

# Program Cost Template

**Assessments** for WSIB funding agents are free.

- GED assessments (practice GED tests) for self-contracting students are \$45.
- Mature entrance test (Wonderlic) are free

**Academic Upgrading (ACUP)** is \$30/hour. **Book Fee: \$275**

*Weekly Rate (M-F):*

**3 hours/day - \$450**

**4 hours/day - \$600**

**5 hours/day - \$750**

**6 hours/day - \$900**

**ESL Training** is \$30/hour; based on an ESL assessment. Generally, it takes 10 weeks (3 hrs/day) to go up one CLB level. **Book Fee: \$400**

## **General Guide for Extensions/Tutoring**

- WSIB-funded students during classroom hours (8:00 – 2:30) - \$30/hr [all programs] – not 1:1
- WSIB-funded students during classroom hours (8:00 – 2:30) - \$45/hr [all programs] – 1:1
- Self-Motivated Learning Environment (SMLE) during classroom hours (8:00 – 2:30) - \$20/hour – not 1:1  
↳ offered mostly to self-contracting students that are independent learners.
- For after-hours training/tutoring, refer to tutoring rate table.

## **GED PREPARATION**

GED Preparation (WSIB Funded Students Only)						
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Academic/Skills upgrading required to meet prerequisites		Academic Prerequisites: Grade 10 Math and English				
GED Preparation	Certificate	3 hours	12 weeks	\$ 5,400.00	Exempt	\$ 5,400.00
		4 hours	9 weeks	\$ 5,400.00	Exempt	\$ 5,400.00
		6 hours	6 weeks	\$ 5,400.00	Exempt	\$ 5,400.00
Books & Resources				\$ 50.00	GST not included	\$ 50.00
Cost of the GED test fee is included in the tuition						
Total Program Cost = Program Tuition + Books/Resources						

## **Self- contracting students**

- GED tutoring (not 1:1) for self-contracting students during college hours (8:00 AM – 2:30 PM) is \$20/hour.
- For after-hours training/tutoring, refer to tutoring rate table
- For public students the GED assessment is \$45.

## **CERTIFICATES**

Computer Foundations Level 1						
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Academic/Skills upgrading required to meet prerequisites		Academic Prerequisites: Grade 6 Math and English (Reading)				
Computer Foundations Level 1	Certificate	3 hours	8 weeks	\$3,600.00	Exempt	\$ 3,600.00
Intro to Computers - 40 hours		4 hours	6 weeks	\$3,600.00	Exempt	\$ 3,600.00
MS Word Level 1 - 40 hours		6 hours	4 weeks	\$3,600.00	Exempt	\$ 3,600.00
MS Excel Level 1 - 40 hours						
Books & Resources				\$ 275.00	GST not included	\$ 275.00
Total Program Cost = Tuition + Books/Resources						

Computer Foundations - Level 2						
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Computer Upgrading required to meet prerequisites		Computer Prerequisites: Computer Foundations Level 1 (see table above)				
Computer Foundations Level 2 (180 Hours) MS Word Level 2 - 40 hours MS Excel Level 2 - 40 hours MS PowerPoint Level 1 - 40 hours MS Outlook Level 1 - 20 hours MS Access Level 1 - 40 hours	Certificate	3 hours	12 weeks	\$5,400.00	Exempt	\$ 5,400.00
		4 hours	9 weeks	\$5,400.00	Exempt	\$ 5,400.00
		6 hours	6 weeks	\$5,400.00	Exempt	\$ 5,400.00
		Books & Resources		\$ 275.00	GST not included	\$ 275.00
Total Program Cost = Tuition + Books/Resources						

<b>Specific Microsoft Office Modules (A la carte option)</b>		
Module	Tuition	Duration
MS Word Level 2 (40 hours)	1200	3 weeks at 3 hours per day; 2 weeks at 4 hours per day
MS Excel Level 2 (40 hours)	1200	
MS PowerPoint Level 1 (40 hours)	1200	
MS Access Level 1 (40 hours)	1200	
MS Outlook Level 1 (20 hours)	600	1 week at 3-4 hours per day

