

# INTERNATIONAL COLLEGE OF MANITOBA

INTERNATIONAL STUDENT GUIDE  
2020/2021



UNIVERSITY  
OF MANITOBA

# OUR LOCATION



Photo courtesy of Zyon Paul Felix and Tourism Winnipeg



**Lonely Planet  
loves Manitoba –  
Travel giant puts  
province on  
top 10 list for 2019.**



**WINNIPEG IS HOME TO  
811,000 PEOPLE INCLUDING  
OVER 100 ETHNIC GROUPS**



**WINNIPEG IS KNOWN  
FOR ITS COLOURFUL  
FESTIVALS AND UNIQUE  
WINTER EXPERIENCES**



**WINNIPEG IS CALLED  
THE “CULTURAL CRADLE  
OF CANADA”**

# DISCOVER MANITOBA

Choosing to live and study in Winnipeg is a smart decision. You will have access to all the amenities of a big city while being able to afford a great lifestyle, as Winnipeg continues to have steady economic growth, low unemployment rates and low costs of living.

## A DIVERSE AND FRIENDLY LOCALE

ICM is located on the U of M Fort Garry campus, in the heartland of Canada, and is famous for welcoming immigrants with open arms. International students make up nearly 18% of the university's students, representing 122 countries. With over 22% of Canada's population foreign born, diversity is a celebrated part of Canadian society. Manitoba is one of the most popular locations for newly arrived individuals to settle.

## YOUR LIFE IN WINNIPEG

Winnipeg, the capital city of Manitoba, is located near the geographic centre of North America. Winnipeg plays a prominent role in transportation, finance, manufacturing, agriculture and education. Its location also makes Winnipeg an ideal base for discovering all that Canada has to offer.

Winnipeg has a continental climate, with average temperatures of 26°C in summer (June to August) and -12°C in winter (November to March). It is one of the sunniest places in Canada, with over 2,300 hours of sunlight annually and up to 16 hours of sunlight daily during the summer months. Winnipeg's skies are among the clearest in Canada, and the city has one of the cleanest water supplies in North America.

As well as being clean, safe and affordable, Winnipeg has all the amenities of a large, cosmopolitan city. Best of all, as an ICM student you will enjoy the personal freedom that comes with living in a modern and open-minded community. It is the ideal environment in which to challenge yourself academically and personally.

- Manitobans embrace winter—there are many parks in which you can ski and snowshoe, The Forks national historic site features outdoor skating trails and ice sports, and there is even a pop-up restaurant on the frozen river.
- Manitoba is home to many urban green spaces and parks where you can enjoy camping, canoeing, hiking and wildlife.

[tourismwinnipeg.com](http://tourismwinnipeg.com)  
[travelmanitoba.com](http://travelmanitoba.com)



# INTERNATIONAL COLLEGE OF MANITOBA



At ICM, our focus is to help you make the most of the opportunities available to you. In choosing an ICM program, you can follow thousands of other successful students who have achieved their ambitions by joining the University of Manitoba, which is widely recognized as one of the most creative and influential universities in Canada. Take the first step towards achieving your goals with ICM. We look forward to welcoming and supporting you on your journey to the University of Manitoba.

**Darcy Rollins**  
College Director and Principal

The International College of Manitoba (ICM) provides a wide range of pathway programs, of which its courses are equivalent to the first year of University of Manitoba courses. ICM's programs and approach to teaching offer students the opportunity to be fully prepared for university studies and have a smooth transition to the University of Manitoba.

