

New Century AirCenter Flight Training Checklist

To prepare for your flight training with Kansas State University, the following items should be reviewed before your first day of training.

■ Complete prior to your first day of flight training:

- Complete the FAA flight physical or verify BasicMED compliance.
 - A First-Class medical is preferred.
- Purchase the following supplies:
 - iPad (64 GB minimum storage required, cellular connectivity capability preferred)
 - Pilot Logbook
 - Headset (good quality headsets are available from online vendors such as pilotshop.com, avshop.com and sportys.com)
 - Flight computer, plotter and appropriate aeronautical charts
- Pick up your provided polo, required for dress code, at K-State Salina's IXD office.
- Provide down payment for your flight rating or endorsement. Specific amount(s) will be determined during orientation call with the Director of Flight Operations.

Training Location:

280 Gardner Dr,
New Century, KS 66031

Parking is available on the south and west sides of the building. The K-State Aviation office is located inside Signature Flight Support on the second floor.

■ For first day of flight training:

- Required dress code for flight training is dress pants, closed-toed shoes and the polo you were provided.
- Bring your original birth certificate or a current passport. If you bring your birth certificate, you must also provide a driver's license or equivalent government-issued photo ID.
- Be prepared to discuss your desired training schedule and meet your certified flight instructor (CFI).

■ Continuing flight training:

- Upon acceptance into the flight training program, a flight account through ETA will be established and your funds will be deposited into the account. Going forward, you must maintain a minimum \$500 balance in your ETA account at all times.
- Your flight training schedule will be set with you and your CFI. Please prioritize your flight training to the best of your ability. Regular and consistent training will result in less required hours to achieve the rating or endorsement.
- The following attendance policy is in effect for all flight training learners:
 - To cancel any flight, you must inform Flight Operations, as well as keeping open communication with your instructor.
 - Beginning on your first day of training and every subsequent appointment, you will be held to the no-show policy. If you must cancel a flight, you must give 24-hours notice to avoid the no-show charge.
 - For weekend flying, you must cancel by noon the Friday before training is scheduled.
 - Cancellations of less than 24 hours advance notice are charged for the full amount of time the lesson that was scheduled. These cancellations are termed no-show cancellations. Payment for no-shows will be the responsibility of the student and will be debited from the student's ETA account.
 - Payment for no-shows will be the responsibility of the student. These fees must be paid prior to continuing flight operations.
 - If the no-show was due to an emergency or other factors outside the student's control, the student may request a review of the charge. Review requests should be made to the Director of Flight Operations.

Aviation

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Should you have any questions at any point during your training, please contact your CFI or email K-State Salina Professional Education and Outreach.

profed@k-state.edu