

Ibrahim Tejan Koroma
3 Escort Crescent Road Kissy Dockyard,
Free Town,
Western Area, Sierra Leone, 0000,

May 14, 2024

RE: Offer Letter for Admission

Dear Ibrahim Tejan ,

It is my pleasure to offer you a place at University Canada West in the Master of Business Administration degree program for the Fall 2024. Please review the following pages for further information regarding the terms and conditions of your offer.

Student No.:	2412899
Admissions Status:	Approved - Unconditional
Admissions Category:	Standard
Program of Study:	Master of Business Administration
Preparatory Course(s)*:	N/A
Mode of Study:	Campus
Term Start Date:	2024-10-01
Completion Date:	2026-09-30
Conditions:	N/A

****Successful completion of the Preparatory Course(s) (if applicable) is required to advance to the main Program of Study.***

If you wish to accept this offer then you will need to make the deposit payment, which must be received by the deposit deadline for your intake to guarantee your place in the program. You will receive your official Letter of Acceptance (LOA) upon paying your deposit. UCW's non-refundable \$150 application fee will be automatically deducted from your tuition deposit.

Congratulations on your offer. I look forward to welcoming you soon as a student at University Canada West.

Kind regards,



Henrique Gea
University Registrar

EXCELLENT



Admissions Process

You have currently completed the first two steps of the admissions process. Please note, applicants may defer their commencement date up to a maximum of one (1) year from the issuance date on their initial offer letter. Applicants will have to re-apply if they have not commenced their studies within one (1) year from the date on their initial offer letter.

- ~~1. Prepare and submit your application by including all the required information and documents.~~
- ~~2. The Admissions team at University Canada West reviews your application for eligibility. If approved, a Letter of Offer is issued.~~
3. Pay your deposit and fulfill any applicable conditions. Your Letter of Acceptance (LOA) is then issued.
 - *If you are an international applicant, then you will need to obtain a study permit through Immigration, Refugees, and Citizenship Canada (IRCC).*
4. Arrange the submission of your official documentation.
5. If applicable, plan and prepare flights and short-term or long-term housing in Vancouver.
6. Complete and sign the Enrolment Contract. The Records team at University Canada West will register you into your classes for your first term.
 - *Details of your first-term schedule will be available about two weeks prior to your commencement date at University Canada West.*
7. Participate in the orientation activities and attend your first week of classes.
8. You are officially a student at University Canada West.

Deposit & Fees

All fees listed are estimations only and are subject to change without notice. A complete list of the tuition fee breakdown can be found at <https://www.ucanwest.ca/admissions/tuition-fees>. It is recommended that you make the payment of your deposit as soon as possible. If the deposit is not paid by the deadline, then you may be required to either defer or reapply for admission.

Deposit Amount*:	\$7,900.00 CAD
Estimated 1st Year Fees**:	\$25,061.00 CAD
Estimated Total Fees**:	\$41,575.00 CAD
Library & Technology Fee:	\$20.00 CAD (per course)
Student Activity & Alumni Fee:	\$9.00 CAD (per course)
Guard.Me***:	\$190.00 CAD
Keep Me Safe:	\$8.75 CAD (per term)

****The deposit payment will be applied towards the tuition fees for the program. Deposit payments are for the sole purpose of reserving a place in the program and are non-refundable pursuant to our Policy 3001 – Student Refunds and 3001p – Student***

Refunds Procedure at <https://www.ucanwest.ca/about/policies/> (except in situations where the applicant is denied a student visa or study permit application is denied by Immigration, Refugee, and Citizenship Canada, or withdrawal due to extenuating circumstances). Deposit amount does not cover the full-term fee. You will be required to pay the remaining term fee at the time of your enrollment.

****University Canada West reserves the right to adjust tuition fees each year.**

*****All new international students will be provided Guard.Me medical insurance to cover their first term at UCW, which includes New Student Orientation (NSO) the week prior to the program commencement.**

Payment Methods

PayMyTuition

Deposits (and subsequent tuition payments) can be made using [PayMyTuition](#) from any bank, in any country, in any currency at better than bank exchange rates.

You can find a step-by-step guide at <https://www.ucanwest.ca/admissions/tuition-fees/paymytuition/>.

CIBC International Student Pay

Payment methods available via CIBC International Student Pay:

- Bank Wire
- Credit/Debit Card (Visa, MasterCard)
- Direct Debit (ACH)
- Union Pay (CUP)
- AliPay
- WeChat
- Geoswift

For more information about CIBC International Student Pay, please visit <https://www.ucanwest.ca/admissions/tuition-fees/cibc-international-student-pay/>.

Flywire

Easily and securely make education payments in your own currency, using local payment methods from the safety and convenience of your home. For additional information about Flywire, please visit <https://www.ucanwest.ca/admissions/tuition-fees/flywire/>.

Student Visa and/or Study Permit

International applicants are required to submit their study permit before course registration. If you are unable to meet this deadline, please submit your deferral request using the following link through the MyUCW Student Portal: <https://www.myucwest.ca/profile/requests/?r=194>.

As of January 22, 2024, most new international undergraduate students will be required to submit a Provincial Attestation Letter when applying for their study permit. More information can be read online:

<https://www.ucanwest.ca/provincial-attestation-letters/>.

Submission of Official Documents

You will be required to submit your official documents before you can commence your program at UCW. The copies of your transcripts and certificates which you provided in your application can only be used during the first review for evaluation purposes. Non-receipt of an official transcript will result in a hold being placed on your record and registration into classes denied.

You can access the list of official documents (along with all requirements) that you are required to submit by logging in to your student portal and going to *My Requirements* under *MY PROFILE / SETTINGS*.

An **official document** is defined as an original (or attested) copy being received directly from the institution of issuance without interference. This means that your transcripts and degree certificate must be issued by the educational institution and sent in a sealed envelope bearing the original institutional seal and authorized signature. The official documents must be stamped and signed by the Institution to be official. The documents can also be sent via secure electronic delivery or in PDF format by the issuing institution to this email address verifications@ucanwest.ca. You can always bring the described official documents in person to the Registrar's Office at University Canada West when you arrive, but **DO NOT open the envelope** under any circumstances, or this will not be accepted as official.

Opened envelopes, documents received without the official seal of your institution, documents with an apostille seal, photocopies, faxed copies, and certified/notarized copies are not acceptable and should not be submitted. Third party evaluations such as those provided by credential evaluation services will be accepted, but those evaluations must be issued and sent (email or regular mail) to University Canada West directly from the issuing organization.

Certified English translations are required for all official documents that are not issued in the English language.

Privacy Notice

The University reviews the information provided in your Application for Admission form to determine your eligibility for enrollment with the University, to manage your application and the admission process and, if you are selected and elect to attend, to manage enrollment and attendance at the University, including but not limited to registration, maintenance of your student record, and the provision of services to students. The personal and educational information you provided on the form may be shared with departments of the BC provincial and Canadian federal governments as required by legislation and regulation. By applying for admission with the University you consent to the collection, use and disclosure of your personal information pursuant to privacy legislation and our Privacy Policy <https://www.ucanwest.ca/privacy-policy/>.