## UNIVERSITY TRANSFER PROGRAM: STAGE I

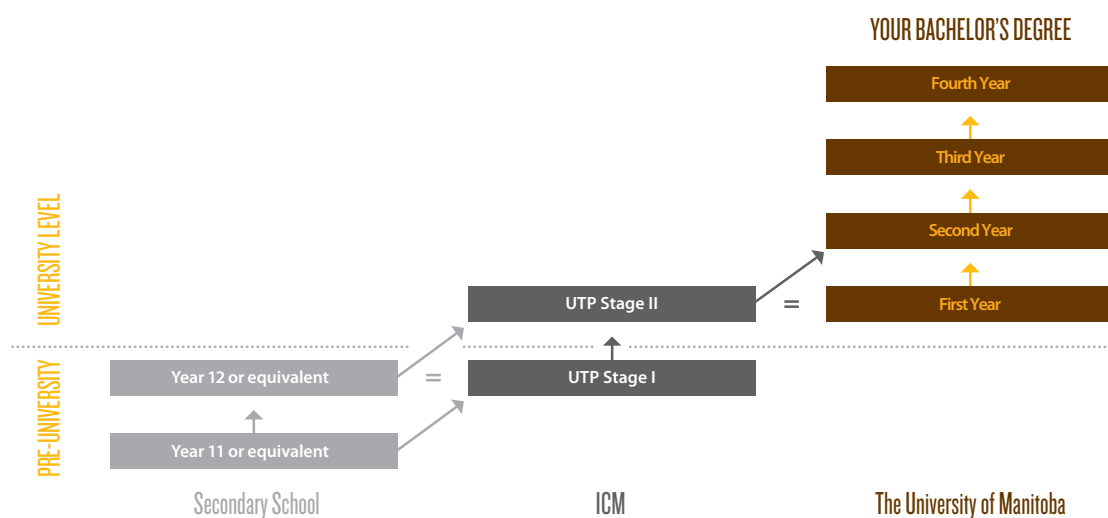
ICM offers a University Transfer Program Stage I (UTP Stage I), which is an eight-month program designed as a bridge between secondary school and university-level study. Successful completion of the program with the necessary grades assures you entry to ICM UTP Stage II.

## UNIVERSITY TRANSFER PROGRAM: STAGE II

UTP Stage II is the equivalent of the first year of a University of Manitoba bachelor's degree program. The program can be completed in three academic terms.\*

Upon successful completion of UTP Stage II, if you satisfy university admission requirements and deadlines and achieve the specified minimum GPA, you will be eligible to apply to transfer to the second year of your degree at the University of Manitoba. Admission to some degree programs will be on a competitive basis and subject to quotas.

\* The academic year at ICM consists of three terms and each term is 14 weeks long. Terms begin in January, May and September, and students can commence their program in any term.



Entry into UTP Stage II is dependent upon successful completion of UTP Stage I or satisfactory completion of Year 12 or equivalent.

Entry into second year of your university degree is dependent upon successful completion of UTP Stage II with the specified Grade Point Average (GPA) and satisfying university admission requirements/deadlines.

# SUPPORTING YOUR SUCCESS

ICM will support you on your journey with a range of support services and programs to help you achieve your academic potential while also developing personally and maintaining a balanced lifestyle.

## TRANSITION TO THE UNIVERSITY OF MANITOBA

ICM organizes special information sessions for students who are due to complete UTP Stage II and transfer to the University of Manitoba. These sessions provide advice about second-year programs, the program structure and application process for your chosen degree.

You will also attend interactive sessions lead by ICM alumni who share tips on how to successfully transition to the University of Manitoba.

## STUDY AND LEARNING SUPPORT

At ICM, we understand the transition to university level study can be difficult for some students. To help you develop the skills necessary to successfully complete your studies, ICM offers a variety of study and learning support services.

Our Student Success Advisors, in conjunction with various teaching staff members, run a number of information sessions and workshops for students who want to develop time management skills or examination techniques. Student Success Advisors provide program advising, organize interactive cultural seminars and offer a peer tutoring program.

Teaching staff members are also available for individual or group appointments throughout the term, if you need assistance with assignment drafting, researching, structuring, writing and referencing.

## PERSONAL SUPPORT

A free and confidential advisory service is available to you in case things do not go as planned or personal problems arise. If anything is preventing you from enjoying your academic, social or personal life, then seeing an ICM Student Success Advisor is often a good start for resolving issues. ICM students also have access to other health, counseling and personal support services.



