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| **Executive Compass Flight Institute Ltd** | | |  |  |
| Name of Institution | | |  | Institution Number |
| **Attendance Policy** |  | **January 1, 2022** |  |  |
| Name of Policy |  | Effective Date |  | Revision Date |

**Attendance Policy**

Attendance is mandatory in order to facilitate effective learning, as well as ensure all ECFI resources are allocated fairly amongst students. Therefore, it is mandatory that all students arrive ready and on time for any scheduled training sessions. 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.

If a student is unable to attend a scheduled training session, the student is required to inform ECFI by directly contacting an Instructor or by calling company Dispatch.

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 CFI.

**Cancellation/No-Show Policy**

* All students local or international can cancel a flight without a valid operational reason with more than 24 hours advance notice (In the 24-72 hour window the student must be calling dispatch)
* Within 24 hours, flights may only be canceled with a valid operational reason; i.e. sickness, weather, etc.
* Local and International students will be required to provide a doctor’s note for consecutive day absence periods.
* When notice has not been provided at all, or a student cancels within the 24-hour period, the student will assess a **no-show fee of $200.**
* Students are kindly are requested to be on time for their bookings and to be ready for their flights and the briefing with the instructor. Should students not be ready, a no-show fee will be charged and aircraft reservations will be canceled.