

# LETTER OF ACCEPTANCE

Date of Issue: August 10, 2023



**Congratulations! You have been offered admission to Sault College!**

## PERSONAL INFORMATION

<b>Family Name:</b>	<b>CAQ:</b> No
<b>Given Name:</b> Nazma	<b>Student's Full Mailing Address:</b> F 12, Orchid Residency, Arci Road Hyderabad , Telangana 500005, India
<b>Date of Birth:</b> October 26, 1986	
<b>Student ID #:</b> 23096224	<b>Referring Agent (if applicable):</b> Sia Immigration Solutions Inc.

## INSTITUTIONAL INFORMATION

<b>Name of Contact:</b> International Admissions and Records <b>Phone:</b> 1-705-759-2554 ext. 2772 <b>Email:</b> <a href="mailto:registrar@saultcollege.ca">registrar@saultcollege.ca</a>	<b>Full Name and Address of Institution:</b> Sault College 443 Northern Ave Sault Ste Marie, Ontario, P6B 4J3, Canada
<b>Type of School/Institution:</b> Public	
<b>Website:</b> <a href="http://www.saultcollege.ca/international">www.saultcollege.ca/international</a>	<b>Designated Learning Institution #:</b> O19395677683

## PROGRAM INFORMATION

<b>Academic Status:</b> Full-Time <b>Program of Study:</b> Advanced Project Management - Strategic Leadership (2179) <b>Campus:</b> Main <b>Program Length:</b> 4 Semester(s) <b>Start Date:</b> January 08, 2024 <b>Approx. Completion Date:</b> August 15, 2025 <b>Credential:</b> Ontario College Graduate Certificate (Post-Graduate) <b>Level of Study:</b> Level 1 <b>Hours of Instruction:</b> 20 <b>Exchange Program:</b> No	<b>Fee Structure:</b> <b>TOTAL DUE:</b> \$2,500.00 by August 30, 2023 \$7,325.80 by October 06, 2023 \$8,157.15 by April 12, 2024  Tuition Fees: \$16,202.30 Mandatory Ancillary Fees: \$1,780.65 Total Annual Fees: \$17,982.95*
<b>Internship/Work practicum:</b> Co-op Required <b>Length of Internship (hours):</b> 280 <b>Field of Work:</b> Unknown	<b>Scholarship/Teaching Assistantship/Other Financial Aid:</b> No
<b>Conditions of Acceptance:</b> <ul style="list-style-type: none"><li>N/A</li></ul>	<b>Last Day to Register:</b> December 15, 2023 <b>Arrive on Campus By:</b> January 04, 2024 <b>Expiry of Letter of Acceptance:</b> January 05, 2024

Note: \*Tuition and fees quoted are for the first two semesters of a program and are subject to change. This is not an invoice of fees but serves as an estimate of fees. This LOA does not reflect any prior payments made to Sault College. \$2,500 is non-refundable.

Your tuition and ancillary fees are available on the Sault College student portal at <https://my.saultcollege.ca>. For a full list of required ancillary fees, please visit [www.saultcollege.ca/Admissions/Tuition.asp](http://www.saultcollege.ca/Admissions/Tuition.asp)

If you have requested a future program, this LOA does not guarantee your admission into that subsequent program or intake. You must submit a new application when the intake becomes available. Please contact [international@saultcollege.ca](mailto:international@saultcollege.ca) for information about applying for your second program at Sault College.

Conditions of Acceptance must be cleared 30 days prior to the start of term.

Please review our refund and withdrawal process. It is available on our website at [www.saultcollege.ca/Admissions/RefundPolicy.asp](http://www.saultcollege.ca/Admissions/RefundPolicy.asp). No deferrals or refunds will be possible based solely on preference of delivery mode. Deferrals may be subject to an additional fee.

Katie Paquette, Registrar  
Sault College

**CO-OP WORK PERMIT INFORMATION**

August 10, 2023

Designated Learning Institution No.: O19395677683

**RE: Nazma**  
**Student ID #23096224**  
**Date of Birth: October 26, 1986**

To Whom It May Concern,

This is to confirm that the above named student has been accepted into the following program that has either a Co-Op (Required), Co-Op (Optional), Internship, or Placement component:

**PROGRAM NAME:** Advanced Project Management - Strategic Leadership (2179)

**PROGRAM START DATE:** January 08, 2024

**PROGRAM COMPLETION DATE:** August 15, 2025

**TOTAL NUMBER OF HOURS:** 280

**TOTAL NUMBER OF WORK TERMS:** 1

Due to work permit processing times and tight timelines upon acceptance into the program, a co-op work permit is required.

