

July 25, 2018

Citizenship and Immigration Canada

Re: Kamaljot Singh

DOB: 1997-06-13

Estimate of start date for Internship: 06/04/2020

Re: Letter of Acceptance to the Bachelor of Hospitality Management Degree at Acsenda School of Management – Requirement for Internship

To Whom It May Concern,

The Bachelor of Hospitality Management (BHM) degree is a four year undergraduate degree program approved by the Minister of Advanced Education i n BC under the Degree Authorization Act and the Degree Quality Assurance Board. The program commenced in April 2016. A 6-month paid internship is a required component of the Bachelor of Hospitality Management (BHM) degree that students must complete normally about two years into the program.

The primary purpose of the internship is to offer work experience and skill development in an enterprise enabling the student's theoretical knowledge to be augmented through practical career-related work experience and to prepare students for the world of work. Each student is required to complete a 6-month (6 credits) internship in order to graduate. The Internship (BGHL 440) is 6-credit course requiring a minimum of 6 consecutive months working in an approved hospitality business. In cases of prior industry experience of a minimum one-year, the student may write and submit an internship report and subject to approval, may receive a 3-month and 3 credits toward completion of BGHL 440.

The duration of the internship does not form more than 50% of the program. It is equivalent to two courses out of 39 courses required for the whole program (or 6 credits out of 123 credits for the BHM degree). Information on the exact start dates and employer placement will not be known until the student registers for BGHL 440. An estimated start date is provided above.

The Internship Coordinator, a BHM faculty member, provides guidance to students before and during the internship course but students are responsible for applying for and securing an appropriate internship placement. Internships are chosen based on their potential to provide as broad an experience as possible in relation to the academic content and skills to be developed in the BHM program. Unlike a practicum, in a career college, the students are not monitored by their instructor regarding the application of specific skills. While there are additional assignments to be submitted, the internship does not include in class instruction. The student is accountable to the employer for the performance of work assigned on the job. The student is accountable to Acsenda School of Management for successful completion of an internship and for the additional assignments required to reflect what learning occurred during the internship.

COURSE LEARNING OUTCOMES

At the end of the course, the student should be able to:

- Demonstrate, through active participation, an understanding of the recruitment, screening, interview and hiring process.
Analyze the roles and functions of a leader and of a manager in the hospitality industry.
- Demonstrate, through participation and modelling, an understanding of the importance of outstanding guest service quality in the hospitality industry.
- Analyze and evaluate goal-setting, team-building, organizational culture in the workplace.
- Demonstrate an understanding and awareness of the cross-cultural, ethical and environmental issues in the management of hospitality organizations and their relationship with the local community and stakeholders.
- Analyze and evaluate your skills and learning outcomes during the internship.
- Demonstrate an understanding of a need for career planning.

ASSESSMENT

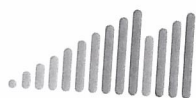
Deliverables	Percentage
Personal Learning Outcome Evaluation	15%
Personal Managerial Skill Evaluation	15%
Workplace Audit Report	15%
Final Project	20%
Evaluation from Employer's primary contact and direct supervisor	35%
	100%

For further information, please contact me or Dr. Stephen Lynch, Executive Director, Bachelor of Hospitality Management at 604.430.5111 or steve.lynch@acsenda.com.

Sincerely yours,



Neil Mort MA, MBA
Vice President, Enrolment & Student Services/Registrar



ACSEND A

SCHOOL OF MANAGEMENT
VANCOUVER

- ☐ Cash
- ☐ Cheque # _____
- ☐ Mastercard
- ☐ Visa
- ☐ Debit
- ☒ Wire PMT
- ☐ Flywire

Accenda-010
(Campus)

No: **181856**

Date: JULY 16, 2018

Student #: 18001546

Received from: KAMALJOT GINGH

TWELVE THOUSAND NINE HUNDRED SEVENTY — XX
/00 Dollars

\$ 12,940.00

Received by: Fitchell

☒ Tuition

☐ Textbooks

☐ Fees and Taxes

☐ Fitt Fee

☐ ECE Fee

☐ Medical Insurance

☐ Letter and/or Transcript

Kamaljot Singh
VPO Balachaur, Teh Jagadhari
Yamunanagar
Haryana, 135103, India

July 25, 2018

Dear Kamaljot Singh,

This is to confirm that students admitted to the Bachelor of Hospitality Management (BHM) at Acsenda School of Management are required to complete an Internship for 6 credits as part of their 123 credit degree program. This means that in addition to a study permit, all BHM students will have to apply for Co-op work permit before beginning the Internship.

