

Admission Policy

1. Contact LCC to Apply for Admission

To apply for admission to our courses, students should decide on their course and start date, and do one of the following:

- Drop in #601-333 Terminal Avenue
 Vancouver, B.C.
 (We are located about two blocks east of the Main Street Skytrain Station)
- Phone 604-684-2325
- Fax 604-684-2563 (please send fax Attn: LCC)
- Mail Attn: ISS Language and Career College of BC
 #601-333 Terminal Ave. Vancouver, B.C.
 Canada V6A 4C1
- Register online LCC.issbc.org
- Email info@LCC.issbc.org

2. Registration and language proficiency requirements

a. Class A and B registrations (Career and Co-op Programs]

To register for vocational/Co-op programs, such programs classified as Class A and Class B, students must provide proof of their English language proficiency by submitting either:

i. one of the following recent test results:

Name of English language assessment/test	Minimum score(s)/level(s)*
International English Language Testing System (IELTS) Academic	Minimum overall score of 5.5
Test of English as a Foreign Language (TOEFL) IBT	Minimum overall score of 46
Canadian Academic English Language Assessment (CAEL)	Minimum overall score of 40
Canadian English Language Proficiency Index Program (CELP/IP)	Listening 6 , Speaking 6 , Reading 5 , and Writing 5 .
Duolingo English Test (DET)	Minimum overall score of 95
Pearson Test of English (PTE) Academic	Minimum overall score of 43
Cambridge English Qualifications: B2 First exam (FCE) <i>Institutions may include other Cambridge Qualifications at a higher level (i.e., C2 Proficiency (CPE)).</i>	Minimum overall score of 160 or "C"
Cambridge Linguaskill	Minimum overall B2 level

LANGUAGECERT Academic	Minimum overall B2 level
The Michigan English Test (MET)	Minimum overall B2 level
iTEP Academic	Minimum overall score of 3.5
EIKEN	Minimum placement of Grade Pre-1
Canadian Language Benchmark Placement Test (CLBPT)*	Listening CLB 6, Speaking CLB 6, Reading CLB 5, and Writing CLB 5

*The CLB PT may be used where the test is accepted by a third-party regulator or program funder, Canadian Citizens or Permanent Residents and may not be used as proof of language proficiency for international students.

Or,

- ii. evidence of 3 years of full-time secondary (Grades 8-12) or post-secondary education that has been completed in English in an English-speaking country.

b. Class C and N registrations (ESL and Short Courses)

For students enrolling into a Class N or Class C program, ESL program or a short-term program, students may take a free English assessment either online or in person during the school's office hours:

- Monday and Wednesday: 9:00 am to 6:00 pm
- Tuesday and Thursday: 9:00 am to 8:00 pm
- Friday: 9:00 am to 4:00 pm
- Weekends and Holidays: Closed

This test can be taken online too, and it will help us place you in the correct courses for your English level. The test will take about 1 hour. **You can access the assessment here: <https://lcc.issbc.org/determine-your-english-level>**

Please note that to take the LCC Online English Assessment, you will need to create a user account. Your result will be sent to the email provided. After receiving your test results, you can register online at:

<https://lcc.issbc.org/howtoregister/registration-page>

Our General English classes are available to students at all levels, from beginner to advanced. Many special focus ESL courses are available to ESL students at the upper beginner level (CLB 2) or above.

The Intensive English and Test Preparation courses require an English level of Intermediate (CLB 4) or above, as does the Business Diploma program (BDP). All other diploma programs require upper intermediate (CLB 5) or above.

3. Other Eligibility Criteria

All students must:

- be aged 16+ to be accepted into a Comprehensive English program
- be aged 17+ to be accepted into any 8-week diploma or Test Preparation course
- be aged **18+ or evidence of high school graduation to register for a vocational/Co-op* program.** (*must be aged 19+ at the time they start their work term component)
- Meet Canadian visa requirements.
- Have medical insurance. International students should arrange to have valid health insurance before leaving their home country to cover any unexpected healthcare expenses in Canada.

If a student in any program is under age 19, a parent or adult guardian must sign their contract.

To register in a Career Co-op Diploma Program, you must have an English level of at least CLB 6 (IELTS 5.5). By the start of the work experience component, you must also:

- be a minimum of 19 years old,
- have successfully completed the study component,
- have a Canadian Study Permit and Co-op Work Permit OR a Working Holiday Visa,
- have a Canadian Social Insurance Number (SIN),
- have medical insurance coverage until the end of your co-op (this is very important).

If a student does not meet the minimum admission requirements of a course, the student cannot register in that course. These requirements cannot be waived. Registrars may suggest an alternative course which the student is qualified to take.

Tuition fees must be paid in full (or, depending on the program, first installment paid, and remainder scheduled throughout the study term) to complete the registration.

4. Forms of Payment

Tuition can be paid by debit card (bank card), a credit card like VISA or MasterCard, bank draft or bank transfer in Canadian funds. Upon full payment, an official receipt will be issued indicating the amount paid, the name of the course(s), start and end date of the course(s), and class times. The refund policy is printed on the contract and a copy is given to the student. All students must sign a contract before enrolling and attending any classes.

The registration fee is non-refundable.

Seats are held on a first-come, first-served basis. Seats will not be held for students unless tuition fees are paid.

International students here for a long period of study may pay in 2 or more equal instalments set as evenly as possible in relation to the term of the student’s enrollment contract.

5. Letters of Acceptance (LOA), Provincial Attestation Letter (PAL) and Course Schedule Changes

An LOA and a PAL are provided for students applying for a study permit or co-op work permit from outside Canada. Student applying from inside Canada will receive an LOA only.

If students need to change their course schedule after the letter is issued, there will be a service charge.

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 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

- All changes are subject to the student’s visa/permit conditions.
- Changes can only be made if there is a seat available in the requested course (we recommend asking at least 4 weeks ahead).
 - The new start date must be within one year of the original start date.
 - Some changes, such as course transfers, may require additional tuition fees.
 - You must provide a reason for the change, and it must be due to circumstances which you cannot control.
- You cannot transfer your classes to another person.
- Make-up classes will not be provided for students starting their courses late.
- Please contact the LCC office for more details.

*Note: only two 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 listed above.

If you are enrolled 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.

Student names and personal identification information, the name of the program of study, and the amount of the tuition paid will be forwarded to the PTIRU for the purpose of administering the Student Training Completion Fund. The information is collected by the PTIRU under section 26 of the Freedom of Information and Protection of Privacy Act.