

ISS Language and Career College of BC (LCC)

(a division of The Immigrant Services Society of BC) #601-333 Terminal Avenue, Vancouver, BC, CANADA V6A 4C1

Tel: 604 684 2325 Fax: 604 684 2563 info@LCC.issbc.org LCC.issbc.org

ISS Language and Career College of BC (LCC) is designated by the Private Training Institutions Branch.

STUDENT INFORMATION					
Last Name & Middle Name					
Usual First Name Personal Education Number (if available)					
Mailing Address in Home Country (if applicable)					
Mailing Address in Home Country (if applicable) Home Country Phone Number					
Mailing Address in Canada					
Student Phone Number in Canada Student Email Address					
International Student: No Yes If you are an international Judent, Citizenship:					
Do you have a study permit: No Yes					
If you do not have a study permit, do you have a permit, visa or other witten authorization to study in Canada other than a study permit? No Yes					
Date of Birth:					
Y Y Y M M D L Conder: Male Female Declined/Other					
V JLI', TARY DISCLOSURE					
*You may voluntarily provide the perso at mform tior listed below:					
Do you identify yourself as an Aborigin. Loson, that is, First Nations, Metis, or Inuit? Yes No					
If you answered "Yes", please indicate if you ar. First Nations Metis Inuit					
Do you have have a long-term physical or mental health condition that limits the kind of activity that you can perform					
on a daily basis? Yes No					
Drogram Title					
Program Title					
Hours of Instruction Program Duration Contract Start Date Contract End Date					
during Contract Term in Weeks					
Electives (select all that apply):					
(Please refer to the attached timetable) Test Preparation hours weeks					
☐ Business (BDP) hours weeks					
Required course materials and technological resources not provided by the institution: computer, laptop, or iPad.					

Credential Issued on Graduation Diploma Certificate Other					
Language of Instruction Lenglish Other (select all that apply)					
Program Delivery Method In-class Distance Combined					
PROGRAM INFORMATION					
PROGRAM ADMISSION REQUIREMENTS					
This program requires CLB Level OR successful completion of					
Program admission requirements may not be waived by the student or the institution.					
TUTORIALS and AMENDMENTS					
Tutorials: Make-Up for missed classes, if needed					
Co-op Post-Employment Hours: Date:					
Other					
□ Schedule change due to visa delay □ schedule change for personal reasons □ schedule change due to make-up classes					
☐ Other:					
PROGRAM OUTLINES					
Please see attached Program and/or Course outlines. Please read and initial all pages of the program outlines at the					
bottom of the page where it says initial and return them to us with the signed contract.					
STATEMENT OF STUDEN, RIG "S					
ISS Language and Career College of BC (LCC) is certified with the Prival Training Institutions Branch (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training					
Before you enrol at LCC, you should be aware of your rights and responsibilities.					
You have the right to be treated fairly and resp ctf .(l) by LCC.					
You have the right to a student enrol continct that includes the following information: amount of tuition and any additional feature for your program refund policy if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided					
 whether the program was approved by PTIB, or does not require approval. 					
Make sure you read the contract before signing. LCC will provide you with a signed copy.					
You have the right to access LCC's dispute resolution process and to be protected against retaliation for making a complaint. Here is LCC's Dispute Resolution Policy.					
You have the right to make a claim to PTIB for a tuition refund if: LCC ceased to hold a PTIB certificate before you completed an approved program you were misled about a significant aspect of your approved program.					
You must file the claim within one year of completing, being dismissed or withdrawing from your program.					
For more information about PTIB and how to be an informed student, go to: http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student .					

	ESOL PRACTICUM OR WORK	EXPERIENC	CE INCLUI	DED in PROGRAM? Y	es 🗌 / No 🗌		
If yes, Requirements:	TESOL Practicum - Must pass each TESOL course with 85% +	Co-op Work Component - Must pass all diploma courses and complete 80% of electives.					
Costs:	\$550.00	Work Cor	Work Component has NO COST				
Location:	ISS <i>of</i> BC in Vancouver	Within BO	Within BC, Lower Mainland region				
Dates:							
Number of hours of instruction	20 hour TESOL Practicum	Must not	exceed :_	hours			
PROGRAM COSTS							
Program Costs in C	Program Costs in Canadian Dollars (\$CDN): Amount						
Registration/Applic	ation Fee (non-refundable)			\$			
Tuition				\$			
Textbooks				\$			
Discounts				\$			
Administrative fee				\$			
Other (please speci	fy)			\$			
TOTAL PROGRAM COSTS							
		PAYME	ENT TE (N	is			
Method of paymer							
Cash Debit	MC Visa Amex 2 nd pay	Travellers	ney e		Certified Cheque PayPal 4 th payment \$		
	2 nd pay	ment \$		3 ^{ra} payment \$	4" payment \$		
Payment Plan?	Due da	te	<u> </u>	Due date:	Due date:		
	Paid on:			Paid on:	Paid on:		
Yes 🗌 / No 🗌	(MM/DD/YYYY) Note:						
	, , ,						
REFUND POLICY							
Circumstances when Refund Payable			Amount of Refund				
Before program start date, institution receives a notice of withdrawal (applies to all students)							
No later than seven days after student 100% tuition and all <u>related fees</u> , other than application fee.					s, other than application fee.		
 signed the enrolment contract, and Before the program start date. 			Related fees include: administrative fees, assessment fees, and fees charged for textbooks or other course materials.				
 At least 30 days before the later of: a) The program start date in the most 			Institution may retain up to 10% of tuition, to a maximum of \$1,000.				
recent Letter of Acceptance (international students)			Institution must refund fees paid for course materials if not provided to the student.				

b) The program start date in the enrolment contract.					
 More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the later of: a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.				
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)					
 After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.				
 After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the stucent.				
Student does not attend program – "no-show" (applies to all students extend on the solely by distance education):					
Student does not attend the first 30% of the program.	Institution me, retain up to 50% of the tuition. I stitution just refund fees paid for course materials if not privided to the student.				
Institution receives a refusal of study permit (ar to ternational students requiring a study permit):					
 Before 30% of instruction hour would have been provided, had the student state of the program on the later of the following: a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.				
After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):					
Student completed up to 30% of the program.	Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.				
 Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.				

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

PRIVATE TRAINING INSTITUTIONS BRANCH

This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.

Please be advised that under section 61 of the *Private Training Act*, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

STUDENT DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education and Skills Training for research purposes and statistical analysis under the authority of section (a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy to islation, of my enrolment and reporting information between ISS Language and Career College of BC and Immigration, of gees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, listingure and use of personal information you may contact:

Director, Policy and Institution Certification Private Training Institutions Branch, Governance, Legislation and

Corporate Planning Division, Ministry of Advanced Laucation and Skills Training, 203 - 1155 W. Pender St, Vancouver,

BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature	Date Signed (MM/DD/YYYY)				
Representative of student (PRINT NAME)					
Relationship to Student					
Signature of Parent or Legal Guardian (if student < 19 years old)	Date Signed (MM/DD/YYYY)				
Signature of Farenco Legar Guardian (il student < 15 years old)	Date Signed (WIN) DD/ 1111)				
INSTITUTION SIGNATURE					
Signature of Institution Representative	Date Signed (MM/DD/YYYY)				
Digitatare of institution representative	Date Signed (WINN) DD/ 11111				