F02 Self Declaration of Absence Form

Submit to Alano Ling, Operations Manager, at studentservice@cacbc.ca within seven calendar days of the absence. This form documents an absence and any request for a no-show fee waiver. Leave requests are submitted separately through EMS to Bote.

Student name _____ Student ID _____

Program _____ Email _____

Date and time of missed session _____

Instructor _____ Booking reference _____

Reason

[ ] Illness or medical incapacity affecting safe participation

[ ] Fatigue affecting safe participation

[ ] Aircraft, instructor or operational cancellation

[ ] Weather or ATC delay [ ] Transportation disruption

[ ] Bereavement or family emergency [ ] Other

Explanation and supporting information

_____

_____

Date and method of notice to instructor or Dispatch _____

No-show fee waiver requested [ ] Yes [ ] No

I declare the information is accurate and complete to the best of my knowledge. Approval explains the absence but does not create instructional hours or reduce the international student's 15-hour weekly requirement. Deliberate falsification may result in disciplinary action under the applicable policy.

Student signature _____ Date _____

Office use by Alano

Date received _____ Within seven days [ ] Yes [ ] No

Absence explanation [ ] Approved [ ] Not approved Fee waiver [ ] Approved [ ] Not approved [ ] Not applicable

Reason for decision _____

Reviewed by _____ Decision date _____ EMS reference _____

Attendance follow-up referred to instructor or Bote _____