



York Catholic District School Board

International Education Application Procedure – NEW STUDENT

ADMISSIONS OFFICE
320 Bloomington Road West, Aurora, ON L4G 0M1
(416) 221-5050 or (905) 713-2711 Ext. 12434
<https://www.ycdsb.ca/admissions/contact-admissions/>

APPLY ONLINE:
[Submit an Online Application](#)

The York Catholic District School Board is comprised of both Elementary and Secondary schools:

- Elementary schools offer classes from Junior Kindergarten to Grade 8; and
- Secondary schools offer classes from Grade 9 to Grade 12 (student must be 18 years old or under).

Elementary-age international students are placed in their age-appropriate grade, according to Ministry of Education of Ontario guidelines. Secondary student timetables are developed based on Ontario Secondary School Diploma requirements, taking into account previous credit achievements and assessment results.

Applicants must select three schools, in order of preference. Every effort will be made to place the student at the school of first choice, however due to space limitations in some schools, this may not be possible. Please refer to [YCDSB schools](#) for a listing of all elementary schools. For **secondary school placement**, students must apply to attend one of our **6 ESL (English as a Second Language) Centre Schools**:

- Father Michael McGivney CHS 5300 – 14th Ave., Markham
- Our Lady Queen of the World CHS - 10475 Bayview Ave., Richmond Hill
- Sacred Heart CHS - 908 Lemar Rd., Newmarket
- St. Elizabeth CHS - 525 New Westminster Dr., Thornhill, Vaughan
- St. Joan of Arc CHS - 1 Joan of Arc Ave., Maple
- St. Robert CHS - 8101 Leslie St., Markham (***September intake cycle only***)

We offer two intake periods: September (semester #1) and February (semester #2).

To locate a school boundary relative to a residential address, visit: [School Locator](#).

York Catholic District School Board provides English as a Second Language/English Literacy Development (ESL/ELD) Programs to assist English language learners from diverse linguistic and educational backgrounds in attaining English language proficiency. These programs help to maximize student learning, participation and integration. All YCDSB schools follow the Ontario Ministry of Education curriculum guidelines and ESL support is offered in a consistently supportive manner in our Elementary schools and the six (6) ESL/ELD Centre Secondary schools.

Before you begin the online application process:

Students wishing to attend a YCDSB school for a period of between 2 weeks and 4 months (a ‘Short term stay’) must request a *Short-Term Stay Request Form* from international@ycdsb.ca and send the completed form to the attention of Cynthia Anniballi, Principal of International Education at cynthia.anniballi@ycdsb.ca for approval. Application forms must be submitted a minimum of one month prior to the requested start date to ensure adequate processing time.

The York Catholic District School Board will only accept complete applications using our [Secure online application system](#). Applications may be submitted by: (a) an authorized Recruitment Service Provider (i.e., has a current Recruitment Service Provider agreement in place with YCDSB), or (b) a Parent. We do not accept mailed, emailed, or faxed applications.

Payment is required in full (application fee, tuition & health insurance premium) at the time of submission of the online application, via:

- Flywire (**domestic & international payments**), or
- by bank draft/money order/certified cheque **for payments made from within Canada**. Please mail, courier or drop payment into the mail slot (near the front entrance) of the Catholic Education Centre, 320 Bloomington Road West, Aurora, ON L4G 0M1, marked ‘Admissions – International Program’. The student’s full name and date of birth must be printed on the bank draft.

Incomplete applications or applications submitted without full payment will not be processed (*additional information provided further in the document*).

FEE SCHEDULE

- Fees are subject to change without prior notice.
- Tuition fees EXCLUDE any after-school or summer/night courses/programs.
- Insurance coverage begins on September 1st or February 1st, based on the student’s start date. Students planning to arrive prior to their program start date, requiring additional days of coverage, please contact StudyInsured at <https://www.studyinsured.com//ycdsb>

