

## Office Administration

### Accounting/Bookkeeping Certificate (20 weeks)

Kelowna

#### 2022

<b>August 16</b>	Tuition and fees due
<b>September 6</b>	Orientation
<b>September 7</b>	Classes begin
<b>September 30</b>	Statutory Holiday (no classes)
<b>October 10</b>	Statutory Holiday (no classes)
<b>November 11</b>	Statutory Holiday (no classes)
<b>December 23</b>	Last day of classes before winter break

#### 2023

<b>January 9</b>	Classes resume
<b>February 17</b>	Classes end

### Administrative Assistant Certificate (37 weeks)

Kelowna, Salmon Arm, Vernon, Penticton

#### 2022

<b>August 16</b>	Tuition first instalment* and all fees due
<b>September 6</b>	Orientation
<b>September 7</b>	Classes begin
<b>September 30</b>	Statutory Holiday (no classes)
<b>October 10</b>	Statutory Holiday (no classes)
<b>November 11</b>	Statutory Holiday (no classes)
<b>December 23</b>	Last day of classes before winter break



## 2023

<b>January 9</b>	Classes resume
<b>January 31</b>	Tuition second instalment* due
<b>February 20</b>	Statutory Holiday (no classes)
<b>March 27 - 31</b>	Mid-Semester Break (no classes)
<b>April 7 and 10</b>	Statutory Holiday (no classes)
<b>May 22</b>	Statutory Holiday (no classes)
<b>June 22</b>	Classes end

\* The amount of the first instalment must be at least one-half of the tuition fees assessed plus all assessed ancillary fees. The second instalment is the entire outstanding balance for the program.

Students who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the week 16 will receive no tuition refund. See Tuition Refund Policy: <https://webapps-5.okanagan.bc.ca/ok/Calendar/Fees>

### **Office Assistant Certificate (17 weeks)** **Kelowna, Salmon Arm, Vernon, Penticton**

## 2022

<b>August 16</b>	Tuition and fees due
<b>September 6</b>	Orientation
<b>September 7</b>	Classes begin
<b>September 30</b>	Statutory Holiday (no classes)
<b>October 10</b>	Statutory Holiday (no classes)
<b>November 11</b>	Statutory Holiday (no classes)
<b>December 23</b>	Last day of classes before winter break

## 2023

<b>January 9</b>	Classes resume
<b>January 20</b>	Classes end
<b>January 25</b>	Last day to submit final grades

Students who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the week 16 will receive no tuition refund. See Tuition Refund Policy: <https://webapps-5.okanagan.bc.ca/ok/Calendar/Fees>



## Office Assistant Certificate (17 weeks)

Kelowna

2023

January 17	Tuition and fees due
February 7	Orientation
February 8	Classes begin
February 20	Statutory Holiday (no classes)
March 27 – 31	Mid-Semester Break (no classes)
April 7 and 10	Statutory Holiday (no classes)
May 22	Statutory Holiday (no classes)
June 21	Classes end
June 23	Last day to submit final grades

Students who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the week 16 will receive no tuition refund. See Tuition Refund Policy: <https://webapps-5.okanagan.bc.ca/ok/Calendar/Fees>

## Legal Administrative Assistant Certificate (Litigation - 18 weeks)

Kelowna

2022

August 16	Tuition and fees due
September 6	Orientation
September 7	Classes begin
September 30	Statutory Holiday (no classes)
October 10	Statutory Holiday (no classes)
November 11	Statutory Holiday (no classes)
December 22	Last day of classes before winter break

2023

January 9	Classes resume
January 27	Classes end
February 1	Last day to submit final grades

Students who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the week 16 will receive no tuition refund. See Tuition Refund Policy: <https://webapps-5.okanagan.bc.ca/ok/Calendar/Fees>



**Legal Administrative Assistant Certificate (Corporate/Conveyancing 19 weeks)  
Kelowna only**

**2023**

<b>January 10</b>	Tuition and fees due
<b>February 1</b>	Classes Begin
<b>February 20</b>	Statutory Holiday (no classes)
<b>April 7 and 10</b>	Statutory Holiday (no classes)
<b>May 22</b>	Statutory Holiday (no classes)
<b>June 21</b>	Classes end
<b>June 23</b>	Last day to submit final grades

Students who totally withdraw or terminate their registration within the first 16 weeks of the program, will receive a tuition refund for that portion of the program in excess of 16 weeks. Students who withdraw after the week 16 will receive no tuition refund. See Tuition Refund Policy: <https://webapps-5.okanagan.bc.ca/ok/Calendar/Fees>

