



Student Pilot Handbook

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MESSAGE FROM THE PRESIDENT

Welcome to Canadian Aviation College (CAC)!

You are about to start an amazing journey to make your dream of flying come true. We are delighted to be part of this journey with you, and would love to fly you towards success!

The Staff at Canadian Aviation College are dedicated to helping you achieve your aviation goals. We are confident that you will enjoy your time spent with us.

Canadian Aviation College provides the facilities and training you need to become a professional pilot. It does not matter if you have never flown before, or you are a licensed pilot looking to improve your skills. We can help.

Students from all over the world come to train at Canadian Aviation College. Many students form lifelong friendships with other aviation enthusiasts as they pursue flight training together.

This Student Handbook is designed to help new pilots understand the basics of obtaining their license. It also informs both new and licensed pilots about our policies and procedures.

When once you have tasted flight, you will forever walk the earth with your eyes turned skyward, for there you have been, and there you will always want to be. - Leonardo DaVinci

John Ling

President of

Canadian Aviation College



DISCLAIMER

Information contained here is very basic and should not be fully relied upon by the reader. As each student has different needs and requirements, we advise all students to verify all information by contacting the appropriate authority. CAC cannot provide definitive advice on matters of licensing, immigration, student visa, conversions of license to and from Transport Canada license. We provide courses and training as required by Transport Canada.

Master Flight Training Plan

At CAC, a Master Flight Training Plan is set up in the first week with every new student pilot. Purpose of the Plan is to enable students finish their flight training per schedule in a cost effective way, so they can start their pilot career as early as possible.

All student pilots are required to follow and execute the Master Flight Training Plan set by their instructors. The Plan is set on a weekly basis based on the ground school schedule, historic weekly flyable hours, the student's vacation and other reasonable personal plans during the study period. The quarterly plan must be met if the weekly plans were not met due to various legitimate reasons. Students failed to meet two quarterly plans due to unjustified reasons will be issued a Warning Letter. CAC reserves the right not to assist international students in their study permit extension if they failed to meet 3 quarterly plans due to unjustified reasons.

Tuition

Tuition fees are divided into the following two categories and funds cannot be switched. Students have access to their account balance through CAC's IMS (Information Management System), and they need to monitor their account balance and make tuition payment before it drops below \$500. No flights can be booked when the student's account balance is below \$500.

1. Fixed Fee: It includes books and materials, incidental fees, ground school fees, and any other theoretical training fees.
2. Variable Fee: It is based on your actual flight training time and related briefings.

Program cost in your contract is based on the flight and instructor hourly rates when you signed it with Canadian Aviation College. CAC reserves the rights to change the flight and instructor hourly rates and fuel surcharges without prior notice. The actual total program cost may be different.

The best way to save training cost is to complete your program as soon as possible. Self-study to make sure you will pass the written exams in your earliest time. The less you care about your flight training, the longer you will take to pass all the written exams and flight tests, and the more money you will spend to graduate.

Pilot Licenses, Restrictions and Endorsements

Aviation is governed by Canadian federal legislation. Both pilot licensing and medical requirements are set by Transport Canada. The following tables are a summary of the detailed information available in the Canadian Air Regulations (CARs).

TRANSPORT CANADA AVIATION LICENSES		
Minimum Age (Years)	License / Permit	License Restrictions & Endorsements
14	Student Pilot Permit	No passengers, flight supervision by instructor
16	Recreation Pilot Permit	One passenger, restricted to daylight hours and Canadian airspace only
17	Private Pilot License	May obtain the following ratings: Night VFR Over the Top Single engine IFR Multi-engine Multi-engine IFR
18	Commercial Pilot License	May obtain the following ratings: Single engine IFR Multi-engine Multi-engine IFR Flight Instructor
21	Airline Transport License	

Freedom from Harassment and Discrimination

Canadian Aviation College maintains a community dedicated to ensuring that students, guests and staff are able to learn, communicate and work in an environment that is free from harassment or discrimination. The environment promotes respect, dignity, equity and kindness. Please refer to the Harassment Policy for a comprehensive guide.

