REGISTERING FOR OUR COURSES MADE EASY

FOLLOW THESE SIMPLE INSTRUCTIONS



YOU CAN REGISTER ONLINE, OR IN PERSON IN OUR OFFICE 601-333 TERMINAL AVENUE, VANCOUVER

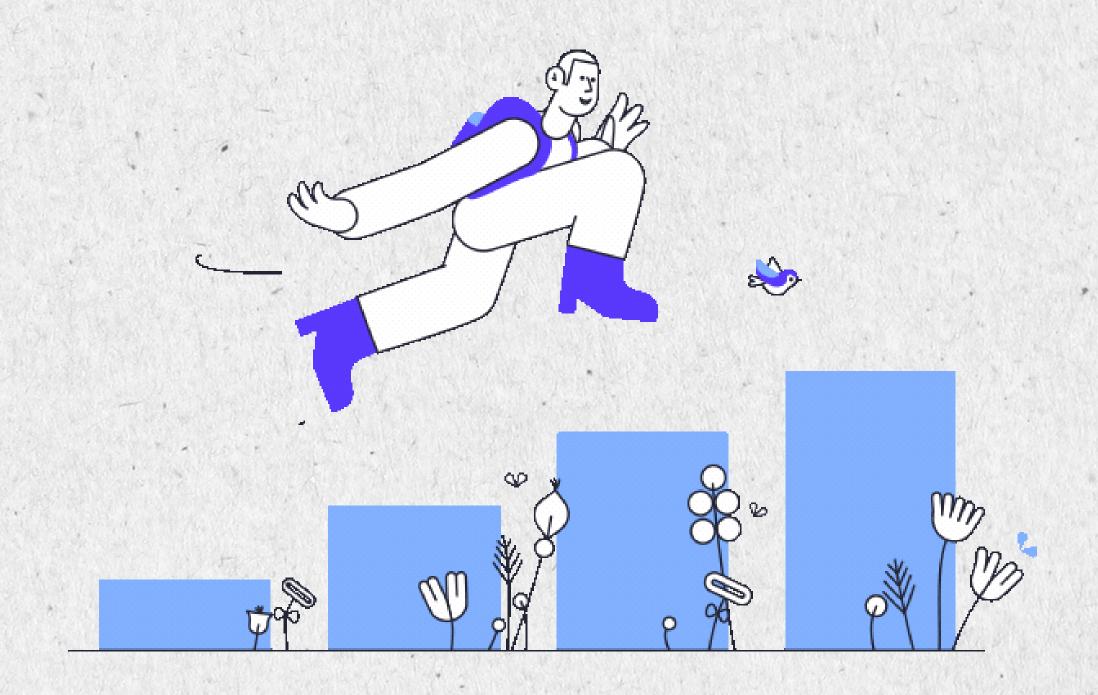
LCC ONLINE REGISTRATION SYSTEM IS EASY



HOW TO REGISTER

- CHOOSE A COURSE OR PROGRAM THAT INTERESTS YOU, READ ALL ABOUT IT ON ITS WEBSITE, AND REVIEW THE ENTRANCE REQUIREMENTS.
- BEFORE YOU REGISTER FOR THE FIRST TIME (OR IF YOU'VE BEEN AWAY FOR MORE THAN A YEAR), YOU NEED TO SHOW PROOF OF ENGLISH PROFICIENCY, SO DO ONE OF THESE TWO THINGS:
 - SEND A COPY OF ANY VALID SCORES TO INFO@LCC.ISSBC.ORG WITH YOUR NAME AND THE PROGRAM YOU WANT. ASSESSMENTS THAT HAVE EXPIRED WILL NOT BE ACCEPTED. OR
 - TAKE OUR FREE ONLINE ENGLISH ASSESSMENT.
- REGISTER FOR YOUR COURSE OR PROGRAM.

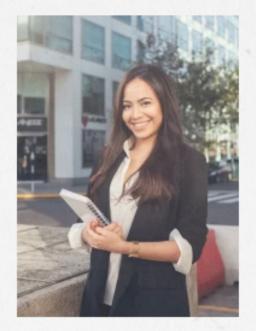
 LCC CAN GIVE YOU A LETTER OF ACCEPTANCE (LOA) IF YOU NEED TO APPLY FOR A STUDY PERMIT.



TO REGISTER FOR A COURSE PLEASE FOLLOW THE INSTRUCTIONS BELOW:

Home / Career Programs / Business Diploma

Learn more about LCC's English Competency requirements.



Want to take your English to the next level and work in a business environment? Our Business Diploma Program introduces students to fundamental skills of business communication and explores business topics such as finance, trade, marketing, customer service and office management skills.

