

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

- 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, at no additional cost: one enrolment letter, one mid-term report, one final report, and two OST reports (mid-term and final); one proctored final exam attempt where a proctored final exam is required; grading and assessment of all unit and lesson quizzes, assignments, and tests; and registration or submission of grades, as applicable, to OCAS, OUAC, UCAS, or the student's home school.

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, a supplementary administrative fee may apply. ROA will confirm whether a fee applies before processing the request.

A standard administrative fee, typically \$50 per request, may apply to additional or duplicate official documents/reports beyond those included in the course fee; special processing or re-issuance of documents not due to ROA error; additional assessment administration beyond what is included, such as additional proctored arrangements or attempts, where permitted and approved; and courier charges, which students are responsible for when physical documents are sent on their behalf, separately from the course fee.

A separate one-time credit recognition fee of \$250 applies only where a student earns some of their remaining OSSD credits at another school after enrolling with ROA and asks ROA to recognize those credits toward an ROA-granted diploma, as set out in the PLAR Policy. This is distinct from the \$50 administrative fee above and from the free PLAR equivalency assessment provided at admission. Any challenge-for-credit assessments, where offered, are arranged and charged separately.

Payment Requirements

Additional fees must be paid before the requested service is processed and released, unless otherwise approved by administration. Where applicable, ROA confirms 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 ROA's part requiring re-issuance or correction, or other exceptional circumstances approved by the Principal.

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.