



**PORTAGE
COLLEGE**



DLI#: O111010246767

Letter of Offer for Admission

December 11, 2023

Dear Gursimran Kaur,

On behalf of Portage College and CIOT College, we are pleased to offer you admission to the Business Management Diploma program. This document is your official Letter of Offer.

Student Name: Gursimran Kaur
Date of Birth: November 14, 2004
Student ID Number: A000009072

Overall Program Name: Business Management Diploma
Institution Type: Public Institution in Alberta, Canada
Credential: Non-Credit Continuing Education Diploma
DLI: O111010246767
Program Length: 2 years
Program Start Date: May 20, 2024
Program End Date: April 30, 2026

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
Add 90 days Medical Coverage (Required for International Students):	\$ 130.50

Total of All Fees:	\$16 630.50
Application Fee Deferred	- \$ 250.00

Remaining to be paid:	\$16 380.50
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Next Steps:

- 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 admissions@ciotcalgary.ca.
- You do NOT need to register for courses or find books. Registration will be done for you.
- AFTER you have your visa and travel arrangements, please complete this form <https://forms.gle/qGT9CUoH9WXsrTsg6>

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 - Classes will take place at 1040 7th Ave SW #500 in Calgary ONLY.

admissions@ciotcalgary.ca
www.ciotcalgary.ca

1040 7 Ave SW #500,
 Calgary, AB T2P 3G9

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Payment Options - International students:

Payment Information: International	
1. Wire Transfer	
Name of the Recipient: Canadian Institute of Osteopathic Therapy Inc.	Bank Name: <i>Canadian Imperial Bank of Commerce</i>
Address of the Beneficiary: 1040 7th Avenue SW #500, Calgary AB, T2P 3G9	Bank Branch Address: 20069-64th Avenue, Langley, BC. V2Y 1M9
Bank Transit and Institution Number: 00720 - 010	Account Number: 1301705
SWIFT CODE: CIBCCATXXX	SORT CODE: //CC001000720
Wire payments sent from some countries to Canada can be processed more efficiently when a properly formatted Canadian sort code is included.	

AFTER you have your visa and travel arrangements, please complete this form <https://forms.gle/gGT9CUoH9WXsrTsq6>

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Canadian Institute of Osteopathic Therapy (CIOT College)

Name Of Institution

Tuition Refund Policy

2023.02.01

2023.10.01

Name of Policy

Effective Date

Revision Date

Tuition deposit payments must be made as per the deadlines mentioned in the Offer Letter to reserve a program seat and ensure continuation in a program. Failure to make payment by the stated deadlines may result in the withholding of future services by CIOT and in some cases may result in dismissal from the program. Payments can be made through different modes as detailed in the offer letter or on the college website from time to time.

- 1) CIOT will issue a full refund of the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
- 2) CIOT will issue a full refund of the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program when the college cancels a program offering for any reason.

3) **3.1 Visa Refusals:**

Students requesting a refund due to a visa refusal, must complete and submit the refund request form and the refusal letter from IRCC confirming the refusal of their study visa application. Tuition will be refunded in full less a \$250 Processing charge. If there is a 3-month gap between the date of visa refusal and the date of the refund request, then the student is required to submit an affidavit acknowledging that another visa file has not been submitted during that period based on CIOT Colleges' letter of acceptance under any circumstances.

3.2 Visa Delays:

In the event of a visa delay and the student cannot make it to the college on time for the intake, the college will automatically defer the student's tuition fees to the immediate next intake.

3.3 Other reasons:

Please email accounts@ciotcalgary.ca for further instructions

- 4) Before the start of the Program :

International students in Canada must be enrolled in a post-secondary institute to meet the conditions of the study permit. Students requesting a refund to transfer to another institute in Canada must provide an Acceptance Letter from the institute they wish to transfer. If a student has been issued the Letter of Acceptance, and decides to withdraw from the program before the contract start date (Orientation start date) the following deductions will be applicable.

Registration Fee	\$250.00
Administration fee	\$1,500.00
Seat Release Fee	\$1,250.00
Total	\$3,000.00

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- 5) After the start of the program (within 7 days of the start of the program):

If the student decides to withdraw from the program within 7 days of the start of the semester (Orientation date is the start date of the semester), the following deductions will be applicable.

Registration Fee	\$250.00
Technology Fee	\$156.80
Administration fee	\$1,500.00
Seat Release Fee	\$1,250.00
Total before textbook cost	\$3,156.80

**Please note the prevailing textbook cost will be added in the above deduction total at the time of requesting for the refund.

- 6) After the start of the program (After 7 calendar days up to 30 calendar days)

Once the enrolled program is started and the student requests for a refund after 7 calendar days up to 30 calendar days, the below deductions will be applicable.

Registration Fee	\$250.00
Technology Fee	\$156.80
Tuition Fee	\$3,500.00
Administration Fee	\$1500.00
Total before textbook cost	\$5,406.80

**Please note the prevailing textbook cost will be added in the above deduction total at the time of requesting for the refund.

- 7) There will be NO refund after the 30 calendar days of the start of the semester (Orientation date is the start date of the semester)

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- 8) In case of a withdrawal request after the completion of first semester, but prior to the second semester start date, tuition fees paid for the first semester will NOT be refunded under any circumstances; however, the second semester fees will be refunded and subject to the deductions mentioned below.

Processing Fee	\$250.00
Seat Release Fee	\$1,250.00
Total Deductions	\$1,500.00

*****Important, Refund requests for the second semester will not be accommodated after the 2nd semester start date.**

Refund eligibility requirements

- Submission of official refund request form:
Students who wish to request for a refund must send an email request to refunds@ciotcalgary.ca and are required to complete the official electronic refund application by following the guidelines given by the CIOT accounting department by email. Please mention the student ID in the subject line to prevent the delays in responding to your refund requests.
- The refund requests that are submitted within the aforesaid timelines along with the appropriate documentation as mentioned below will only be considered.
 - Letter of Acceptance in the event of changing the college
 - Tuition Receipt/swift copies - Upon request only
 - E-refund request form duly filled and signed by the student
 - Supporting Documentation (Visa Refusal letter, Medical documentation, and documents supporting any other reasons)

Please note that the refund process can take up to 6-8 weeks from the date of the official refund request form submission.

- If you do not apply for a refund OR, do not start your program at CIOT college, no refund will be issued after one year from the start date of the applied semester. It is the students' or the particular representative's responsibility to communicate with the college regarding the visa status or the progress of the application.

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