Aeroplane Licensing / Medical Requirements

Aviation is governed by Canadian federal legislation. Both pilot licensing and medical requirements are set by Transport Canada. The following tables are a summary of the detailed information available in the Canadian Air Regulations (CARs).

AEROPLANE LICENSING / MEDICAL REQUIREMENTS						
License or Permit Type	Age	Medical Category	Validity Period (Over 40)	Knowledge/ Written Exam (Pass mark)	Flight Test	Minimum Flight Experience
Student Pilot Permit (SPP)	14	1, 3or4	60 Months	PSTAR 90%	No	None
Private Pilot License (PPL)	17	1 or 3	60 Months (24 months)	Minimum 40 Hours PPL Ground School PPAER 60%	Yes	Grand Total: 45 Total Dual: 17 Total Solo: 12 Dual X-Country: 3 Solo X-Country: 5 Instrument*: 5

						150nm flight																												
						<i>* 3 hours may be SIM time</i>																												
Commercial Pilot License (CPL)	18	1	12 Months <i>(6 months)</i>	Minimum 80 Hours CPL Ground School CPAER 60%	Yes	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Grand Total:</td> <td style="text-align: right;">200</td> </tr> <tr> <td>PIC:</td> <td style="text-align: right;">100</td> </tr> <tr> <td>X-Country:</td> <td style="text-align: right;">20</td> </tr> <tr> <td>300nm flight</td> <td></td> </tr> <tr> <td colspan="2"><i>Following the issue of a PPL:</i></td> </tr> <tr> <td>Total Dual:</td> <td style="text-align: right;">35</td> </tr> <tr> <td>Total Solo:</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Dual X-Country:</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Instrument*:</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Night:</td> <td></td> </tr> <tr> <td>4- Dual:</td> <td style="text-align: right;">5</td> </tr> <tr> <td>>> Dual X-Country:</td> <td style="text-align: right;">2</td> </tr> <tr> <td>>> Solo:</td> <td style="text-align: right;">5</td> </tr> <tr> <td colspan="2"><i>* 10 hours of the 200 hour total</i></td> </tr> </table>	Grand Total:	200	PIC:	100	X-Country:	20	300nm flight		<i>Following the issue of a PPL:</i>		Total Dual:	35	Total Solo:	30	Dual X-Country:	5	Instrument*:	20	Night:		4- Dual:	5	>> Dual X-Country:	2	>> Solo:	5	<i>* 10 hours of the 200 hour total</i>	
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PPL and CPL Ground School

Canadian Aviation College provides 40 hours of Ground School to prepare students pass the PPL written examination, and 80 hours of Ground School to prepare students pass the CPL written examination. Ground schools are run two hours a day, Monday to Friday. Ground schools are organized every 3 months typically. Students can join the next available session if they missed one. Students can also join it by Zoom if they will arrive BC a few days late. Cost for retaking PPL ground school is \$900, and is \$1,500 for CPL ground school.

Transport Canada (TC) Study Guides

Be sure that you have the Study and Reference guides that apply to the license or permit that you are pursuing:

TC ID	Description	Application to the course
TP11919E	Study & Reference Guide	Student Pilot Permit
TP12880E	Study & Reference Guide	Private Pilot License
TP13723E	Flight Test Guide	Private Pilot License
TP12881E	Study & Reference Guide	Commercial Pilot License
TP2810E	Study & Reference Guide	Flight Instructor Rating
TP691E	Study & Reference Guide	Instrument Rating VFR
TP12775E	Instructor Guide	VFR Over-the-Top Rating



TP13462E	Flight Test Guide	Commercial Pilot License
TP5537E	Flight Test Guide	Flight Instructor Rating
TP9939E	Flight Test Standards	Instrument Rating
TP219E	Flight Test Standards	Multi-Engine Class Rating

Study Materials

For international students cost of study materials have been included in their Incidental and Book fees. They will receive the study materials when they report to the College. Cost of each study material is listed below for purchase.