Introduction to Accounting Certificate						
Academic/Skills upgrading required to meet prerequisites			Academic Prerequisites: Grade 8 math and Grade 10 English			
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Introduction to Accounting Certificate (40 hours)	Certificate	3 hours	3 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		4 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		6 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
Books & Resources (text books only)				\$ 60.00	GST not included	\$ 60.00
Total Program Cost = Tuition + Books/Resources						

Introduction to Computerized Accounting - Sage 50						
Academic/Skills upgrading required to meet prerequisites		Academic Prerequisites: Grade 8 math and Grade 10 English				
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Introduction to Accounting (40 hours)	Certificate	3 hours	3 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		4 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		6 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
Books & Resources (text books only)				\$ 60.00	GST not included	\$ 60.00
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Computer upgrading required to meet prerequisites: Computer Foundations Level 1 (120 hours)	Certificate	3 hours	8 weeks	\$3,600.00	Exempt	\$ 3,600.00
		4 hours	6 weeks	\$3,600.00	Exempt	\$ 3,600.00
		6 hours	4 weeks	\$3,600.00	Exempt	\$ 3,600.00
Books & Resources (text books only)				\$275.00	GST not included	\$ 275.00
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Introduction to Computerized Accounting - QuickBooks (40 hours)	Certificate	3 hours	3 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		4 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		6 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
Books & Resources (text books only)				\$ 300.00	GST not included	\$ 300.00
Total Program Cost = Tuition + Books/Resources						

## ***Introduction to Computerized Accounting - QuickBooks version 2015***

Academic/Skills upgrading required to meet prerequisites

Academic Prerequisites: Grade 8 Math and Grade 10 English

Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Introduction to Accounting (40 hours)	Certificate	3 hours	3 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		4 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		6 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
Books & Resources (text books only)				\$ 60.00	GST not included	\$ 60.00

Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Computer upgrading required to meet prerequisites: Computer Foundations Level 1 (120 hours)	Certificate	3 hours	8 weeks	\$3,600.00	Exempt	\$ 3,600.00
		4 hours	6 weeks	\$3,600.00	Exempt	\$ 3,600.00
		6 hours	4 weeks	\$3,600.00	Exempt	\$ 3,600.00
Books & Resources (text books only)				\$275.00	GST not included	\$ 275.00

Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Introduction to Computerized Accounting - QuickBooks (40 hours)	Certificate	3 hours	3 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		4 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		6 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
Books & Resources (text books only)				\$ 300.00	GST not included	\$ 300.00

**Total Program Cost = Tuition + Books/Resources**

## ***Medical Terminology Certificate***

Program	Diploma/ Certificate	Daily Classes (please choose)	Duration	Price	HST	Total
Medical Terminology (60 hours)	Certificate	3 hours	4 weeks	\$600.00	Exempt	\$600.00
		4 hours	3 weeks	\$600.00	Exempt	\$600.00
		6 hours	2 weeks	\$600.00	Exempt	\$600.00
Books & Resources				\$250.00	GST not included	\$250.00

**Total Program Cost = Tuition + Books/Resources**

\*Can be offered as a stand-alone certificate or in addition to other programs.

# **DIPLOMAS** (at all locations)

Customer Service Diploma						
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Customer Service (200 hours)	DIPLOMA	3 hours	13 weeks	\$ 5,000.00	Exempt	\$ 5,000.00
		4 hours	10 weeks	\$ 5,000.00	Exempt	\$ 5,000.00
		6 hours	6 weeks	\$ 5,000.00	Exempt	\$ 5,000.00
Books & Resources				\$ 300.00	GST not included	\$ 300.00
Total Program Cost = Tuition + Books/Resources						

**\*NEW:** please note that the changes will be applied to the Ministry and therefore will not match the information on the Ministry's website yet.

Office Administration						
Program	Diploma/ Certificate	Daily Classes	Duration	Price	HST	Total
Office Administration (420 hours)	Diploma	3 hours	28 weeks	\$ 7,560.00	Exempt	\$ 7,560.00
		4 hours	21 weeks	\$ 7,560.00	Exempt	\$ 7,560.00
		6 hours	14 weeks	\$ 7,560.00	Exempt	\$ 7,560.00
Books & Resources				\$ 560.00	GST Included	\$ 588.00
Total Program Cost = Tuition + Books/Resources						

**\*NEW:** please note that the changes will be applied to the Ministry and therefore will not match the information on the Ministry's website yet.

