



Attendance Policy

Canadian Aviation College		3539
Name of Institution		Institution Number
Attendance	April 1, 2019	June 3rd, 2024
Name of Policy	Effective Date	Revision Date

Attendance Policy

Attendance is mandatory in order to facilitate effective learning, as well as ensure all CAC resources are allocated fairly amongst students. Therefore, it is mandatory that all students arrive ready and on time for any scheduled training sessions. Successful completion of any training is dependent on not only the training delivery and quality, but also on the student attending all required ground and flight training sessions.

Therefore, CAC considers a poor attendance record to be a record of less than **95%** attendance of all scheduled sessions within a 2-month period.

Attendance at all ground school training sessions will be recorded via a paper or an electronic ground school tracking system, and attendance of all flight training sessions is recorded via Education Management System (EMS) and the Pilot Training Record.

A newly arrived student is required to begin training at CAC within 7 days of arrival. If the student is unable to start training within this period, they must send an explanatory email with supporting evidence to info@cacbc.ca. Failure to do so will result in the student being marked as absent. Absences will be recorded as three training sessions (2 hours each) per week starting from the 8th days of arrival.

If an enrolled student is unable to attend a scheduled training session, the student is required to inform CAC by directly contacting an instructor or by calling company Dispatch.

CAC maintains a record of all cancelled or missed training sessions; any observed trends of flagrant cancellations may result in training suspension or termination. Extenuating circumstances, such as illness, bereavement or other circumstances outside of the student's control, will be dealt with on an individual basis by the CFI.



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Cancellation/No Show Policy

With the above attendance requirements in mind:

- Any students can cancel a flight without a valid operational reason with more than 24 hours advance notice. This enables CAC to reschedule and utilize resources.
- Within 24 hours, a student may cancel a flight with a valid operational reason (e.g. sickness, no means of transportation, fatigue etc.).
- When notice has not been provided and a student fails to show up for a scheduled flight, a no-show fee equal to the scheduled flight time of the flight and ground briefing rates will be applied to the student's account.
- Students are expected to arrive at least 45 - 30 minutes prior to the scheduled booking time with all relevant documents (e.g. Completed assignments, appropriate lesson plan, permit and medical certificate, complete weather briefing, Pre-flight inspection, and flight plan (if applicable)).
- Any student who does not show up to school for three consecutive months will be dismissed, effective from the last day of the three-month period.