

Ho Chi Minh City, 22 November 2022

ANNOUNCEMENT

Regarding: the enrolment for Final Business Project and Seminars (Leadership Program)

TO: All K41, K42, K43, K44 ISB.BBus students

The International School of Business would like to announce the enrolment for K41, K42, K43, K44 ISB.BBus students in the Trimester 2 (2022-2023) as below:

1. Enrollee: All ISB.BBus K41, K42, K43, K44 students who have not finished Final Business Project and Seminars (Leadership Program) courses.

2. Online enrolment dates:

- **For Final Business Project: From 8:00 on 1 December 2022 to 24:00 on 2 December 2022.**
- **For Seminars (Leadership Program): Be enrolled automatically according to ISB's plan.**

3. Enrolment requirements:

- Students must complete at least 70% of the total credits of the program (not including 10 credits of Final Business Project).
- Students must enroll in the right course of their specialization:
 - + Management and Marketing and International Business: FBP-DH45ISB-3
 - + Finance and Accounting: FBP-DH45ISB-4
- All students must follow the course structure and requirements.
- Any student who wants to adjust after the enrollment date is required to submit an Add/Drop subject form to **bbusprogram@isb.edu.vn**, **before 4:00 PM 7 December 2022.**
- The forms can be downloaded on www.online.isb.edu.vn/ (or www.myisb.isb.edu.vn/).

4. Enrolment instructions:

To enroll in a unit, you are required to do the following steps.

Step 1: Go to ISB website: www.myisb.isb.edu.vn (www.online.isb.edu.vn/)

Step 2: Log-in to the online system using your student account (Username and password)

Step 3: Click "Enrolment → Normal Enrolment" and follow the instructions.

Step 4: Once you have completed the enrolment, go to "Enrolment → Enrolment result" to check the enrolment confirmation.

Step 5: Go to "Information → Tuition and fees/ Total missing" to check the tuition information.

5. Unit withdrawal:

- In order to withdraw a unit, students need to submit a required form (which can be downloaded at: www.myisb.isb.edu.vn (www.online.isb.edu.vn) and all related documents to the email bbusprogram@isb.edu.vn.
- The deadline will be **4:00 PM 7 Demcember 2022**.
- Any request after this date will not be considered.

6. Payment:

6.1. General information:

- For Final Business Project Course: **14,200,000 VNĐ**
- For Seminars (Leadership Program): **5,680,000 VNĐ**

6.2. Payment deadline:

The payment is required to be made from **15 December 2022 to 16 December 2022**

6.3. Payment method:

a. Option 1: Go to Phuong Dong Bank (OCB) at any city.

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

Account number: **0036100000119009**

b. Option 2: Transfer to bank account: **Trường Đại học Kinh tế TP. Hồ Chí Minh.**

Account number: **0036100000119009**

c. Option 3: Go to www.payment.uvh.edu.vn, choose **Gate 2** to make an online payment.

d. Option 4: Pay by card (ATM, Visa, Master, v.v... at UEH Accounting Department – room A.009 – 59C Nguyen Dinh Chieu, Vo Thi Sau Ward, District 3) or at Phuong Dong Bank (OCB) at 17 Pham Ngoc Thach, Vo Thi Sau Ward, District 3, HCMC.

6.4. Requirements:

- Transaction content must be: **Student name - Student ID - Class.**
- Student must email a copy of the invoice to ISB Accounting Department (accounting@isb.edu.vn) after making payment. If you have any questions about tuition fees, do not hesitate to contact Ms. No (The Accounting Department) – via *Phone: 028 3920 9999 (Ext: 337) or Email: accounting@isb.edu.vn*

7. Notes:

- Students are not allowed to change classes or units without the school's approval.
- Students who still own tuition fees after the tuition payment deadline (**16 December 2022**) will be eliminated from their enrolled classes.
- After payment submission, students need to keep all bank statements for payment confirmation if required.

ISB.BBUS PROGRAM