



### MNSU Aviation Flight Lab Disenrollment/Refund Guide

Please carefully read through the following guidelines regarding disenrolling and refunding a flight lab. Please note this document is to serve as a general guideline to assist students.

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

- **Impact:** The student should fully understand the impact of dropping a flight lab. Certificates like the Private Pilot do not expire and completing a rating 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 will affect course completion percentage, which can have a significant impact on things like full-time student status, academic standing, and financial aid eligibility, as well as other areas. MNSU can assist in identifying these areas, but it will ultimately be on the student to fully assess the impact of withdrawing.**
- **Informing Relevant Parties:** At minimum, the student should notify their scheduler, flight instructor, and the Aviation Department's Director of Operations and Procedures as soon as they decide to disenroll.
- **Appeal Factors:** The two most crucial factors that factor into any potential appeal are the timeliness of the appeal, and if the student started utilizing the flight lab balance. Appeal outcomes are most favorable if they are submitted in a timely manner, and if the student has not utilized the flight lab balance. **Appeals cannot be processed one year beyond the semester of enrollment's end;** for example, a lab that was enrolled in Fall of 2024 becomes non-refundable in December of 2025.
  - If a student is locked into a non-refundable lab, their lab balance may still be on account at North Star Aviation. Students in this situation are encouraged to reach out to North Star Aviation to discuss their next steps.
- **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 removed from their record completely. Drops can be done in 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, but is 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 emergency circumstances and are the vast majority of all processed appeals.**

#### DEPARTMENT OF AVIATION

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- **Disenrollment Timeline and Processing:** Drops and withdraws can be processed in one of three ways.
  1. 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. A student may freely withdraw from the lab before the posted add/drop deadline of any given semester. This is approximately one month before the semester ends.
  3. Students looking to change their registration after the add/drop deadline of the semester they enrolled in the lab MUST complete a [Registration Appeal](#).

**Decisions on appeals are communicated to the student via MavMail. It is imperative that the student checks their email routinely throughout this 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 requesting a [Tuition Appeal](#).
- **Refund Timeline and Processing:** **Like disenrollment, refunds need to be processed within one year of the semester of enrollment's end.** 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 cannot legally issue refunds directly to students and may request that a student settles any balances (such as no-show charges) before releasing funds.
- **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 in through either the Aviation Department ([aviationadvising@mnsu.edu](mailto:aviationadvising@mnsu.edu)) or their destination 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 need to 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 **informs** relevant parties (Aviation Department, North Star Aviation, etc.)
- 3) Student **disenrolls** via dropping or withdrawing from the lab.
- 4) When the lab is successfully disenrolled, student **completes** the tuition refund process.

If there are any questions, please contact [aviation@mnsu.edu](mailto:aviation@mnsu.edu). Thank you!