



District School Board of Niagara International Student Application Package

For students RETURNING to the DSBN for academic study

CHECKLIST

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

To return to 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 Incomplete application will delay the process.

- Completed and signed **Returning Student Application Form** (pages 3-4)
- Completed Use of a Service Provider (Agent) Form (page 5), if applicable
- Signed **Student Participation Agreement** (page 6)
- Signed **Tuition Refund Policy Agreement** (page 7)
- Signed **Terms and Conditions** (page 8)
- Signed **Roles and Responsibilities of Custodian** (page 9)
- Payment of **\$150 CAD non-refundable administrative fee**, see page 10 for Payment Instructions

INQUIRIES:

International Education, District School Board of Niagara
international@dsbn.org or 905-641-2929 ext. 54181 or 54176, www.dsbn.org/international

ADMISSION RENEWAL TO DSBN

STEP 1: Submit Returning Student Application Documents and Administrative Fee together

Submit the following all together to international@dsbn.org

- Completed and signed **Returning Student Application Form** (pages 3-4)
- Completed Use of a Service Provider (Agent) Form (page 5), if applicable
- Signed **Student Participation Agreement** (page 6)
- Signed **Tuition Refund Policy Agreement** (page 7)
- Signed **Terms and Conditions** (page 8)
- Signed **Roles and Responsibilities of Custodian** (page 9)
- Payment of \$150 CAD **non-refundable administrative fee**, see page 10 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 10 for Payment Instructions
- DSBN issues Letter of Acceptance (LOA) which indicates fees are paid

STEP 3: Renew Canadian Study Permit and maintain documents up-to-date

- Submit an application to extend Study Permit before the current permit expires
- Renew healthcare insurance

STEP 4: Update School with Up-to-date Documents at the Start of the Semester

Present the following documents to school's office for profile updating:

- Valid Passport, Study Permit and Visa (if applicable) covering the new study period
- Any new notarized custodianship documents (for minors) that will be effective for the new study period
- Any changes to homestay address, telephone number or emergence contact
- Parent / custodian is responsible for reporting the immunization records directly to the Niagara Public Health online: <https://www.niagararegion.ca/vaccination/default.aspx>

DSBN FEES FOR RETURNING STUDENT

SECONDARY SCHOOL FEES	Full Year (10 months)	One Semester (5 months)
DSBN Administrative Fee for Returning Student*	\$150	\$150
DSBN Tuition Fee	\$14,300	\$7,150
ELEMENTARY SCHOOL FEES	Full Year (10 months)	One Semester (5 months)
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 7 for details.

Payment Instructions: See page 10 for details.

Fees are shown per student in Canadian currency.

*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.

RETURNING STUDENT APPLICATION FORM

For international students Returning 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 Returning Student to DSBN	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):	CURRENT SCHOOL AT DSBN:	GRADE:

PARENTS' INFORMATION

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 February

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

HOMESTAY INFORMATION (or address where you will live)

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

A Custodian is required if student is a minor (under 18 years of age) living in Ontario and not living with a parent/ legal guardian. The Custodian must be a Canadian citizen or permanent resident of Canada aged 19 years or over and must live within a reasonable distance from the student. A Custodianship Declaration must be made by the parents/legal gurgian and by the named custodian and the documents must be notarized.

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.

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

RELEASE OF INFORMATION

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

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

A non-refundable Administrative Fee of \$150.00 CAD must be submitted with the application.

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 _____

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

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: _____

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

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

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

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