

## Office Administration – General program

Better Jobs Ontario (formerly Second Career) Applicants - September 2022 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> South Georgian Bay 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 (Fall 2022) Tuition + Compulsory Ancillary Fees	\$1,360.26 \$661.32
Semester 2 (Winter 2023) Tuition + Compulsory Ancillary Fees	\$1,360.26 \$328.82

### IMPORTANT DATES

Deposit due date	June 15, 2022
Last day to start	September 19, 2022
Balance of fees due	September 20, 2022
<b>Semester Start/End</b>	Fall Term: September 6, 2022 - December 16, 2022 Winter Term: January 9, 2023 - April 21, 2023
<b>Study Weeks</b>	Fall Term: October 24, 2022 - October 28, 2022 Winter Term: February 27, 2023 - March 3, 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 [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)