

Emmanuella Adu-Boahen
Post Office Box 4116 Adum,
Kumasi
Kumasi, Ghana, 5028

June 19, 2023

RE: Offer Letter for Admission

Dear Emmanuella,

It is my pleasure to offer you a place at University Canada West in the Master of Business Administration degree program for the Winter 2024. Please review the following pages for further information regarding the terms and conditions of your offer.

Student No.:	2324966
Admissions Status:	Approved - Unconditional
Admissions Category:	Standard
Program of Study:	Master of Business Administration
Preparatory Course(s):	N/A
Campus:	Vancouver House
Term Start Date:	2024-01-08
Completion Date:	2025-12-31
Conditions:	N/A

If you wish to accept this offer then you will need to make the deposit payment, which must be received by the deposit deadline for your intake to guarantee your place in the program. You will receive your official Letter of Acceptance (LOA) upon paying your deposit. Starting June 1, 2023, UCW's non-refundable \$150 application fee will be automatically deducted from your tuition deposit.

Congratulations on your offer. I look forward to welcoming you soon as a student at University Canada West.

Kind regards,



Henrique Gea
University Registrar

EXCELLENT



Admissions Process

You have currently completed the first two steps of the admissions process.

1. Prepare and submit your application by including all the required information and documents.
2. The Admissions team at University Canada West reviews your application for eligibility. If approved, a Letter of Offer is issued.
3. Pay your deposit and fulfill any applicable conditions. Your Letter of Acceptance (LOA) is then issued.
 - If you are an international applicant, then you will need to obtain a study permit through Immigration, Refugees, and Citizenship Canada (IRCC).
4. Arrange the submission of your official documentation.
5. If applicable, plan and prepare flights and short-term or long-term housing in Vancouver.
6. Complete and sign the Enrolment Contract. The Records team at University Canada West will register you into your classes for your first term.
 - Details of your first-term schedule will be available about two weeks prior to your commencement date at University Canada West.
7. Participate in the orientation activities and attend your first week of classes.
8. You are officially a student at University Canada West.

Deposit & Fees

All fees listed are estimations only and are subject to change without notice. A complete list of the tuition fee breakdown can be found at <https://www.ucanwest.ca/admissions/tuition-fees>. It is recommended that you make the payment of your deposit as soon as possible. If the deposit is not paid by the deadline, then you may be required to either defer or reapply for admission.

Deposit Amount*:	\$7,900.00 CAD
Estimated 1st Year Fees:	\$25,061.00 CAD
Estimated Total Fees:	\$41,575.00 CAD
Library & Technology Fee:	\$17.00 CAD (per course)
Student Activity & Alumni Fee:	\$8.00 CAD (per course)
Guard.Me**:	\$190.00 CAD
Keep Me Safe:	\$8.75 CAD (per term)

***The deposit payment will be applied towards the tuition fees for the program. Deposit payments are for the sole purpose of reserving a place in the program and are non-refundable (except in situations where the applicant is denied a student visa or study permit application is denied by Immigration, Refugee, and Citizenship Canada). The full refund policy can be found on the UCW website at <https://www.ucanwest.ca/wp-content/uploads/2022/11/3001p-Student-Tuition-Refunds-Procedure-2022.11.01.pdf>.**

****All new international students will be provided Guard.Me medical insurance to cover their first term at UCW, which includes New Student Orientation (NSO) the week prior to the program commencement.**

Payment Methods

PayMyTuition

Deposits (and subsequent tuition payments) can be made using [PayMyTuition](#) from any of the countries listed and a variety of currency options.

You can find a step-by-step guide at <https://ucanwest.ca/admissions/tuition-fees/paymytuition>.

Wire Transfer

All wire transfers must include the following information:

- Full Name (Surname/Family name and First name/Given name)
- UCW Student Number
- Student's Date of Birth

To ensure the money is credited to the correct student account, please notify Finance with the following information by email at ucwfinance@ucanwest.ca:

- Student's Full Name
- UCW Student Number
- Total Amount Wired
- Reason for Transfer (Application Fee, Tuition Deposit, Tuition Fees, etc.)
- Copy of the Wire Transfer Receipt

There is a \$45 wire transfer fee. Therefore, all wire transfer amounts must be \$45 more than the amount being wired. For example, if the tuition deposit of \$7,900 is being paid, a total of \$7,945 must be wire transferred.

