



# District School Board of Niagara International Student Application Package

For students NEW to the DSBN for academic study

## CHECKLIST

Welcome to the District School Board of Niagara (DSBN)!

To apply for studying elementary or secondary school at the DSBN, please read this application package carefully and follow all the instructions.

Submit the following all together to [international@dsbn.org](mailto:international@dsbn.org) Incomplete application will delay the process.

- Completed **Application Form** (pages 5-7) signed by both student and parents
- Signed Use of a Service Provider (Agent) Form (page 8), if applicable
- Signed **Student Participation Agreement** (page 9)
- Signed **Tuition Refund Policy Agreement** (page 10)
- Signed **Terms and Conditions** (page 11)
- Signed **Roles and Responsibilities of Custodian** (page 12)
- Official **transcripts**/school records in English for current and previous 2 years (if translated, must be notarized)
- Payment of **\$250 CAD non-refundable application fee**, see page 13 for Payment Instructions

## APPLYING AND ADMISSION TO DSBN

### STEP 1: Submit Application Documents, Transcripts, and Application Fee all together

Submit the following all together to [international@dsbn.org](mailto:international@dsbn.org)

- Completed **Application Form** (pages 5-7) signed by both student and parents
- Signed Use of a Service Provider (Agent) Form (page 8), if applicable
- Signed **Student Participation Agreement** (page 9)
- Signed **Tuition Refund Policy Agreement** (page 10)
- Signed **Terms and Conditions** (page 11)
- Signed **Roles and Responsibilities of Custodian** (page 12)
- Official **transcripts/school records** in English for current and previous 2 years (if translated, must be notarized)
- Payment of \$250 CAD **non-refundable application fee**, see page 13 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 Conditional Acceptance Letter
- Student pays full tuition fees in accordance with Conditional Acceptance Letter, see page 13 for Payment Instructions
- DSBN issues Letter of Acceptance (LOA) which indicates fees are paid

### STEP 3: Apply for Canadian Study Permit, Schedule DSBN Registration Appointment

Family or agent of family **shall**:

- Arrange for homestay and custodianship (if applicable and not already arranged earlier)
- Submit the Study Permit application with Letter of Acceptance from DSBN
- Once study permit is approved, contact the DSBN Welcome Centre (by calling 905-641-1550 Ext. 54152 or by email at [welcomecentre@dsbn.org](mailto:welcomecentre@dsbn.org)) to schedule a registration appointment
- Purchase healthcare insurance

### STEP 4: Arrive and Register at the DSBN Welcome Centre

If possible, arrive in the Niagara Region 1-2 weeks prior to the start of a new semester

Attend your scheduled appointment at the Welcome Centre, accompanied by your custodian, for school registration and documentation review, an English assessment, and school placement confirmation

Bring the following **required documents** and your **home address in Niagara** to the Welcome Centre appointment:

- Valid Passport, Study Permit and Visa (if applicable)
- Letter of Acceptance from DSBN showing fees are paid in full
- Official transcripts/school records for current and previous 2 years, in English (if translated, must be notarized)
- Proof of healthcare insurance coverage (for period of study) effective in Canada
- Notarized Custodial documents (pages 1 and 2) from parents in home country and Canadian guardian for all students under 18 years of age (if parents are not in Canada)

### STEP 5: Go to School to Register and Start Classes

After attending the Welcome Centre, visit your designated school to register, as directed

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 9 elementary schools and 4 secondary schools that offer comprehensive ESL support on site. School information can be found: [www.dsbn.org/international/our-schools](http://www.dsbn.org/international/our-schools)

An international student will be required to visit our Welcome Centre upon arrival to have an English proficiency assessment. 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 Home 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 home address in Niagara. To find the designated regular-site and ESL-site schools for any home address in Niagara, visit [www.dsbn.org](http://www.dsbn.org) and select Schools>School Locator.

A student may wish to select their preferred school first, then ask the homestay coordinator to assist in locating a homestay within the boundary of that school, OR, a student may ask that DSBN assign the appropriate school based on the home address given by the homestay coordinator. Student will be able to specify a preferred approach when completing the International Student Application Form.

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

## 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 Citizenship and Immigration 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 presented to the DSBN Welcome Centre at the orientation/assessment appointment prior to starting school.

**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.

Four 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](http://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 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. For a list of some insurance providers, please visit [www.dsbn.org/international/arrival-and-orientation](http://www.dsbn.org/international/arrival-and-orientation)

## IMMUNIZATION RECORDS

Parent / custodian is responsible for reporting the up-to-date immunization records directly to the Niagara Public Health online: <https://www.niagararegion.ca/vaccination/default.aspx>

## DSBN FEES SCHEDULE

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

**Tuition Refund Policy:** See “Tuition Refund Policy Agreement” on page 10 for details.

**Payment Instructions:** See page 13 for details.

Fees are shown per student in Canadian currency.

