Unique Training For Unique Missions

Published November 2014
Revised August 2015
Affiliated organizations:
2015 - 2016
CATALOG
Published November 2014
Revised August 2015

84 E. Sprague Rd.
Ionia, Michigan 48846

Phone: (616) 527 - 4160  Fax: (616) 527 - 4180
Email: info@smat.edu

www.smat.edu
Welcome to the School of Missionary Aviation Technology. We are excited about your interest in SMAT, and we are eager to help you gain the knowledge and build the skills necessary to effectively and safely serve others through the uniquely useful tools of aviation! This will be accomplished through an intimate, Christ-centered learning environment staffed with experienced flight and maintenance instructors who care about the individual learner.

The tools of aviation are being used by missionary pilots and mechanics to spread the Gospel of Jesus Christ to some of the most remote locations around the world. A missionary is most simply defined as a person who has been sent on a mission. Every day, hundreds of aircraft pilots and mechanics are sent on missions of service and support throughout the United States and around the world.

The model of a mission of service was set by Jesus Christ Himself as recorded in Matthew 20:28, “... the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many (NIV).” If you have a desire to be sent on missions of love, service, and support to others through the uniquely useful tools of aviation, then SMAT is the place for you. We stand ready to help you obtain the training and equip you with the skills needed to fulfill your calling!

We look forward to serving you!

Terry Yoder, President/CEO
School of Missionary Aviation Technology

“How, then, can they call on the one they have not believed in? And how can they believe in the one of whom they have not heard? And how can they hear without someone preaching to them? And how can they preach unless they are sent? As it is written, ‘how beautiful are the feet of those who bring good news!’” Romans 10:14, 15
# Table of Contents

**INTRODUCTION TO SMAT**
- 10

**STATEMENTS OF MISSION AND PURPOSE**
- 11
  - Statement of Doctrinal Belief
  - 11
  - Statement of Vision
  - 12
  - Statement of Mission
  - 12
  - Legal Status
  - 12
  - Accreditation Approval
  - 13
  - Availability of Federal Financial Aid
  - 13

**ADMISSIONS**
- 14
  - Admission Requirements
  - 14
  - Admission Procedure
  - 15
  - Application Deadline
  - 16
  - Anti-Discrimination Policy
  - 16
  - Non-Immigrant Students
  - 16
  - Students Right to File a Complaint
  - 16
  - ACCET Complaint Procedure
  - 17
  - Family Education Rights and Privacy Act (FERPA)
  - 18

**TRANSFER OF CREDIT GUIDE**
- 19
  - Transfer-In Credit Policy: Aviation Maintenance Training
  - 19
  - Transfer-In Credit Policy: Aviation Flight Training
  - 20

**ADVANCED EDUCATIONAL GUIDE**
- 22
  - Western Michigan University – Kalamazoo, MI
  - 22
  - Trinity International University – Deerfield, IL
  - 23
  - Montcalm Community College – Sidney, MI
  - 24
  - University of Dubuque – Dubuque, IA
  - 25
  - LeTourneau University – Longview, TX
  - 26
  - Calvary Bible College – Kansas City, MO
  - 27
  - Cornerstone University – Grand Rapids, MI
  - 29

**STUDENT LIFE**
- 30
General Information  
Student Housing  
Leave-Of-Absence & Reactivation of Academic Study  
Probation/Termination  
Copyright Policy  
Program to Prevent Illicit Use of Drugs and Abuse of Alcohol  
Campus Security  
FINANCIAL INFORMATION  
General Information  
Payment Policy  
AMT Program Payment Schedule  
Flight Program Schedule of Estimated Flight Costs  
Flight Program Payment Policy  
Student Financial Aid  
Withdrawal or Termination  
Return or Refund of Title IV Funds  
AVIATION MAINTENANCE TRAINING (AMT)  
Program Information  
Graduation Requirements  
Attendance Policy  
Grading Policy  
Satisfactory Academic Progress Policy  
FAA Completion Standards  
Placement  
2015 – 2016 Academic Calendar  
AVIATION FLIGHT TRAINING (AFT)  
Program Information  
Structure  
Curriculum  
Graduation Requirements
Standards of Academic Performance  72
GROUND SCHOOL  72
Grading Policy  74
COURSE LISTINGS  76
AVIATION MAINTENANCE TRAINING PROGRAM  76
   General Curriculum  76
   Airframe Curriculum  76
   Powerplant Curriculum  77
FLIGHT TRAINING PROGRAM  77
   Flight Curriculum  77
AVOCATIONAL COURSES  78
COURSE DESCRIPTIONS  78
AIRCRAFT MAINTENANCE TRAINING  78
   GENERAL CURRICULUM  78
   AIRFRAME CURRICULUM  80
   POWERPLANT CURRICULUM  84
FLIGHT CURRICULUM  88
   AVF 120 - Private Pilot Certification  88
   AVF 230 - Instrument Airplane Certification and Experience  90
   AVF 240 - Commercial Pilot Certification  90
AVOCATIONAL COURSES  90
   AVF 301 – Certified Flight Instructor - Airplane  90
   AVF 311 – Certified Flight Instructor - Instrument  90
   AVB 101 – Perspectives on the World Christian Movement  91
   AVB 102 – The Truth Project  91
PERSONNEL  92
   BOARD OF DIRECTORS  92
   ADMINISTRATION  92
   FACULTY AND STAFF  92
   SMAT Staff Qualifications  93
SMAT CAMPUS

Location

96

96
INTRODUCTION TO SMAT

The School of Missionary Aviation Technology was incorporated in the summer of 1997: not as a new aviation school but as a continuation of a program that was conceived and brought into reality in 1970 through the efforts of retired Air Force Lt. Col. Clair McCombs in conjunction with the Grand Rapids School of the Bible and Music.

In 1994, the Grand Rapids School of the Bible and Music merged with the Grand Rapids Baptist College to form Cornerstone College – now Cornerstone University. When the Cornerstone aviation program was being eliminated in 1997, three men envisioned the need to continue training men and women for a ministry in missionary aviation and formulated a plan to maintain and support the program independent of the college.

This group of men, who became the first board of directors, moved ahead to acquire the program from Cornerstone. A new school was formed that would continue the tradition of providing mission agencies with professionally trained pilots and mechanics whose desire is to glorify God throughout the world by supporting missionaries with a safe, efficient mode of transportation. This school has become known as SMAT, but is officially named the School of Missionary Aviation Technology. It currently provides both flight training and maintenance training, according to approved FAA standards, in order to equip students with the skills necessary to become missionary aviators.

Over the years, the school operated at several mid-Michigan locations; however, the board of directors’ extended vision for continued growth was limited at these sites, therefore, several possibilities were pursued before deciding to develop a new campus on the grounds of the Ionia County Airport. A large hangar was purchased for the AMT and flight programs while two temporary portable buildings were utilized to house a classroom and an administrative office. The move to Ionia occurred in time to begin the 2008-2009 academic year.  

Facilities and equipment

Following a successful fund-raising effort that included a sizeable donation from the Dick and Betsy DeVos Foundation, a building project was undertaken, which allowed for the construction of a new 21,000 square foot facility. SMAT’s board of directors, in early-summer 2011, was honored to dedicate the DeVos Campus
of the School of Missionary Aviation Technology. The new facility houses the AMT program and administrative offices. The Flight Training Program is housed on the same campus in a 10,000 square foot hangar equipped with classroom, flight planning room, instructor offices, and a flight simulator room.

The Aviation Maintenance Training Program has multiple aircraft, engines, and accessories that are used as training aids. Many of these valuable resources have been donated to the school by generous friends and partners. The new maintenance training facility also includes a fully equipped sheet metal room, along with a welding and machine shop and a non-destructive testing and cleaning room. A parts room and training area for the Heartlands Technical Institute high school program are housed in the new facility as well.

There are currently four aircraft used in the flight training program. All primary instruction is completed in the two Cessna 172’s, one of which is on loan to SMAT from JAARS. The JAARS Cessna 172 can be converted to a tailwheel configuration. A Cessna 172RG is used for complex training, and a Cessna 206 on loan from MAF is used for high performance training.⁴

**STATEMENTS OF MISSION AND PURPOSE**

**Statement of Doctrinal Belief**

We believe that “All scripture is inspired of God,” and is completely truthful, infallible and without error. We believe there is only one God, an infinite, eternal spirit existing as God the Father, God the Son, and God the Holy Spirit. These three are equal in their Deity and perfection. Together they harmoniously carry out the sovereign plan of God. We believe that Jesus Christ was conceived by the Holy Spirit to be born of the Virgin Mary, and is true God and true man. We believe that man was created in God’s image, but by Adam’s sin, all men are born with a sinful nature. We believe that Jesus Christ died for our sins according to the Scriptures. Through His death, burial and resurrection, we have forgiveness of our sins through His shed blood. We believe in the resurrection of the crucified body of our Lord. He arose into Heaven and is there for us as High Priest. We believe in the blessed hope and glorious return of our Lord and Savior Jesus Christ. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and therefore become children of God; “by grace are ye saved through faith.” We believe in the bodily resurrection of the just and unjust, the everlasting life of the saved and everlasting punishment of the unsaved.
**Statement of Vision**
Our vision is to serve the Lord in missions by providing certified training in flight, aviation maintenance and related technical fields. We are committed to providing a high level of training through academic excellence, quality personnel, and with facilities conducive to the real world missionary environment. As servants of Christ, we will accomplish this by providing a learning environment that is Christ-centered, caring, compassionate, and responsive.

SMAT’s visionaries look toward future growth by offering instruction in other technical trades. Additional needs on the mission field can be met with individuals trained in construction, information technology, and diesel/automotive and diesel/power generation technology.

Current as well as future programs will always be taught by Godly instructors in an environment conducive to individual spiritual growth while exposing students to mission organizations serving God’s peoples around the globe.

**Statement of Mission**

Our mission is to equip men and women with the skills necessary to serve God in mission aviation. We will do this by providing Christ-centered, performance-based training in maintenance, flight, and related technical disciplines; and through hands-on experience in both laboratory and field environments.5

**Legal Status**

The School of Missionary Aviation Technology (SMAT) is a non-profit corporation formed for the religious, charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code; and more specifically, to receive and administer funds for mission aviation education, training and services related to flight and aircraft equipment maintenance and repair. The property, business and affairs of the corporation shall be under the direction and control of a board of directors. The board of directors shall have the power to accept or refuse any bequests, gifts, or grants which are proposed to be made to the corporation.6
Accreditation Approval

In August of 2011, SMAT was approved by the Accrediting Council for Continuing Education and Training (ACCET) as a nationally accredited school for the purpose of assuring our students and constituents that we are a trustworthy institution of academic learning. Accreditation is a key benchmark for measuring organizational quality. Preparation for accreditation disclosed our weaknesses as well as strengths and mandated that we implement processes that address our weaknesses in order to provide outstanding educational programs. Our approval and affiliation with other organizations, such as the International Association of Missionary Aviation (IAMA), the Michigan Department of Education, and the Federal Aviation Administration (FAA), further validates the integrity of our school offerings. The results of our affiliations or approvals assure the following:

- regular assessment of the school’s purpose
- support of the goals and objectives of the school
- monitoring of student placement and student learning objectives
- external evaluation by third-party periodic review
- compliance with federal and state regulations
- gateway for financial assistance to students who qualify

SMAT continually strives to demonstrate its commitment to our students, staff, and stakeholders by seeking to provide an atmosphere, which is not only conducive to effectively implementing educational improvements and advancements, but also allows for organizational stability.

Availability of Federal Financial Aid

SMAT was approved in June 2012 by the US Department of Education to begin dispensing federal student aid to help meet student need. SMAT participates in the federal Pell grant and the federal Direct Loan programs, with subsidized, unsubsidized and PLUS loans available. The Department of Veterans Affairs has also made VA benefits available to those students who qualify.
ADMISSIONS

Registration Requirements

Individuals who desire to receive a mission-focused education in the aviation field and who are willing to meet the high academic standards which have been established for the purpose of meeting FAA aviation requirements within the one-year time period, are encouraged to make application. SMAT offers a one-year AMT program and a one-year flight program.

The admissions office evaluates every applicant for admission to the School of Missionary Aviation Technology based on qualitative and quantitative requirements that identify students who can demonstrate potential for success in the mission aviation field, and since our purpose is training specifically for the aviation field, with a strong emphasis upon mission attachment following graduation, it is strongly suggested that applicants be spiritually prepared for the unique challenges of this field.

Several factors which may influence the acceptance of applicants are academic history, personal motivation, testimony and content of the confidential reference forms.

Admission Requirements⁹

Admission requirements are designed to ensure that students who enroll with the School of Missionary Aviation Technology will have the ability and desire to successfully complete the rigorous course of study; to make full use of the educational opportunities available; and to show evidence of satisfactory academic progress capability.

Factors considered in the admissions process:

- A completed application form which contains sufficient evidence of prior educational experience and accomplishment.
- Evidence of appropriate social propensity along with spiritual inclination and growth. Two references, one spiritual authority in the applicant’s life and one a former teacher or employer, will be asked by SMAT to complete a confidential reference form.
- Evidence to substantiate a completed high school education (diploma, transcripts, etc.); a General Education Development
Certificate (GED); or certification of completed home schooling at the secondary level. It is the prospective student’s responsibility to have this evidence sent directly to SMAT.

- The admissions application must be accompanied by a non-refundable $25 application fee.
- If accepted and invited to register, the prospective student must submit a $500 registration fee in order to be included on the student roster. The fee will be credited to the first tuition installment.
- Additional prerequisites are associated with enrolling in the flight program. Please refer to the Admissions Attachment for Flight Training section of the application form for these prerequisites.

Admission Procedure

1. An application form is available to download from SMAT’s website – www.smat.edu or feel free to request an application by e-mail – info@smat.edu. Complete and return by e-mail, fax, or 1st class mail*. (Note: individuals applying for flight training must be at least 17-years-of-age at the time of enrollment.) Remember to include any additional documents as may be noted in the application.

   *Admissions Office
   School of Missionary Aviation Technology
   468 E Sprague Rd D175
   Ionia MI  48846

2. If mailing your application, include the non-refundable $25 application fee with a check made payable to SMAT. If e-mailing or faxing, please send the $25 fee by mail or call so we can process a credit or debit card payment. (616.527.4160)

3. SMAT will contact your named references – preferably by e-mail so please provide an accurate address. Upon receipt of the completed reference forms, your application will be evaluated and a timely response of acceptance, priority hold, or rejection will be confidentially shared via e-mail.

4. Upon acceptance into the program, a $500 registration fee will be required. This fee will be credited to the first tuition installment.
Application Deadline

1. Applicants should register as soon as possible for the training session they plan to attend as priority of acceptance is based upon date of application.
2. Applications will be considered and processed until the first day of class unless the class has been filled to capacity. After that time, applicants will be placed on a waiting list and entrance into the program will be based upon cancellations and on the president/CEO’s recommendation.

Anti-Discrimination Policy\textsuperscript{11}

Admission to the School of Missionary Aviation Technology is open to all students who have the proper background and capacity to benefit from the program and courses taught in the FAA aviation flight and maintenance curriculum. SMAT does not discriminate or exclude persons from training on the basis of race, color, national origin, sex, religion, political persuasion, handicap, age, weight, height, or marital status.

A good faith effort will be made to accommodate all students with special needs if it can be demonstrated that with support services, the student will be able to complete the program and subsequently eligible to be placed in their chosen field of training.

Non-Immigrant Students

The School of Missionary Aviation Technology is certified by the United States Student and Exchange Visitor Program [SEVP] to issue I-20 forms and accept non-immigrant students for enrollment.

Students Right to File a Complaint\textsuperscript{12}

Proprietary Schools Act - 2009

Any enrolled student is afforded the right, per the Proprietary Schools Act, to file a complaint for violation of stated laws, rules, and policies as stated and related in the enrollment process of the School of Missionary Aviation Technology and as put forth as law in the above act.

The student shall first file a written complaint with either the maintenance school director or the flight school director within five (5) days of the alleged
infraction. If the student does not feel the matter has received adequate attention for a fair outcome, they may then appeal to the president/CEO of the school within five (5) days of the director’s decision. If satisfaction is still not found, the student is free to file a formal complaint with the Michigan Department of Licensing and Regulatory Affairs with whom the School of Missionary Aviation Technology is licensed to operate.

