

ONLINE FLIGHT DEPOSIT INSTRUCTIONS

Online flight deposit payments – complete through your SWORDS account.

- Navigate to MGA's homepage at www.mga.edu
- On the right hand side under **Menu**, click on **Current Students**
- Towards the bottom left, click on **BANNER/SWORDS** then click **SWORDS Login**
- Follow instructions available to **login to your SWORDS Account**
- Welcome to SWORDS! Click on the **Student** tab
- Click **Pay Now**
- Select **Flight Deposit for Flight Time** from the Available Items Menu
- **Enter the amount**, click **Add to Payment**
- Click **Checkout** at the bottom of the screen
- **Select your payment method**
 - All electronic payments can take up to 5 business days to clear*
 - **Credit or Debit Card** – subjected to convenience fee
 - **Bank account (Electronic Check)** – No convenience fee, need full checking account information – bank routing number, bank name, etc.
- Click **Continue** and follow the prompts. Payment confirmation will be sent to your email.

NEXT STEPS AFTER COMPLETING PAYMENT IN SWORDS:

E-mail us to request a transfer of funds to FSP at:

FlightAccounts@mga.edu

Your student account (SWORDS) and flight account (Flight Schedule Pro) are not synced. Flight Deposits must be transferred manually to FSP.

You must maintain **\$500** in your FSP 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.