

Welcome back to the Niagara Catholic District School Board!

To return 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.

RETURNING STUDENT PACKAGE CHECKLIST

- Completed and signed *International Student Application – RENEWING 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](#))
- Attached are all documents in need of updating (immunization, medical insurance, etc.)
- Payment of the non-refundable Annual Application Fee (AAF) ([page 6](#))
- Pay any remaining fees **BEFORE** the students' period 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 RENEWAL 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 – RENEWING Student*
- Signed *Student Consent Form, Tuition Refund Policy Agreement and Terms of Admission*
- Attached all documents in need of updating (immunization, medical insurance, etc.)
- Payment of the non-refundable Annual Application Fee (AAF)

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

- 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

STEP 3: Renew Canadian Study Permit (or other visa) and maintain documents up-to-date

- Submit an application to extend Study Permit (or other visa) before the current permit expires
- Submit any other documents in need of updating

STEP 4: Update School with Up-to-date Documents at the Start of the Semester and Pay Tuition Fees

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

- Valid Passport, Permit and Visa (if applicable) covering the new study period
- Any new notarized custodianship documents that will be effective for the new study period
- Any changes to address, telephone number, or emergency contact
- Any changes in immunization records or legal documents
- Any other changes to student profile
- Pay any remaining tuition fees **BEFORE** the student's period of study

International Student Application RENEWING Student

Date of Application:

Student Information – All Names MUST Match Passport

First Name		Last Name		<input type="checkbox"/> Male <input type="checkbox"/> Female Gender	
Country of Birth	Date of Birth (YYYY/MM/DD)	Student's Email	Student's WhatsApp #		

Niagara Catholic District School Board Program Requested

School Year 20__ to 20__	Elementary <input type="checkbox"/> —OR— Secondary <input type="checkbox"/>	<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 _____
School Currently Attending:		If changing Schools, which school are you applying to attend?:			

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 #	
Apartment #	Street #	Street Name			
City		Province	Country	Postal Code	
WhatsApp #			Email		

Host Family Information (if applicable)

First Name		Last Name			
Apartment #	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

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!



Education payments made easy

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.