

Section 4 – Recreational Pilot Attendance Policy

CAC Attendance Policy – Recreational Learners (Private Pilot)

Scope of Policy

This policy applies to all students enrolled as Recreational Learners (Local Private Pilot) at Canadian

Aviation College (CAC). These students are not enrolled in full -time career programs and may progress at a flexible, self-paced schedule.

Recreational Learners are not subject to full -time attendance monitoring but are expected to adhere

to book commitments and safety practices. This policy is enforced to ensure respectful and professional learning environment.

1. General Attendance Expectations

Recreational Learners are expected to:

- Maintain a consistent and professional training schedule.
- Arrive fully prepared and on time for all scheduled ground and flight training sessions.
- Communicate proactively with Dispatch and Instructors regarding training availability and changes.

2. Cancellations and No -Shows

Permitted Cancellations:

- Cancellations made more than 24 hours in advance are permitted for any reason.
- Cancellations made within 24 hours require a valid Operational Reason (see below).

No-Show Fee

A No-Show Fee equivalent to the instructor briefing rate and/or aircraft booking time will apply if:

- A student misses a scheduled session without advance notice, or
- Arrives too late for the session to proceed.

Disputes & Explanations

Students may contest a No -Show Fee or explain an absence by submitting a Self- Declaration of Absence Form within seven calendar days.

3. Operational vs. Non -Operational Reasons

Operational Reasons (permitted for cancellations within 24 hours):

- Illness or medical incapacity affecting safety (must be declared using the Self- Declaration Form).

- Fatigue beyond Transport Canada limits.
- Transportation failure outside student control.
- Aircraft maintenance issues or flight cancellations by CAC.
- Instructor unavailability or CAC operational changes.
- Weather or ATC delays.

Non- Operational Reasons (subject to fee if within 24 hours):

- Vacations or personal travel.
- Work schedule conflicts (students are responsible for booking around these).
- Personal errands or appointments.
- Lack of preparation for a scheduled flight or briefing.

4. Late Arrival Policy

- Students must arrive 30 –45 minutes before their scheduled session.
- Arrivals within 15 minutes of the booking time are considered late.
- Instructors or Dispatch may cancel the session and apply a No -Show Fee.

5. Professionalism and Safety

Attendance policies reinforce a safety -first culture.

All Recreational Learners are expected to demonstrate professionalism in attendance, punctuality, and communication.

6. Student Responsibility

Students are responsible for managing their bookings, confirming availability, and communicating.

proactively.

Repeated No -Shows or cancellations may result in booking restrictions or, in rare cases, dismissal.

7. Related Forms (Available on CAC Website – Student Services Section):

- Self-Declaration of Absence Form (Fillable PDF)
- Attendance Policy Acknowledgement Form (Fillable PDF)
- Student Concern Formal Resolution Policy