ANNOUNCEMENT
Regarding: The enrolment for supplementary semester in 2016

TO: K41 Students

The International School of Business would like to announce the enrolment for K41 students in the supplementary semester of 2016 as follows.

1. **Enrollee:** All K41 students
2. **Online enrolment dates:** From 8:00 on 16 May 2016 to 24:00 on 17 May 2016.
3. **Enrolment requirements:**
   Must follow the course structure and requirements.
4. **Enrolment instructions:**
   To enroll in a unit, you are required to do the following steps.
   Step 1: Go to ISB website: www.online.isb.edu.vn
   Step 2: Log-in to the online system using your student account (Username and password)
   Step 3: Click "Đăng ký học→Đăng ký theo kế hoạch" and follow the instructions.
   Step 4: Once you have completed the enrolment, go to "Đăng ký học→Kết quả đăng ký" to check the enrolment confirmation.
   Step 5: Go to "Thông tin→Học phí lớp học phần" to check the tuition information.
5. **Unit withdrawal:**
   - In order to withdraw a unit, students need to submit a withdrawal form (which can be downloaded at: www.online.isb.edu.vn) and all related documents to BBUS Student Service Department - 17 Pham Ngoc Thach, Ward 6, District 3, HCMC. (Book an appointment with Ms. Sarah via email: bbusprogram@isb.edu.vn)
   - While waiting for the application approval, students must go to classes as normal.
   - The unit withdrawal period is from **18 May 2016 to 23 May 2016**. Any withdrawal application after this date will not be considered.
6. **Payment:**
   - Tuition for K41 students depends on the number of units that students enrol in for the supplementary semester.
     o Fee per credit for Vietnamese units: 750,000VNĐ/credit.
     o Fee per credit for English units: 1,420,000VNĐ/credit.
   - Go to "Thông tin→Học phí đã nộp" to check the tuition status after completing the payment.
   6.1. **Payment method:**
   - Option 1: Go to Phuong Dong Bank (OCB) at 17 Pham Ngoc Thach, Ward 6, District 3, HCMC.

Deposit money to bank account: **Trường Đại học Kinh tế TP. Hồ Chí Minh**
Account number: **0036100000119009**

- Option 2: Transfer to bank account: **Trường Đại học Kinh tế TP. Hồ Chí Minh**.
Account number: **0036100000119009**

