

July 8th, 2019

Navjot Kaur .  
Vill Kamal Wala, PO Mallanwala Teh Zira  
Ferozepur, Punjab, India  
152021

STUDENT NUMBER: 199611510

Dear Navjot Kaur:

Congratulations, you have been accepted into the Graduate Certificate in Business program at Algoma University's School of Business and Economics - Sault Ste. Marie Campus starting September 4th, 2019.

Your total tuition including student fees for the Graduate Certificate in Business program is \$20,058.64. To guarantee your spot in this program a non-refundable deposit of \$10,400.00 is required by July 17th, 2019. Semester Two will commence on January 6th, 2020. Your remaining fees of \$9,658.64 are due in full by November 8th, 2019.

This Letter of Acceptance constitutes your confirmation into the 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. The written proof must be submitted to Algoma University within three months of the date of the refusal letter from the Canadian High Commission/Canadian Embassy.

International students accepted into Algoma University, School of Business and Economics are required to attend the mandatory International Students Orientation Program (ISOP). The ISOP will be held on Sunday, September 1, 2019. Please plan your arrival date accordingly. Please register for ISOP [here](#). A detailed schedule and further information on ISOP will follow.

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 offer package. If you have any questions or concerns regarding your acceptance, please do not hesitate to contact us by emailing [international@algomau.ca](mailto:international@algomau.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> .		<b>[2] Given Name</b> Navjot Kaur	
<b>[3] Date of Birth (YYYY/MM/DD)</b> 1998/03/17		<b>[4] Student ID Number</b> 199611510	
<b>[5] CAQ or MIDI letter</b> NO			
<b>[6] Full Mailing Address</b>			
Street Address Vill Kamal Wala, PO Mallanwala Teh Zira			
City/Town Ferozepur, Punjab	Country India	Province/State	Postal Code 152021

#### INSTITUTIONAL INFORMATION

<b>[7] Full Name of Institution</b> Algoma University		<b>Campus Location</b> Sault Ste. Marie, Ontario	<b>[8] Designated Learning Institution Number</b> O19395422197
<b>[9] Address of Institution</b> 1520 Queen Street East Sault Ste. Marie, Ontario P6A 2G4		<b>Address of Campus</b> 1520 Queen Street East Sault Ste. Marie, Ontario P6A 2G4	<b>[10] Telephone Number</b> (705)949-2301
			<b>[11] Fax Number</b> (705)949-6583
<b>[12] Type of School/Institution</b> Public Private		<b>[13] Website</b> <a href="http://www.algomau.ca">http://www.algomau.ca</a>	<b>[14] Email</b> international@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] Field/Program of Study</b> 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 Tuition Fee (Two Semesters)</b> \$20,058.64
<b>[23] Scholarship/Teaching Assistantship/Other Financial Aid</b> Yes Specify: No		<b>[24] Internship/Work Practicum</b> Yes Length: No Field of Work:
<b>[25] Conditions of Acceptance</b> • MATH 1911 (Pre-Calculus) will be a compulsory elective within your first 30 credits (10 courses).		<b>[26] Length of Program</b> Start Date: September 4, 2019 Program Length: Two Semesters Semester One: September 4, 2019 Semester Two: January 6, 2020
<b>[27] Expiration of Letter of Acceptance</b> September 4, 2019 (when accompanied by an Algoma University deposit receipt)		<b>[28] Other Relevant Information</b>

Signature of Institution Representative  
University Registrar, David Marasco




**CONFIRMATION OF ACCEPTANCE**

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

**PERSONAL INFORMATION**

Family Name: .	Mailing Address:
Given Name: Navjot Kaur	Vill Kamal Wala, PO Mallanwala Teh Zira
Student Number: 199611510	Ferozepur, Punjab, India
Date of Birth: 1998-03-17	152021

**PROGRAM INFORMATION**

Admitted to: Graduate Certificate in Business - Sault Ste. Marie Campus  
Basis of Admissions: International University  
Length of Program: Two Semesters  
Semester One - September 4, 2019  
Semester Two - January 6, 2020

**ESTIMATED PROGRAM EXPENSES (two semesters)**

*(Program Expenses are in Canadian Dollars and subject to change.)*

**Semester One**

Tuition: \$9,143.67  
Student Ancillary Fees: \$513.65  
Health Insurance (UHIP): \$424.00  
Student VIP Health Plan: \$320.00

**Semester Two**

Tuition: \$9,143.67  
Student Ancillary Fees: \$513.65

**Total required (two semesters): \$20,058.64**

**Payment**

Non-refundable deposit of \$10,400.00 due on July 17th, 2019  
Remaining amount of \$9,658.64 due on November 8th, 2019

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

**SIGNATURE**

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



Signature: \_\_\_\_\_ Date: July 8th, 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, may result in the rescinding or deferral of your offer. To be eligible to register for Semester Two, you must not have any outstanding fees from Semester One. Failure to pay the remaining balance for Semester Two by the deadline date may result in deregistration of courses and will 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), 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 three months of the date of the refusal letter. Processing times for semester one refunds will take a minimum of 8-12 weeks, from the date that Algoma University receives all information required to process the refund.

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

The amount of any tuition refund (less \$1,000.00, which is classified as non-refundable and automatically withheld/forfeited to Algoma University School of Business and Economics, plus the reduction of any outstanding fees) will be calculated according to the deadline date by which the withdrawal form has been received by the Office of the Registrar. The refund calculation will also include a \$300.00 processing fee. Ancillary fees are non-refundable after the first day of class.

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

Please refer to the Algoma University Academic Calendar for the complete 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 for Graduate Certificate students and your schedule will be shared with you
8. Degree students can go online and [register for courses](#) once the payment is received

### **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 IT [helpdesk@algomau.ca](mailto:helpdesk@algomau.ca)

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

1. Through your **student portal** by credit card, login at [students.algomau.ca](http://students.algomau.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 CC000247886 Account :409720039217  
Swift code: NOSCCATT Transit #: 40972

Payable to the beneficiary:  
**Algoma University**  
1520 Queen Street East  
Sault Ste. Marie, Ontario, Canada  
P6A 2G4

### ***Payment of program expenses constitutes acceptance of this offer.***

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

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