

January 30, 2023

John Doe
D/O/B: 1980-03-09
123 Any St, St Johns, NL, Canada H0H 0H0

RE: Conditional Letter of Acceptance

Dear John,

Congratulations! On behalf of the admissions team, I am please to extend you a conditional offer of admission to Academy of Learning Career College. An Official Letter of Acceptance will be issue upon Successful completion of the Entrance Exam provided by Academy of Learning, or valid College Transcripts, Internationally recognized standardized testing including: - TOEFL Paper based test (Minimum score of 550), TOEFL Internet based with minimum scores of 20 in Writing, Reading, Listening and Speaking, IELTS Minimum overall band of 6.0, with no single test score below 5.5 or CAEL Minimum overall score 60. In addition to 50% of the tuition including the \$1,000 non-refundable application fee. (\$15,627)

You will be accepted as a Diploma student in the PC Support Specialist program at our Abbotsford, BC, Canada campus beginning on March 1, 2023. I am pleased to congratulate you on this fine achievement!

John, you should be quite proud of your accomplishments so far. When you join us at Academy of Learning Career College, you will find a challenging curriculum that will encourage you to develop critical thinking skills through hands-on experiences.

Important Note for Students Studying at Academy of Learning - Abbotsford:

This program is offered under the written consent of the Minister of Advanced Education, having undergone a quality assessment process and been found to meet the criteria established by the minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the Diploma will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

Academy of Learning Career College does not provide or arrange accomodations or lodging for students. Students are responsible for securing their own accomodations.

Congratulations again, John! We look forward to having you join us here.

Yours Sincerely,

MaryEllen Olynuk
Admissions Coordinator

January 30, 2023



Name: John Doe
Credential and Program: PC Support Specialist Diploma
Location: Abbotsford, BC, Canada
Start Date: March 01, 2023

Notice for New International Students

Applicants whose visa gets denied may seek a full refund minus CAD \$1,000 application fee upon submission of the official visa rejection letter. Application fee is a processing fee and non-refundable.

List of Fees/Charges

<i>Item</i>	<i>Charge</i>
d. The remaining tuition fees must be paid on a mutually agreed upon payment plan.	\$ 20,000.00
Tuition Deposit (50% of the tuition)	\$ 10,000.00
Application Fee (Non-Refundable)	\$ 1,000.00
Prior Learning or Portfolio Assessment Fee	\$ -
Textbooks	\$ -
Computer/Tablet	\$ -
Supplies/Materials	\$ -
Lab Fees	\$ -
Uniforms	\$ -
Student Record Archiving Fee	\$ 4.00
Evaluation & Entrance Exam (maximum \$250)	\$ 250.00

Refund Policy

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
 - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - (b) the student, or the student's parent or legal guardian, signs the student enrollment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrollment contract and the contract start date; or
 - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent their knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrollment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
 - (a) more than seven days after the effective contract date and
 - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrollment contract, to a maximum of \$1,000.
 - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrollment contract, to a maximum of \$1,300.
 - (b) after the contract start date
 - i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrollment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrollment contract.
 - iii. and after 30% of the period of instruction specified in the contract has elapsed, no refund is required.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:

A minimum of 50% of the total tuition must be paid before an official acceptance letter will be issued. The remaining tuition fees must be paid on a mutually agreed upon payment plan.

 - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrollment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - (a) the student has completed and received an evaluation of their performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrollment contract, or
 - (b) the student has completed and received an evaluation of their performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrollment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - (a) of the date the institution receives a student's notice of withdrawal,
 - (b) of the date the institution provides a notice of dismissal to the student,
 - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
 - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
 - (b) the program is provided solely through distance education.

Completion of Payment

Payments need to be made to Academy of Learning Career College by Wire Transfer (TT) to AOLCC account as per the details below

Receiver: 0833917 B.C. Ltd. Dba Academy of Learning
Address: #204 - 2692 Clearbrook Road
Abbotsford, BC
V2T2Y8
Account # 00720-2889919
Swift Code CIBCCATT
Bank: CIBC Branch - Langley
Bank Address: 20069 64th Avenue
Langley, BC
V2Y 1M9
Bank Telephone: 1-604-532-6606

NOTICE:

Your full name must be shown on the Wire Transfer Receipt.

You may fax the Wire transfer Receipt to: 604-855-3365 or email it to: admin.abbotsford@aolccbc.com in order for us to process your registration.

A minimum of 50% of the total tuition must be paid before an official acceptance letter will be issued. The remaining tuition fees must be paid on a mutually agreed upon payment plan.