Please contact Sault College at [registrar@saultcollege.ca](mailto:registrar@saultcollege.ca) should you require any additional information.

Sincerely,



Katie Paquette, Registrar  
Sault College

# CLINICAL AND FIELD PLACEMENT INFORMATION

## FOR HEALTH AND COMMUNITY SERVICE PROGRAMS

In order for students to be eligible to complete clinical or field placement, which is a mandatory component of education, specific clinical and placement requirements must be satisfied, and documentation must be submitted to the Placement Officer by the due date identified for each program listed in the chart below.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date indicated in the chart below will result in the student being withdrawn from the course in which clinical/field placement is an element. Tuition will not be refunded if access to clinical or field placement is denied.

\*\*If your program is not listed below, you are not required to submit proof of medical requirements or proof of immunizations listed in the Program Requirements At-A-Glance chart to Sault College. However, you could still be required to provide proof of certain immunizations to your placement.

### **Clinical and Field Placement Requirements are due as indicated:**

Program	Due Date
Child and Youth Care (1065)	10th week of first semester
Early Childhood Education (1030)	1st week of December
Social Service Worker (1203)	8th week of second semester

College Contact: [Shelley.Leigh@saultcollege.ca](mailto:Shelley.Leigh@saultcollege.ca)

Program	Due Date
Bachelor of Science in Nursing (3401)	1st day of class
Enhanced Practice for Internationally Educated Nurses – Acute Care (3044)	4th week of first semester
Fitness and Health Promotion (3040)	8th week of first semester
Gerontology- Multidiscipline (3041)	4th week of first semester
Occupational Therapist Assistant and Physiotherapist Assistant (3022)	8th week of first semester
Personal and Developmental Support Services (3070)	4th week of first semester
Personal Support Worker (3027)	4th week of first semester
Practical Nursing (3024)	1st day of class
Professional Nursing Practices – Gerontology and Chronic Illness (3043)	4th week of first semester

College Contact: [Alicia.Smith@saultcollege.ca](mailto:Alicia.Smith@saultcollege.ca)

Fitness and Health Promotion and Occupational Therapist Assistant and Physiotherapist Assistant students will participate in field placement during all four semesters of the program. In the latter part of semester four, you will complete fieldwork hours on a full-time basis for at least 6-10 weeks, gaining valuable work experience and employment references. **Students in the Occupational Therapist Assistant and Physiotherapist Assistant program should be prepared to travel outside of Sault Ste. Marie in order to complete the required fieldwork placement in the fourth semester.** Students should plan financially for these placements, as any expenses related to out of town travel and accommodations during fieldwork will be the responsibility of each student.

**Please Note:** All original placement documentation must be submitted to the appropriate college contact (listed above) by the program mandated deadlines. It is the responsibility of the student to keep up-to-date clinical and placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes mentioned above.

For the list of what you are required to have, please refer to the Placement Requirement At-A Glance chart below.

### **Clinical and Placement Requirement Specifics:**

All Clinical and Placement requirements such as Standard First Aid, CPR/CPR – BLS, N95 Mask Fit tests, WHMIS, Police Vulnerable Sector Check must be obtained **after your arrival in Ontario.**

Sault College cannot guarantee that appointment dates or course times to obtain your clinical and placement requirements will be available prior to identified program deadlines. If necessary, a list of available resources within the community can be provided.

**Standard First Aid, CPR - BLS, and the N95 Mask Fit Test** are offered through Sault College's Continuing Education Department. You may register and pay for these required courses online through your Sault College Student Portal: Go to "My Records" and select the Continuing Education Course Registration link. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

**WHMIS** - The WHMIS course is available to registered students free of charge on LMS (Learning Management System). Registration takes place after mid-August and mid-December when tuition has been paid. The WHMIS course can be found on the Program Home Page. Once the WHMIS course is successfully completed with a grade of 80% or greater, you will receive notice approximately 20 minutes later on LMS of a link to your Certificate of Completion.

