

Ho Chi Minh City, 27 February 2023

ANNOUNCEMENT

Regarding: The enrolment for Semester 2 2022-2023 (Term 1 2023)

TO: WSU Stage 1 students

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 2 2022-2023 (so-called Term 1 2023) as follows.

1. **Enrollee:** Western Sydney Bachelor students in Stage 1.
2. **Online enrolment dates:**
Students are required to enroll the units from **8:00 AM, Friday 03 March 2023 to 23:59 PM Saturday 04 March 2023** on **MyISB** website (<http://myisb.isb.edu.vn>)
3. **Enrolment requirements:**
 - All students must follow the course structure and requirements.
4. **Enrolment instructions:**
 - **Step 1:** Go to ISB website: www.myisb.isb.edu.vn
 - **Step 2:** Log-in to your MyISB account (Username and password)
 - **Step 3:** Click **Enrolment** → **Normal Enrolment** and follow the instructions in the system.
 - **Step 4:** Select **Subject** -> Tick **Subject class** -> Click **Save**
 - **Step 5:** Once you have completed the enrolment, go to **Enrolment** → **Result** to check the enrolment confirmation.
 - More information on how to use MyISB can be found [HERE](#).

NOTE: To change the units which you have enrolled, please go to Enrolment -> Enrolment result -> click on the Change Subject icon (as shown in the photo below)

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- Select the unit you want to change then, click save.
- To double check the unit enrolment, go to Enrolment -> Enrolment result.



5. Unit withdrawal:

- **Census date, 10 March 2023**, is the official deadline for finalizing your enrolment and the deadline for finalize tuition fees is from the day EAP5 results released + 7 working days (expected date: 17 March 2023).
- Once this date has passed, you are committed to the units you're enrolled in. This means you will be charged tuition fees and receive a grade for all your enrolled units. If you drop any units after this date, you will still need to pay tuition fees and will receive an absent fail grade.

6. Payment:

- Students have to pay the required tuition according to the tuition announcement on MyISB account either in cash or by bank transfer before **17 March 2023. (expected date)**
 - **In cash:**
 - Place: Accounting Department, ISB
 - Address: 1st floor, 17 Pham Ngoc Thach Street, District 3, HCMC
 - Time: 8:00 – 12:00 & 13:00 – 17:00, Monday to Friday.
 - **Bank transfer:**
 - Account Name: Vien Dao Tao Quoc Te
 - Account Number: 00361 00000 179 001
 - Bank: Orient Commercial Joint Stock Bank (OCB), Branch Gia Dinh
 - Content: [Student name – Student ID - Class name] Semester 2 2022-2023 WSU.BBUS
 - Students who attend Education Finance Program (EduFin) with monthly installments, will follow tuition announcement and deadlines sent separately by Bella Group.

7. Contacts:

- Tuition fee: Ms. Thảo Trần, thao.tran@isb.edu.vn
- Reset MyISB account: Mr. Hoài, hoai.do@isb.edu.vn
- Other issues: wsuprogram@westernsydney.edu.vn

8. Notes:

- To be eligible to study in stage 1, students who enrolled EAP courses need to meet the following requirements:
 - ✓ Have the pass result of the course EAP5 **AND**
 - ✓ Submit all required English certificates before due date (as required separately via student email by EAP Program)
- In case students are not eligible to enroll in stage 1, the registration students enrolled before will be deleted after the first 2 weeks of the commencement date, students must actively check MyISB and notify the school via email to support to remove the course on the system.
- In case students are considered for exemption from some subject(s), students need to check offer letter and compare to study plan. If there are any concerns, students must email the school immediately before the census date.

- Students are fully responsible if you register for the wrong course or have an excess/missing subject.
- Students must check schedules on the MyISB website and attend the right classes.
- Without the school's approval, students are not allowed to change the classes or units.
- Students, who have not paid their tuition fees by the due date (expected date: **17 March 2023**), will be eliminated from their enrolled classes. In addition, no academic documents or transcripts will be issued.
- Students are advised to keep a record of payment for confirmation purposes.



PROPOSED SCHEDULE STAGE 1

No	Class	Unit Name	Start	End	Day	Time	Teaching team
			Date	Date			
1	BAS-T123WSB-10	Business Academic Skills	13/03/2023	30/04/2023	Mon & Wed	08:00 - 11:15	Pascal Chabot Anthony Crawford Andries Frederick Dreyer
2	BAS-T123WSB-11	Business Academic Skills			Tue & Thu	08:00 - 11:15	
3	BAS-T123WSB-12	Business Academic Skills			Tue	12:00 - 15:15	
					Fri	08:00 - 11:15	

Notes: This is an expected schedule. Some courses might be rescheduled in order to avoid scheduling conflicts.