

# Secondary School Credit

## Ontario Secondary School Diploma

*Earn Your High School Diploma or Upgrade Your Skills*  
**Choose the Style that Suits You Best:**

### TEACHER-DELIVERED DAY SCHOOL (FULL-TIME OR PART-TIME)

Offered at **St. Louis - Cambridge & Kitchener Main Campuses**

- Daily classes Mornings: 8:45am-11:45am and/or Afternoons: 12:30pm-3:30pm
- Credits earned in seven weeks
- Five terms to choose from
- 10 credits possible, full-time from September to June

For Day School REGISTRATION STARTS Monday, August 29, 2011

Locations	Weekday	Registration Times
Kitchener	Monday - Friday	8:30am-12:30pm & 1:30pm-3:00pm
Cambridge	Monday - Thursday	10:00am-2:00pm

### CORRESPONDENCE \* (STUDY AT HOME AT YOUR OWN PACE)

Offered at **Cambridge Campus**, 82 Beverly St. & **Kitchener Main Campus**, 80 Young St.

For Correspondence REGISTRATION STARTS:  
 Cambridge: Tuesday, **September 13, 2011**  
 Kitchener: Wednesday, **September 14, 2011**

Locations	Weekday	Registration hours and times to pick up additional books, pick up and submit lessons, and add an extra course	Tutoring
Kitchener	Monday	8:30am-12:30pm & 1:30pm-3pm	10:30am-12:30pm
Kitchener	Wednesday	12:30pm-3pm & 6pm-8:30pm	12:30pm-3pm & 6pm-8:30pm
Kitchener	Friday	8:30am-12:30pm & 1:30pm-3pm	10:30am-12:30pm
Cambridge	Tuesday	12:30pm-3pm & 6pm-8:30pm	12:30pm-3pm & 6pm-8:30pm
Cambridge	Thursday	8:30am-12:30pm & 1:30pm-3pm Registration <b>only</b> 10:00am-2pm	10:30am-12:30pm

\*Correspondence courses should take about 12 weeks to complete  
 (however each course must be completed in one year)

**Students who need a course for Post-Secondary entrance should begin their correspondence course no later than MARCH, to ensure completion by the end of June!**

#### HOW TO REGISTER

- Contact your last high school Guidance Dept. to request a Transcript or Credit Counselling Summary. **Note:** *If you plan to apply to College or University through St. Louis you must bring a transcript.*
- Bring the transcript, any other certificates, or International documents, as well as the documents listed on the next page.

#### AGE REQUIREMENTS:

- For Day Classes, you must be 18 years of age on the first day that classes begin
- For Correspondence you must be 16 or older

#### REGISTRATION REQUIREMENTS: New Students - You must bring with you:

1. Documents with your Legal Name and Date of Birth  
(Birth Certificate, Birth Registration, Passport, Permanent Resident Card or Record of Landing)
2. Documents with your Status in Canada  
(Birth Certificate, Canadian Citizenship Certificate, Canadian Passport, Permanent Resident Card, Record of Landing, Visitor Visa, Employment Permit or Refugee Status)
3. Photo Identification with current mailing address  
(Driver's Licence, Health Card, Passport, Permanent Resident Card or Canadian Citizenship Card)  
**Bring in a piece of mail or a bill with your current address, if it is different than your ID states.**
4. Previous High School Transcript or Credit Counselling Summary.  
**Note:** *If you plan to apply to College or University through St. Louis, you must bring a transcript.*
5. Students leaving school within the last year without a diploma require a Principal to Principal Transfer Request Form from your last high school.
6. Letter to prove CLB level 7 completed (ESL students only)

**YOU WILL NOT BE ALLOWED TO REGISTER WITHOUT ALL REQUIRED DOCUMENTS!**

#### Returning Students:

You must show Photo ID and pay only the annual counselling fee  
 (if you have not received a refund)

#### FEES:

- \$20 counselling fee per academic school year, plus \$80 refundable book deposit onetime fee (unless books have been destroyed or lost).
  - Plus \$30 for each correspondence course. If you are still in full-time high school, an additional \$300 per correspondence course. If you are in high school part-time, you do not pay the extra fee, but you will need a Principal-to-Principal Transfer Request Form completed stating part-time status and a Principal request for you to take a correspondence course.
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- \$5 for first St. Louis transcript and each additional transcript \$1 for inactive students