No student shall be subjected to coercion, intimidation, interference, retaliation, or discrimination for registering such complaint or for assisting in the investigation of any alleged violation of laws or rules prohibiting free rights to be exercised.

**ACCET Complaint Procedure**

The School of Missionary Aviation Technology is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and SMAT to ensure that educational training programs of quality are provided. If problems arise, students should make every attempt to find a fair and reasonable solution through the formal complaint procedure which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to SMAT’s written complaint procedure which is published in our catalog (see below), or otherwise available upon request from the administrative office. [Note: ACCET will only process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.]

In the event that a student has exercised SMAT’s formal student complaint procedure and the problem(s) has not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be made in writing and mailed, faxed, or e-mailed to the ACCET office. Complaints received by phone will be documented and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
   a. name and location of the ACCET institution
   b. a detailed description of the alleged problem(s)
   c. the approximate date(s) that the problem(s) occurred
   d. the full name(s) and title/positions of the individual(s) involved in the problem(s), including both institutional staff and/or other students
   e. what was done previously to resolve the complaint,
along with evidence demonstrating that SMAT’s complaint procedure was followed prior to contacting ACCET

f. the name, e-mail address, telephone number, and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal a name to the institution involved

g. The status of the complainant with SMAT, e.g. current student, former student, etc.

h. In addition, submit copies of any relevant supporting documentation, e.g., the student’s enrollment agreement, the syllabus or course outline, correspondence between the student and the institution

SEND TO: ACCET
CHAIR COMPLAINT REVIEW COMMITTEE
1722 N STREET NW
WASHINGTON DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
E-mail: complaints@accet.org
Website: www.accet.org

[Note: complainants will receive an acknowledgement of receipt within 15 days.]

Family Education Rights and Privacy Act (FERPA) 

The School of Missionary Aviation Technology receives and stores student information of a confidential nature. This may include payments from students, parents or other customers in the form of checks, money orders, cash or credit/debit cards. It may also include financial assistance documents, registration documents, transcripts, grades and additional academic data. FERPA mandates that any unauthorized personnel, including employees who have no need for the file information, be excluded from having access to the student files.

In order to comply with safeguarding this information as well as related personal information, SMAT will adhere to the following policy.

The following “directory” information may be disclosed without consent
- Student’s name
- Address
- Telephone number
• Date and place of birth
• Honors and awards
• Dates of attendance

Academic records which include grades, attendance, and transcripts issued by instructional staff are kept as hard copies with the Director of the program area in which the student is enrolled. These records are available to the student upon request. The Federal Aviation Administration requires that these be maintained for a minimum of two years.

Eligible students will be informed about directory information and students will be allowed a reasonable amount of time to request that the school not disclose directory information about them. SMAT will further advise students about their rights under FERPA in the Catalog, Student Handbook and student orientation.

TRANSFER OF CREDIT GUIDE

Transfer-In Credit Policy: Aviation Maintenance Training

The school does not graduate a student unless he has completed all of the appropriate FAA Part 147 curriculum requirements. However, the school may grant individual course credit to a student with instruction or previous experience as follows:

1. The school may give credit to a student with instruction satisfactorily completed with a grade of “C” (70%) or better at:
   a. An accredited university, college, community college;
   b. An accredited vocational, technical, trade or high school;
   c. A military school; or
   d. An FAA Part 147 certificated aviation maintenance technician school.

2. The student must present a valid official transcript from the institution credit is being transferred from, identifying actual FAA Part 147 curriculum or syllabi indicating course content comparable to the FAA required curriculum. If the student transfers to SMAT from items b, c, or d in section 1 above, the student will be expected to validate the training through the submission of the approved FAA Form 8610-2.

3. A $25 Administrative Fee will be assessed for this transcript review. Tuition and fees for transfer of credit will be assessed on a pro-rata basis with reduced tuition costs determined by the current average clock hour costs for the entire program. (Example: Reduction in costs = annual tuition or
fees x [clock hours of credit/total clock hours]). Total clock hour credit is determined by the FAA approved training requirements and the President/CEO.

4. Students may transfer a maximum of 1150 clock hours in order to be eligible to receive a diploma and/or certificate of completion for any given program.

5. Transfer in students may receive no more than 100 clock hours of instruction for any given course.

Transfer-In Credit Policy: Aviation Flight Training

Upon their being accepted, the student will confer with the Flight School Director and be placed into the curriculum at a level that reflects their training background. Most flight training experience can be transferred under FAA Part 61. Advanced placement based on experience will be determined by a flight check, oral or written exam or both. In addition, the student must present to the Flight School Director their logbook with each page totaled and signed. Training experience credit will be determined by the above review and the FAA standard for the ratings previously received. These flight, oral and written exams will be used to determine the students level of flight and knowledge proficiency under FAA Part 61 in determining placement and course credit received.

Since the FAA dictates the standard for transfer of credit, an appeal on the decision for the number of hours to be transferred is not possible. A $25 Administrative Fee will be assessed for this review and evaluation.

Tuition and fees for transfer of credit will be assessed on the basis of the remaining courses required to complete the program. The assessed costs will be determined by the current tuition and flight rates for each course in effect at the time of transfer.

An official transcript of course completions from SMAT with grade earned can be obtained for students requesting a transfer to other institutions. There is currently no fee assessed for official transcripts or copies of approved curriculum content.

Transfer of Credit to Another Institution

Transfer of credit to another academic institution is determined by the transfer-in institution. Typically, a grade below C (70%) for any course will not be accepted into their program. SMAT will currently supply a transcript, copies of
course syllabi and course descriptions from the catalog at no cost for any individual requesting a transfer.

Several schools recognize the School of Missionary Aviation’s diploma and may award credit toward a degree to all qualifying students. These schools may also have a formal articulation agreement in place with SMAT. A search on the website indicated will direct you to the degree information for that school or college. Details regarding the transfer agreement are provided with the appropriate school listing.

SMAT’s financial aid administrator will work individually with all transfer students with regard to concerns affecting federal financial aid and any impact the transfer may have on said aid.
Western Michigan University – Kalamazoo, MI

Western Michigan University (WMU) College of Aviation will grant a 60 credit hour block in the **Aviation Maintenance Technology Bachelor Degree** program for completion of the full A&P program only if finished to the standard required for the award of a diploma from SMAT. In addition, the WMU policy for *Provisional Credit* transfer will apply. The completed SMAT coursework will substitute for the WMU College of Aviation applicable courses and will transfer in as a 60 hour credit block. Note: SMAT’s curriculum is based on contact hours but will transfer as a credit hour block.

*Provisional Credit – the WMU 60 credit hour block will be granted upon successful completion of an additional 26 semester credit hours at WMU with a minimum overall GPA of 2.0. Contact Office of Admissions when validating coursework (26 credit hours noted above) has been completed.*

No credit will be granted for individual courses.

Students must submit and/or request submission of the following items to the WMU Office of Admissions:

- a completed admissions application and application fee
- official SMAT diploma certifying completion of required SMAT coursework
- request official transcript from SMAT to be sent directly to WMU Office of Admissions
- a high school transcript (or transcript(s) of sufficient other college work) may be required by the admissions office in order to make an admission decision

Clicking on the following website will take you to the program information at WMU.  
http://www.wmich.edu/aviation/amt.html
Trinity International University – Deerfield, IL

SMAT provides an elective course – *Perspectives on the World Christian Movement* – to all its students on an annual basis. Three semester hours of credit can possibly be obtained through Trinity International University upon satisfactory completion of the credit course requirements. To receive this credit it is necessary for the student to contact the university independently. SMAT makes no claims as to the continuing availability of receipt of this credit. The course credits are not transferable into programs offered by the School of Missionary Aviation Technology.

The course offers a Biblical, historical, and cultural analysis of the impact of the World Christian Movement with specific attention given to strategic opportunities to leverage one's passions, training and expertise for God’s glory at home or abroad including the imperative to bring the Gospel to groups who have yet to receive the written gift God’s word.

The course is offered each year and runs for fifteen weeks, one evening per week for three hours, usually during the winter. For further information on the course and its content, see: www.perspectives.org. For information on the next scheduled course, contact info@smat.edu.
Montcalm Community College – Sidney, MI
Montcalm Community College may grant an Associate in Applied Science degree in Aviation Maintenance upon the satisfactory completion of its 64 credit hour program.

General Education requirements from MCC
Written Communications: ENGL 100 or 101
3 credits

Oral Communications: COMM 210 or COMM 220
3 credits

Laboratory Science: PHYS 101 or PHYS 111
3 – 4 credits

Mathematics
4 credits
MATH 100, MATH 104, MATH 120, MATH 159, MATH 190, MATH 250, or
MATH 251.

Social Science:
4 credits
POLI 110 or POLI 240 and at least one of the following: ANTH 260, ANTH 265,
ECON 215, ECON 216, HIST 250, HIST 251, HIST 252, HIST 253, HIST 255,
HIST 256, HIST 257, POLI 246, POLI 250, PSYC 120, PSYC 221, PSYC 223,
PSYC 225, SOCI 111, SOCI 230, SOCI 235, or SOCI 231.

Humanities:
4 credits
HUMN 100 or HUMN 200 or two of the following (courses must have a
differing prefix and only one may be a foreign language), ARTS 120,
ARTS 225, ENGL 195,
ENGL 200, ENGL 201, ENGL 212, ENGL 220, ENGL 221, ENGL 235, ENGL 236,
ENGL 265, FREN 120, FREN 121, GERM 101, GERM 102, HUMN 110,
HUMN 201,
HUMN 271, MUSI 101, MUSI 110, PHIL 220, PHIL 221, PHIL 222, SPAN
130, and SPAN 131.

Computer Literacy: 3 credits CMIS 115, (Prerequisites, CMIS 100 & 101)
Courses taken from the School of Missionary Aviation Technology

<table>
<thead>
<tr>
<th>MCC Program</th>
<th>SMAT Courses</th>
<th>Credits Awarded at MCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance I</td>
<td>AVG-140, AVG-142, AVG-143, AVG-144, AVG-145, AVG-146, AVG-147, AVG-148, AVG-149</td>
<td>10</td>
</tr>
<tr>
<td>Maintenance II</td>
<td>AVA-150, AVA-151, AVA-152, AVA-153, AVA-154, AVA-155, AVA-156, AVA-157, AVA-158, AVA-159, AVA-160, AVA-161, AVA-162, AVA-163, AVA-164</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

Montcalm Community College may award SMAT graduates 40 credits for AVMA 295 after successfully completing Maintenance I, Maintenance II, Maintenance III, and all AVx courses with a C (70%).

Students desiring to receive the Associate in Applied Science degree from Montcalm Community College must submit the following to the Office of Admissions at MCC:

1. Application for Admission – website: http://www.montcalm.edu/admissions/
2. Obtain transcripts as required by MCC as well as an official diploma showing program completion from SMAT.
3. Meet with academic counselor at MCC.
4. Upon acceptance, register for classes.

For all other questions, contact Montcalm Community College directly.

University of Dubuque – Dubuque, IA

Aviation maintenance is a critical component within the aviation industry and the mission community and managers with these skills are a highly sought commodity. SMAT graduates from the A&P curriculum may be able to use the curriculum modification process at the University of Dubuque to continue training in maintenance management curriculum within their Aviation Management major.
A student transferring to the university can receive 30 semester credit hours toward a Bachelor of Science degree in Flight Operations (professional aeronautics) and/or Aviation Management.

Requirements to receive this academic credit are the following:

1. Diploma or letter from SMAT showing FAA Part 147 completion.
2. Copy of the FAA A&P certificate.
3. Recommendation to the University of Dubuque Registrar from the university aviation department head for granting 30 semester credit hours.

The website for the University of Dubuque is: http://www.dbq.edu/aviation/

LeTourneau University – Longview, TX

Transfer of A&P Certificates (excerpt from the LeTourneau catalog)

Students who hold an A&P certificate and wish to pursue a Bachelor of Science degree at LeTourneau are encouraged to do so. However, to ensure that the Aeronautical Science graduate is a product of our program, transfer students who already hold the A&P certificate must complete a minimum of 15 credit hours of AVTC courses with a grade of C or better. The specific AVTC courses that will be required are determined on an individual basis by the Department of Applied Aviation Sciences after a personal interview. In each case, the courses selected are those that will be the most beneficial to the student. In some cases, testing may be required to document knowledge and skill requirements. After completing the 15 credit hours of AVTC courses, students who have obtained their A&P certificate through formal training (FAA approved school) in a college level* program will be granted transfer credit for the remaining AVTC courses. Students who have obtained the A&P certificate through other means will be allowed to bypass the remaining AVTC courses. The credit hours from bypassed courses do not count toward the minimum credit hour requirement for the various degrees. Transfer students who have completed some but not all of the requirements for the A&P certificate at another institution are evaluated on an individual basis.

http://www.letu.edu
Nicolet Bible Institute – White Lake, WI

Nicolet Bible Institute’s Missionary Aviation Program (M.A.P.) is a joint venture with NBI and SMAT. Together we offer you an opportunity to investigate if God is calling you to a career in missionary aviation and, if so, you may want to have NBI walk with you step by step to realize that goal. For graduates of SMAT, NBI offers a one-year program in Biblical studies that will meet the requirements of most mission sending agencies.

Nicolet Bible Institute’s program is founded on a well-defined Bible and service training curriculum. The instructors have Masters or Doctorate degrees and Nicolet Bible Institute maintains credit transfer agreements with several four-year colleges. NBI maintains a campus in the beautiful north woods of Wisconsin. A year at NBI is a truly unique educational experience.

Students desiring to receive a diploma from Nicolet Bible Institute should submit the following to the Dean of Students, NBI, N6120 Sawyer Lake Rd., White Lake, WI 54491:

- application for admission- website: http://nicoletbibleinstitute.org
- obtain transcripts as required to NBI as well as an official diploma showing completion of SMAT’s program(s)

For further information, contact Nicolet Bible Institute directly.

Calvary Bible College – Kansas City, MO

An academic exchange agreement exists between the School of Missionary Aviation Technology (SMAT) and Calvary Bible College (Calvary) pursuant to standard recognition of academic achievement for transfer of credits from SMAT to Calvary within the structures of the aviation maintenance technology or aviation flight training courses of study.

Calvary Bible College and Theological Seminary Responsibilities

1. Authorize students to enroll in courses of study at SMAT in pursuit of a certificate in Airframe and Powerplant Mechanics (A&P program) that may be used to fulfill the major course requirements to attain a Bachelor’s degree in Professional Directed Studies with a concentration in Aviation Maintenance Technology (AMT). Calvary has agreed to
recognize 42 semester hours of credit when all of the courses at SMAT have been completed to the standard required for award of a diploma from SMAT.

2. Authorize students to enroll in courses of study at SMAT in the pursuit of a commercial pilot certificate with instrument ratings leading to a diploma in Aviation Flight Training that may be used to fulfill minor course requirements as part of a Bachelor’s program. Calvary will recognize 15 semester hours of credit when all of the courses at SMAT have been completed to the standard required for award of the appropriate diploma from SMAT.

3. To certify and verify that students who may enroll in courses at SMAT are qualified for enrollment by established standards of both Calvary and SMAT. The acceptance of courses is subject to Calvary’s academic regulations and the approval of the student’s academic unit. Note that SMAT curriculum is based on contact hours. No credit will be awarded for individual classes.

School of Missionary Aviation Technology Responsibilities:

Accept Calvary students for the program at SMAT who are qualified for enrollment by established standards of both Calvary and SMAT. Further, prepare and transmit transcripts verifying completion of the AMT course of study.

Mutual Responsibilities

1. Calvary students desiring to take courses and obtain transfer credit from SMAT will pay for all tuition, fees, and related charges at SMAT, and Calvary will not claim any tuition costs for courses taken at SMAT. Normal transcript processing fees will be paid to SMAT for each request.

