

## Letter of Acceptance

Arundeeep Singh

October 26, 2023

**Date of Birth:** July 11, 2003

**Student ID Number:** 991773696

**Address:** 13529 62 Ave  
Surrey, BC V3X 2J3

**Institution:** Sheridan College at Canadian College of  
Technology and Trades

**Designated Learning Institution #:** O158601051382  
Post-Secondary Public Institution

**Status:** Full-time studies, Academic, Non-Exchange

**Term:** Winter 2024

Dear Arundeeep Singh,

Congratulations! We are very pleased to offer you admission to:

**Program**

PXFAE - Office Administration - Executive

Entry Level: Year 1 / Semester 1

Level of Study: Ontario College Diploma

**Campus**

Fort Erie Campus – CCTT

**Term Start Date:** January 8, 2024

**Last Registration Date:** January 12, 2024

**Expected Graduation Date:** April 2025

### Accept Your Offer of Admission

You must accept your offer of admission by November 10, 2023 or your offer and Entrance Scholarship may expire.

- Accept your offer by selecting the "Accept/Decline admission decision" that is directly above the "VIEW YOUR OFFER LETTER" button in your [Sheridan Application Portal](#) and select your option to accept/decline.

### Your next steps:

- Check your email frequently for updates from Sheridan and the Canadian College of Technology and Trades.

**Apply for Study Permit:**

- Please present this letter to apply for your study permit at the nearest Canadian Embassy, High Commission or Consulate.
- Once you have been approved, please provide a copy of your Study Permit Confirmation Letter or Visa to [info@ccttedu.ca](mailto:info@ccttedu.ca)
- If you withdraw, cease to attend classes, or become part-time, you should be aware that we will inform Immigration, Refugees and Citizenship Canada of your change in status.

**Apply for Co-op Work Permit**

- Your program includes a work-integrated learning component such as co-op, internship, placement, or practicum (paid or unpaid). You will also need to apply for your co-op work permit while applying for the study permit, using the **Work Permit Letter** enclosed.

**Health Insurance:**

- Your health insurance coverage will commence on the first day of the month the semester starts (September 1st, January 1st, May 1st), provided that your fees have been paid. If you arrive in Canada before your policy starts or extend your visit beyond your date of completion, it is your responsibility to ensure that you have adequate medical coverages.

Once again, congratulations!

Sincerely,



**Deanna McQuarrie**

Registrar & Associate Vice President Enrolment Management

October 26, 2023

Arundeeep Singh Arundeeep Singh

Sheridan Student ID: 991773696

**Term:** Winter 2024

**Program:** PXFAE - Office Administration - Executive - Fort Erie Campus – CCTT - ,

**Entry Level:** Year 1 / Semester 1

Congratulations Arundeeep Singh!

In addition to the Letter of Acceptance, I am pleased to congratulate you on being selected to receive a **Sheridan Entrance Scholarship** for the program and term stated above.

This award is valued at a total of \$2,000; four installments of \$500 will be applied directly to your Sheridan student account after the fourth week of classes of your first to fourth terms. You must meet all the program's admission requirements and be registered full-time as an international student in all the four terms to qualify for this award. This award only applies to the program in this offer letter starting in Year 1 Semester 1. The award for a term will be canceled if you withdraw from that term at any time.

Again, please accept my warmest congratulations; we look forward to welcoming you to Sheridan!

Sincerely,



**Deanna McQuarrie**

Registrar & Associate Vice President Enrolment Management

## FULL TIME INTERNATIONAL FEE ESTIMATE 2023/2024 Academic Year

**Student ID:** 991773696

**Name:** Arundeeep Singh

**Address:**  
13529 62 Ave  
Surrey BC V3X 2J3

Sheridan College at the Canadian College of  
Technology and Trades  
7 Tait Avenue  
Fort Erie, Ontario, Canada L2A 0G1

Email: [info@ccttedu.ca](mailto:info@ccttedu.ca)  
Web: [ccttedu.ca](http://ccttedu.ca)

**Program:** Office Administration - Executive

**Level:** Year 1 / Semester 1

FEES DESCRIPTION	SEMESTER 1	SEMESTER 2
	AMOUNT	AMOUNT
Ancillary Fees	\$713.25	\$550.25
Tuition Fee	\$8,103.00	\$8,103.00
Program Fees	\$5.00	\$5.00
International Health Insurance	\$395.00	\$0.00
<b>TOTAL</b>	<b>\$9,216.25</b>	<b>8,658.25</b>

### ALL FEES LISTED ARE IN CANADIAN DOLLARS

Payment of total Fees of Semester 1 are due within 4 weeks of issue of this estimate. If this estimate is issued less than 4 weeks from the Term Start Date, the payment is due no later than the Term Start Date.

