



**PORTAGE  
COLLEGE**

DLI#: O111010246767



## Letter of Offer for Admission

December 09, 2023

Dear Himani Sharma,

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

**Student Name:** Himani Sharma

**Date of Birth:** June 26, 1998

**Student ID Number:** A000009020

**Overall Program Name:** Administrative Professional Certificate

**Institution Type:** Public Institution in Alberta, Canada

**Credential:** Non-Credit Continuing Education Certificate

**DLI:** O111010246767

**Program Length:** 1 year

**Program Start Date:** May 20, 2024

**Program End Date:** April 30, 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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<b>Remaining to be paid:</b>	<b>\$16 500.00</b>
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### Next Steps:

- For Fastest Service: After payment, email a photo of the payment confirmation details to [accounts@ciotcalgary.ca](mailto:accounts@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>

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*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](mailto:admissions@ciotcalgary.ca)  
[www.ciotcalgary.ca](http://www.ciotcalgary.ca)

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



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**Payment Schedule - Please visit [CIOTCalgary.ca](http://CIOTCalgary.ca) for your semester start dates.**

*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.*

**Semester 1 Payments - First Payment Due Now to confirm your seat within the program**

<i>Application Fees Due:</i>	<i>\$ 250.00</i>
<i>Deposit Due Now:</i>	<i>\$ 3 000.00</i>
<i>Total Due Now:</i>	<i>\$ 3 250.00</i>

**Full Payment Due 2 weeks prior to the semester start date**

<i>Tuition Remaining:</i>	<i>\$ 4 500.00</i>
<i>Books:</i>	<i>\$ 500.00</i>
<i>Administrative Fees:</i>	<i>\$ 250.00</i>
<i>Second Installment:</i>	<i>\$ 5 250.00</i>

*Due to the limited availability of seats, final registrations will be done on a first come, first served basis. Waiting till the last minute may not guarantee your seat.*

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### Payment Options

- A. *Cheque or a bank draft in favor of the Canadian Institute of Osteopathic Therapy Inc.*

*Students are required to deposit the cheques or the bank draft to the bank account given below, and email a copy of the deposit slip reflecting the bank seal (date seal) on it, to [accounts@ciotcalgary.ca](mailto:accounts@ciotcalgary.ca)*

*Account Name: Canadian Institute of Osteopathic Therapy Inc.*

*Bank Name: Canadian Imperial Bank of Commerce*

*Bank Branch Address: 20069-64th Avenue, Langley, BC. V2Y 1M9*

*Bank Transit Number: 00720*

*Financial Institution no: 010*

*Account Number: 1301705*

*SWIFT CODE: CIBCCATTXXX*

- B. *Pay online - by debit or credit card or wire transfer*

*Online payments may be done via <https://pay.cibc.com/ciot> or by using the payment link on CIOT College's Website [www.ciotcalgary.ca](http://www.ciotcalgary.ca)*

- C. *The CIOT College DOES NOT accept INTERAC e-transfers, Bill payments or third party cash deposits with effect from October 01, 2023.*

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Canadian Institute of Osteopathic Therapy (CIOT College)

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Name Of Institution

**Tuition Refund Policy**

**2023.02.01**

**2023.10.01**

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Name of Policy

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Effective Date

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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](mailto: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	\$1,500.00
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](mailto: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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