2. Financial arrangements for courses taken at SMAT and Calvary will be coordinated through the respective financial aid officer.
Mission Aviation Major (Missions) (Bachelor of Science)
SMAT has an agreement with Cornerstone University to provide the technical training for students enrolled in their BS degree program. This degree has a concentration in Missionary Aviation with second major in Bible or Intercultural Ministries. Cornerstone students enrolled in this program are prepared academically to engage with mission organizations that employ missionary aviators. The degree is designed to integrate SMAT’s program in aircraft maintenance, with an elective second year in flight training, into a degree program thereby giving the graduate a diverse preparation for work on the mission field. The technical concentration for this degree is coordinated with SMAT upon completion of the sophomore year at Cornerstone. Students enrolled in Mission Aviation Major at Cornerstone can reasonably be assured of acceptance into SMAT’s program upon completion of their sophomore year.
In addition to the core courses for completion of the BS degree at Cornerstone, the following courses are required:

REL-103 Biblical Hermeneutics 3
REL-212 Religions of the World 3
REL-356 Theology II 3
REL-43X Bible Analysis Course 3
REL-462 Senior Seminar 2
One of the following: 3
REL-330 Mosaic Literature
REL-333 Wisdom Literature
REL-334 Prophetic Literature
REL-357 Old Testament History & Theology

One of the following: 3
REL-339 Gospel Literature
REL-335 Pauline Literature
REL-338 Second Temple Literature & the D.S.S.
REL-358 New Testament History & Theology

Sub Total 20

Intercultural Track
CMI-223 Cultural Anthropology 3
CMI-311 Evangelism & Discipleship 3
CMI-334 Spiritual Formation 3
CMI-444 Intercultural Strategy for the 21st Century

Total for Missions Aviation Majors 32
**Aviation Maintenance Courses** (See program descriptions in this catalog)

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Contact Hours (CH)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Curriculum</td>
<td>400</td>
<td>12</td>
</tr>
<tr>
<td>Airframe Curriculum</td>
<td>750</td>
<td>24</td>
</tr>
<tr>
<td>Powerplant Curriculum</td>
<td>750</td>
<td>24</td>
</tr>
</tbody>
</table>

Total Maintenance Program Credit Hours: **60 Credit Hours**

**STUDENT LIFE**

**General Information**

The School of Missionary Aviation Technology is committed to training persons in aviation related ministries for the purpose of equipping them for Christian service in missionary aviation. Entrance into our programs is open to all persons, regardless of their religious affiliation. There are standards of conduct to which we ask all students to ascribe. Examples are:

- To respect and honorably adhere to the standards of conduct of the school.
- To be discerning in the areas of media and entertainment.
- To practice total abstinence from use of illegal drugs.
- To refrain from tobacco and alcohol use while on campus.
- To avoid immoral conduct in such areas as lying, stealing, cheating, and promiscuous sexual behavior.
- To pay all school related bills and expenses when due.
- To display academic excellence with work equal to or surpassing the minimum standard of satisfactory academic progress.

The following sanctions may be imposed for misconduct in any of these areas:

1. Verbal reprimand by school official with stated consequences if misconduct is evidenced.
2. Disciplinary probation, if misconduct persists, with terms determined at the time of probation.
3. Permanent expulsion with student no longer able to participate in school activities.
4. Other sanctions which may include counseling; restitution for expense-related costs to the school; limited classroom participation; and a mandatory contract, which is signed by both parties, outlining behavioral expectations.
**Student Housing**

Students are responsible for their own room and board. SMAT will assist students by providing a list of suggested rental options but SMAT has no specific affiliation with any of these so the student should use due diligence in researching any property before signing a lease agreement.

**Leave-Of-Absence & Reactivation of Academic Study**

Should unforeseen circumstances interrupt a student’s plans causing a need to leave school for a period of up to 180 days or half the program length, whichever is shorter, the student would be eligible to re-enroll without completing a new application for admission. If a student does not request a leave-of-absence within SMAT’s consecutive absence policy, withdrawal is mandatory. Multiple leaves-of-absence may be permitted provided the total leave time does not exceed 180 days. If the leave-of-absence exceeds the indicated time period, a new application will be required. If a student is enrolled in Title IV programs or veterans benefits programs, he or she will be advised of the implications of the leave on their financial assistance.

The student must consider the negative consequences of a leave-of-absence. Because of the limited course offerings throughout the academic year, it may not be possible to return to the point where studies were interrupted and re-admission to the program may be delayed. Students must be aware that all missed time and content must be made up in accordance with FAA regulations.

SMAT will not assess any additional charges as a result of an approved leave-of-absence.

**Request for Leave-of-Absence Protocol**

1. The student must submit a written request for a leave-of-absence. The request must specify the reason for the leave, be signed and dated.
2. The student must give the letter to the appropriate program director for processing. Consideration of the request for the leave will begin with the president and following consultation with the program director, the student, within 14 days, will be advised of the decision.
3. If desiring to return prior to the expiration of the approved leave, it is the student’s responsibility to notify the admissions office within 30 days of the planned return date in order to allow SMAT sufficient time
to facilitate an acceptable plan for reactivation of academic study.

4. If it becomes necessary to extend the leave-of-absence, the student must notify the school in writing within 14 days of the current leave’s expiration so an extension may be considered.

Probation/Termination

Academic Probation

Students may be placed on academic probation if their individual grade point drops below 70% (2.0) at the end of an evaluation period*. The student will remain on academic probation for 30 days until grades meet program minimum standards. Please be aware that the Department of Education may also revoke any and all federal student aid if a student does not maintain acceptable academic progress.

*For definition of “evaluation period,” see “Satisfactory Academic Progress” policy under ACADEMIC PROGRAMS (AMT and flight).

Disciplinary or Attendance Probation

Students may be placed on disciplinary probation if they violate any school policies, standards of conduct, state, or federal laws. A student will remain on disciplinary probation for a period of one month. In the event the student continues to exhibit behavioral misconduct, SMAT reserves the right to dismiss the student at its discretion.

Students will be notified in person and writing when they are placed on probation and will also be informed of the steps to be taken in order to be removed from probationary status. Students will also receive attendance or academic counseling from the maintenance or flight school director, as appropriate, when they are placed on probation. If a student is placed on probation two times, SMAT reserves the right to terminate the student from the program with notification delivered personally or by certified mail.

To be removed from probationary status and restored to good standing, students must do one of the following:

- Complete the probationary term successfully, which is defined as completing 100% of all courses for the probationary payment period with a GPA above the required minimum.
• Successfully follow and complete the terms of a probationary academic plan as established by the finance director and the program director.

Students may receive financial aid for only one payment period while on probation unless successfully following the probationary academic plan. If a student does not maintain satisfactory academic progress during the probationary period, being placed on financial aid suspension will result. Students may appeal suspension status through the appeals process.

**Dismissal Appeals Process**

If dismissed, a student may submit a written appeal the dismissal within 5 calendar days of receipt of the dismissal notice. The appeal should be addressed to the president/CEO. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress (SAP), or steps being taken to remedy behavior issues. However, only extraordinary circumstances will be considered, such as death or severe illness involving a member of the student’s immediate family.

The president/CEO or other designated official will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status despite not meeting the satisfactory progress requirements. The student will be sent the written decision within 10 days of the school’s receipt of the appeal. The decision of the president/CEO or designated official is final.

If the student’s appeal for re-instatement is granted, an academic plan for success must be created with the program director. This plan should include a definitive statement from the student outlining the reason(s) for failure to meet SAP standards and what has changed in order to allow the student to meet SAP standards by the end of the next evaluation period.

At the end of the evaluation period, as well as at the end of every evaluation period thereafter, the student’s academic status will be reviewed. The student may continue on probation as long as the terms of the probation are being met and until such time as satisfactory academic progress status is regained.

A dismissed student that is reinstated after appeal is not eligible for further financial aid until he or she regains satisfactory progress status by meeting the minimum standards of academic performance. As such, the student must
provide evidence that the financial obligation to SMAT will continue with self-pay until such time as student aid can be reinstated.

Copyright Policy\textsuperscript{18}

Compliance with federal copyright law is expected of all students, faculty, and staff at the School of Missionary Aviation Technology. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover nearly any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright.

SMAT respects the copyrights of individuals involved in creating and distributing all copyrighted material. The school’s faculty or students shall not make or store unauthorized copies of copyrighted material on computer systems, networks or storage media and they will not duplicate copyrighted material for unauthorized use.

Copyrighted material may be used in part only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). “Fair Use” is further defined in Section 107 of the copyright law to include exceptions for non-profit educational use. There are several rules-of-thumb that apply to use of copyrighted material in course packs, research and reproduction archives. However, it is suggested that each exception be considered individually and the rules interpreted conservatively.

Copying, distributing, downloading, and uploading information on the Internet may infringe on the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user. Repeat infringers will have their computer privileges and other access privileges terminated by SMAT.

Program to Prevent Illicit Use of Drugs and Abuse of Alcohol\textsuperscript{19}

I. Introduction and Purpose

The adoption by Congress of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires Title IV funding schools to certify that they will provide a drug-free environment. As a recipient of federal
grants, SMAT must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, SMAT recognizes that substance abuse is a problem of national proportions. Based upon that concern, it is intended that this program for prevention of alcohol and drug abuse on our campus will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool. To this end SMAT will strive to:

- Ensure that the working and learning environment for students, employees and the public is safe, orderly and free of illegal activity.
- Comply with the Drug Free Schools and Communities Act of 1989 (PL 101-226), the Drug Free Workplace Act of 1988 (PL 100-690, Title IV, Subtitle D) and other relevant substance abuse laws.
- Inform students of appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

II. Standards of Conduct

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on SMAT property or as part of any of the SMAT’s activities is prohibited.

"Controlled Substances" are defined as an illegal drug, a legal drug used in excess of recommended dosage, an alcoholic beverage and/or any mind altering substance.

III. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

- termination of enrollment/employment;
- requirement to participate satisfactorily in a substance abuse assistance or rehabilitation program; or
- other enrollment/employment restrictions or stipulations.

IV. Legal Consequences of Alcohol Abuse & Illicit Drugs Use

Laws Governing Alcohol Use in Michigan
The state of Michigan sets twenty-one as the "legal drinking age."
Implied consent laws require drivers who are suspected of driving under the influence (DUI) to cooperate with a law enforcement officer’s request
for chemical testing (breath, blood, or urine) for intoxication. Refusing to cooperate carries possible suspension of driving privileges for six months for the first DUI conviction and one year for the second offense. Vehicle confiscation is a possibility in Michigan with the second DUI conviction. A second conviction may also require a driver mandatory installation of an ignition interlock device at the driver’s expense. Alcohol abuse education, treatment, or assessment may be required for DUI offenders. Some DUI offenses are considered felonies under Michigan law.

**Laws Governing Drug Use**

**Federal Laws**
The Federal Comprehensive Drug Abuse Prevention and Control Act prohibits the possession, sale and trafficking of controlled substances. The Omnibus Drug Act of 1988 allows the following penalties for conviction of possession of illegal drugs: civil fines up to $10,000; forfeiture of cars, boats, or planes conveying the substance; loss of public housing; the loss of all federal benefits including student loans and grants.

The Higher Education Opportunity Act (HEOA) requires that all students receiving Federal Student Aid be advised of the following information on penalties associated with drug-related offenses.

<table>
<thead>
<tr>
<th></th>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 years from the date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3rd offense</td>
<td>Indefinite period</td>
<td></td>
</tr>
</tbody>
</table>

A federal or state drug conviction can disqualify a student for Title IV funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. The chart below illustrates the period of ineligibility for Title IV funds.
Michigan Laws

Michigan has a reputation of being one of the nation’s toughest on drugs. If you are facing drug charges here, this means you may have to deal with some harsh consequences. If you are charged with a drug crime in Michigan, you may call (888) 595-9728 for further information.

Like most states, Michigan organizes their controlled substances into schedules to help with prosecuting and sentencing. The potential for prison time depends on the controlled substance with which you are caught and the amount of substance there was.

The following web site can be accessed for further information regarding the schedules and possible consequences. http://www.mymichigandefenselawyer.com/michigan-criminal-laws/michigan-drug-laws/

V. Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

A. Illicit Drug Use: Controlled substances subject to illicit use are divided into several broad categories:

- Narcotics (Morphine, Opium, and Heroin) are highly addictive. The effects of their use generally lead to feelings of euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose is characterized by slow and shallow breathing, clammy skin, convulsions, coma, and possible death.

- Depressants (Barbiturates, Chloral Hydrate, Quaalude) are moderately to highly addictive. Effects include slurred speech, disorientation, and drunken behavior without the odor of alcohol. Overdose results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.

- Stimulants (Cocaine, Amphetamine) are not known to be physically addictive but create a high psychological dependence. Effects of use are increased alertness, excitement, euphoria, increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose can lead to agitation, increase in body temperature, hallucinations, convulsions, and possible death.

- Hallucinogens (LSD, Mescaline and Peyote, TCP) are not known to be addictive. The effects of use include illusions and hallucinations, and poor
perception of time and distance. Overdose causes longer, more intense "trip episodes," psychosis, and possible death.

- Cannabis (Marijuana, Hashish) is moderately psychologically addictive. Effects include euphoria, relaxed inhibitions, increased appetite, and disoriented behavior. Overdose results in extreme fatigue, paranoia and possible psychosis.

B. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

VI. Drug or Alcohol Counseling, Treatment, Rehabilitation or Re-entry Programs that are Available to Employees or Students

SMAT does not provide direct drug or alcohol counseling, treatment or rehabilitation services. Students or employees with concerns related to the use/abuse of drugs or alcohol are encouraged to meet with a member of the administrative staff of SMAT for confidential consultation and referral. Direct contact with organizations or individuals providing drug or alcohol counseling, treatment or rehabilitation services can be made by students or employees at the following locations:

Christian Counseling Center, 1870 Leonard Street Northeast, Grand Rapids, MI 49505, (616) 956-1122
Ionía County Health Department, 175 East Adams St., Ionía, MI 48846, 616-527-5341

Campus Security
The School of Missionary Aviation Technology campus security report is updated on an annual basis. Even though it is not anticipated that SMAT will be involved in any major crime, the Department of Education requires that we have a policy for timely reporting of any major infractions committed by students, staff or visitors on the campus. In this report, SMAT provides information regarding the crimes committed on its campus and policies and procedures designed to strengthen security. The guidelines for this report include current policies and procedures for students and employees to report a crime, to whom a crime is reported, and the school’s reporting relationship with local and state police agencies. It should also contain a statement of the drug and alcohol policies, the type and frequency of programs designed to provide information on campus security procedures and policies, information on crime prevention and on sexual assault programs and support and procedures regarding sexual assaults.

This report complies with the requirements of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” This information is published yearly by September 15 and is available on the SMAT web site at http://www.smat.edu/admissions/disclosures/. Paper reports are available upon request from the Administrative Office with reports being received by the Administrative Assistant or Financial Aid Administrator.

The information will be reported on the following form:

Jeanne Clery Act – Annual Campus Report
The School of Missionary Aviation Technology is committed to the safety of its students, staff, faculty and guests. We are concerned and accept the responsibility of implementing security measures that will provide our campus community with a safe secure learning environment.

During each calendar year, SMAT is required by the Department of Education to comply with the Student Right-to-Know and Campus Security Act of 2001. This is now referred to as the Jeanne Clery Act and describes the categories of reportable crimes necessary for SMAT to report. While SMAT has little reportable crime, all post-secondary educational institutions that receive federal student aid are required to report these statistics on an annual basis by October 1. SMAT will make this information available on the SMAT web site http://www.smat.edu/admissions/disclosures/ under Information Disclosures, by printed copy upon request or by visiting the Office of Postsecondary Education website at http://ope.ed.gov/security.
The reported crimes that SMAT is mandated to report are listed in the following table.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Location</th>
<th>2014</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Murder/ Negligent Manslaughter</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Forcible</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Non-Forcible</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrests</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession Arrests</td>
<td>On Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
FINANCIAL INFORMATION

General Information

No institution of higher learning operates solely on tuition and fees collected from students and/or parents. The faithful giving of partnering individuals and groups who believe in our mission are very important in helping us keep your costs very reasonable. It is our desire to make SMAT affordable for all individuals who feel God’s calling upon their lives to prepare for dedication to a missionary lifestyle. SMAT focuses on keeping student expenditures to a minimum, therefore each program is offered as a one-year curriculum. This time frame requires intense commitment to completing the required FAA course work. The benefit derived allows a student to either reach the mission field much earlier or to begin using their new skills a year, or two, sooner.