English Level Requirement

This program is designed for students at the lower intermediate level *CLB level 4 [Intermediate] or above.

Students must have at least *CLB level 4 [Intermediate] in order to take Business Diploma. If your English level doesn't fit your chosen program, registrars will give you other options.

Before your register, please check if your class is available.

*Canadian Language Benchmark Test /Check LCC Level Chart

All fields are required

Course Type

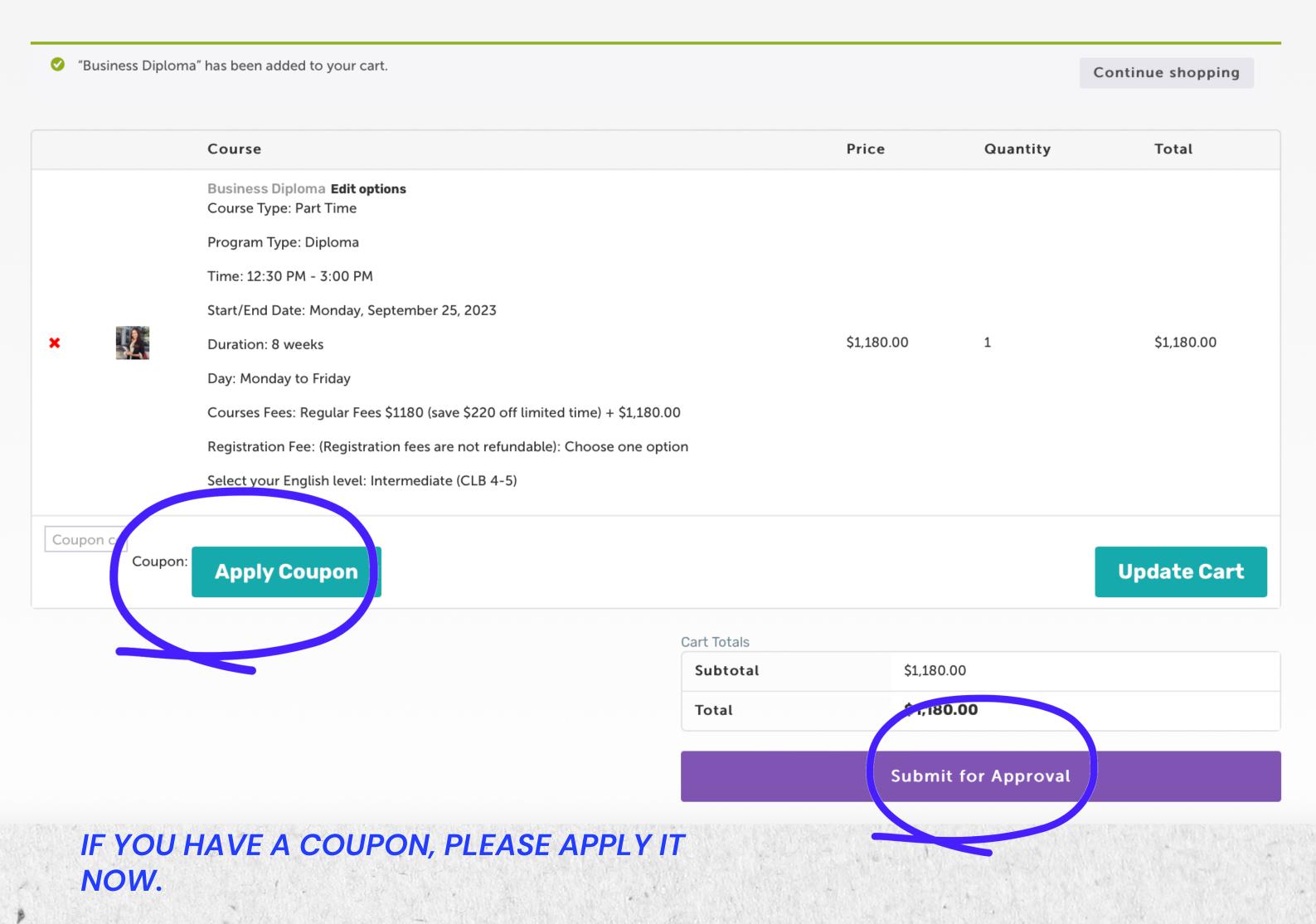
Part Time

CAREFULLY CHECK YOUR INFORMATION

rait fillie	
Program Type	
Diploma	•
Time	
12:30 PM - 3:00 PM	•
Start/End Date	
Monday, September 25, 2023	•
Duration	
8 weeks	•
Day	
Monday to Friday	
Courses Fees	
• Regular Fees \$1180 (save \$220 off limited time) \$1,180.00	
*Registration Fee: (Registration fees are not refundable)	
***If you are a Canadian citizen or permanent resident, you will be asked to pro	ovide proof of status. Please email your status documents to
info@lcc.issbc.org.	
Choose one option	+
Seats Available	
Yes	
Select your English level	
Intermediate (CLB 4-5)	•
* CLB: Canadian Language Benchmarks. Please check the Eligibility Criteria the	