## ORIENTATION

ICM also organizes workshops, activities and events during the “Month of Welcome” to help you get the information you need to get off to a great start. Students registered for University of Manitoba on-campus accommodation are also encouraged to participate in the University of Manitoba residence orientation.

## STUDENT ACTIVITIES

ICM co-ordinates regular activities and social events that give you opportunities to enjoy all that the city and campus have to offer. Being involved in nonacademic, extracurricular activities while studying at ICM will help you develop a network of friends and broaden your outlook and skills.

## ACCOMMODATIONS

ICM students are welcome to live wherever they want including on-campus dorms, homestays or private accommodations. Please visit the website below to find an option which meets your budgetary and lifestyle needs.

[icmanitoba.ca/microsites/predeparture/home](http://icmanitoba.ca/microsites/predeparture/home)

# ONCE YOU JOIN THE U OF M



Students can choose from more than 350 activities on campus to help achieve personal goals and develop transferable skills sought by employers.



U of M is the largest and only research intensive, medical doctoral university in the province.



**29,400+**

STUDENTS

**25,000**

UNDERGRADUATE STUDENTS

**5,200+**

INTERNATIONAL STUDENTS

**2,400+**

INDIGENOUS STUDENTS



U of M is a member of the UI5—Canada's 15 research-intensive universities.



U of M offers over 100 accredited and internationally-recognized programs for students to choose from.



U of M is ranked in the globally-recognized *QS World Universities Ranking* and *Times Higher Education*.



In 2017/18, students received more than \$17 million in scholarships and bursaries, opening doors to new discoveries.



**5,200+**  
ACADEMIC STAFF



**140,000+**  
ALUMNI IN 137  
COUNTRIES AROUND  
THE WORLD



The Fort Garry campus features abundant green space, walking trails and a mix of traditional and modern buildings.



Undergraduate research opportunities are available in almost every faculty from science to fine arts.

# STEP INTO A BRIGHTER FUTURE WITH ICM.

Victoria Nwabuisi is the current International Student representative for the University of Manitoba's Student Union. Her portfolio includes advocating for over 5,000 international students currently studying at the U of M.

Watch Victoria's story: [bit.ly/icmvictoria](https://bit.ly/icmvictoria)



"ICM gave me the opportunity to learn and interact with other international students from all over the world. Three years after my ICM journey, I was elected as the UMSU's International Students' Representative. Being a representative for over 5,000 international students is such a privilege and I can say that my ICM journey played a crucial role in preparing me to become a leader within my community and the world at large!"

**Victoria Nwabuisi**  
ICM Alumni



# YOUR PATHWAY TO THE U OF M



**80%**  
of Canada's  
top jobs  
require  
a university  
degree\*

The internationally accredited programs and award-winning researchers and instructors at the University of Manitoba have a world-class reputation. With tuition fees lower than many other Canadian universities and an affordable city to call home, University of Manitoba students enjoy a high-quality education at a very reasonable cost.

## **FACULTY OF AGRICULTURAL AND FOOD SCIENCES**

Help nourish the world without costing the earth by developing sustainable agricultural practices, exploring renewable bio-resources and working to make our food safer and healthier.

[umanitoba.ca/afs](http://umanitoba.ca/afs)

## **FACULTY OF ARTS**

Acquire the oral and written communication skills, research abilities and critical thinking skills that are highly sought after by today's employers in a variety of fields.

[umanitoba.ca/arts](http://umanitoba.ca/arts)

## **I. H. ASPER SCHOOL OF BUSINESS**

Gain the experience, leadership skills and networking opportunities you need to succeed in business from the internationally-accredited business school.

[umanitoba.ca/asper](http://umanitoba.ca/asper)

## **FACULTY OF ENGINEERING**

Foster your scientific and mathematical knowledge by using creativity and technology to develop solutions to societal problems and help support the world around you.