University Canada West's TD Canada Trust account name is **Learningwise Education Inc.**

In the memo box please put: Do not convert funds

Canadian Dollars*	
Payable To:	Learningwise Education Inc
Bank:	TD Canada Trust
Memo:	Do Not Convert
Bank Address:	55 King Street West, Toronto, Ontario, M5K 1A2
Institution No.:	004
Transit No.:	10252
Account No.:	529-6820
SWIFT Code:	TDOMCATTTOR
Intermediary Bank:	Bank of America
Memo:	Do Not Convert
Correspondent Bank:	Bank of America, New York, NY
ABA No.:	026-009-593
SWIFT Code:	BOFAUS3NXXX

U.S. Dollars	
Payable To:	Learningwise Education Inc
Bank:	TD Canada Trust
Memo:	Do Not Convert
Bank Address:	55 King Street West, Toronto, Ontario, M5K 1A2
Institution No.:	004
Transit No.:	10252
Account No.:	732-1439
SWIFT Code:	TDOMCATTTOR
Intermediary Bank:	Bank of America
Memo:	Do Not Convert
Correspondent Bank:	Bank of America, New York, NY
ABA No.:	026-009-593
SWIFT Code:	BOFAUS3NXXX

****In most cases, when wiring to a CAD account, an intermediate bank is not needed unless it's required by the corresponding bank.***

Credit Card

Payments can be made directly online by using a credit card through <https://payments.myucwest.ca/>.

Student Visa and/or Study Permit

International applicants are required to submit their visa confirmation documents to UCW three (3) weeks before the term start date. If you are unable to meet this deadline then please send a request to defer your term start to ucwadmissions@ucanwest.ca. Please include your full name and your UCW Student Number as it appears on this letter.

Submission of Official Documents

You will be required to submit your official documents before you can commence your program at UCW. The copies of your transcripts and certificates which you provided in your application can only be used during the first review for evaluation purposes. Non-receipt of an official transcript will result in a hold being placed on your record and registration into classes denied.

You can access the list of official documents (along with all requirements) that you are required to submit by logging in to your student portal and going to *My Requirements* under *MY PROFILE / SETTINGS*.

An **official document** is defined as an original (or attested) copy being received directly from the institution of issuance without interference. This means that your transcripts and degree certificate must be issued by the educational institution and sent in a sealed envelope bearing the original institutional seal and authorized signature. The official documents must be stamped and signed by the Institution to be official. The documents can also be sent via secure electronic delivery or in PDF format by the issuing institution to this email address verifications@ucanwest.ca. You can always bring the described official documents in person to the Registrar's Office at University Canada West when you arrive, but **DO NOT open the envelope** under any circumstances, or this will not be accepted as official.

Opened envelopes, documents received without the official seal of your institution, documents with an apostille seal, photocopies, faxed copies, and certified/notarized copies are not acceptable and should not be submitted. Third party evaluations such as those provided by credential evaluation services will be accepted, but those evaluations must be issued and sent (email or regular mail) to University Canada West directly from the issuing organization.

Certified English translations are required for all official documents that are not issued in the English language.

Privacy Notice

The University reviews the information provided in your Application for Admission form to determine your eligibility for enrollment with the University, to manage your application and the admission process and, if you are selected and elect to attend, to manage enrollment and attendance at the University, including but not limited to registration, maintenance of your student record, and the provision of services to students. The personal and educational information you provided on the form may be shared with departments of the BC provincial and Canadian federal governments as required by legislation and regulation.

Additionally, your application has been received and reviewed by the University's parent company, Global University Systems based in the United Kingdom and the Netherlands and your personal and contact information may be provided to third parties based in the United States or other jurisdictions for the provision of services to students (e.g. library databases). Accordingly, please be aware that your personal and educational information will be accessed and stored outside of Canada.

The University collects, uses, and discloses your personal information as permitted or required by applicable privacy legislation. If you have any questions, please consult our Privacy Policy <https://www.ucanwest.ca/wp-content/uploads/2022/08/UCW-6751-Information-Privacy-and-Security-Policy.pdf> or contact our Privacy Officer at (+1) 604-915-9607. We confirm that by applying for admission with the University you consent to the collection, use and disclosure of your personal information as described in this letter, including the access and storage of that information outside of Canada.