# コースへの登録が簡単になりました

# これらの簡単な指示に従ってください



オンラインで登録することも、弊社オフィ スに直接お越しいただくこともできます 601-333 ターミナル アベニュー、バンクー バー

# LCCオンライン登録システム は簡単です



谷録方法



# ステップ1興味のあるコースまたはプログラムを選択し、WEB サイトで詳細を読み、入学要件を確認します。



2 初めて登録する前に (または 1 年以上離れていた場合は)、英語能 力の証明を提示する必要があるため、次の2つのいずれかを行っ てください。

有効なスコアのコピーを、名前と希望するプログラムとともに INFO@LCC.ISSBC.ORG に送信してください。有効期限が切れた 評価は受け付けられません。または 無料のオンライン英語評価を受けてください。





# コースに登録するには、以下の手順に従ってください。

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

**Course Type** 

### 自分の情報を注意深く確認してください

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		
'es		
Select your English level		
Intermediate (CLB 4-5)		
CLB: Canadian Language Benchmarks. Please check the Eligibility Criteria the above.		
earn more about LCC's English Competency requirements.		
Pay Now		

# 自分の情報を注意深く確認してください

# Cart

Since a set of the set

Continue shopping

		Course	Price	Quantity	Total
		Business Diploma Edit options Course Type: Part Time			
		Program Type: Diploma			
		Time: 12:30 PM - 3:00 PM			
		Start/End Date: Monday, September 25, 2023			
×	12.	Duration: 8 weeks	\$1,180.00	1	\$1,180.00
		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)			
Course	n.c				

Coupon: Apply Coupon

#### Cart Totals



# クーポンをお持ちの方は今すぐご利用ください。

# Checkout

# すべての情報を入力してください

Have a coupon? Click here to enter your code

#### **Student Information**

First Name *	Last Name *
Birthday (YYYY/MM/DD) *	Gender: *
Birthday	Select your gender
Email Address: We highly recommend using an Outlook, Yahoo, or Hotmail email	I agree to receive ISS Language and Career College of BC's emails and newsletters. (optional)
address *	割引に関するニュースを受け取るには、表示され たボックスにチェックを入れるだけです。
Please enter your current phone number: *	

			_
		-	
	-		-

Please select ve	our country	of	origin:	1
------------------	-------------	----	---------	---

#### 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 \*

Yes

Are you also the billing name (on credit card)? \*

「いいえ」の場合は、次のページをご覧ください

Is Canada your current/billing country? \*

No, but I have a Canadian address

4

۸

#### ご自身のカード以外でコース料金を支払う場合は、カード所有者の 名前を入力してください

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. \*

承認ボックスにチェックを入れることを忘れないでください



s Canada your current/billing country? *	
No, but I have a Canadian address	
Please enter your Canadian street address: *	
lease enter your town / city in Canada: *	
lease enter your province in Canada: *	
lease enter your postal code in Canada: *	
Local Canadian Phone number: *	
Is your home country different from your current/billing country? *	「はい」の場合は、次のページをご覧ください。
How did you hear about LCC? *	
Select how you heard about LCC	

and Co-op work permit) \*

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)

# クレジットカードの請求先住所をお知らせください。

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: \*



- 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. \*

次のボックスにチェックを入れることを忘れないでくださ い

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 <u>medical insurance</u> 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)

#### 下のチェックボックスを見逃さないようにしてください

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

#### 「いいえ」の場合は、次のページをご覧くださ

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. \*

\$

\$

\$

\$

\$

\$

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.)? \*

Have you or anyone in your household been directed by Public Health to self-isolate? \*

い。

No

No

Yes

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.

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	\$1,180.00
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)	
Subtotal	\$1,180.00
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? **\*** すべての必須フィールドに必要な情報を入力してください。

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

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.



# カード情報を入力してください

• 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) \*

MM / YY

#### Card Security Code \*

CSC

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

🔹 PayPal 🌅 visa 🔤

What is PayPal?



#### おめでとう! LCCのコースに登録しました。

E2- ---

### お支払い確認を受け取り次第、プログラム アシスタントからご連 絡いたします。