



admissions@ciotcalgary.ca

[www.ciotcalgary.ca](http://www.ciotcalgary.ca)

1040 7 Ave SW #500,

Calgary, AB T2P 3G9

## Letter of Offer for Admission

September 02, 2023

Dear Sukhpreet 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:** Sukhpreet Kaur

**Date of Birth:** July 18, 2003

**Student ID Number:** A000004980

**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:** January 22, 2024

**Program End Date:** December 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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<b>Total of All Fees:</b>	<b>\$ 16 630.50</b>
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<b>Application Fee</b>	<b>- \$ 250.00</b>
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<b>Remaining to be paid:</b>	<b>\$16 380.50</b>
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**Tuition Deposit Due:** 3 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](mailto: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	
<b>1. Wire Transfer</b>	
<b>Name of the Recipient:</b> Canadian Institute of Osteopathic Therapy Inc.	<b>Bank Name:</b> Royal Bank of Canada
<b>Address of the Beneficiary:</b> 1040 7th Avenue SW #500, Calgary AB, T2P 3G9	<b>Bank Branch Address:</b> 3318 Kingsway, Vancouver, BC, V5R5K7
<b>Bank Transit Number:</b> 06840 - 003	<b>Account Number:</b> 1013341
<b>SWIFT CODE:</b> ROYCCAT2XXX	<b>SORT CODE:</b>
Wire payments sent from some countries to Canada can be processed more efficiently when a properly Formatted Canadian sort code is included.	
<b>2. Payment via Demand Draft</b>	
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	