

Section 3 – Attendance, Absence and Accountability Policy

1. Purpose & Safety Context

Attendance at Canadian Aviation College (CAC) is a safety-critical obligation. Aviation training requires consistent participation, preparation, and accountability to ensure safe operations and professional competency.

This policy establishes clear attendance expectations, absence procedures, documentation requirements, and consequences for both Career Program and Recreational (Private Pilot) students.

This policy supports compliance with:

PTIRU, EQA, and IRCC (for international students) - Transport Canada safety standards

2. Scope

This policy applies to all students enrolled in:

Career Programs (full-time vocational programs)

Recreational Programs (Private Pilot / part-time learners)

Attendance expectations vary by program type and are outlined below.

Signing in for another student or falsifying attendance records constitutes serious misconduct.

Attendance records form part of the official student record and may be reviewed for:

Academic progression

Safety compliance

Immigration reporting (international students)

3. Attendance Tracking & Accountability (All Students)

All attendance must be recorded using the EMS.

Signing in for another student or falsifying attendance records constitutes serious misconduct.

Attendance records form part of the official student record and may be reviewed for:

Academic progression

Safety compliance

Immigration reporting (international students)

4. Attendance Requirements – Career Programs

4.1 Minimum Attendance Standard

- International Students must complete a minimum of 15 instructional hours during each instructional week.
- Eligible hours may include:
- Dual or solo flight training

- Ground school
- Instructor-Supervised Study
- Approved backseat observation flights
- Instructor-led review or exam preparation sessions
- Briefings
- Only recorded in EMS time counts toward the minimum attendance requirement.
- Failure to meet attendance requirements may result in:
 - Warning
 - Probation
 - Suspension or dismissal
- International students may also face IRCC compliance consequences for failure to meet attendance obligations.

4.2 Professional Expectations

- Career Program students are expected to:
- Attend all scheduled training activities.
- Arrive prepared and on time.
- Schedule personal matters outside training hours whenever possible
- Actively use Instructor-Supervised Study to meet attendance requirements

5. Attendance Expectations – Recreational (Private Pilot) Programs

Recreational learners are not subject to full-time attendance minimums; however, they are expected to:

- Maintain consistent training engagement.
- Attend all booked flight and ground sessions.
- Communicate proactively with Dispatch and Instructors
- Repeated cancellations or no-shows may result in:
 - Booking restrictions
 - Financial penalties
 - Dismissal in rare or persistent cases

6. Late Arrivals, Cancellations & No-Shows (All Students)

Arrival Standard

- Students must arrive 30–45 minutes prior to scheduled flight bookings.
- No-Show & Late Cancellation Fees
- A No-Show Fee may apply if a student:
 - Cancels within 24 hours without an approved operational reason
 - Arrives too late for the session to proceed.
 - Fails to attend without notice.
- Outstanding fees must be paid before future bookings are confirmed.

7. Acceptable vs. Unacceptable Absences

7.1 Acceptable (Operational) Reasons

- An absence may be considered operational if supported by a timely declaration and appropriate explanation, including:
- Illness or medical incapacity affects safety.
- Fatigue exceeding Transport Canada limits
- Aircraft maintenance or dispatch cancellation
- Instructor's unavailability
- Adverse weather or ATC delays
- Transportation disruption beyond the student's control
- Bereavement or family emergency

7.2 Unacceptable (Non-Operational) Reasons

The following are not excused:

- Vacations or personal travel
- Work conflicts
- Oversleeping or lack of preparation
- Non-urgent appointments
- Failure to manage personal schedule.

8. Attendance Declaration & Policy Acknowledgement (Mandatory)

Students seeking consideration for an operational absence must complete the Self-Declaration of Absence Request.

Students must:

- Submit the form within seven calendar days of absence.
- Submit the request through EMS within seven calendar days.
- Late requests may be declined unless exceptional circumstances prevented timely submission.
- Submission of false, misleading, or incomplete information constitutes serious misconduct.

9. Progressive Discipline

Attendance-related issues are addressed under the Student Warning, Suspension and Dismissal Policy, including:

- Warnings for initial issues
- Probation for repeated non-compliance
- Suspension or dismissal for persistent or fraudulent behaviour

10. Student Responsibility

- Students are responsible for:
- Monitoring their attendance
- Accurately signing in and out
- Communicating proactively when attendance issues arise

- Using available support resources before attendance problems escalate

11. Policy Review

This policy is reviewed annually and updated as required to ensure continued compliance with:
PTIRU, EQA, IRCC, Transport Canada