### **Police Vulnerable Sector Check (PVSC):**

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

If your program requires a **Police Vulnerable Sector Check (PVSC):**

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario *Human Rights Code*, the *Police Record Checks Reform Act*, 2015 and all other applicable statutes or regulations.

*Why is a Police Vulnerable Sector Check necessary?*

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

1. The protection of vulnerable persons;
2. The protection of the interests of students;
3. The protection of the interests of the placement agencies; and
4. The protection of the interests of the College and its employees.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

**Questions:** If you have any questions about any of the placement requirements and the submission of these documents, please contact your College Contact listed above for your program.

### **Immunizations:**

**Notice to International Students:** The necessary immunizations for your program (see chart below) can be obtained from your home country and will need to be translated. You will need to submit these immunization records along with the Sault College Health Form to the Sault College Health Centre.

All other requirements (Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check) must be completed after your arrival in Ontario and submitted on or before the dates listed in the chart above.

*International students completing a program with a practicum (field/clinical placement) component must obtain a Co-op/Work Permit from Immigration, Refugees and Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.*

1. 2 Step TB Skin Test or TB blood test or Clear Chest X-Ray (**not required** for programs *Child and Youth Care, Early Childhood Education, Fitness and Health Promotion or Social Service Worker unless specified by placement*)
2. Annual 1 Step TB Test (as needed) – **BScN and Practical Nursing only**
3. Measles/Mumps/Rubella
4. Tetanus/Diphtheria (within 10 years)
5. Chicken Pox (documented proof of immunity)
6. Hepatitis B (**not required** for programs *Child and Youth Care, Early Childhood Education, Fitness and Health Promotion or Social Service Worker unless specified by placement*)
7. Influenza Vaccine (October/November)
8. COVID vaccine\*

\*The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies **may** require evidence of vaccination prior to entry to placement. Further, they **may** refuse a student entry who has not been vaccinated against Covid-19.

**Two Step TB Skin Test or Blood Test** - Please be advised that the Step Two TB Skin Test is available in Sault Ste. Marie through Algoma Public Health, however, testing, although offered weekly, is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact the Sault College Health Centre at [Anne.Erechook@saultcollege.ca](mailto:Anne.Erechook@saultcollege.ca) or by phone at 705-759-2554 extension 2720.

**Questions:** If you have any questions regarding the required immunizations for your program or how to obtain your immunization record, please contact the Sault College Health Centre at [Anne.Erechook@saultcollege.ca](mailto:Anne.Erechook@saultcollege.ca) or by phone at 705-759-2554 extension 2720.

Sault College Placement Requirements	Standard First Aid	CPR Level C	CPR HCP or BLS (Health Care Provider) Yearly	WHMIS (current)	N95 Mask Fit Test	Criminal Record Check & Vulnerable Sector Search (To be completed yearly after start of classes)	Immunizations								Program Contact
Program							2 Step TB Test or if positive, clear X-Ray	Annual 1 Step TB Test if needed	Measles/Mumps/Rubella	Tetanus/Diphtheria/Pertussis (within 10 years)	Chicken Pox (proof of immunity)	Hepatitis B Series	Influenza Vaccine Follow agency policy		
Early Childhood Education (1030)	✓	✓		✓		✓	If required by placement		✓	✓				Shelley Leigh Field Placement Officer <a href="mailto:Shelley.leigh@saultcollege.ca">Shelley.leigh@saultcollege.ca</a>	
Child and Youth Care (1065)	✓	✓		✓		✓	If required by placement		✓	✓					
Social Service Worker (1203)	✓	✓		✓		✓	If required by placement		✓	✓				Alicia Smith Program Support Assistant <a href="mailto:Alicia.Smith@saultcollege.ca">Alicia.Smith@saultcollege.ca</a>	
Collaborative Bachelor of Science in Nursing (3401)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Enhanced Practice for Internationally Educated Nurses- Acute Care (3044)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Fitness and Health Promotion (3040)	✓	✓ re-cert require yearly		✓		✓	If required by placement								
Gerontology – Multidiscipline (3041)				✓	✓	✓	✓	✓	✓	✓	✓	Recommended	✓		
Personal and Developmental Support Services (3070)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	Recommended	✓		
Occupational Therapist Assistant and Physiotherapist Assistant (3022)	✓	✓ re-cert require yearly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Personal Support Worker (3027)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	Recommended	✓		
Practical Nursing (3024)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Professional Nursing Practice – Gerontology and Chronic Illness (3043)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

