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Canada V5G 3H2

604.434.1610  
bcit.ca

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## Your BCIT Student Number: A01435407

March 7, 2024

Charanjit Singh  
130143 65A  
Surrey, BC  
V3W8P7 Canada

Dear Charanjit Singh:

BCIT is pleased to offer you acceptance into the **Certificate in Human Resource Management** for the **Spring/Summer 2024** Flexible Learning term starting **April 2, 2024**.

*The length of this program is 20 months of continuous full-time course-by-course studies.*

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### Next Steps:

1. **Tuition deposit:** Pay your **\$6000.00** tuition deposit by **March 21, 2024** to confirm your acceptance. View [BCIT's payment options](#). Your tuition deposit will be applied towards your first term tuition. *Please note: If you already registered for courses in the Spring/Summer 2024 term and paid your tuition in full, the tuition deposit is not required.*
2. **Medical insurance:** Complete the [medical insurance self-assessment](#) to determine how you will meet the medical insurance requirement.
3. **Course registration:** [Register](#) as soon as possible since courses may fill very quickly. Course registration is on a first-come-first-serve basis. We will send your list of required courses (program matrix) separately. Ensure that you maintain your [academic status](#) according to IRCC requirements. Confirm upcoming [registration dates](#) for future terms to plan ahead.
4. **Tuition payment:** [Tuition for Flexible Learning courses](#) is due immediately upon registration. Check your [account balance](#) once you've registered. **If the amount owing is more than your \$6000.00 tuition deposit, pay the difference immediately to avoid being dropped from your course(s).** Your tuition deposit will be released to your account within 2 business days of course registration.
5. **IRCC letter:** Approximately 2-3 weeks after receiving your tuition deposit, we will send your official acceptance letter required by Immigration, Refugees and Citizenship Canada (IRCC) for study permit application. Access your IRCC letter in [myCommunication](#).
6. **Study permit application:** Submit your study permit application to IRCC as soon as possible. Visit our [Study Permits](#) page to learn more about the process.
7. **Study permit:** Meet [BCIT's study permit requirement](#). Send a clear image of your study permit to [statusdoc@bcit.ca](mailto:statusdoc@bcit.ca) from your myBCIT email account as soon as you receive it. Please include your BCIT ID number. You must provide your study permit by **March 26, 2024**.
8. **Refund policy:** Review [BCIT's refund and withdrawal policy for Flexible Learning courses](#). If you need to transfer or drop one or more courses for any reason, you are responsible for submitting your request by

the applicable deadlines.

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### Additional Information

- This letter is not acceptable for Immigration Refugees and Citizenship Canada (IRCC) purposes.
- Students enrolled in Flexible Learning programs are not eligible for [U-Pass BC](#) or [BCITSA Student Health and Dental Plan](#).
- **Deferrals and withdrawals:** To defer your offer of admission to a future term or withdraw your application:
  - Submit your request to [international\\_flex@bcit.ca](mailto:international_flex@bcit.ca) by **March 26, 2024**.
  - You are responsible for transferring or dropping your course registration according to [BCIT's refund and withdrawal policy for Flexible Learning courses](#).

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On behalf of everyone at BCIT I am thrilled to be welcoming you and have you join our Institute and the passionate, dedicated students who inspire us, everyday, to pursue our Vision: Empowering people. Shaping BC. Inspiring global progress.

I am here to help if you have any questions. Don't hesitate to contact me by phone or email with your BCIT student number.

All the best with your studies at BCIT!

Sincerely,



Maribeth Arif  
International Student Specialist  
[marif11@bcit.ca](mailto:marif11@bcit.ca)

BCIT™

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EDUCATION  
FOR A COMPLEX WORLD.