



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 6 for Payment Instructions

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

- DSBN reviews the application. If a completed application is received and accepted, DSBN issues an invoice
- Student pays full tuition fees and health insurance fees according to the invoice, see page 6 for Payment Instructions
- DSBN issues a 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 your 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

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 DSBN international students must purchase health insurance coverage from StudyInsured for the school year/semester during the application process. Insurance wallet card and access instructions are issued to all international students upon their arrival in Niagara, Ontario.

Families can choose from the following two insurance packages (Please visit our [StudyInsured website](#) for coverage details):

- **[Base Insurance Coverage Package:](#)**
\$500 for a full school year (10 months) or \$250 for one semester (5 months)
- **[Premium Insurance Coverage Package:](#)**
\$700 for a full school year (10 months) or \$350 for one semester (5 months)

Insurance costs will be included in the invoiced fees and must be paid prior to the issuance of the Letter of Acceptance (LOA).

The health insurance you purchased through DSBN is only valid during the school year (e.g., September 1–January 31 and/or February 1–June 30). If you arrive early or stay beyond these dates, you must purchase additional coverage for the extra days. You can buy extra health insurance [here](#).

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		
APPLICATION FEES	New student: \$250 Returning student: \$150	
SECONDARY TUITION 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 Tuition Fee	\$14,300	\$7,150
ELEMENTARY TUITION 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 Tuition Fee	\$13,300	\$6,650
HEALTH INSURANCE FEES	Full School Year (10 months)	Half School Year (5 months)
Base Insurance Coverage Package	\$500	\$250
Premium Insurance Coverage Package	\$700	\$350
<p>The application fee is non-refundable in any circumstance including study permit not approved.</p> <p>All fees are shown per student in Canadian dollars (CAD) and are subject to change without notice, as published on the DSBN website.</p>		

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

Flywire provides a secure global payment network that simplifies paying your fees from your home country and countries around the world. Flywire also offers real-time tracking and around-the-clock multilingual support.



How To Make Payments Through Flywire

For the application fee: Click on the “Flywire” button during the online application process in the TRUE North portal.

For the tuition fee:

- **If you have created an account in the TRUE North portal, please log in and follow the instructions below. OR**
 - **You will be shared a payment link by your agent. If you receive a link, please refer to steps 3 through 5 only.**
1. You will receive an email from True North stating that you have a new invoice in the secure portal.
 2. Log into True North and go to FEES > VIEW FEES
 3. To pay right away, select Pay by Flywire. You will be redirected to Flywire where you can review payment rates and select a payment method.
 4. Click to continue to the next page and enter the payer’s personal details and payment information. Click Continue.
 5. Review the payment instructions provided and then send payment by selecting your preferred method of payment.

Need Extra Help? Here are some additional resources

[How Flywire Works](#)

[How to Make a Payment with Flywire](#)

[Flywire Help Desk](#)

All payments must now be made through Flywire:

- **International Payments:** Select your country from the list and follow the instructions to make a payment in your home currency.
- **Canadian Payments:** If you wish to make a payment from a Canadian bank account, select "Canada" from the country list and choose from the following payment methods: bank transfer, bill payment, wire transfer, debit card, or credit card.

Payments made by other methods outside of the Flywire platform will no longer be accepted.