



## Bookkeeping program

Better Jobs Ontario (formerly Second Career) Applicants – Spring/Summer 2024 Intake

### PROGRAM DETAILS

<b>OCAS application fee:</b> \$110.00 – Apply to Major BOKP	
<b>Length:</b> 2 Semesters	<b>Hours per week:</b> 14
<b>Credential:</b> Ontario College Certificate	<b>Location:</b> Barrie, Muskoka, Orangeville, Orillia, Owen Sound, South Georgian Bay
<b>Graduation Requirements</b> 9 Mandatory Courses 2 Communications Course 1 General Education Course <a href="https://www.georgiancollege.ca/academics/part-time-studies/programs/bookkeeping-bokp/">https://www.georgiancollege.ca/academics/part-time-studies/programs/bookkeeping-bokp/</a>	

### PROGRAM COSTS

Semester 1 (Spring/Summer 2024) Tuition + Compulsory Ancillary Fees	\$1,360.26 \$657.21
Semester 2 (Fall 2024) Tuition* + Compulsory Ancillary Fees*	\$1,360.26 \$735.63
*Subject to change, please see Program Coordinator	

### IMPORTANT DATES

Deposit due date	February 15, 2024
Last day to start	May 17, 2024
Balance of fees due	May 21, 2024
<b>Semester Start/End</b>	Summer Term: May 6, 2024 – August 16, 2024 Fall Term: September 3, 2024 – December 13, 2024
<b>Study Weeks</b>	Summer Term: June 24 – 28, 2024 Fall Term: October 21 – 25, 2024

### TEXTBOOK INFORMATION

Once a student has registered for their courses, the booklist will be available on their Banner account. Students are encouraged to check their booklist and to purchase them prior to the start of classes. Once textbooks are purchased, students must email their proof of purchase to [BetterJobsOntario@GeorgianCollege.ca](mailto:BetterJobsOntario@GeorgianCollege.ca). A letter will be provided to submit to Better Jobs Ontario for proper funding. Proof of purchase is in the form of receipts only; either a photo of the paper receipt or a copy of the e-receipt. Booklists are generated from your list of registered courses; as a result, if the student has not registered for courses, they will not be able to view their booklist. Students should expect to pay between \$1,900 - \$2,200 for textbooks over the course of this program.

Students can watch the following informational clip on how to find and purchase their textbooks:

<https://www.youtube.com/watch?v=gTNB2mYrqhM>

### REFUND/WITHDRAWAL POLICY

Students have until Day 10 (last day of the add/drop period) to withdraw from their program with a full financial refund. After this date, there is no financial refund available; regardless of how a student is funding their education (Better Jobs

Ontario funding included). Students are able to withdraw without academic penalty until approximately 11 weeks into the semester. Exact dates to withdraw without academic penalty are available upon request via email to [BetterJobsOntario@GeorgianCollege.ca](mailto:BetterJobsOntario@GeorgianCollege.ca).

#### **TUITION DEPOSITS**

- A tuition deposit payment of \$250 is required once per academic year (September to August) in order to secure your seat and register for classes
- If your Better Jobs Ontario funding has not come through by the due date, you are responsible for making the minimum payment of \$250
- Better Jobs Ontario students who are approved under the Better Jobs Ontario program and who pay their deposit will not be charged the late fee provided the full fees are covered. If a funded Better Jobs Ontario student notices a late fee on their account, the student is responsible for notifying us at [BetterJobsOntario@GeorgianCollege.ca](mailto:BetterJobsOntario@GeorgianCollege.ca) to have it removed from the financial record.

**Contact information:** [BetterJobsOntario@GeorgianCollege.ca](mailto:BetterJobsOntario@GeorgianCollege.ca)