



**Information Sheet for Office Administration 2nd Year – Records & Information Management
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 |
| Office Administration (RIM) | Sept 04/18 Dec 20/18 | Jan 02/19 April 26/19 | May 06/19 June 14/19 | \$726 | \$726 | \$294 | \$890 | \$490 | N/A | \$632 | \$65 | N/A |

***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
International association of Administrative Professionals (IAAP) \$30.00
Admission Fee \$50

**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**