

January 18, 2019

## Letter of Acceptance

Rashmeet Kaur Sandhu  
1400 Barry Downe Rd  
Sudbury Ontario P3A 3V8  
Canada

STUDENT NUMBER: 199659740

Dear Rashmeet Kaur ,

Congratulations, you have been accepted into the Post Graduate Certificate in Business at Algoma University's School of Business and Economics - Brampton Campus starting April 29, 2019.

Your total tuition including student fees for the Post Graduate Certificate in Business program is \$19,294.60. To guarantee your spot in this program a non-refundable deposit for Semester One of \$10,010.30 is required by February 14, 2019. Students who do not pay the Semester One deposit by February 14, 2019 will be placed on a waiting list. Semester Two tuition, including student fees of \$9,284.30, is due in full by June 24, 2019.

This Letter of Acceptance constitutes your confirmation into the one year Post Graduate Certificate in Business and can be used to apply for your study permit at the Canadian High Commission / Canadian Embassy in your country. This Letter of Acceptance is only valid to apply for a study permit if accompanied by the Semester One deposit receipt. As it can often take several weeks to process your study permit, please apply as soon as possible ([www.cic.gc.ca](http://www.cic.gc.ca)).

Refunds, will only be issued to students who provide written proof from the Canadian High Commission / Canadian Embassy that their study permit was denied or cancelled. The written proof must be submitted to Algoma University within 3 months of the date of the refusal letter from the Canadian High Commission / Canadian Embassy.

International students accepted into Algoma University are required to attend the International Students Orientation Program (ISOP). The ISOP will be held the week prior to the first day of classes, please plan your arrival date accordingly. Detailed information on ISOP will follow.

For further information, please refer to enclosed Letter of Acceptance - Form Document; which may indicate any conditions attached to your acceptance (See box 25) and other Important Information documents as part of this package. If you have any questions or concerns regarding your acceptance, please do not hesitate to contact us by emailing [intl-admissions@algonau.ca](mailto:intl-admissions@algonau.ca).

We look forward to welcoming you to the School of Business and Economics.

Sincerely,



Jamal Muckett-Sobers  
International Admissions Officer



## PERSONAL INFORMATION

<b>[1] Family Name</b> Sandhu		<b>[2] Given Name</b> Rashmeet Kaur	
<b>[3] Date of Birth (YYYY/MM/DD)</b> 1992/01/29		<b>[4] Student ID Number</b> 199659740	
<b>[5] CAQ or MIDI letter</b> NO			
<b>[6] Full Mailing Address</b>			
Street Address 1400 Barry Downe Rd			
City/Town Sudbury	Country Canada	Province/State Ontario	Postal Code P3A 3V8

## INSTITUTIONAL INFORMATION

<b>[7] Full Name of Institution</b> Algoma University		<b>Campus Location</b> Brampton, Ontario	<b>[8] Designated Learning Institution Number</b> 019395422197
<b>[9] Address of Institution</b> 1520 Queen Street East Sault Ste. Marie, Ontario P6A 2G4		<b>Address of Campus</b> 24 Queen Street E. #102 Brampton, Ontario L6V 1A3	<b>[10] Telephone Number</b> (705)949-2301
			<b>[11] Fax Number</b> (705)949-6583
<b>[12] Type of School/Institution</b> Public		<b>[13] Website</b> <a href="http://www.algomau.ca">http://www.algomau.ca</a>	<b>[14] Email</b> intl-admissions@algomau.ca
<b>[15] Name of Contact</b> David Marasco		<b>Position</b> University Registrar	<b>Telephone Number</b> 705.949.2301 ext. 4218
<b>[16] Name of Alternate Contact</b> Shelley Mitchell		<b>Position</b> Assistant Registrar	<b>Telephone Number</b> 705-949-2301 ext. 4220

## PROGRAM INFORMATION

<b>[17] Academic Status</b> Full-time	<b>Hours Per Week</b> 15	<b>[18] Program of Study</b> Post Graduate Certificate in Business
<b>[19] Level of Study</b> Post-Secondary		<b>[20] Type of Training Program</b> Vocational Academic Professional Other
<b>[21] Exchange program</b> Yes No		<b>[22] Estimated Program Fee</b> \$19,294.60
<b>[23] Scholarship/Teaching Assistantship/Other Financial Aid</b> Yes Specify: No		<b>[24] Internship/Work Practicum</b> Yes No
<b>[25] Conditions of Acceptance</b>		<b>[26] Length of Program</b> Start Date: April 29, 2019 Program Length: one academic year (Two Semesters) Semester One: April 29, 2019 Semester Two: Sept 3, 2019
<b>[27] Expiration of Letter of Acceptance:</b> April 29, 2019 (when accompanied by an Algoma University deposit receipt)		<b>[28] Other Relevant Information</b>

Signature of University Registrar:



Printed Name of University Registrar:

David Marasco



**CONFIRMATION OF ACCEPTANCE**

*Algoma University is a public institution; Designated Institution Learning number O19395422197*

**PERSONAL INFORMATION**

Family Name: Sandhu  
Given Name: Rashmeet Kaur  
Student Number: 199659740  
Date of Birth: January 29, 1992

