

Ho Chi Minh City, September 14, 2017

ANNOUNCEMENT

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

TO: MBus8 students

The International School of Business would like to announce the enrolment for MBus8 students in the Quarter 4-2017 as follows.

1. Enrollee: MBus8 students

2. Online enrolment dates: From **26 Sep 2017 (8:00)** to **27 Sep 2017 (24:00)**.

3. Enrolment requirements:

All students must follow the course structure and requirements.

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

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=giaotrich&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 8 students in the Quarter 4-2017 (Semester 1/2017-2018):

○ Fee per student: **VND 21,315,600/person.**

○ 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 14 Sep, 2017 to 21 Sep 2017.**

Log-in to www.myisb.isb.edu.vn and go to “Thông tin→Học phí đã nộp” to check the tuition status after payment.

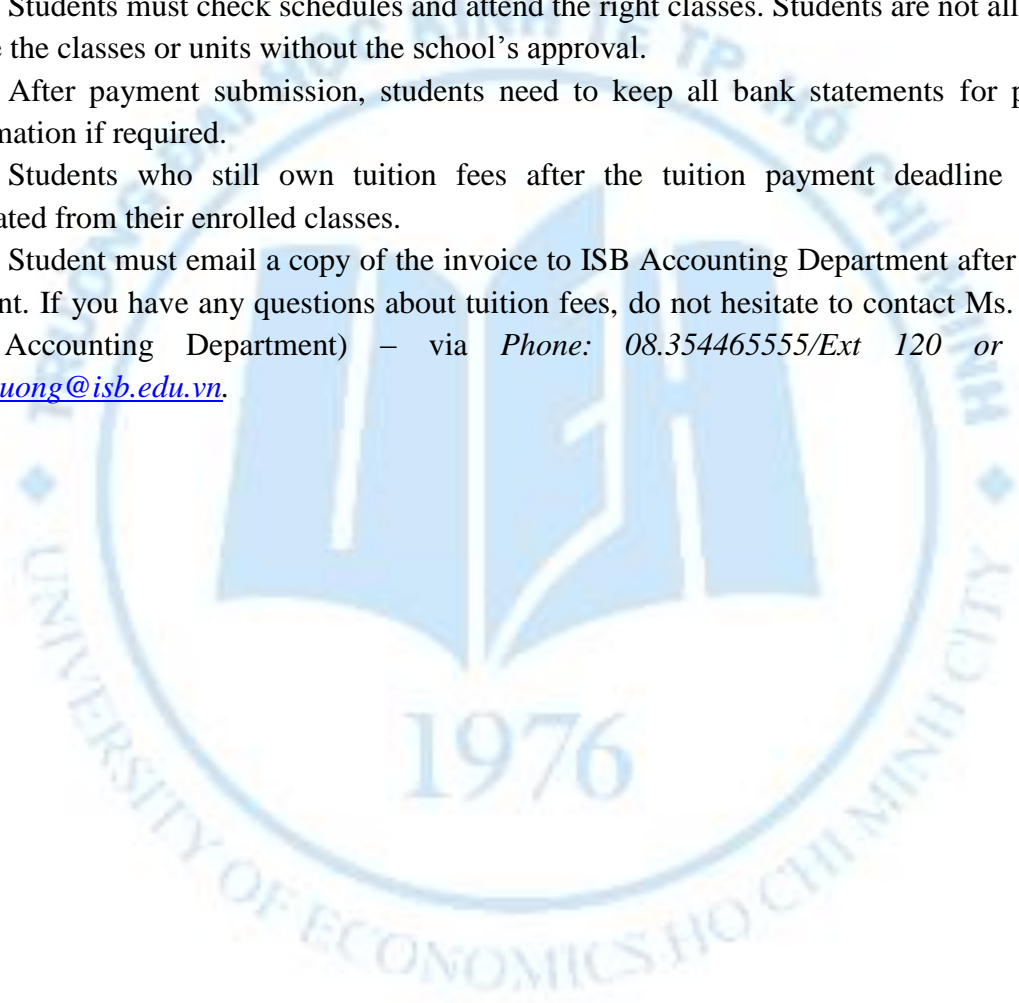
6.2. Payment method:

- **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.*



COURSE SCHEDULE

No	Class	Unit Name	Start Date	End Date	Final Exam	Sessions	Date	Time
Batch 8:								
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