

## CONTACT INFORMATION

	Email	Telephone
<b>Academic Leadership</b>		
<b>Principal</b> Mrs. Diana Reid	<a href="mailto:dreid@cic-totalcare.com">dreid@cic-totalcare.com</a>	+1-905-572-7883 ext. 2804
<b>Vice Principal</b> Mr. Joseph Knap	<a href="mailto:jknep@cic-totalcare.com">jknep@cic-totalcare.com</a>	+1-905-572-7883 ext. 2909
<b>Admissions &amp; Liaison (Contact Person with Language Support for General Inquiries)</b>		
<b>Admissions General</b>	<a href="mailto:admissions@cic-totalcare.com">admissions@cic-totalcare.com</a>	
<b>Recruitment and Partnership Manager</b> Mr. Shawn Qin (Mandarin, English)	<a href="mailto:xqin@cic-totalcare.com">xqin@cic-totalcare.com</a>	+1-905-572-7883 ext. 2838
<b>International Admissions Manager</b> Ms. Priscilla Tamaklo (English)	<a href="mailto:ptamaklo@cic-totalcare.com">ptamaklo@cic-totalcare.com</a>	+1-905-572-7883 ext. 2841
<b>Senior Liaison Officer</b> Ms. Jane Liu (Mandarin, English)	<a href="mailto:jliu@cic-totalcare.com">jliu@cic-totalcare.com</a>	+1-905-572-7883 ext. 2814
<b>Admissions and Liaison Officer</b> Mr. Lorenzo Mesquita (Spanish, Portuguese, English)	<a href="mailto:lmesquita@cic-totalcare.com">lmesquita@cic-totalcare.com</a>	+1-905-572-7883 ext. 2833
<b>Admissions and Liaison Officer</b> Ms. Maggie Li (Mandarin, English)	<a href="mailto:mli@cic-totalcare.com">mli@cic-totalcare.com</a>	+1-905-572-7883 ext. 2731
<b>Liaison Officer</b> Ms. Julia Guo (Mandarin, English)	<a href="mailto:jguo@cic-totalcare.com">jguo@cic-totalcare.com</a>	+1-905-572-7883 ext. 2832
<b>Student Service Officer</b> Ms. Sing Wai Chu (Cantonese, Mandarin, English)	<a href="mailto:schu@cic-totalcare.com">schu@cic-totalcare.com</a>	+1-905-572-7883 ext. 2831
<b>Admissions and Liaison Officer</b> Ms. Krystal Nguyen (Vietnamese, English)	<a href="mailto:nnguyen@cic-totalcare.com">nnguyen@cic-totalcare.com</a>	+1-905-572-7883 ext. 2749
<b>Admissions and Liaison Officer</b> Ms. Julia Abdoullaeva (Russian, Turkish, Spanish, English)	<a href="mailto:jabdoullaeva@cic-totalcare.com">jabdoullaeva@cic-totalcare.com</a>	+1-905-572-7883 ext. 2818
<b>Liaison Officer</b> Ms. Lisa Luan	<a href="mailto:lluan@cic-totalcare.com">lluan@cic-totalcare.com</a>	+1-905-572-7883 ext. 2732

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(Mandarin, English)

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**Study Permit & Visa  
(Study Permit, Visa and  
Confirmation Letters)**

[visa.inquiry@cic-totalcare.com](mailto:visa.inquiry@cic-totalcare.com)

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**External Testing Office  
(English Proficiency Tests &  
Workshops – IELTS, TOEFL,  
Duolingo)**

[eto@cic-totalcare.com](mailto:eto@cic-totalcare.com)

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**Medical & Wellness**

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**Head of Medical and  
Wellness Clinic**  
Ms. May Kim

[medicalclinic@cic-totalcare.com](mailto:medicalclinic@cic-totalcare.com)

+1-905-572-7883  
ext. 2824

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**Medical Clinic**  
(Assessment and Treatment for  
Health Concerns)

[medicalclinic@cic-totalcare.com](mailto:medicalclinic@cic-totalcare.com)

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**Wellness Counselling**  
(Counselling and Education  
Services for Emotional Concerns)

[wellnessclinic@cic-totalcare.com](mailto:wellnessclinic@cic-totalcare.com)

+1-905-572-7883  
ext. 2199

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**Residence**

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**Residence Manager**  
Ms. Shara Belmonte de  
Castro

[sbelmonte@cic-totalcare.com](mailto:sbelmonte@cic-totalcare.com)

+1-905-572-7883  
ext.2902/6102

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Residence (Residence Life  
Service and Support)

[residence.life@cic-totalcare.com](mailto:residence.life@cic-totalcare.com)

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Pine Girls (PG) Front Desk

+1-905-572-7883  
ext. 6666

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Pine Boys (PB) Front Desk

+1-905-572-7883  
ext. 5555

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Oak Front Desk

+1-905-572-7883  
ext. 3333

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**Student Leadership Development  
(Leadership Teams and Opportunities, Clubs, Activities and Community Service)**

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**Head of Student  
Leadership Development**  
Mr. Brandon Lewis

[sld@cic-totalcare.com](mailto:sld@cic-totalcare.com)

+1-905-572-7883  
ext. 2829

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**Accounting Department**

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**Accounts Receivable  
Supervisor**

[invoice.inquiry@cic-totalcare.com](mailto:invoice.inquiry@cic-totalcare.com)

905-572-7833  
ext. 2846

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Ms. Lisa Ciofani

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**IT Department**

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<b>IT Supervisor</b> Mr. David Borkovic	<a href="mailto:helpdesk@cic-totalcare.com">helpdesk@cic-totalcare.com</a>	905-572-7833 ext. 2709
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**Security Department**

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<b>Security Manager</b> Mr. Steve Jones	<a href="mailto:security@cic-totalcare.com">security@cic-totalcare.com</a>	905-572-7833, ext. 2778
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<b>Security 24/7 (Lost and Found and Safety Concerns)</b>		+1-905-981-0146
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**Tutoring (Tutoring, Peer Tutoring and Academic Support)**

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Ms. Crystal Auger	<a href="mailto:cauger@cic-totalcare.com">cauger@cic-totalcare.com</a>	
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**University Placement & Guidance Services by Family Names**

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A & E-M <b>Ms. Jean Brown</b>	<a href="mailto:jbrown@cic-totalcare.com">jbrown@cic-totalcare.com</a>	+1-905-572-7883 ext. 2774
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B & D & N-Y <b>Ms. Annie Rong</b>	<a href="mailto:arong@cic-totalcare.com">arong@cic-totalcare.com</a>	+1-905-572-7883 ext. 2773
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C & Z & EAP <b>Ms. Grace Yang</b>	<a href="mailto:gyang@cic-totalcare.com">gyang@cic-totalcare.com</a>	+1-905-572-7883 ext. 2813
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EPP, University Supplementary Application <b>Ms. Cathy Cheeranjie</b>	<a href="mailto:ccheeranjie@cic-totalcare.com">ccheeranjie@cic-totalcare.com</a>	+1-905-572-7883 ext. 2834
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