

Ontario Student Record (OSR)



The OSR (Ontario Student Record) is a student file folder that includes important information about the student; transcripts, community service records, Ontario literacy records, report cards, etc. Kingwest Academy will establish a new OSR for students who are new to the Ontario education system.

Required registration information:

Proof of identity: (picture ID)

Official Transcripts - sealed transcripts from the previous educational institution

Language proficiency - All international students will be assessed for English language proficiency and placed in the ESL level course if necessary. Students joining Kingwest Academy from English speaking countries (U.S., Australia, New Zealand, etc.) or schools, where instruction was delivered in the English language, are exempt from language proficiency test.

Refund Policy

Within 30 days of the commencement of the course, there will be no refunds or credit notes issued. Students can request in writing to transfer to another available Kingwest Academy course within 7 days of their initial registration if they have not attempted any of the course evaluations and they have the prerequisite for the course they would like to transfer into.

Registration & Enrollment

Once registered, students will receive a welcome package that covers the school's rules and procedures, school calendar, username and password link, as well as registration confirmation and the proof of payment. Our students have 10 months to complete their courses. In the event that they are still working on their course modules past 10 months, students are able to extend their course for up to 6 additional months for an additional fee.