Material	Price	Including Tax	Material	Price	Including Tax
Pilot Bag	69.99	73.49	ICAO Ruler	2.99	3.14
Flight Training Manual	19.99	20.99	Student Guide	25	26.25
E6-B Flight Computer	58.99	61.94	From the Ground Up	79.95	83.95
CX-3 Computer	149.99	157.49	Pilot Logbook	17.99	18.89
Vancouver VTA	16.99	17.84	Square Plotter / Protractor	9.99	10.49
Vancouver VNC	16.99	17.84	Uniform (including tie, strap)	59.99	62.99
KB-1 VFR Kneeboard	29.99	31.49	Tri-Fold knee board	59.99	62.99

Note: prices are subject to change by the suppliers.

Student Records

A Pilot Training Record (PTR) will be started for each new student. The student's instructor will enter completed air exercises and flight times. Once a student has soloed, he/she is responsible for entering their solo flights in their PTR. The PTR must match the entries in the student's personal logbook. The PTR is kept at the school and will be sent to Transport Canada for licensing purposes.

The Student must maintain a current personal pilot logbook to record each flight. This logbook serves as a permanent record of their aviation experience; thus it is imperative that the logbook be neat and accurate.

The PTR must not be removed from the school without permission of the CFI. When the student wishes to remove their PTR from the premises, they must request to do so in writing.

Dress Code

Students are required to wear uniform when they come to study or take flight training at the College. For international students, the summer uniform has been included in their incidental fees. Cost for the summer uniform is \$59.9 including the shirt, tie, and strap. Cost for the winter uniform is \$55. Please call or send email to info@cacbc.ca or order it in person if you need to buy the uniform. Prices

are subject to change by the supplier.

Getting Ready to Solo

Students MUST HAVE:

- ✓ A Transport Canada Category 3, 4 or 1 Medical.
- ✓ Personal Identification in the form of a Birth Certificate, Citizenship Card, or valid Passport.
- ✓ A Student Pilot Permit (SPP) issued by Transport Canada:
 1. A Restricted Operator Certificate-Aeronautical (ROC-A)
 2. Passed an ICAO English Language proficiency examination (international students).
 3. Passed a Pre-Solo Written Examination (PSTAR)
This exam consists of 50 questions taken from the Transport Canada Guide TP11919E. A Minimum of 90% must be achieved in this examination and the exam corrected to 100% with the Ground Instructor

Once you have been issued a student pilot permit, you must carry your Restricted Operator Certificate, your Medical Certificate, and your Student Pilot Permit with you every time you fly.

Medical Examinations

Private Pilot License: Category 3, or better validates a PPL

Commercial Pilot License: Category 1

Category 1 and 3 medical examinations must be conducted by a Civil Aviation Medical Examiner (CAME).

There are doctors in the Abbotsford / Maple Ridge /Vancouver areas that may conduct aviation medical examinations. A list of these doctors can be found at <https://wwwapps.tc.gc.ca/Saf-Sec-Sur/2/CAME-MEAC/1.aspx>. British Columbia Medical Services Plan does not cover the cost of the aviation medical examinations.

Transport Canada (TC) Flight Tests

Private Pilot License Flight Test Guide TP13723E

<https://tc.canada.ca/en/aviation/publications/flight-test-guide-private-pilot-licence-aeroplane-tp-13723>

Commercial Pilot License Flight Test Guide TP13462E

https://tc.canada.ca/sites/default/files/2021-01/TP_13462E_SIXTH_EDITION_2021.pdf

The Student must bring:

- Proof of meeting the applicable medical standard for the license sought.
- A letter recommending the student for the flight test from the student's flight instructor. This letter must indicate that the student has:
 - Met the standards of a pre-flight test evaluation.
 - Completed a minimum amount of the training time required:

- Private Pilot License: 45 hours,
- Commercial Pilot License: 200 hours

Transport Canada (TC) Written Examination

In order to attempt Transport Canada Written Examinations, the student must:

- Have completed the minimum amount of flight and/or ground training required by TC.
- Hold a valid medical of a level required for the license attempted.
- Take the appropriate practice examination at CAC and obtain a minimum grade 80%.
- Be recommended for the examination, in writing, by the CFI, or Ground Instructor.

