



District School Board of Niagara International Student Application and Admission Guide

For students NEW to the DSBN for academic study

APPLICATION DEADLINES

For September entry: May 31

For February entry: November 30

(Late applications may be accepted based on available space)

ONLINE APPLICATION CHECKLIST

Complete all the required application sections through the online application portal

On the online application portal, you will be required to:

- Download, sign (**hand-written signatures**), and upload the **DSBN Student Participation Agreement Package**
- For secondary students, upload **official transcripts/school records** in English for current and previous years (if translated, must be notarized)
- For secondary students, download and complete the **Educational Background & Interest Survey**

Pay the **\$250 CAD non-refundable application fee**, see page 8 for Payment Instructions

Incomplete application will delay the process.

The DSBN reserves the right to refuse any application, in its sole discretion.

For inquiries, please email: international@dsbn.org

STEPS - APPLYING TO AND REGISTERING AT DSBN

STEP 1: Submit Online Application

- Complete the online application and submit all required documents through the online application portal
- Pay the **\$250 CAD non-refundable application fee**, see page 8 for Payment Instructions

STEP 2: Receive Conditional Acceptance Letter, Pay full Tuition Fees, Receive Letter of Acceptance

- DSBN reviews application. If completed application received and accepted, DSBN issues a Conditional Acceptance Letter
- Student **pays full tuition fees** in accordance with the Conditional Acceptance Letter, see page 8 for Payment Instructions
- DSBN issues Letter of Acceptance (LOA) which indicates fees are paid, and a Checklist for Registration

STEP 3: Apply for Canadian Study Permit, Prepare Registration Documents

Family or agent of family **shall**:

- Arrange for homestay and custodianship (if applicable and not already arranged earlier)
- Submit the Study Permit application to IRCC with Letter of Acceptance from DSBN
- Purchase healthcare insurance; Ensure the immunization record is ready and updated
- Prepare registration documents according to the DSBN **Registration Checklist**, email the International Education Department (international@dsbn.org) to **start pre-arrival online registration**

STEP 4: Arrive and Register with the DSBN Welcome Centre

- If possible, arrive in the Niagara Region 1-2 weeks prior to the start of a new semester
- Once student has arrived to the Niagara Region, **complete the online registration with all required registration documents and information** according to the DSBN **Registration Checklist**
- Welcome Centre will verify all required documents.
- For secondary students, an English assessment will be arranged either online or in person.

STEP 5: Register with School and Start Classes

- Once approved by the Welcome Centre, your designated school will contact you to complete school registration
- For secondary students, meet with the Academic Guidance Counsellor to discuss your course selections and receive a school timetable

SCHOOL PLACEMENT

All schools in the District School Board of Niagara offer a high-quality curriculum set out by the Ontario Ministry of Education. School placement for an international student will be determined based on the following two factors:

1. Level of Need for ESL Support

All DSBN schools offer ESL support at varying levels; however, there are 4 secondary schools that offer comprehensive ESL support on site. School information can be found: www.dsbni.org/international/our-schools

An international student will be required to have an English proficiency assessment conducted by our Welcome Centre before/upon arrival. The assessment results will indicate if attending an ESL-site school is required. Free school-busing from your home address in Niagara to/from school, if not within walking distance, may be provided to attend the ESL-site school.

2. Your Living Address in Niagara

An international student will be required to attend a regular-site school or an ESL-site school that is designated according to your living address in Niagara. To find the designated regular-site and ESL-site schools for any living address in Niagara, visit [School Locator](#).

A student may ask that DSBN assign the appropriate school based on the living address and English level, OR, a student may wish to select their preferred ESL-site school first, then look for a homestay within the boundary of that school. Student will be able to specify a preferred approach when completing the online application.

The DSBN reserves the right to determine school placement for any student, in its sole discretion.

GRADE PLACEMENT

ELEMENTARY SCHOOL: Kindergarten (ages 4-5 years) to Grade 8 (age 13 years)

SECONDARY SCHOOL: Grade 9 (age 14 years) to Grade 12 (age 17-18 years)

Please note that our schools follow an age-appropriate grading system based on the student's birth year. Students will be placed into an appropriate grade by the District School Board of Niagara based on the grade placement chart below.

Grade Placement Chart					
2024 - 2025 School Year		2025 - 2026 School Year		2026 - 2027 School Year	
Birth Year	Grade	Birth Year	Grade	Birth Year	Grade
2007	12	2008	12	2009	12
2008	11	2009	11	2010	11
2009	10	2010	10	2011	10
2010	9	2011	9	2012	9
2011	8	2012	8	2013	8
2012	7	2013	7	2014	7
2013	6	2014	6	2015	6
2014	5	2015	5	2016	5
2015	4	2016	4	2017	4
2016	3	2017	3	2018	3
2017	2	2018	2	2019	2
2018	1	2019	1	2020	1
2019	SK	2020	SK	2021	SK
2020	JK	2021	JK	2022	JK

For a secondary student, their study plan and course selections will be made in accordance with the assessment of the student's transcript of courses completed and accepted as equivalent courses for credit by their DSBN school guidance. **If a student is only applying to study for grade 12 with DSBN, we cannot guarantee successful graduation with Ontario Secondary School Diploma (OSSD) in just one year.**

CUSTODIANSHIP AND HOMESTAY SERVICES

**The DSBN does not provide homestay or custodian services.
We encourage families to do their own research and make their own arrangements.**

Custodianship:

A custodian must be named for any student who is a minor (under the age of 18 years) living in Ontario and not living with a parent/legal guardian. The Custodian must be at least 19 years of age and be a citizen or permanent resident of Canada who is residing within a reasonable distance from the student.

