



Lethbridge College  
Admissions Office  
3000 College Drive South  
Lethbridge, AB T1K 1L6 Canada  
(403) 320-3323 1-800-572-0103  
Fax 1-888-819-9803  
admissions@lethbridgecollege.ca

October 12, 2018

Manpreet Kour  
Vpo Kirpind Teh R S Pura  
Jammu, 181101  
IN

Dear Manpreet:

Student ID: 0520637

**OFFER OF ADMISSIONS**  
Deadline to Respond **01 November 2018**

On behalf of the faculty of Lethbridge College's General Studies Diploma Program, I would like to congratulate you on your acceptance to the 2019 Spring-Long (May-Aug) Term.

*To confirm your acceptance and secure your seat in this popular program, please sign and return the enclosed "RESPONSE TO OFFER OF ADMISSION" letter along with a **\$1,000.00** deposit prior to **01 November 2018**. The deposit amount will be applied against your tuition charges for the coming semester. Go to our online payment platform at <https://student.globalpay.wu.com/geo-buyer/lethbridgecollege#!/> to make a bank transfer or online payment in the currency of your choice.*

If you cannot attend Lethbridge College, you must notify Admissions by the following dates to either receive a partial refund or move your deposit to a future term (one-time only):

- September term – August 1
- January term – December 1
- May term – April 1

If you withdraw by the deadline above, then you will be eligible for one of the following:

- A 50% refund of your deposit (\$500), if you have not received a visa refusal letter
- A 70% refund of your deposit (\$700), if you send a copy of your refusal letter prior to the first day of classes for the term you have applied to (Note that you must have first withdrawn before the refund deadline above.)
- Moving your deposit to a future intake, *one-time only*

**If you have not notified the Admissions office that you will not be attending by this date listed above, the full deposit will be forfeited. If you are moving your tuition deposit to the next intake and for whatever reason you cannot attend the following term (including visa denial), the deposit will be forfeited.**

We are looking forward to having you as a student and to helping you achieve your academic goals in the General Studies program. We'd be pleased to answer any questions you might have. Please quote your Student ID number as listed above when calling.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kristen Koester".

Kristen Koester  
International Admissions Specialist



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### RESPONSE TO OFFER OF ADMISSION

Manpreet Kour  
General Studies Diploma

Student ID: 0520637  
2019 Spring-Long (May-Aug) Term

**DEADLINE TO RESPOND: 01 November 2018**

If you cannot attend Lethbridge College, you must notify Admissions by the following dates to receive a partial refund or move your deposit to a future term (one-time only): September term – August 1, January term – December 1, May term – April 1.

If you withdraw by the relevant deadline above, then you will be eligible for one of the following:

- A 50% refund of your deposit (\$500)
- A 70% refund of your deposit (\$700), if you send a copy of your refusal letter prior to the first day of classes for the term you have applied to (Note that you must have first withdrawn before the refund deadline above.)
- Moving your deposit to a future intake, *one-time only*

If you have not notified the Admissions office that you will not be attending by the deadline listed above, the full deposit will be forfeited. If you are moving your tuition deposit to the next intake and for whatever reason you cannot attend the following term (including visa denial), the deposit will be forfeited.

☐ I Accept

☐ I Decline (please include an explanation to assist us with your program planning)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**General Studies (no major)** students are responsible for their own registration and may register for classes after confirming this offer. Please consult with the Registrar's Office to clarify any questions regarding dates for registration.

All other program students will be registered for courses and sent an email to their College email account when their registration has been completed.

### Payment Method of \$1,000.00 Tuition Deposit

Lethbridge College proudly offers our international students an easy way to pay deposits, tuition and other expenses with the WU® GlobalPay for Students platform. Pay in your local currency either online using local payment options or by bank transfer direct from your smartphone or mobile device, with peace of mind that your payment will be received on time and in full. Avoid fees and international foreign exchange charges from your bank and track your payment every step of the way with status updates by text or email. Please ensure you separate payments according to deposit, tuition, etc.

Pay now by going to <https://student.globalpay.wu.com/geo-buyer/lethbridgecollege#!/>

In order to complete your acceptance, please sign, date and return this *Response to Offer of Admission* by emailing it to [international@lethbridgecollege.ca](mailto:international@lethbridgecollege.ca) as soon as payment has been made.

