

*Ho Chi Minh City, September 8, 2017*

## ANNOUNCEMENT

*Regarding: The enrolment for Quarter 4-2017 (Semester 1/2017-2018)*

*TO: MBus students*

The International School of Business would like to announce the enrolment for MBus students in the Quarter 4-2017 as follows.

**1. Enrollee:** MBus students

**2. Online enrolment dates:** From **19 Sep 2017 (8:00)** to **20 Sep 2017 (24:00)**.

**3. 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 **20 Sep 2017**.

The forms can be downloaded on [online.isb.edu.vn](http://online.isb.edu.vn). (or [myisb.isb.edu.vn](http://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](http://www.myisb.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”/ “Học phí đã nộp” to check the tuition information.

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

- In order to withdraw a unit, students need to submit a required form (which can be downloaded at: <http://myisb.isb.edu.vn/?Page=giaotrinh&idLoai=40>) and all related documents to Student Service Department - 17 Pham Ngoc Thach, Ward 6, District 3, HCMC.

- While waiting for the application approval, students must go to classes as normal.

- *Deadline:* Before the first session for each unit. Any request after this date will not be considered.

**6. Payment:**

**6.1. General information:**

• Tuition for MBus 7 students depends on the number of units that students enroll in for the Quarter 4-2017 (Semester 1/2017-2018).

○ Fee per credit: **1,776,300VNĐ/credit**.

○ Go to “Thông tin→Học phí lớp học phần” to check the tuition status after completing the payment.

○ Payment is required to be made **from 03 Oct, 2017 to 10 Oct 2017**.

Log-in to [www.online.isb.edu.vn](http://www.online.isb.edu.vn) and go to “Thông tin→Học phí đã nộp” to check the tuition status after payment.

## 6.2. Payment method:

- *Option 1:* Pay directly at the transaction offices and branches of Orient Commercial Joint Stock Bank (OCB).
- *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 ID, Student name, Course, Class, Semester**
- *Option 3:* Online payment:
  - Students log-in to OCB's website (<http://ebanking.ocb.com.vn>) to pay tuition fees online.
  - Students can contact OCB's branches and transaction offices or call 08.38244497 for all necessary information about using OCB online.

## 7. 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: 08.35446555/Ext 120* or *Email: [bichphuong@isb.edu.vn](mailto:bichphuong@isb.edu.vn)*.

## COURSE SCHEDULE

No	Class	Unit Name	Start Date	End Date	Final Exam	Sessions	Date	Time
<b>Batch 7:</b>								
1	ACF-CH26ISB-2	Advanced Corporate Finance	21-Oct-17	11-Nov-17	18-Nov-17	10	Sat pm, Sun	9-12 am, 2-5 pm
2	AMk-CH26ISB-2	Advanced Strategic Marketing	16-Oct-17	6-Nov-17	18-Nov-17	10	Mon, Wed, Fri	6-9 pm
3	AFM-CH26ISB-1	Advanced Financial Markets (Weekday)	20-Nov-17	11-Dec-17	23-Dec-17	10	Mon, Wed, Fri	6-9 pm
4	AFM-CH26ISB-2	Advanced Financial Markets (Weekend)	25-Nov-17	16-Dec-17	23-Dec-17	10	Sat pm, Sun	9-12 am, 2-5 pm
<b>Batch 8:</b>								
5	AEn-CH27ISB-1	Academic English (weekday)	3-Oct-17	5-Dec-17	16-Dec-17	10	Tue pm	6-9 pm
6	AEn-CH27ISB-2	Academic English (weekend)	7-Oct-17	9-Dec-17	16-Dec-17	10	Sat pm	2-5 pm
7	IBE-CH27ISB-1	Integrated Business Experience (weekday)	6-Oct-17	8-Dec-17	23-Dec-17	10	Fri pm	6-9 pm
8	IBE-CH27ISB-2	Integrated Business Experience (weekend)	8-Oct-17	10-Dec-17	23-Dec-17	10	Sun am	9-12 am