[umanitoba.ca/engineering](http://umanitoba.ca/engineering)

## **CLAYTON H. RIDDELL FACULTY OF ENVIRONMENT, EARTH, AND RESOURCES**

Tackle environmental issues that challenge the future of our planet in the only faculty in Canada that brings together experts from a variety of disciplines to offer multiple perspectives of the Earth.

[umanitoba.ca/environment](http://umanitoba.ca/environment)

## **FACULTY OF SCIENCE**

Discover the unknown and invent the future with the widest variety of science programs in the province, opportunities to experience research alongside world-renowned scientists and the largest co-op work placement program in the province.

[umanitoba.ca/science](http://umanitoba.ca/science)

\*Canadian Business, "Canada's Best Jobs 2016"

# UNDERGRADUATE PROGRAM LIST

Upon completing UTP Stage II at ICM you will have the opportunity to apply to second year in a variety of U of M faculties and from there choose your specific major. Please see the University of Manitoba Applicant Information Bulletin for information on how to apply to second year studies in your specific program. For details please go to:

[umanitoba.ca/student/admissions/application/programs/program-admission-requirements](http://umanitoba.ca/student/admissions/application/programs/program-admission-requirements)

## FACULTY OF AGRICULTURAL AND FOOD SCIENCES

### Available majors

- Agribusiness ■
- Agriculture: ■  
-Agronomy, Animal Systems, Plant Biotechnology
- Agroecology ■
- Entomology ■ ■
- Food Science ■
- Human Nutritional Sciences ■
- Soil Science ■

## FACULTY OF ARTS

### Available majors

- Anthropology
- Art History
- Asian Studies
- Canadian Studies
- Catholic Studies ■
- Central and East European Studies
- Classics:  
-Classical Studies, Greek, Latin
- Economics:  
-Economics, Economics and Econometrics Stream, Economics and Society Stream, Economics-Mathematics, Economics-Statistics
- English, Film, and Theatre:  
-English, Film Studies, Theatre
- French, Spanish, and Italian:  
-French, Spanish, Italian ■, Italian Studies
- German and Slavic Studies:  
-German, Polish ■, Russian, Ukrainian
- Global Political Economy
- History
- Icelandic
- Judaic Studies ■
- Labour Studies
- Latin American Studies ■
- Linguistics:  
-Linguistics, American Sign Language/English Interpretation
- Mathematics
- Medieval and Early Modern Studies
- Native Studies:  
-Native Studies, Aboriginal Governance Stream (with required minor in Business), Native Languages (Cree, Ojibway) ■
- Philosophy
- Political Studies
- Psychology
- Religion
- Sociology and Criminology
- Ukrainian Canadian Heritage Studies
- Women's and Gender Studies

## I. H. ASPER SCHOOL OF BUSINESS

### Available majors

- Aboriginal Business Studies ■
- Accounting ■
- Actuarial Mathematics ■
- Entrepreneurship/Small Business ■
- Finance ■
- Generalist ■
- Human Resource Management/Industrial Relations ■
- International Business ■
- Leadership and Organizations ■
- Logistics and Supply Chain Management ■
- Management Information Systems ■
- Marketing ■
- Operational Research/Operations Management ■

- Minor option only
- Cooperative education option available

## FACULTY OF ENGINEERING

### Available majors

- Biosystems Engineering ■
- Civil Engineering ■
- Computer Engineering ■
- Electrical Engineering ■
- Mechanical Engineering (Aerospace option) ■

## CLAYTON H. RIDDELL FACULTY OF ENVIRONMENT, EARTH, AND RESOURCES

### Available majors

- Environmental Science ■
- Environmental Studies ■
- Geography
- Geological Sciences:
  - Geology, Geophysics
- Physical Geography ■

