



admissions@ciotcalgary.ca

www.ciotcalgary.ca

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

Letter of Offer for Admission

June 28, 2023

Dear Kamalpreet Kaur,

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

Student Name: Kamalpreet Kaur

Date of Birth: May 08, 2000

Student ID Number: A000002889

Overall Program Name: Administrative Professional Diploma

Institution Type: Public Institution in Alberta, Canada

Credential: Non-Credit Continuing Education Diploma

DLI: O111010246767

Program Length: 2 years

Program Start Date: September 25, 2023

Program End Date: August 31, 2025

Academic Program Fee Information

Application Fee:	\$ 250.00
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Administration Fee:	\$ 250.00
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Tuition for Year 1 of Study:	\$ 15 000.00
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Textbooks/Materials per year:	\$ 1000.00
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Add 90 days Medical Coverage (Required for International Students):	\$ 130.50
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Total of All Fees:	\$ 16 630.50
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Application Fee	- \$ 250.00
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Remaining to be paid:	\$16 380.50
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Tuition Deposit Due: 2 weeks after receipt of this letter. Full payment is required for international students. Visa refusals will be given a full refund minus a processing fee.

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

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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. This is like your enrollment contract and must be completed before you can attend.*
3. *If you have any questions, you can join our Wednesday 1030 am IST bi-weekly meeting at this link. <https://www.eventbrite.ca/e/ciot-and-portage-college-info-session-for-international-clients-tickets-433919092687?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 Information: International	
1. Wire Transfer	
Name of the Recipient: Canadian Institute of Osteopathic Therapy Inc.	Bank Name: Royal Bank of Canada
Address of the Beneficiary: 1040 7th Avenue SW #500, Calgary AB, T2P 3G9	Bank Branch Address: 3318 Kingsway, Vancouver, BC, V5R5K7
Bank Transit Number: 06840 - 003	Account Number: 1013341
SWIFT CODE: ROYCCAT2XXX	SORT CODE:
Wire payments sent from some countries to Canada can be processed more efficiently when a properly Formatted Canadian sort code is included.	
2. Payment via Demand Draft	
1. For payment via demand draft, a demand draft has to be sent to the address shared below 2. Payable to: CIOT 3. Address: CIOT Calgary, 1040 7 Ave SW #500, Calgary, AB T2P 3G9	