

STEP 1

This 10 step process can take **several months** to complete, so please start early as our programs fill up quickly. Start by visiting your local employment assessment centre to be assessed as Second Career eligible and to develop a Return to Work Action Plan.

PLEASE VISIT

www.edu.gov.on.ca/eng/tcu/search.html

STEP 2

See which George Brown College programs are eligible for Second Career funding and check which of these programs are still open for application.

PLEASE VISIT

www.georgebrown.ca/Marketing/FTCal/ftstatus.aspx

STEP 3

If you have questions, you can attend a Second Career Information session and have all of your questions answered by a George Brown College Advisor. Once you have registered, you will be prompted to **PRINT** a Research Document for your program that will answer the training research questions in the application to the **Ministry of Training, Colleges and Universities (MTCU)**.

PLEASE VISIT

www.georgebrown.ca/secondcareer/registration.aspx

STEP 4

Please select an available George Brown program and apply online at www.ontariocolleges.ca. Make sure to **SELECT** the box that indicates that you are applying as an **AGENCY SPONSORED SECOND CAREER APPLICANT** - this is the 4th drop down feature on the first page of the "All About Me" section of the application. There is a non-refundable \$95.00 fee to apply. If you have any questions about your online application, please contact OCAS directly at **1-888-892-2228**.

STEP 5

After completion of the OCAS application and payment of the **\$95.00** processing fee, your application will be received by the college within 48hours.

STEP 6

If required, you will be mailed a letter that explains how to complete admission testing. You will be directed to complete admission testing at one of the George Brown College Assessment Centres. Please make sure to identify that you are a Second Career applicant. Visit either the **Casa Loma Assessment Centre**, Room C343, 160 Kendal Avenue, or **St. James Campus**, 200 King Street East, Room 275. Testing fees are waived for Second Career applicants.

STEP 7

Once an admissions decision has been made and you are admitted to your program, a Second Career Letter of Acceptance will be issued by Admissions. The letter can be mailed to you or picked up directly from the Student Service Centre.

STEP 8

If you have received a George Brown College Second Career Letter of Acceptance, you will have to attach it to your Second Career application package and submit it to your Case Manager. This will then be sent by your Case Manager to the MTCU for funding review.

STEP 9

Once you sign and receive a copy of your approved **MTCU Second Career Contract**, bring it to George Brown's Student Service Centre located at the Casa Loma Campus in Room C317, 160 Kendal Ave or the Lower Level at the St. James Campus, 200 King St. East, and present this information to one of the Information Specialists. You will then have to pay a **\$145.00** deferral fee. Make sure to identify yourself as a Second Career student. The centre is available from Monday-Thursday, 9:00am-7:00pm & Friday 9:00am-5:00pm. No appointment is necessary.

In order to keep a place in your chosen program, you must pay a non-refundable deferral fee of **\$145.00** before your fee payment deadline. You will receive an invoice from the college in the mail when tuition is due. Failure to defer tuition may result in the loss of your seat in your program.

If your contract has **not** been approved by the MTCU but you have received a Letter of Acceptance, please look into other means of Financial Assistance:

www.studentawards.ca

www.scholarshipscanada.com

www.canlearn.ca

<https://osap.gov.on.ca>

STEP 10

Register for your classes and begin your studies as a George Brown College student - Good luck!

CONTACT US

BY PHONE:

416-415-5000, Ext 2949 Second Career, Ext 3372
Toll Free: 1-800-265-2002
TTY: 1-877-515-5559

BY EMAIL:

secondcareer@georgebrown.ca

IN PERSON:

Appointments are preferred.

Casa Loma Campus

Building C
160 Kendal Ave.
Rooms 407, 408, 409 & 415

St. James Campus

Building SJA
200 King St E
Room 267D



YOUR SECOND CAREER PASSPORT

YOUR 10 STEPS TOWARDS SUCCESS