6.2. Requirements:

- Transaction content must be: Student name-Student ID-Class.
- Student must email a copy of the invoice to ISB Accounting Department after making payment. If you have any questions about tuition fees, do not hesitate to contact Ms. Phuong (The Accounting Department) – via *Phone: 08.3823356 or Email: bichphuong@isb.edu.vn*
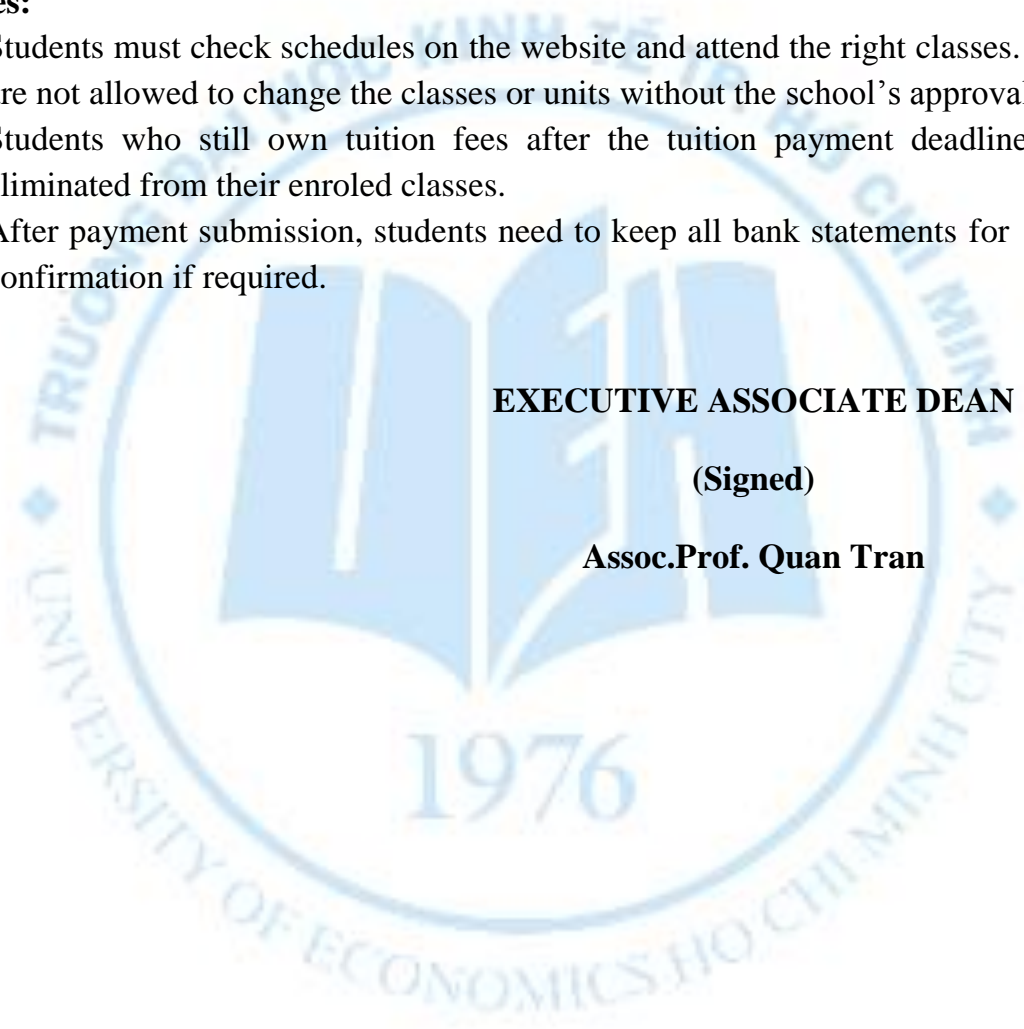
7. Notes:

- Students must check schedules on the website and attend the right classes. Students are not allowed to change the classes or units without the school's approval.
- Students who still own tuition fees after the tuition payment deadline will be eliminated from their enroled classes.
- After payment submission, students need to keep all bank statements for payment confirmation if required.

EXECUTIVE ASSOCIATE DEAN

(Signed)

Assoc.Prof. Quan Tran

No.	Class	Unit name	COURSE					EXAM			Lecturer
			Start	End	Date	Time	Room	Date	Day and time	Room	
**BBUS K41 OVERALL SUPPLEMENTARY SEMESTER SCHEDULE**										
**Supplementary semester: 06/06/2016 - 04/07/2016**										
1	PML2-DH41ISB-1	The Principles of Marxism & Leninism (P2)	06/06/2016	23/06/2016	Mon (AM) Tue (AM) Wed (AM) Thu (AM)	8:00 - 11:15	C1.02	27/06/2016	Mon (AM)	C2.02	Phạm Thị Lý
2	PML2-DH41ISB-2	The Principles of Marxism & Leninism (P2)	06/06/2016	23/06/2016	Mon (PM) Tue (PM) Wed (PM) Thu (PM)	13:00 - 16:15	C1.02	27/06/2016	Mon (AM)	C1.02	Nguyễn Minh Tuấn
3	PML1-DH41ISB-3	The Principles of Marxism & Leninism (P1)	10/06/2016	24/06/2016	Wed (PM) Thu (PM) Fri (PM)	13:00 - 16:15	C2.02	27/06/2016	Mon (PM)	C2.02	Trần Nguyên Ký

Semester break: 04/07/2016 - 10/07/2016