

## 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:** 9/5/2023

### Term Dates:

TERM	START	STOP	BREAKS	Hours/ Week
Fall 2023	Sept 5, 2023	Dec 13, 2023	Oct 23, 2023 - Oct 27, 2023	23
Winter 2024	Jan 8, 2024	Apr 19, 2024	Feb 26, 2024 - Mar 1, 2024	27
Summer 2024	May 6, 2024	Aug 16, 2024	Jun 24, 2024 - Jun 28, 2024	28

### 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	<b>\$6,599.22</b>
Books and Supplies	<b>\$2,130.00</b>

### 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 the College 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.senecacollege.ca/about/policies/tuition-fee-and-refund-policy.html>

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

Books and Supplies breakdown: <https://www.senecacollege.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@senecacollege.ca](mailto:Student.Recruitment@senecacollege.ca).

**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.**