Mailing Address:  
1400 Barry Downe Rd  
Sudbury Ontario P3A 3V8  
Canada

**PROGRAM INFORMATION**

Admitted to: Post Graduate Certificate in Business - Brampton Campus  
Basis of Admissions: International University  
Length of Program: 1 year  
Program Start date: April 29, 2019  
Semester One - April 29, 2019  
Semester Two - September 3, 2019

**PROGRAM EXPENSES**

Total Program Fee: \$19,294.60  
Tuition and Fee Deposit due: February 14, 2019 (Semester One - non-refundable)  
Semester One - February 14, 2019 \$10,010.30  
Semester Two - June 24, 2019 \$9,284.30

Tuition Fees: \$17,769.77  
Student Ancillary Fees: \$1,108.83  
Health Insurance (UHIP): \$416.00  
Total required per academic year: \$19,294.60

*(The Program Expenses, tuition and fee schedule, is subject to change)*

Accommodation: \$8,070.00 to \$10,660.00  
*Accommodation cost vary depending on type of housing.  
Accommodation not available at the Brampton Campus.*

**SIGNATURE**

Name of authorized representative: Jamal Muckett-Sobers  
International Admissions Officer



Signature: \_\_\_\_\_ Date: January 18th, 2019



## **IMPORTANT INFORMATION**

### **Payment**

The Letter of Acceptance is only valid to apply for a Study Permit (visa) when accompanied by a non-refundable Semester One deposit receipt, confirming the prepayment of the required fees. Your required deposit is indicated in your Letter of Acceptance. Failure to pay the Semester One deposit by the deadline, will result in the rescinding or deferral of your offer. Failure to pay the Semester Two deposit by the deadline will result in deregistration of courses and deem you ineligible to register for future courses.

Failure to make payment is a violation of the terms and conditions of the Algoma University Academic Calendar. Algoma University reserves the right to deregister students from courses for non-payment. In the event of deregistration, the student will remain financially responsible for all tuition and related fees. Non-payment of fees will also result in prohibited registration for future courses, inability to obtain statements of academic standing, transcript requests or other matters relating to academic progress until all outstanding fees have been paid in full.

### **Refund Process**

#### ***Semester One Refunds:***

Refunds will only be issued to international students who have been refused their study permit or have cancelled their study permit. A refund of tuition and student fees paid (less a \$300.00 processing fee and the non-refundable term deposit), will only be issued if a copy of the refusal letter, or proof of cancelled study permit issued by Citizenship and Immigration Canada (CIC) is provided to Algoma University, within 3 months of the date of the refusal letter. Processing times for semester one refunds will take a minimum of 4-6 weeks, from the date that Algoma University receives all information required to process the refund.

#### ***Semester Two Refunds:***

The amount of any refund (or reduction in outstanding fees) will be calculated according to the deadline date by which the withdrawal form has been received by the Office of the Registrar.

No refunds are given for withdrawals after the last date to withdraw from courses as per the Academic Calendar.

Refund notes:

1. Students who withdraw on or before the first day of classes are eligible for a full refund of tuition and fees minus the nonrefundable registration deposit.
2. Ancillary fees are non-refundable after the first day of class.
3. After the first day of classes, remaining tuition fees are refunded based on the percentages noted in the refund schedule table in the Academic Calendar.
4. After the fourth week of each term, tuition is non-refundable. Please refer to the Academic Calendar for the Refund Schedule.

### **Pre-Departure Steps – Before Coming to Canada**

1. Accept your Letter of Acceptance through the Applicant Portal
2. Pay your required non-refundable deposit (Semester One) amount through one of the following options below

3. Submit all required official documents, via mail or secure electronic methods
4. Once you've received your deposit receipt, apply for your study permit at [www.cic.gc.ca](http://www.cic.gc.ca).
5. Apply for housing on campus (Sault Ste. Marie ONLY) [Residence Application](#)
6. Register for the International Student Orientation Program (ISOP)
7. Registration is prescribed and your schedule will be shared with you

### **Student Portal Login**

After you accept your Letter of Acceptance, you will receive an email from IT with instructions on setting up your student portal login. If you have lost your username, please contact the IT Helpdesk

[helpdesk@algonau.ca](mailto:helpdesk@algonau.ca)

### **How to pay Tuition and Student Fees:**

1. Through your **student portal** by credit card, login at [students.algonau.ca](http://students.algonau.ca) select "Financial" on the dashboard then "Make a payment" from the drop down menu.
2. For **online banking** in Canada, simply add Algoma University as a bill payee and use your Algoma University student number as the account number.
3. **Global Pay:** International students can pay for student fees using their home currency through this link: [Global Pay](#)
4. Wire Transfer Information  
Please refer to the following information to submit your tuition deposit payment via wire transfer.  
**\*\*REMEMBER to include your student number in the description of the wire transfer.\*\***

Bank of Nova Scotia

20 Queen Street West, 4th Floor Toronto, Ontario Canada M5H 3R3

Canadian Clearing Code CC000247696 Account :409720039217

Swift code: NOSCCATT Transit #: 40972

Payable to the beneficiary:

**Algoma University**

1520 Queen Street East

Sault Ste. Marie, Ontario, Canada

P6A 2GA

If you have any questions or concerns regarding your deposit or the refund policy, please do not hesitate to contact us at [international@algonau.ca](mailto:international@algonau.ca).

We look forward to you pursuing your university education with us.

**Welcome to the Algoma University family!**