



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

December 5, 2018

Lovepreet Kaur
Vpo-Dhindsa Tehsil
Samrala Khanna
Ludhiana, Punjab
India 141114

Dear Lovepreet:

Student ID: 0518454

OFFER OF ADMISSIONS
Deadline to Respond **19 December 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 **19 December 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your refusal letter prior to the first day of classes for the term you have applied to (Note that you must have first withdrawn before the refund deadline above.)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,

Kristen Koester
International Admissions Specialist

BE READY.



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RESPONSE TO OFFER OF ADMISSION

Lovepreet Kaur
General Studies Diploma

Student ID: 0518454
2019 Spring-Long (May-Aug) Term

DEADLINE TO RESPOND: 19 December 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 as soon as payment has been made.

Registration

CREN ☐ ASUM ☐ Initials _____

Admissions

APPN ☐ Initials _____

BE READY.

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 30th, before the August 1st deadline, and submit your visa denial letter after August 1st 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 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!



Lethbridge College
General Studies Program
School of Liberal Arts and Life Sciences
3000 College Drive South
Lethbridge, AB T1K 1L6
Phone: 403-394-7338
Toll Free (Canada only): 1-800-572-0103

December 5, 2018

Lovepreet Kaur
Student ID: 0518454

Dear Lovepreet:

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.

Embarking on a journey in General Studies offers a wide diversity of classes and can start you on the path to many destinations, including laying a solid foundation for further studies. After completing the program, you may choose to work in a variety of fields, with a respected credential in hand after just two years. Or, you may decide to continue your studies, either in another program at Lethbridge College or at colleges and universities throughout North America. The majority of our General Studies courses transfer to other institutions and often meet the general liberal education requirements needed at universities before taking upper-level classes.

If you haven't already done so, you can choose to focus on one of **three majors: *English, Physical Education and Leadership*, and *Psychology and Sociology***. 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.

It is extremely important that you check your **Lethbridge College email account** on a regular basis for important program and college information. Your program and other college departments including Admissions, Registration, Advising, Student Experience, and New Student Orientation will use email as the primary means of communication.

Please see the attached sheet for answers to frequently asked questions. If you have additional questions, please do not hesitate to contact me, or for more program information please go to www.lethbridgecollege.ca/programs/general-studies.

Sincerely,

Marda Schindeler
Chair, Centre of Applied Arts and Sciences

A stylized logo at the bottom right of the page. It features a blue and green curved line above the text "BE READY." in a bold, sans-serif font, with "BE" in blue and "READY." in green.

How do I Register for my courses?

General Studies - No major

Course registration is completed online using MY Horizon. The academic timetable becomes available to view for planning purposes in June, and to register in early July. Please monitor your Lethbridge College email for instructions on registration.

General Studies majors (English, Physical Education and Leadership, and Psychology and Sociology)

If you have entered into one of the General Studies majors, you will be placed in your first year of classes.

Where do I find help choosing my electives?

If you require advisement on course selection you can make an appointment with one of our **Academic Advisors** by phoning **403-320-3202 ext 4905**

How do I find my class schedule?

To find your class schedule, log onto [myHorizon](#), click on "Web Advisor" on the left side of the screen, click on "Student Information", and you will find "student class schedule" listed below.

How many courses should I take?

Students usually take 5 courses per term. For student loan and funding purposes, 9 credits constitute a full course load.

Where do I...

Where do I get my student ID card?

Students can obtain their student card at the Buchanan Library. Government issued photo identification is required.

Where do I get a student parking pass?

The bookstore.

Where do I get help with study strategies? APA?

The Learning Café provides a variety of academic services from workshops and presentations to face-to-face and online appointments.

Where do I find information on services for students?

A detailed listing of all services for students can be found online at <https://lethbridgecollege.ca/current-students>

Fees

When do I have to pay my tuition and fees?

Winter term: **January 14, 2019**

Spring term: **May 13, 2019**

Fall term: **September 11, 2019**

If tuition is not paid by the deadlines above, you will be dropped from your courses.

Technology & Communication

Do I need to use a Lethbridge College email?

Email is the primary method of contact for student communication. You are expected to check it often for important information and updates. All student email is on Office 365.

What is myHorizon?

It is your personal online interface to Lethbridge College. It gives you access to your email, online courses, Webadvisor, and more.

What do I do if forget my password?

For help with password resets, myhorizon, email, wifi access, and print issues go to the Buchanan Library or at 403-320-3352.

Do I need Microsoft Office?

Students have access to download Microsoft Office on their laptops and mobile devices for free. More information can be found online

<https://lethbridgecollege.ca/departments/information-technology-services/go-mobile>

Important Deadlines

Add/Drop

Time period to make any scheduling changes

Extended Drop

Last opportunity to drop a course with no impact on transcript; \$50 penalty per course

Withdrawal

Last Day to Withdraw from a course. If you withdraw from a course by the deadline – it will appear on your college transcript as a 'W' and there will be no refund on tuition for that course

Academic Success

What is academic probation?

You will be placed on academic probation if your GPA falls below 1.5, which is about a 60% at the end of a term.

What is academic disqualification?

While on probation, if your next term GPA is again below 1.5, you will be placed on academic disqualification, which means you are removed from your program and prevented from further registration.



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November 22, 2018

Lovepreet Kaur
Vpo-Dhindsa Tehsil
Samrala Khanna
Ludhiana, Punjab
India 141114

Student ID: 0518454

Dear Lovepreet,

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, 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:	s0518454
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:	lovepreet.kaur_02@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) 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

BE READY.