

Richa \*  
8799 Russell Dr  
Delta  
British Columbia, Canada, V4C4P6

July 9, 2025

**RE: Offer Letter for Admission**

Dear Richa,

It is my pleasure to offer you a place at University Canada West in the Bachelor of Arts in Business Communication degree program for the Winter 2026. Please review the following pages for further information regarding the terms and conditions of your offer.

|                         |                                            |
|-------------------------|--------------------------------------------|
| Student No.:            | 2504397                                    |
| Admissions Category:    | Standard Admission                         |
| Program of Study:       | Bachelor of Arts in Business Communication |
| Mode of Study:          | Campus                                     |
| Term Start Date:        | 2026-01-12                                 |
| Completion Date:        | 2029-12-31                                 |
| Conditions:             | N/A                                        |
| Preparatory Course(s)*: | 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. This offer is valid for 12 months; however, tuition fees, scholarships, and awards are subject to change at any time. To avoid potential adjustments, we strongly recommend securing your place by making the deposit payment within the specified 30-day period. The University reserves the right to rescind this offer at any time due to regulatory or policy changes. 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.

If you are an international student who will be completing your studies on campus, by accepting the offer to enroll at University Canada West, you acknowledge and consent to the use of your personal information in the Provincial Attestation Letter (PAL). You also consent to the sharing of your personal information with The Ministry of Post-Secondary Education and Future Skills (the Ministry) and the federal department of Immigration, Refugees and Citizenship Canada (IRCC) for operational and program evaluation purposes.

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

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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 Agreement. 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

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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*:                                      | \$4500.00 CAD            |
| <b>Program Fees:</b>        | Estimated 1st Year Tuition and Administrative Fees**: | \$11,235.00 CAD          |
|                             | Estimated Total Tuition and Administrative Fees**:    | \$44,420.00 CAD          |
| <b>Tuition Fees:</b>        | Estimated 1st Year Tuition ***:                       | \$10,660.00 CAD          |
| <b>Administrative Fees:</b> | Library & Technology Fee:                             | \$20.00 CAD (per course) |
|                             | New Student Orientation (NSO) Fee:                    | \$100                    |
|                             | Application Fee:                                      | \$150                    |
|                             | Student Activity & Alumni Fee:                        | \$9.00 CAD (per course)  |
|                             | Guard.Me****:                                         | \$190.00 CAD             |
|                             | Keep Me Safe:                                         | \$8.75 CAD (per term)    |
|                             | Graduation Application Fee:                           | \$230                    |

***\*Your deposit payment is non-refundable, and it is for reserving your place in the program. Your deposit payment will be applied towards your tuition fees for the program, and you must pay the remaining term fee at the time of your enrolment. Policy 3001: <https://www.ucanwest.ca/about/policies/>.***

***\*\*University Canada West reserves the right to adjust tuition fees each year, for details please visit <https://www.ucanwest.ca/preparatory-programs/online-mba-foundation/>.***

***\*\*\*Students are eligible for a 5% discount\* if they pay their estimated first year (Year 1) Tuition Fees in full as the initial deposit. Online programs are not included. Terms and conditions apply: <https://wpvip.quscancolleges.ca/ucanwest/wp-content/uploads/sites/3/2025/03/5-per-cent-tuition-discount-terms-and-conditions>.***

***\*\*\*\*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

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### 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/>.

### 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/>.

### Bank Demand Draft (DD), Cheque or Money Order (payable to University Canada West)

To pay using a Bank Demand Draft (DD), Cheque, or Money Order (Payable to "University Canada West"), please refer to the following detailed steps.

1. Obtain a Canadian Bank Demand Draft (DD), Cheque, or Money Order made payable to "University Canada West".

2. Log in to your MYUCW student portal.
3. Navigate to the "Request Forms" section in the left-hand menu.
4. Select the "Demand Draft (DD) / Cheque Deposit Form".
5. Read the form instructions carefully to ensure you are eligible to use this payment method.
6. Complete and submit the form to the Registrar's Office.
7. Drop your Bank Demand Draft, Cheque, or Money Order in person.

For any questions, please contact the Registrar's Office at [ucw.registrar@myucwest.ca](mailto:ucw.registrar@myucwest.ca).

## Student Visa and/or Study Permit

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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, 2025, most new international 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/admissions/provincial-attestation-letters>.

## Submission of Official Documents

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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](mailto: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

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The University reviews the information provided in your Application for Admission form to determine your eligibility for enrolment with the University, to manage your application and the admission process and, if you are selected and elect to attend, to manage enrolment 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/>. If you proceed to take University Access Program at The Language Gallery, upon deposit payment, you consent to having your application data shared with TLG ( <https://thelanguagegallerycanada.com/policies> ).