Retail Sales Diploma							
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total	
Academic/Skills upgrading required to meet prerequisites		Academic Prerequisites: Grade 6 Math and Grade 10 English					
Computer Upgrading required to meet prerequisites		3 hours	4 weeks	\$ 1,800.00	Exempt	\$ 1,800.00	
Intro to Computers - 20 hours		4 hours	3 weeks	\$ 1,800.00	Exempt	\$ 1,800.00	
MS Word Level 1 - 40 hours		6 hours	2 weeks	\$ 1,800.00	Exempt	\$ 1,800.00	
Books & Resources				\$ 275.00	GST not included	\$ 275.00	
Retail Sales (90 hours)		Diploma	3 hours	6 weeks	\$ 2,700.00	Exempt	\$ 2,700.00
			4 hours	5 weeks	\$ 2,700.00	Exempt	\$ 2,700.00
			6 hours	3 weeks	\$ 2,700.00	Exempt	\$ 2,700.00
Books & Resources				\$ 120.00	GST not included	\$ 120.00	
Total Program Cost = Tuition + Books/Resources							

**\*Student copy of computer book not required for this program. Students can use school copy if needed.**

# **CERTIFICATE OR DIPLOMA** (depends on location)

**SECURITY GUARD** – offered as a diploma in Hamilton, St. Catharines, and Brantford; offered as a Certificate at every other campus

**SUPPLY CHAIN RESOURCE MANAGEMENT** – offered as a diploma in Brantford and Kitchener only; offered as a Certificate at every other campus

**MEDICAL OFFICE ADMINISTRATION** – offered as a diploma in Hamilton, St. Catharines, Guelph and Kitchener; offered as a Certificate at every other campus

Security Guard						
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Academic/Skills upgrading required to meet prerequisites		Academic Prerequisites: Grade 6 Math and Grade 10 English				
Computer Upgrading required to meet prerequisites		Introduction to Computers module (40 hours)				
Security Guard	Diploma - at Brantford, St. Catharines, and Hamilton campus only OR Certificate - available at all campus	3 hours	14 weeks	\$ 6,300.00	Exempt	\$ 6,300.00
		4 hours	11 weeks	\$ 6,300.00	Exempt	\$ 6,300.00
		6 hours	7 weeks	\$ 6,300.00	Exempt	\$ 6,300.00
Books & Resources				\$ 280.00	GST not included	\$280
Other Fees; includes: WHMIS; First Aid/CPR; Ministry Test Fee; Licensing Fee; Photos; Police Clearance Fee (if necessary)						\$400 + GST
Total Program Cost = Tuition + Books/Resources + Other Fees						
PLEASE NOTE: Students participating in Security Guard Training cannot write the MCSCS test until the program has been completed. A Work Practicum, should there be one in his or her plan, cannot begin until the license has been received. <b>Summit recommends a 4 week Job Search Training 'buffer' to ensure the student has time to receive his or her license between completion of the Ministry test and the start date of work practicum.</b>						
Please ensure the student does not have a criminal record.						
Uniform not included in Summit costs.						

**\*No computer book required. Computer upgrading includes only Introduction to Computers module**

**\*\*Student also needs to have a clean criminal record check or is bondable – please confirm with RTWS & student**

**\*\*\*Ensure the student has a valid photo id for Ministry test and license application – please confirm with RTWS & student**

Supply Chain Resource Management													
Program		Diploma/ Certificate		Daily Classes		Duration		Price		HST		Total	
Academic/Skills upgrading required to meet prerequisites				Academic Prerequisites: Grade 10 Math and English									
Computer Foundations Level 1 - Computer Upgrading required to meet prerequisites				3 hours		8 weeks		\$ 3,600.00		Exempt		\$ 3,600.00	
				4 hours		6 weeks		\$ 3,600.00		Exempt		\$ 3,600.00	
				6 hours		4 weeks		\$ 3,600.00		Exempt		\$ 3,600.00	
Supply Chain Resource Management (330 hours)		DIPLOMA - available at Stratford and Brantford campus only OR CERTIFICATE - available at all campus		3 hours		22 weeks		\$ 8,250.00		Exempt		\$ 8,250.00	
				4 hours		17 weeks		\$ 8,250.00		Exempt		\$ 8,250.00	
				6 hours		11 weeks		\$ 8,250.00		Exempt		\$ 8,250.00	
Books & Resources								\$ 580.00		GST not included		\$ 580.00	
Total Program Cost = Tuition + Books/Resources													