If a student does not achieve a high enough grade to warrant a recommendation for the TC written test on the first practice examination, subsequent practice examinations will carry a charge. The second attempt will be charged at a rate of \$25. The third attempt will be charged at a rate of \$50. The fourth attempt will be charged at a rate of \$100. The fifth and more attempts will be charged at a rate of \$200.

Licensing

A written test is valid for two years and a flight test is valid for one year. However, in order to be issued the license, you must complete **ALL** the requirements of the license (including taking the remaining examination or flight test) before the first examination or flight test expires. If validity period for the examination or flight test expires before the remaining licensing requirements have been met, Transport Canada will require that you perform the expired examination or flight test again.

To be issued a license or permit you must provide the following original documents to your instructor who will assist you with the application, and check that all requirements for the license, or permit, are met.

- Student Pilot Permit (or Pilot's License in the case of a rating application or license upgrade).
- Valid Medical Certificate of the appropriate category.
- Updated Pilot Training Record (PTR).
- Pilot Log Book.
- Application for License or rating. A passport photo for PPL application.
- Proof of the written Transport Canada examination results.
- Proof of completing the Aviation Language Proficiency Test. (Not required with Canadian high school diploma)

The documents will then be forwarded to the Transport Canada Authorized Person.

Temporary Pilot's License:

A Transport Canada Authorized Person will sign the back of your Student Pilot Permit (or license as appropriate). This will be your temporary pilot's license and is valid for 90 days from the date of signature. A permanent pilot's license should arrive from Transport Canada before the temporary pilot's license expires.

Flight Bookings

Aircraft, simulator and/or instructors may be booked in person, online, or over the phone +1.604.299.7777. Dispatcher Assistant will provide online booking training for students before their first solo flight. Following their flight, students are expected to ensure that all trash is removed from the aircraft and to return the aircraft books and keys to Dispatcher Assistant **at least 10 minutes before** the end of their booking slot.

The following protocol applies to flight bookings:

- Students will be charged by Hobbs time, equivalent to Flight Time.
- Before solo, flights are booked by the Instructors. Students should request flight bookings with their Instructors according to the Master Flight Training Plan if it's not done already.
- Cross Country flight bookings:
 - Cross Country flights must be booked one-week in advance. Any changes to the booking due to personal reasons must be made 2 days in advance. If the weather is not suitable for the intended flight, the booking must be cancelled. Failure to do so may result in no show charge.
 - A flight plan must be submitted and approved by the Flight Instructor beforehand. Any changes to the flight plan before/during/after the trip must be approved by the Instructor.
 - It is recommended that, where practical, students plan alternate trips to various destinations to be able to take advantage of bookings and avoid cancellation due to weather.
 - The Flight Instructor must sign off before the student takes the flight.
 - If you book an early morning departure, please ensure that you show up with sufficient time to complete all the required preparations. If a student has an aircraft booked for the day at 8am but did not depart until 11am because of flight planning or other flight preparations, CAC and other students lose the possibility of doing check flights, or other short flights, for that part of the day. CAC reserves the right to charge 50% of the unused time of the aircraft in these situations.
 - Cross Country flights should be completed in 1 day. CAC is not responsible for any additional costs incurred if students had to stay out of town overnight due to weather change or any other reasons.
- A pilot student returning an aeroplane late by more than fifteen minutes may be charged a \$60.00 late fee. This fee will be credited to the inconvenienced person(s) who had to wait, or cancel their flight because of the delay. Note that CAC does not profit from this policy.
- Students must give **24** hours' notice to cancel a flight booking. If they fail to do so, a no-show fee will be applied.
 - ◆ This fee will be based on the cost to rent the aircraft for **1** hour.
 - ◆ If an instructor was also needed, the student will also be invoiced for the instructor's time.
 - ◆ If the booking was for more than **1-hour** flight time, the invoice will show the allotted time.
- If a student is more than 15 minutes late from a booking time and did not notify Dispatcher of the delay, the school reserves the right to release the aircraft to another pilot. A no-show charge of \$300 will apply.
- Bookings of overnight trip should be made 10 days in advance, and a trip request must be submitted within 24 hours of reserving an aircraft. The booking may be rejected without a trip request.

