3) Student ***informs*** relevant parties (Aviation Department, North Star Aviation, etc.)
- 4) Student ***disenrolls*** via dropping or withdrawing from the lab.
- 5) When the lab is successfully disenrolled, student ***completes*** the tuition refund process.

If there are any questions, please contact aviation@mnsu.edu. Thank you!

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