

Welcome to the Niagara Catholic District School Board!

To apply to elementary or secondary school at the Niagara Catholic District School Board, please read this application package carefully and follow all of the instructions.

Please submit the following all together to international@ncdsb.com
Incomplete applications will delay the process.

NEW STUDENT PACKAGE CHECKLIST

- Completed and signed *International Student Application – NEW Student* ([page 3-4](#))
- Signed Student Consent Form ([page 5](#))
- Signed Tuition Refund Policy Agreement ([page 5](#))
- Attached are all documents for review (see [page 6](#) for more information):
 - Previous transcripts/report cards
 - Proof of immunization records
 - Custodianship documents
 - *Health insurance coverage
 - *Tuition fees

*These documents may be supplied later but ***BEFORE*** start of study

**All documents must be provided in English or with official English translations

- Payment of the non-refundable Annual Application Fee (AAF) ([page 7](#))
- Make an appointment with the International Education Office for document validation and to complete registration before start of study

FOR ANY OTHER INQUIRIES:

International Education Office, Niagara Catholic District School Board
145 Niagara Street
St. Catharines ON L2R 4L7
Canada

www.niagaracatholicinternational.ca

international@ncdsb.com or 905.682.3360

ADMISSION TO NIAGARA CATHOLIC

STEP 1: Submit New Student Application Documents and Annual Application Fee together

Submit the following all together to international@ncdsb.com

- Completed and signed *International Student Application – NEW Student*
- Signed Student Consent Form
- Attached all documents for review
- Payment of the non-refundable Annual Application Fee (AAF)

STEP 2: Review and Receive Letter of Acceptance (LOA)

- Niagara Catholic reviews application and documents for acceptance
- Niagara Catholic issues Letter of Acceptance (LOA) when approved

STEP 3: Obtain Canadian Study Permit and Supply Other Needed Documentation

- Submit an application to obtain Study Permit using LOA
- Submit any other documents in need of updating

STEP 4: Complete Registration before Start of the Semester and Pay Tuition Fees

Present the following documents to the International Education Office for profile updating:

- Valid Passport AND Permit/Visa covering study period
- Previous transcripts/report cards from last school attended
- Proof of immunization records
- Health insurance coverage
- Custodianship documents notarized
- Pay any remaining tuition fees **BEFORE** the student's period of study

NCDSB FEES FOR INTERNATIONAL STUDENTS – 2024/25 SCHOOL YEAR

SECONDARY SCHOOL FEES	Full Year (10 months)	One Semester (5 months)
NCDSB Annual Application Fee*	\$350	\$350
NCDSB Tuition Fee	\$14,800	\$7,400
ELEMENTARY SCHOOL FEES	Full Year (10 months)	One Semester (5 months)
NCDSB Annual Application Fee*	\$350	\$350
NCDSB Tuition Fee	\$13,800	\$6,900

Fees are shown per student in Canadian currency (CAD\$)
 Fees and policies are subject to change without notice
 *Annual Application Fee is non-refundable

International Student Application

NEW Student

Step 1 **Complete** the International Student Application
 *Application due dates:
September Start—July 1st or
February Start—December 1st

Step 2 **Submit** Application and Annual Application fee (AAF)
 Email: international@ncdsb.com OR
 Mail: **International Education Office**
 Niagara Catholic District School Board
 145 Niagara Street, St. Catharines,
 Ontario L2R 4L7 Canada

Date of Application:

Student Information – All Names MUST Match Legal Identification Documents

First Name		Last Name			<input type="checkbox"/> Male <input type="checkbox"/> Female <small>Gender</small>	
Age	Date of Birth (YYYY/MM/DD)	Country of Birth	Citizenship	First Language		
Level of English:		<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		Student's Email		

Previous Schooling Information

Last School Attended	City, State/Province, Country of School	Grade Completed	20__ to 20__ <small>School Year</small>
Last School Attended	City, State/Province, Country of School	Grade Completed	20__ to 20__ <small>School Year</small>

Niagara Catholic District School Board Program Requested

School Year 20__ to 20__	Elementary <input type="checkbox"/> —OR— Secondary <input type="checkbox"/>	Full Year September—June <input type="checkbox"/> —OR— Semester 1 September—January <input type="checkbox"/> Semester 2 February—June <input type="checkbox"/>
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Have you previously applied to the Niagara Catholic District School Board? Yes No If yes, what school?

