

Manpreet Kaur  
Village Basti Bute Wali, Behk Gujran,  
Ferozepur  
Punjab, 142044, India

November 12, 2019

### Letter of Offer

Dear Manpreet Kaur,

We have received your application for admission and we would like to extend you an offer to enrol in the Bachelor of Business Administration (BBA) - Accounting program at Acsenda School of Management.

**Student Number:** 19004103

**Program Start Date:** Term 1 (Winter) - January 2nd, 2020

**Program Length:** The BBA.ACCT is a 120-credit, 4-year degree program

**DLI:** O19278931852

The offer of admission is valid until January 6th, 2020 . To continue with the admissions process and to receive a Letter of Acceptance we ask that you fulfil the following conditions:

- Sign the applicant declaration at the end of this offer letter.
- Make payment of the deposit (\$6,000.00 CAD).

Please note that the deposit is non-refundable (see Appendix C). If you are going to apply for a study permit through the Student Direct Stream (SDS) then you may be required to make a payment of \$16,605.50 (equivalent to one year of tuition and fees). Please see Appendix B for further information.

We hope you will take full advantage of all that Acsenda School of Management has to offer and that your decision to pursue further education leads to a future of success.

Sincerely yours,



Henrique Gea MAS, ECE  
Registrar

## APPENDIX A - Terms & Conditions of Admittance

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<b>Student Category:</b>	Provisional
<b>Official Transcripts:</b>	You will be required to provide your official transcript(s) from your previous studies to the Office of the Registrar at Acsenda by registration to complete your admission process. If the transcript(s) is in a language other than English then you will be required to provide the official copy in the native language and a certified translated copy.
<b>Transfer Credits:</b>	N/A
<b>English Bridging Course(s):</b>	N/A
<b>Math Bridging Course:</b>	N/A
<b>Orientation:</b>	You will be required to attend our orientation week commencing on Thursday, January 2nd 2020.
<b>Medical:</b>	<p>You will be required to enroll in the British Columbia Medical Services Plan (MSP) while attending Acsenda School of Management. You will be automatically enrolled into a temporary medical insurance plan through Acsenda until you are eligible for the MSP. The cost of this insurance plan will be added to your invoice.</p> <p>International students are recommended to bring copies of their medical documents with them to Canada that they can then provide to authorised medical professionals when requested. These documents could include vaccination records, prescriptions, doctors note for diagnosed conditions and/or disabilities.</p>
<b>Post Graduate Work Permit:</b>	As a graduate from the Bachelor of Business Administration - Accounting Concentration program at Acsenda School of Management you will be eligible to apply for the Post Graduate Work Permit (PGWP).

Acsenda School of Management policies and procedures, including the academic calendar, are on the webpage [www.acsenda.com](http://www.acsenda.com)

## APPENDIX B - Deposit Quote

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**Date:** November 12, 2019

**Name:** Manpreet Kaur

**Student Number:** 19004103

You are only required to make payment of the 'Deposit' in order to receive a Letter of Acceptance. This deposit is non-refundable as subject to our refund policy detailed on Appendix C.

You are welcome to pay 'Additional Funds' to cover your estimated first-year fees. This may be required for applicants applying for a study permit through the Student Direct Stream (SDS). These additional funds are refundable, however, fees may apply as subject to our refund policy detailed on Appendix C.

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Regular Deposit Quote			
Quantity	Description	Unit Price	Total
1	<b>Deposit</b> <i>To be used towards tuition and administrative fees at Acsenda School of Management. This deposit is non-refundable (see Appendix C).</i>	\$6,000.00	\$6,000.00
		Subtotal	\$6,000.00
		<b>TOTAL</b>	<b>\$6,000.00</b>

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Estimated First-Year Fees Quote			
Quantity	Description	Unit Price	Total
1	<b>Deposit</b> <i>To be used towards tuition and administrative fees at Acsenda School of Management. This deposit is non-refundable (see Appendix C).</i>	\$6,000.00	\$6,000.00
	<b>Additional Funds</b> <i>To be used towards tuition and administrative fees at Acsenda School of Management.</i>	\$10,605.50	\$10,605.50
		Subtotal	\$16,605.50
		<b>TOTAL</b>	<b>\$16,605.50</b>

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It is recommended you pay by November 29th, 2019 to keep on a timely schedule for the Term 1 (Winter) start date. If you are unable to pay by this date then please contact the admissions department at [admissions@acsenda.com](mailto:admissions@acsenda.com) to discuss a later payment date.

Payments to Acsenda School of Management can be made by bank transfer, debit card, and credit card through **Flywire**.

1. Visit <http://flywire.com/pay/acsenda> to choose your country and payment method.
2. Enter your details by providing basic information and confirming your payment booking.
3. Make your payment by sending your funds to Flywire via your chosen method.
4. Track and confirm your payment online from start to finish.

Flywire can process payments from any country and any bank, usually in your home currency. Further questions about Flywire can be directed to their 24/7 multilingual Customer Support at [support@flywire.com](mailto:support@flywire.com) or 1-800-346-9252. Go to <https://www.flywire.com/support/> for more information.

## APPENDIX C - Refund Policy

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### Deposit - Before Registration

Reason for Withdrawal	Amount retained by ASM
Change of mind.	No refund. 100% of the receipted deposit payment (up to the \$6,000.00 quoted amount) is retained by Acsenda.
Deferral of intake.	No refund. 100% of the receipted deposit payment (up to the \$6,000.00 quoted amount) is retained by Acsenda and to be used by student upon commencement at future intake.
Visa/study permit refused by IRCC.	Refund of the receipted deposit payment less the \$150 Application Fee and a \$215 Administrative Fee to process the withdrawal (except in situations where refusal grounds were misrepresentation).

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### Deposit - After Registration

Reason for Withdrawal	Amount retained by ASM
Change of mind.	No refund. 100% of the receipted deposit payment (up to the \$6,000.00 quoted amount) is retained by Acsenda.
Deferral of intake.	No refund. 100% of the receipted deposit payment (up to the \$6,000.00 quoted amount) is retained by Acsenda and to be used by student upon commencement at a future intake.

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### Additional Funds

Change of mind.	Refund of the receipted additional funds (over the \$6,000.00 quoted amount) less the \$150 Application Fee and a \$215 Administrative Fee.
Deferral of intake.	No refund. 100% of the receipted additional funds are retained by Acsenda and to be used by student upon commencement at a future intake.
Visa/study permit refused by IRCC.	Refund of the receipted additional funds (over the \$6,000.00 quoted amount).

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## APPENDIX D - Applicant Declaration

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I accept this offer of admission to Acsenda School of Management. I understand and agree to the terms and conditions as outlined in this letter and the attached appendices.

I understand that I am able to access the Academic Calendar at any point should I seek the full clarification of the admissions policies and/or academic policies regarding Acsenda School of Management. This Academic Calendar is available at:

<https://www.acsenda.com/admissions-for-international-business-programs/academic-calendar/>

**Printed Name:**

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**Signature:**

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**Date:**

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