

**DURHAM DISTRICT SCHOOL BOARD  
INTERNATIONAL STUDENTS**

Thank you for your interest in the Durham District School Board. Please see the below information for the registration process. All International Students wishing to enroll with the Durham District School Board must apply through the Business Department following the procedures listed below:

**Step 1:** Email the enclosed application form to [InternationalRegistration@ddsb.ca](mailto:InternationalRegistration@ddsb.ca)

**Step 2:** Submit a copy of the student's passport or birth certificate

**Step 3:** Provide proof of address (for example, utility bill, tax bill or lease agreement)

**Step 4:** Provide confirmation of payment from the bank (please refer to the tuition fee information below)

Tuition Fees	2023-2024	2024-2025	2025-2026
Elementary School (K-Grade 8)	\$15,600	\$15,600	\$15,600
Secondary School (Grades 9-12)	\$16,700	\$16,700	\$16,700

**NOTE: Fees are set annually and are subject to change without prior notice.**

- There is a one-time **non-refundable application fee of \$200.00** for each first-time applicant.
- Tuition fees do not include night school courses or summer school courses.
- Health Insurance and homestay are not included in the fees and must be arranged by the applicant.  
Note: International Students arriving in Ontario do not qualify for Ontario Health Insurance Plan coverage. It is the student's responsibility to purchase sufficient private health insurance to allow access to the health care system.
- Fees are payable in advance of the start of the school year in Canadian funds to the Durham District School Board and are accepted in the form of direct bank deposit or through wire transfer.

- **Tuition Refunds:** If you are accepted by the Durham District School Board and decide not to attend, your tuition fees will be refunded, less a \$200.00 cancellation fee, so long as notification is provided to [internationalregistration@ddsb.ca](mailto:internationalregistration@ddsb.ca) before October 15 regarding the Fall semester and notification is provided before March 15 regarding the Spring semester. If you are unable to obtain a Student Authorization (Study Permit), a letter of refusal must be presented from Immigration Canada. Your tuition fees will be refunded in full so long as notification is provided to [internationalregistration@ddsb.ca](mailto:internationalregistration@ddsb.ca) before October 15 regarding the Fall semester and notification is provided before March 15 regarding the Spring semester. Reimbursement, if applicable, will be processed when a letter from the parent/guardian is received stating the student will not be attending and payee information is provided. **No refunds will be made for the spring and fall semesters after March 15 and October 15, respectively.**

**Step 5:** A Letter of Acceptance and an Official Receipt will be issued for the student upon receipt of all the above. The student will submit the letter and receipt with the application for Student Authorization (Study Permit) through the Canadian Embassy/Consulate in the home country.

**Step 6: Upon arrival in Canada,** contact the school to arrange a registration appointment and to provide:

- Letter of Acceptance from the DDSB received in Step #5 above
- Copy of student's passport or birth certificate
- Proof of address (for example, utility bill, tax bill or lease agreement)
- Immunization record
- Official transcript/report card
- Student Authorization (Study Permit) and private health insurance coverage

If further information is required, please contact the Non-Resident Clerk, Business Department via email at [InternationalRegistration@ddsb.ca](mailto:InternationalRegistration@ddsb.ca).

**Address:** Durham District School Board  
400 Taunton Road East  
Whitby, Ontario  
L1R 2K6

**Bank Information:** Royal Bank of Canada  
236 Ritson Road North  
Oshawa, Ontario  
L1G 0B2

International Code:  
ROYCCAT2  
Transit# 03622  
Institution# 003  
Account# 0000083

**DURHAM DISTRICT SCHOOL BOARD  
INTERNATIONAL STUDENT (NON-RESIDENT STUDENT)  
APPLICATION FORM**

Please complete this Application Form and return it to the Business Department at the above address along with your tuition fees. All funds are to be paid to the Durham District School Board in the form of direct bank deposit or through wire transfer.

Application Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Month) (Day) (Year)

Student's Name: \_\_\_\_\_  
(Last Name) (First Name) ☐ ☐  
M F

Languages Spoken: \_\_\_\_\_  
(First) (Second)

When do you wish to start school? \_\_\_\_\_

Canadian Contact, if applicable:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address where you will reside in Canada, if have already made arrangements:

\_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contact Person or Student