

This policy outlines the procedures and implications for students wishing to withdraw from a course at Royal Ontario Academy, across Grades 9 to 12. It aims to ensure that students make informed decisions about their course enrolments while maintaining academic integrity and accountability.

Consultation with Staff

Before withdrawing from a course, the student must consult with a Royal Ontario Academy staff member to discuss the reasons for withdrawal, potential alternatives, and the impact on their academic progress and future plans.

Submission of Withdrawal Request

The student must submit a formal withdrawal request to the ROA administration, including a completed Course Withdrawal Form, a personal statement explaining the reasons for withdrawal, and any supporting documentation such as medical certificates or letters from counsellors.

Review and Decision

The withdrawal request is reviewed by ROA administration. The student and their parent/guardian (if the student is under 18) are notified in writing of the decision within one week of submission. If approved, the withdrawal is processed and the student's academic record is updated accordingly.

Deadlines and Academic Record

Grade 9 and 10 Courses: Withdrawals can be made at any time and are never recorded on the Ontario Student Transcript (OST).

Grade 11 and 12 Courses: Withdrawals made within 5 days of the issuance of the mid-term report card from ROA result in the mark not being recorded on the OST. Withdrawals made after 5 days of the issuance of the mid-term report card result in a "W" (Withdrawn) being entered in the "Credit" column of the OST, along with the mark achieved at the time of withdrawal.

Exceptional Circumstances: In cases of extraordinary circumstances, such as medical emergencies or significant personal issues, an "S" (Special Circumstance) may be entered in the "Note" column on the OST, with supporting documentation required.

Implications and Considerations

Students must consider the impact of withdrawal on their ability to meet OSSD graduation requirements; ROA guidance counsellors will assist in planning alternative pathways if necessary. Students should also be aware of how course withdrawals may be perceived by post-secondary institutions or employers, and any financial implications, such as forfeited tuition fees under the Refund Policy, will be communicated at the time of the withdrawal request.

Appeals

If a student's withdrawal request is denied, they may appeal in writing to the Principal within ten days of receiving the decision. The appeal will be reviewed by an independent committee, and a final decision will be made within two weeks.

Record Keeping

All records related to course withdrawals, including the Course Withdrawal Form, supporting documentation, and the decision, are maintained in the student's academic record.

This policy is reviewed periodically to ensure clarity, fairness, and alignment with Ontario Ministry of Education requirements and ROA operational needs, and is updated as needed. Final decisions on interpretation and application rest with the Principal. Questions may be directed to Royal Ontario Academy at info@royalontarioacademy.com. Last updated July 2026.