## FACULTY OF SCIENCE

### Available majors

- Actuarial Mathematics
- Biochemistry ■
- Biological Sciences: ■
  - Cell, Molecular and Developmental Biology, Ecology and Environmental Biology, Environmental and Integrative Physiology, Evolution and Biodiversity, Integrative Biology
- Chemistry: ■
  - Bioanalytical Chemistry, Biopharmaceutical Chemistry, Biophysical Chemistry, Chemistry/Physics Joint Honours, Environmental Chemistry, Inorganic Chemistry, Materials Science, Organic Chemistry, Physical Chemistry, Quantum/Computational Chemistry
- Computer Science: ■
  - Artificial Intelligence, Computer Systems, Databases, Human-Computer Interaction and Computer Graphics, Networks and Security, Software Engineering, Theoretical Computer Science, Web-Based Systems, Computer Science-Mathematics Joint Program, Computer Science-Physics and Astronomy Joint Program, Computer Science-Statistics Joint Program
- Genetics ■
- Mathematics:
  - Applied Mathematics (Computer Science Option, Economics Option, Statistics Option), Mathematics-Economics Joint Program, Mathematics-Physics and Astronomy Joint Program
- Microbiology ■
- Physics and Astronomy:
  - Astronomy, Physics, Biological and Medical Physics
- Psychology
- Statistics: ■
  - Statistics-Actuarial Mathematics Joint Program, Statistics-Economics Joint Program, Statistics-Mathematics Joint Program

Pembina Hall

# NURTURING YOUR POTENTIAL THROUGH CO-OP.

Sidhant Sharma is an ICM graduate who's building extensive experience through the Asper School of Business. He is a current Co-operative Education (Co-op) Program participant as well as the Vice President of Academic Events through the Commerce Student Association. Sidhant has won various marketing and communication awards locally and nationally, positioning himself as a leader in his field even before he graduates.

Watch Sidhant's story: [bit.ly/icmsidhant](https://bit.ly/icmsidhant)



"The co-op program has helped me nurture and grow my professional skills and step into the industry to learn from leading professionals. The program makes you aware of who you are, builds your brand and teaches you a lot of self-discipline and time management. Being associated with this program has increased my self confidence, helped me grow professionally, laid out opportunities for me to work on my networking skills, and launched me into new and unfamiliar situations. I feel prepared to step out after graduation and create the change I wish to see."

**SIDHANT SHARMA**

ICM Alumni

# LET THE U of M LAUNCH YOUR GLOBAL CAREER



**90%**  
of business  
co-op graduates  
are employed  
full time\*

Wherever life takes you after graduation, you'll be able to apply what you've learned, both personally and academically, to make a real-life impact. Enhance your student experience, build your skills and develop your co-curricular record by getting involved outside the classroom.

## PRACTICAL PAID WORK EXPERIENCE

Following ICM completion, once you are at the U of M you may have the opportunity to apply to a Co-operative Education (Co-op) Program. Co-ops combine classroom knowledge with practical paid work experience to further enhance your skills. You'll walk away with the training you need to set you apart when you hit the job market. Co-op programs are available in many areas. Please refer to page 10 and 11 for a complete list.

Students who participate in the co-op program develop networks and career opportunities that help them find jobs quicker and receive higher salaries than students who graduate without the co-op program.

Top employers partnered with the U of M's co-op programs include:

- Amazon
- Boeing Canada Operations Ltd.
- Electronic Arts Canada
- KMPG LLP
- PwC
- Ubisoft

[umanitoba.ca/student/coop](http://umanitoba.ca/student/coop)

## WHERE CAN YOUR DEGREE TAKE YOU?

Whether you're undecided about your future career path or striving for success in a specific industry, the U of M's Career Services supports students in planning and developing the knowledge, skills and attributes that employers are seeking. It's never too early to start. Visit their website to start exploring your career options even before you apply.

[umanitoba.ca/student/careerservices](http://umanitoba.ca/student/careerservices)

## STUDY HERE, STAY HERE

Manitoba is proactive in establishing long-term residents and new Canadians through the Provincial Nominee Program.

[immigratemanitoba.com](http://immigratemanitoba.com)



**THE AVERAGE HOURLY WAGE FOR CO-OP STUDENT EMPLOYEES IN THE ASPER SCHOOL OF BUSINESS IS C\$18.39/HOUR.**

Asper School of Business Co-op Program Wage Information, 2018

# ACADEMIC ENTRY REQUIREMENTS

Wondering if you're eligible for ICM programs? Our website is a great place to start! Go to [icmanitoba.ca/admission-requirements](https://icmanitoba.ca/admission-requirements) and then click "Apply Now" to submit an application online for a free eligibility assessment by our Admissions team.

