

如何註冊：逐步指南

# 註冊我們的課程變得 簡單

請遵循這些簡單的說明



您可以在線註冊，或親自到我們的辦公室註冊

601-333 TERMINAL AVENUE, 溫哥華

LCC線上註冊系統很簡單



# 如何註冊

1

第一步 選擇您感興趣的課程或項目，在其網站上閱讀所有相關資訊，並查看入學要求。

2

第二步

在您第一次註冊之前（或如果您已經離開一年以上），您需要出示英語能力證明，因此請執行以下兩項操作之一：

將任何有效分數的副本發送至 [INFO@LCC.ISSBC.ORG](mailto:INFO@LCC.ISSBC.ORG)，並註明您的姓名和您想要的課程。過期的評估將不被接受。或者參加我們的免費線上英語評估。

3

第三步 註冊您的課程或課程。

如果您需要申請學習許可，LCC 可以給您錄取通知 (LOA)。





# 要註冊課程，請按照以下說明操作：

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**

仔細檢查您的訊息

### 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](mailto: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**



# 如何註冊：逐步指南


仔細檢查您的訊息

## Cart

✔

"Business Diploma" has been added to your cart.

Continue shopping

	Course	Price	Quantity	Total				
<div><div><div>✖</div><div></div></div></div>	<div>Business Diploma <b>Edit options</b></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>							
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	Total	\$1,180.00						

如果您有優惠券，請立即申請。



# 如何註冊：逐步指南

## Checkout

填寫您的所有資訊

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

### Student Information

First Name \*

Last Name \*

Birthday (YYYY/MM/DD) \*

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)

要接收有關折扣的訊息，只需選中提供的方塊即可。

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)? \* 如果沒有，請看下一頁

Yes

Is Canada your current/billing country? \*

No, but I have a Canadian address



## 如何註冊： 逐步指南

如果您使用非您自己的卡片支付課程費用， 請提供持卡人姓名

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. \*

並且不要忘記檢查授權框



# 如何註冊： 逐步指南

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? \*

如果是，請查看下一頁。

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)



## 如何註冊： 逐步指南

請提供您的信用卡帳單地址。

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: \*



## 如何註冊：逐步指南

- 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.

- ☐ I consent to all of the above terms. \*
- ☐ I read and understood the above information. \*

並且不要忘記選中以下框

### 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](#)

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)

確保不要錯過下面的複選框

☐ 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](mailto:info@LCC.issbc.org)



# 如何註冊：逐步指南

Are you currently in Canada? \*

如果沒有，請看下一頁。

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 <b>Edit options × 1</b> 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
<b>Subtotal</b>	<b>\$1,180.00</b>
<b>Total</b>	<b>\$1,180.00</b>

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



## 如何註冊： 逐步指南

Are you currently in Canada? \* 請填寫所有必填欄位並提供必要的資訊。

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.



## 如何註冊：逐步指南

請輸入您的卡片資訊

☒ 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

恭喜！  
您剛剛註冊了 LCC 的課程。

我們的專案助理將在收到您的付款確認後立即與您聯繫。