

August 23, 2018

VIU OFFER LETTER
- NOT VALID FOR VISA PURPOSES -

Student Name: GURPREET SINGH
VIU Student ID: 656965480
Date of Birth: January 26, 1996
Program: Graduate Certificate in Business
Start Date: January 5, 2019

Dear GURPREET:

Congratulations! Vancouver Island University is pleased to offer you admission to the **Graduate Certificate in Business** program starting in the Spring 2019 semester. You have indicated that you are applying under the SDS program.

Please arrange to have your **official original final university transcripts** sent directly from your school to International Admissions at VIU no later than December 15, 2018 by courier (or mail) to:
Building 255, 900 Fifth Street, Nanaimo, British Columbia, Canada, V9R 5S5
(All documents submitted become the property of VIU and will not be returned)

To accept this offer and receive your official Letter of Acceptance, please be sure to do the following by **September 11, 2018**:

1. Carefully read and review the attached "Tuition Payment Schedule", including payment due dates and refund policy
2. Complete the attached "Fee Payment Form" and submit the one year (2 installments/3 semesters) tuition and medical fees(basic and extended) of **\$20,930.86 CAD**
3. Read, sign and return the a) Offer of Admission and Refund Policy, b) Deferral Policy and c) Official Document Policy to study@viu.ca

Your official Letter of Acceptance will be sent to you within 5-7 business days of our receiving the above payment and signed policies. To help with your planning, please note that you will be expected to join the International Student Orientation on **January 5, 2019**.

This offer for the Spring 2019 semester is valid until **September 11, 2018**. If your payment and signed Offer of Admission and Refund Policy, Deferral Policy and Official Document Policy are NOT received by that date, this offer will be revoked. If you have any questions or wish to defer your offer to a future term, please email study@viu.ca.

Congratulations again on your offer of admission to the Graduate Certificate in Business program at VIU!

Sincerely,



Lora Cai, Admissions Officer
International Education

VANCOUVER ISLAND UNIVERSITY ♦ INTERNATIONAL EDUCATION

ACADEMIC PROGRAM FEE PAYMENT FORM

Fax: 1-250-740-6471

Name of Student: _GURPREET SINGH_ VIU Student ID: _656965480_

Date of Birth: _January 26, 1996_ ☐ Male ☐ Female

Name of Sender/Agent: _____

Date Sent: _____ Amount: \$ _____

IMPORTANT INFORMATION FOR PAYMENTS

- ALL PAYMENTS must include student name, date of birth and/or VIU student ID.
- FAX a copy of the bank wire payment confirmation to 1-250-740-6471 or
EMAIL to: elsie.thyssen@viu.ca or linda.schmidt@viu.ca.
- BANK CHARGES are the responsibility of the sender.

METHOD OF PAYMENT

☐ Cheque, Money Order/Bank Draft (payable to *Vancouver Island University*) is in the mail.

☐ MC/Visa/AMEX No: _____

Expiry Date: _____ Card Holder Name: _____

☐ BANK WIRE PAYMENT has been transferred fees to the following:

*Royal Bank of Canada, Downtown Branch
205 Commercial Street, Nanaimo, BC V9R 5G8*

Account Information:

Bank No: 003

Branch No: 03120

Account No: 0000695

Swift Code: ROYCCAT2

Beneficiary: Vancouver Island University

Details of Payment: Please provide student's name, date of birth and/or VIU student ID

PAYMENT DETAILS (SDS)

Application Fee	(\$ 150.00)	<u>PAID</u>
Medical Insurance (4 month only)	(\$ 249.50)	_____
Extended Health & Dental (charged annually)	(\$ 275.00)	_____
2 Installment (including Student Fees)	(\$ 20,406.36)	_____

Total Amount: CAD \$ _____

All fees quoted are in Canadian dollars and are subject to change without prior notice.

PAYMENT SCHEDULE (SDS)

Student Name: GURPREET SINGH
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All fees are quoted in Canadian dollars and are subject to change without prior notice.

Payment	Amount	Due Date
GCIB Application Fee	\$ 150.00	PAID
First GCIB Tuition Installment (Includes Student Activity and Student Union Fees)	\$ 10,203.18	September 11, 2018
Second GCIB Tuition Installment (Includes Student Activity and Student Union Fees)	\$ 10,203.18	September 11, 2018
Basic Medical Insurance (Valid for first 4 months. Please visit https://www.guard.me/viuinbound for more information)	\$ 249.50	September 11, 2018
Extended Health and Dental Plan (This is not basic medical insurance; Charged annually)	\$ 275.00	September 11, 2018

Extra fees for medical, textbooks, supplies, and living expenses are not included in the total tuition figures above.

REFUND POLICY

Please review Vancouver Island University's [Fees, Deferrals, & Refund Policies](#).

Offer of Admission and Refund Policy

Student Name: GURPREET SINGH
VIU Student ID: 656965480
Date of Birth: January 26, 1996
Program: Graduate Certificate in Business
Start Date: January 5, 2019

I am accepting the offer of admission for the GCIB program at VIU. I have read and understood the [Fees, Deferrals, & Refund Policies](#), and agree, with the exceptions set forth below, that any and all payments made in respect to this program are non-refundable.

A. Limited eligibility for a full (100%*) refund

I understand that I am eligible to apply for a full refund of the initial tuition payment (minus any administration and banking charges) only if my legitimate application for a study permit is rejected by Immigration, Refugees and Citizenship Canada and I can supply valid proof of that rejection to VIU.

I also understand that if I request a full refund for this reason that my most recent letter of acceptance to study at VIU will no longer be valid.

B. Partial (up to 75%) refund

I understand that I may submit a request in writing for consideration to receive a partial refund (up to 75%) due to exceptional circumstances. "Exceptional circumstances" are determined by VIU and are limited to unforeseen situations that may preclude me from participating in the program. (Note: Further documentation to support my request will be required.)

Signature of Student*

Date

(Note: VIU requires this document to be signed by student and not by any 3rd party representative.)

*** Please sign and return to study@viu.ca ****

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Deferral Policy

I am accepting this offer on the understanding that I have received a letter of acceptance I may request (in writing) to defer the start of my studies at VIU only once and for a maximum of up to one calendar year from the original start date.

I also understand once a deferral is approved that the funds held in trust will be forfeited if I do not register in my program by the new program start date (except in exceptional circumstances).

(Note: Students should be aware that not all programs allow deferrals and not all programs have intakes each semester. Please contact us at study@viu.ca to inquire about deferring your start date at VIU).

Signature of Student*

Date

Official Document Policy

I understand that in addition to submitting electronic versions of my academic transcripts review that I must provide official (notarized copy or original) hard copies of my final/complete academic transcripts to International Admissions at VIU at least one month prior to my start date. I also understand that these documents will become property of VIU and will not be returned to me.

Signature of Student*

Date

(Note: VIU requires this document to be signed by student and not by any 3rd party representative.)

***** Please sign and return to study@viu.ca ******