Tuition and fees are subject to change as circumstances warrant and may differ slightly from the amounts shown in this catalog. For the most current tuition and fee information, contact the admissions office. Accurate tuition costs and fees will, however, be part of the official student enrollment agreement.

A non-refundable $25 application fee must accompany the application unless another arrangement has been approved by the admissions office.20

A $500 registration fee is due after the applicant has been accepted into our program. Both fees must be received before the applicant's place in class is reserved. Once a student is registered, the registration fee will be used as a credit toward the first tuition installment.

Payment Policy

Once a student begins the program, a financial obligation is assumed for the full tuition; however, payment may be divided into four payment installments. Each payment is due according to the payment schedule listed in this catalog. Acceptable forms of payment include cash, check, credit card, money order, wire transfer, federal student aid.21

In special cases, alternative arrangements may be made with students which would allow for payments throughout the payment period. Any special arrangement needs to be discussed with and approved by the finance director.
Unless an alternative payment arrangement exists, a $50 late fee will be charged when payment in full is not received by the payment due date. The overdue amount will also be assessed an 8% APR interest fee until the past due amount is paid in full.22

A student may be asked to withdraw from classes if a delinquency in payment history persists.

**AMT Program Payment Schedule**

- **Payment 1** $5,257.50 *(due August 28, 2015)*
  - Tuition $5,015.00
  - Lab Fee $392.50
  - Books $350.00
  - Registration $500.00

- **Payment 2** $5,407.50 *(due November 30, 2015)*
  - Tuition $5,015.00
  - Lab Fee $392.50

- **Payment 3** $5,407.50 *(due February 29, 2016)*
  - Tuition $5,015.00
  - Lab Fee $392.50

- **Payment 4** $5,407.50 *(due June 1, 2016)*
  - Tuition $5,015.00
  - Lab Fee $392.50

**Total AMT Tuition, Books & Lab Fees** $21,980.0024

Additional costs will be incurred for tools and FAA testing. The costs become the student’s responsibility once enrolled in the program.25

<table>
<thead>
<tr>
<th>Tools</th>
<th>$1,000.00 (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAA Tests:</td>
<td></td>
</tr>
<tr>
<td>Knowledge/written – 3 @ $150 = $450.00*</td>
<td></td>
</tr>
<tr>
<td>Orals and Practicals – 3 @ $250 = $750.00*</td>
<td></td>
</tr>
</tbody>
</table>

*FAA Test prices are estimated 3rd party testing prices
# Flight Program Schedule of Estimated Flight Costs

<table>
<thead>
<tr>
<th>Training Modules</th>
<th>Dual Airplane</th>
<th>Solo/PIC Airplane</th>
<th>Total Flight Hrs</th>
<th>Simulator</th>
<th>Ground Training</th>
<th>Aircraft Models Flown</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Pilot Certification</td>
<td>45.5</td>
<td>*20.2</td>
<td>65.7</td>
<td>-</td>
<td>180</td>
<td>C172</td>
</tr>
<tr>
<td><strong>MODULE 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VFR Cross-Country Experience</td>
<td>10.5</td>
<td>7</td>
<td>17.5</td>
<td>1</td>
<td>30</td>
<td>C172</td>
</tr>
<tr>
<td>High-Performance Transition</td>
<td>14.6</td>
<td>1.4</td>
<td>16</td>
<td>1</td>
<td>50</td>
<td>C206</td>
</tr>
<tr>
<td>Complex Transition (RG)</td>
<td>14.6</td>
<td>1.4</td>
<td>16</td>
<td>1</td>
<td>50</td>
<td>172RG</td>
</tr>
<tr>
<td><strong>MODULE 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tailwheel Transition</td>
<td>18.5</td>
<td>1.5</td>
<td>20</td>
<td>1</td>
<td>30</td>
<td>C172 (Tailwheel)</td>
</tr>
<tr>
<td>High-Performance Proficiency</td>
<td>10.4</td>
<td>5.6</td>
<td>16</td>
<td>1</td>
<td>30</td>
<td>C206</td>
</tr>
<tr>
<td>Complex Proficiency (RG)</td>
<td>10</td>
<td>9</td>
<td>19</td>
<td>1</td>
<td>30</td>
<td>172RG</td>
</tr>
<tr>
<td><strong>MODULE 4</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Cross-Country</td>
<td>16</td>
<td>-</td>
<td>16</td>
<td>-</td>
<td>30</td>
<td>C206/172RG</td>
</tr>
<tr>
<td>Instrument Certification</td>
<td>33.2</td>
<td>*2</td>
<td>35.2</td>
<td>20.3</td>
<td>100</td>
<td>C172</td>
</tr>
<tr>
<td>Commercial Pilot Certification</td>
<td>13.9</td>
<td>14.7</td>
<td>28.6</td>
<td>-</td>
<td>30</td>
<td>C206/C172/172RG</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>187.2</td>
<td>62.8</td>
<td>250</td>
<td>26.3</td>
<td>560</td>
<td></td>
</tr>
</tbody>
</table>

*Includes FAA check ride at conclusion of specific course. Commercial Pilot check ride not included in total hours.

Actual hours flown by students in the past 3 years have been within 5% of the program hours, according to the distribution above. Students requiring flight instruction that exceeds the estimated time to meet the minimal standard in the practical courses will be required to pay a per hour fee for the plane and instructor until satisfactory performance is obtained, at the following nominal rates: Instruction - $40 / C172 - $110 / C206 - $215 / 172RG - $150 / Simulator - $25.

Flight Program tuition costs of $48,925\(^{27}\) include all necessary course materials for ground school and flight training. The following additional expenses are not included in the program costs, with estimated values provided for each:\(^{28}\)

- FAA Medical Examination (2nd Class) $150
- FAA Knowledge Tests - 3 @ $150 (Private/Instrument/Commercial) $450
- FAA Examiner Fee – 3 @ $400 (Private/Instrument/Commercial) $1200
- Commercial Pilot check ride (Aircraft Charge) $275
- Aviation Headset (highly recommended) $250-$995
- Ipad/Ipad Mini/Ipad Air (required to start training) $250-$450
- Consultation Flights (see explanation below) $200-$500
- Private Pilot Evaluations (see explanation below) $550

Private Pilot Evaluations - Applicants to the program who possess a Private Pilot certificate will undergo knowledge and flight evaluations so that a tailored refresher and standardization course can be designed based on assessed levels of proficiency and acquired knowledge base. These evaluations are scheduled over a 3-day period, including at least 3 hours of ground instruction and 5 hours of flight in a Cessna 172. All students must be present in the orientation sessions at the beginning of the program, regardless of previous evaluation status and standardization needs.

Consultation Flights – SMAT has good relationships with a number of mission organizations with aviation programs around the world. The valuable input and recommendations they give are essential for meeting the objective to provide training to the highest possible standard, tailored for the unique qualities and challenges inherent to this facet of aviation, as well as shaping the professional profile we desire in each of our graduates. Though not required of any student in training, we highly recommend the opportunity to fly with an observer/evaluator from one of these organizations for the purpose of having a helpful external assessment of the individual progress in the technical areas that are of greatest concern for the training departments in missionary aviation agencies. The consultation flights also provide feed-back to the SMAT training department about areas that need to be improved or modified to meet changing realities and field needs, especially as they relate to standards, procedures, and safety culture. These flights, with an average duration of 2 hours, will be arranged through the flight training department, and are conducted prior to the
conclusion of the program, according to the availability of a representative from an organization of choice.

**Flight Program Payment Schedule**

The total cost of the flight program ($48,925) is divided into four payments, according to the schedule below. A student with a negative balance will not be scheduled for flights, and must inform the Program Director of any problems that affect the payment deadlines. See Refund Policy for conditions related to early withdrawal from the flight program.

- **Payment 1** ………$11,731 due 8/28/2015
- **Payment 2** ………$12,231 due 11/30/2015
- **Payment 3** ………$12,231 due 02/29/2016
- **Payment 4** ………$12,232 due 06/1/2016

**Student Financial Aid**

**General Aid Information**

In order to participate in the Federal Direct Loans Program, students must:

1. Complete the *Free Application for Federal Student Aid* (FAFSA) as soon as possible after January 1. (Note: as SMAT’s academic year covers two federally recognized academic years, you will need to file a second FAFSA the following January.)
2. Meet the basic eligibility requirements.
3. Review your *Student Aid Report* (SAR) – the result of your FAFSA – and, if necessary, make changes or corrections and submit the SAR for reprocessing.
4. Submit a signed *Master Promissory Note* (MPN) to Department of Education.
5. Participate in entrance and exit counseling with the financial aid office.

The MPN form can be found on the FSA Student Loans website and may be electronically signed and submitted.

[https://studentloans.gov/myDirectLoan/index.action](https://studentloans.gov/myDirectLoan/index.action)

If a student meets all the eligibility requirements and all application materials are received along with the SAR or the *Institutional Student Information Record* (ISIR), the financial aid director determines the necessary need and will prepare a notification of student aid letter. This notification letter becomes a permanent
part of the student's file and serves to document exactly how and why a student received a particular award. This letter is also useful when completing the origination record, disbursement record, and the student's financial aid award letter. Once the student approves the student award letter and submits it to the financial aid director, the processed loan package is ready to be enacted.

Loan disbursement is the responsibility of SMAT’s business office. Student and parent loans must be “multiple disbursed,” meaning there will be two equal payments during each academic year. The disbursement of all financial aid will comply with current federal or other awarding agency’s regulations. All aid will be disbursed according to approval granted on the student award letter; however, if, for some reason, a student decides to cancel or revise the loan package, a “Financial Aid Revision Request” form (available at the business office) must be given to the business office at least 14 days before the payment start date.

A student or parent Plus loan shall be disbursed no later than 90-days after the beginning of each payment period providing all other requirements have been met.

Federal loans may be denied if a student is in loan default status, owes a Title IV refund, is not creditworthy, has already received the maximum grade-level loan amounts for the academic year, or has already received the total aggregate loan amount(s) permissible as an undergraduate student. In some cases, the denial can be reversed if remedial action is put into place such as repaying any overpayment, etc.

A student may request a review of special circumstances or the financial aid director may determine, after reviewing the student’s financial information, that the student should be afforded special consideration. A request may also come from the US Department of Education (DOE) indicating a student's application information requires further verification. Aid will not be disbursed until the issue(s) which triggered the request is satisfactorily corrected. The financial aid director will request the student or parent to file a written explanation describing the situation or special circumstances. Official documents, such as court orders or other evidence including receipts, bills, tax transcripts, etc. will be required. The financial aid director must document the decision including the facts on which the conclusion was based along with the action to be taken. The student's request or written explanation, along with supporting documentation and the decision of the financial aid director, will be filed in the student's
financial aid file. Students, who feel their request for review of special circumstances was not properly processed, have the right to appeal such decision to the president of SMAT. A form, "Application for Review of Special Conditions," is available in the financial aid director's office.

If none of the above issues are pertinent but the loan application has still been rejected, students and/or parents will have an opportunity to correct any erroneous or misleading information so that eligibility may be determined. Comments will appear on the SAR explaining the reason(s) for the application’s rejection along with outlining the action(s) needed to correct the information. The financial aid director will review the comments and will assist the applicant in making the corrections.

For students who enter into an agreement for a Title IV loan, the DOE requires that certain information be submitted to the National Student Loan Data System. The information will be accessible to guarantee agencies, lenders and other schools determined to be authorized users of the data system.

Federal Pell Grant

Federal Pell Grants are limited to students with financial need, who have not earned their first bachelor’s degree or who are not enrolled in certain post-baccalaureate programs, through participating institutions. A Pell Grant is generally considered to be the foundation of a student's financial aid package, to which other forms of aid are added. The Federal Pell Grant program is sponsored by the United States Department of Education which determines the student's financial need. The U.S. Department of Education uses a standard formula to evaluate financial information reported on the Free Application for Federal Student Aid (FAFSA) for determining the student’s expected family contribution (EFC). Pell is gift aid and does not need to be paid back.

(Note: the Pell Grant is not available to graduate students who have previously completed an academic degree program.)

SMAT’s AMT program operates a clock-hour program that consists of two 26-week, 950-hour academic years, compiled into one 12-month calendar year. The first academic year begins in late August and runs through late February, while the second academic year begins immediately following year one and continues until late August. Under current DOE policy, undergraduate students have the
opportunity to receive at least a partial Pell Grant in both academic years, provided they continue to meet the progress-to-completion requirements. However, since only one Pell Grant is available for each award year, the FAFSA for each award year (federally defined as July 1 - June 30) will be used to determine available Pell.

Disbursement of Pell Grant money will be in two equal amounts at two equal payment periods within the first academic year. The first disbursement will be no earlier than the first day of class but within 10-days of the start of the academic year. The second disbursement will be at the beginning of week 14 of the first academic year. A third distribution will be made in July of the second academic year. Each disbursement will be applied directly to the recipient student’s account for the purpose of paying tuition, fees and FAFSA calculated personal expenses.

Payments for a partial-year student will be calculated using a DOE pre-defined formula and payment shall be the lesser value of either the hour or week calculation. The adjusted payment will be made for any student who transfers into our program during the year; however, a transfer student's remaining Pell eligibility at SMAT will be reduced if the student received Pell funds for the same award year while attending another school. To assess a transfer student's eligibility for a Pell award, we will use the assumption method for calculating earned clock-hours to match SMAT's requirements. A student who attends 60% or more of an academic year (570 hours/15.6 weeks) shall earn his/her total calculated Pell award.

If a student completely withdraws from the program before meeting the above requirement or does not successfully complete the course load, they must return any unearned Pell grant award to the Department of Education. (See Return or Refund of Title IV Funds under the General Student Refund Policy section of this catalog.) Annual limits for distribution of Federal Financial aid is limited to the first and second year amounts regardless of total years of financial aid previously distributed at another institution.

Students wishing to use the available balance of their federal financial aid, including the Pell Grant, for other educationally related expenses (which may include test fees and some personal expenses) after tuition and fees have been satisfied, may do so by making their wishes known on the disbursement letter which will accompany each payment period’s disbursement. This choice may be
changed at any time by communicating with the finance director and by signing a new disbursement letter indicating the new choice.

**Federal Direct Loans – Subsidized and Unsubsidized**

If, after the Pell Grant has been disbursed, an under-graduate student has a need for additional tuition assistance, there are several self-help options in the form of federal student loans. The Federal Direct Subsidized Loan is usually the next financial avenue for a qualifying student. This loan is drawn from the U. S. Treasury with interest rates set by law. The school, not the Department of Education, determines the amount a student can borrow, which may not exceed financial need. The federal government subsidizes the interest, origination fee and principle of the loan while the student is still in school, meaning no loan payments are required until six months (grace period) following graduation. After this time, a regular loan repayment schedule will go into effect.

The Federal government also offers a Federal Direct Unsubsidized Loan which requires repayment of interest to begin 60 days following issue of the loan with principle payments required following graduation. This loan is not need-based and usually offers higher limits to the amount of funds available.

Here is a quick overview of Direct Unsubsidized Loans:

- Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need.
- Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive.
- You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Both federal direct loans are available to students who are attending at least half-time. The unsubsidized loan may be used to cover the EFC (expected family contribution) amount, if desired.

**Federal Direct PLUS Loans**
There is yet one more federal option for loans available through SMAT, which is the Direct PLUS (Parents of Undergraduate Students) Loan. This loan can be taken out by parents of dependent students and is not based upon need. Repayment of the PLUS loan begins 60-days following the loan origination.

**Veterans Benefits**

The School of Missionary Aviation Technology is authorized by the U.S. Department of Veterans Affairs to offer eligible veterans student assistance through the following:

- Chapter 30–Montgomery GI Bill (MGIB)
- Chapter 33–Post 9/11 GI Bill
- Chapter 35–Survivors’ and Dependents’ Educational Assistance Program
- Chapter 1606–Montgomery GI Bill / Selected Reserves, (MGIB-SR)
- Chapter 1607–Reserve Educational Assistance Program, (REAP)

Students who qualify for assistance should contact the U.S. Department of Veterans Affairs at (888) 442-4551 to determine available VA benefits. Once a benefit package has been determined, contact SMAT’s Financial Aid Director who will assist in applying for VA education benefits.

