

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 *International Student Application – NEW Student* (page 3)
 - Signed *Certification and Signatures* and signed *Terms of Admission* (page 4)
 - Signed *Tuition Refund Policy Agreement* and signed *Student Consent Form* (page 5)
 - IF HOMESTAY IS REQUESTED: Completed Homestay information (page 6)
 - Submitted all required documents for review (see page 7 for more information):
 - Most recent school transcripts/report cards
 - Passport front page for ID
 - IF HOMESTAY IS REQUESTED: all homestay documents filled out and signed
- *Other documentation may come after initial registration, but BEFORE start of student’s program
**All documents must be provided in English or with official English translations
- Payment of the non-refundable Annual Application Fee (AAF) (page 8)
 - IF HOMESTAY IS REQUESTED: Payment of the non-refundable Homestay Deposit

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 1.905.682.3360

ADMISSION TO NIAGARA CATHOLIC

STEP 1: Submit All Completed Forms with Documents and Fees

Submit the following all together to international@ncdsb.com

- Completed and signed *International Student Application – NEW Student*
- Signed Student Consent Form, Tuition Refund Policy Agreement, and Terms of Admission
- Attached all documents for review
- Payment of the non-refundable Annual Application Fee (AAF) **AND** non-refundable Homestay Deposit, if applicable

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

- Niagara Catholic DSB reviews application and documents for acceptance
- Niagara Catholic DSB issues Letter of Acceptance (LOA) once approved and confirmed AAF payment has been received
- IF HOMESTAY IS REQUESTED: Homestay provider reviews application and documents for homestay services
- IF HOMESTAY IS REQUESTED: Homestay provider issues custodianship documents and all other relevant documents for Homestay

STEP 3: Obtain Canadian Study Permit (or other visa) and Supply Other Documentation

- Student submits an application to a Canadian Consulate to obtain Study Permit (or other visa) using LOA and custodianship documents, if applicable
- Student submits any other documents needed for permit application

STEP 4: Complete Online English Test and Create Course Timetable

- Complete online English Test that will be sent to the student via email (from Vital English)
- Complete an online registration for your Canadian school online at <https://niagaracatholic.ca/registration/>
- Once the online English Test has been completed and an online registration has been made, the student can contact the International Student Guidance Counsellor to select school courses prior to program start

STEP 5: Complete Registration **BEFORE** Start of the Program

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

- Valid Passport with entry date stamp **AND** valid Study/Visitor Permit covering study period, if applicable
- Up-to-date transcripts/report cards from last school attended, if different from previously submitted
- Pay any remaining fees **30 DAYS BEFORE** the student's period of study
- Once completed, the student's school package will be sent directly to the school to complete registration

International Student Application

NEW Student

Date of Application:

Student Information – All Names MUST Match Passport

First Name(s)		Last Name(s)		<input type="checkbox"/> Male <input type="checkbox"/> Female Gender	
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	Student's WhatsApp #	

Previous School Information

Name of Last School Attended	City, State/Province, Country of School	Grade Completed	School Year 20__ to 20__
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Niagara Catholic District School Board Program Requested

School Year 20__ to 20__	<input type="checkbox"/> Elementary —OR— <input type="checkbox"/> Secondary	<input type="checkbox"/> 10 Months – Full Year September—June	<input type="checkbox"/> 5 Months – 1 st Semester September—January	<input type="checkbox"/> 5 Months – 2 nd Semester February—June	<input type="checkbox"/> Less than 5 Months _____ to _____
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Parent(s) and Address Information

First Name (Father)		Last Name (Father)		Primary Parent EMAIL	
First Name (Mother)		Last Name (Mother)		Primary Parent PHONE #	
Apartment #	Street #	Street Name		City	
State/Province		Country	Postal Code	WhatsApp #	

Custodianship Information (if applicable)

First Name		Last Name		Phone #	
Apt #	Street #	Street Name		City	
City		Province	Country	Postal Code	
WhatsApp #		Email			

Host Family Information (if applicable)

First Name			Last Name		
Apt #	Street #	Street Name		City	
Phone #		WhatsApp #		Email	

Agent Information

Agency Name			Contact Name		
Phone #		Email		WhatsApp #	

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:

Signature of Agent:

Date:

TERMS OF ADMISSION

For Niagara Catholic District School Board:

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 Flywire, wire transfer, bank deposit or certified cheque 30 days 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) must be received by 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 on a per case basis.

**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 Annual Application Fee (AAF)
- IF HOMESTAY IS REQUESTED:* Canadian non-refundable Homestay Deposit Fee (provided to the Homestay Provider)

Signature of Student:

Date:

Signature of Parent/Guardian:

Date:

Signature of Agent:

Date:

Applications to be submitted to:

International Education Office, Niagara Catholic District School Board
145 Niagara Street
St. Catharines ON L2R 4L7 Canada
www.niagaracatholicinternational.ca | international@ncdsb.com



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.

