

Ho Chi Minh City, 01 October 2024

ANNOUNCEMENT

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

TO: All K43, K44 ISB.BBus students

The International School of Business would like to announce the enrolment for K43, and K44 ISB.BBus students in the Trimester 2 (2024-2025) as below:

- 1. Enrollee:** All ISB.Bbus K43, and 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 21 October to 24:00 on 23 October 2024.**
 - **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-DH47ISB-05
 - + PSO oriented - Finance and Accounting: FBP-DH47ISB-06
 - + Research-oriented (5 specializations): FBP-DH47ISB-07
 - 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 28 October 2024.**
 - The forms can be downloaded on www.myisb.isb.edu.vn, Student Forms.
- 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 28 October 2024**
- 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 **11 November to 13 November 2024**

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 (**13 November 2024**) 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