CAREFULLY CHECK YOUR INFORMATION

Cart



Checkout

FILL OUT ALL OF YOUR INFORMATION

Have a coupon? Click here to enter your code	
Student Information	
First Name *	Last Name *
Birthday (YYYY/MM/DD) *	Gender: *
Birthday	Select your gender
Secoli Adduses	
Email Address:	I agree to receive ISS Language and Career College of BC's emails and newsletters. (optional)
We highly recommend using an Outlook, Yahoo, or Hotmail email address *	
iddi C33	TO RECEIVE NEWS ABOUT DISCOUNTS, SIMPLY CHECK THE BOX PROVIDED.
	SIMPLY CHECK THE BOX PROVIDED.
Please enter your current phone number: *	
Vro vou an International Student? *	
Are you an International Student? * Yes	
Please select your country of origin: *	
Afghanistan	
What country are you applying from (the country associated with yo	our credit card)? *
Canada	
Current Address (the address associated with your credit card) *	
Street address	
Apartment, suite, unit etc. (optional)	
Town / City *	
State / County *	
British Columbia	
Postal Code *	
Are you also the billing name (on credit card)? * IF NO, PLEASE	E LOOK AT THE NEXT PAGE
Yes	
a Canada va un arremant /h illin ar a a contro 2 t	
s Canada your current/billing country? *	
No, but I have a Canadian address	

IF YOU ARE PAYING FOR THE COURSE WITH A CARD OTHER THAN YOUR OWN, PLEASE PROVIDE THE CARDHOLDER'S NAME

Are you also the billing name (on credit card)? *	
No	†
Billing First Name *	
Billing Last Name *	
bitting Last Name	
I authorize LCC to process the tuition payment for the applicant. *	

AND DON'T FORGET TO CHECK THE AUTHORIZATION BOX

Is Canada your current/billing country? *
No, but I have a Canadian address
Please enter your Canadian street address: *
Please enter your town / city in Canada: *
Please enter your province in Canada: *
Please enter your postal code in Canada: *
Local Canadian Phone number: *
Is your home country different from your current/billing country? * IF YES, PLEASE LOOK AT THE NEXT PAGE.
No \$
How did you hear about LCC? *
Select how you heard about LCC
What is your visa status in Canada? If you don't have a visa already, what type of permit will you apply for? (Co-op students: you require a study
and Co-op work permit) *
Select your permit type
Will you require a latter of accordance 2 t
Will you require a letter of acceptance? * Yes
TC3
I want to use my home country address for my letter of acceptance.
Eligibility Criteria / Admission Requirements
I understand that I am responsible for providing proof of English proficiency before I register for a program or course at LCC. If I cannot provide
proof of English proficiency (see program requirements) I must take LCC's English assessment test.
I also understand that I may not be admitted into my desired program if I do not meet the English requirement or that my classes may be changed according to the level attained in the assessment test.
I read and understood these conditions. *
I have read the tuition refund policy for programs that do not require PTIB approval (short-term English programs), or the tuition refund policy for PTIB approved programs (Co-op programs, TESOL, long-term full-time English programs)
☐ I read, understood, and agree with the refund policy. ★
Student Declaration
Student Deciaration

• I grant consent to ISS Language and Career College of BC to share my personal information with the Ministry of Advanced Education for

(PIPA)

research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act

KINDLY PROVIDE YOUR BILLING ADDRESS FOR THE CREDIT CARD.

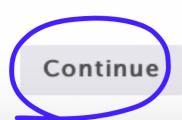
Is your home country different from your current/billing country? *
Yes
Diagra calact your hama country: *
Please select your home country: *
Afghanistan
Please enter your home country street address: *
Please enter your town / city in your home country: *
Please enter your province in your home country: *
Please enter your postal code in your home country: *
Home country phone number: *

- I grant consent to ISS Language and Career College of BC to share my personal information with the Ministry of Advanced Education for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA)
- I grant consent to ISS Language and Career College of BC to share details about my enrolment and registration status information with Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program and, in accordance with provincial privacy legislation.
- If I have any questions about the collection, disclosure and use of personal information I can contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, 203 – 1155 W. Pender St.,
 Vancouver, BC V6E 2P4 or call at 604-569-0019.

