

Letter of Offer for Admission

June 01, 2023

Dear Narinder Singh,

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: Narinder Singh

Date of Birth: July 21, 2000

Student ID Number: A000002487

Overall Program Name: Administrative Professional Certificate

Institution Type: Public Institution in Alberta, Canada

Credential: Non-Credit Continuing Education Certificate

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: \$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 First Payment Due Now to confirm your seat within the program	Due 4 weeks before term date: \$2 500.00 First Installment Jan 01, 2024 to confirm your seat within the program
Tuition Remaining: \$ 4 500.00 Books: \$ 500.00 Administrative Fees: \$ 250.00 Second Installment: \$ 5 250.00 Full Payment Due Sep 11, 2023	Tuition Remaining: \$ 5 000.00 Books: \$ 500.00 Second Installment: \$ 5 500.00 Full Payment Due Jan 15, 2024

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

1040 7 Ave SW #500,
Calgary, AB T2P 3G9

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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.*
6. *Classes will take place at 1040 7th Ave SW #500 in Calgary ONLY.*

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Payment Details

Payment Methods Domestic:	
1. E-transfer	
Please e-transfer money to accounts@ciotcalgary.ca and to make sure to mention your <u>STUDENT ID</u> as a comment.	
2. Credit Card - Via Payfirma	
To Pay by Credit Card, Contact Accounts@CIOTCalgary.ca to receive a link	
3. Debit Card - at campus	
Students can pay by debit after Sep 18, 2023 Only	
1. 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
4. 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