

March 21, 2019

VIU OFFER LETTER
- NOT VALID FOR VISA PURPOSES -

Student Name: HARMANPREET SINGH
VIU Student ID: 657275772
Date of Birth: November 18, 1995
Email Address: singhharmanpreet466@gmail.com

Dear HARMANPREET:

Congratulations! Vancouver Island University is pleased to offer you admission to the English program offered by English Language Centre at VIU starting in the **Fall 2019** semester with a conditional acceptance to the Graduate Certificate in Business program. We look forward to having you join us in our beautiful, welcoming and highly-engaging learning environment in Nanaimo, BC, Canada!

Full acceptance to the GCIB program is conditional upon successful completion of VIU's English Language Centre's (Graduate Preparation) program.

Please arrange to have your **official original final university transcripts** sent directly from your school to International Admissions at VIU no later than July 15, 2019 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 **April 11, 2019**:

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 first semester tuition and medical fees of **\$ 10,727.68 CAD**
3. Read, sign and return the a) Offer of Admission and Refund, b) Deferral Policy Agreement 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 payments and signed policies. To help with your planning, please note that you will be expected to join the International Student Orientation on **August 26, 2019**.

This offer for the Fall 2019 semester is valid until April 11, 2019. 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.

Sincerely,



Lora Cai, Admissions & Registration Officer
International Education

VANCOUVER ISLAND UNIVERSITY ♦ INTERNATIONAL EDUCATION

ACADEMIC PROGRAM FEE PAYMENT FORM

Fax: 1-250-740-6471

Name of Student: _HARMANPREET SINGH _ VIU Student ID: _657275772_

Date of Birth: _November 18, 1995_ ☐ 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: iefinance@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

Application Fee	(\$ 150.00)	<u>PAID</u>
Medical Insurance (4 month only)	(\$ 249.50)	_____
First Installment (including Student Fees)	(\$10,203.18)	_____
Extended Health & Dental	(\$ 275.00)	_____

Total Amount: CAD \$ _____

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

PAYMENT SCHEDULE

Student Name: HARMANPREET SINGH
VIU Student ID: 657275772
Date of Birth: November 18, 1995
Program: Graduate Certificate in Business
 upon completing Graduate Preparation
Start Date: August 26, 2019

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

Payment	Amount	Due Date
Application Fee	\$ 150.00	PAID
First GCIB Tuition Installment (Includes Student Activity and Student Union Fees)	\$ 10,203.18	April 11, 2019
Basic Medical Insurance (Valid for first 4 months. Visit international.viu.ca/medical-academic for more information)	\$ 249.50	April 11, 2019
Extended Health and Dental Plan (This is not basic medical insurance; charged annually)	\$ 275.00	April 11, 2019
ESL Tuition Fee (per semester) (Includes Student Activity and Student Union Fees)	\$ 5,475.52	August 26, 2019
Second GCIB Tuition Installment (Includes Student Activity and Student Union Fees)	\$10,203.18	TBA*

* Detailed information regarding further payment of tuition will be provided at a later date.

Tuition payments due for second and subsequent terms are: **August 1, December 1 and April 1.**
 \$200.00 late fee will be charged if tuition is not paid by the corresponding dates.
 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: HARMANPREET SINGH
VIU Student ID: 657275772
Date of Birth: November 18, 1995
Program: Graduate Certificate in Business
Start Date: Upon completing ELC (Graduate Preparation) program

I am accepting the offer of admission for the ESL 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 ****

Student Name: HARMANPREET SINGH
VIU Student ID: 657275772
Date of Birth: November 18, 1995
Program: Graduate Certificate in Business
Start Date: Upon completing ELC (Graduate Preparation) program

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 ******