**\*Cost of computer book included in SCRM Diploma/Certificate fees.**

### **Medical Office Administration**

Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
<p>Pre-requisite: Ontario High School Diploma</p> <p>If the student does not have a high school diploma then they must pass the mature entrance exam (Wonderlic; minimum score of 18)</p> <p>Academic/Skills upgrading recommended to pass the mature entrance exam is grade 10 math and English.</p>						
Medical Office Administration (600 hours)	DIPLOMA - available at Guelph, Hamilton, St. Catharines, and Kitchener Campus OR Certificate - available at all campus	3 hours	40 weeks	\$ 8,000.00	Exempt	\$ 8,000.00
		4 hours	30 weeks	\$ 8,000.00	Exempt	\$ 8,000.00
		6 hours	20 weeks	\$ 8,000.00	Exempt	\$ 8,000.00
Books & Resources				\$ 600.00	GST not included	\$ 600.00
Total Program Cost = Tuition + Books/Resources						



# ADAPTIVE TRAINING

One Handed Typing							
Program	Diploma/ Certificate	Student's Integrated Program Duration (samples)		Rate per week	HST	Total	
One Handed Typing ( Integrated with student's other programs - no fixed amount of hours because students' master lessons differently)	Certificate	Max tuition of OHT is \$1000	4	weeks	\$ 100.00	\$ 13.00	\$ 413.00
			6	weeks	\$ 100.00	\$ 13.00	\$ 613.00
			8	weeks	\$ 100.00	\$ 13.00	\$ 813.00
Books & Resources					\$ 100.00	GST not included	\$ 100.00
Total Program Cost = Tuition + Books/Resources							
*OHT is to be integrated with another program because a student cannot work on this for more than an hour straight.							
** If it's a standalone, then the program is only 1 hour per day							
*** Durations above are samples only							

Non-Dominant Hand Training							
Program	Diploma/ Certificate	Student's Integrated Program Duration (samples)		Rate per week	HST	Total	
Non-Dominant Hand Training ( Integrated with student's other programs - no fixed amount of hours because students' master lessons differently)	Certificate	Max tuition of NDHT is \$1000	4 weeks	\$ 100.00	\$ 13.00	\$ 413.00	
			6 weeks	\$ 100.00	\$ 13.00	\$ 613.00	
			8 weeks	\$ 100.00	\$ 13.00	\$ 813.00	
Books & Resources				\$100.00	GST not included	\$ 100.00	
Total Program Cost = Tuition + Books/Resources							
*NDHT is to be integrated with another program because a student cannot work on this for more than an hour straight.							
** If it's a standalone, then the program is only 1 hour per day							
*** Durations above are samples only							

**Please note the NDHT program is not physiotherapy. The NDHT program trains the non-injured hand and neuropathways of the brain; while physio trains the injured hand to regain strength and functionality.**

Voice Activated Software Training						
Program	Diploma/ Certificate	Daily Classes (please choose one)	Duration	Price	HST	Total
Computer Upgrading required to meet prerequisites (Introduction to Computers module only) ~ 40 hours		3 hours	3 weeks	\$ 1,350.00	Exempt	\$ 1,350.00
		4 hours	2 weeks	\$ 1,200.00	Exempt	\$ 1,200.00
		6 hours	1 weeks	\$ 900.00	Exempt	\$ 900.00
Books & Resources				\$ 20.00	GST not included	\$ 20.00
Voice Activated Software Training (~40 hours)	Certificate	3 hours	3 weeks	\$ 1,350.00	\$ 175.50	\$ 1,525.50
		4 hours	2 weeks	\$ 1,200.00	\$ 156.00	\$ 1,356.00
		6 hours	2 weeks	\$ 1,800.00	\$ 234.00	\$ 2,034.00
Books & Resources				\$ 50.00	GST not included	\$ 50.00
Cost for Software + USB Headphone Mic set (optional - student copy)				\$ 400.00	GST not included	\$ 400.00
Total Program Cost = Tuition + Books/Resources						



