

E | AVIATION

Financial Aid Checklist

To avoid delay in funding and flight training, complete these necessary steps **TWO months before classes begin!** This process must be completed every time you register for a flight course, you must contact the EMU Financial Aid Office and advise them that you are a flight student and need a budget increase. This will allow Financial Aid to adjust your financial need to accommodate your flight courses. Use the worksheet on the back of this checklist to help you with the process.

After you register for ANY Flight Courses you MUST complete the following:

- Contact Financial Aid Office**
 - Contact: 734.487.0455, financial_aid@emich.edu
 - Request a "Budget Increase to cover Flight Fees", State which Flight Course you are requesting an increase.
- Apply for Loans**
 - Follow the instructions on your Award Notification to receive a Direct Loan
 - If you have already received the annual maximum Direct Loan borrowing limit, you may need to apply for a private or PLUS loan to meet the additional need created by the budget increase
- Complete Outstanding Requirements**
 - Click on the Student tab, then click on Financial Aid Tab
 - Complete the following process:
 - Click on Eligibility, then Select Aid Year
 - Click on Student Requirements, then Complete and submit documents with the status of "Not Yet Received"
- Accept your Aid through my.emich**
 - Click on the Student tab, then click on Financial Aid Tab
 - Complete the following process:
 - Click on Award, then click on Award Aid Year – Select Aid Year and click Submit
 - Click on the tab "Accept Award Offer" – Accept/decline or adjust desired aid
- Processing**
 - All aid (Scholarships, Pell Grants, SEOG, Direct Subsidized Loans, Direct Unsubsidized Loan, and Private Loans) will be applied to your EMU student account
 - The aid covers all tuition and fees first, and then becomes a zero balance, the excess aid will be refunded to your EagleOne account according to your refund preference, these funds shall be used for your flight fees
 - Funds should be available the first week of classes
- Email info@eagleflighttraining.com when you have completed this process**

Submitting your Course Deposit

- Submit Course Deposit for Flight Course**
 - At least 50% of the Estimated Flight Training Costs is required to be deposited before your account before your first flight
- Transfer your refund to your Eagle Flight Centre Account**
 - In order to avoid delays in your flight training and graduation, transfer ALL funds (Line F) associated with the flight course budget increase to Eagle Flight Centre within the first week of classes
 - It is **YOUR** responsibility to transfer the funds
 - **To Transfer:** bring your EagleOne card to Eagle Flight Centre, ask the front desk to put a deposit on your account (You may have to call EagleOne card support to request a large transaction)
 - According to Eagle Flight Centre policies; all students will require \$500 in their account before being dispatched an aircraft. If your account is below \$500, you will be placed on inactive status and ineligible for ground or flight training. Dispatch will alert you when you fall below \$500 and can provide your balance on request. If your balance falls below \$2,500, please make appropriate arrangements to prevent any disruptions in your flight training.

Get Help - Contact List

Eastern Michigan University

Financial Aid	403 Pierce Hall		734.487.0455
Jennifer Tremewan	Assistant Director	jtrenewan@emich.edu	734.487.3547