2024-2025 FEE SCHEDULE		
FEE TYPE	ENROLMENT PERIOD	
	FULL ACADEMIC YEAR or 1 SECONDARY SEMESTER	SHORT TERM STAY (Minimum 2-week duration)
Tuition: Elementary (JK-Grade 8)	September - June OR February - January: CAD \$16,700.00	
Tuition: Secondary (Grade 9 - 12) (Student must be 18 years old or under)	September - June OR February - January: CAD \$16,700.00 <i>1 semester only:</i> September - January OR February - June: CAD \$ 8,350.00	2-week rate: CAD \$1,000 Monthly rate: CAD \$2,000 Additional weeks - CDN \$500 per week
Application Fee	CDN \$300.00 (non-refundable) NEW Application CDN \$100.00 (non-refundable) RENEWAL Application	CDN \$300.00 (non-refundable)
Health Insurance Premium	\$550 for 12 months of coverage \$265 for one (1) semester (Refer to the Health Insurance section below)	\$1.75 per day of coverage

APPLICATION SUBMISSION DATES

All international student applications must be processed through our SECURE ONLINE APPLICATION system.			
School Start	Applications Accepted as of:	Application Submission Deadline	Processing Time
September	January 15	June 15 *	Approximate processing/response time is 10 to 15 business days
February (Term #2 – Elementary, Semester #2 – Secondary)	September 15	November 15 *	Approximate processing/response time is 10 to 15 business days
Short term stay	Applications for short term stays must be submitted a minimum of one month prior to the requested start date. Short term stays must be coordinated with Cynthia Anniballi (cynthia.anniballi@ycdsb.ca), Principal, International Education Program, in advance of submission of an application. When logging into the online application portal, select the 'Short Term Stay' application.		
* Or next business day if the deadline falls on a weekend or holiday.			
NOTE: It is the applicant's responsibility to ensure that there is sufficient time to apply for a Study Permit with Immigration, Refugees and Citizenship Canada ('IRCC'). Please refer to the IRCC website for study permit application information. Study Permits are required for students enrolling for a full semester or full year.			
Applications are reviewed and approved by the International Education Program Principal and are subject to space availability. Once applications are approved and the student has completed their assessment, the student may then register at the school. Instructions for school registration will be provided upon issuance of a Letter of Acceptance.			

Health Insurance, purchased from the Board's approved health insurance provider - StudyInsured - is mandatory for all International Students registered at a YCDSB School, for the duration of enrolment at the school. For more information, please visit <https://www.studyinsured.com/YCDSB>. NOTE: Health insurance is only valid while the student physically resides in Ontario. If an international student withdraws from a YCDSB school for any reason, the health insurance policy is cancelled with the insurance provider as of the date of withdrawal and coverage is not available as of that date. In such a case, the student's Custodian or Agent must request a refund during the academic year of withdrawal for the unutilized portion of the paid insurance premium. The value of the premium eligible for refund, if any, will be determined by StudyInsured, the insurance provider.

Before you begin the online application process, please make sure you have collected all the necessary information and documents. You will need the applicant's complete information and at least one parent's complete information. This includes names, birthdates, addresses, etc. Required documents (see below) must be submitted as PDF or JPEG files only and less than 5MB each. If any document is larger than 5MB, it has been scanned at too high a resolution and must be rescanned at a lower resolution before beginning the application process.

The application fee is \$300 CAD and is non-refundable.

REQUIRED DOCUMENTS

In order to submit an application, the documents listed below are required. All documentation submitted must be original and officially certified and translated into English. Custodianship documents must indicate YCDSB or a YCDSB School. If you do not upload these documents into the online application system, you cannot complete the application process. If you do not submit a complete application within seven (7) days, the partial application will be automatically deleted.

1. **Passport photo page** - Please scan the photo page of the applicant's passport. This is required for validation of applicant information.
2. **Student success agreement** - The student and a parent must sign the document: Student Success Agreement. Before starting the application process, please download the Agreement, have it signed in ink, and scanned as a PDF or JPEG file only.
3. **Custodian Declaration - Parent/Guardian for Minors Studying in Canada***: The appointed custodian must be a Canadian citizen or Permanent Resident, aged 19 years or older. *This form must be notarized in person with a lawyer or notary public.*
4. **Custodian Declaration - Custodian for Minors Studying in Canada***: The appointed custodian must be a Canadian citizen or Permanent Resident, aged 19 years or older. *This form must be notarized in person by a lawyer or notary public.*
5. **Transcripts or report cards** - You must have a record of grades for the last two years plus the current year, translated into English, they must be in PDF or JPEG files only, and less than 5MB in size. You will only be able to upload one document, so please ensure all pages of the records of grades are scanned as a single document. Minimum Academic Average Required to be considered for acceptance: 70% or equivalent & no failures - per academic year.
6. **Roman Catholic Baptismal Certificate** (for Elementary school applicants):
 - Roman Catholic Baptismal Certificate (if the student is Catholic), or
 - Non-Catholic Agreement (Non-Catholic International Student). NOTE: The YCDSB's Catholicity requirement states that non-fee-paying elementary age students be baptized in a Roman Catholic Church prior to attending school. This requirement is waived for international students who provide a signed Non-Catholic Agreement. Should an elementary age international student's legal status change such that they are no longer required to pay fees (refer to the legal status change note within the Refund Policy below for clarity), then the student must comply with the board's Catholicity requirement and must receive the sacrament of baptism in a Roman Catholic church prior to commencing school on a non-fee-paying basis.

