

Section 16 – Appendices, Forms and Acknowledgements

16.1 Purpose

The forms and acknowledgements used by the College support the administration and enforcement of CAC student policies.

Absence requests and document requests may be completed and submitted through EMS.

Other forms may be downloaded from the Student Services section of the CAC website. Completed forms must be submitted by email to the address identified on the applicable form or in the related policy.

Students must use the submission method specified for the particular request or form.

16.2 Student Responsibility

- Complete the correct form and provide complete and accurate information.
- Submit the form within the required timeframe and provide supporting documentation where required.
- Monitor CAC email and EMS for follow-up and respond promptly.

Submitting a form does not automatically mean that a request, absence, complaint, appeal, or other matter has been approved.

16.3 Accuracy of Information

Information submitted to the College must be truthful, complete, and accurate. False, misleading, altered, or incomplete information may result in rejection, correction of the student record, loss of eligibility, policy review, disciplinary action, or reporting where required.

16.4 Submission and Effective Date

A form is considered submitted when received through the approved College process. The effective date of a request or action is determined under the applicable policy or Enrollment Agreement and is not necessarily the date the form is completed.

16.5 Supporting Documentation

The College may request supporting documentation where required. Providing documentation does not guarantee approval.

16.6 Electronic Signatures and Acknowledgements

Electronic signatures and acknowledgements completed through EMS or another approved College system may be accepted as confirmation of submission, review, accuracy, agreement, and authorization to maintain the record. A student must not sign for another person unless formally authorized.

16.7 College Review

The College may verify information, request clarification, meet with the student, refer the matter to the appropriate department, approve or deny the submission, correct an administrative error, and maintain the form as part of the student record.

16.8 Privacy and Records

Forms and supporting documents will be handled in accordance with the Privacy Policy and applicable requirements. Students should not include unnecessary sensitive information.

16.9 Updated Forms

The College may update a form's format or administrative instructions without revising the entire manual where the change does not materially alter policy or student rights and responsibilities. The current version must be used.

Appendix A – Self-Declaration of Absence Request

The Self-Declaration of Absence Request is completed and submitted through EMS.

A.1 Purpose

This request allows you to report an absence and provide the reason for missing scheduled or required training. Submitting a request does not automatically excuse the absence, remove an attendance deficiency, cancel a fee, or guarantee approval.

A.2 Submission Deadline

Submit the request through EMS within seven calendar days of the absence. A late request may be declined unless exceptional circumstances prevented timely submission.

A.3 Required Information

- Full name and Student ID Number.
- Date, time, training or activity missed, and instructor where applicable.
- Reason for the absence, whether advance notice was provided, and relevant supporting information.

A.4 Acceptable Reasons

The College may consider illness or injury, family or personal emergency, an approved operational reason, severe weather or transportation disruption, an unavoidable required appointment, or another serious circumstance outside your reasonable control.

Personal preference, work commitments, poor planning, oversleeping, forgetting a booking, or failing to arrange transportation will not normally be accepted.

A.5 Supporting Documentation

The College may request relevant supporting documentation. Do not submit detailed medical information unless specifically requested.

A.6 Review and Decision

The College may review EMS, attendance, training, scheduling, communication, and supporting records. The request may be approved, denied, returned for information, or recorded without changing the attendance status or charge.

A.7 Fees and Attendance Records

Approval does not automatically remove a charge, count missed time as instructional hours, satisfy a weekly attendance requirement, remove the need to complete missed training, extend an agreement, or change immigration requirements.

A.8 Student Declaration

I declare that the information provided is complete and accurate. I understand that submitting this request does not guarantee approval, remove an attendance obligation, or cancel an

applicable charge. I authorize Canadian Aviation College to review relevant records when assessing my request.

Appendix B – Student Concern Form

Download this form from the Student Services section of the CAC website and submit it to studentservice@cacbc.ca.

B.1 Purpose

Use this form to formally raise a concern that has not been resolved through normal communication or requires review under the Student Concern and Conflict Resolution Policy.

B.2 Before Submitting

Where appropriate and safe, first try to resolve the concern directly. You are not required to do so when you feel unsafe or uncomfortable, the matter involves serious misconduct or retaliation, direct communication is inappropriate, or earlier attempts did not resolve it.

B.3 Student Information

- Full legal name, Student ID Number, program, CAC email, telephone number, and preferred contact method.

B.4 Concern Information

- Date or period, person or department involved, clear facts, steps taken, response received, requested resolution, and relevant documents.

B.5 Confidentiality and Review

The College will handle the concern as privately as reasonably possible but may share information where necessary for a fair review or where required by law.

B.6 Protection from Retaliation

You will not be penalized for raising a concern honestly and in good faith. False or malicious allegations, altered evidence, threats, or interference may result in action under College policy.