\*Application/Administrative 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.**

### INQUIRIES:

International Education, District School Board of Niagara

[international@dsbn.org](mailto:international@dsbn.org) or 905-641-2929 ext. 54181 or 54176, [www.dsbn.org/international](http://www.dsbn.org/international)

## INTERNATIONAL STUDENT APPLICATION FORM

For students NEW to the DSBN for academic study

DATE OF APPLICATION Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

**Application deadline: June 1 for September start OR December 1 for February start  
(late applications may be accepted based on available space)**

### STUDENT'S INFORMATION

<input type="checkbox"/> I am a New Student to DSBN (If you are a returning student, please obtain and complete a separate Returning International Student Application Package)		GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		STUDENT'S EMAIL ADDRESS:	
LAST NAME (Family Name):		FIRST NAME(S):		ENGLISH NAME (If applicable):	
DATE OF BIRTH (dd/mm/yyyy):	AGE:	CITIZENSHIP:	COUNTRY OF BIRTH:	FIRST LANGUAGE:	TEL. NO. IN HOME COUNTRY (Include country & area codes):
LAST SCHOOL ATTENDED NAME OF SCHOOL:		COUNTRY:	GRADE:	CITY:	
LEVEL OF ENGLISH: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced					
<h3>PARENTS' INFORMATION</h3>					
STUDENT'S / FAMILY'S PERMANENT ADDRESS IN HOME COUNTRY:					
Street Address _____			District _____		
City _____			Province _____		
Country _____			Postal Code _____		
FATHER'S FULL NAME – Last Name / First Name(s):			MOTHER'S FULL NAME – Last Name / First Name(s):		
Father's Primary Telephone Number (Include Country & Area Codes):			Mother's Primary Telephone Number (Include Country & Area Codes):		
Parents' Primary Email Addresses:					

## PROGRAM INFORMATION

- ELEMENTARY SCHOOL: Kindergarten (ages 4-5 years) to Grade 8 (age 13 years)
- SECONDARY SCHOOL: Grade 9 (age 14 years) to Grade 12 (age 17-19 years)

## PROGRAM LENGTH

### For September Entry:

- Full Year (10 months) – September through June
- One Semester (5 months) – September through January

### For February Entry:

- Full Year (10 months) – February through January
- One Semester (5 months) – February through June
- 5 months + 10 months – February through June AND September through June

## SCHOOL PLACEMENT

- Prefer a school to be recommended by DSBN based on the level of the student's English proficiency and the homestay address in Niagara.
- For SECONDARY SCHOOL, request to attend one of the following named schools in the jurisdiction of the DSBN, provided that the homestay address falls within the designated boundary of the school:
- St. Catharines Collegiate
  - Sir Winston Churchill Secondary School
  - Westlane Secondary School
  - Welland Centennial Secondary School
- For ELEMENTARY SCHOOL, request to attend the following named school in the jurisdiction of the DSBN: \_\_\_\_\_, provided that the homestay address falls within the designated boundary of this school and that English proficiency is appropriate.

## HOMESTAY INFORMATION (or address where you will live)

Name of The Host Family Contact (If Applicable) Last Name: _____ First Name(s): _____  Telephone No. of Host Family: _____	Address of Host Family (or address where you will be residing): _____  Email Address of Host Family: _____
---	--

NOTE: Student's homestay or residential address in Niagara must be within the stated boundaries of the Regular or ESL-Site school attended.

## CUSTODIANSHIP INFORMATION (If available)

Name of Custodian Last Name: _____ First Name(s): _____  Telephone No. of Custodian: _____  Email Address of Custodian: _____	Address of Custodian: _____  Relationship to student (if applicable): _____
--	---

## RELEASE OF INFORMATION

The parents and the custodian have the legal right to receive school progress reports for minors. **Please check**

## STUDENT'S HEALTH INFORMATION

Do you have any of the following conditions:

- Learning disabilities
- Allergies
- Mental health conditions
- Medical conditions
- or take any medications

This information will help DSBN provide the best support for you within its means.

