

# British Columbia Helicopters Ltd

## Attendance Policy



**British Columbia Helicopters Ltd.**

**ID-01763**

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Name of Institution

**2021-10-19**

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Institution Number

**2021-10-19**

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**Attendance Policy**

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Name of Policy

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Effective Date

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Revision Date

The minimum attendance requirements for students are as follows:

- All students are expected to attend all their scheduled flights from Monday to Friday. It is the students' responsibility to consistently check the calendar for their time slot posted. Flight schedules will be made a week in advance.
  - Students are expected to complete their ground school in a timely manner. To meet Transport Canada's requirements for the written examination, students are required to complete approximately ten hours of ground school per week.
1. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
    - If students do not meet the minimum attendance requirements, their training may be delayed or postponed as they catch up on missed classes or flights
    - If the requirements have not been met for their ground school, they will not be eligible to write their Transport Canada written examination. Thus, preventing them from meeting the necessary requirements for their flight test.
    - If the requirements have not been met for flight training, they will not be eligible to flight test for a pilot license.
  2. The process by which students must report an absence is as follows:
    - Students are expected to inform their flight instructor of an upcoming absence 24-hours before their scheduled time slot. Students may also call the office at 604-639-9090 to cancel their flights. If cancellation is done last minute and a replacement student cannot be found to fill the time slot, then British Columbia Helicopters Ltd. reserves the right to charge the student's account for the instructors' time.