B.7 Student Declaration

I confirm that the information provided is complete and accurate to the best of my knowledge. I understand that the College may review relevant records and contact persons who may have information. Submitting this form does not guarantee the outcome requested.

Student signature: _____ Date: _____

Appendix C – Attendance Policy Acknowledgement

Download this acknowledgement from the Student Services section of the CAC website and submit it to studentservice@cacbc.ca.

C.1 Purpose

This confirms that you received, read, and understood the attendance requirements that apply to your program and enrollment status.

C.2 General Responsibilities

- Attend scheduled and required training, arrive prepared and on time, monitor EMS and CAC email, record attendance correctly, provide required notice, submit absence requests through EMS, and complete missed training.

C.3 Attendance Recording

Attendance is recorded and monitored through EMS. Report suspected errors within seven calendar days. Falsifying attendance or recording attendance for another person may result in disciplinary action.

C.4 Late Arrival, Cancellation and No-Show

A student arriving more than 15 minutes late may be recorded as a no-show. At least 24 hours' notice is required for cancellation unless an accepted exception applies. An absence request does not automatically remove a charge.

C.5 International Student Attendance

International Students must complete at least 15 instructional hours during each instructional week. Hours cannot be carried forward. Personal self-study does not count. Failure to maintain attendance may affect enrollment standing, reporting, and Study Permit compliance.

C.6 Approved Activities

Properly recorded dual or supervised solo flight training, ground school, simulator instruction, instructor-led briefings or PGI, Instructor-Supervised Study, Human Factors instruction, approved observation flights, and other authorized instructor-led activities may count.

C.7 Winter Training

Students are strongly encouraged to participate in Winter School to maintain continuity and avoid falling behind. Winter training requires scheduling flexibility due to weather, daylight, aircraft availability, and operational conditions.

C.8 Student Declaration

I confirm that I received, read, and understood the attendance requirements that apply to me. I understand my responsibility to attend, record attendance correctly, monitor College communications, and report absences or errors within the required timeframe.

Student signature: _____ Date: _____

Appendix D – Photo and Video Release Form

Download this form from the Student Services section of the CAC website and submit it to studentservice@cacbc.ca.

D.1 Purpose

This form allows you to choose whether Canadian Aviation College may use identifiable photographs, video, audio, or other images in which you appear. Consent is voluntary and will not affect admission, enrollment, training, academic standing, or services.

D.2 Consent Options

- ☐ I provide consent for the uses described in this form.
- ☐ I do not provide consent for identifiable promotional or public use.

D.3 Permitted Uses

Where consent is provided, material may be used on the CAC website and social media, in program and promotional materials, advertising, information sheets, presentations, recruitment events, newsletters, institutional publications, and media releases.

D.4 Identification Options

- ☐ First name only. ☐ Full name. ☐ Program or training information. ☐ Do not identify me by name.

D.5 Editing and Compensation

Approved material may be edited, cropped, combined, and reproduced in print or electronic formats. It must not be used in a misleading, defamatory, or inappropriate manner. No payment or royalty is provided.

D.6 Duration and Withdrawal

Consent remains in effect until withdrawn in writing by email to studentservice@cacbc.ca. Withdrawal applies to new uses after processing and may not recall material already printed, distributed, shared, archived, or lawfully retained.

D.7 Student Declaration

I reviewed my choices and understand how CAC may use the material. I understand that consent is voluntary and may be withdrawn for future uses.

Student signature: _____ Date: _____

Parent or guardian signature, if required: _____

Appendix E – Student Policies and Standards Manual

Acknowledgement

Download this acknowledgement from the Student Services section of the CAC website and submit it to studentservice@cacbc.ca.

E.1 Purpose

This confirms that you received, read, and understood the Canadian Aviation College Student Policies and Standards Manual.

E.2 Responsibilities

- Read and follow the manual, Enrollment Agreement, College instructions, safety requirements, and applicable legal, regulatory, aviation, and immigration requirements.
- Monitor CAC email and EMS, maintain current information, attend required training, and meet academic, financial, conduct, safety, and attendance requirements.

E.3 Access and Updates

The current manual is available in the Student Services section of the CAC website. The College may revise it when requirements or procedures change and will give reasonable notice of material changes.

E.4 Relationship to Enrollment Agreement

The manual applies together with the Enrollment Agreement. Where both address the same matter, the signed Enrollment Agreement and applicable legal or regulatory requirements govern.

E.5 Student Declaration

I confirm that I received or was given access to the Student Policies and Standards Manual. I understand that I am responsible for reading and complying with applicable policies, monitoring official notices, and asking Student Services for clarification when needed.

Student name: _____

Student ID Number: _____

Student signature: _____ Date: _____