Yes       No

If Yes, please describe in detail:

Personal (health) information contained on this form and any other correspondence relating to registration and attendance at any District School Board of Niagara program is collected under the authority of s.170, s.190, s.264, and/or s.265 of the *Education Act* and *Sabrina's Law* and in accordance with the *Municipal Freedom of information and Protection of Privacy Act* (MFIPPA) and the *Personal Health Information Protection Act* (PHIPA). It will be used in the Ontario Student Record and for registration, administrative, communication, educational and reporting purposes. The information may be shared with other educational support workers employed by the District School Board of Niagara or with other employees to carry out their job duties or with providers of student transportation or child care. In addition, the information may be used for matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement or in accordance with any other Act. Medical information will be shared with those transporting students in order to ensure their health and safety.

## HEALTHCARE INSURANCE COVERAGE IN CANADA

**I acknowledge that it is my responsibility as the student, or that of my parents (if I am a minor), to purchase and maintain adequate healthcare insurance coverage effective in Canada for the period of enrolment at the DSBN. The insurance certificate must be presented at the DSBN Welcome Centre prior to registering at the school.**

**I acknowledge, also, that it is my responsibility, or that of my parents (if I am a minor), to renew my healthcare insurance coverage and maintain it in the event my study permit from Citizenship and Immigration Canada is extended and my attendance at the DSBN is extended in accordance with a subsequent Letter of Acceptance.**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Parent(s)/Legal Guardian signatures:

Parent \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_

## ACKNOWLEDGEMENT AND SIGNATURE

**An Application Fee of \$250.00 CAD must be submitted with the application.** This Application Fee is non-refundable.

**I confirm that the information contained on the application form and all documents submitted in support of this application are true and accurate.**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Parent(s)/legal Guardian signatures

Parent \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_

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

## USE OF A SERVICE PROVIDER (AGENT)

A Service Provider (S.P.) is a registered business organization solely chosen by the family that has referred the student to the DSBN for study. To be eligible for commissions, the S.P. must be a current DSBN S.P. with a valid S.P. agreement with DSBN. An application to become a Service Provider may be obtained through emailing to [international@dsbn.org](mailto:international@dsbn.org)

### SERVICE PROVIDER (AGENT) INFORMATION (Complete only if student was referred by an "agent")

<input type="checkbox"/> Current DSBN S.P. <input type="checkbox"/> Applying to be a S.P. for DSBN students	NAME OF SERVICE PROVIDER CONTACT PERSON: Last Name: _____ First Name(s): _____
SERVICE PROVIDER INFORMATION:  Company Name _____  Street Address _____  District _____ City _____  Province _____ Postal Code _____  Country _____	Telephone Number of Service Provider Contact (Include country and area codes): _____  Email Address of Service Provider Contact: _____

Parent(s)/legal Guardian signatures		
Parent _____	Parent _____	Date _____



## STUDENT PARTICIPATION AGREEMENT

The District School Board of Niagara welcomes students from all around the world to study and live in our region and is committed to providing the best possible education environment for international students. For the wellbeing and academic success of all students, you - as an international student to participate with DSBN - must agree to comply with all requirements outlined below. Further, you accept DSBN's refund policy as outlined on next page.

In addition, the undersigned hereby acknowledge and agree that:

1. It is the student's responsibility to maintain a current Study Permit from Citizenship & Immigration Canada. DSBN cannot and will not provide advice or assistance of any kind to the student with respect to any immigration matter, including the student's eligibility to live, study or work in Canada.
2. Tuition fee must be paid in full prior to a Letter of Acceptance being issued.
3. The student is required to maintain continuous healthcare insurance coverage effective in Canada for the period of enrolment at the DSBN.
4. The student must observe and adhere to the following:
  - all federal, provincial and municipal laws of Canada
  - the rules, policies, procedures and regulations of District School Board of Niagara
5. The student shall attend school regularly, meet homework expectations and maintain an acceptable academic standing.
6. Information regarding the student's attendance, academics, and emotional, medical and psychological concerns may be shared with parents/legal guardian, custodian, and school so that guidance or assistance can be provided.
7. It is the student's responsibility to contact the school if there is any change to custodianship, homestay address, telephone number or emergency contact.
8. In the case of returning for a subsequent study period at the DSBN, complete and submit a Returning International Student Application Package, pay the required fees, and obtain a new Letter of Acceptance.

**The undersigned hereby acknowledge and agree that any failure to comply with this agreement will result in disciplinary measures and/or the student being removed from the District School Board of Niagara without refund of tuition fee and becoming ineligible for admission renewal without refund of tuition fee and/or any other compensation.**

**We have read, understand and agree to the above terms and conditions of this agreement and have had an opportunity to obtain independent legal advice with respect to this agreement.**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Parent(s)/Legal Guardian signatures:

Parent \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_

## 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, etc.

All refund requests must be made in writing and supporting documentation sent to [international@dsbn.org](mailto:international@dsbn.org)

**We have read, understand and agree to the above refund policy.**

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Parent(s)/Legal Guardian signatures:

Parent \_\_\_\_\_ Parent \_\_\_\_\_

Date \_\_\_\_\_

(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.)