Attendance

Attendance is mandatory to facilitate effective learning, as well as ensure all CAC resources are allocated fairly amongst students. Therefore, it is mandatory that all students arrive ready and on time for any scheduled training sessions. For flight training, students are required to arrive 30 minutes before the booked flight time and conduct the following activities:

- ✓ Analyze weather conditions, flight planning
- ✓ Complete walk around to ensure the plane is safe to fly
- ✓ Preview study materials

Successful completion of any training is dependent on not only the training delivery and quality, but also on the student attending all required ground and flight training sessions. Therefore, CAC considers a poor attendance record to be less than 95% attendance of all scheduled sessions within a 2-month period.

Attendance at all ground school training sessions will be recorded by the Instructor. Leave of absence or no show is deemed as the student has forgone the training session, the student is not eligible for tuition fee refund.

Attendance of all scheduled flight-training sessions is recorded in IMS.CACBC.CA. Leave of absence or no show is deemed as the student has forgone the training session, the student will be charged by the prevailing hourly rate.

If a student is unable to attend a scheduled training session, the student is required to inform CAC by directly contacting their Instructor or by calling Dispatch +1.604.299.7777 or Email: dispatch@cacbc.ca. CAC maintains a record of all cancelled or missed training sessions in IMS system; any observed trends of flagrant cancellations may result in training suspension or termination.

Extenuating circumstances, such as illness, bereavement, or other circumstances outside of the student's control, will be dealt with on an individual basis by the Instructor.

Students who have had 5 consecutive no-shows or have been absent for 3 consecutive months without an approved leave application will be dismissed. A dismissal letter will be sent to the email address provided by the student. This dismissal is final and non-negotiable.

Flight Training

Dual Flights:

We recommend that students book with their instructors at least one week in advance to ensure preferred times. Flight lessons are booked by 2-hour slots. If a student is having difficulty obtaining training times with the instructor, he/she is encouraged to express his/her concerns to the instructor. If the situation is not resolved, please see the CFI as soon as practicable.

Solo Flights:

Once a student has completed their first solo, they will plan their flight schedule with their instructor to include both solo and dual flights.

In order to fly solo, **a student must be supervised by his/her instructor**. If the student's instructor cannot supervise the flight, the said instructor will arrange supervision of the student with another instructor, if one is available. On solo flights, the student must take with them, their **Medical Certificate, Student Pilot Permit and Restricted Operator's License**.

Students should arrange solo flights with their instructor. The instructor will list the appropriate air exercises to be practiced on solo flights and will authorize the flight on the sign out sheet. The instructor must sign the solo authorization section of the sign out sheet.

Weather:

Students should always check the Pitt Meadows ATIS, obtain weather information from Nav Canada, and discuss the weather with a Flight Service Station (FSS) specialist before coming to fly. This is especially important if the weather is questionable. In the event of questionable conditions, the student should call his/her instructor and mutually make the decision on whether or not to fly.

Cancellations and No Shows:

- Flights cancelled due to bad weather are not charged and may be rescheduled at the student's convenience.
- Cancellations of lessons should be done with at least 24 hours' notice. With less than 24 hours' notice, please ensure that you have a valid reason. If no notice is given, a minimum charge of \$300.00 will be applied against the student. If the aircraft was booked for more than 2 hours flight time, the charge will reflect the booked aircraft time and the instructor's time, if one was required.
- Please keep in mind that the instructor often cannot be rebooked on short notice and other students may have wanted to fly.

