



admissions@ciotcalgary.ca

www.ciotcalgary.ca

1040 7 Ave SW #500,

www.ciotcalgary.ca Calgary, AB T2P 3G9

Letter of Offer for Admission

August 01, 2023

Dear Gurvir Singh,

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: Gurvir Singh

Date of Birth: November 11, 2000

Student ID Number: A000003821

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

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 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

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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 (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.*
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 Paypal	
To Pay by Credit Card, Contact Accounts@CIOTCalgary.ca to receive an invoice.	
3. Debit Card - at campus	
Students can pay by debit after Sep 18, 2023 Only	
4. 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
'S looking for 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
5. 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	