



Office Administration – General program

Better Jobs Ontario (formerly Second Career) Applicants – September/Fall 2025 Intake

PROGRAM DETAILS

OCAS application fee: \$150.00 – Apply to Major OFAG	
Length: 2 Semesters	Hours per week: 18
Credential: Ontario College Certificate	Location: Barrie Campus
Graduation Requirements 9 Program Courses 2 Communications Courses 1 Program Option Course 1 General Education Course Support administrative functions of a business as an office assistant - Georgian College	

PROGRAM COSTS

Semester 1 (Fall 2025) Tuition	\$1,360.26
+ Compulsory Ancillary Fees	\$816.41
Semester 2 (Winter 2026) Tuition	\$1,360.26
+ Compulsory Ancillary Fees	\$516.31

IMPORTANT DATES

Deposit due date	June 15, 2025
Last day to start	September 15, 2025
Balance of fees due	September 16, 2025
Semester Start/End	Fall Term: September 2 – December 12, 2025 Winter Term: January 5, 2026 – April 17, 2026
Study Weeks	Fall Term: October 20 – 24, 2025 Winter Term: February 23-27, 2026

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. 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.

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 to have it removed from the financial record.

Contact information: BetterJobsOntario@GeorgianCollege.ca