Parent and Address Information

First Name (Father)		Last Name (Father)		Primary Parent Email	
First Name (Mother)		Last Name (Mother)		Primary Parent Phone no.	
Apartment No.	Street No.	Street Name		City	
State/Province			Country	Postal Code	

Custodianship (If Student is not living with Parent(s))

First Name			Last Name		
Apartment No.	Street No.	Street Name		City	
City		State/Province	Country	Postal Code	
Phone			Email		

Host Family (If Student is not living with Parent(s))

First Name			Last Name		
Apartment No.	Street No.	Street Name		City	
Phone		Cell Phone	Email		

Certification and Signatures

I hereby certify that all statements are correct and complete. I understand that any misrepresentation of this data may result in the cancellation of my admission or registration status.

Signature of Student: _____ Date: _____

Signature of Parent or Guardian: _____ Date: _____

Agency Information (If Applicable)

Agency: _____ Agent Name: _____

Email: _____ Phone No.: _____

Terms of Admission

1. Liturgies, paraliturgies and retreats are an integral part of the school curriculum and all students are expected to participate in them. To help fulfill the Board's aim of providing an educational atmosphere which fosters and directs the spiritual, intellectual, aesthetic, physical, and social growth of all students enabling them to live and contribute as responsible members in our society, all students are required to take a religious course in each year of secondary school. A request to be exempted from the Religion course requirement may be submitted to the principal and will be considered on an individual/per case basis.
2. I must maintain a current Study Permit or other Visa from the department of Immigration, Refugees and Citizenship Canada.
3. I have acquired private health insurance coverage to meet Canadian Standards for the full duration of the applied school year.
4. I agree to pay by wire transfer, bank deposit, certified cheque, money order, or cash two (2) weeks prior to the first day of school. The gross fees are payable in Canadian funds to the Niagara Catholic District School Board. Fees are subject to change without notice.
5. I understand that applications for the school year (September—June) may not be accepted after July 1st of the previous school year. Secondary school applications may be considered for Semester two (February) admission if received prior to December 1st of the previous calendar year.
6. I agree to register at the school to which I am assigned by the Niagara Catholic District School Board the week before the beginning of the new school year. Late registrations may be accepted during the first three days of the school year.

**I, the undersigned, understand and accept the Terms of Admission into a school in the
Niagara Catholic District School Board.**

I am enclosing the following:

Canadian non-refundable AAF.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____



Completed Applications should be submitted to the:

International Education Office

Niagara Catholic District School Board

145 Niagara Street, St. Catharines, Ontario L2R 4L7, Canada

Web: www.niagaracatholic.com | Email: International@ncdsb.com | Phone: [905.682.3360](tel:905.682.3360)

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act., c. 129, s. 60 and will be used for the purposes of determining student registration eligibility. Questions about this collection should be directed to the

Supervisor of International Education, Niagara Catholic District School Board.

PARENTAL CONSENT FORM FOR EXTRA-CURRICULAR ACTIVITIES & MEDIA PROMOTIONS

Parent or Guardian:

I certify that _____ is in good general health and will benefit from participating
(student's name)

in the activities offered by the Niagara Catholic District School Board. I, therefore, give him/her permission to participate in all activities scheduled during their stay in Canada. I also grant the Niagara Catholic District School Board the right to use pictures, video and/or audio tapes of my child for use in promoting our programs through the course guide, formal public displays, brochures, pamphlets, and our web sites. Niagara Catholic District School Board will not sell or distribute any pictures, video or audio tapes to any third party for their own use.

Parent/Guardian's Signature

Date

For the 2024- 2025 School Year

REFUND POLICY

1. If you are accepted by the Niagara Catholic District School Board, but do not attend due to a Canadian visa application refusal, your full tuition fee **minus the Annual Application Fee (AAF) and a \$300.00 administration fee** will be refunded to the same account of the paying individual/agency
2. If you attend school for one semester, but transfer out of Niagara Catholic DSB before the start of the second semester, a refund may be issued for the semester not attended, **minus the Annual Application Fee (AAF) and a \$300.00 administration fee.**
3. Refunds **MUST** be requested in writing and normally take four to six weeks to process. Refund cheques are payable to the individual or organization from whom the fees were received (a Refund Request Form must be submitted to the International Office)
4. Tuition will not be refunded in the situations set out below:
 - If withdrawal is received at any other point during the program
 - If NCDSB 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 NCDSB policy
 - School closure periods out of school board's control, e.g. labour dispute, inclement weather, etc.
 - If there is a change in the student's or the student's parent/guardian's Canadian status

Note: the AAF is non-refundable in any circumstance

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

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

Signature of Student: _____

Date: _____

Parent(s)/Legal Guardian signatures:

Parent/Guardian #1: _____

Date: _____

Parent/Guardian #2: _____

(if applicable)

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.)