**Registration**

CREN

☐

ASUM

☐

Initials

\_\_\_\_\_

**Admissions**

APPN

☐

Initials

\_\_\_\_\_

## International Tuition Deposit Refunds

Tuition deposits for international students are \$1,000 CAD. The deposit will be applied against the tuition charges for the coming term.

By signing your Response to Offer form, you are agreeing to the terms of the refund policy below. Please read carefully the important refund deadlines below and consider whether or not you will have sufficient time to apply for a study permit before the deadlines, allowing for delays. We recommend allotting 6-8 months for the study permit application.

### Deadlines for deposit refunds and moving deposits forward:

Fall Term (September)	August 1
Winter Term (January)	December 1
Spring Term (May)	April 1

#### If you withdraw before the deadline outlined above, you are eligible for:

- A 50% refund (\$500) of your deposit
- A 70% refund (\$700) if your visa was denied and you submit a visa denial letter issued for that term before the first day of classes of that term. Note that you must have first withdrawn before the refund deadline.

For example, if you withdraw from the Fall term on July 30<sup>th</sup>, before the August 1<sup>st</sup> deadline, and submit your visa denial letter after August 1<sup>st</sup> but before classes begin, you will be eligible for a 70% refund.

- Moving your deposit to a future intake, *one-time only*. If you move your tuition deposit to the next intake and for whatever reason you cannot attend the following term (including visa denial); the deposit will be forfeited.

#### If you withdraw after the deadline:

- No refund of your deposit: the full deposit will be forfeited. Any payments made in addition to the deposit will be refunded.

For example, if you withdraw from the Fall semester on August 5, after the August 1 deadline, then you will not be eligible for a refund of your deposit.

- No option of moving the deposit to a future intake: the full deposit will be forfeited. You may use a Change of Program form to move your application (but not deposit) to a future intake for free.

### FAQS

#### What is a tuition deposit?

A tuition deposit is a partial payment of your tuition fees which you pay in order to secure your seat in a program. Although deposits are typically non-refundable, and are considered the cost of holding your seat, Lethbridge College does offer partial refunds if you withdraw before the deadline.

#### What if I have not received word about my visa application status the week before the deadline?

Unfortunately, we cannot waive the deadline for delays in visa application processing; if you have not received word about your visa application the week before the deadline, you should strongly consider withdrawing before the deadline in order to retain some of your deposit OR withdrawing and moving your application forward to the next intake.

#### What happens if I withdraw before the deadline but then receive my student visa?

In this case please contact us immediately in order to discuss whether or not it is possible to readmit you to the program.

#### What happens if I receive a visa denial letter *after* I withdraw?

If we have already refunded 50% of your deposit, we will refund the additional 20% if you submit a clear copy of your visa denial letter before the first day of classes of that term. If we have not yet processed your 50% refund, then we will ensure that you are refunded 70% instead of 50%.

#### What if I accept an offer after the refund deadline?

We do not recommend accepting an offer after the refund deadline unless you already have a study permit. If you choose to accept an offer after the refund deadline, you should understand that you will not be able to receive a refund of your deposit or move forward your deposit if you are unable to attend.

#### How will my refund be processed?

Refunds will only be granted to the payer. If the payer resides in Canada or the U.S.A., the refund will be mailed as a cheque. Otherwise, the refund will be issued through a bank wire transfer. Refunds will be processed during the last week of the month that you were admitted to.



Please check in with us at [international@lethbridgecollege.ca](mailto:international@lethbridgecollege.ca) or 403-329-7234 regarding your student visa application prior to the deadline for your term. We want to help you retain your deposit whenever possible!



Centre for Applied Arts & Sciences  
School of Liberal Arts  
General Studies Program  
3000 College Drive South  
Lethbridge, AB T1K 1L6  
Phone: 403-394-7338  
Fax: 1-888-480-8787  
Toll Free (Canada only): 1-800-572-0103  
URL: <http://www.lethbridgecollege.ca>

October 11, 2018

Student ID: 0520637

Dear Manpreet:

Welcome to the General Studies Program at Lethbridge College. We are pleased that you have chosen Lethbridge College for your course of studies and look forward to meeting with you. General Studies offers a wide diversity of classes and is a fantastic opportunity for you to see what post-secondary studies has to offer and to gain some clarity regarding your academic future.