<http://www.cic.gc.ca/English/study/work-coop.asp>

The Executive Director or Internship Coordinator will provide you with guidance on the application process once you have commenced the program. The Internship occurs about half way through the program (normally after two years).

The primary purpose of the Internship (BGHL 440) is to gain work experience and skill development in an enterprise enabling the student's theoretical knowledge to be augmented through practical career-related work experience and to prepare students for the world of work. The 6-credit course requires a minimum of 6 consecutive months working in an approved hospitality business.

The Internship Coordinator, a BHM faculty member, provides assistance to students and employers throughout the internship period and with regard to the detailed student evaluation that will be conducted at the end of the internship. Internships are chosen based on their potential to provide as broad an experience as possible in relation to the academic content and skills to be developed in the BHM program.

If you have any further questions about the Internship requirements, please contact me or Dr. Stephen Lynch, Executive Director, Hospitality Management, 604.430.5111 or steve.lynch@acsenda.com

Sincerely yours,



Neil Mort MA, MBA
Vice President, Enrolment & Student Services/Registrar

Kamaljot Singh
VPO Balachaur, Teh Jagadhari
Yamunanagar
Haryana, 135103, India

July 25, 2018

RE: Letter of Acceptance

Dear Kamaljot Singh (Student Number: 18001546),

We would like to extend you an offer to enrol in the Bachelor of Hospitality Management (BHM) . We acknowledge receipt of \$12,970.00 CAD towards application fee and tuition deposit. This deposit is non-refundable.

Student Category: Provisional

Program Start Date: Term 4 (Fall) - October 1st, 2018

Program Length: 123-credit, 4-year degree program

DLI: O19278931852

This letter of acceptance is valid for enrolment starting on October 1st, 2018 and ending on October 9th, 2018 . In addition, you will need to complete the conditions outlined below before being permitted to register for classes.

- Official transcripts from all previous schools attended to be sent to the Office of the Registrar.

Please refer back to your previously issued *Term and Conditions* for further details.

Congratulations on your admission and welcome to Acsenda School of Management. I hope that you will take full advantage of all that the school has to offer and find your decision to enroll at Acsenda leads to a future of success.

Sincerely yours,



Neil Mort MA, MBA
Vice President, Enrolment & Student Services/Registrar

PERSONAL INFORMATION

1. Family Name(s):		2. Given Name(s):	Kamaljot Singh
3. Date of Birth:	1997-06-13	4. Student ID:	18001546
5. CAQ / MIDI	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CAQ Number:	N/A
		Expiry Date:	N/A
6. Address:	VPO Balachaur, Teh Jagadhari		Yamunanagar
	Address Line		City
	Haryana	135103	India
	State/Province	Postal Code	Country

INSTITUTIONAL INFORMATION

7. Name:	Acsenda School of Management		
8. DLI Number:	O19278931852		
9. Address:	9th Floor - 1090 West Pender Street		Vancouver
	Address Line		City
	B.C.	V6E 2N7	Canada
	State/Province	Postal Code	Country
10. Telephone:	(604) 430-5111	11. Fax:	(604) 430-5119
12. Type of Institution:	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private	13. Website:	www.acsenda.com
15. Primary Contact:	Neil Mort	14. Email:	info@acsenda.com
	Name	VP/Registrar	(604) 430-5111 123
16. Alternate Contact:	Teresita Ireneo-Manalo	Dean	(604) 430-5111 126
	Name	Position	Telephone Ext.

PROGRAM INFORMATION

17. Academic Status:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Class Instruction:	10.5-17.5 hrs per week
18. Program of Study:	Bachelor of Hospitality Management (BHM)		
19. Level of Study:	Undergraduate	Year of Entry:	1st Year (of 4 years)
20. Type of Training:	Academic	21. Exchange Program:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
22. Estimated Fees:	1 st Year \$15,600.00	Fees Prepaid:	<input checked="" type="checkbox"/> Yes - \$12,970.00 <input type="checkbox"/> No
23. Financial Aid:	\$2,000	24. Work Practicum	<input checked="" type="checkbox"/> Yes - Internship <input type="checkbox"/> No
25. Conditions:	Official transcripts from all previous schools attended to be sent to the Office of the Registrar.		
26. Start Date:	2018-10-01	Completion Date:	2022-09-23
27. Expiry for LOA:	2018-10-09	Expiry to Register:	2018-10-09
28. Other Information:	N/A		



Neil Mort^{MA, MBA} - VP, Enrollment & Student Services/Registrar
Date: 2018-07-25