

Welcome to the Niagara Catholic District School Board!

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 students' period of study

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

(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.)

Updated: July 2023

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.