## UTP STAGE I

Entry into UTP Stage I generally requires the successful completion of year 11 of secondary school or its equivalent\*, depending on your country of study.

## UTP STAGE II

Entry into UTP Stage II generally requires the successful completion of Year 12 of secondary school or its equivalent with overall and individual subject requirements depending on your program.\* Admissions assessments are based on an applicant's complete academic record.

[icmanitoba.ca/admission-requirements](https://icmanitoba.ca/admission-requirements)



# SCHOLARSHIPS AND BURSARIES

A great thing about choosing to study at ICM is our affordable tuition fees. That, combined with Manitoba's low cost of living, makes ICM very attractive to the more budget conscious student.

We also offer scholarships to our top students studying in UTP Stage II, as well as the Navitas

Family Bursary. Information on our Academic Merit Scholarships, Susan Deane Memorial Scholarship and family bursaries can be found on our website.

[icmanitoba.ca/scholarships](https://icmanitoba.ca/scholarships)



\* Meeting minimum English and academic requirements does not guarantee admission. This information is a guide only and is subject to change without notice.

# ENGLISH LANGUAGE REQUIREMENTS

The language instruction at ICM is English. Before enrolling into an ICM program, you must demonstrate a suitable level of English proficiency. How do you know if you're eligible? Visit our website: [icmanitoba.ca/english-language-requirements](http://icmanitoba.ca/english-language-requirements)

## DIRECT ENTRY

If you meet the direct entry English language requirements and the relevant academic requirements for your country, you can be eligible\* for direct entry to UTP Stage I or UTP Stage II.

## MIXED ENTRY

If you meet the mixed entry English language requirements and the relevant academic requirements for your country, you will commence UTP Stage I or UTP Stage II with the addition of one academic English course to be taken during the first term of study.

# ENGLISH LANGUAGE PREPARATION

If you do not meet the minimum English language requirements for your desired program at ICM, you may choose to enrol in one of the University of Manitoba's English language programs to improve your proficiency.

## INTENSIVE ACADEMIC ENGLISH PROGRAM

The University of Manitoba's intensive academic English program provides English language training for university-bound international students. Classes are held on the Fort Garry campus so you can enjoy the experience of studying English while having access to all university facilities. Program intakes are offered in January, May and September.

Upon successful completion of the appropriate course at the University of Manitoba's English Language Centre, you will be eligible to enter ICM without any further English tests, either directly into UTP Stage I, UTP Stage II or a mixed entry program. ICM staff can assist you with the application process.

## INTENSIVE ENGLISH PROGRAM

The intensive English program helps students improve their English language proficiency while learning about Canadian culture. Classes are offered on a monthly basis. Beginner to advanced level programs are available to meet your needs.

Many cultural activities are also included. Students need to complete the 0500 level English program for Mixed Entry (with minimum C grade in each 0500 level course) at ICM and 0600 level (with a minimum B grade in each 0600 level course) for Direct Entry at ICM.

[icmanitoba.ca/english-language-requirements](http://icmanitoba.ca/english-language-requirements)



\* Meeting minimum English language requirements does not guarantee admission. This information is a guide only and is subject to change without notice.

# YOUR INVESTMENT

## ICM FEES AND CHARGES FOR THE 2020/2021 ACADEMIC YEAR

PROGRAM	NORMAL DURATION	TOTAL PROGRAM FEES
English language program		
Mixed program (English component only)	1 term	C\$5,485
Pre-university level program		
UTP Stage I	2 terms	C\$17,379
University level programs		
UTP Stage II	3 terms	C\$18,527*

\* UTP Stage II program fees are based on 30 credits of study at C\$617.57 per credit. Students taking more than 30 credits of study will need to pay additional fees as well as lab fees. Fees and charges are listed in Canadian dollars (C\$) and are subject to change without notice. Actual tuition costs may vary, depending on your choice of courses. Where applicable, the fees listed do not include Goods and Services Tax (GST).

