

Change and Withdrawal Policy

If you must withdraw, postpone, or change courses, please talk to a registrar. A service charge will be made for changes to student schedules. There is no charge for withdrawals.

Changes before starting your program*

If you must postpone your start date, here are the fees:

2 weeks' notice or more	\$50
less than 2 weeks' notice	\$100

- Changes can only be made if there is a seat available in the requested course (we recommend asking at least 4 weeks ahead).
- You will receive a new letter of acceptance, if needed.
- Make-up classes will not be provided for students starting their courses late.

Changes after starting your program*

1st change	\$100
2nd change	\$150

Terms and conditions:

1. Any changes are subject to the student's visa/permit conditions.
2. Changes can only be made if there is a seat available in the requested course (we recommend asking at least 4 weeks ahead).
3. Changes should be made within 1 year of the original registration date.
4. The new start date must be within 1 year of the original start date.
5. Some changes, such as course transfers, may require additional tuition fees.
6. You must provide a reason for the change, and it must be due to circumstances which you cannot control.
7. You cannot transfer your classes to another person.
8. Make-up classes will not be provided for students starting their courses late.
9. Please contact the LCC office for more details (info@lcc.issbc.org or 604-684-2325).

*Note: only 2 changes are allowed per student for the entire duration of the program and all changes must be approved by the registrar as per the terms and conditions above.

If you are in a co-op program and want to change your diploma course, you must fill out a change request form and have it approved by the registrar.