

## Supplemental Administrative Fee Policy

### Purpose

Royal Ontario Academy (ROA) strives to provide a simple, straightforward, and affordable tuition fee structure. This policy clarifies which administrative services are included in each student's course fee and when additional fees may apply.

### Guiding Principles

ROA's fee model is based on:

- Transparency and predictability for families
- Keeping tuition affordable by including essential administrative services
- Charging only when additional requests create extra administrative workload beyond what is normally included

### Services Included in Each Course Fee

For each enrolled course, the course fee includes the following services at no additional cost:

#### Documents/Reports

- One (1) enrolment letter
- One (1) mid-term report
- One (1) final report
- Two (2) OST reports (mid term and final)

#### Assessment

- One (1) proctored final exam attempt (where a proctored final exam is required)
- Grading and assessments of all unit and lesson quizzes, assignments and tests

## **Post-secondary and School Reporting**

Registration/submission of grades (as applicable) to:

- OCAS
- OUAC
- UCAS
- The student's home school

There are no additional charges for the services listed above.

## **Supplementary Administrative Fees**

If a student requests extra documents or services beyond what is included in the course fee, and the request results in additional administrative time or processing beyond standard support, a supplementary administrative fee may apply.

Where applicable, a standard administrative fee (typically \$50 per request) may be charged for additional administrative services such as:

- Additional or duplicate official documents/reports beyond those included in the course fee
- Special processing or re-issuance of documents (when not due to ROA error)
- Additional assessment administration beyond what is included (e.g., additional proctored arrangements or additional attempts), where permitted and approved
- PLAR equivalency assessment or challenge tests

ROA will confirm whether a supplementary fee applies before processing the request.

## **Fee Rationale**

The \$50 fee is intended to cover ROA's administrative costs associated with preparing, verifying, processing, and issuing additional documents or coordinating additional assessment attempts beyond what is normally expected in our tuition fees.

## **Payment Requirements**

- Additional fees must be paid before the requested service is processed and released, unless otherwise approved by administration.
- Where applicable, ROA will confirm the total fee with the student/parent/guardian in advance.

## Exceptions

ROA may waive additional fees at its discretion in limited circumstances, including:

- Administrative error on the part of ROA requiring re-issuance or correction
- Other exceptional circumstances approved by the Principal

## Review and Approval

This policy is reviewed periodically to ensure clarity, fairness, and alignment with ROA operational requirements. Final decisions regarding interpretation and application of this policy rest with the Principal.