

Ho Chi Minh City, 26 July 2019

ANNOUNCEMENT

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

TO: All K40, K41, K42 ISB.BBus students

The International School of Business would like to announce the enrolment for K40, K41, K42 ISB.BBus students in the Semester 1 (2019-2020) as below:

1. Enrollee: All ISB.BBus K42 students (who registered Period 1) and K40, K41 students who have not finished Final Business Project and Seminars (Leadership Program) courses.

2. Online enrollment dates:

- **For Final Business Project: From 8:00 on 06 August 2019 to 24:00 on 08 August 2019.**
- **For Seminars (Leadership Program): Be enrolled automatically according to ISB's plan.**

3. Enrollment requirements:

- Students must complete at least 70% of total credits of the program (not including 10 credits of Final Business Project).
- Students must enroll in the right course of their specialization:
 - + General Business: FBP-DH42ISB-1 or FBP-DH42ISB-2 or FBP-DH42ISB-3
 - + Management and Marketing: FBP-DH42ISB-1 or FBP-DH42ISB-2
 - + Finance and Accounting: FBP-DH42ISB-3
- All students must follow the course structure and requirements.
- Any student who want to adjust after the enrollment date is required to submit an Add/Drop subject form to Ms. Huong – Program Administrator, **before 4:00 PM 15 August 2019.**
- The forms can be downloaded on www.online.isb.edu.vn/ (or www.myisb.isb.edu.vn).

4. Enrollment 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 “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:

- 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 Student Service Department – Ground Floor, 17 Pham Ngoc Thach, Ward 6, District 3, HCMC.

- The deadline will be **4:00 PM 15 August 2019**.
Any request after this date will not be considered.

6. Payment:

6.1. General information:

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

6.2. Payment deadline:

The payment is required to be made from **29 August 2019 to 31 August 2019**

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.uhh.edu.vn, choose **Gate 3** 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, Ward 6, District 3) or at Phuong Dong Bank (OCB) at 17 Pham Ngoc Thach, Ward 6, 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. Phuong (The Accounting Department) – via *Phone*: 028.5446.5555 (*Ext*: 127) or *Email*: accounting@isb.edu.vn

7. Notes:

- Students are not allowed to change the classes or units without the school's approval.
- Students who still own tuition fees after the tuition payment deadline **(31 August 2019)** 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