



August 8, 2018

DLI #: O19279717512

Offer of Admission

Student Name: Gade, Sreeram

Student No: 000419233

Date of Birth: February 26, 1988

Address: 215 Oak Rd #317, Kamloops, BC V2B 1K9

Program: Administrative Assistant Certificate

Program Duration: August 27, 2018 to April 25, 2019

Work Practicum: Yes (2 weeks during the last month of the 8 month program)

Dear Student:

We have examined your application and are pleased to offer you admission as a full-time international student in the **Administrative Assistant Certificate** program at Vancouver Community College, Downtown Campus. The anticipated start date is **August 27, 2018** with a projected end date of **April 25, 2019**.

To accept this offer, your first payment of \$8,500.00 CAD (includes \$1,500.00 CAD non-refundable deposit) is due on or before **August 15, 2018**. For detailed information about total program fees and the VCC International Refund Policy, visit our website at www.vcc.ca/international.

Proof of the first payment with this offer letter may be used to facilitate your study permit and co-op work permit application.

All international students attending Vancouver Community College for a period longer than six months must have a valid Study Permit and comprehensive BC Medical Services Plan (MSP) insurance coverage for the entire period of their study. For information about Study Permit applications, please visit Citizenship and Immigration Canada's website at www.cic.gc.ca.

If you have any questions, please contact our office at ieadmissions@vcc.ca. Thank you for choosing Vancouver Community College to continue your studies. We look forward to welcoming you.

Sincerely,

A handwritten signature in black ink, appearing to read "Alison Rudko".

Alison Rudko

Associate Registrar, International Education
Vancouver Community College

www.vcc.ca

Broadway campus

1155 East Broadway, Vancouver, B.C., Canada V5T 4V5 ■ Tel 604.871.7000

Downtown campus

250 West Pender Street, Vancouver, B.C., Canada V6B 1S9 ■ Tel 604.871.7000



ACCEPT YOUR OFFER OF ADMISSION

Next Steps

HOW TO ACCEPT YOUR OFFER OF ADMISSION

1. Pay the Tuition Deposit

The amount and payment deadline are indicated in your offer letter. If you cannot pay by the deadline, your application may be cancelled. If the payment is received after the deadline, your application may be deferred.

Payment methods include the following:

Payment Method	Instructions*
Credit Card (VISA, Master Card, American Express)	Complete payment form
Debit Card	Visit the Cashiers' Office
If you are paying from a Canadian Bank Account	Indicate Payer as Vancouver Community College
Bank Draft, Cheque or Money Order	Make payable to Vancouver Community College and mail to VCC . A service charge for NSF or returned cheques will be assessed.
Wire Transfer (Bank charges may apply)	Beneficiary Name: Vancouver Community College Beneficiary Bank: TD Canada Trust Beneficiary Bank Address: 700 West Georgia St, Vancouver, BC V7Y 1A2 Account Number: 5392898 Transit Number: 9400 Swift BIC Code: TDOMCATTTOR

*Indicate your VCC Student Number (on your offer letter and starts with 000) when you make the payment.

2. Satisfy the Conditions

If you receive a conditional offer, provide proof of satisfying the conditions outlined in your offer letter by the deadline. If the condition is not met by the deadline, your seat may be deferred to the next available intake.

IMPORTANT DOCUMENT SUBMISSION

1. Submit Proof of Study Permit

Provide proof of your study permit by the deadline indicated on your offer letter. If it is not received by the deadline, the seat will not be guaranteed, and you may be deferred to the next available start date.

2. Submit Your Original Educational Documents

Original documents must be submitted before classes start.

Scanned and photocopied documents are for initial evaluation only. Original and Official documents are required for final verification. If original and official documents are not received, you cannot be issued a student ID card, any letters or transcripts from VCC and future registration will be blocked.

Submit your official/original educational documents to the International Education Office by mail or in person:

Vancouver Community College, International Education
Room 100, 250 West Pender Street
Vancouver, BC V6B 1S9, Canada

www.vcc.ca

Broadway campus

1155 East Broadway, Vancouver, B.C., Canada V5T 4V5 ■ Tel 604.871.7000

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International Student Refund Eligibility

Refund Eligibility by Programs

Refund eligibility and amounts vary by programs, and are calculated based on the date the request for withdrawal is received by VCC International Education Office. The number of business days required for notification deadlines are based on the official working days as designated by the College and/or department, excluding statutory holidays and unscheduled closures.

1. Hair Design, Skin & Body Therapy and Cosmetology Programs

Notification Deadline	Eligible Refund	Deductions*
3 business days before start date	Total deposit paid, minus deductions	Non-Refundable Fee Administration Fee
2 business days before start date	No refund	

2. Continuing Studies & School of Instructor Education

Contact these registration areas for their refund policy.

3. All Other Full-Time Programs and Courses

Notification Deadline	Eligible Refund	Deductions*
3 business days before start date	Total deposit paid, minus deductions	Non-Refundable Fee Administration Fee
2 nd business day after start date	80% of tuition portion only, minus deductions	Non-Refundable Fee Administration Fee
5 th business day after start date	50% of tuition portion only, minus deductions	Non-Refundable Fee Administration Fee
6 th business day after start date	No refund	

4. Deductions*

All refund requests are subject to deductions of non-refundable fee and administration fee.

- Administration Fee: \$250
- Non-Refundable Fee:
 - \$3000 for Combined programs (Baking & Pastry Dual Certificates, Cosmetology and CAD & BIM Diploma)
 - \$5000 for Post-Degree Diploma
 - \$1500 per credential, for all other programs

Refund Requests

All refund requests must be made in writing. The [Refund Request Form](#) can be downloaded online at www.vcc.ca/international. Submit the completed form and supporting documents to study@vcc.ca.

Refunds are calculated based on the date that the completed Refund Request Form is received by the VCC International Education Office.

The College processes approved requests within 4-6 weeks of a student's written request.

Please refer to Education Support Policies D.3.4 on www.vcc.ca for the [Fee Refund Policy](#) and [Fee Refund Policy Procedures](#).

Study Permit Denials

For international students who are denied a study permit by Immigration, Refugees and Citizenship Canada, full refunds (less administration fee) will be issued upon receipt of the following documents a minimum of one month prior to the program start date:

1. A completed [VCC International Education Refund Request Form](#)
2. A copy of the study permit application refusal letter from Citizenship & Immigration Canada

Deferral of Admission

Admission deferrals are granted at the discretion of the Director of International Education and only in highly extenuating cases and on a restricted basis.

Requirements for admission deferral consideration:

A [written request](#) (outlining the need for a deferral and detailed activities planned during that time) must be received by the International Education Department a minimum six weeks prior to the program start.

Deferred admission is subject to availability of the program and may be granted to a maximum of one year.

A deferral cannot be granted if a student is denied a study permit by Citizenship & Immigration Canada (CIC).