AND DON'T FORGET TO CHECK THE FOLLOWING BOX I consent to all of the above terms. * I read and understood the above information. * **Medical Insurance** I have been informed by ISS Language and Career College of BC that I am responsible for having and maintaining medical insurance while in Canada. I understand that having medical insurance in Canada is mandatory and important, and that I should have insurance for the entire duration of my time in Canada. * I have purchased health insurance. I do NOT have health insurance yet, but have applied or will apply for private insurance or MSP before my classes begin. **Voluntary Disclosure** Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? * No If yes, please explain in more detail: (optional) **Emergency Contact Information (Preferred in Canada)** Contact Full Name (Last Name, First Name): * Relationship: * Relative

Student Orientation Schedule

To learn more about Vancouver and ISS Language and Career College of BC (LCC), please visit our **LCC website**. You can find a general orientation video and Student Handbook.



Phone number: *

Checkout

Have a coupon? Click here to enter your code

Previous

To learn more about Vancouver and ISS Language and Career College of BC (LCC), please visit our LCC website. You can find a general orientation video and Student Handbook.

Visa Policy

It is the responsibility of the student to ensure they have legal status to study in Canada. LCC is not responsible for overseeing visa applications, extensions or visa processing times. Please note that no staff member at LCC can legally advise students on IRCC processes and regulations. Students should refer to the IRCC website or speak with a licensed immigration consultant if they have any concerns regarding their status in Canada.

For visa information please view the following website: http://www.cic.gc.ca/english/study/index.asp.

LCC is a Designated Learning Institution (DLI) and can host students needing a study permit. (DLI # O19279658882) Please visit our FAQ page for additional information.

Payment Plan

Only when payment is received, will LCC provide you with a Letter of Acceptance. If your contract is longer than six months, you have the option for paying in full or paying in installments. For example, a student may pay the first half of their tuition before classes begin and then pay the remaining tuition halfway through their program.

Note

- · Registration fees are non-refundable
- If your contract is less than six months, you must pay all of your tuition before the start of classes.
- · If you select the two installment payment option, you will pay your 2nd payment in the first week of classes.
- The payment types that are accepted at LCC are: Credit Card, Debit Card, Cash, Certified Cheque, and Bank Transfer (Bank transfer an additional \$45)
- LCC will give you a refund only to the same credit card you used for payment.

Policies

Before registering for program at LCC **students are required to read the policies listed below**. LCC's Policies (including Refund Policy) are **here**

- Admission Policy
- Attendance Policy
- Language Assessment Policy
- Respectful and Fair Treatment Policy
- Dismissal Policy
- Dispute Resolution and Appeal Policy
- Refund Policy (Registration fees is not refundable)
- Withdrawal Policy
- Work Experience Policy (Vocational programs only)

MAKE SURE NOT TO MISS THE CHECKBOX BELOW

I have read and understood all of LCC's policies. *

If I have any questions about my registration or courses, I can contact LCC at: 604-684-2325 or info@LCC.issbc.org

IF NO, PLEASE LOOK AT THE NEXT PAGE. Are you currently in Canada? * By registering for in-person classes, I agree to daily self-monitor my personal health for any symptoms. If I feel unwell or answer "Yes" to any of the questions below, I will not attend in-person classes. I will stay home. I will contact my teacher and LCC by email to inform them. * No Have you or anyone in your household been diagnosed with COVID 19 or had any symptoms in the last ten (10) days that could be COVID 19 (fever, chills, cough, shortness of breath etc.)? * No Have you or anyone in your household been directed by Public Health to self-isolate? * No Did you arrive from outside Canada in the past fourteen (14) days? * No Have you or anyone in your household been in contact with a confirmed COVID 19 case or with someone who has been directed by Public Health to self-isolate in the past fourteen (14) days? * No Additional Information Order notes (optional) Notes about your order, e.g. special notes for delivery. Your order Course Total Business Diploma Edit options ×1 Course Type: Part Time Program Type: Diploma Time: 12:30 PM - 3:00 PM Start/End Date: Monday, September 25, 2023 \$1,180.00 Duration: 8 weeks Day: Monday to Friday Courses Fees: Regular Fees \$1180 (save \$220 off limited time) + \$1,180.00 Registration Fee: (Registration fees are not refundable): Choose one option Select your English level: Intermediate (CLB 4-5) \$1,180.00 Subtotal Total \$1,180.00

LCC will give you a refund only to the same credit card you used for payment.

Are you currently in Canada? * KINDLY COMPLETE ALL THE REQUIRED FIELDS WITH THE NECESSARY INFORMATION.

