P05 Career program attendance

Effective date: November 1, 2026.

Purpose and scope

This policy sets expectations for attendance, participation and communication for students enrolled in CAC career programs. Consistent attendance supports safe training, steady progress and completion of the student's contracted program requirements.

The minimum weekly attendance requirement below applies to international students only. Domestic students must attend their scheduled training and meet the requirements of their enrolment contract.

All students must:

- Attend scheduled flights, ground school, Skills Development and other scheduled instructional activities.
- Arrive prepared and on time.
- Sign in and out through the CAC attendance system in EMS. Only properly recorded attendance hours count.
- Notify their instructor and Dispatch promptly when unable to attend scheduled training.
- Document absences using the Self-Declaration of Absence Form and request leave through EMS, as described below.

International student weekly attendance

International students must complete at least 15 instructional hours per week, except during an approved leave period. Hours cannot be carried forward or transferred between weeks.

Eligible activities include:

- Dual or solo flight training.
- Ground school.
- Instructor-led Skills Development, including review and examination preparation.
- Approved backseat observation flights.

Students must ensure that attendance is recorded through EMS. An approved Self-Declaration of Absence explains an absence but does not reduce the 15-hour weekly requirement.

Assigned instructors review their students' attendance weekly in EMS, contact students who fall below the requirement and record concerns and follow-up in EMS. Continued attendance concerns are escalated to the Chief Flight Instructor (CFI), Bote Sha, for formal action under the Student Warning, Suspension and Dismissal Policy.

Skills Development

Skills Development is delivered through instructor-led sessions. Instructors provide instructor-led Skills Development to their assigned students and record each participating student's hours in EMS.

The CFI oversees the delivery and recording of Skills Development and follows up where students need additional support to meet their attendance or program requirements.

Absences and Self Declaration Forms

Students must submit a Self-Declaration of Absence Form within seven calendar days of a missed session when requesting recognition of an acceptable absence or a related no-show fee waiver. Alano Ling, Operations Manager, reviews the forms and decides whether to approve the explanation and any related fee waiver. Requests submitted after the seven-day deadline will not be accepted for attendance adjustments or fee waivers.

Reasons that may support approval include:

- Illness or fatigue affecting safe participation.
- Aircraft maintenance or Dispatch cancellations.
- Instructor unavailability.
- Adverse weather.
- Transportation breakdown.
- Family emergency or bereavement.

Approval does not create instructional hours for training that did not occur and does not reduce the international student's weekly attendance requirement. Students should work with their instructor to arrange other eligible instructional activities where possible.

Personal travel, work conflicts, oversleeping, lateness and non-urgent appointments are not ordinarily accepted as reasons for missed scheduled training or a no-show fee waiver. Students must arrange personal matters around training and request leave in advance where appropriate.

Leave requests

Students must submit leave requests through EMS to the CFI. Bote approves all leave requests, regardless of duration. An instructor cannot approve leave on the CFI's behalf.

Students should request leave in advance whenever possible. Submitting a request does not constitute approval. The decision and approved dates must be recorded in EMS.

Students are exempt from the weekly attendance requirement during their approved leave period. A Self-Declaration of Absence Form is not a substitute for an approved leave request.

Late arrivals cancellations and no shows

Students must arrive 30–45 minutes before flight bookings, prepared for their scheduled training.

A late arrival, cancellation with less than 24 hours' notice, or failure to attend may result in a no-show fee under the applicable contract and fee schedule.

Alano may approve a fee waiver after reviewing a Self-Declaration of Absence Form submitted within seven calendar days of the missed booking and the circumstances supporting the request.

No-show fees must be paid before future flight bookings are confirmed, unless the fee has been waived. Repeated no-shows may result in booking restrictions or disciplinary action under the applicable CAC policy.

Students must not participate in flight training when unwell or fatigued in a way that makes training unsafe. They must notify their instructor and Dispatch as soon as possible.

Responsibilities and student support

Students manage their training schedules, monitor recorded attendance, communicate promptly about barriers and submit the required absence documentation or leave request.

Assigned instructors are the first point of contact for routine support. They monitor attendance weekly, provide Skills Development, record attendance and support follow-up in EMS, and escalate continuing concerns to Bote.

Bote Sha, CFI, approves all leave, oversees attendance follow-up and Skills Development, and issues formal warning and probation letters for attendance concerns. Students may contact him directly at sha@cacbc.ca.

Alano Ling, Operations Manager, reviews Self-Declaration of Absence Forms and decides related no-show fee waivers. Contact: studentservice@cacbc.ca.

Student attendance records, forms, leave decisions and formal notices must be retained in EMS, with access limited to authorised personnel.

Related policies and forms

- Student Warning, Suspension and Dismissal Policy.
- Student Code of Conduct.
- Student Grievance / Dispute Resolution Policy.
- Self-Declaration of Absence Form.
- Attendance Policy Acknowledgement Form.
- Student enrolment contract and applicable fee schedule.