



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

Please follow the steps below if you plan to attend South Hill Education Centre to complete your graduation requirements or upgrade your marks to prepare for post-secondary.

STEP 1: Email your International Advisor at your current school and discuss transferring to South Hill Education Centre for Summer Term or September 2025.

STEP 2: Email the following information to: internationalSHEC@vsb.bc.ca

- Complete our [Intake Form](#) and Code of Conduct
- DVR from your counsellor
- Copy of your study permit
- One piece of photo ID

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

STEP 3: The Advisor at South Hill will let you know how many terms you may 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.

FEES FOR THE 2025-26 SCHOOL YEAR

1 School Year =	4 terms:	\$17,000
	3 terms:	\$12,750
	2 terms:	\$ 8,500
	1 term:	\$ 4,250

Summer Term = 1 course: \$1,400

Annual registration fee: \$400

Medical insurance fee: \$125/month plus \$200 administration fee or \$1,400/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, **email it to the International Education Office** at intered@vsb.bc.ca so your medical insurance coverage can be extended.