

Ho Chi Minh City, 27 June 2023

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 1 (2023-2024) 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 3 July 2023 to 24:00 on 5 July 2023.**
 - **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-DH46ISB-1
 - + Finance and Accounting: FBP-DH46ISB-2
 - All students must follow the course structure and requirements.
 - Any student who wants to register for Final Business Project after the online enrolment date is required to submit an Add subject form to **bbusprogram@isb.edu.vn**, **before 4:00 PM 10 July 2023.**
 - 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 10 July 2023**.
- 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 **24 July to 26 July 2023**

6.3. Payment method:

- 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**
- Option 2: Transfer to bank account: **Trường Đại học Kinh tế TP. Hồ Chí Minh**.
Account number: **0036100000119009**
- Option 3: Go to www.payment.ueh.edu.vn , choose **Payment portal** to make an online payment.
- 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 (**26 July 2023**) 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