### PROGRAM FEES INCLUDE:

- full tuition\*
- orientation program
- student success advising
- study skills workshops
- support tutorials

[icmanitoba.ca/fees](http://icmanitoba.ca/fees)

### YOUR LIVING EXPENSES

In addition to your tuition fees, you will need approximately C\$12,000 to meet your living expenses each year.

This includes accommodation, food, utilities, transport, textbooks, recreation and entertainment. These costs will vary according to your individual requirements, and do not include major expenses such as buying a car or laptop.

### ADDITIONAL FEES

FEE	AMOUNT	FREQUENCY
Student services fee (compulsory)	C\$105	Per term
Sport and recreation membership (compulsory)	C\$250	Per year
Medical insurance/International Student Support program (compulsory)	C\$900	Per year
UTP Stage I e-textbooks (UTP Stage I courses only)	C\$105	Per course

Fees and charges are listed in Canadian dollars (C\$) and are subject to change without notice. Actual costs may vary. Where applicable, the fees listed do not include Goods and Services Tax (GST). For the most up-to-date information regarding additional fees, please see [icmanitoba.ca/fees](http://icmanitoba.ca/fees).

### ESTIMATED TUITION AND FEES FOR YOUR UNIVERSITY OF MANITOBA DEGREE

Tuition fees are determined by the number and type of courses that you register for beginning in your second year at the University of Manitoba.

[umanitoba.ca/student/admissions/finances/tuition-fees](http://umanitoba.ca/student/admissions/finances/tuition-fees)

# ACADEMIC CALENDAR

YEAR	INTAKE	TERM START (INCLUDING ORIENTATION)	TERM END (INCLUDING EXAMS)
2020	January	3 January 2020	18 April 2020
2020	May	30 April 2020	14 August 2020
2020	September	27 August 2020	11 December 2020
2021	January	7 January 2021	23 April 2021

Dates are current at time of printing, but are subject to change without notice.

[icmanitoba.ca/important-dates](http://icmanitoba.ca/important-dates)



# CONDITIONS OF ENROLMENT

- For the purposes of this Fee Refund Policy, tuition, fees and charges are defined in terms of one full-time term of study (four courses) in any program at ICM.
- Students may dispute ICM's decision regarding a refund by submitting a written request for reconsideration, together with details supporting their request, to the ICM College Director. This process does not restrict the student's right to pursue other legal remedies.
- In cases of the cancellation of enrolment or withdrawal from a program or course, the cancellation fee, administration charge, if relevant, and the refund of tuition, fees and charges, is calculated as shown in the table below.
- In cases of deferrals, the tuition, fees and charges paid by the student will be retained by ICM, without interest or penalty, until the student recommences their studies or withdraws from ICM.
- If the student withdraws from ICM after having deferred, the Fee Refund Policy will apply as at the date ICM was advised of the student's deferral. The Fee Refund Policy will be applied as if the student started in the semester they deferred from and applied as at the date of that semester.
- Where a Study Permit:
  - is refused to the student; or
  - is not, for any reason, extended by Immigration, Refugees and Citizenship Canada;
- A student whose enrolment is terminated by ICM due to a breach of the terms and conditions of the contract between the student and ICM, including, without limitation, the rules, regulations and policies of ICM, will not be entitled to any refund of any tuition, fees and charges.
- As set out elsewhere in these conditions of enrolment, ICM reserves the right to withdraw a program or course(s) from offer. If, as a result, a student is unable to enrol in a similar program or course(s) at ICM and the student wishes to cancel their enrolment, all tuition, fees and charges will be refunded, with the exception of a C\$500 administration fee.
- The cancellation fee in the table below will be applied based on the date of the completed withdrawal forms are submitted with all supporting documents attached. Withdrawal requests must be accompanied by such information as is reasonably required by ICM. In the case of a cancellation unrelated to a visa rejection this includes but is not limited to:
  - an unconditional Letter of Acceptance to another institution for post-secondary level study leading to a diploma or degree; or
  - a confirmed airline ticket back to the home country.

