P06 Recreational pilot attendance

Effective date: November 1, 2026.

Purpose and scope

This policy applies to students enrolled as recreational learners in local Private Pilot training at Canadian Aviation College (CAC). These students follow a flexible training schedule rather than a full-time career program schedule.

Recreational learners are not subject to the 15-hour weekly attendance requirement for international students. They remain responsible for meeting their enrolment contract requirements, attending booked training and following CAC's safety procedures.

This policy does not replace the Career Program Attendance Policy for students enrolled in career programs.

Attendance and preparation

Students are expected to:

- Maintain a consistent training schedule that supports safe learning and steady progress.
- Attend scheduled ground and flight training, prepared and on time.
- Communicate promptly with their assigned instructor and Dispatch about availability, cancellations and changes.
- Ensure completed training and attendance are accurately recorded in EMS.

Assigned instructors provide routine student support, monitor training participation and record concerns and follow-up in EMS. Continuing concerns are referred to the Chief Flight Instructor (CFI), Bote Sha. Students may also contact Bote directly.

Cancellations and no shows

Cancellations made more than 24 hours before the scheduled session are permitted for any reason.

A cancellation with less than 24 hours' notice, a missed session without advance notice, or a late arrival that prevents the session from proceeding may result in a no-show fee under the student's applicable contract and fee schedule.

Students must notify their instructor and Dispatch as soon as they know they cannot attend. Submitting an absence form does not replace prompt notification.

Self Declaration of Absence and fee waivers

Students seeking review of an absence or a related no-show fee must submit a Self-Declaration of Absence Form within seven calendar days of the missed booking.

Alano Ling, Operations Manager, reviews these forms and decides whether the explanation and any related no-show fee waiver are approved. Fee-waiver requests submitted after the seven-day deadline will not be considered.

Reasons that may support approval include:

- Illness or medical incapacity affecting safe participation.

- Fatigue affecting safe participation.
- Transportation failure outside the student's control.
- Aircraft maintenance or CAC flight cancellations.
- Instructor unavailability or CAC operational changes.
- Weather or air traffic control delays.

Personal travel, work conflicts, personal errands, non-urgent appointments and lack of preparation are not ordinarily accepted as grounds for waiving a fee for a cancellation within 24 hours.

CAC retains the absence form and review decision in EMS.

Late arrivals

Students must arrive 30–45 minutes before scheduled flight training, prepared for their booking.

Arrival within 15 minutes of the scheduled booking time is considered late. The instructor or Dispatch may cancel the session if there is insufficient time to complete the required preparation or conduct the training safely. Any related no-show fee is subject to the cancellation and no-show rules and Alano's fee-waiver review described above.

Leave requests

Where a student requests a formal leave from training, the request must be submitted through EMS to Bote Sha, CFI, for approval. Bote approves all leave requests, regardless of duration. The decision and approved dates must be recorded in EMS.

A leave request is separate from a Self-Declaration of Absence Form. An approved leave does not itself change the enrolment contract's end date or replace a required contract renewal. Students requiring a contract change or renewal should contact Alano.

Safety professionalism and support

Students must not participate in flight training when illness, fatigue or another condition makes participation unsafe. They must notify their instructor and Dispatch promptly.

Repeated no-shows or cancellations may result in booking restrictions or formal action under CAC's Student Warning, Suspension and Dismissal Policy. The instructor will first follow up with the student and refer continuing concerns to Bote.

Bote issues formal warning and probation letters. Any dismissal is administered by Alano following a dismissal decision by an authorised decision-maker under the dismissal policy.

Contacts and records

- Assigned instructor: routine support, training schedules and initial follow-up.
- Dispatch: booking changes and immediate operational notifications.
- Bote Sha, CFI — sha@cacbc.ca: leave approval, concerns requiring escalation and formal warning or probation decisions.
- Alano Ling, Operations Manager — studentservice@cacbc.ca: Self-Declaration reviews, fee-waiver decisions, contract renewals and program-change requests.

Attendance records, absence forms, leave decisions and student support follow-up must be retained in EMS, with access limited to authorised personnel.

Related policies and forms

- Student enrolment contract and applicable fee schedule.
- Self-Declaration of Absence Form.
- Attendance Policy Acknowledgement Form.
- Student Code of Conduct.
- Student Warning, Suspension and Dismissal Policy.
- Student Grievance / Dispute Resolution Policy.