



345 6 Avenue S.E.
Calgary AB T2G 4V1
Canada
www.bowvalleycollege.ca

Rishi, Prateeksha

Student/Customer 424166

Receipt 83630620

Payment Date: 23-Jun-2020

Item	Amount Paid
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Advanced Payments

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Advance - Confirmation fee for Administrative Professional Certificate 2021 Winter	1,500.00
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Total Charges :	1,500.00
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Wire Transfer	\$1,500.00
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Total	\$1,500.00
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Change due

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

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.

Program of Study:	Administrative Professional Certificate
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
	<i>*Estimated tuition and fees provided based on the 2019-2020 fee structure. Tuition will not increase more than 4% per year.</i>
Conditions:	N/A
Letter Expiry Date:	January 7, 2021

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 or <http://international.bowvalleycollege.ca>.



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



403-410-1400 MAIN LINE
info@bowvalleycollege.ca
345 - 6 Avenue SE
Calgary, Alberta, Canada T2G 4V1



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Rishi, Prateeksha

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

Student/Customer 424166

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Total Paid	\$1,500.00
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Change Due	\$0.00
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(403) 410-1400*

Find answers to Frequently Asked Questions at
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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.

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 or <http://international.bowvalleycollege.ca>

Sincerely,



Derek Lemieux
Director International Education
Bow Valley College
Tel + 1 403 410-3476
international@bowvalleycollege.ca



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info@bowvalleycollege.ca
345 - 6 Avenue SE
Calgary, Alberta, Canada T2G 4V1

INTERNATIONAL LEARNER TUITION AND FEE ESTIMATE*

Date prepared: June 12, 2020

Name:	Rishi, Prateeksha	BVC ID:	424166
E-mail:	prateeksha277441@applystudents.com	Phone:	91-79868-15269
Address:	W. NO. 48,ZIRA ROAD TEACHER COLONY,BACKSIDE DASHMESH PARK PARK MOGA, PUNJAB		
Agent:	142001 India		

Study Term and Program	Estimated Tuition	Non-Refundable Confirmation Fee	Additional Fees	Total Tuition and Fees
January 7, 2021 to April 28, 2021	\$4,167.00	\$1,500.00	\$292.00	\$5,959.00
Administrative Professional Certificate Semester 1				
May 5, 2021 to August 24, 2021	\$7,406.00	\$0.00	\$292.00	\$7,698.00
Administrative Professional Certificate Semester 2				
Total Estimate				\$13,657.00

Estimate is based on current Tuition and Fee amounts and is subject to change as amounts are updated yearly

Exact tuition and fees owed will be calculated based on actual course enrolments, visible online through your MyBVC account upon completion of online self-registration. Online course registration for new students opens approximately 2 months in advance of the program start date.

The balance for each term must be paid in full before the fee deadline. Deadlines are found on the website at <https://bowvalleycollege.ca/student-resources/academic-services/important-dates>

<u>Non-refundable fees include:</u> <ul style="list-style-type: none"> • Material Fees • Student Service Fees • Student Association Fees • Health and Dental Fees 	<u>Additional costs not included in this estimate:</u> <ul style="list-style-type: none"> • Textbooks • Program specific supply costs (e.g. uniforms) • Personal costs (e.g. lockers, printing or copy services, etc.) • Practicum, Co-op, or Work Experience costs
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Anticipated Living Expenses can be found on the "Documents" section of the International Education website at <https://bowvalleycollege.ca/schools-and-centres/international-education/documents>

Please contact our office if you have any questions.

Bow Valley College - International Education Department

345 - 6 Avenue SE Calgary AB T2G 4V1

Ph: +1-403-410-3476 | Fax: +1-403-297-3984

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