

Tennessee Flight Training Registration Paperwork

Welcome to Tennessee Flight Training! We are delighted that you have chosen us for all of your flight training needs. Please read through this packet of paperwork carefully, and fill out, date, and sign each document.

If you have any other questions, feel free to call one of our offices or send us an email at letsfly@tnflighttraining.com.

We look forward to helping you achieve your aviation goals and dreams!

Best wishes,
Tennessee Flight Training Team



Our offices:

615-366-9192 (Nashville - BNA)
931-774-8380 (Mt. Pleasant - MRC)
931-909-6509 (Shelbyville - SYI)
931-921-1091 (Crossville - CSV)
423-819-4019 (Cleveland - RZR)

<https://www.tnflighttraining.com>

Student Registration and Information

Name: _____

Email: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____

Work Phone: _____

Ratings: _____

(None/Private/Instrument/Commercial/CFI/ATP)

Pilot's License #: _____ Category/Class: _____

EMERGENCY CONTACT INFORMATION:

Name: _____

Relationship: _____

Contact Numbers: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

AIRCRAFT CHECKOUT HISTORY (use back of page if necessary)

Aircraft: _____

Instructor or Location: _____

Student Agreement

This Student/Rental Agreement (“Agreement”) between Nashville Flight School, LLC d/b/a Tennessee Flight Training (“TFT”) and the student listed below (“Student”) is effective as of the date written below and consists of the following documents, each of which Student acknowledges receiving and agrees to be bound by this Student Rental Registration and Information and the Flight School Operations Manual for Nashville Flight Training. Pursuant to this Agreement, Students will be allowed to rent and operate TFT’s aircraft at TFT’s then prevailing rates and subject to the terms of this Agreement and all applicable law and regulations. It is agreed that this Agreement governs the use of TFT’s aircraft regardless of Student’s level of training, certification, or licensure. Student agrees to indemnify and hold TFT, its agents, employees, and affiliates harmless from and against any and all loss, liability, claim, demand, cause of action, attorneys’ fees and expense of any kind arising from the use or possession of TFT’s aircraft by Student, including but not limited to attorneys’ fees incurred by TFT to enforce any of its rights hereunder. In the event of damage to the aircraft, Student agrees that Student’s liability to TFT with respect to damage to the aircraft includes, but is not limited to, the cost of any repair, any diminution in value of the aircraft, transportation fees, storage fees, expenses incurred in connection with any investigation by any governmental entity, and, in the event of a total loss, the fair market value of the aircraft at the time of loss less its salvage value. In addition, you agree to be liable for loss of use of the aircraft (defined as average revenue generated by the aircraft during its period of unavailability less variable costs associated with operation of the aircraft during such period) from the date the aircraft is damaged until it is placed back in service including any delays caused by unavailability of repair technicians and the availability of applicable insurance proceeds. You, as the pilot in command, are responsible for keeping your aircraft clean and reporting immediately any maintenance discrepancies to the staff on duty. Furthermore, you are responsible for compliance with Federal Aviation Regulations during your flight Nashville Flight Training reserves the right to refuse rental of aircraft for any reason. The TSA requires us to maintain the information contained on this form and this information is considered security sensitive, confidential and private. Information contained on this form cannot and will not be released to the public without written authorization from the pilot concerned, a court of the United States or Nashville Flight Training. TSA requires all students to provide proof of citizenship by allowing a copy of their passport and/or a copy of their birth certificate and picture ID to be maintained on the premises of Nashville Flight Training. Above all, please remember to exercise good aeronautical decision making, be safe and be courteous!

Printed Name: _____

Signature: _____

Date: _____

Payment Policies and Procedures

Please read all information below, initial, and sign.

Hours of Operation

Our hours of flight instruction are by appointment Monday through Saturday with **no flight training conducted on Sunday**. Our office hours of operation are Monday–Friday 8:30am to 5:00pm. Saturday office hours are variable according to the training schedules and weather.

_____ **Initial**

Payment for Services and Materials

Our office gladly accepts Visa, MasterCard, Discover, American Express, personal checks and cash. Payment for all instruction and materials are due at the time of service. It is our policy to collect the appropriate payment due from the student at the time of services rendered and not at a later date or time. Students may not be billed for their flight training.