**Other Financial Aid**

There is a wide variety of scholarship monies available for students; however, applying for and securing any scholarship money, which will require persistent and diligent pursuit, is the sole responsibility of the student. Any money received from this effort must be reported to the business office so the student's aid package, if any, can be adjusted accordingly.

Sponsoring churches or other organizations are a great source of not only financial assistance but also in serving as an invaluable partner as your mission career goes forward. Students are encouraged to seek this partnership with their home congregation and any other group with whom they may have connections.

**Withdrawal or Termination**

If a student desires to withdraw from the aviation maintenance technology program or the aviation flight training program, a termination notice, which
specifies the official date of termination, must be given to the finance director and the appropriate program director. The date of determination, which is used to calculate a refund, if any, is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student by applying the institution’s attendance, conduct, or Satisfactory Academic Progress Policy.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon possible readmission to the school.

**General Student Refund Policy**

- The tuition and fees (less the $25 application fee) paid by an applicant shall be refunded in full if the applicant is rejected by the school or is unable to obtain a non-immigrant student visa prior to enrollment.
- If the school cancels a program subsequent to a student’s enrollment, the school shall refund all tuition and fees. The $25 application fee will be retained by the school.
- If an accepted applicant cancels his or her enrollment prior to the start of scheduled classes or never attends class (no-show), SMAT will refund all monies paid less: 1) the $25 application fee; and 2) if applicable, any incurred expenses as stated in the paragraph below.

**Other Incurred Expenses**

All incurred costs, such as books, supplies, equipment, rentals and any similar charges that may be included in the cost of attendance will be deducted from the student’s account prior to computing a refund. Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the module in which the student is enrolled.
Specific Refund Policy – AMT and Flight Training Enrollment

Upon entering a SMAT program, the student becomes financially obligated for the full cost of the program; however, as the result of a possible withdrawal or termination, the student may be eligible for a refund in accordance with the SMAT refund policy and formula calculations. A refund of Title IV federal funds will be calculated and applied if the student withdraws from the program before the 60-percent-point-in-time of the program enrollment period. Such student may also receive a refund of non-federal sources through SMAT’s refund policy. Students not receiving federal aid will have their refund calculated using SMAT’s refund policy.

If the student has prepaid funds in a student account with the school, these funds will be returned to the student within 30 days according to the following refund policy:

Pro-rated refund

After the first 5 days (40 clock hours) but prior to the 60% point-in-time of the enrollment period, a student will receive a pro-rated refund equal to 90% of the unearned hours unattended less: 1) the $25 application fee; 2) a $100 administrative fee; and 3) any incurred expenses as stated in the Other Incurred Expenses paragraph.

No refund after 60% point-in-time

If a student withdraws after 60% point-in-time of the program enrollment period, the institution will retain the full program tuition amount plus: 1) the $25 application fee; and 2) any incurred expenses as stated in the Other Incurred Expenses paragraph.
**Aviation Maintenance Training Program Student Refund Calculation Form 2015-2016**

- **Date of Determination**: 1/15/2016
- **School of Missionary Aviation Technology**
  - 84 E. Sprague Rd.
  - Ionia, MI 48846
  - P. 616.527.4160  F. 616.527.4180

Note: The following refund computation reflects the pro-rated refund policy for AMT students as stated in the catalog under the section entitled Specific Refund Policy after 5 days (40 clock hours) following the start of class.

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Ima Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Start Date</td>
<td>8/28/2015</td>
</tr>
<tr>
<td>Program Scheduled End Date</td>
<td>8/23/2016</td>
</tr>
<tr>
<td>Date of Withdrawal or Termination</td>
<td>1/12/2016</td>
</tr>
</tbody>
</table>

**Total Program Tuition and Lab Fees**
- $21,980.00

**Total Program Hours Scheduled**
- 1900

**Earned Hours Attended**
- 675  (35.53%)

**Unearned Hours Unattended**
- 1225  (64.47%)

1. **Amount owed for earned hours attended**
   - $7,808.68

2. **Pro-rata amount owed for unearned hours unattended**
   - $1,417.13

3. **Tuition and fees owed through last date of attendance**
   - (line 4 + line 5)
   - $9,225.82

4. **Total amount non-refundable items**
   - (application fee $25; Admin fee $100; *other incurred expenses)
   - $475.00

5. **Total owed by student**
   - (line 6 + line 7)
   - $9,700.82

6. **Total amount received from student through last date of attendance**
   - $10,815.00

7. **Total Student refund or (amount owed to SMAT)**
   - (line 9 - line 8)
   - $1,114.18

- **Method of Refund:**
  - Check to student
  - Check #

- **Refund to loan program**
- **Refund to credit card**
- **Refund to Title IV program**
- **Other**

- **Date of Refund**: 1/15/2016

*other incurred expense could include books, used supplies received, etc.*
## Aviation Flight Training Program Student Refund Calculation Form 2015-2016

<table>
<thead>
<tr>
<th>Date of Determination</th>
<th>12/23/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Missionary Aviation Technology</td>
<td></td>
</tr>
<tr>
<td>84 E. Sprague Rd.</td>
<td></td>
</tr>
<tr>
<td>Ionia, MI 48846</td>
<td></td>
</tr>
<tr>
<td>P. 616.527.4160  F. 616.527.4180</td>
<td></td>
</tr>
</tbody>
</table>

Note: The following refund computation reflects the pro-rated refund policy for flight students as stated in the catalog under the section entitled Specific Refund Policy after 5 days (40 clock hours) following the start of class.

### Name of Student

Ima Student

### Program Start Date

8/28/2015

### Program Scheduled End Date

8/23/2016

### Date of Withdrawal or Termination

12/23/2015

### Total Scheduled Program Tuition and Fees

$ 48,925

### Flight/Ground Instruction Hours Earned

<table>
<thead>
<tr>
<th>Plane</th>
<th>Cost/hr</th>
<th>Earned</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground School</td>
<td></td>
<td></td>
<td>$ 1,398.00</td>
</tr>
<tr>
<td>Cessna 172</td>
<td>$ 110.00</td>
<td>67.8</td>
<td>$ 7,458.00</td>
</tr>
<tr>
<td>Cessna 172RG</td>
<td>$ 150.00</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Cessna 206</td>
<td>$ 215.00</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Simulator</td>
<td>$ 25.00</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Dual</td>
<td>$ 40.00</td>
<td>50.2</td>
<td>$ 2,008.00</td>
</tr>
</tbody>
</table>

1. **Amount owed for earned hours attended**
   - $ 10,864.00

2. **Additional fees for goods or services received**
   - $ 1,125.00

3. **Pro-rata amount owed for unearned hours unattended**
   - (10% of difference between scheduled tuition & fees and earned hours)
   - $ 3,693.60

4. **Administrative fee**
   - $ 100.00

5. **Total owed by student**
   - (Sum of items 1-3)
   - $ 15,782.60

6. **Total amount received from student through last date attended**
   - $ 14,460.00

7. **Total Student refund or (amount owed to SMAT)**
   - (line 6 - line 5)
   - $ (1,322.60)

- **Method of Refund:** Check to student
- **Refund to loan program**
- **Refund to credit card**
- **Refund to Title IV program**
- **Other** Excludes second FSA disbursement

### Date of Refund

- Excludes second FSA disbursement

*See attached worksheet for additional fees*
Return or Refund of Title IV Funds

SMAT has designed the following policies and procedures to ensure proper accountability when a student is over-awarded or leaves school with a remaining balance on his/her account.

All financial aid (Title IV) recipients who withdraw and have completed 60% or less of the enrollment period, are subject to the federal refund regulations per 34CFR 667.682-685. Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds “earned” by the student at the time of withdrawal. The following calculation will be used in order to determine whether Title IV funds must be returned:

1. To determine the percentage of clock-hours completed during the enrollment period, divide the number of calendar days attended in the enrollment period by the total number of calendar days in the enrollment period.
2. Determine the net amount of Title IV funds disbursed, along with the amount which could have been disbursed for the period of enrollment, and multiply it by the computed percentage. The result is the amount of “earned” Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student.
4. As specified by law, unearned aid is allocated back to Title IV loan programs in the following order:
   a. Federal Direct Unsubsidized Loan Program
   b. Federal Direct Subsidized Loan Program
   c. Federal Direct PLUS Program
5. If excess funds remain after repaying all outstanding loan amounts, the remaining amount shall be credited in the following order:
   a. Federal Pell Grant Program
   b. Other assistance awarded under Title IV for which return of funds is required.

Note: the above calculation may result in the student owing SMAT based on the ACCET approved refund policy.

If a student has received a Pell Grant award in an amount less than the amount earned, SMAT will make an additional disbursement if the student has met all
eligibility requirements. SMAT will credit a student’s account with a post-withdrawal disbursement for current tuition and fees. Earned funds in excess of tuition and fees will be paid to the student. SMAT will send notification about the post-withdrawal disbursement to the student no later than 30 calendar days after the date the financial aid office determines the student withdrew and the funds will be disbursed to the student within 45 days of the withdrawal date. If the student cannot be located, or refuses the funds according to a written and signed statement, the funds will then be returned to the Federal Pell Grant program.

If a student has received a Pell Grant payment in an amount greater than the amount earned, SMAT, the student, or both, are obligated to return the unearned funds. When Pell Grant funds must be returned, SMAT, as well as the student, bears the responsibility for returning the funds. Whatever funds are not returned by the school must be returned by the student. The student's repayment obligation is determined after the school’s share is calculated. SMAT will return all unearned funds within 30 days from the date the financial aid office determines the student withdrew. SMAT will return its portion to the Federal Pell Grant program by: 1) reducing a future draw from the Department of Education G5 aid management system; 2) authorizing an electronic transfer payment through the G5 system; or, 3) sending a check by certified mail.

If it is determined that a student also has an obligation to repay an amount to the Federal Pell Grant program, SMAT will notify the student of such within 30 days from the officially determined date of withdrawal. The notification will inform the student that:

1. The student is required to repay an amount to the Federal Pell Grant program.
2. The student should contact the school to discuss his/her options.
3. The student's eligibility for further Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent, or was required to send, notification to the student.
4. There are two positive actions a student may take to extend eligibility for Title IV funds:
   a. The student may repay the amount owed in full to the school within 45 days.
   b. The student may sign a repayment or loan consolidation agreement with the Department of Education.
If the student fails to take one of these positive actions during the 45-day period, the student's overpayment will be reported to NSLDS (National Student Loan Data System) and referred to the Department of Education for collection.

ACADEMIC PROGRAMS

AVIATION MAINTENANCE TRAINING (AMT)

Program Information

The School of Missionary Aviation Technology offers a one-year FAA approved Part 147 Aviation Maintenance Technology (AMT) program. This course of study consists of a 40-hour per week (1900 clock-hour) program that satisfies the FAA’s training requirements for issuance of the Airframe and Powerplant mechanics certificate. To qualify for certification as an FAA A&P mechanic, students will be required to take FAA examinations. Certificates of Completion for Airframe and Powerplant are issued by SMAT at the conclusion of each module, after which the student is eligible to take the necessary examinations. Each examination includes a written as well as an oral and practical exam. All the required FAA exams may be completed at the Ionia County Airport. It is the student’s responsibility to schedule the various exams with the designated examiners.

At this time, SMAT is limited to enrolling a maximum number of 30 students according to the Aviation Maintenance Technician School Certificate and Ratings application approved by the FAA. SMAT maintains a maximum 15:1 student to instructor/lab assistant ratio during lab times.

Graduation Requirements

A diploma will be issued to each student who meets the following requirements, which are described in detail in other sections of this catalog:

1. Compliance with SMAT Standards of Academic Performance and Program Completion Standards.
2. Satisfactory completion of FAA standards for written, oral and practical examinations in the General, Airframe and Powerplant modules. Upon satisfactory completion of all course work, the student is also issued a Certificate of Completion, which qualifies the student to take all FAA tests for certification as an Airframe and Powerplant mechanic. Previous training and credit toward FAA certification must be
documented and approved by the maintenance school director in order to be transferred into SMAT’s certificate.

3. Completion of the FAA mandated requirements of 1900 hours of instruction for the AMT program.

Attendance Policy\textsuperscript{41}

All students are required to be in attendance from 7:00 AM to 3:30 PM each day class is scheduled. When you miss class, you not only fall behind on new material but you also miss the hands-on experience that is so important in developing your new skills. Your future employer is looking for graduates with perfect or near-perfect attendance.

Minimum Standard

There is no distinction between an excused and unexcused absence. The student is expected to notify the maintenance school director when not in attendance and all time must be made up. A student without an approved leave-of-absence will be automatically withdrawn from the course if missing 8 consecutive days of class. Tardiness and early departures will be treated the same as an absence and will have to be made up. When a student is late for class they not only miss the material that has been presented but disrupt both the instructor and fellow students.

Tracking

The FAA mandates accurate record keeping in order to satisfy the required 1900 hours of attendance. Attendance is tracked in every class period by the instructor. Any and all time missed by the student must be made up in order to account for 100\% of the cumulative course hours. Attendance records are maintained by the maintenance school director and are available to students. If a student does not agree with any of the attendance data, a written appeal must be submitted to the maintenance school director within one week of the course completion. If an appeal is not made within this time period, the data becomes part of the student’s permanent record.

Attendance Probation

If a student does not have cumulative attendance of at least 90\% by the end of any course, such student will be placed on attendance probation for the next course. The student must meet with the maintenance school director and abide by the terms outlined in the attendance probation notice. At the end of the course during which the student is on attendance probation, progress toward meeting the 90\% cumulative attendance requirement must be met. Failure to do so may result in termination from the program.
Missed Instructional Time
It is recognized that due to circumstances sometimes beyond control, students will miss class or lab time. However, it is required that all time missed in each subject must be made up in order to achieve the overall total of 1900 hours. Missed time will be recorded and required to be made up in 15-minute blocks. For instance, a student who misses 1 to 15 minutes will be required to make up a full 15 minutes; a student missing 16 to 30 minutes will be required to make up 30 minutes and so on. All make-up work must be related to the subject area missed and completed within ten days of course completion or the student will be placed on attendance probation.

Scheduling Make-up Time
It is solely the student’s responsibility to schedule make-up time by utilizing one or more of the following options:

1. On a scheduled school day, up to 2 hours after school may be used for make-up time. Time earlier in the morning or later in the evening may be available by appointment only.
2. Make-up time may be scheduled on a Saturday by appointment only when an instructor is scheduled or willing to be present.
3. Other times may be available but an appointment must be made with the maintenance school instructors.

Cost of Make-up-Time
There will normally be a five-dollar ($5.00) per hour fee for each hour, or fraction thereof, to be made up. This cost can only be waived by the authority of the maintenance school director under certain pre-arranged circumstances.

Dismissal
Any student dismissed for attendance related reasons, i.e. consecutive absences, failure to maintain the 90% cumulative attendance requirement, excessive tardiness or early departures, failure to meet the terms of attendance probation, or failure to return from a leave-of-absence, may restart classes in the next module only with the maintenance school director’s written authorization.
Grading Policy

Grade Scale

Students will be given a percentage and letter grade for each assignment, lab, quiz, test, final exam, and final course grade according to the following scale:

- 90 - 100: A
- 80 - 89: B
- 70 - 79: C
- 60 - 69: D
- Below 60: F
- Incomplete: I

Grading Criteria for Quizzes, Unit Tests, and Final Exams

Grades will be given on each quiz, unit test and final course exam according to the above grade scale.

A minimum grade of 70% is necessary on all required unit tests as well as on all final course exams. If a student fails to meet the 70% minimum standard, they must receive additional instruction in that subject area and then retake the test until a passing grade is received. After the student has passed a retake test, a grade of 70% will be recorded in the official grade record regardless of the student’s score on the retake test.

