



International Student Guide

Preparing to live, study and train in British Columbia

READ THIS GUIDE WITH: Your Enrollment Agreement and the Student Policies & Standards Manual. If this guide says something different, those official documents apply.

Student Services

studentservice@cacbc.ca | 604-299-7777

72-18300 Ford Road, Pitt Meadows, BC V3Y 0C6

August 2026

Welcome to Canadian Aviation College

Starting flight training in a new country takes planning and regular participation. This guide explains what international students need to do before they arrive and while they study at Canadian Aviation College (CAC).

Student Services can help you understand CAC procedures and find reliable information. You are responsible for your admission, immigration documents, finances, attendance, training preparation and progress.

IMPORTANT: This guide gives general information. It is not legal or immigration advice. Immigration rules can change. Always check current rules with Immigration, Refugees and Citizenship Canada (IRCC) or an authorized immigration representative.

How to use this guide

- Before travelling: complete the arrival checklist and arrange housing, insurance, transportation and finances.
- During orientation: bring your documents and ask questions about EMS, attendance, training and your account.
- During your program: use the guide as a quick reference, but follow your Enrollment Agreement and official CAC policies.

Your key documents

Document	Purpose
Enrollment Agreement	Your program, costs, payment requirements, refund terms and student responsibilities.
Student Policies & Standards Manual	CAC-wide rules, rights, conduct, attendance, complaints, privacy, accommodation and disciplinary processes.
International Student Guide	Practical information for living, studying and training in British Columbia.
Study Permit and immigration documents	Your authority and conditions for studying in Canada.
Transport Canada aviation medical	Medical certification required for aviation training and licensing.

1. Before You Travel

Pre-arrival checklist

1. Read and sign your Enrollment Agreement.
2. Review the Student Policies & Standards Manual and this guide.
3. Confirm your passport, Study Permit approval and travel documents are valid.
4. Send CAC any requested immigration and enrollment documents.
5. Arrange housing and transportation before arriving.
6. Arrange private medical insurance for the MSP waiting period.
7. Plan sufficient funds for Tuition, Aircraft Utilization Fees, living costs and unexpected expenses.
8. Review your program requirements and training costs.
9. Arrange a Transport Canada aviation medical examination as early as possible.
10. Provide CAC with your arrival information and attend the mandatory three-day orientation.

Plan your finances

Your budget must cover more than Tuition. Aircraft Utilization Fees are separate charges for using an aircraft during flight training. You must also plan for living costs, transportation, health insurance, licensing costs, books, supplies and possible additional training.

- Review your Enrollment Agreement for what is included and excluded.
- Maintain the required balance in your training account.
- Check your account regularly in EMS.
- Plan for training hours beyond estimates or included allocations.
- Contact Accounting promptly if you have a question about a charge or payment.

ACCOUNTING: Susan Pan | accounting@cacbc.ca | 604-299-7777

Aviation medical

You must have the correct Transport Canada aviation medical certificate for your licence or training. Before you travel to Canada or pay large costs, CAC strongly recommends that you confirm you can meet the medical requirements. Only a doctor authorized by Transport Canada, called a Civil Aviation Medical Examiner, can complete this examination.

2. Arrival and Three-Day Orientation

All international students must complete CAC's three-day orientation before regular program training begins. Orientation helps you understand how to study and train responsibly at CAC.

Orientation covers

- Campus, staff and the training environment
- Program structure and training expectations
- EMS access, attendance records and student forms
- Weekly attendance and active participation requirements
- Flight-training procedures and safety expectations
- Tuition, Aircraft Utilization Fees, balances and payment responsibilities
- Student rights, College policies and complaint procedures
- Study Permit responsibilities and document updates
- Living, studying and accessing support in British Columbia

BRING TO ORIENTATION: Passport, current Study Permit, Canadian contact information, proof of medical insurance, aviation medical documents if available, and any other documents requested by Student Services.

Getting established

- Obtain a local telephone number and update your contact information with Student Services.
- Open a Canadian bank account if needed.
- Learn your route to campus and allow extra travel time.
- Apply for MSP as soon as you are eligible and keep private coverage during the waiting period.
- Set up EMS and confirm that you can view your schedule, attendance and account information.

