



WESTMINSTER COLLEGE

"TO EDUCATE, TO INSPIRE, TO CARE"

August 13, 2025

Ramanpreet Kaur
9169 Applehill Crescent
Surrey, BC, V3V 1T3

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

Dear Ramanpreet Kaur,

We are pleased to inform you that you have successfully met the admission requirements for the Health Care Assistant (HCA) program and have been granted admission. Your classes are scheduled to begin on August 29, 2025, and will conclude on February 27, 2026. Classes will take place from 8:30 AM to 1:30 PM, Monday through Friday. On certain days, classes will run from 8:30 AM to 2:30 PM to make up for hours missed due to statutory holidays.

To confirm your enrollment, an initial tuition payment of \$4,000 is required by tomorrow August 14, 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 August 29, 2025
- \$1,625 by September 29, 2025
- \$1,624 by October 29, 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, ~~thereby providing adequate time for students to fulfill all preparatory requirements. Specifically, placements are~~

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set to occur from January 2, 2026, to February 27, 2026, with shifts scheduled from 6:30 AM to 3:00 PM, and on occasion from 8:30 AM to 2:30 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://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