

Ho Chi Minh City, 15 November 2021

ANNOUNCEMENT

Regarding: The enrolment for Semester 1 2021-2022 (Term 3 2021)

TO: WSU Stage 1 students

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 1 2021-2022 (so-called Term 3 2021) as follows.

1. Enrollee: Western Sydney Bachelor students in Stage 1

2. Online enrolment dates:

Students are required to enroll the units from **8:00 AM, Monday 22 November 2021 to 23:59 PM Tuesday 23 November 2021** in **MyISB** website (<http://myisb.isb.edu.vn>)

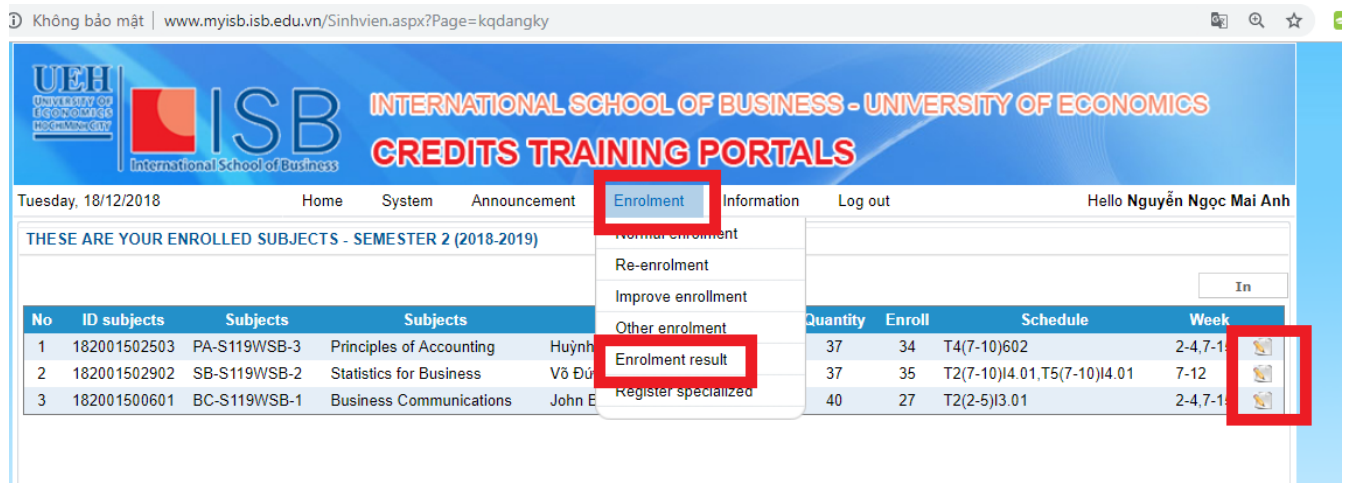
3. Enrolment requirements:

- All students must follow the course structure and requirements.
- Students are strongly recommended strongly to select the unit which are planned in the Tentative Student List.
- Students, who want to enroll into the unit which are not arranged in the Tentative student list or withdraw unit (s) which are arranged in the Tentative student list, are required to lodge **Add-drop subjects request form** ONLINE via (Link: [HERE](#)) **before 23:59 PM, 25 November 2021**.

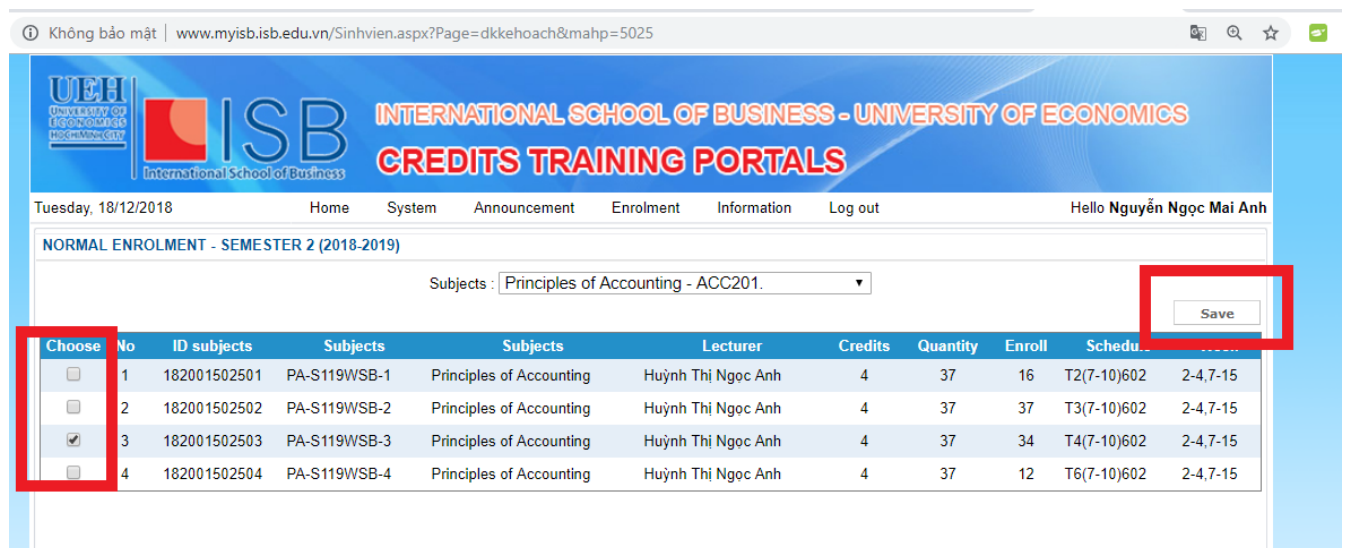
4. Enrolment instructions:

