

## Letter of Offer for Admission

April 27, 2023

Dear Sahil Godara,

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

**Student Name:** Sahil Godara

**Date of Birth:** January 25, 1998

**Student ID Number:** A000002051

**Overall Program Name:** Administrative Professional Certificate

**Institution Type:** Public Institution in Alberta, Canada

**Credential:** Certificate from Portage College

**DLI:** O111010246767

**Program Length:** 1 year

**Program Start Date:** September 25, 2023

**Program End Date:** August 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

---

**Remaining to be paid for year 1:** \$16 500.00

### Domestic Payment Schedule:

Semester 1 Payments	Semester 2 Payments
Application Fees Due: \$ 250.00 Deposit Due Now: \$ 3 000.00 Total Due Now: \$ 3 250.00 <b>First Payment Due Now to confirm your seat within the program</b>	Due 4 weeks before term date: \$2 500.00  <b>First Installment Jan 01, 2024 to confirm your seat within the program</b>
Tuition Remaining: \$ 4 500.00 Books: \$ 500.00 Administrative Fees: \$ 250.00 Second Installment: \$ 5 250.00 <b>Full Payment Due Sep 11, 2023</b>	Tuition Remaining: \$ 5 000.00 Books: \$ 500.00 Second Installment: \$ 5 500.00 <b>Full Payment Due Jan 15, 2024</b>

Non payment by the assigned date will trigger an automatic deferral. Exceptions to the payment schedules are not available - contact us to defer your enrollment, if necessary.

***This letter of Offer cannot be used for immigration or visa purposes***



admissions@ciotcalgary.ca

[www.ciotcalgary.ca](http://www.ciotcalgary.ca)

1040 7 Ave SW #500,

www.ciotcalgary.ca Calgary, AB T2P 3G9

## Letter of Offer for Admission

### 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](mailto: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 (Recommended 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.

***This letter of Offer cannot be used for immigration or visa purposes***

## Letter of Offer for Admission

### Payment Details

Payment Methods Domestic:	
<b>1. E-transfer</b>	
Please e-transfer money to <a href="mailto:accounts@ciotcalgary.ca">accounts@ciotcalgary.ca</a> and to make sure to mention your <u>STUDENT ID</u> as a comment.	
<b>2. Credit Card - Via Paypal</b>	
To Pay by Credit Card, Contact <a href="mailto:Accounts@CIOTCalgary.ca">Accounts@CIOTCalgary.ca</a> to receive an invoice.	
<b>3. Debit Card - at campus</b>	
Students can pay by debit after Sep 18, 2023 Only	
<b>4. Third Party Deposit - at RBC Bank only</b>	
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 <a href="mailto:accounts@ciotcalgary.ca">accounts@ciotcalgary.ca</a>	
<b>Name of the Recipient:</b> Canadian Institute of Osteopathic Therapy Inc.	<b>Bank Name:</b> Royal Bank of Canada
<b>'S looking for Address of the Beneficiary:</b> 1040 7 Ave SW #500, Calgary, AB T2P 3G9	<b>Bank Branch Address:</b> 3318 Kingsway, Vancouver, BC, V5R5K7
<b>Bank Transit Number:</b> 06840 - 003	<b>Account Number:</b> 1013341
<b>5. Bank Draft / Money Order / Cheque</b>	
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	