

John D. Odegard School of Aerospace Sciences
Aviation Department

SUBJECT: II.10 Aviation Flight Course Financial Policy (revised 09/2014)

PURPOSE: To standardize procedures for payment of student flight costs.

POLICY:

1. Online deposits to aviation student prepayment accounts can be made through Campus Connection with an electronic check from individual checking/savings accounts or UND Refund Choice Card (OneAccount with Higher One) with no fees charged. Online deposits may also be made with a credit card (Discover, MasterCard, American Express) through Campus Connection but a 2.75% (min. \$3) fee will be charged. Deposits may also be made at the Student Account Service Office (SAS), Room 204 in Twamley Hall, with cash or check only, (US financial institutions). **CREDIT CARDS ARE NOT ACCEPTED AT THE TELLER WINDOWS.** Student Account Service Office hours are **8AM – 4:30PM**, Monday – Friday.

REMINDER, deposits go to aviation prepayment accounts; payments go to tuition.

2. Deposits will appear on AIMS the next business day after the deposit is made (example: a deposit is made on a Monday, it will show on AIMS Tuesday morning). No deposits are transferred on holidays or weekends. If a deposit must show in AIMS the same day it is made, students may call Aviation Account Services at 777-3218/2185 to have the deposit placed on agreement. Required information is student ID number, dollar amount, and receipt or confirmation number.

REMINDER, students should check AIMS accounts BEFORE going to the airport to make sure funds are available.

3. If a student's AIMS account falls below \$200, student can schedule a flight as long as a positive balance exists. However, student may not be allowed to dispatch a flight unless student is on agreement. Accounts may be checked in AIMS by going into "Schedule" then clicking the "FUNDS" tab at the top.

4. Students receiving Financial Aid to assist with their flight costs will be allowed to begin flying before the aid is received by being placed on agreement. Excess aid (other than what is needed for tuition, fees and housing) can be entered on AIMS as an agreement. The excess aid MUST be approved by UND Financial Aid office and the lender. Students wishing to discuss being placed on agreement for excess financial aid should stop by Rm. 200, Odegard Hall or contact Aviation Account Services at 777-3218/2185. Check the Financial Aid website at <http://und.edu/admissions/financial-aid> for more information.

5. A **NO SHOW** may be charged if a scheduled flight is not taken or canceled within the prescribed time. The charge is equal to two hours of instructor time. Students who feel they have been billed for a no show in error should contact Airport Dispatch at 777-7841 to fill out an appeal.

6. **FUEL SLIPS** - While on cross country flights, fuel for the aircraft will be charged to credit cards provided when students are dispatched for the flight. Students should SIGN and PRINT their names on the credit card slip and check the number of gallons, dollar amount and N number of the aircraft. Miscellaneous expenses charged on UND credit cards, such as landing fees, tie down, or hangar fees, will be billed to the student's account.

Financial Aid questions: christina.johnston@email.und.edu , 777-4794/3121
Financial Aid office: <http://und.edu/admissions/financial-aid>
Aviation Account questions: 777-3218/2185 - Rm. 200 Odegard
Student Account Services: <http://und.edu/finance-operations/student-account-services>
777-3911