- Step 1: Go to ISB website: www.myisb.isb.edu.vn
- Step 2: Log-in to your MyISB account (Username and password)
- Step 3: Click **Enrolment** → **Normal Enrolment** and follow the instructions in the system.
- Step 4: Select **Subject** -> Tick **Subject class** -> Click **Save**
- Step 5: Once you have completed the enrolment, go to **Enrolment** → **Result** to check the enrolment confirmation.
- More information on how to use MyISB can be found [HERE](#)

NOTE: To change the units which you have enrolled, please go to Enrolment -> Enrolment result -> click on the Change Subject icon (as shown in the photo below)



- Select the unit you want to change then, click save
- To double check the unit enrolment, go to Enrolment -> Enrolment result.



5. Unit withdrawal:

- **Census date, 26 November 2021**, is the official deadline for finalizing your enrolment and fees for the Semester 1 2021-2022.
- Once this date has passed, you are committed to the units you're enrolled in. This means you will be charged tuition fees and receive a grade for all your enrolled units. If you drop any units after this date, you will still need to pay tuition fees and will receive an absent fail grade.

6. Payment:

- Students have to pay the required tuition according to the tuition announcement on MyISB account either in cash or by bank transfer before **26 November 2021**.
 - In cash:
 - Place: Accounting Department, ISB
 - Address: 1st floor, 17 Pham Ngoc Thach Street, District 3, HCMC
 - Time: 8:00 – 12:00 & 13:00 – 17:00, Monday to Friday.
 - Bank transfer:
 - Account Name: Viện Đào tạo Quốc tế
 - Account Number: 00361 00000 179 001
 - Bank: Ngân hàng TMCP Phương Đông (OCB), Chi Nhánh Gia Định
 - Content: [Họ và tên sinh viên – Mã số SV] Học kỳ 1, 2021 – 2022 WSB Program

Students who attend Education Finance Program (EduFin) with monthly installments, will follow tuition announcement and deadlines sent separately by Bella Group.

7. Contacts:

- Tuition fee: Ms. Thảo Trần, thao.tran@isb.edu.vn
- Reset MyISB account: Mr. Hoài, hoai.do@isb.edu.vn
- Other issues: wsuprogram@westernsydney.edu.vn

8. Notes:

- Students must check schedules on the MyISB website and attend the right classes.
- Without the school's approval, students are not allowed to change the classes or units.
- Students, who have not paid their tuition fees by the due date (**26 November 2021**), will be eliminated from their enrolled classes. In addition, no academic documents or transcripts will be issued.
- Students are advised to keep a record of payment for confirmation purposes.

PROPOSED SCHEDULE STAGE 1

No	Class	Unit Name	Start	End	Date	Time	Lecturer						
			date	date									
1	AEn-T321WSB-6	Academic English	29/11/2021	25/12/2021	Mon (AM)	08:00 - 11:15	Gabriel Ryan						
					Tue (AM)								
					Thu (AM)								
2	AEn-T321WSB-7	Academic English			29/11/2021	25/12/2021	Mon (PM2)	15:30 - 18:45	Gabriel Ryan				
							Tue (PM2)						
							Thu (PM2)						
3	AEn-T321WSB-8	Academic English					29/11/2021	25/12/2021	Mon (PM1)	12:00 - 15:15	Enzo Smith		
									Wed (PM1)				
									Thu (PM1)				
4	AEn-T321WSB-9	Academic English							29/11/2021	25/12/2021	Tue (PM2)	15:30 - 18:45	Enzo Smith
											Wed (PM2)		
											Fri (PM2)		
5	BC-T321WSB-5	Business Communications	29/11/2021	25/12/2021							Wed (PM2)	16:00 - 19:15	Rok Pintar
											Thu (PM2)	15:30 - 18:45	
											Fri (PM2)	15:30 - 18:45	
6	BC-T321WSB-6	Business Communications			29/11/2021	25/12/2021					Tue (PM1)	12:00 - 15:15	Ryan Hiebert
											Wed (PM2)	15:30 - 18:45	
											Fri (PM1)	12:00 - 15:15	
7	BC-T321WSB-7	Business Communications					29/11/2021	25/12/2021			Mon (PM1)	12:00 - 15:15	Ryan Hiebert
											Wed (PM1)		
											Thu (PM1)		
<p>*This is an expected schedule. Some courses might be rescheduled in order to avoid scheduling conflicts. Class schedule and lecturer names are subject to change without notice.</p>													