

Appendix C – Attendance Policy Acknowledgement

Download this acknowledgement from the Student Services section of the CAC website and submit it to studentservice@cacbc.ca.

C.1 Purpose

This confirms that you received, read, and understood the attendance requirements that apply to your program and enrollment status.

C.2 General Responsibilities

- Attend scheduled and required training, arrive prepared and on time, monitor EMS and CAC email, record attendance correctly, provide required notice, submit absence requests through EMS, and complete missed training.

C.3 Attendance Recording

Attendance is recorded and monitored through EMS. Report suspected errors within seven calendar days. Falsifying attendance or recording attendance for another person may result in disciplinary action.

C.4 Late Arrival, Cancellation and No-Show

A student arriving more than 15 minutes late may be recorded as a no-show. At least 24 hours' notice is required for cancellation unless an accepted exception applies. An absence request does not automatically remove a charge.

C.5 International Student Attendance

International Students must complete at least 15 instructional hours during each instructional week. Hours cannot be carried forward. Personal self-study does not count. Failure to maintain attendance may affect enrollment standing, reporting, and Study Permit compliance.

C.6 Approved Activities

Properly recorded dual or supervised solo flight training, ground school, simulator instruction, instructor-led briefings or PGI, Instructor-Supervised Study, Human Factors instruction, approved observation flights, and other authorized instructor-led activities may count.

C.7 Winter Training

Students are strongly encouraged to participate in Winter School to maintain continuity and avoid falling behind. Winter training requires scheduling flexibility due to weather, daylight, aircraft availability, and operational conditions.

C.8 Student Declaration

I confirm that I received, read, and understood the attendance requirements that apply to me. I understand my responsibility to attend, record attendance correctly, monitor College communications, and report absences or errors within the required timeframe.

Student signature: _____ Date: _____