



# WESTMINSTER COLLEGE

*"TO EDUCATE, TO INSPIRE, TO CARE"*

July 22, 2025

Pardeep Kumar  
7066 125A St.  
Surrey, BC, V3W 1T5

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

Dear Pardeep Kumar,

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 a non-refundable registration and assessment fee of \$350 via e-transfer on July 22, 2025. Please note that the remaining initial tuition fee of \$3,650 is due today, July 22, 2025.

Please send your payment via e-transfer to [info@westminstercollege.ca](mailto: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

Please be advised that all clinical requirements must be fully satisfied prior to the commencement of clinical placements. No student shall be permitted to participate in clinical placements without having first met all mandatory prerequisites.

Clinical placements are scheduled to commence approximately four (4) months following the start of classes,

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10252 City Parkway Unit #200 Surrey, BC V3T 4C2

Tel: (604) 588-5880 Fax: (604) 540-8550

Email: [info@westminstercollege.ca](mailto:info@westminstercollege.ca) Website: [www.westminstercollege.ca](http://www.westminstercollege.ca)



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thereby providing adequate time for students to fulfill all preparatory requirements. Specifically, placements are set to occur from December 5, 2025, to January 26, 2026, with shifts scheduled from 6:30 AM to 3:00 PM, and on occasion from 2:00 PM to 10:00 PM, Monday through Friday, with occasional weekend shifts as dictated by clinical site requirements. Students are required to maintain full availability during the aforementioned period and shall participate in all scheduled clinical placements without exception. Attendance is mandatory. Any absence from a scheduled clinical day will result in a penalty of \$400 per day, which shall be payable by the student.

Furthermore, a student who is absent for three (3) clinical days, whether consecutive or cumulative, shall be subject to immediate dismissal from the program. No exceptions or deferrals will be granted. Successful completion of all clinical hours is a mandatory condition for program graduation and is a prerequisite for registration with the BC Care Aide and Community Health Worker Registry.

By enrolling in this program, students acknowledge and accept the foregoing terms in full. 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://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

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