Terms and Conditions of Enrollment

- 1 The total amount payable under this contract is due and payable by the start date unless specific arrangements have been made with the institution - Academy of Learning Career College - hereby referred to as AOLCC and recorded on the contract.
- 2 Certain courses in the program of study may require that prerequisite courses or equivalents, as prescribed by AOLCC, must be taken.
- 3 No refund will be given for occasional absences from scheduled classes.
- 4 Academic credit for any course in the program of study is not given until all financial obligations to AOLCC have been met.
- 5 AOLCC uses various learning methods including the Integrated Learning System, as well as instructor-led and online learning.
- 6 AOLCC reserves the right to schedule courses within the program of study in such an order as it may deem appropriate or to modify its curriculum, programs, start dates, rules and regulations whenever it deems necessary, without notice, subject to any required approval of AOLCC's provincial regulators.
- 7 If an applicant is unable to start the program of study on the start date, the applicant must notify AOLCC as early as possible.
- 8 The length of the program of study indicates the time it should take the student to complete the program of study. If the student finishes the program of study in less than the time that is stated, the total amount payable under this contract is still applicable.
- 9 The student may choose the hours of attendance which suit their circumstances but this is subject to workstation availability, determined solely at the discretion of AOLCC. The student may put in additional hours before the end date providing that arrangements have been made to reserve a workstation for this purpose.
- 10 **The student is obligated to complete the program of study within the time frame determined by the end date and AOLCC's guidelines for completing individual courses. The end date can be adjusted on the contract solely at the discretion of AOLCC and will only be considered due to just cause (i.e. sickness, converting to part-time status due to work obligations, etc.). Any application for extension must be made well in advance of the end date or an extension will not be considered. The student may be charged additional fees for such an extension based on the tuition rate in effect at that time, solely at the discretion of AOLCC.**
- 11 The date and time of re-scheduled sessions due to lateness or absence by the student is at the sole discretion of AOLCC.
- 12 Individual exams are given and require a minimum percentage pass mark prescribed by the Academy of Learning College. There are limited exceptions where the course mark is given in different form (for example, in words per minute). To graduate in a program of study, the student must successfully complete and pass all courses in the program of study with **an overall average of at least 75%**. Some programs require a higher minimum of more 75%, as specified at time of enrollment.
- 13 The student will receive only course materials for courses completed and from one (1) to five (5) courses in progress at the discretion of AOLCC.
- 14 It is to the student's advantage to arrive at least 5 minutes before the start of the session.
- 15 AOLCC is not responsible for loss of personal property or for personal injury from whatever cause in AOLCC or external learning environments (i.e. practicum locations if any).
- Ami AOLCC makes no guarantee or promise about the student's ability to gain a position of employment.
- 17 The student must complete the program of study at the AOLCC campus identified on the contract. In the event the student wishes to transfer to another AOLCC campus, the student must request this in writing from the AOLCC campus identified on the contract well in advance but AOLCC can not guarantee a transfer will be made or possible.
- 18 AOLCC reserves the right to change the location in which the program of study is offered or the hours of operation with two (2) weeks' notice, subject to any direction or required approval of AOLCC's regulators.
- 19 The applicable Terms and Conditions of Enrollment above shall apply to all programs / course of instruction provided by AOLCC.
- 20 Admission is contingent on proof on English Literacy. This can be proved by the following:
Standardized Entrance Exam.
College Transcripts
Internationally recognized standardized testing.
- TOEFL Paper based test - Minimum score of 550 required.
- TOEFL Internet based with minimum scores of 20 in Writing, Reading, Listening and Speaking.
- IELTS Minimum overall band of 6.0, with no single test score below 5.5
- CAEL Minimum overall score 60
- 21 Government Regulations require that all students provide government issued ID upon enrollment.

Campus Closures

Weather

The region in which the campus is located is a temperate zone, meaning most of the time the weather will be fairly calm.

However, on rare occasions throughout the year, weather conditions may prevent campus staff and students safely attending the campus in person.

In these rare instances, closure notices will be posted on the campus Social Media accounts, the Integrated Learning System and any other contact method the campus deems prudent.

Due to the nature of the Integrated Learning System, campus closures may not preclude studies and exams, as these can be completed remotely in a limited capacity. Depending on the severity of the weather event, staff may still be available by phone, email, SMS or any other method the campus may use.

Scheduled Closures

The campus will be closed for all statutory holidays as well as a 2 week period around the Christmas holiday. All programs are scheduled around these dates and do not take from your scheduled study time.

As per regulation, the campus will close a couple of times per year for "Professional Development" or "Pro-D" days to allow staff to meet and improve our knowledge to better assist you.

Notices will be posted on Campus and all aforementioned electronic means.

Public Safety

Although the region in which the campus is located is generally very safe in regards to public safety, the campus may close on short notice on the advise of public safety officials. Students will be notified by all aforementioned electronic means as soon as it is practicable.

Enrollment Checklist

- ☐ Non-refundable application fee of CAD \$1,000
- ☐ Copy of High School or Post Secondary transcript.
- ☐ Proof of English proficiency such as IELTS or TOEFL scores or successful completion of the Academy of Learning Career College Entrance Exam.
- ☐ Copy of valid study permit and passport.
- ☐ Submit at least 50% of the total tuition fee.
- ☐ Confirm payment arrangement for remaining tuition fee.