



# Human Resources Management program

Better Jobs Ontario (formerly Second Career) Applicants - September 2023 Intake

## PROGRAM DETAILS

<b>OCAS application fee:</b> \$110.00 – Apply to Major HRMN	
<b>Length:</b> 2 Semesters + 1 Work Term	<b>Hours per week:</b> 18
<b>Credential:</b> Ontario College Graduate Certificate	<b>Location:</b> Barrie Campus
<b>Graduation Requirements</b> 12 Mandatory Courses 1 Co-op Work Term <a href="https://www.georgiancollege.ca/academics/programs/human-resources-management">https://www.georgiancollege.ca/academics/programs/human-resources-management</a>	

## PROGRAM COSTS

Semester 1 (Fall 2023) Tuition + Compulsory Ancillary Fees	\$3,518.09 \$960.54
Semester 2 (Winter 2024) Tuition + Compulsory Ancillary Fees	\$3,518.09 \$710.44
Co-op Work Term 1 (Summer 2024)	

## IMPORTANT DATES

Deposit due date	June 15, 2023
Last day to start	September 18, 2023
Balance of fees due	September 19, 2023
Semester Start/End	Fall Term: September 5, 2023 - December 15, 2023 Winter Term: January 8, 2024 - April 19, 2024 Summer Term: May 6, 2024 – August 16, 2024
Study Weeks	Fall Term: October 23, 2023 - October 27, 2023 Winter Term: February 26, 2024 - March 1, 2024 *Summer Term: June 24 – 28, 2024 *Study break during placement/Semester 3 is not guaranteed and is at the discretion of the employer.

## 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 \$1,800 - \$2,000 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)