3. Study Permit and Immigration Responsibilities

You are responsible for getting and keeping all immigration documents required to study in Canada. CAC cannot guarantee that Immigration, Refugees and Citizenship Canada (IRCC) will issue, extend or change your Study Permit.

While studying, you must

- Remain enrolled at a Designated Learning Institution.
- Actively pursue your studies and make reasonable, timely progress.
- Follow every condition printed on your Study Permit.
- Keep your passport and immigration documents valid.
- Apply for extensions before your documents expire.
- Provide Student Services with current copies of required documents.
- Immediately report any change in your immigration status, conditions or contact information.

YOUR RESPONSIBILITY: CAC reports enrollment and student status when required by PTIRU, EQA and IRCC. You are responsible for keeping valid immigration status and following your Study Permit conditions.

Changing schools or programs

Do not assume that you can use the same Study Permit at another college or school. Under current IRCC rules, you will usually need a new or extended Study Permit before you begin at another post-secondary Designated Learning Institution (DLI). A DLI is a school approved to host international students. Some exceptions may apply.

Contact Student Services before you withdraw, change programs or make another decision that may affect your enrollment. Before you decide, confirm the immigration requirements with IRCC or an authorized immigration representative.

Leaves and breaks

CAC may approve a leave or absence, but this does not mean that it meets immigration rules. Before you take a leave or extend a break, review your Enrollment Agreement, CAC policies and current IRCC requirements.

4. Attendance and Active Participation

International students must complete at least 15 instructional hours in each instructional week. Your program and Enrollment Agreement explain this requirement. Only completed instructional activities count. Simply being on campus does not count.

Activities that may count

- Dual and solo flight training
- Ground school
- Ground briefings and preparatory ground instruction
- Simulator training
- Skills Development Time
- Instructor-Supervised Study
- Human Factors instruction
- Approved observation flights
- Other scheduled or approved instructional activities

WEEKLY HOURS: You must complete at least 15 instructional hours in each instructional week. You cannot move hours from one week to another or use an average. Skills Development Time may count toward the 15 hours, but you do not need 15 hours of Skills Development Time alone.

EMS attendance records

CAC records attendance and completed instructional activities in the Education Management System (EMS). Check your EMS records regularly. If you think a record is wrong, report it within the time allowed under CAC policy.

Late arrivals, cancellations and absences

- More than 15 minutes late may be recorded as a no-show.
- Provide at least 24 hours' notice when cancelling a scheduled activity unless an accepted exception applies.
- No-show and late-cancellation fees may be charged automatically.
- Submit the required Self-Declaration of Absence within seven days when relying on an accepted operational or personal reason.
- Raise an attendance-record dispute within seven days.

An absence does not remove your attendance, program or immigration responsibilities. CAC may ask you for documents that explain the absence.

5. Skills Development and Program Progression

Skills Development Time

Skills Development Time is planned instruction in the Career Pilot Foundation Program and Career Pilot Diploma Program. It helps you improve your aviation knowledge and practical skills. It also helps you prepare for training and make progress in your program.

- Review and application of ground school subjects
- Flight planning and cross-country preparation
- Navigation and meteorology exercises
- Written examination and flight test preparation
- Operational decision-making
- Instructor-assigned review and preparation
- Professional development activities
- Additional work required to support program progression

CAC assigns or schedules Skills Development activities based on your program and stage of training. These activities support your progress. They do not replace required flights, ground school, briefings, simulator training, tests or other program requirements.

Progress depends on active participation

Weather, aircraft maintenance, instructor availability, your preparation and your account balance can affect flight training. You must remain available for training, attend assigned activities, prepare for each session and keep enough money in your training account.

When flying is not available, students are still responsible for completing other available instructional activities and meeting weekly attendance requirements.

Academic year and Winter School

CAC's main academic year is from March 1 to October 31. Winter School is from November 1 to February 28. Training is limited in winter, and there is no regular ground school. CAC strongly encourages students to continue training during winter. A four-month break can reduce your knowledge, flying skills and progress. Keep your schedule flexible because winter weather and shorter daylight hours can affect training.

When progress becomes a concern

CAC monitors your attendance and progress. If there is a concern, CAC may give you a warning, require a progress plan or take other action under your Enrollment Agreement and the Student Policies & Standards Manual. To complete your program and receive a licence, you must meet all academic, financial, attendance and Transport Canada requirements.

