

How to Register: A Step-by-Step Guide

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

1

STEP ONE

CHOOSE A COURSE OR PROGRAM THAT INTERESTS YOU, READ ALL ABOUT IT ON ITS WEBSITE, AND REVIEW THE ENTRANCE REQUIREMENTS.

2

STEP TWO

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.

3

STEP THREE

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



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

CAREFULLY CHECK YOUR INFORMATION

Course Type

Part Time

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 provide 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 above.

[Learn more about LCC's English Competency requirements.](#)

Pay Now

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CAREFULLY CHECK YOUR INFORMATION

Cart

✔

"Business Diploma" has been added to your cart.

Continue shopping

	Course	Price	Quantity	Total				
<div><div><div><div><div></div><div>✖</div></div><div></div></div><div></div></div></div>	<div>Business Diploma Edit options</div> <div>Course Type: Part Time</div> <div>Program Type: Diploma</div> <div>Time: 12:30 PM - 3:00 PM</div> <div>Start/End Date: Monday, September 25, 2023</div> <div>Duration: 8 weeks</div> <div>Day: Monday to Friday</div> <div>Courses Fees: Regular Fees \$1180 (save \$220 off limited time) + \$1,180.00</div> <div>Registration Fee: (Registration fees are not refundable): Choose one option</div> <div>Select your English level: Intermediate (CLB 4-5)</div>	\$1,180.00	1	\$1,180.00				
	<div><div>Coupon code</div><div>Coupon: <div>Apply Coupon</div></div><div>Update Cart</div></div>							
	<div><div>Cart Totals</div><table><tbody><tr><td>Subtotal</td><td>\$1,180.00</td></tr><tr><td>Total</td><td>\$1,180.00</td></tr></tbody></table><div>Submit for Approval</div></div>				Subtotal	\$1,180.00	Total	\$1,180.00
	Subtotal	\$1,180.00						
	Total	\$1,180.00						

IF YOU HAVE A COUPON, PLEASE APPLY IT NOW.

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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) *

Birthday

Gender: *

Select your gender

Email Address:

We highly recommend using an Outlook, Yahoo, or Hotmail email address *

☐ I agree to receive ISS Language and Career College of BC's emails and newsletters. (optional)

TO RECEIVE NEWS ABOUT DISCOUNTS,
SIMPLY CHECK THE BOX PROVIDED.

Please enter your current phone number: *

Are you an International Student? *

Yes

Please select your country of origin: *

Afghanistan

What country are you applying from (the country associated with your 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)? *

Yes

IF NO, PLEASE LOOK AT THE NEXT PAGE

Is Canada your current/billing country? *

No, but I have a Canadian address

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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 *

☐ I authorize LCC to process the tuition payment for the applicant. *

AND DON'T FORGET TO CHECK THE AUTHORIZATION BOX

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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 letter of acceptance? *

Yes

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

- 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)

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KINDLY PROVIDE YOUR BILLING ADDRESS FOR THE CREDIT CARD.

Is your home country different from your current/billing country? *

Yes

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: *

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- 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

Phone number: *

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.

Continue

Checkout

☐ Have a coupon? [Click here to enter your code](#)

[Previous](#)

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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

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Are you currently in Canada? *

IF NO, PLEASE LOOK AT THE NEXT PAGE.

Yes

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 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	\$1,180.00
Total	\$1,180.00

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

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

No

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.

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PLEASE INPUT YOUR CARD INFORMATION

☒ Credit Card/Visa Debit/Debit Mastercard



You can use a Credit Card, Visa Debit, or Debit Mastercard. All refunds will be processed only to the original form of payment.

Credit Card Number * - Do not use spaces or any other symbols.

Expiration (MM/YY) *

Card Security Code *

For Visa, MasterCard and JCB the CVD is the 3 numbers on the back of the card.

☐ PayPal



[What is PayPal?](#)

Submit

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

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