Rental

Aircraft rentals are available to licensed pilots. The following guidelines apply to rentals:

- ❖ Aircraft are booked in minimum two-hour time slots.
- ❖ The pilot must be current at the school. See the section on “Currency”.
- ❖ Sign out the aircraft ten minutes prior to the booking time. Dispatcher will request to see the pilot's license, photo identification, medical certificate and restricted operator's certificate.
- ❖ Pilots must file a flight plan for flights that are 25 NM, or more, from Pitt Meadows.
- ❖ Bookings of greater than 3 hours will be subject to minimum Hobbs time requirements. See the section on “Flight Bookings”.
- ❖ An additional fee will be added to any solo flight that requires a staff member to be on duty for such flight.
- ❖ Overnight trips will require pilots to file a trip request in advance. The trip request is subject to CFI or CFI designate approval.

Check Ride Policy

All licensed pilots flying solo are required to maintain current check rides for the aircraft they are using. A check ride is a dual flight with a qualified flight instructor. The CFI reserves the right to insist on a check ride at any time, if he/she is made aware of any issues. I.e.: safety, or procedures.

Initial check rides in a four seat aircraft for pilots that are upgrading from a 2 seat aircraft, or for pilots that have not flown a four seat aircraft at maximum weight, are required to complete a full load check in addition to the check ride. The full load check may be done in a separate flight or may be conducted after the air work portion of the check ride has been completed. Note that the air work portion of the check ride **may not** be conducted with the passengers on board.

Check rides are required according to the following schedule:

Private or Commercial Pilot License:

- A check ride, with an instructor, is required no longer than 12 months after the flight test date. The validity period of the check ride depends upon the pilot's skill and performance on the check ride. See the example check ride form at the end of this handbook.
- All pilot license holders are required to complete a full check once prior to flying the 4 seat aircraft with three passengers. The gross weight of the aircraft must be within **10%** of the POH maximum gross weight to qualify.
- An open book written examination must be completed before every check ride is performed and the form presented to the CFI to validate the check ride.
- New pilots at Canadian Aviation College will be required to do a check ride before flying solo in the school aircraft.
- Pilots who complete their training at Canadian Aviation College and are issued a permit or a license, will be granted a check ride valid for three, six or twelve months according to the permit or the license type. The validity period of the check ride is based on the flight test. Pilots should refer to Appendix I for check ride validity dates based on performance and assessment following consultation with the instructor that conducted the check ride.

Currency

To ensure the continued safety of our students and renters, school policy requires that all pilots fly at least once every 90 days. This does not have to be on school aircraft. However, the pilot is expected to bring proof of flight if it was done outside of CAC. A pilot's logbook will be accepted as sufficient proof.

If a pilot's currency lapses, pilots will be required to do a circuit check (about 20 minutes) with an instructor prior to flying solo.

Weather and Operating Minima

Please refer to CAC Flight Training Program, General Information section.

After Hours Sign-out Procedure

- Please note that pilots wishing to fly after-hours must have money on account at the school sufficient to cover the anticipated flight, or have a valid credit card imprint on file with the school.
- Talk to the dispatcher booking your aircraft for instructions on how to get the aircraft documents and keys.

Emergency Notification

- All flights of a distance of greater than 25 miles from CYPK, and ALL night flights must file a flight plan.
- The pilot is responsible for amending flight plans with Flight services in the event of a change to the flight's route or arrival time.
- Should a pilot estimate that he or she will not return to CYPK on time, dispatcher must be notified ASAP.
- In case of emergency, the following telephone numbers may be used:
 - ✚ School - Daytime: 604 299-7777
 - ✚ CFI: 604 832 7724
 - PRM: 778 808 8701

Insurance:

Coverage:

- A. Hull “All Risks” Flight and Ground.
- B. Bodily Injury (excluding passengers) and Property Damage.
- C. Passenger Legal Liability.

Liability:

- A. \$1,000,000 CAD Per Passenger, Each Occurrence.
- B. \$3,000,000 CAD Combined Single Limit, Each Occurrence

The Pilot in Command (PIC) is required to compensate CAC for a portion of the cost in the event of accidental damage to the aircraft:

- CAD2,500 for damage cost at or below CAD20,000
- CAD5,000 for damage cost above CAD20,000

The above does not cover airsickness or wilful and/or negligent damage to the aircraft. Canadian Aviation College reserves the right to charge for the labour and materials needed to clean or repair the aircraft in these and/or other exceptional circumstances.