6. Training, Scheduling and Student Responsibilities

Prepare for every session

- Check EMS and College communications daily.
- Arrive on time with required documents and equipment.
- Complete assigned reading, planning and preparation.
- Advise the instructor early if you do not understand a task.
- Remain available within the training schedule you have committed to.
- Maintain the required account balance so training is not interrupted.

Training costs and estimates

Estimated training hours and costs are not guaranteed. You may need more training because of your ability, preparation, attendance, progress or Transport Canada requirements. Training may stop if you use all included program hours or reach the end of your contract. When required, you must sign a new or renewed Enrollment Agreement before training continues.

Communication

Students are responsible for reading CAC emails, EMS notices, schedules and policy updates. Keep your email address, telephone number, Canadian address, emergency contact and immigration information current with Student Services.

English in the training environment

CAC teaches its programs in English. You must have enough English ability to understand instruction, communicate safely and meet Transport Canada standards. Ask questions when you do not understand. Never pretend that you understand a safety or training instruction.

7. Student Rights, Conduct and College Policies

International students have the same right as other CAC students to be treated fairly, respectfully and without discrimination. Students also have responsibilities to act safely, honestly and respectfully and to follow CAC policies.

Students must review

- Student Statement of Rights
- Code of Conduct and Student Rights
- Academic Integrity Policy
- Attendance and absence-reporting requirements
- Financial and Refund Policies
- Student Concern and Conflict Resolution process
- Grade Appeal process
- Accommodation and Accessibility procedures
- Sexual Misconduct Policy
- Privacy Policy
- Warning, Suspension and Dismissal procedures
- Critical Incident and Emergency procedures
- Technology and Communication requirements

OFFICIAL DOCUMENTS: Your Enrollment Agreement and the Student Policies & Standards Manual contain the official requirements. This guide gives practical information. It does not replace those documents.

Questions, concerns and complaints

Report concerns early. When appropriate, first speak with the staff member responsible for the issue. If the issue is not resolved, contact Student Services and follow the Student Concern and Conflict Resolution process. You may make a complaint without fear of punishment for making it.

Some matters are handled by the Private Training Institutions Regulatory Unit (PTIRU). In these cases, you may also have rights under B.C. law and PTIRU procedures. Check the Student Policies & Standards Manual for the correct steps and deadlines.

Privacy

CAC collects, uses and shares student information when needed for education, operations, safety, finances, legal duties and government reporting. When allowed or required, CAC may share your enrollment or student-status information with PTIRU, EQA, IRCC or another authority. Read your Enrollment Agreement and the Privacy Policy for details.

8. Health, Safety and Well-Being

Health insurance and MSP

You must have suitable health insurance while you live and study in British Columbia. Apply for the Medical Services Plan (MSP) as soon as you are eligible. The waiting period is usually the rest of the month when you become a B.C. resident, plus two more months. Keep private insurance until MSP confirms the date your coverage begins. Do not allow a gap in your coverage.

If you enroll in MSP, you may also have to pay the B.C. international-student health fee. Check the current rules with the Government of British Columbia.

Mental-health and community support

- Here2Talk: free mental-health support for registered B.C. post-secondary students.
- BC 211: community, social and government-service information.
- Student Services: help locating College and community resources.
- Student Council: peer connection and student feedback.

Emergency contacts

Situation	Contact
Immediate danger, fire or medical emergency	Call 911
Mental-health crisis or suicide concern	Call or text 988
Poison emergency in British Columbia	Call 1-800-567-8911
Non-emergency health advice	Call 811
Campus or training concern	Notify CAC staff and Student Services promptly

Safety in flight training

Follow instructor directions, airport procedures and CAC safety rules. Report hazards, incidents, injuries and unsafe conditions immediately. Never participate in training if illness, medication, fatigue, alcohol, cannabis or another condition could affect safety.

9. Living in British Columbia

Housing

You are responsible for finding and paying for housing. CAC may give you general housing information, but CAC does not inspect, approve, arrange or guarantee housing. Before you pay a deposit, confirm the landlord, address and rental terms. Learn your rights under B.C. rental law. Do not send money until you have confirmed that the rental is real.

Transportation

CAC is located at Pitt Meadows Regional Airport. Check your route and travel time before committing to housing. Transit service may be limited for early-morning or late-evening training, so plan for reliable transportation and changing schedules.

