



VANCOUVER AVIATION COLLEGE

Institution Number 4475

ATTENDANCE & CLASS PARTICIPATION

15 / OCT / 2020

Regular attendance is required by students in order to acquire all of the knowledge and skills necessary to complete the Course/Program successfully.

- Student must attend a minimum of five days and twenty hours each week for organized instructional or self- studies at the academy in order to graduate. This requirement is in addition to the time related to the in-flight or SIM training portion of the course. VAC's students are expected to attend every class of every course for which they are registered.
- Institution normal hours are from 9:00 am to 4:00 pm, Monday to Friday and 10 am to 3 pm on weekends. Student is expected to be at the school and ready to start as scheduled during these hours or alternate time table provided by the school.
- Student absenteeism for more than Five continuous days due to illness must be accompanied by a Doctor's note

Student hours, days and schedules may be personalized by the institution at its option based on his or her progress and requirements.

To ensure consistent participation for classes in the programs, it is important for all learners to maintain regular attendance to scheduled face-to-face class times. Missing class time in a face-to-face class hinders learning and the success of those enrolled (individuals/ teams) in courses.

To ensure learner success in the program, learners missing Five class sessions* or more will:

1. Not be allowed to remain in the course /Ground school.
2. Be required to take the course , Ground School and/or checkout Flight again.
3. Be unable to attend further classes for the course in the same semester.

Where a student is restricted because of attendance:

1. A student must arrange to take the course again Ground School and/or checkout Flight.
2. Enroll in a future offering of the course.
3. Pay the tuition and fees related to the future date for the course.

*Note: Where classes are missed due to illness, a Doctor's note is required for the missed classes within 1 week (7 days) of date where classes are missed.

Students in online courses are expected to participate in discussion forums and group assignments. Forum participation in online courses is a significant part of the course final grade.