

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

Thank you for your interest in the Durham District School Board. Information and material relating to the application process are attached.

All International Students (Non-Resident Students) wishing to enroll in programs with the Durham District School Board must apply through the Business Department following the procedures listed below:

- **Complete the enclosed application form**
- **Copy of the student's passport**
- **Proof of address for example; utility bill or bank statement**

- **Non-Refundable One Time Application Fee of \$200.00**

• Tuition Fees:	2017-2018	2018-2019	2019-2020
Secondary	\$14,200.00	\$14,600.00	\$15,000.00
Elementary	\$13,000.00	\$13,400.00	\$13,800.00

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

- Fees are payable in advance in Canadian Funds to the Durham District School Board and are accepted in the form of cash, certified cheque, bank draft, money order, credit or debit cards or through wire transfer (upon request).
- A Letter of Acceptance and an Official Receipt will be issued for the student upon receipt of all of 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.

A renewal of Student Authorization (Study Permit) can be done in Canada. Non-Resident fees would still have to be paid in advance to the Durham District School Board.



• **REFUNDS:** If you are accepted by the Durham District School Board and decide not to attend, your tuition fees will be refunded, less \$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.

ON ARRIVAL IN CANADA YOU MUST:

Contact the school to arrange a registration appointment and provide the following documents:

- Letter of acceptance
- Copy of student's passport/birth certificate
- Proof of address
- 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 Melanie Haight the Non-Resident Clerk, Business Department at the above address, telephone (905) 666-5500 Ext. 5497, or email melanie.haight@ddsbs.ca.

Address: The 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 cash, certified cheque, bank draft, money order or debit credit cards or through wire transfer (upon request).

Application Date: _____ Date of Birth: _____
(Month) (Day) (Year)

Student's Name: _____
(Last Name) (First Name) M F

Mailing Address: _____ Telephone: _____

Languages Spoken: _____
(First) (Second)

When do you wish to start school? _____

Canadian Contact, if applicable:

Name: _____ Relationship: _____

Address: _____ Telephone: _____

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

_____ Telephone: _____

Signature of Contact Person or Student