*\*International students must also provide their Co-op/Work Permit from Immigration Canada for verification to the contact person listed.*

*Original documents (except for immunization information) must be presented to the program contact as indicated on the chart. The Sault College Health Form must be completed and copies of the official immunization records must be attached and submitted to the College Health Centre. International Students may obtain their necessary immunizations from their home country. All other requirements must be obtained and completed upon arrival into Ontario.*

# LETTER OF ACCEPTANCE

Date of Issue: August 10, 2023



## TO CONFIRM YOUR SEAT AT SAULT COLLEGE:

1. Your payment will hold your seat in the program and confirms your commitment to start your studies in the delivery mode that is available (e.g. on-campus, remote delivery online, or a combination of on-campus and remote online learning). If your payments are not received in full by the college before the expiry dates listed above, your letter of acceptance will be revoked.
2. You must upload proof of payment to your application portal. Once payment has been received, a PDF receipt will be loaded to your application portal.
3. You must provide proof that you have a valid study permit to study in Canada. Upload your port of entry introductory letter (approval to receive a study permit), your study permit or copy of your stamped visa to your application portal no later than the date indicated below otherwise your letter of acceptance may be revoked:
  - August 15 (September/Fall programs)
  - December 15 (January/Winter programs)
  - April 15 (May/Summer programs)
4. You are required to arrive on campus at least 1 week prior to the start of term to attend the mandatory International Student Orientation. Failure to do so may result in removal from your program.

***Sault College reserves the right to revoke an offer of admission in the event a program is full. Please make payment arrangements and upload your required documentation as soon as possible to avoid disappointment.***

## PAYMENT OPTIONS FROM OUTSIDE OF CANADA:

1. Flywire: <https://payment.flywire.com/pay/payment>
2. CIBC International Student Pay: <https://pay.cibc.com/sault>

## PAYMENT OPTIONS FROM WITHIN CANADA:

1. Pay by Visa or Mastercard by going to the Online Tuition Payment in the Financial Records section of the Sault College student portal. Keep a copy of your proof of payment and load it to your application portal.
2. Complete an online transfer from your bank account by adding the college as a payee/bill payment and using your 8-digit student number as the account number. Keep a copy of your proof of payment and load it to your application portal.
3. Call the Financial Services Office at (705) 759-2554 ext. 2300 to make a payment with Visa or Mastercard.

## IMPORTANT INFORMATION

**Scholarships and Bursaries:** This letter of admission lists the payment amount that you owe, less the applicable scholarship or bursary, as well as indicates your payment schedule. Scholarships and bursaries are non-refundable, non-cashable, non-transferable and subject to change. If you qualify for a scholarship or bursary as indicated above, the funds listed are in Canadian dollars and will be applied to your account prior to registration. Please visit your Sault College student portal for your personal statement of fees.

**Sault College Student Portal:** Students are required to become familiar with the Sault College student portal at <https://my.saultcollege.ca>.

Username: 23096224@saultcollege.ca

Password: welcome500005

Please note, default passwords will not include any spaces or special characters (e.g. - / \ [ ] \_ ).

If you experience difficulty logging in, please use the "Help" link on the top right-hand side of the screen.

## WHAT ELSE DO YOU NEED TO KNOW?

You're responsible for following the Key Dates Calendar and knowing the important dates and deadlines that will apply. Visit <https://www.saultcollege.ca/admissions/registrars-office/how-apply-important-dates>

**Canadian Study Permit:** You must apply for a Canadian Study Permit as soon as possible at the nearest Canadian Embassy, High Commission or Consulate. For more information, please visit [www.cic.gc.ca](http://www.cic.gc.ca). International students who have been accepted into a program with a co-op placement or an unpaid field placement are required to have a co-op work permit, even if the activity is paid or unpaid, on or off campus or full- or part-time. It is your responsibility to ensure you have the proper authorization. If you are in a program that requires a placement you will have a co-op work permit information letter attached to this letter of admission. If you withdraw, cease to attend classes or become part-time, you should be aware that we will inform Immigration and Citizenship Canada of your change in status.

We look forward to having you study at Sault College!

Sincerely,

Katie Paquette, Registrar  
Sault College