INTERNATIONAL STUDENT APPLICATION PROCEDURES

Please contact the International Education Office once you have obtained your Study Permit and have arrived in Canada. You will need to make an appointment with the office so that all documentation can be viewed and verified **BEFORE** being admitted into one of our schools. Please see below for all documentation that is required:

---BEFORE COMING TO CANADA---

1. **APPLICATION:** Students are asked to complete an International Student Application Form. Please note that incomplete forms may be returned to you for further information. The Annual Application Fee (AAF) **must** be paid at the same time of submitting your application.
2. **CUSTODIANSHIP:** Notarized custodianship documentation must be supplied to the International Education Office to provide proof of custodianship while you are in Canada. If your custodian is different than your Homestay, please provide your homestay information as well.
3. **TRANSCRIPTS/REPORT CARD:** Your most recent report card or academic transcript of your marks from the previous year must accompany your application. Report cards or transcripts in any language other than English must be accompanied by a certified English translation.
4. **PROOF OF IMMUNIZATION:** Medically certified proof of immunization against mumps, measles, rubella, diphtheria, tetanus and polio must be received by the International Education Office. Documents in any language other than English must be accompanied by a certified English translation.

---AFTER ARRIVING IN CANADA, BUT BEFORE START OF STUDY---

5. **HEALTH INSURANCE COVERAGE:** Health insurance is mandatory for all students. Proof of health insurance coverage while in Canada must be produced before being admitted to any of our schools. Health insurance is **not** included in tuition fees.
6. **STUDY PERMIT:** Once you arrive in Canada, you will need to show the International Education Office your valid Study Permit for verification before being admitted into school.
7. **PASSPORT:** Once you arrive in Canada, you will need to show the International Education Office your valid Passport with a valid entry into Canada stamp for verification.
8. **TUITION FEES:** Pay any remaining tuition fees BEFORE start of program through Flywire.

PAYMENT INSTRUCTIONS

Three options to make payment for the **Annual Application Fee**:

1. Pay by visiting the International Education Office to pay by cash, debit, credit, or certified cheque
2. Pay online via School Cash Online with credit card (please contact international@ncdsb.com for the web link to pay by this method)
3. AAF can be paid together with tuition through Flywire

To make payment for **Tuition fees**:

All tuition fees must be paid in full before the start of the students' period of study, and are only payable through Flywire. We do not accept credit or debit for tuition payments.

- All fees must be paid in CAD\$
- All fees are due before the student's period of study
- All fees must be paid through our Flywire portal at ncdsb.flywire.com
- Please contact international@ncdsb.com for Bank Transfer/Bank Deposit information

For more information, please contact international@ncdsb.com

FLYWIRE INSTRUCTIONS



ncdsb.flywire.com

All tuition payments need to go through Flywire.

What you will need before paying:

1. Student's full name
2. Student's date of birth
3. Student's school attending in Niagara Catholic (if known)
4. Student's tuition invoice number
5. Student's tuition amount



Your invoice will have a button to access our Flywire portal at any time. Once payment is complete and processed, you can then download a receipt for your records.

Thank you for choosing the Niagara Catholic District School Board as your pathway through
Faith and Education!



Trusted by millions of students around the globe, Flywire is the safest, most convenient way to make your education payment.

Secure payment provider

Your institution has partnered with Flywire to offer a secure, convenient method for payment of tuition and fees. Our powerful global platform is trusted by institutions and payers worldwide.

No unexpected costs

Flywire ensures your education payments are delivered in full every time, and displays all costs upfront.

Pay in your home currency

Choose from a selection of local, familiar payment methods, and receive favorable foreign exchange rates in your home currency. Committed to providing the best pricing and payment options, Flywire offers a **Best Price Guarantee** when sending your payment by bank transfer. If you find a better bank rate within a two-hour time frame of making a booking with Flywire, we'll match it.

Real-time payment tracking

Receive email and text updates on your payment's status, or create a Flywire account to easily track your payment online. Your institution can also track your payment in real time from initiation to delivery.

Around-the-clock multilingual support

Access multilingual support experts around the clock for help navigating the payment process:

 flywire.com/help

 support@flywire.com

Start your payment at:

flywire.com

Detailed payment instructions at flywire.com/howto



Flywire has been solving complex payment problems for students and education institutions since 2011. Today, we continue to remove boundaries by connecting millions of students with thousands of institutions to improve the payment experience worldwide.