Custodianship requires that legal arrangements be made to give the custodian in Canada permission to act in place of a parent/legal guardian. [Custodianship Declaration form](#) is available on the Immigration, Refugees and Citizenship Canada website:

- the first page needs to be signed by the custodian and notarized (certified by a lawyer or notary) in Canada
- the second page needs to be signed by the parents or legal guardians of the minor child and notarized in their home country

Two pages of the Custodianship Declaration form must be signed, notarized, and submitted to the DSBN Welcome Centre when students register.

Homestay:

Some students and their families choose living arrangements with relatives; others select agencies to coordinate living arrangements. The DSBN does not recommend any agency as the selection of a student service provider is the sole responsibility of the parents.

Some local student service providers that can assist families in their search for possible homestay arrangements can be found on this link: www.dsbn.org/international/student-support-and-homestay-services. Families may also consult other service providers on their own or use their own resources.

For students who are 18 years of age or older, it is highly recommended that they live with a local family and have a custodian. **An emergency contact must be made available at all times.**

HEALTHCARE INSURANCE COVERAGE IN CANADA

All international students must have a healthcare insurance coverage effective in Canada for the period of enrolment at the DSBN. **It is the student's/family's/custodian's responsibility to purchase and maintain adequate insurance coverage effective while studying at the DSBN.**

Healthcare insurance can be purchased with the assistance of a student service provider in Niagara or can be purchased directly with an insurance company by the student/family. It is the sole responsibility of the student/family to choose which provider is used as DSBN does not recommend any insurance provider.

IMMUNIZATION RECORDS

After a student arrives, parent/custodian must report the immunization records online directly to the Niagara Public Health: <https://www.niagararegion.ca/vaccination/vaccination.aspx>

DSBN FEES SCHEDULE

SECONDARY SCHOOL FEES For students 14-18 years of age in Grades 9-12	Full Year (10 months) September - June February - January	One Semester (5 months) September - January February - June
DSBN Application Fee for New Student*	\$250	\$250
DSBN Application Fee for Returning Student*	\$150	\$150
DSBN Tuition Fee	\$14,300	\$7,150
ELEMENTARY SCHOOL FEES For students 4—13 years of age in Kindergarten—Grade 8	Full Year (10 months) September – June February - January	One Semester (5 months) September - January February - June
DSBN Application Fee for New Student*	\$250	\$250
DSBN Application Fee for Returning Student*	\$150	\$150
DSBN Tuition Fee	\$13,300	\$6,650

Fees are shown per student in Canadian currency.

*Application fee is **non-refundable** in any circumstance including study permit not approved.

Fees and policies are subject to change without notice and as published on the DSBN website.

TUITION REFUND POLICY

- 1. Refunded due to Study Permit Rejected:** Full Tuition Fees refunded (**less \$150 CAD administrative fee**) if requested in writing before the start of the program*, conditional on providing the following two documents:
 - Copy of the Letter of Rejection from Citizenship and Immigration Canada
 - DSBN Letter of Acceptance that shows tuition paid in full

- 2. All other refunds** are granted, in the situations set out below, if requested in writing:
 - Two-thirds of Paid Tuition refunded (**less \$400 CAD administrative fee**), if withdrawal is received prior to the commencement of the program*.
 - One-half of Paid Tuition refunded (**less \$400 CAD administrative fee**), if withdrawal is received after the commencement of the program* but before 30 calendar days have elapsed.

- 3. No tuition refunded** in the situations set out below:
 - If withdrawal is received at any other point during the school year.
 - If DSBN discovers that any information in the student's application for admission is untrue.
 - If students are unable to perform or are not performing to a reasonable academic standard.
 - Student dismissal from the program due to violation of government law or DSBN policy.
 - School closure periods out of school board's control, e.g. labour dispute, inclement weather, pandemic, etc.

*The "program" is defined as the dates specified on the official Letter of Acceptance and the defined "program" can be within the same school year or over a split/two different school years.

All refund requests must be made in writing and supporting documentation sent to international@dsbn.org

PAYMENT INSTRUCTIONS

INTERNATIONAL PAYMENTS – Using GlobalPay for Students

International Student Fees should be paid using District School Board of Niagara’s international payments platform: [WU® GlobalPay for Students](#). This fast and reliable service allows you to pay in your local currency using a range of local online payment options or bank transfer.

Pay now via [GlobalPay for Students](#)



How it works:

- Select the country you are paying from, level of study (Elementary or Secondary), and how much you need to pay in CAD
- Choose your preferred method of payment
- Enter your payment and payer details
- Process the payment:
 - If you pay via bank transfer: using the payment instructions, make the payment through your bank online, at a branch or via phone. For bank transfer in China, you will be redirected to the Geoswift website.
 - If you pay via online options: at the end of the process, you will be redirected to the partner website -Geoswift, Alipay, UnionPay, Trustly, Sofort etc.
- If the Student ID information is required on the payment site, please use your date of birth
- Once your payment is made, track it online or receive text or email updates



CANADIAN PAYMENTS - Payments made in Canadian currency from Canadian banks

Payments may be made through bank transfer, bank draft, money order, or debit card (for application fee only). For detailed information, visit dsbn.org/international/fees-schedule

Note: Payments by credit card or cash will no longer be accepted.

For more information, visit dsbn.org/international OR contact international@dsbn.org