

Letter of Offer for Admission

March 30, 2024

Dear Mary Kelechi Emedom,

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

Student Name: Mary Kelechi Emedom

Date of Birth: May 06, 1995

Student ID Number: A0000010527

Overall Program Name: Business General Diploma

Institution Type: Public Institution in Alberta, Canada

Credential: Non-Credit Continuing Education Diploma

DLI: O111010246767

Program Length: 2 years

Program Start Date: May 08, 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 |
| Entrance Scholarship | - \$ 1 000.00 |

Remaining to be paid: \$15 500.00

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 First Payment Due Now to confirm your seat within the program | Due 4 weeks before term date: \$2 500.00 First Installment August 26, 2024 to confirm your seat within the program |
| Tuition Remaining: \$ 4 500.00 Books: \$ 500.00 Administrative Fees: \$ 250.00 Second Installment: \$ 4 250.00 (-Scholarship) Full Payment Due May 06, 2024 | Tuition Remaining: \$ 5 000.00 Books: \$ 500.00 Second Installment: \$ 5 500.00 Full Payment Due September 09, 2024 |

This letter of Offer cannot be used for immigration or visa purposes

Letter of Offer for Admission

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.*
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 (Minimum 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.*

Letter of Offer for Admission

Payment Details

| Payment Methods Domestic: | |
|---|--|
| 1. E-transfer | |
| Please e-transfer money to accounts@ciotcalgary.ca and to make sure to mention your <u>STUDENT ID</u> as a comment. | |
| 2. Debit Card - at campus | |
| Students can pay by debit after May 06, 2024 Only | |
| 3. Third Party Deposit - at RBC Bank only | |
| 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 accounts@ciotcalgary.ca | |
| Name of the Recipient: Canadian Institute of Osteopathic Therapy Inc. | Bank Name: Royal Bank of Canada |
| 4. Address of the Beneficiary: 1040 7 Ave SW #500, Calgary, AB T2P 3G9 | Bank Branch Address: 3318 Kingsway, Vancouver, BC, V5R5K7 |
| Bank Transit Number: 06840 - 003 | Account Number: 1013341 |