Grading Criteria for Aviation Maintenance Lab/Shop Projects

Level 1 assignments consist of the worksheets and daily assignments that accompany Level 1 curriculum subject areas. Each is given a percentage grade based on the number of correctly answered questions and a minimum grade of 70% is required to pass. If 70% is not achieved on the first attempt, the student must receive further instruction and redo the lab project. The maximum grade that will be given for a redone lab is 70%.

Level 2 and 3 assignments consist of the lab/practical projects that accompany Level 2 and 3 curriculum subject areas. Each will be graded on the six criterions listed below:

- use of proper reference materials
- work performed according to specifications
- proper selection and use of tools
• quality of workmanship
• proper cleanup of area, tools and equipment
• observation of safe operating practices

Each criterion will be graded on a 0 – 4 performance scale as follows:

• 4 a level where no improvement is necessary
• 3 a level where minor improvement could be expected
• 2 a normal student level where improvement can be made
• 1 minimum acceptable level where improvement can be made
• 0 below the minimum acceptable level where further instruction is required and the task must be repeated

The scores given for each criterion are averaged together and a percentage grade is assigned to the lab based on the Lab/Practical Grade Conversion Table on the following page.
## Lab/Practical Project

### Grade Conversion Table

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>100</td>
<td>A</td>
</tr>
<tr>
<td>3.9</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>3.8</td>
<td>98</td>
<td></td>
</tr>
<tr>
<td>3.7</td>
<td>97</td>
<td></td>
</tr>
<tr>
<td>3.6</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td>94</td>
<td>B</td>
</tr>
<tr>
<td>3.3</td>
<td>93</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>92</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>91</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>2.9</td>
<td>89</td>
<td></td>
</tr>
<tr>
<td>2.8</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>87</td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>86</td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>83</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>82</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>81</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>80</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.9</td>
<td>79</td>
<td></td>
</tr>
<tr>
<td>1.8</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>77</td>
<td>C</td>
</tr>
<tr>
<td>1.6</td>
<td>76</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>74</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>73</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>71</td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>0.9</td>
<td>69</td>
<td></td>
</tr>
<tr>
<td>0.8</td>
<td>68</td>
<td>D</td>
</tr>
<tr>
<td>0.7</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>0.6</td>
<td>66</td>
<td></td>
</tr>
<tr>
<td>0.5</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>0.4</td>
<td>64</td>
<td></td>
</tr>
<tr>
<td>0.3</td>
<td>63</td>
<td></td>
</tr>
<tr>
<td>0.2</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>0.1</td>
<td>61</td>
<td></td>
</tr>
<tr>
<td>0.1</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>0.0</td>
<td>≤ 59</td>
<td>F</td>
</tr>
</tbody>
</table>

A minimum of a **1** must be given for all six criterions for a student to pass the project. If a student receives a **0** in any area, the lab will be considered incomplete until the lab is redone with a satisfactory result. The maximum score that will be given in that area for the retaken lab is a **1**.
Grading Criteria for Aviation Maintenance Lab/Shop Projects

Final grades will be determined as follows:

30% value on tests and quizzes
30% value on daily work, including lab/shop projects
40% value on final exam

A final grade of 70% or better is passing.

The student must meet minimum academic achievement and attendance criterion to successfully complete a course.

Satisfactory Academic Progress Policy

Federal regulations require that in order for a student to be eligible for financial aid, the student must earn Satisfactory Academic Progress (SAP) toward the completion of a certificate program. All students, regardless of Title IV funding are subject to the SAP Policy. SAP, as defined below, is evaluated at the midpoint and end of each SMAT academic training module and at the end of each Title IV academic year (the end of February and end of August) for which a student is enrolled.

Satisfactory Academic Progress Standards

Qualitative Requirements: {Concerning cumulative Grade Point Average (GPA)}

Progress within a Module

All courses within a training module must be completed with a C (70%) or better grade. A student's academic average is continually reviewed to determine qualitative progress. Upon completion of all courses within a module with individual course completion grades of 70% or better, the student will be authorized to take the FAA written, oral and practical exams relevant to that particular module. An additional 20 instructional days from the last date of the module are allowed for module completion. Students who withdraw from the program will receive a grade of I (Incomplete) in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to SMAT.
Progress within a Title IV Academic Year

A Title IV Academic Year is defined as 950 clock hours and at least 26 weeks.

Similar to “Progress within a Module,” if a student’s grade falls below 70% for any completed course at the end of a Title IV Academic year (Payment II), remedial training will be required until the grade for that course exceeds 70%. Remedial training must be completed within 20 instructional days of the end of the Title IV Academic Year. In addition to a 70% cumulative GPA, a student must complete each payment period within 13 weeks. Upon completion of each Title IV academic year, the GPA for all courses completed up to that point will be examined and course grades that fall below 70% may cause the student to become ineligible for financial aid.

Transfer Credits: SMAT accepts up to 1150 clock hours of transfer credits from approved educational institutions whose training is consistent with FAA Part 147 training standards. Transfer credits count toward cumulative GPA.

Quantitative Requirements: {Concerning the rate at which courses are successfully completed}

During the course of study, a student is required to make quantitative progress toward program completion. To be making satisfactory academic progress a student must complete 80% of the required hours for each of the scheduled modules. A student must complete 100% of the course attendance requirements in order to receive a certificate of completion for any given academic training module. Students must complete 100% of the program attendance requirements prior to graduation in order to receive a diploma. At the end of each training module, students will be advised of their status toward program completion. This report will include training modules and program hours completed compared to program hours required. For a student receiving federal financial aid, the minimum standard for maintaining full-time status is 24 program-hours per week.

Criteria for Successfully Completing a Course: Grades of 70% or higher are considered passing and meet the criteria for successfully completing a course. Grades of D, F, & I do not meet the criteria for successfully completing a course and must be considered attempted credits. Any clock hours missed must be made up on the student’s own time.
Incompletes: An incomplete is considered an attempted credit until the student has met the criteria for successfully completing the course. It is the student’s responsibility to notify the Finance Director of the updated grade so that the credits can be correctly calculated for SAP.

Withdrawal: If a student withdraws from a course before the end of the course, the course will not be included in attempted clock hours.

Repeated Courses: A student may receive federal aid for a repeated course as long as he has not previously passed the course. Once a student passes a course, he is eligible for only one further retake, regardless of the grade that he receives in that retake. Credits received for both an original and a repeated course are considered attempted credits, but only the credits from the course with the higher grade are considered successfully completed.

Academic and Attendance Warning
If a student fails to meet the cumulative 80% attendance or 70% grade average, or both, for any evaluation period, he or she will be placed on warning for the next evaluation period. The student is eligible for financial aid while on warning. Failure to achieve an 80% attendance or a 70% grade average, or both, at the end of the warning period will result in financial aid suspension, and/or possible administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling from the program director when they are placed on warning.

Students will be notified in writing when they are being administratively withdrawn for unsatisfactory academic progress.

Financial Aid Suspension
A student is placed on Financial Aid Suspension when he or she fails to meet SAP corrective actions from a warning period. During Financial Aid Suspension, a student is not eligible for financial aid. A student on Financial Aid Suspension may have opportunity to regain eligibility or appeal the suspension.

Financial Aid Suspension Appeals
A student may appeal a Financial Aid Suspension if he has suffered extenuating circumstances. To appeal, a student must submit to the Academic Appeals
Committee, which is comprised of the president/CEO, finance director and program director, a written explanation including:

1. The extenuating circumstances which prevented him from achieving SAP.
2. How the student’s situation has changed to allow the student to achieve SAP at the next evaluation.
3. An academic plan on how the student will regain eligibility within a reasonable time period.

All appeals must be submitted to the Academic Appeals Committee by the deadline indicated in the suspension letter he received. The Academic Appeals Committee will then determine the student’s academic status and financial aid eligibility. If the student is granted financial aid eligibility, he must meet the conditions outlined by the Academic Appeals Committee for the eligibility to continue.

The purpose of taking such corrective action is not meant to penalize a student but rather should be viewed as a means to encourage the student by helping to resolve any issues affecting performance at a point in their training which will not hamper course completion. If in the extreme case a student does not complete all program requirements within 130% or 68 weeks of the total 52-week program period, they will be advised of their status with a written notification terminating them from the program.

### Financial Aid Probation

If a student placed on Financial Aid Suspension has been granted both readmission and financial aid eligibility by the Academic Appeals Committee, the student is placed on Financial Aid Probation until SAP is reviewed again at the end of the next Title IV academic year. If SAP is not met at the end of the probation period, the student will be placed on Financial Aid Suspension without the opportunity to appeal.

### Regaining Eligibility

**Withdrawals:** If a student completely withdraws from SMAT and has received federal financial aid for the training module from which he withdraws, the student must be readmitted and meeting SAP before he will be eligible for financial aid in any subsequent training modules. If Title IV funds have been disbursed prior to the withdrawal date, the student will be responsible to repay all or a portion of those funds to SMAT, the amount of which will be determined after a federal return of funds calculation has been completed.
Inadequate SAP: If a student is denied financial aid because of inadequate SAP, he will not be eligible for any type of federal or state financial aid until SAP is achieved. To regain financial aid eligibility, the student may complete the necessary coursework to satisfy the qualitative or quantitative requirements of SAP by continuing at SMAT at his/her own expense.

Once financial aid eligibility is reinstated for a student on Financial Aid Suspension, financial aid will be awarded based upon the availability of funds and the student’s financial need. A student who has financial aid eligibility reinstated because he transferred in credits may be admitted under the status of Financial Aid Probation.

Program Completion Standards

Successful completion of the AMT program requires the student to satisfy the following requirements:

1. Attendance for 1900 clock hours of classroom and laboratory instruction.
2. Completion of all program training courses with individual grades of 70% or better.

During the course of study, a student is required to make quantitative progress toward program completion. To be making satisfactory academic progress a student must complete 100% of the required hours for each of the three scheduled modules. Students must also complete all course attendance requirements prior to graduation in order to receive a diploma. At the end of each training module, students will be advised of their status toward program completion. This report will include training modules and program hours completed. For a student receiving federal financial aid, the minimum standard for maintaining full-time status is 24 program-hours per week.

SMAT’s ultimate goal is to help each student experience success as they progress through the stages of training. If, within 20 instructional days of the completion of the training modules, i.e. General, Airframe and Powerplant or the specific Title IV payment period, the student has not maintained the minimum required grade of C (70%) in any course and/or has not met the attendance requirements to that point, they will be placed on academic and/or attendance probation. If a Title IV funded student fails to make satisfactory academic progress, they will no longer be eligible for Title IV financial aid. A student may, however, appeal the
The purpose of taking such corrective action is not meant to penalize a student but rather should be viewed as a means to encourage the student by helping to resolve any issues affecting performance at a point in their training which will not hamper course completion.

Students may also be terminated from the program for the following reasons:

1. Failure to return from an approved leave-of-absence by the date specified in the leave-of-absence request. Any leave-of-absence request must meet the provisions of the “Leave-of-Absence” policy found earlier in this catalog.
2. Failure to attend classes, except if on an approved leave-of-absence, for a period of 8 or more consecutive instructional days.

Following termination, any refunds of tuition or fees will be calculated using the “Specific Refund Policy” with the date of termination determined by the student’s last date of recorded attendance.

**FAA Completion Standards**

Under FAA Part 147, the following examinations are required for the General, Airframe and Powerplant modules:

1. **Written** – with the following grading policy:
   a. 70 – 100%  
   b. 0 – 69%

2. **Oral** – with the following grading policy:
   a. 70 – 100%  
   b. 0 – 69%
   This is an objective examination administered verbally by an FAA Designated Examiner from a list of FAA approved questions.

3. **Practical** – a hands-on project performed on an aircraft or aircraft component. The FAA Designated Examiner will require the student to examine the aircraft or aircraft component for air-worthiness and, if deemed necessary, execute any required work on the project which will return the designated aircraft or aircraft component to air-worthiness. Successful completion will be determined by the examiner.
Since the primary purpose of the School of Missionary Aviation Technology is to prepare men and women for an active life of Christian service in missionary aviation, students are exposed to many opportunities among various mission agencies. Representatives of these agencies present their ministries at regularly scheduled mission conferences as well as speaking to each class individually.

Local aviation businesses also work with SMAT in offering employment or co-ops to graduates of our program. Although we do not currently have an active placement department and placement is not guaranteed, staff is very familiar with local needs as well as current needs on the mission field and stand ready to work with students in guiding them toward finding employment or active ministry service.
### 2015 – 2016 Academic Calendar (AMT & Flight)\(^{46}\)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Orientation</td>
<td>August 28</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>August 31</td>
</tr>
<tr>
<td>Labor Day (No Class)</td>
<td>September 7</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 26-27</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>Dec 23-Jan 1</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>January 4</td>
</tr>
<tr>
<td>Faculty In-service</td>
<td>February 25</td>
</tr>
<tr>
<td>Winter Break</td>
<td>February 25-26</td>
</tr>
<tr>
<td>Good Friday (No Class)</td>
<td>March 25</td>
</tr>
<tr>
<td>Memorial Day (No Class)</td>
<td>May 27-30</td>
</tr>
<tr>
<td>Independence Day (No Class)</td>
<td>July 4</td>
</tr>
<tr>
<td>Oshkosh Break</td>
<td>July 29</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>August 22</td>
</tr>
<tr>
<td>Graduation</td>
<td>August 23</td>
</tr>
</tbody>
</table>
AVIATION FLIGHT TRAINING (AFT)

Program Information

The School of Missionary Aviation Technology offers an FAA approved Flight Program of study allowing our students the opportunity to graduate with FAA certification in several areas of flight experience. Upon program completion, certificates may be earned in the following courses of study:

- Private Pilot, Airplane Single Engine Land
- Instrument Rating, Airplane
- Commercial Pilot, Airplane Single Engine Land

The flight school is licensed through the Michigan Department of Transportation, Bureau of Aeronautics.

Structure

SMAT’s flight program operates as a structured, full-time school that will require approximately 8 hours of the student’s time each day over the course of one year. Ground school, pilot briefings, individual instruction times and flight instruction will be incorporated into each day. A student/instructor ratio of not more than 4:1 will be maintained.

Curriculum

One of the ways that SMAT effectively prepares its students for missionary service is to place a heavy emphasis on developing discipline, professionalism, precision, and good decision-making abilities in each student. To accomplish this, our curriculum and the training schedule allow each student the maximum opportunity to develop these crucial skills. The curriculum incorporates scenarios for developing better decision making and focuses more on developing good visual flying skills.

In an effort to provide a more structured environment, our flight program begins in late-August of each year and operates on a daily schedule from 8:00 a.m. to 4:30 p.m. Monday through Friday. All new students will be required to start flight training at our August start date or wait to begin their training in August of the following year.
Note: Enrolled students already possessing a Private Pilot Certificate will be subject to an evaluation period and an individual standardization plan (see page 44 of this catalog).

Graduation Requirements

A diploma will be issued to each flight student who satisfactorily completes all required coursework in accordance with the SMAT flight training program syllabi and FAA standards for private pilot certification, instrument airplane rating, and commercial pilot certificate.

Standards of Academic Performance

FAA standards for each flight course are clearly articulated to all flight students so they have a complete understanding of the practical training standards required for graduation.

Attendance Policy

FLIGHT
The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress a student must attend at least 85% of the scheduled class hours on a cumulative basis during each module evaluation period.

GROUND SCHOOL
Minimum contact hour requirements are established by SMAT and are a prerequisite to the issuance of FAA certifications and ratings. As a result, these requirements are diligently enforced. Absences are considered as excused or unexcused. An excused absence must be documented otherwise an absence is considered unexcused. Regardless of the absence, class work missed must be made up through arrangements with the instructor prior to completion of the class. Three or more absences can lead to failure of the class.
Progress in Flight Training

Students are required to be in school according to the schedule established by their flight instructors. Each flight lesson is graded and documented on the student’s record. The flight instructor grades the student for each of the tasks required according to the individual lesson, for the individual training syllabus, based upon the completion standards specified for that lesson. However, the grade given for the overall lesson is not based on a cumulative grade point average for these tasks but is expressed through the lowest grade given on that flight.

