

BETTER JOBS ONTARIO: COST BREAKDOWN ESTIMATE & SESSIONAL DATES

Program: Office Administration – Executive (EXS - SY)

Credential: Ontario College Diploma

Campus: Seneca@York

Address: 70 The Pond Road Toronto, ON M3J 3M6

Program Length: 3 Terms (1 Year)

Start Date: 9/3/2024

Term Dates:

TERM	START	STOP	BREAKS	Hours/ Week
Fall 2024	Sept 3, 2024	Dec 11, 2024	Oct 21, 2024 - Oct 25, 2024	23
Winter 2025	Jan 6, 2025	Apr 18, 2025	Feb 24, 2025 - Feb 28, 2025	27
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NOTE

The above dates represent the best information available on the academic schedule at the time of issuing. The College reserves the right to make changes as required. Should changes occur, the revised critical dates will be forwarded to Seneca students.

Total Cost Estimates:

Tuition Fees	\$6,811.70
Books and Supplies	\$2,130.00

NOTE

Book and Supply Costs are approximate and do not include transportation, field trip or work integrated learning fees. Fees are subject to change.

As a Better Jobs Ontario applicant, you are expected to make a \$500.00 non-refundable deposit towards your tuition by the due date that appears on your online Student Center. You must pay the remainder of your tuition fees in full by the first day of classes or a \$150.00 late fee will be added to your fees. If your \$500.00 deposit is not received, you will lose your seat in the program.

Notification of withdrawal must be directed to the Registrar's Office in writing (by *regular* mail or in person) in order to be eligible for appropriate fees refund where applicable. Withdrawal from Seneca before the tenth day of scheduled classes will result in a refund of full tuition fees paid, less \$500.00. If withdrawal occurs after the tenth day of scheduled classes, no tuition fees from that term will be refunded. Fees collected for future terms will be refunded.

Tuition Fee Policy: <https://www.senecapolytechnic.ca/about/policies/tuition-fee-and-refund-policy.html>

Tuition Fees breakdown: <https://www.senecapolytechnic.ca/registrar/fees.html>

Books and Supplies breakdown: <https://www.senecapolytechnic.ca/registrar/fees.html>

Employment Opportunities:

Start your career as an executive assistant, administrative assistant, office manager or executive secretary in any sector. Our twelve month Office Administration – Executive program provides you with all the knowledge and practical skills you need for enhanced employment opportunities in office administration.

For further information, please contact our Student Recruitment Department at Student.Recruitment@senecapolytechnic.ca.

Field Placement: If you meet all the necessary academic requirements, you will be able to participate in an unpaid field placement that will allow you to acquire hands-on experience in a formal work environment. You may have a shared responsibility for securing a placement. The placement may take place after the third semester of classroom studies, extending the length of the program by one month. Successful completion of this placement is a requirement for graduation.

If you are approved for Better Jobs Ontario Funding, you will be required to submit a signed copy of your contract to the Admissions Office.