



**Information Sheet for Office Administration 1<sup>st</sup> Year  
2018 - 2019**

**Please keep this sheet for future reference**

Program	Fall Dates	Winter Dates	Intersession Dates	Tuition			Books			Other Fees		
				Fall	Winter	Intersession	Fall	Winter	Intersession	Fall	Winter	Intersession
<b>Office Administration</b>	Sep 04/18 Dec 20/18	Jan.2/19 - Apr. 26/19	May 06/19 July 05/19	\$726	\$726	\$441	\$1430	\$750	\$675	\$602	\$65	\$32.50

**\*Important Information (Other Fees) – Fall**

Health and Dental Insurance - \$390.00 single coverage

Registration fee \$97 (paid prior to registration)

Equipment and Materials per Semester: Fall \$65; Winter \$65; Intersession \$32.50

2 week work term \$98.00

**Other Fees include equipment/materials fee, health/dental fee, annual registration fee, etc.  
Note: All fees are based on previous year's semesters and are subject to change without notice**