

## Letter of Offer for Admission

September 26, 2023

Dear Karanjeet 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:** Karanjeet Singh

**Date of Birth:** March 27, 1999

**Student ID Number:** A000006236

**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

**Administration Fee:** \$ 250.00

**Tuition for Year 1 of Study:** \$ 15 000.00

**Textbooks/Materials per year:** \$ 1 000.00

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**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 <b>First Payment Due Now to confirm your seat within the program</b>	Due 4 weeks before term date: \$2 500.00  <b>First Installment April 29, 2024 to confirm your seat within the program</b>
Tuition Remaining: \$ 4 500.00 Books: \$ 500.00 Administrative Fees: \$ 250.00 Second Installment: \$ 5 250.00 <b>Full Payment Due Jan 08, 2024</b>	Tuition Remaining: \$ 5 000.00 Books: \$ 500.00 Second Installment: \$ 5 500.00 <b>Full Payment Due May 13, 2024</b>

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](mailto: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:	
<b>1. E-transfer</b>	
Please e-transfer money to <a href="mailto:accounts@ciotcalgary.ca">accounts@ciotcalgary.ca</a> and to make sure to mention your <u>STUDENT ID</u> as a comment.	
<b>2. Debit Card - at campus</b>	
Students can pay by debit after Jan 15, 2024 Only	
<b>3. Third Party Deposit - at RBC Bank only</b>	
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 <a href="mailto:accounts@ciotcalgary.ca">accounts@ciotcalgary.ca</a>	
<b>Name of the Recipient:</b> Canadian Institute of Osteopathic Therapy Inc.	<b>Bank Name:</b> Royal Bank of Canada
<b>4.Address of the Beneficiary:</b> 1040 7 Ave 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