

## CONTACT US



# YOUR SECOND CAREER PASSPORT

### BY PHONE:

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

### CASA LOMA CAMPUS

Building C  
160 Kendal Ave.  
Rooms 407 & 408A

### BY EMAIL:

[secondcareer@georgebrown.ca](mailto:secondcareer@georgebrown.ca)

### ST. JAMES CAMPUS

Building SJA  
200 King St E  
Room 267D

### IN PERSON:

Appointments are preferred



Your 10 steps towards success



**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 [edu.gov.on.ca/eng/tcu/search.html](http://edu.gov.on.ca/eng/tcu/search.html)

**2** Explore George Brown College programs and check to see which ones are still open for application: [georgebrown.ca/programs](http://georgebrown.ca/programs). When researching programs, the following Ministry of Advanced Education and Skills Development (MAESD) guidelines should be considered:  
Prospective programs should be no more than two years in length and should lead to a specified career path  
One year of academic upgrading may be considered (if required)

**3** If you have questions, you can attend a Second Career information session and have all your questions answered by a George Brown College Advisor. You can also visit the George Brown College's Second Career webpage where you will find additional program and college information that will assist you with your research.  
PLEASE VISIT: [georgebrown.ca/secondcareer/prospective](http://georgebrown.ca/secondcareer/prospective)

**4** Please select an available George Brown program and apply online at [ontariocolleges.ca](http://ontariocolleges.ca). Make sure to **SELECT** the box that indicates that you are applying as an **AGENCY SPONSORED SECOND CAREER APPLICANT** - this is the 1st drop down feature on the "Financial Support" section of the application under "My Profile". There is a non-refundable **\$95** fee to apply. If you have any questions about your online application, please contact OCAS directly at **1-888-892-2228**.

**5** After completion of the OCAS application and payment of the **\$95** processing fee, your application will be received by the college within 48 hours.

**6** If required, you will be mailed a letter that explains how to complete admission testing. You will be directed to complete admission test at Assessment Centre at **St. James Campus**, 200 King Street East, Room 275. Please make sure to identify that you are a Second Career applicant. Testing fees are waived for Second Career applicants.

**7** Once an admissions decision has been made and you are admitted to your program, a Second Career Cost Estimate will be issued by Admissions. This letter can be mailed to you or picked up directly from the Student Service Centre at **Casa Loma Campus**.

**8** If you have received a George Brown College Second Career Cost Estimate Letter, you will need to attach it to your Second Career application package, along with your fee invoice and GBC letter of acceptance, and submit them to your Employment Ontario Case Manager. The complete package will then be sent by your Case Manager to the MAESD for funding review.

Once you sign and receive a copy of your approved MAESD Second Career Contract, bring it to George Brown's Student Service Centre located at the Casa Loma Campus in Room C317, 160 Kendal Avenue or the Lower Level at the St. James campus, 200 King St. East, and present this information to one of the Information Specialists. Make sure to identify yourself as a Second Career student. The center is available from Monday –Thursday, 9am -7pm & Friday 9am-5pm. No appointment is necessary.

**9** While you are waiting to receive either the first installment of your Second Career funding or final approval of your Second Career application, you must pay a **\$500** deposit before the fee payment deadline in order to secure your seat in the program. The deposit will be applied towards your tuition and fees for the first semester of study in the academic year. In the event that you decide for any reason not to proceed with your studies or are not approved for Second Career funding, the **\$500** deposit is non-refundable.

If your Second Career contract has not been approved by the MAESD, but you have received a SC Cost Estimate letter, please look into other means of Financial Assistance:  
[georgebrown.ca/financialaid](http://georgebrown.ca/financialaid)  
[yconic.com](http://yconic.com)  
[scholarshipscanada.com](http://scholarshipscanada.com)  
[canlearn.ca](http://canlearn.ca)  
[osap.gov.on.ca](http://osap.gov.on.ca)

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

