

LETTER OF OFFER

Not for IRCC Purpose

Date: Sep 11, 2024

Jeffrey Joseph Mathew

DOB: Dec 15, 1999

**No: 18-49 ,Thoppil Nagar Navavoor Pirivu,
Coimbatore Rural Tamil Nadu IN 641046**

Dear Jeffrey Joseph Mathew ,

Congratulations on completing your first step in the admission process to the Master of Education (MEd) in Leadership program at the City University in Canada ("CityU"). This program is located at our Calgary Campus and begins **January 2025**. Upon successful completion of the MEd in Leadership program, we are confident that this program will equip you with well-rounded education and applied skills to make you more employable.

City University in Canada is a part of City University of Seattle. It is a not-for-profit, accredited institution that has offered post-secondary academic programs in Canada since 1984. Our MEd in Leadership program has been approved by the Alberta Advanced Education upon recommendation of Campus Alberta Quality Council (CAQC). It adopts a practitioner-scholar model and focuses on preparing students for career options in leadership and management.

Your total estimated tuition fees for the program will be \$38,220.00 CAD. The total tuition fee may be subject to change based on the final evaluation from the Registrar Office. The incidentals and textbooks are excluded.

TO ACCEPT THIS OFFER:

- Adhere to the following important deadlines:

Due October 4, 2024: All three Recommendation Forms, from the referees listed on the Consent to Contact References Form, must be received.

Due October 4, 2024: Pay required initial deposit: **\$9,020.00 CAD**. This deposit will be placed in your CityU's account and will be used to pay tuition for courses taken.

Due December 16, 2024: Submit missing required document(s), Official Transcript (s) in sealed envelope(s), copy of study permit, and copy of proof of medical insurance.

- Read and accept the Appendix I.
- Adhere to the requirements mentioned below:

To ensure that students graduate with real-world knowledge and a strong understanding of leadership and management practices within a given field, CityU' s program includes a mandatory internship* for all MEd in Leadership students. Each student is required to complete 3 mandatory internship courses, each inclusive of sections A and B, linked to a total of 8 credits, to graduate.

To secure your seat in the next admission cycle, you must complete the steps outlined above. CityU reserves the right to withdraw any offer of admission if you do not meet the admission requirements, including the required deposit, for the MEd in Leadership in Canada.

Should you require any further assistance, please contact us at [intl admissionscanada@cityu.edu](mailto:intladmissionscanada@cityu.edu)

Sincerely,



Tanya Scolah

VP of Canadian Operations and Enrollment

APPENDIX I: REFUND

IMPORTANT: PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SUBMITTING YOUR DEPOSIT PAYMENT.

The payment of your deposit confirms that you agree to be bound by the below conditions.

The initial deposit specified on page 1 of this offer letter includes a **\$9,020.00 CAD NON-REFUNDABLE** tuition deposit for your study at CityU, subject to the conditions and exceptions listed below:

- i. Full refund (less a \$200 application fee and \$300 administrative fees) will be granted if Immigration, Refugees and Citizenship Canada (IRCC) does not approve a student Study Permit. To obtain a refund, student must submit refund request along with the visa refusal letter from IRCC to [intl admissionscanada@cityu.edu](mailto:intladmissionscanada@cityu.edu) within 30 days of the issuance of the visa refusal letter.
- ii. No refund will be granted to a student denied Study Permit due to fraudulent documents.
- iii. Students who withdraw due to exceptional circumstances may submit a petition for a refund. CityU retains the right to determine what an exceptional circumstance is and what documentation is required to prove the exceptional circumstances occurred.
- iv. Students who receive a study permit will follow the [International Student Refund Policy](#) listed on our website.
- v. The non-refundable tuition deposit is non-transferable and applies throughout the duration of the program.
- vi. Deferral Policy: If a student is unable to start the semester due to a delay in receiving a Study Permit or an exceptional circumstance, a student may apply to defer to a further intake on a one-time only basis, excluding situation outlined in section ii. Subsequent requests for a deferral may incur a deferral charge.

<http://www.cityuniversity.ca/>