

Rishi, Prateeksha  
 W. NO. 48, ZIRA ROAD TEACHER COLONY, BACKSIDE DASHMESH PARK PARK  
 MOGA, PUNJAB 142001  
 India

### LETTER OF ACCEPTANCE

This is to confirm that **Ms. Rishi, Prateeksha**, date of birth January 29, 1994, has been accepted into the **Administrative Professional Certificate** program. Bow Valley College is a public, board-governed comprehensive community college in Calgary, Alberta which operates under the Government of Alberta Post-secondary Learning Act. We offer foundational learning, English as a second language, academic upgrading, one-year certificates, and two-year diplomas. Bow Valley College provides the knowledge, skills, and practical experience essential for employability or further education. Bow Valley College is registered as a Designated Learning Institution, and our registration record is DLI # O19273769422.

The **Administrative Professional Certificate** provides students with the practical skills and knowledge to take on a wide range of responsibilities related to office work. Learn software applications, keyboarding, administrative procedures, information administration and communications, as well as a range of interpersonal skills that will make you an effective and skilled member of any office environment. This program is a Designated Learning Program and eligible to receive foreign nationals on a study permit.

<b>Program of Study:</b>	<b>Administrative Professional Certificate</b>
INT Learner Preparation Day:	January 5, 2021 (All new students are expected to attend)
Start Date:	January 7, 2021
End Date:	December 21, 2021
Program Length:	One year, 735 hours
Practicum:	Optional; 150 hours of community-based non-paid work experience. * A Co-op Work Permit is required prior to commencement of a practicum.
Level of Study:	Post-secondary
Status:	Full-time
Total Estimated Tuition and Fees:	\$13,567.00
Fees Paid:	\$1,500.00
Conditions:	<i>*Estimated tuition and fees provided based on the 2019-2020 fee structure. Tuition will not increase more than 4% per year.</i> N/A
<b>Letter Expiry Date:</b>	<b>January 7, 2021</b>

If you have any questions regarding our registration process or any other issue, we will be happy to assist you. Please contact us at the International Education Office +1 403- 410-3476, [international@bowvalleycollege.ca](mailto:international@bowvalleycollege.ca) or <http://international.bowvalleycollege.ca>.



Derek Lemieux  
 Director International Education  
 Bow Valley College  
 Tel.: + 1 403-410-3476  
[international@bowvalleycollege.ca](mailto:international@bowvalleycollege.ca)



403-410-1400 MAIN LINE  
[info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)  
 345 - 6 Avenue SE  
 Calgary, Alberta, Canada T2G 4V1





345 6 Avenue S.E.  
Calgary AB T2G 4V1  
Canada  
[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)

**Rishi, Prateeksha**

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COLONY,BACKSIDE DASHMESH  
PARK PARK  
MOGA PUNJAB 142001  
India

Student/Customer 424166

Receipt 83630620

Payment Date: 23-Jun-2020

Item	Amount Paid
<i>Advanced Payments</i>	
-	
Advance - Confirmation fee for Administrative Professional Certificate 2021 Winter	1,500.00
Total Charges :	<b>1,500.00</b>
Wire Transfer	\$1,500.00
Total Paid	<b>\$1,500.00</b>
Change Due	\$0.00

**REGISTRAR'S OFFICE HOURS:**

Mon-Thurs 8:00 AM to 7:00PM

Fri 8:00AM to 4:00 PM

Closed Weekends and Holidays

**Our Refund Policy**

In the event that Bow Valley College cancels a program or course, a full refund will be issued.

A request to withdraw form must be submitted to initiate the refund process.

The tuition refund policy applies to tuition only. The confirmation fee is non-refundable.

Please refer to the current course guide or contact the Office of the Registrar for the detailed tuition refund policy.

(403) 410-1400\*

Find answers to Frequently Asked Questions at  
[www.askbvc.ca](http://www.askbvc.ca)

**BVC Student ID: 424166**

June 30, 2020

**Prateeksha Rishi**

**W. NO. 48,ZIRA ROAD TEACHER COLONY,BACKSIDE DASHMESH PARK PARK  
MOGA, PUNJAB 142001  
India**

**RE: Supplemental Information Regarding Optional Work Experience Program Opportunity**

Dear Immigration, Refugees, and Citizenship Canada Visa Processing Officer,

This letter is to provide supplemental information and details regarding the optional Work Experience program opportunity afforded to learners studying the Administrative Professional Certificate Winter Semester 2021.

As part of the eligibility there is a mandatory Employment Preparation (24 hour, non-credit) course. In addition, Work Experience candidates are required to meet with a Student Engagement Officer on a regular basis.

This is a competitive opportunity, learners apply to participate after commencing their studies. Successful participants are expected to complete a minimum of 144 - 150 hours of work experience, with the exception of Legal Assistant Diploma learners who are expected to complete 210 hours. This is an unpaid opportunity.

A learner must undertake their work term after completion of all mandatory program requirements. Learners who complete the Work Experience opportunity will graduate with Work Experience coursework on their Official Transcript.

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Sincerely,



Derek Lemieux  
Director International Education  
Bow Valley College  
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