# **WORK PRACTICUM**

## Pricing for WISB-funded students

<i><b>Program</b></i>	<i><b>Duration</b></i>	<i><b>Price</b></i>	<i><b>HST</b></i>	<i><b>Totals</b></i>
<b>Work Practicum - Search &amp; Secure fee</b>	N/A	\$1000	Exempt	\$1000.00
<b>Work Practicum – Monitoring Fee</b>	Per week - Variable	\$100	Exempt	\$100 multiplied by number of weeks

## Pricing for Self-contracting students

<i><b>Program</b></i>	<i><b>Duration</b></i>	<i><b>Price</b></i>	<i><b>HST</b></i>	<i><b>Totals</b></i>
<b>Work Practicum - Search &amp; Secure fee</b>	N/A	\$500	Exempt	\$500.00
<b>Work Practicum– Monitoring Fee</b>	Per week - Variable	\$20	Exempt	\$20 multiplied by number of weeks

**Note:** The student must maintain a 70% grade average and an 85% attendance rate to qualify for this practicum program.

# MICROSOFT OFFICE FOR SELF-CONTRACTING STUDENTS

## (2 options)

Microsoft Office module training for self-contracting students
<p><b>Option 1:</b></p> <p><b>Correspondence – student can complete these modules on their own at home; student must attend school to complete demonstration tests/evaluations.</b></p> <p>Microsoft Word Level 1 (Correspondence) - \$200 + HST (\$226 tax included) Microsoft Excel Level 1 (Correspondence) - \$200 + HST (\$226 tax included) Microsoft PowerPoint Level 1 (Correspondence) - \$200 + HST (\$226 tax included) Microsoft Access Level 1 (Correspondence) - \$200 + HST (\$226 tax included) Microsoft Outlook Level 1 (Correspondence) - \$100 + HST (\$113 tax included)</p> <p>Book and administrative/resource fee is \$250 (plus 5% GST)</p>
<p><b>Option 2:</b></p> <p><b>Self-motivated learning environment (student teacher ratio can be up to 8:1).</b></p> <p>Microsoft Word Level 1 (40-hour, in class) - \$734 + HST (\$829.42 tax included) Microsoft Excel Level 1 (40-hour, in class) - \$734 + HST (\$829.42 tax included) Microsoft PowerPoint Level 1 (40-hour, in class) - \$734 + HST (\$829.42 tax included) Microsoft Access Level 1 (40-hour, in class) - \$734 + HST (\$829.42 tax included) Microsoft Outlook Level 1 (20-hour, in class) - \$367 + HST (\$414.71 tax included)</p> <p>Book and administrative/resource fee is \$250 (plus 5% GST)</p> <p><i>*Program duration depends on student's classroom hours (e.g. student is expected to complete a 40-hour module in 2 weeks at 4 hours/day)</i></p>

*If there are programs not on this list that you need pricing on, please contact Support Office.*

# Tutoring Rates

## Money-Saving 'Commitment Pricing'

TUTORING 'MONEY SAVING' PRICING TABLE							PAYMENT OPTIONS					
Hourly Sessions	[1:1] Price / session	[3:1] Price / session	Est. savings	Valid For (extensions provided only if Summit cancels scheduled tutoring sessions)			[1:1] One-time Payment	[3:1] One-time Payment	[1:1] Monthly Payment		[3:1] Monthly Payment	
1 to 4	\$ 65.00	\$ 45.00	N/A	6	weeks		\$ 260.00	\$ 180.00	automatically paid via cc, or parents provide post-dated cheques			
8	\$ 60.00	\$ 40.00	11%	10	weeks		\$ 480.00	\$ 320.00				
12	\$ 58.00	\$ 38.00	16%	14	weeks		\$ 696.00	\$ 456.00	2	x	\$ 348.00	\$ 228.00
16	\$ 56.00	\$ 36.00	20%	18	weeks		\$ 896.00	\$ 576.00	2	x	\$ 448.00	\$ 288.00
20	\$ 55.00	\$ 35.00	22%	22	weeks		\$ 1,100.00	\$ 700.00	2	x	\$ 550.00	\$ 350.00
24	\$ 53.00	\$ 33.00	27%	26	weeks		\$ 1,272.00	\$ 792.00	2	x	\$ 636.00	\$ 396.00