

**DURHAM DISTRICT SCHOOL BOARD
INTERNATIONAL STUDENTS (NON-RESIDENT STUDENTS)**

Thank you for your interest in the Durham District School Board. Please see the below information for the registration process. All International Students (Non-Resident 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

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	2022-2023	2023-2024	2024-2025
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 first time applicants.
- 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 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. 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. Reimbursement 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 provide the following documents:

- 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
- Present your Student Authorization (Study Permit) and private health insurance coverage to the school to which you were accepted to attend.

If further information is required, please contact the Non-Resident Clerk, Business Department via email at 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