We recommend that you collect the above documents prior to applying.

HOMESTAY & CUSTODIANSHIP SERVICES

Students not residing with a parent while attending a YCDSB school must arrange homestay and custodianship with one of the two approved providers - Canada Homestay Network (CHN) or Muskoka Language International (MLI) below. All students, regardless of their age, must have a custodian for as long as they are enrolled at a YCDSB school.

Please visit their websites and arrange homestay & custodianship services directly with CHN or MLI, **prior to submitting an application to us:**

- [Canada Homestay Network](#)
- [MLI \(Muskoka Language International\)](#)

The only exception to the homestay and custodianship requirement is for students residing with a parent or other immediate family member (immediate family member must be a Canadian citizen or Permanent Resident), specifically:

- * Grandparent
- * Aunt (sister of student's mother/father)
- * Uncle (brother of student's mother/father)
- * Sibling (of student) - over the age of 19
- * First Cousin - over the age of 19

Homestay & Custodianship services must be arranged (application submitted and deposit paid) prior to submitting an online application to YCDSB. Notarized Custodianship Declarations must be uploaded within this application (see Section 7 for required documents) from both parties: (1) Parent(s) and (2) Custodian in order for your application to be deemed complete and eligible for review.

If a new custodian is appointed at any time while the student is registered in a YCDSB School, a new set of signed Custodianship documents (Parent & Custodian forms) must be submitted to the Admissions Office immediately for approval. A Custodianship change (arranged with CHN or MLI) will only be accepted at the school and Board office when both new Custodianship forms have been received by the Admissions Office for approval.

Students living with a parent while studying with YCDSB must upload a signed '**Waiver of Custodianship & Homestay Designation - Residing with Parent**'. Please request a Waiver from internationaleducation@ycdsb.ca. The form must be printed, completed and signed by a parent and uploaded using the Residing with Parent Waiver Upload field within Section 6.

Students residing with and under the custodianship of an immediate family member that is not a parent while attending a YCDSB school must provide a '**Waiver of Custodianship & Homestay Designation - Residing with Family Member**' form. Please request a Waiver via internationaleducation@ycdsb.ca. The form must be printed, completed and signed by a parent and uploaded in Section 6.

REFUND POLICY

- The application fee is non-refundable.
- There will be No Refund of tuition fee after a Letter of Acceptance has been issued, if the student withdraws for any reason.
- There will be No Refund of any portion of the tuition fee if the student chooses not to have a full timetable of 4 courses in any semester.
- There will be No Refund of tuition fee if the student is found in violation of school regulations and asked to withdraw from the school.
- There will be No Refund of tuition fee if the student changes immigration status during the school year. For clarity, students who become permanent residents, or obtain another legal status in Canada after tuition fee is paid will not be eligible for a refund. NOTE: In order to support a student's continued enrolment at a school for the following school year/term/semester following a change in immigration status, this change must be communicated to the student's school as soon as the new status is obtained, and supporting documents must be provided to avoid the payment of tuition fees. Also, refer to the Catholicity requirement for elementary age non-fee-paying students explained in Required document #6 above.
- Transfer of tuition fees from a student application to a sibling or other applicant is not permitted.
- If a Study Permit is denied, the original letter of rejection from Immigration, Refugees & Citizenship Canada and the original Letter of Acceptance must be presented to the Admissions Office. The impacted student's parents may request either a deferral of the application & fees to a subsequent term/semester (with an intention to re-apply for a Study Permit at a later date) or a refund. Requests for deferral are subject to approval by the International Education Principal. If a refund is requested, the tuition fee and health insurance premium will be refunded less a \$500.00 administration fee. The initial application fee is non-refundable. Monies eligible for reimbursement are returned to a parent of the student applicant.
- Processing time for refunds is approximately 6-8 weeks from the time of receipt of complete documentation.

