



# Office Administration – General program

Better Jobs Ontario (formerly Second Career) Applicants – January 2023 Intake

## PROGRAM DETAILS

<b>OCAS application fee:</b> \$110.00 – Apply to Major OFAG	
<b>Length:</b> 2 Semesters	<b>Hours per week:</b> 18
<b>Credential:</b> Ontario College Certificate	<b>Location:</b> Barrie Campus
<b>Graduation Requirements</b> 8 Mandatory Courses 1 Optional Course 2 Communications Courses 1 General Education Courses <a href="https://www.georgiancollege.ca/academics/full-time-programs/office-administration-general-ofag/">https://www.georgiancollege.ca/academics/full-time-programs/office-administration-general-ofag/</a>	

## PROGRAM COSTS

Semester 1 (Winter 2023) Tuition + Compulsory Ancillary Fees	\$1,360.26 \$808.96
Semester 2 (Summer 2023) Tuition + Compulsory Ancillary Fees	\$1,360.26 \$521.58

## IMPORTANT DATES

Deposit due date	October 4, 2022
Last day to start	January 20, 2023
Balance of fees due	January 23, 2023
<b>Semester Start/End</b>	Winter Term: January 9, 2023 - April 21, 2023 Summer Term: May 8, 2023 - August 18, 2023
<b>Study Weeks</b>	Winter Term: February 27, 2023 - March 3, 2023 Summer Term: June 26 – 30, 2023

## 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 [secondcareer@georgiancollege.ca](mailto:secondcareer@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 \$1,900.00 - \$2,000.00 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 [secondcareer@georgiancollege.ca](mailto:secondcareer@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 [secondcareer@georgiancollege.ca](mailto:secondcareer@georgiancollege.ca) to have it removed from the financial record.

**Contact information:** [secondcareer@georgiancollege.ca](mailto:secondcareer@georgiancollege.ca) or 705.728.1968 x1575