

Ho Chi Minh City, 23 November 2023

ANNOUNCEMENT

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

TO: All K42, K43, K44 ISB.BBus students

The International School of Business would like to announce the enrolment for K42, K43, K44 ISB.BBus students in the Trimester 2 (2023-2024) as below:

1. Enrollee: All ISB.Bbus 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 01 December 2023 to 24:00 on 03 December 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:
 - + PSO oriented – Management, Marketing, and International Business: FBP-DH46ISB-4
 - + PSO oriented - Finance and Accounting: FBP-DH46ISB-5
 - + Research-oriented (5 specialization) : FBP-DH46ISB-6
- All students must follow the course structure and requirements.
- Any student who wants to register for the Final Business Project after the online enrolment date is required to submit an Add subject form to **bbusprogram@isb.edu.vn**, **before 08 December 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 **before 08 December 2023**
- 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 **18 December to 19 December 2023**

6.3. Payment method:

- Option 1: Go to Phuong Dong Bank (OCB) at any city.
Deposit money to bank account: **ĐẠI HỌC KINH TẾ THÀNH PHỐ HỒ CHÍ MINH**
Account number: **0036100000119009**
- Option 2: Transfer to bank account: **ĐẠI HỌC KINH TẾ THÀNH PHỐ 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 (**19 December 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