**

If your answer is no, when will you arrive in Canada? *

This week

**

By registering for in-person classes, I agree to daily self-monitor my personal health for any symptoms. If I feel unwell or answer "Yes" to any of the questions below, I will not attend in-person classes. I will stay home. I will contact my teacher and LCC by email to inform them. *

No

+

Have you or anyone in your household been diagnosed with COVID 19 or had any symptoms in the last ten (10) days that could be COVID 19 (fever, chills, cough, shortness of breath etc.)? *

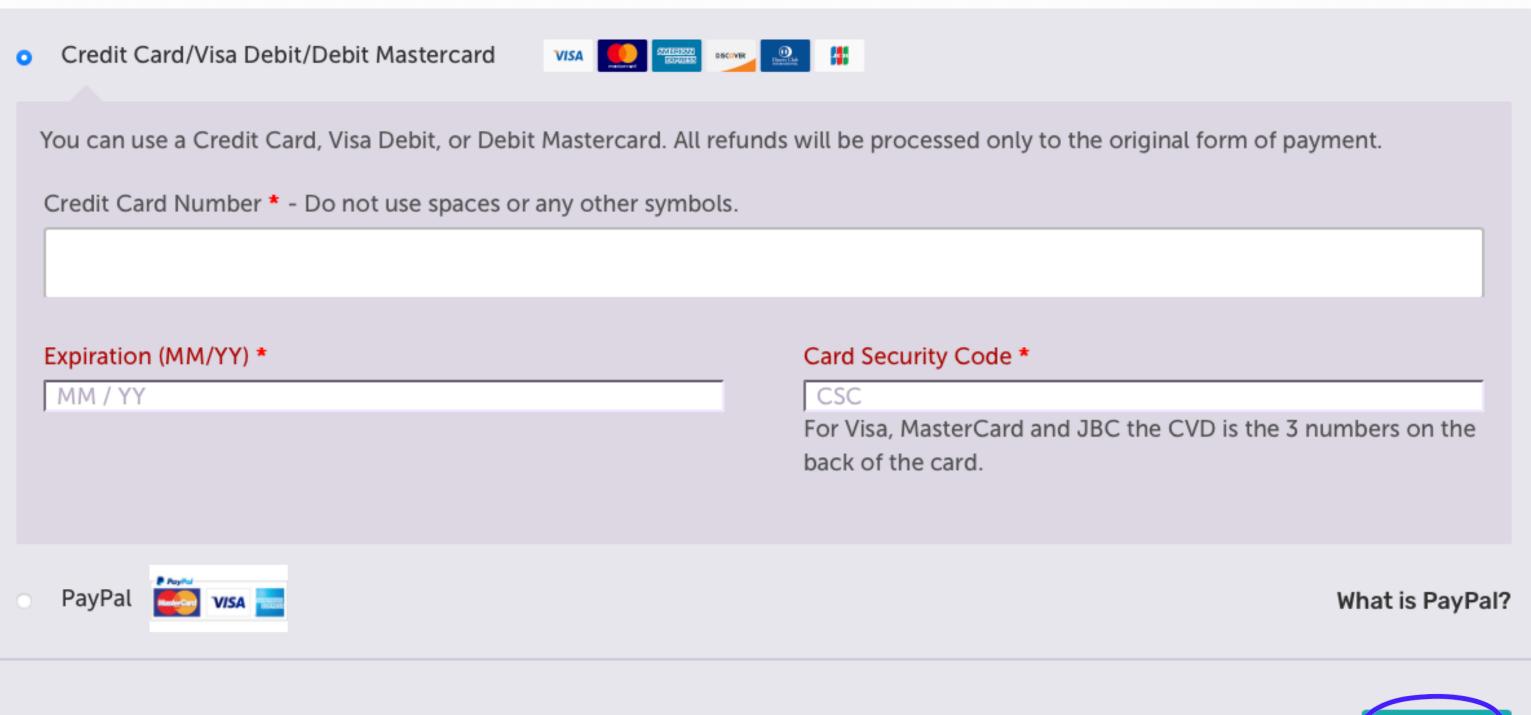
No

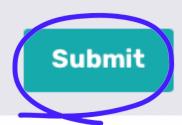
Additional Information

Order notes (optional)

Notes about your order, e.g. special notes for delivery.

PLEASE INPUT YOUR CARD INFORMATION





CONGRATULATIONS!
YOU HAVE JUST REGISTERED FOR A COURSE WITH LCC.

OUR PROGRAM ASSISTANTS WILL CONTACT YOU AS SOON AS WE RECEIVE YOUR PAYMENT CONFIRMATION.