## TERMS AND CONDITIONS

1. Any inaccuracy in the application may result in dismissal from the DSBN without refund of tuition fee and/or any other compensation.
2. Acknowledge that the DSBN reserves the right to refuse any application, in its sole discretion. The DSBN reserves the right to determine school placement for any student, in its sole discretion.
3. Agree to indemnify and save harmless the DSBN, its elected official officers, employees and agents from any and all claims, expenses, actions of students, or claims from parents of students, or educational service representatives or any other person, firm or corporation arising out of the student's periods of study at the DSBN and travel.
4. Acknowledge that the DSBN is not liable for losses or expenses related to cancelled classes or programs due to labour disputes, inclement weather conditions, or other causes beyond its control.

**I, the undersigned, understand and accept the above Terms and Conditions and understand that my signature below also grants permission for:**

- My / My child's participation in any school-related activities arranged by the DSBN.
- The DSBN to use photographs/videos of me / my child and/or artwork and/or written work produced by me / my child in any promotional material and/or professional media for the DSBN.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Parent(s)/Legal Guardian signatures:

Parent \_\_\_\_\_ Parent \_\_\_\_\_

Date \_\_\_\_\_

## ROLES AND RESPONSIBILITIES OF CUSTODIAN

A Custodian is required if a student is a minor (under 18 years of age) living in Ontario and not living with a parent/legal guardian. A responsible and reliable custodian is very important for international students' ongoing wellbeing, safety, and success in their entire learning experience at DSBN.

If the international student applicant will be in the care of a custodian, the student's parent should read carefully the following roles and responsibilities of a custodian in order to arrange for the best care for their child, as choice of custodian is the sole responsibility of the parent. The DSBN does not recommend any custodian.

A custodian, in acting on behalf of the parents, is responsible for making the necessary arrangements for the care and support for the student while s/he is studying in Canada. The custodian is expected to:

- Assist the student with pre-arrival arrangement:
  - Make a registration appointment with the DSBN Welcome Centre.
  - If needed, arrange homestay placement, purchase healthcare insurance, arrange airport pick-up.
- Assist the student with arrival details:
  - Bring the student to the Welcome Centre with required documentation for registration and English assessment, and sign required forms.
  - Bring the student to the school with required documentation for school registration and sign school registration forms.
  - Assist the student with settlement needs, such as opening a bank account or buying a cell phone, or make appropriate arrangements.
- Be the official contact for the DSBN school with regard to all matters involving the international student:
  - Provide consent as needed by the school for academic programs and activities (this will be required throughout the year). It is an expectation that no fees will be charged to the student for the signing of these consent forms.
  - Attend parent-teacher interviews and communicate with parents afterwards.
  - Monitor the student's attendance record, report student absences to the school following school procedures, and communicate student's absences to parents in a timely fashion.
  - Send student's study plan/timetable and academic reports (preliminary, mid-term and final reports) to parents and communicate between the school and parents/students regarding any related academic concerns and/or follow-up plans.
  - Assist the student with solving any behavioral, social, emotional and medical concerns and communicate between the school, student, and parents.
  - Assist the student with solving homestay issues and communicate with parents and the school.
  - Respond in a timely fashion to requests/phone calls from the school in order to best ensure the student's safety.
  - Maintain correct custodian and homestay contact information with the school. Inform the school immediately if any change is made to the student's homestay or custodianship arrangement.
  - Maintain up-to-date study permit and healthcare insurance with the school.
  - If temporarily away from maximum 2-hour drive distance from Niagara, arrange for an emergency contact person and provide the emergency contact information to the school.

**As the student's parent/legal guardian, by signing below, I confirm that I have read the above information carefully. I consent to the DSBN releasing any information about my child's health, education and welfare to the custodian I appoint.**

Parent(s)/Legal Guardian signatures:

Parent \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_



## Payment Instructions

District School Board of Niagara, Ontario, Canada  
International Student Program

### INTERNATIONAL PAYMENTS – Using GlobalPay for Students

International Student Fees should be paid using District School Board of Niagara’s international payments platform: [Convera 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

Payments may be made through bank transfer, certified cheque, bank draft or money order. For detailed information, visit [dsbn.org/international/fees-schedule](https://dsbn.org/international/fees-schedule)

**Note: Payments by international wire transfer, credit card or cash will no longer be accepted.**

For more information, visit [dsbn.org/international](https://dsbn.org/international) OR contact [international@dsbn.org](mailto:international@dsbn.org)