



# District School Board of Niagara International Student Application and Admission Guide

For students RETURNING to the DSBN for academic study

## APPLICATION DEADLINES

For September entry: May 31

For February entry: November 30

## STEPS – RETURNING TO DSBN

### STEP 1: Submit Online Returning Application

- Complete the online application and submit all required documents through the online application portal
- Pay the **\$150 CAD non-refundable returning application fee**, see page 5 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 invoice, see page 5 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 IRCC to extend Study Permit before the current permit expires
- Renew healthcare insurance; Ensure the immunization record is up-to-date

### 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

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](mailto:international@dsbn.org)

## 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](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 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

<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 Application 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 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](mailto: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](https://dsbn.org/international/fees-schedule)

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