

Ho Chi Minh City, August 28, 2018

ANNOUNCEMENT

Regarding: The enrolment for Quarter 4-2018 (Semester 1/2018-2019)

TO: ISB.MBA students

The International School of Business would like to announce the enrolment for *ISB.MBA8 (cohort 27)* students in the Quarter 4-2018 as follows.

1. **Enrollee:** ISB.MBA8 (cohort 27) and previous cohort students
2. **Online enrolment dates:** From **4 Sep 2018 (8:00) to 5 Sep 2018 (23:59)**.
3. **Census date:** **10 September 2018**
4. **Enrolment requirements:**

All students must follow the course structure and requirements. Those students who are going to study with other batch or to repeat any subject are required to submit relevant form to Student Advisor before **census date**

The forms can be downloaded on online.isb.edu.vn. (or myisb.isb.edu.vn).

5. **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

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: Select **Subject** -> Tick **Subject class** -> Click **Save**.

Step 5: Once you have completed the enrolment, go to **Enrolment → Result** to check the enrolment confirmation.

6. **Unit withdrawal or adding, or repeating:**

- Student are not allowed to add subject after the **census date**
- After the census date, in order to withdraw a unit, students need to submit a required form (which can be downloaded at: <http://myisb.isb.edu.vn/?Page=giaotrich&idLoai=40>) and all related documents to Student Service Department - 17 Pham Ngoc Thach, Ward 6, District 3, HCMC. *Deadline:* Before the first session for each unit. Any request after this date will not be considered.
- While waiting for the application approval, students must go to classes as normal

7. **Payment:**

- 7.1. **General information:**

- Tuition depends on the number of units that students enroll in for the Quarter 4-2018 (Semester 1/2018-2019).

- Fee per credit (English unit): **1,776,300VND/credit**.
- Fee per credit (Vietnamese unit): **937,500VND/credit**.
- Log-in to www.myisb.isb.edu.vn and go to “Information→ Tuition fee” to check the tuition status after completing the payment.
- Payment is required to be made **from 18 September, 2018 to 24 September, 2018**.

7.2. Payment method:

- *Option 1:* Online payment via website: www.payment.ueh.edu.vn, choose “Gate 3”
- *Option 2:* Transfer to:
 - Account name: **Trường Đại học Kinh tế TP. Hồ Chí Minh.**
 - Bank: **Orient Commercial Joint Stock Bank - Gia Dinh Branch**
 - Account number: **0036100000119009**
 - Content: **Student name, Student ID, ISB MBA , Semester**
- *Option 3:* Card payment (ATM, Visa, Master,...) at:
 - Accounting Department (A.009 - 59C Nguyen Dinh Chieu street, District 3, HCMC);
 - *Or* Orient Commercial Joint Stock Bank (OCB) - Duy Tan transaction office (17 Pham Ngoc Thach street, District 3, HCMC)
- *Option 4:* Pay directly at the transaction offices and branches of Orient Commercial Joint Stock Bank (OCB).

8. Notes:

- Students must check schedules and attend the right classes. Students are not allowed to change the classes or units without the school’s approval.
- After payment submission, students need to keep all bank statements for payment confirmation if required.
- Students who still own tuition fees after the tuition payment deadline will be eliminated from their enrolled classes.
- 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: 08.354465555/Ext 120 or Email: bichphuong@isb.edu.vn.*

COURSE SCHEDULE

No	Class	Unit Name	Start Date	End Date	Final Exam/Report	Sessions	Date	Time	Feedback time
Batch 8:									
1	SM-CH27ISB-1(WD)	Strategic Management (weekday)	28-Sep-18	29-Oct-18	02/11/2018	10	Mon, Fri (evening)	6-9pm	25/10-10/11
2	SM-CH27ISB-2(WK)	Strategic Management (weekend)	6-Oct-18	28-Oct-18	03/11/2018	10	Sat, Sun (pm)	2-5pm	25/10-10/11
3	Phi-CH27ISB-1 (WK)	Philosophy (weekend)	7-Oct-18	23-Dec-18	6/012019	12	Sun (am)	8.30-12am	20/12-05/01
4	PSO-CH27ISB-1(WK)	Problem Solving for Organizations (weekend)	10-Nov-18	12-Jan-19	TBA	10	Sat, Sun (pm)	2-5pm	10/01-25/01
5	RPSO-CH27ISB-1(WK)	Research for PSO (weekend)	11-Nov-18	13-Jan-19	TBA	10	Sat, Sun (pm)	2-5pm	10/01-25/01