



WESTMINSTER COLLEGE

"TO EDUCATE, TO INSPIRE, TO CARE"

July 2, 2025

Prekshya Bhusal
14752 59 Ave
Surrey, BC, V3S 0V7

Subject: Admission Offer for the Health Care Assistant (HCA) Program

Dear Prekshya Bhusal,

We are pleased to inform you that you have successfully met the admission requirements for the Health Care Assistant (HCA) program. You have been granted admission. Your classes are scheduled to begin on July 28, 2025, and will conclude on January 26, 2025. Classes will take place from 4:30 PM to 9:30 PM, Monday through Friday. On certain days, classes will run from 4:00 AM to 10:00 PM to make up for hours missed due to statutory holidays and to complete the lab hours.

This is to confirm that we have received the non-refundable registration and assessment fee of \$350. To confirm your enrollment, an initial tuition payment of \$3,650 is required by July 4, 2025, at the latest.

Please send your payment via e-transfer to info@westminstercollege.ca

The remaining tuition balance of \$4,874 must be paid in the following installments:

- \$1,625 by July 28, 2025
- \$1,625 by August 28, 2025
- \$1,624 by September 28, 2025

Please ensure timely payments to maintain your enrollment status.

The Health Care Assistant program spans six months, comprising 26 weeks, and may be completed under a Work Permit, Study Permit, or Temporary Resident Permit. Please note that this Acceptance Letter is not valid for submission as part of a Study Permit application. Please be advised that a Provincial Attestation Letter (PAL) is required to apply for a Study Permit. Westminster College does not issue Provincial Attestation Letters (PAL) and therefore cannot provide the documentation necessary for a Study Permit application.

The total cost of the program for international students is \$11,924. However, as a special consideration, we are pleased to extend the tuition rate applicable to Canadian citizens and permanent residents. Below is a detailed breakdown of the tuition and associated fees:

Tuition: \$7,500 Application
Fee: \$150 Administration
Fee: \$200 Assessment Fee:
\$200 Textbooks: \$574
Course Materials: \$250

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Please be advised that all clinical requirements must be met prior to the commencement of clinical placements. Clinical placements will begin four months after the start of classes, allowing sufficient time to fulfill these requirements. Clinical placements are scheduled from 6:30 AM to 3:00 PM, Monday through Friday, with occasional weekend shifts as required. Students must remain available during these periods for their clinical placements.

Clinical placements will commence following the successful completion of the Lab component of the Health Care and Personal Assistance course. Additionally, students are required to fulfill all pre-practice education requirements before the start of clinical training.

Failure to meet the clinical requirements will result in the student being deemed ineligible to proceed with clinical placements. Non-compliance with this requirement will result in dismissal from the program.

Evidence of completion of the following must be in student files prior to the first practice education experience. All Evidence must be current and valid. The requirements for the practice education for each student comprise the completion of:

- First Aid Certification: Online first aid and CPR courses are not accepted by the BC Care Aide Registry. Students are required to undergo in-person first aid and CPR training.
- CPR Level "C" Certification or "Basic Life Support (BLS)" Certification in-person training only
- Foodsafe Level 1 Certification (or a certificate course deemed equivalent)
- Completion of the Student Practice Education Core Orientation (SPECO) (available on the LearningHub), which must include the following:
- A signed checklist SPECO Checklist.pdf ([phsa.ca](https://www.phsa.ca))
- Proof of meeting current immunizations / vaccinations as per health care organization policies / guidelines (or signed vaccination exemption form, except TB)
- Criminal record check from the Criminal Records Review Program, including clearance to work with vulnerable adults
- Provincial Violence Prevention Curriculum E-Learning Modules
- WHMIS – Provincial Course
- Completion of the Health Care Assistant Practice in BC E-Learning Modules (LearningHub)
- Completion of the Recognizing and Responding to Adult Abuse course (LearningHub).

We wish you great success in the HCA program.

Regards,

Zeeshan Khan, MBA, MSc IT
Admission and Placement Officer
Westminster College