In the event you will not be able to make a payment at the time of your lesson, please call our office staff to either pre-pay for your lesson or reschedule to a more appropriate date. If you wish to apply for financing of your lessons, please contact our office staff to arrange with our third party vendor. _____ **Initial**

Block-Time Purchases

Students are encouraged to purchase a 10 hour “block” of instruction time, hereafter known as “Block Time”. Upon purchase, credit will be made to the student’s account and will give the student a \$10 per hour discount on flight time (dual or solo time). Block-Time, or any prepaid instruction time, will expire **ONE YEAR** after purchase date. **NO REFUNDS OR EXCHANGES** are allowed on pre-paid time. _____ **Initial**

I UNDERSTAND Tennessee Flight Training PAYMENT POLICIES AND PROCEDURES.

Printed Name: _____

Signature: _____

Date: _____

Flight Schedule Pro Payment Policy

Tennessee Flight Training requires that all customers keep a credit or debit card on file for transactions.

After approval in Flight Schedule Pro, please log-in to your profile and enter a payment method to save on your file:

- Click My Profile
- Click Account Settings
- Click Payment Methods
- Enter credit/debit card info.
- Click Save

This will authorize you to schedule lessons and ensure lessons are transacted properly moving forward.

After the completion of a lesson, the total cost of the lesson will be automatically deducted from the customer's card on file or account. This is to ensure efficient and prompt payment at the time of service.

For solo reservations, it is the responsibility of the customer to check-in/check-out the airplane. Based on the hours logged, the front office will deduct the payment from the customer's card/account. Please see your instructor for directions on these procedures or a member of our office team.

Credit and debit cards are kept on file by our partner vendor Flight Schedule Pro. This company is **PCI compliant** and takes your security and financial information under strict encryption and confidentiality measures.

Tennessee Flight Training will not have access to your card information and will not be authorized for any charges outside of the training that you authorize.

By signing this form, you are consenting to the terms and conditions as mentioned above.

Printed Name: _____

Signature: _____

Date: _____

Cancellation and No-Show Policy

We work hard to stay on schedule because your business is valuable to us. Staying on schedule allows us to accommodate all students and provide you with the best possible training. Any flight and/or lesson instruction may be addressed by calling our office.

Some important reminders regarding your scheduled lessons:

- **No shows** - We ask that you arrive at the time of your appointment. There will be a leeway time of 20 minutes for you to arrive at your reservation. If a student is more than 20 minutes late and no prior notice is given, it is considered a “no-show” and the student will be charged a no-show fee of \$50. Consideration will be given for extenuating circumstances.
- **24 Hour Notice** - If you have to reschedule or cancel a lesson, please provide us with at least 24 hour notice by calling the office. Customers will not be charged for weather, maintenance, or instructor cancellations. A \$50 cancellation fee will be charged to your account for dual instruction and \$25 for solo flights, for the appointment in which prior notice of a cancellation is not provided to the school 24 hours of your scheduled lesson.
- **Running Late?** - Please arrive on time for your scheduled lesson. If you are running late, please call the office and let us know. However, your lesson may need to be modified or rescheduled; this is out of consideration of the instructor and other students who wish to schedule with us.
- **Frequent Canceled or Missed Appointments** - If you regularly cancel or miss lessons, you will have future lessons canceled. This is to be respectful not only for your instructor, but also for other students who wish to schedule with us.

I HAVE RECEIVED A COPY OF THE CANCELLATION AND NO-SHOW POLICY.

Printed Name: _____

Signature: _____

Date: _____

Renter's Insurance Policy

We require ALL students to have an aviation renter's insurance policy on file prior to their first solo flight and in order to log Pilot In Command (PIC) time in our aircraft.

We suggest no less than \$500,000 in property damage and \$50,000 in aircraft damage, however your financial situation may dictate otherwise.

One of the more cost-effective vendors we have seen is AVEMCO and they offer special rates to our students at <https://www.avemco.com/products/renter?partner=NF09>. However, you are welcome to use any insurance company provided they provide adequate coverage for your training application.

We want you to be aware of what would happen if you did not have insurance. Our flight school insurance will cover the accident and then unfortunately subrogate (sue) the student. Think of this situation just like an automobile accident - if you don't have insurance, you'll be sued for the damages. Please seek the advice of a competent insurance professional to determine the proper amount of coverage.

Again, this requirement is only for those students who are about to be authorized for their first solo and beyond while logging Pilot In Command (PIC).

Printed Name: _____

Signature: _____

Date: _____

Flight School Operations Manual

I hereby acknowledge that I have received a copy of the Flight School Operations Manual for Tennessee Flight Training.



Printed Name: _____

Signature: _____

Date: _____