All refunds applied for under this Fee Refund Policy will be assessed and paid within four weeks of receiving a completed withdrawal form from the student and containing such information as is reasonably required by ICM and stated above.

[icmanitoba.ca/policies-and-procedures](http://icmanitoba.ca/policies-and-procedures)  
[icmanitoba.ca/terms-and-conditions](http://icmanitoba.ca/terms-and-conditions)

NOTIFICATION	CANCELLATION FEE
Study permit refusal (proof of refusal necessary; for example, letter of rejection from Canadian Embassy)	C\$500
<b>Notification of withdrawal from the program accompanied by required documentation received prior to commencement of classes*</b>	
More than 10 weeks prior to commencement of classes*	20% of term fees <sup>†</sup> (+ a C\$500 administration fee)
10 weeks or less, prior to commencement of classes*	50% of term fees <sup>†</sup> (+ a C\$500 administration fee)
On or after commencement of classes* for	
- Students in their first term of study:	50% of program fees <sup>‡</sup> (+ a C\$500 administration fee)
- Returning students:	100% of term fees <sup>†</sup> (+ a C\$500 administration fee)
<b>Withdrawal from single course</b>	
Weeks 1–3	No penalty, funds remain with ICM and are credited against enrolment in a subsequent term. Fees are forfeited if the student does not re-enrol in a subsequent term.
Weeks 4–14	No refund

\* Commencement of classes will be the day of orientation. † Term fees = 4 courses ‡ Program fees can be found at [icmanitoba.ca/fees](http://icmanitoba.ca/fees)

Please note: The cancellation fees listed above refer only to ICM tuition, fees and charges. For cancellation fees relating to airport reception or homestay placement, please contact the relevant third party.



## WE HAVE RESOURCES TO HELP YOU PLAN YOUR FUTURE!

The process of studying abroad might seem scary. Don't worry! We're here to shine some light onto this process to help you achieve your dream of studying abroad, even before you apply:

**[study.icmanitoba.ca/start](https://study.icmanitoba.ca/start)**

# HOW TO APPLY

## STEP 1

Apply online:  
[icmanitoba.ca/apply](https://icmanitoba.ca/apply)



To apply, complete our free online application form and attach your transcripts, English language proficiency results (if required/available) and a copy of your passport's photo page.

Once we have received your complete application, you will receive a decision within 1-2 business days.

## STEP 2

Receive an offer



Once you have received your Letter of Offer, you must:

1. Read and understand your Letter of Offer. Please visit [icmanitoba.ca/understanding-your-offer](https://icmanitoba.ca/understanding-your-offer).
2. Sign the Acceptance of Offer form and return it to [admissions@icmanitoba.ca](mailto:admissions@icmanitoba.ca).
3. Pay the minimum tuition deposit indicated on the Letter of Offer. Payments should be made to ICM directly. See [icmanitoba.ca/how-to-accept-your-offer](https://icmanitoba.ca/how-to-accept-your-offer) for payment options. You should apply for accommodations as soon as you decide to accept your offer.

## STEP 3

Acceptance confirmation



Upon receipt of payment, your place at ICM will be confirmed in writing. You will then electronically receive your Letter of Acceptance and payment receipt.

For details on how to apply for a visa and/or study permit, go to: [cic.gc.ca/english/study](https://cic.gc.ca/english/study)

## STEP 4

Enrolment



Once your place has been confirmed and your conditions removed, you will be expected to register for classes online approximately one month before your Orientation. ICM will email you with information about how to register. Be sure to check your registered email address frequently in the months leading to your intake.

Once enrolled, your next step is to attend the mandatory Orientation at the start of term. You will be able to meet our staff and students from around the world.



UNIVERSITY  
OF MANITOBA

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