REFUND POLICY

For Niagara Catholic District School Board:

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 after the start of the school year

Note: the AAF is non-refundable in any circumstance

All Tuition 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:

Signature of Parent/Guardian:

Date:

Signature of Agent:

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)

PARENTAL CONSENT FORM FOR EXTRA-CURRICULAR ACTIVITIES & MEDIA PROMOTIONS

Parent or Guardian:

I certify that Student's Name is in good general health and will benefit from participating 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 websites. 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 20__ to 20__ School Year

IF HOMESTAY SERVICES ARE REQUESTED

If you require homestay services, please check here and complete this page

Homestay Services include:

- Host Family placement
- Medical Insurance in Canada
- Airport shuttle for airport arrival/departure trips
- Custodianship services

Please note: this is only the initial application for homestay services. You will be contacted by the Homestay team for additional requirements to complete registration for homestay.

Student Medical/Health Information

Food allergies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list them:
Special diet?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Allergic to animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list them:
Physical limitations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Any medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list names and dosage:

Personal Habits

I like to wake up...	<input type="checkbox"/> very early	<input type="checkbox"/> when I have to	
When I wake up, I like...	<input type="checkbox"/> to be quiet	<input type="checkbox"/> to talk	<input type="checkbox"/> to listen to music
I tidy my own bedroom...	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Someone does it for me
My attitude towards school is...	<input type="checkbox"/> I like it	<input type="checkbox"/> It's okay	<input type="checkbox"/> I don't really like it
I usually do my homework...	<input type="checkbox"/> right after school	<input type="checkbox"/> After dinner	I go to bed at this time: _____
When I go out with my friends, we like to... _____			
Describe your personality: _____			
Do you play sports? If yes, which ones? _____			
Do you play any musical instruments? If yes, which ones? _____			
What do you do during your free time? _____			
Please write a short note to your host family: _____			

Emergency Contact Information

First Name	Last Name
Relationship to Student	Email
Phone #	WhatsApp #

Arrival and Departure (Please provide as many details as possible, if known)

Arrival Date	Arrival Time	Airline Name	Flight Number	Departure Date	Departure Time	Airline Name	Flight Number
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INTERNATIONAL STUDENT APPLICATION PROCEDURES

Below are the steps required for registering as an International Student with the Niagara Catholic District School Board. The International Student Office will contact you if there are any other documentation needed for registration. Please be advised that all documents must be submitted before the student starts their program, and tuition must be submitted 30 days prior the start of the student's program.

***Documents in any language other than English must be accompanied by a certified English translation.

---UPON REGISTRATION---

1. **SCHOOL APPLICATION & ANNUAL APPLICATION FEE (AAF) PAID:** Students are asked to complete an International Student Application Form. Please note that incomplete forms may be returned to you for further information. You will receive an invoice upon review and acceptance. The Annual Application Fee (AAF) **must** be paid at the same time of submitting your application.
2. **IF HOMESTAY IS REQUESTED: HOMESTAY DOCUMENTS:** Please submit any documentation that is required from your homestay provider. If you selected homestay services form NCDSB, then instructions will be sent to you separately.
3. **TRANSCRIPTS/REPORT CARD:** The student's most recent report card or academic transcript of your marks from the previous year must accompany your application.
4. **PASSPORT:** Please provide the front page of the student's passport for ID purposes. This is to ensure all documentation has correct spelling.

---BEFORE COMING TO CANADA---

5. **PROOF OF IMMUNIZATION:** Medically certified proof of immunization against mumps, measles, rubella, diphtheria, tetanus and polio must be received by the International Education Office.
6. **COMPLETE ENGLISH ASSESSMENT & REGISTER ONLINE FOR SCHOOL:** The student & agent will be sent a link for the student to complete their English Assessment online through Vital English. This test must be completed 30 days prior to the start of the student's program. The Agent/Guardian must also register online directly at the school assigned to the student at <https://niagaracatholic.ca/registration/>
7. **PAY TUITION FEES & ANY OTHER FEES:** Tuition fees are due 30 DAYS before the start of the student's program preferably through Flywire. Please consult the homestay provider for homestay due dates.

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

8. **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.
9. **PASSPORT ARRIVAL STAMP:** 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.

PAYMENT INSTRUCTIONS

To make payment for **AAF and Tuition fees:**

All tuition fees must be paid in full before the start of the student's 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 ONE MONTH (30 days) prior to the start of the student's period of study
- All fees must be paid through our Flywire portal
- Please contact international@ncdsb.com for Bank Transfer/Bank Deposit information

For more information, please contact international@ncdsb.com

FLYWIRE INSTRUCTIONS



FOR TUITION PAYMENTS:

ncdsb.flywire.com

All payments need to go through Flywire

Access our secure payment portal using the above link OR using the blue button found on your invoice



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

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
INTERNATIONAL EDUCATION DIVISION

 145 Niagara Street, St. Catharines
Ontario, Canada L2R 4L7
 international@ncdsb.com
 (905) 682-3360


NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

The Flywire logo, featuring a stylized 'f' followed by the word 'flywire' in a lowercase, sans-serif font, all in white on a blue rectangular background.

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 support@flywire.com

Start your payment at:

flywire.com

Detailed payment instructions at flywire.com/howto



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