SMAT conducts its training under FAA Part 61 and 141 and will adhere to the catalog’s published grading policy. The end of course exam is the Commercial Pilot Flight Test. The Commercial Pilot Flight Test is pass/fail; there is no numeric- or letter-grade given. The flight instructor and the applicant are responsible to ensure that the applicant meets the standards specified by the FAA practical training standards for the individual certificate or rating sought.

SMAT’s ultimate goal is to help each student experience success as they progress through the stages of training. If, within 20 days of the completion of each training module or evaluation period, i.e. Module 1, Module 2, Module 3, and Module 4, the student has not achieved a minimum grade of C (70%) in any course and/or has not met the attendance requirements to that point, they will be placed on academic and/or attendance probation. The purpose of taking such corrective action is not meant to penalize a student but rather should be viewed as a means to encourage the student by helping to resolve any issues affecting performance at a point in their training which will not hamper course completion.

Students are required to complete their programs within 150% of their scheduled program length, notwithstanding weather or emergency leaves-of-absence. If in an extreme case a student does not complete their program within 150% of the scheduled program length, they will be advised of their status with a written notification terminating them from the program.54

Students who do not meet the FAA minimum requirements to pass their ground school exams, stage exams for flight, or written exams will not be eligible to graduate from their course. As such, the student must attend a meeting with their flight instructor and the flight school director in order to decide what corrective action will be necessary in order to resolve the problem. If a
resolution is not possible, the flight department will provide the student with a written notice of termination.

Reinstatement into the flight program will require submitting a new application which will be subject to the regular admissions process. In addition, the president/CEO will need to determine completion requirements or remedial course work required for graduation. Students will also be terminated from the flight program for either of the following reasons.

1. Failure to return from an approved leave-of-absence by the date specified in the leave-of-absence request. Any leave-of-absence request must meet SMAT’s “Leave of Absence” policy and protocol.
2. Failure to attend classes for a period of 8 consecutive instructional days or more except if on an approved leave-of-absence.

Progress in Ground School

The flight instructor and the student are responsible to ensure that the applicant meets the standards specified by the FAA Practical Test Standards for the individual certificate or rating sought.

Grading Policy

The following grading-for-performance standards will be used for all flight instruction:

A (3.0-4.0) Excellent: Performance at a level where no improvement is necessary for highest grade. Successful outcome constantly assured.

B (2.0-2.99) Superior: Performance at a level where only minor improvements are necessary for highest grade. Successful outcome is highly probable.

C (1.0-1.99) Average: Performance at a typical student level where improvement can obviously be made for a higher grade. Successful outcome is never seriously in doubt.

D (0.1-0.99) Below Average: Performance is below acceptable standards where improvement is necessary to reach grade of typical student in similar situation. Assistance or surveillance by instructor is necessary for
safety.

F  Unsatisfactory: Performance is below acceptable standards where improvement is necessary before credit can be given for the exercise. Successful outcome obviously not achieved.

I  Incomplete: Exercise not completed due to some problem other than student performance. The flight or specific elements of the flight must be completed before credit can be given.

If any of the elements of a flight lesson are incomplete or unsatisfactory, the lesson is not complete. The final grade should indicate either I or F as appropriate. Prior to continuing to the next lesson, the elements that were incomplete or unsatisfactory must be completed to the appropriate lesson standard. The instructor will note on the lesson plan the deficient or incomplete elements that need to be completed.
## COURSE LISTINGS

### AVIATION MAINTENANCE TRAINING PROGRAM

#### General Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVG 140</td>
<td>Basic Electricity</td>
</tr>
<tr>
<td>AVG 141</td>
<td>Aircraft Drawings</td>
</tr>
<tr>
<td>AVG 142</td>
<td>Weight and Balance</td>
</tr>
<tr>
<td>AVG 143</td>
<td>Fluid Lines and Fittings</td>
</tr>
<tr>
<td>AVG 144</td>
<td>Materials and Processes</td>
</tr>
<tr>
<td>AVG 145</td>
<td>Ground Operations and Servicing</td>
</tr>
<tr>
<td>AVG 146</td>
<td>Cleaning and Corrosion Control</td>
</tr>
<tr>
<td>AVG 147</td>
<td>Mathematics</td>
</tr>
<tr>
<td>AVG 148</td>
<td>Regulations and Publications</td>
</tr>
<tr>
<td>AVG 149</td>
<td>Physics</td>
</tr>
</tbody>
</table>

#### Airframe Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVA 150</td>
<td>Sheet Metal &amp; Non-metallic Structures</td>
</tr>
<tr>
<td>AVA 151</td>
<td>Aircraft Coverings and Finishes</td>
</tr>
<tr>
<td>AVA 152</td>
<td>Welding</td>
</tr>
<tr>
<td>AVA 153</td>
<td>Assembly and Rigging</td>
</tr>
<tr>
<td>AVA 154</td>
<td>Airframe Inspection</td>
</tr>
<tr>
<td>AVA 155</td>
<td>Aircraft Landing Gear Systems</td>
</tr>
<tr>
<td>AVA 156</td>
<td>Hydraulic and Pneumatic Systems</td>
</tr>
<tr>
<td>AVA 157</td>
<td>Cabin Atmospheric Control</td>
</tr>
<tr>
<td>AVA 158</td>
<td>Aircraft Instrument Systems</td>
</tr>
<tr>
<td>AVA 159</td>
<td>Communication and Navigation Systems</td>
</tr>
<tr>
<td>AVA 160</td>
<td>Aircraft Fuel Systems</td>
</tr>
<tr>
<td>AVA 161</td>
<td>Aircraft Electrical Systems</td>
</tr>
<tr>
<td>AVA 162</td>
<td>Position and Warning Indicators</td>
</tr>
<tr>
<td>AVA 163</td>
<td>Ice and Rain Control</td>
</tr>
<tr>
<td>AVA 164</td>
<td>Fire Protection Systems</td>
</tr>
</tbody>
</table>

#### Contact Hours

- **400 Contact Hours Total**
- **750 Contact Hours Total**
Powerplant Curriculum  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVP 170</td>
<td>Reciprocating Engines</td>
</tr>
<tr>
<td>AVP 171</td>
<td>Turbine Engines, Auxiliary Power Units</td>
</tr>
<tr>
<td>AVP 172</td>
<td>Engine Inspection</td>
</tr>
<tr>
<td>AVP 173</td>
<td>Engine Instrument Systems</td>
</tr>
<tr>
<td>AVP 174</td>
<td>Engine Fire Protection Systems</td>
</tr>
<tr>
<td>AVP 175</td>
<td>Engine Electrical Systems</td>
</tr>
<tr>
<td>AVP 176</td>
<td>Lubrication Systems</td>
</tr>
<tr>
<td>AVP 177</td>
<td>Ignition and Starting Systems</td>
</tr>
<tr>
<td>AVP 178</td>
<td>Fuel Metering Systems</td>
</tr>
<tr>
<td>AVP 179</td>
<td>Engine Fuel Systems</td>
</tr>
<tr>
<td>AVP 180</td>
<td>Induction, Engine Airflow and Cooling Systems</td>
</tr>
<tr>
<td>AVP 181</td>
<td>Engine Exhaust and Reverser Systems</td>
</tr>
<tr>
<td>AVP 182</td>
<td>Propellers and Un-ducted Fans</td>
</tr>
</tbody>
</table>

750 Contact Hours Total

FLIGHT TRAINING PROGRAM

Flight Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVF 120</td>
<td>Private Pilot Certification</td>
</tr>
<tr>
<td>AVF 130</td>
<td>VFR Cross Country Experience Building</td>
</tr>
<tr>
<td>AVF 140</td>
<td>High Performance (HP) Transition</td>
</tr>
<tr>
<td>AVF 150</td>
<td>Complex (RG) Transition</td>
</tr>
<tr>
<td>AVF 160</td>
<td>Tailwheel Transition</td>
</tr>
<tr>
<td>AVF 200</td>
<td>High Performance (HP) Proficiency</td>
</tr>
<tr>
<td>AVF 210</td>
<td>Complex (RG) Proficiency</td>
</tr>
<tr>
<td>AVF 220</td>
<td>Advanced VFR Cross Country Experience</td>
</tr>
<tr>
<td>AVF 230</td>
<td>Instrument Airplane Certification and Experience</td>
</tr>
<tr>
<td>AVG 240</td>
<td>Commercial Pilot Certification</td>
</tr>
</tbody>
</table>
AVOCATIONAL COURSES

(Note: The following courses are made available to students wishing to acquire additional knowledge in missions or aviation flight. They are not included in the standard flight or AMT curriculum.)

AVF 301 Certified Flight Instructor - Airplane
AVF 311 Certified Flight Instructor - Instrument
AVB 101 Perspectives on the World Christian Movement
AVB 102 The Truth Project

COURSE DESCRIPTIONS

AIRCRAFT MAINTENANCE TRAINING

GENERAL CURRICULUM

AVG 140 - Basic Electricity
Prerequisites – None
Course Objective – Provide the student with the knowledge and necessary skills to understand basic aircraft electrical systems.
Course Content – Classroom instruction and laboratory practice in batteries, ohms law, inductance, capacitance, solid state devices and logic functions.

AVG 141 - Aircraft Drawings
Prerequisites – None
Course Objective – Provide the student with the knowledge and necessary skills to draw, read and interpret aircraft drawings and graphs.
Course Content – Classroom instruction and laboratory practice in lines, dimensioning, symbols, blueprint reading and graphs.

AVG 142 - Weight and Balance
Prerequisites – None
Course Objective – Provide the student with the knowledge and necessary skills to weigh aircraft and perform aircraft weight and balance computations.
Course Content – Classroom instruction and laboratory practice in computation of aircraft weight and balance.
AVG 143 - Fluid Lines and Fittings

**Prerequisites** – None

**Course Objective** – Provide the student with the knowledge and necessary skills to work with flexible and rigid fluid lines.

**Course Content** – Classroom instruction and laboratory practice in tube bending, flares and tubing defects.

AVG 144 - Materials and Processes

**Prerequisites** – None

**Course Objective** – Provide the student with the necessary knowledge and skill to work with aircraft hardware, materials, tools and methods.

**Course Content** – Classroom instruction and laboratory practice in non-destructive metal testing, heat treating, welds, rivets and wear determination.

AVG 145 - Ground Operations and Servicing

**Prerequisites** – None

**Course Objective** – Provide the student with the knowledge and necessary skills to service and handle aircraft while on the ground.

**Course Content** – Classroom instruction and laboratory practice in starting, moving, securing, fueling and ground operational hazards.

AVG 146 - Cleaning and Corrosion Control

**Prerequisites** – None

**Course Objective** – Provide the student with the knowledge and necessary skills to properly treat various aircraft materials.

**Course Content** – Classroom instruction and laboratory practice in cleaning agents, corrosion, protective coatings and care of rubber products.

AVG 147 - Mathematics

**Prerequisites** – None

**Course Objective** – Provide the student with the knowledge and necessary skills to solve problems involving basic mathematics.

**Course Content** - Classroom instruction and laboratory practice in basic math including algebra and geometry.
AVG 148 – Regulations and Publications
Prerequisites – None
Course Objective – Provide the student with the necessary knowledge to interpret, classify and complete forms and records used in aircraft maintenance. Knowledge to read, comprehend and apply Federal Air Regulations and other technical data from aircraft manufacturers and government agencies.
Course Content – Classroom instruction and laboratory practice in the interpretation of FAR 65 as it relates to mechanics privileges in the proper use and completion of appropriate forms required in aircraft maintenance. Practice in selection and use of appropriate regulations, TSO’s, AD’s, FAR’s and manufacturer’s publications.

AVG 149 - Physics
Prerequisites – None
Course Objective – Provide the student with the knowledge and necessary skills to solve problems involving basic physics.
Course Content - Classroom instruction and laboratory practice in basic physics including inclined plane, pressure, temperature and force.

AIRFRAME CURRICULUM
750 Contact Hours Total

AVA 150 - Sheet Metal & Non-metallic Structures
Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, repair and replace aircraft structural elements including composite, wood and other non-metallic structures.
Course Content – Classroom instruction and laboratory practice in fastening, bonding, riveting, bending, servicing and repairing aircraft structures.

AVA 151 - Aircraft Coverings and Finishes
Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to select and apply aircraft finishing materials.
Course Content – Classroom instruction and laboratory practice in inspection and application of aircraft finishing materials such as; dope, paints fiberglass and trim designs.
AVA 152 - Welding
Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to fabricate and inspect aircraft components.
Course Content – Classroom instruction includes soldering, brazing, gas and arc-Welding Steel, preparation and precautions before soldering, brazing, and welding, and soldering of electrical connections and lap-joints.

AVA 153 - Assembly and Rigging
Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to assemble, rig and align aircraft flight control surfaces.
Course Content – Classroom instruction and laboratory practice in rotary and fixed wing installation and assembly. Balance, adjust and rig movable surfaces.

AVA 154 - Airframe Inspection
Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to perform conformity and Airworthiness Inspections.
Course Content – Classroom instruction and laboratory practice in the performance of annual and 100 hour inspections.

AVA 155 - Aircraft Landing Gear Systems
Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and service aircraft wheels, brakes and landing gear systems.
Course Content – Classroom instruction and laboratory practice in retraction systems, wheels, tires, shock struts, brakes, alignment and hydraulic systems.
AVA 156 - Hydraulic and Pneumatic Systems  CH  36 Lecture, 36 Lab
Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and repair aircraft hydraulic and pneumatic systems.
Course Content – Classroom instruction and laboratory practice in selection of fluids, seals and power system components. Solve problems involving force, area and pressure.

AVA 157 - Cabin Atmospheric Control  CH  12 Lecture, 18 Lab
Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to troubleshoot and repair aircraft environmental systems.
Course Content – Classroom instruction and laboratory practice in operational principles of heating, air conditioning, cooling and pressurization systems.

AVA 158 – Aircraft Instrument Systems  CH  10.8 Lecture, 7.2 Lab
Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect and troubleshoot electrical and mechanical instruments.
Course Content – Classroom instruction and laboratory practice in thermocouple, flight instrument systems, (mechanical and electrical) heading, speed, altitude, temperature, pressure, and position indicating systems.

AVA 159 - Communication and Navigation Systems  CH  7.2 Lecture, 10.8 Lab
Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and service aircraft communication, navigation, and antenna and autopilot systems.
Course Content – Classroom instruction and laboratory practice in FCC regulations and installation of antennas, autopilots and aircraft electronic communication and navigation systems.
AVA 160 - Aircraft Fuel Systems

**Prerequisites** – General

**Course Objective** – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and service aircraft fuel systems and components.

**Course Content** – Classroom instruction and laboratory practice in fuel management, fuel dump systems, fuel quantity indicators and fuel warning systems.

AVA 161 - Aircraft Electrical Systems

**Prerequisites** – General

**Course Objective** – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and service aircraft DC and AC electrical systems and components.

**Course Content** – Classroom instruction and laboratory practice in; crimping, splicing, and wiring of aircraft electrical wiring. Includes; switches generators, alternators, controls and protective devices.

AVA 162 - Position and Warning Systems

**Prerequisites** – General

**Course Objective** – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and service annunciator panels, position switches and circuits.

**Course Content** – Classroom instruction and laboratory practice in brake systems, landing gear and antiskid control systems.

AVA 163 - Ice and Rain Control

**Prerequisites** – General

**Course Objective** – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and repair anti-ice and de-ice control systems.

**Course Content** – Classroom instruction and laboratory practice in airframe anti-icing, de-icing systems and pitot/static anti-icing systems.
AVA 164 – Fire Protection Systems

Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and repair aircraft fire detection and extinguishing systems.
Course Content – Classroom instruction and laboratory practice in types and use of various fire extinguishers, fire detection and carbon monoxide detection systems.

POWERPLANT CURRICULUM

AVP 170 - Reciprocating Engines

Prerequisites – General
Course Objective – Provide the student with the basic knowledge of engine theory, operation and maintenance of reciprocating engines.
Course Content – Classroom instruction and laboratory practice in; classifying and overhaul of reciprocating engines. Includes; proper nomenclature, propeller reduction systems, oil systems, ignition systems, tolerance determination and engine installation.

AVP 171 - Turbine Engines, Auxiliary Power Units

Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and maintain aircraft turbine engines and auxiliary power units
Course Content – Classroom instruction and laboratory practice in turbine compressors, combustion, fuel control, and turbine installation. Also includes the inspection and servicing of auxiliary power units.

