

Appendix A – Self-Declaration of Absence Request

The Self-Declaration of Absence Request is completed and submitted through EMS.

A.1 Purpose

This request allows you to report an absence and provide the reason for missing scheduled or required training. Submitting a request does not automatically excuse the absence, remove an attendance deficiency, cancel a fee, or guarantee approval.

A.2 Submission Deadline

Submit the request through EMS within seven calendar days of the absence. A late request may be declined unless exceptional circumstances prevented timely submission.

A.3 Required Information

- Full name and Student ID Number.
- Date, time, training or activity missed, and instructor where applicable.
- Reason for the absence, whether advance notice was provided, and relevant supporting information.

A.4 Acceptable Reasons

The College may consider illness or injury, family or personal emergency, an approved operational reason, severe weather or transportation disruption, an unavoidable required appointment, or another serious circumstance outside your reasonable control.

Personal preference, work commitments, poor planning, oversleeping, forgetting a booking, or failing to arrange transportation will not normally be accepted.

A.5 Supporting Documentation

The College may request relevant supporting documentation. Do not submit detailed medical information unless specifically requested.

A.6 Review and Decision

The College may review EMS, attendance, training, scheduling, communication, and supporting records. The request may be approved, denied, returned for information, or recorded without changing the attendance status or charge.

A.7 Fees and Attendance Records

Approval does not automatically remove a charge, count missed time as instructional hours, satisfy a weekly attendance requirement, remove the need to complete missed training, extend an agreement, or change immigration requirements.

A.8 Student Declaration

I declare that the information provided is complete and accurate. I understand that submitting this request does not guarantee approval, remove an attendance obligation, or cancel an

applicable charge. I authorize Canadian Aviation College to review relevant records when assessing my request.