

October 29th, 2019

Paras Verma
DEWAN KHANA ROAD NEAR SHEESH MAHAL MALERKOTLA
Sangrur, Punjab, India
148023

STUDENT NUMBER: 209654270

Dear Paras:

Congratulations, you have been accepted into the Graduate Certificate in Human Resources Management program at Algoma University's School of Business and Economics - Sault Ste. Marie Campus starting January 6th, 2020.

Your total tuition including student fees for the Graduate Certificate in Human Resources Management program is \$20,607.26. To guarantee your spot in this program a non-refundable deposit of \$10,400.00 is required by November 8th, 2019. Semester Two will commence on May 4th, 2020. Your remaining fees of \$10,207.26 are due in full by March 20th, 2020. Please note this is a limited enrolment program, therefore, we encourage you to submit your deposit as soon as possible to ensure your registration in the program.

This Letter of Acceptance constitutes your confirmation into the Graduate Certificate in Human Resources Management 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).

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.

Information regarding our mandatory International Student Orientation Program (ISOP) will be sent to you before your program start date. These mandatory events will be held prior to the first day of classes. For further details, please visit <https://www.algomau.ca/orientationweek>.

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.

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

Sincerely,



Brad Lloyd
International Admissions Officer



PERSONAL INFORMATION

[1] Family Name Verma		[2] Given Name Paras	
[3] Date of Birth (YYYY/MM/DD) 1997/11/24		[4] Student ID Number 209654270	
[5] CAQ or MIDI letter NO			
[6] Full Mailing Address			
Street Address DEWAN KHANA ROAD NEAR SHEESH MAHAL MALERKOTLA			
City/Town Sangrur, Punjab	Country India	Province/State	Postal Code 148023

INSTITUTIONAL INFORMATION

[7] Full Name of Institution Algoma University		Campus Location Sault Ste. Marie, Ontario	[8] Designated Learning Institution Number 019395422197
[9] Address of Institution 1520 Queen Street East Sault Ste. Marie, Ontario P6A 2G4		Address of Campus 1520 Queen Street East Sault Ste. Marie, Ontario P6A 2G4	[10] Telephone Number (705)949-2301
			[11] Fax Number (705)949-6583
[12] Type of School/Institution Public Private		[13] Website http://www.algomau.ca	[14] Email international@algomau.ca
[15] Name of Contact David Marasco		Position University Registrar	Telephone Number 705.949.2301 ext. 4218
[16] Name of Alternate Contact Shelley Mitchell		Position Assistant Registrar	Telephone Number 705.949.2301 ext. 4220

PROGRAM INFORMATION

[17] Academic Status Full-time	Hours Per Week 15	[18] Field/Program of Study Graduate Certificate in Human Resources Management
[19] Level of Study Post-Secondary		[20] Type of Training Program Vocational Academic Professional Other
[21] Exchange program Yes No		[22] Estimated Tuition Fee (Two Semesters) \$20,607.26
[23] Scholarship/Teaching Assistantship/Other Financial Aid Yes Specify: No		[24] Internship/Work Practicum Yes Length: No Field of Work:
[25] Conditions of Acceptance • You have been offered to an alternate program as you did not meet the minimum admission requirements for the program you originally applied to. Upon successful completion of the alternate program, you may request a review of your results for admission to the original program.		[26] Length of Program Start Date: January 6, 2020 Program Length: Two Semesters Semester One: January 6, 2020 Semester Two: May 4, 2020
[27] Expiration of Letter of Acceptance January 6, 2020 (when accompanied by an Algoma University deposit receipt)		[28] Other Relevant Information

Signature of Institution Representative
University Registrar, David Marasco




CONFIRMATION OF ACCEPTANCE

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

PERSONAL INFORMATION

Family Name: Verma	Mailing Address:
Given Name: Paras	DEWAN KHANA ROAD NEAR SHEESH MAHAL MALERKOTLA
Student Number: 209654270	Sangrur, Punjab, India
Date of Birth: 1997-11-24	148023

PROGRAM INFORMATION

Admitted to: Graduate Certificate in Human Resources Management - Sault Ste. Marie Campus
Basis of Admissions: International University
Length of Program: Two Semesters
Semester One - January 6, 2020
Semester Two - May 4, 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: \$9,692.29
Student Ancillary Fees: \$513.65

Total required (two semesters): \$20,607.26

Payment

Non-refundable deposit of \$10,400.00 due on November 8th, 2019
Remaining amount of \$10,207.26 due on March 20th, 2020

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: Brad Lloyd
International Admissions Officer



Signature: _____ Date: October 29th, 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.
5. Apply for housing on campus (Sault Ste. Marie ONLY) [Residence Application](#)
6. Register for the ISOP at www.algomau.ca/orientationweek
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

How to pay Tuition and Student Fees:

1. Through your **student portal** by credit card, login at 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

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