Note that the above insurance **only covers the passengers** of the aircraft. The Pilot in Command must arrange for his or her own personal coverage.

Personal:

Students and pilots are advised that Canadian Aviation College does not carry personal health, accident or life insurance. Students are encouraged to purchase accidental and/or life insurance for their own benefits.

Life Jackets & Survival Kits

- Life jackets are available on request at no additional cost. However, if the life jacket is returned with the seal broken and must be re-certified, the student is responsible for the re-certification at the current cost of re-certification, or replacement.
- Survival Kits are available on request at no additional cost. However, if the Survival Kit is returned with the seal broken and must be re-certified, or replaced, the cost will be borne by the student.

Fuelling

Students are required to use the Point Card (discount card) when they fuel the aircrafts at the Pitt Meadows airport. The cost saving amount will be charged to the student if he/she failed to use the Point Card. Pilots fuelling aircraft at the other airports must submit fuel receipts and will be reimbursed at the Pitt Meadows fuel rate paid by the Canadian Aviation College.

Flight Test Booking

Flight Instructor will assess and determine if the student pilot is ready to take the flight test or not, and make recommendation to the CFI accordingly. The CFI will set up a check ride with the recommended student as soon as possible. The Flight Instructor will book the flight test with Examiner after the student passed the CFI check ride. Pilot student is not allowed to book flight test with the Examiner directly.

Kitchen Facilities

Students are welcome to store food items in the refrigerator. Complimentary water and coffee is available.

Student Consultation

Instructors are available to answer questions over the telephone, or in person. Finance queries should be directed to accounting@cacbc.ca or in person. Students may at any point of time meet with the Chief Flight Instructor to discuss future courses, career path choices, or any other concerns that may arise.

First Aid

First Aid kits are located in the dispatcher area. Alert Dispatcher at the front desk for any first aid needs. Each aircraft is equipped with a first aid kit.

Program Withdrawal

Students may withdraw from the training program due to their personal reasons. A completed Withdrawal Form must be sent to info@cacbc.ca. Students will receive refund as per the Refund Policy (listed on www.cacbc.ca). An administrative fee (\$50 per document) will be charged for any documents requested by the student.

Academics

As educators, we have an obligation to hold our students to the highest ethical standards. As a student, you have obligation to yourself, not to "cheat" yourself out of an excellent education. Therefore, Canadian Aviation College has several important rules students must follow during their education.

- Plagiarism is presenting words or ideas from another source as your own material. This is a serious breach of trust and integrity and, if proven, students will receive a failing grade on the plagiarized work and could be suspended or expelled based on the seriousness of the situation. If you are unsure of the meaning of plagiarism, ask you instructor or a member of the staff.
- Cheating will not be tolerated under any circumstances. Any student caught cheating will be suspended, or expelled at the discretion of the CAC Management.



- Students may not miss more than two classes without an appropriate reason or doctor's note. Failure to show up for classes without a reasonable excuse is due cause for expulsion. Students are also required to call the College when they are unable to attend classes so their instructor can plan for lessons. The College must know how to contact students in an emergency.

Harassment Policy

"Harassment "in Canada can be defined as unwelcome conduct that makes another feel uncomfortable. Different cultures may have different attitudes toward certain conduct. It is very important that while you are student at Canadian Aviation College, and a visitor to Canada, to be sensitive to those from other cultures and respect their customs and beliefs. Harassment of any kind toward Canadian Aviation College, will not be tolerated. If you feel you have been harassed, or if you are not sure what harassment is, please consult with an instructor or a member of the staff as soon as possible. The staff and faculty of Canadian Aviation College want to ensure that you have an enjoyable and culturally enriching stay in Canada. All complaints will be investigated, and appropriate action will be taken. Please see your student handbook for more information.