AVP 172 - Engine Inspection

Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to determine integrity and airworthiness of aircraft powerplant.
Course Content – Classroom instruction and laboratory practice in compliance and conformity of aircraft engines to specifications and Airworthiness Directives.
AVP 173 - Engine Instrument Systems  
Prerequisites – General  
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect and troubleshoot electrical and mechanical instruments.  
Course Content – Classroom instruction and laboratory practice in thermocouple, pressure, tachometer, and fuel monitoring instruments. Check, troubleshoot, and repair thermocouple and resistance/ratiometer temperature indicating systems.

AVP 174 - Engine Fire Protection Systems  
Prerequisites – General  
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and repair aircraft engine fire detection and extinguishing systems.  
Course Content – Classroom instruction and laboratory practice in types and use and repair of engine fire detection and extinguishing systems.

AVP 175 - Engine Electrical Systems  
Prerequisites – General  
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and repair engine electrical systems.  
Course Content – Classroom instruction and laboratory practice in alternator loading, alternator repair, switches, circuit breakers, bonding and aircraft electrical cabling.

AVP 176 - Lubrication Systems  
Prerequisites – General  
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to recognize, inspect and service engine lubrications systems.  
Course Content – Classroom instruction and laboratory practice in temperature regulation, oil filters, lubricant identification, instrument interpretation and FAA regulations pertaining to oil supply tanks.
AVP 177 - Ignition and Starting Systems  
CH 45 Lecture, 45 Lab  
Prerequisites – General  
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, overhaul and repair aircraft magneto ignition systems.  
Course Content – Classroom instruction and laboratory practice in magnetos, timing, ignition switches, spark plugs and starting systems both electrical and pneumatic.  

AVP 178 - Fuel Metering Systems  
CH 27.6 Lecture, 41.4 Lab  
Prerequisites – General  
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and repair turbine and reciprocating engine fuel monitoring systems.  
Course Content – Classroom instruction includes use of fuel control information, principles of fuel metering, carburetors, controls and results of excessively rich or lean fuel mixtures.  

AVP 179 - Engine Fuel Systems  
CH 4.8 Lecture, 7.2 Lab  
Prerequisites – General  
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and repair aircraft engine fuel systems.  
Course Content – Classroom instruction includes; fuel pumps, boost pumps and FAA Regulations regarding fuel systems.  

AVP 180 – Induction, Engine Airflow, Cooling Systems  
CH 9.6 Lecture, 14.4 Lab  
Prerequisites – General  
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and repair aircraft engine ice and rain control systems, heat exchangers and air intake manifolds. Additional experience in cooling systems.  
Course Content – Classroom instruction and laboratory practice in pre heaters, induction icing, superchargers, temperature control, primers, carburetors and air filters.
AVP 181 - Engine Exhaust and Reverser Systems

Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and repair engine cooling and exhaust systems.
Course Content – Classroom instruction includes baffling, radiators, exhaust heaters, turbo-superchargers and thrust reversing systems.

AVP 182 – Propellers and Un-ducted Fans

Prerequisites – General
Course Objective – Provide the student with the knowledge, necessary skills and aeronautical experience to inspect, troubleshoot and repair fixed pitch and constant speed propeller systems. Also includes un-ducted fan systems
Course Content – Classroom instruction includes lubricants, synchronizing, anti-icing, balancing, feathering, blade pitch, reversing and governors. Instruction includes comparison of ducted and un-ducted fan systems.
FLIGHT CURRICULUM

The School of Missionary Aviation Technology Aviation Flight training is as follows:

Note: Contact Hours (CH) indicated are typical for course completion

**AVF 120 - Private Pilot Certification**  CH: 177.9 (Flight & Ground)
Course Objective: To provide the student with the knowledge, necessary skills and aeronautical experience to meet the requirements for the private pilot certificate.
Course Content: Ground and flight training including aircraft systems, aerodynamics, performance, navigation and flight maneuvers.

**AVF 130 - VFR Cross Country Experience Building**  CH: 57.0 (Flight & Ground)
Prerequisites: Private Pilot Certification
Course Objective: To provide the student with the additional experience to broaden the student’s knowledge of VFR cross-country skills, including pilotage and dead reckoning and to meet the cross-country requirements for both the instrument rating and commercial pilot certificate.
Course Content: Ground training and VFR cross-country flight experience without the use of electronic navigation aids.

**AVF 140 - High Performance (HP) Transition**  CH: 53.0 (Flight & Ground)
Prerequisites: Private Pilot Certification
Course Objective: To provide the student with the knowledge, necessary skills and aeronautical experience to meet the requirements to earn the high performance endorsement.
Course Content: Ground and flight instruction on high performance powerplants and propellers, normal, short and soft field operations and operations at higher gross weights.

**AVF 150 - Complex (RG) Transition**  CH: 53.0 (Flight & Ground)
Prerequisites: Private Pilot Certification
Course Objective: To provide the student with the knowledge, necessary skills and aeronautical experience to meet the requirements to earn the complex endorsement.
Course Content: Ground and flight instruction on retractable landing gear systems, controllable pitch propellers, normal, short and soft field operations and operations at higher gross weights.
AVF 160 - Tailwheel Transition  
CH: 45.0 (Flight & Ground)  
Prerequisites: Private Pilot Certification, VFR Cross Country Experience Building, High Performance (HP) Transition and Complex (RG) Transition  
Course Objective: Provide the student with the knowledge, necessary skills and aeronautical experience to meet the requirements to earn the tailwheel endorsement.  
Course Content: Ground and flight instruction on taxi procedures, normal and crosswind operations, three point landings and wheel landings.

AVF 200 - High Performance (HP) Proficiency  
CH: 41.0 (Flight & Ground)  
Prerequisites: High Performance (HP) Transition  
Course Objective: To introduce the student to the commercial airwork maneuvers and to continue the development of managing a high performance aircraft.  
Course Content: Ground and flight instruction in most of the commercial airwork maneuvers in a high performance aircraft.

AVF 210 - Complex (RG) Proficiency  
CH: 44.0 (Flight & Ground)  
Prerequisites: Complex (RG) Transition  
Course Objective: To introduce the student to the commercial airwork maneuvers and to continue the development of managing a complex aircraft.  
Course Content: Ground and flight instruction in most of the commercial airwork maneuvers in a complex aircraft.

AVF 220 - Advanced VFR Cross Country Experience  
CH: 40.0 (Flight & Ground)  
Prerequisites: High Performance (HP) Proficiency, Complex (RG) Proficiency  
Course Objective: To provide the student with low-level VFR navigation in both complex and high performance aircraft.  
Course Content: Ground and flight instruction in advanced, low-level, VFR navigation in mountainous terrain and into both towered and non-towered airfields.
AVF 230 - Instrument Airplane Certification and Experience  
CH: 145.0 (Flight & Ground)

**Prerequisites:** Private Pilot Certification  
**Course Objective:** To provide the student with the knowledge, necessary skills and aeronautical experience to meet the requirements for an instrument rating and to provide some PIC experience in the IFR operating environment.  
**Course Content:** Ground and flight instruction in basic attitude instrument flight, navigation and holding procedures, instrument approaches, cross-country navigation and emergency operations.

AVF 240 - Commercial Pilot Certification  
CH: 41.0 (Flight & Ground)

**Prerequisites:** Private Pilot Certification  
**Course Objective:** To provide the student with the knowledge, necessary skills and aeronautical experience to meet the requirements for the commercial pilot certificate.  
**Course Content:** Ground and flight instruction including aircraft systems, aerodynamics, performance, navigation and flight maneuvers.

**AVOCATIONAL COURSES**

*(Note: The following courses are made available to students wishing to acquire additional knowledge in missions or aviation flight. They are not included in the standard flight or AMT curriculum)*

AVF 301 – Certified Flight Instructor - Airplane  
**Prerequisites:** Commercial Certification with Instrument Rating  
**Course Objective:** To provide the student with the knowledge, necessary skills and aeronautical experience to meet the requirements for the Certified Flight Instructor – Airplane certificate.  
**Course Content:** Ground and flight instruction including aircraft systems, aerodynamics, performance, navigation and flight maneuvers and fundamentals of instruction.

AVF 311 – Certified Flight Instructor - Instrument  
**Prerequisites:** Commercial Certification with Instrument Rating  
**Course Objective:** To provide the student with the knowledge, necessary skills and aeronautical experience to meet the requirements for the Certified Flight Instructor – Instrument rating.  
**Course Content:** Ground and flight instruction to apply the Fundamentals of Instruction in the instrument environment.
AVB 101 – Perspectives on the World Christian Movement
Prerequisites: Enrollment in Aviation Maintenance Technology or Aviation Flight Training Program.
Course Objective: To provide the student with a Biblical, historical and cultural analysis of the impact of the World Christian Movement, with specific attention given to strategy and the imperative of bringing the gospel to groups that have yet to initially receive it.
Course Content: The Perspectives Reader is a collection of the best articles by a wide variety of Biblical scholars, historians, missiologists, and practitioners. The Perspectives Study Guide helps students navigate through the Reader and ushers students through the study of God’s mission and character through the Bible, Christian history, culture, and the task remaining in world evangelization.

The course is offered each year through partner churches or mission organizations, and runs for fifteen weeks, one evening per week for three hours, usually during the winter enrollment period. All students are strongly urged to attend this course. For further information on the course, its content and next annually scheduled class, see; www.perspectives.org.

AVB 102 – The Truth Project
Prerequisites: None
Course Objective: To provide the student with a solid Biblical worldview as it relates to every aspect of creation and life.
Course Content: The Truth Project is a DVD-based small group curriculum comprised of 12 video lessons (recommended to be viewed and discussed over 13 consecutive weeks) taught by Dr. Del Tackett, instructor of Christian Worldview at the Focus Leadership Institute and a former Senior Vice President of our ministry. This study is the starting point for looking at life from a biblical perspective. Each lesson discusses in great detail the relevance and importance of living the Christian worldview in daily life.

The course is offered each year on the SMAT campus. The sessions are 1-1/2 to 2 hours, one day per week for 13 weeks. For more information on The Truth Project, please visit their website: www.thetruthproject.org.
PERSONNEL

BOARD OF DIRECTORS

Jack Befus Chairman GE Aerospace
Ron Reitsma Vice Chairman Reitsma Electric (Retired)
Mike McDonald Treasurer Wolff Group
Marvin Tyler Secretary GR Community College (Retired)
Mark Kotlarczyk Member Calvary Church
Bob Damaske Member Duncan Aviation
Jeff Gillesse Member Level Ten Consulting Group
David McCleery Member Mission Aviation Fellowship
Peter Eggenberger Member 3M Health Care

ADMINISTRATION

Terry Yoder President/CEO
Jim Sutter Finance Director
Barbara Trierweiler Administrative Assistant
Nathan Rozema Maintenance Program Director
Steve VanBeveren Flight Program Director

FACULTY AND STAFF

Duane Linsley AMT Instructor/Project Supervisor
Dean Peterson AMT Instructor/Building Supervisor
Rod Hatcher AMT Instructor
Jason Redmond Tool Room Manager
Matt Kuhns Heartlands AMT Instructor
Neil DuBois JAARS Representative/Chief Flight Instructor
Bryan Jones Flight Instructor/Mechanic
Eric Walter Flight Instructor
Hannah Walter Office Assistant
John Lemmon MAF Representative/Flight Instructor/AMT Instructor
Elisha Stock A&P Mechanic
Jamin Lorch A&P Mechanic
Ryan de Roos A&P Mechanic
SMAT Staff Qualifications

Terry Yoder, President/CEO

Educational Background:
Grace College of the Bible (Grace University), Mission Aviation, 1988-1991; Certificate of Completion, Iowa Western Community College, Aircraft Maintenance Technology, 1991; Bachelor of Science degree in Business Administration, Cornerstone University, 2002; Master of Education degree in School Administration and Supervision, Liberty University, 2008.

FAA Licenses or Certificates:

Nathan Rozema, Maintenance Program Director

Educational Background:
Certificate of Completion, School of Missionary Aviation Technology AMT Program; Spokane Turbine Center, (PT6A Line Maintenance and Hot Section Inspection Training).

FAA Licenses or Certificates:

Steve VanBeveren, Flight Program Director

Educational Background:
Moody Bible Institute (Theology/Bible Course); B.S. in Missionary Aviation Technology from Moody Aviation.

FAA Licenses or Certificates:
Duane Linsley, Project Supervisor, AMT Instructor

Educational Background:
Diploma, Grand Rapids School of the Bible and Music, Missionary Aviation Program, 1973; Associates degree in Applied Science, Chochise College, 1974

FAA Licenses or Certificates:

Dean Peterson, AMT Instructor

Educational Background:

FAA Licenses or Certificates:

Rod Hatcher, AMT Instructor

Educational Background:
Diploma, Missionary Aviation, Moody Bible Institute; Additional training at Wheaton College, Prairie Bible Institute, Lansing Community College and Mount Hope Bible Training Institute. (Additional course work in Bible and aviation).

FAA Licenses or Certificates:
Neil DuBois, Chief Flight Instructor
Educational Background:
Moody Bible Institute with B.S. degree in Missionary Aviation Technology, 1986.
FAA Licenses or Certificates:
Note: Neil is on loan from JAARS

Ron Reitsma, AMT Instructor
Educational Background:
United States Airforce; AS degree in Business Administration, University of Alabama, 1963.
FAA Licenses or Certificates:

Bryan Jones, Flight Instructor, Mechanic
Educational Background:
Texas A&M University, BS in Agronomy, 2003; USAF officer, 2004-2008; LeTourneau University, BS in Mission Aviation, 2012; Certificate of Completion, American Flyers CFI Academy, 2012.
FAA Licenses or Certificates:
SMAT CAMPUS

School of Missionary Aviation Technology Campus

Location

The School of Missionary Aviation Technology is located on the Ionia County Airport in Ionia, Michigan approximately midway between Grand Rapids and Lansing.\(^{60}\)
End Notes: ACCET Document 29

1. ACCET Document 29, item #2
2. ACCET Document 29, item #1
3. ACCET Document 29, item #5
4. ACCET Document 29, item #8
5. ACCET Document 29, item #4
6. ACCET Document 29, item #6
7. ACCET Document 29, item #7
8. ACCET Document 29, item #14
9. ACCET Document 29, item #9
10. ACCET Document 29, item #10
11. ACCET Document 29, item #11 & 12
12. ACCET Document 29, item #34
13. ACCET Document 29, item #23
14. ACCET Document 29, item #13
15. ACCET Document 29, item #33
16. ACCET Document 29, item #29
17. ACCET Document 29, item #30
18. ACCET Document 29, item #24
19. ACCET Document 29, item #31
20. ACCET Document 29, item #36C
21. ACCET Document 29, item #36E
22. ACCET Document 29, item #39
23. ACCET Document 29, item #37A
24. ACCET Document 29, item #36A
25. ACCET Document 29, item #36B
26. ACCET Document 29, item #16
27. ACCET Document 29, item #36A
28. ACCET Document 29, item #36B
29. ACCET Document 29, item #37A
30. ACCET Document 29, item #36D
31. ACCET Document 29, item #36E
32. ACCET Document 29, item #38A
33. ACCET Document 29, item #37B
34. ACCET Document 29, item #38B
35. ACCET Document 29, item #15
36. ACCET Document 29, item #19
37. ACCET Document 29, item #16
38. ACCET Document 29, item #22
39. ACCET Document 29, item #20
ACCET Document 29, item #21
ACCET Document 29, item #27
ACCET Document 29, item #28
ACCET Document 29, item #26
ACCET Document 29, item #25
ACCET Document 29, item #32
ACCET Document 29, item #35
ACCET Document 29, item #15
ACCET Document 29, item #19
ACCET Document 29, item #20
ACCET Document 29, item #21
ACCET Document 29, item #22
ACCET Document 29, item #25
ACCET Document 29, item #27
ACCET Document 29, item #28
ACCET Document 29, item #26
ACCET Document 29, item #17
ACCET Document 29, item #6
ACCET Document 29, item #40
ACCET Document 29, item #40
ACCET Document 29, item #8