F03 Attendance policy acknowledgement

Student name _____ Student ID _____

Program _____ Student category [ ] International [ ] Domestic

I acknowledge that I have received and read the attendance policy applicable to my program and understand that:

- International students must complete at least 15 instructional hours each week, except during an approved leave period. Hours cannot be carried between weeks.
- Domestic students follow their contracted training requirements and scheduled bookings; the international weekly minimum does not apply to them.
- Attendance must be accurately recorded by signing in and out through the CAC system in EMS. Attendance fraud is misconduct.
- Eligible activities include flight training, ground school, instructor-led Skills Development and approved backseat observation flights.
- My assigned instructor monitors attendance and provides support. Continued concerns go to Bote.
- Leave requests go through EMS to Bote for approval. Submitting a request does not constitute approval.
- Self-Declaration of Absence Forms go to Alano within seven calendar days. Approval does not reduce the 15-hour weekly requirement.
- Late cancellations within 24 hours, late arrivals preventing training and no-shows may incur a fee under the applicable agreement. Alano decides fee waivers.
- Repeated non-compliance may lead to formal warning, probation or further action under the dismissal policy.

Questions or support requested _____

Student signature _____ Date _____

Received by _____ EMS reference _____