PAYMENT OF FEES (For Application, Tuition and Insurance):

Fees must be paid in Canadian dollars, in one of the following manners:

- Domestic or International (from within Canada or outside of Canada) – utilize the following payment option:
 - ❖ York Catholic District School Board is in partnership with **Flywire** to provide our international students with a secure payment gateway that simplifies the payment process. With Flywire, you can pay online from banks and countries around the world, in your home currency. Start the payment process at <https://ycdsb.flywire.com>
- From within Canada only - pay by bank draft/certified cheque/money order payable to 'York Catholic District School Board':
 - ❖ Total fees may be paid on One (1) Bank Draft or Certified Cheque.
 - ❖ The student's full name and date of birth must be printed on the front of the cheque.
 - ❖ Payment may be mailed, couriered or dropped into the mail slot (near the front entrance) of the Catholic Education Centre, 320 Bloomington Road West, Aurora, ON L4G 0M1, marked '*Admissions – International Program*'.
 - ❖ NOTE: Direct deposit is not an accepted payment method.

STEP-BY-STEP APPLICATION & REGISTRATION PROCESS:

- A. The Admissions Office will process the student application upon submission of an online application, and receipt of all required documents and full payment.
- B. Upon approval of the application, the Admissions Office will issue a “Letter of Acceptance” required by Immigration, Refugees & Citizenship Canada for the student to apply for a study permit. To apply for a study permit, you may refer to the Citizenship and Immigration Canada website at: <http://www.cic.gc.ca>.
- C. Secondary school students only – upon issuance of a Letter of Acceptance, supplementary documents are also issued: (a) Registration Checklist for Secondary International Students, (b) Registration Form (form S.1A), and (c) Student Interest Form:
 1. Among the steps listed on the **Registration Checklist** is a required preliminary online English & Math proficiency test, to be taken immediately following issuance of a Letter of Acceptance. This preliminary test must be taken promptly, to enable the assignment of a student’s courses on a timely basis
 2. The **Student Interest Form** must be completed and submitted to the school following the instructions on the form. Please note that students must successfully complete one (1) **Religion course per year – no exemptions**.
 3. Upon arrival in Canada, the student or Custodian shall contact the school to arrange for an appointment to register their student. The Custodian should assist the student in completing the **S.1a Registration form**, and accompany the student to the registration appointment at the school, ensuring that all required documentation is provided, as advised by the school and listed on the checklist.

Please note that school uniforms are mandatory at all YCDSB Secondary schools (refer to the school’s website for specific school uniform requirements).

- D. Elementary school students only: A registration form (form S.1) will be provided at the time of issuance of a Letter of Acceptance. Upon receipt of the student’s study permit and once travel arrangements have been finalized, the Custodian shall contact the school to arrange for an appointment to register their student. All required registration documents as well as a copy of the Letter of Acceptance and study permit must be submitted to the school to facilitate the registration process. Proficiency Assessments take place at Elementary schools, following the first day of school.

All Elementary schools can be found on the YCDSB website <https://www.ycdsb.ca/schools/>. Please confirm if your elementary school has a dress code or uniform policy.

Students are expected to arrive and be registered **prior** to the start of the school year/semester/term to avoid falling behind in their studies. Any delays in the student’s arrival must be communicated with us as soon as possible. **If this is the case, secondary students must arrive and be registered with the school, no later than the 2nd Friday after the start of school. Elementary students must arrive and be registered with the school, no later than the last Friday of the month, after the start of school.** Students will automatically be deferred to the next enrolment period if we have not received

communication related to any delays and will be notified accordingly. **No refund will be issued as per our refund policy.**

OTHER INFORMATION

Transportation: Transportation *may* be available for an international student depending on their homestay address and the school that they will be attending. Please check with Student Transportation Services on transportation eligibility at 1-877-330-3001 or by visiting <http://net.schoolbuscity.com/>.

Immunization Requirements: Please refer to the Immunization Requirements notice: <https://www.york.ca/health/immunizations>.

Labour Dispute Interruption: YCDSB shall not be held responsible for losses or expenses incurred as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

For further information or assistance, please contact the Admissions Office.

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