

Ho Chi Minh City, 4 March 2021

ANNOUNCEMENT

Regarding: The enrolment for EAP0321 (March 2021)

TO: WSU EAP students

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in March 2021 as follows.

1. Enrollee: Western Sydney Bachelor students in EAP4-5

2. Online enrolment dates:

Students are required to enroll the units from **8:00 AM, Monday 8 March 2021 to 23:59 PM Tuesday, March 9 2021** in **MyISB** website (<http://myisb.isb.edu.vn>)

3. 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](#)

4. Course deferring:

- **Census date, March 16 2021**, is the official deadline for finalizing your enrolment for the EAP0321.
- 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.
- In order to defer the course, students need to submit a deferring form (which can be downloaded [HERE](#)) and all supporting documents to English Programs via email: englishprogram@isb.edu.vn before the census date.

5. Payment:

- Students have to pay the required tuition according to the tuition announcement sent personally to the student emails either in cash or by bank transfer before **16 March 2021**.

- 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: Viện Đào tạo Quốc tế
- Account Number: 00361 00000 179 001
- Bank: Ngân hàng TMCP Phương Đông (OCB), Chi Nhánh Gia Định
- Content: [Họ và tên sinh viên – Mã số SV] EAP0321 WSB Program

6. Contacts:

- Tuition fee: Ms. Thảo Trần, ketoanwsu@isb.edu.vn
- MyISB account: Mr. Tuấn, tuan.nguyen@isb.edu.vn
- Other issues: EAP English Center, englishprogram@isb.edu.vn

7. Notes:

- 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 (**16 March 2021**), 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 FOR EAP0321

+ Start date: 15/03/2021

+ End date: 16/05/2021

No.	Class	Unit Name	Timetable	Lecturer(s)
1	EAP4-0321WSB-1	English for Academic Purposes 4	Monday – 13:00 – 17:00 – V602 Tuesday – 8:00 – 12:00 – V602 Wednesday – 8:00 – 12:00 – Zoom Thursday – 8:00 – 12:00 – V602 Friday – 8:00 – 12:00 – V602	Mr. Adam & Ms. Thy
2	EAP5-0321WSB-1	English for Academic Purposes 5	Monday – 12:30 – 16:30 – Zoom Tuesday – 12:30 – 16:30 – V602 Wednesday – 12:30 – 16:30 – V602 Thursday – 12:30 – 16:30 – V602 Friday – 12:30 – 16:30 – V602	Ms. Jeske & Mr. Tài
3	EAP5-0321WSB-2	English for Academic Purposes 5	Monday – 8:00 – 12:00 – V402 Tuesday – 13:00 – 17:00 – V402 Wednesday – 8:00 – 12:00 – V402 Thursday – 13:00 – 17:00 – V402 Friday – 8:00 – 12:00 – Zoom	Ms. Heather & Ms. Ngọc Anh
*This is the tentative schedule. Some courses might be rescheduled in order to avoid scheduling conflicts.				

PROPOSED SCHEDULE FOR EAP0321

+ Start date: 15/03/2021

+ End date: 16/05/2021

No.	Class	Unit Name	Timetable	Lecturer(s)
4	EAP5-0321WSB-3	English for Academic Purposes 5	Monday – 13:00 – 17:00 – V402 Tuesday – 8:00 – 12:00 – V402 Wednesday – 13:00 – 17:00 – Zoom Thursday – 8:00 – 12:00 – V402 Friday – 13:00 – 17:00 – V402	Ms. Anna & Mr. Đăng
5	EAP5-0321WSB-4	English for Academic Purposes 5	Monday – 8:00 – 12:00 – V602 Tuesday – 8:00 – 12:00 – Zoom Wednesday – 8:00 – 12:00 – V402 Thursday – 17:00 – 21:00 – V602 Friday – 8:00 – 12:00 – V602	Mr. Richard & Mr. Tâm
*This is the tentative schedule. Some courses might be rescheduled in order to avoid scheduling conflicts.				