



C. LAWRENCE ACADEMY

## Additional Fee

To majority of the students, the online course tuition fee is the only fee you pay to C. Lawrence Academy. Additional fees may apply in the following circumstances:

Student Type	Services Type	Fees
All Students (If necessary)	Registration Fee	\$150 One Time
	Course Transfer	\$100/ request
	Final Exam Proctoring	FREE Onsite Test Only \$100/ Test Other Location
	Course Extension	\$100 First Extension/ 1 Month
		\$100 Second Extension/ 1 Month
	Report Card	\$30/ Request
Recommendation Letter	\$100/ Request	
Home School Student	OSSLT EXAM	\$199/ Test Onsite Only \$299/ Test Other Location
	Transcript Fee	\$50/ Request

- **Registration Fee:** It is a one-time fee for first time students. This service includes: Pre enrolment document, English Language Assessment, applying for OEN and setting up OSR.
- **Course Transfer:** A student has the option to transfer from one course to another within the first two weeks of registration. There is an administrative fee of \$100 applied for the course transfer. Transfers will not be available to a student who has completed more than two assessments or who has not requested a transfer within the two-week period.
- **Test Admin:** If the student chooses to write a test at the C. Lawrence Academy campus, requesting an on-site or online proctoring by a CLA Staff, no charge will apply. If the student takes the test at other location, the proctor must meet the set criteria and be approved by CLA. Also, an administrative fee of \$100 will apply
- **Couse extension:** Student are encouraged to complete their courses in 4 months, but may apply for an extension of another 1 month, up to 2 extensions (1<sup>st</sup> extension \$100, 2<sup>nd</sup> extension \$100).