



admissions@ciotcalgary.ca

www.ciotcalgary.ca

1040 7 Ave SW #500,

Calgary, AB T2P 3G9

Letter of Offer for Admission

December 22, 2022

Dear Sahilpreet Singh Gill,

On behalf of Portage College and CIOT College, we are pleased to offer you admission to the Business Management Diploma program. This document is your official Letter of Offer.

Student Name: Sahilpreet Singh Gill

Date of Birth: November 16, 2002

Student ID Number: A000000852

Overall Program Name: Business Management Diploma

Institution Type: Public Institution in Alberta, Canada

Credential: Diploma from Portage College

DLI: 0111010246767

Program Length: 2 years

Program Start Date: February 13, 2023

Program End Date: December 31, 2024

Academic Program Fee Information

Application Fee: \$ 250.00

Administration Fee: \$ 250.00

Tuition for Year 1 of Study: \$ 15 000.00

Textbooks/Materials per year: \$ 1 000.00

Total of All Fees: \$ 16 500.00

Remaining to be paid: \$16 500.00

Domestic Payment Schedule:

Semester 1 Payments		Semester 2 Payments	
Application Fees Due:	\$ 250.00	Due 4 weeks before term date:	\$2 500.00
Deposit Due Now:	\$ 2 500.00		
Total Due Now:	\$ 2 750.00		
Tuition Remaining:	\$ 5 000.00	Tuition Remaining:	\$ 5 000.00
Books:	\$ 500.00	Books:	\$ 500.00
Administrative Fees:	\$ 250.00	Second Installment:	\$ 5 500.00
Second Installment:	\$ 5 750.00		
Due 2 weeks before the start of classes		Due 2 weeks before the start of term 2 classes	

Exceptions to the payment schedules are not available - contact us to defer your enrollment, if necessary.

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Next Steps:

1. *Pay Your Tuition to Receive Your Letter Of Acceptance To Use for Visa Application - For Fastest Service: After payment, email a photo of the payment confirmation details to accounts@ciotcalgary.ca.*
2. *Then, go to <https://portal.helloworks.com/link/uUZAYY115omSDH66> to complete your registration confirmation.*
3. *If you have any questions, you can join our Tuesday 9 pm Toronto/ 6 pm Vancouver bi-weekly meeting at this link. <https://www.eventbrite.ca/e/ciot-and-portage-college-info-session-tickets-429392754287?aff=odcleoeventsincollection>*
4. *Attend Orientation Day - to your Orientation Day at 1040 7th Avenue SW #500. Bring a laptop computer (Minimum i5 processor with 8GB of RAM and 256 GB Hard Drive). Be sure to be on time - you must attend orientation.*
5. *You do NOT need to register for courses or find books. Registration will be done for you and we will help you with the online books.*

Payment Details

Payment Methods Domestic:	
1. Credit Card - Via Payfirma	
To Pay by Credit Card, Contact Accounts@CIOTCalgary.ca to receive a link	
2. Debit Card - at campus	
Students can pay by debit after Feb 6, 2023 Only	
3. Third Party Deposit - at RBC Bank only	
Please ask the teller to help you make a third party deposit to the college account below. Please take a photo of the bank slip and email it to accounts@ciotcalgary.ca	
Name of the Recipient: Canadian Institute of Osteopathic Therapy Inc.	Bank Name: Royal Bank of Canada
Address of the Beneficiary: 1040 7 Ave SW #500, Calgary, AB T2P 3G9	Bank Branch Address: 3318 Kingsway, Vancouver, BC, V5R5K7
Bank Transit Number: 06840 - 003	Account Number: 1013341



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4. Bank Draft / Money Order / Cheque	
For payment via demand draft or similar, the document has to be sent by post or courier to the address shared below Payable to: CIOT Address: CIOT Calgary, 1040 7 Ave SW #500, Calgary, AB T2P 3G9	