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## TRANSFER GUIDE FOR VSB INTERNATIONAL STUDENTS PLANNING TO ATTEND SOUTH HILL EDUCATION CENTRE

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Please follow these steps if you are interested in attending South Hill to complete your graduation requirements or upgrade your marks to prepare for post-secondary.

**STEP 1:** Email your International Advisor at your school and discuss transferring to South Hill for Summer or September 2022.

**STEP 2:** Email the following information to: [internationalSHEC@vsb.bc.ca](mailto:internationalSHEC@vsb.bc.ca)

- Completed intake form:  
[https://www.vsb.bc.ca/Student\\_Learning/Adult\\_Education/Documents/Intake%20Form%20Code%20of%20Conduct%20April%202020-5.pdf](https://www.vsb.bc.ca/Student_Learning/Adult_Education/Documents/Intake%20Form%20Code%20of%20Conduct%20April%202020-5.pdf)
- DVR from your counsellor
- Copy of your study permit
- One piece of photo ID

**NOTE:** Students who have not passed English 10 will require an English assessment. Details will be emailed to you.

**STEP 3:** Advisor will let you know how many terms you will need to graduate.

**STEP 4:** Pay fees electronically to the Vancouver School Board. If you are unsure how to do this contact: Linmei Gao - [lgao@vsb.bc.ca](mailto:lgao@vsb.bc.ca).

### FEES FOR THE 2022-23 SCHOOL YEAR

<b>1 School Year</b> =	4 terms:	\$15,500
	3 terms:	\$11,625
	2 terms:	\$ 7,750
	1 term:	\$ 3,875

**Summer Term** = 1 course: \$1,400

Annual registration fee: \$250

Medical insurance fee: \$100/month plus \$200 administration fee or \$1,100/year

**The International Education office will issue you a letter of acceptance and receipt after you pay your fees.**

**STEP 5:** **Apply to extend your study permit.** Use the letter of acceptance and official receipt to apply to Canada Immigration to extend your study permit.

**STEP 6:** When you receive your new study permit, please **email it to the International Education Office** at [intered@vsb.bc.ca](mailto:intered@vsb.bc.ca) so your medical insurance coverage can be extended.