Allow sufficient time for your payments to reach us by the due date. Late payments may result in the expiration of your offer. Please follow this [link](#) to apply payment.

#### Important information:

1. **Paying this Fee Estimate by the due date secures your seat in the program at Sheridan at CCTT and allows you to submit your completed study permit application. This is a Fee Estimate based on approved tuition and fees for the current academic year. Accordingly, it is subject to change.**
2. The final tuition and fees are determined by course registration.

If the final fees reflected in your Account summary are higher than this Fee Estimate, you will be notified to pay the difference. If the final fees are lower than this Fee Estimate, your overpayment will be credited towards your future semester.

3. To be eligible for a Study Permit application, the IRCC (Canada Immigration) may require full

payment of your first term and second term fees. Requirements vary according to geographical area. [Click for more information.](#)

4. Before making the payment, please make sure to accept your offer through the Sheridan [Application Portal](#).

Please note that once you accept this offer, your applications at other Sheridan campuses (Davis – Brampton, HMC – Mississauga, Trafalgar – Oakville), if any, will be closed.

5. **IMPORTANT: ALL PAYMENTS SHOULD BE MADE DIRECTLY TO SHERIDAN AT CCTT:**  
Students are fully responsible to ensure that all payments are made directly to Sheridan at CCTT and received by Sheridan at CCTT. Students are advised not to make payments to Sheridan at CCTT through a third party (i.e., agent). Sheridan at CCTT does not authorize any third party (i.e., agent) to collect payments on its behalf. Sheridan at CCTT is not liable in any way for the actions of any third party. Students are fully liable in all circumstances should they make a payment or attempt to send a payment through any party other than Sheridan at CCTT.

6. Methods of Payment

- **CIBC Student Pay <https://pay.cibc.com/cctt>**

This option allows you to pay at a preferred currency rate. Foreign Exchange rates offered by CIBC are locked-in for 72 hrs. Depending on your country, various payment options such as local bank transfer, Union Pay and Credit Card payment are available.

You can pay using CIBC Student Pay by visiting <https://pay.cibc.com/cctt> You will need your student number, name, address, and contact information.

- **Bank Wire Transfer**

If you decide to pay your fees by wire transfer, please go to CIBC Student Pay portal <https://pay.cibc.com/cctt> On Page 2, de-select "I do not wish to use CIBC preferred Foreign Exchange rates". Continue with the following steps, and the final instruction sheet will have the banking details for Bank Wire Transfer. Download and print the instruction sheet and take it to your bank for the Bank Wire Transfer. Payer must cover all the Bank Wire Transfer charges.

7. **Withdrawals and Refund Policy**

Students must notify Sheridan at CCTT of all withdrawals prior to the 10th day of class by completing the [International New Student Deferral/Refund Form](#). All fees are subject to a non-refundable registration charge. This charge varies by program in the range of CAD \$1,038-\$3,800.

International students who are refused their study permit will receive a full refund of fees paid minus a \$200 administration fee provided they show proof of the refusal (copy of Immigration document) within the first 10 days of classes. The Health Insurance fee is Non-Refundable after the first day of class. All other refundable fees will be refunded. Please allow eight weeks for processing a refund.

As Fee Estimates are prepared in advance, Sheridan reserves the right to make changes due to errors and omissions.

## Work Permit Letter

Designated Learning Institution #: O158601051382

**Program Name:** Office Administration - Executive  
**Duration:** Two (2) years  
**Status:** Full-Time, Academic, Non-Exchange

### Re: Integral Work-integrated Learning Component of Program Studies

Immigration, Refugees and Citizenship Canada

To Whom It May Concern:

Please note that all students registered in the two-year, Office Administration - Executive program must complete one (1) work placement to be eligible to receive the Ontario College Diploma. This work-integrated learning is an integral component of the program and comprises less than 50% of the total program of study.

We are requesting that a Co-op Work permit be issued to the applicant to complete the mandatory Work Integrated Learning as described per student's program plan.

NOTE: This letter must accompany the Letter of Acceptance or Enrollment Verification Letter for the above-mentioned program.

If you require additional information regarding the information provided in this letter, please contact [info@CCTTedu.ca](mailto:info@CCTTedu.ca)

Sincerely,



**Deanna McQuarrie**  
Registrar & Associate Vice President Enrolment Management



## Final Offer Letter

ApplyProof date / date de ApplyProof: October 27th, 2023 / 27 octobre 2023

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**PASSCODE**  
**2003/07/11**

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