You can choose a General Studies diploma and select a variety of individual courses, 90% of which transfer to other universities, or you can choose one of our three majors, if you haven't already done so. Our **three majors** are **English**, **Physical Education and Leadership**, and **Psychology and Sociology**. All courses within these majors are transferable to several universities.

Regardless of the classes or the major you choose, you'll be gaining university transfer credits while earning a diploma, one you've tailored to your unique needs and interests.

Each year, the academic timetable becomes available to view for planning purposes in June. Please monitor your Lethbridge College email for instructions on how to register as of July 3<sup>rd</sup>. If you require advisement on course selection you can contact us or make an appointment with one of our **Academic Advisors** by phoning **403-320-3202 ext 4905**. Please note that if you have entered into one of the General Studies majors, you will be placed in your first year of classes. If you are *starting* your program in May, you are encouraged to take no more than three courses, since this would constitute a full course load. This enables you to take a lighter load through the balance of your time at the college. Please check your schedule through WebAdvisor.

If you are starting your program in September, New Student Orientation (NSO) will be held the day before the start of the term, and *your attendance is expected*. Advance registration for NSO is required, visit: for additional information and updates. Registration for NSO will open in June. If you are starting your program in **January** or **May**, please visit [www.lethbridgecollege.ca/events/new-student-orientation](http://www.lethbridgecollege.ca/events/new-student-orientation) for additional information.

Please check your Lethbridge College email account on a regular basis for important program and college information.

For more program information please go to [www.lethbridgecollege.ca/programs/general-studies](http://www.lethbridgecollege.ca/programs/general-studies) and be sure to "Like" us on Facebook: [www.facebook.com/LethbridgeCollege](https://www.facebook.com/LethbridgeCollege).

Sincerely,

A handwritten signature in cursive script, appearing to read "C. Takeda".

Cathy Takeda  
Associate Dean, Centre of Applied Arts and Sciences  
TE 2254, Lethbridge College  
Phone 403-382-6924  
Email [c.takeda@lethbridgecollege.ca](mailto:c.takeda@lethbridgecollege.ca)





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October 11, 2018

Manpreet Kour  
Vpo Kirpind Teh R S Pura  
Jammu, 181101  
IN

Student ID: 0520637

Dear Manpreet,

**Thank you for your application!**

Thanks so much for submitting your application to the General Studies Diploma for the 2019 Spring-Long (May-Aug) term. We are thrilled that you have chosen Lethbridge College.

**Using Your Student Self-Service Portal (myHorizon)**

You can access self-service options, including your application status, required admission documents, class schedule, billing information and access to the change of address feature through our Lethbridge College student portal, myHorizon.

To log in to the portal for the first time go to [www.lethbridgecollege.ca](http://www.lethbridgecollege.ca), click Menu in the top right corner, and then scroll down to the Sign-in area and select myHorizon. Your username and temporary password are:

Username:	s0520637
Temporary 8 digit Password:	Birthdate (YYMMDD) plus the upper-case letters LC For example: If your birthdate is March 26, 1995, your password is 950326LC.

The first time you log into myHorizon using the above username and password, you will be automatically prompted to change your password. **Warning:** Do not select the box stating "I want to change my password after logging in". After changing your password on myHorizon, please wait 30 minutes before accessing your Office 365 email account.

**Accessing Your Lethbridge College Email Account (Office 365 Email)**

Our primary method of communication with you will be through your college email account. After logging in and changing your password on myHorizon, you can access your email by clicking the **Office 365 Email** link located on the right side of your screen above the student campus calendar. You'll use your LC email address below and your myHorizon password to access your Office 365 account.

LC Email Account:	manpreet.kour@lethbridgecollege.ca
Password:	Same as your myHorizon account

Once you have logged in to Office 365, go to **Outlook** in the Apps section to access your email account.

We'll be in touch as soon as we've had a chance to review your application, but for now, we simply wanted to say we're glad you applied. Don't hesitate to contact us if you have any questions. You can reach us any time by email ([admissions@lethbridgecollege.ca](mailto:admissions@lethbridgecollege.ca)) or by phone (403-320-3200). Please reference your ID number when contacting us.

Thanks again for applying to Lethbridge College.

Sincerely,

Alison Grandmont  
Assistant Registrar