Cost of living

Prepare a realistic budget for housing, food, transportation, clothing, communication, health coverage and emergencies. Living costs are separate from Tuition and flight-training costs. Do not rely on employment income to fund required training or essential living expenses.

Culture and community

Adjusting to a new country takes time. Ask questions, connect with classmates, participate respectfully and seek help early. CAC's learning environment includes students and staff from many backgrounds. Respectful communication is expected at all times.

Scams and personal information

- Government agencies do not demand immediate payment by gift card, cryptocurrency or wire transfer.
- Do not share your Study Permit, passport, banking password or one-time security codes with unverified persons.
- Confirm unusual payment or document requests directly with the CAC department involved.

- Use an authorized immigration representative if you pay for immigration advice.

10. Working During Studies and After Graduation

Working while studying

A Study Permit does not automatically give you permission to work. Your right to work depends on the conditions printed on your Study Permit and current IRCC rules. Confirm that you are allowed to work before you accept a job. Having a Social Insurance Number does not, by itself, give you permission to work.

Employment must not interfere with attendance, scheduled training, preparation or program progression. Your responsibility to meet the 15-hour weekly instructional requirement and all program obligations continues even if you are employed.

Post-Graduation Work Permit

Graduating from CAC does not guarantee a Post-Graduation Work Permit (PGWP). Special rules may apply to flight-school graduates. These rules may include completing eligible flight training and receiving a Canadian Commercial Pilot Licence. They may also include completing an instructor rating and having an eligible flight-instructor job offer. You must meet all IRCC requirements that apply when you submit your application.

CHECK CURRENT RULES: Immigration programs and requirements can change. Read the official IRCC flight-school and PGWP pages before you make decisions about money, study or your career.

No employment guarantee

CAC does not guarantee a job, licence, immigration status, work permit or career result. Employment depends on your qualifications, licence, permission to work, performance, available jobs and the employer's requirements.

11. Quick Contacts and Official Resources

Canadian Aviation College

Student Services	studentservice@cacbc.ca
Accounting	accounting@cacbc.ca

General telephone	604-299-7777
Address	72-18300 Ford Road, Pitt Meadows, BC V3Y 0C6
Student Council	studentcouncil@cacbc.ca
Website	https://www.cacbc.ca

Official government resources

IRCC – Study Permit conditions: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/while-you-study/study-permit-conditions.html>

IRCC – Changing schools or programs: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools.html>

IRCC – Working while studying: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work.html>

IRCC – Flight-school graduate work permits: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare/designated-learning-institutions-list/flight-schools.html>

B.C. – Education Quality Assurance: <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/education-quality-assurance>

B.C. – Medical Services Plan: <https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp>

B.C. – Residential Tenancy Branch: <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies>

Transport Canada – Aviation medical information: <https://tc.canada.ca/en/aviation/medical-fitness-aviation>

WorkBC – Cost of Living Calculator: <https://www.costofliving.workbc.ca/>

BC 211: <https://bc.211.ca/>

Here2Talk: <https://here2talk.ca/>

12. Student Acknowledgement Checklist

Use this checklist during orientation. Signing or completing a separate CAC acknowledgement form may still be required.

- ☐ I have read my Enrollment Agreement.
- ☐ I know where to find the Student Policies & Standards Manual.
- ☐ I understand the mandatory three-day orientation requirement.
- ☐ I understand that I must complete at least 15 instructional hours in each instructional week.
- ☐ I understand that weekly hours cannot be averaged or carried forward.

- ☐ I know that Skills Development Time may count but does not replace required training.
- ☐ I can access EMS and review my schedule, attendance and account.
- ☐ I understand my Study Permit and document-update responsibilities.
- ☐ I understand that I must maintain sufficient funds for training and living costs.
- ☐ I have appropriate health insurance and understand the MSP waiting period.
- ☐ I know how to report an absence, concern, safety issue or complaint.
- ☐ I understand that CAC does not guarantee licensing, employment, immigration status or a work permit.

REMEMBER: Ask questions early, keep your documents current, check EMS and College communications, maintain your training balance, and take responsibility for your attendance and progression.

Document control

Issued: August 2026 | Owner: Student Services | Review: As required. If this guide is different from an official document or requirement, the official document or requirement applies.