

HOW TO MAKE FLIGHT ACCOUNT PAYMENTS/DEPOSITS

Payment can be made through your SWORDS account.

1. Log onto www.mga.edu
2. Current Students tab at bottom of page
3. Click on **SWORDS** and login
4. Click on **Student**
5. Click on **Pay Now** to deposit money into your flight account.
6. Click on **Make Payment** (bottom, right corner of the screen)
7. Select **Flight Deposit for Flight Time** and enter the amount.
8. If you have a balance in any box, zero out those boxes so that you are only paying flight deposit. Otherwise, any amount shown will be added to your deposit.
9. Click "Continue" at bottom of screen.
10. Select your payment method.

Options are **credit or debit card** or **Bank Account** (e-check)

**Selecting credit or debit card will prompt a convenience fee on your balance. You will see the amount before you pay.

OR

**Selecting Bank Account will process as an E-check and you will NOT be charged a convenience fee. You must have routing number and checking account number to enter in system for this option.

11. Follow remaining instructions on screen.

After you make a payment on SWORDS, please email Andrea Yawn (andrea.yawn@mga.edu), Christy Faulk (christy.faulk@mga.edu), and Shonda Brown (Shonda.brown1@mga.edu) on the SAME email so the money can be transferred into your flight account. Your student account (SWORDS) and flight account (My Flight Train) are not synced. Transfers must be made manually by front office admin staff.

Make sure you have contacted Flight Dispatch, 478-374-6411, to create your flight account in MyFlightTrain. This is separate from your student account.

Deposit to open flight account is a minimum of \$500. You must maintain \$500 in your Flight Train account at all times to check out aircraft to fly and **\$1000 minimum for check rides.** Instructors will verify account balances on a per lesson basis.