



Dear prospective families,

Welcome to ISHCMC!

We accept applications from students of all nationalities who would benefit from our educational program and whose parents share the school's philosophy and objectives. Admission is granted to a student when it has been determined that the school has an appropriate program and resources to meet that individual's learning needs.

Applications for both immediate and future entry are considered at any time throughout the year. If a waiting list for any grade is necessary, qualified applicants will be admitted according to established policies on priority and diversity.

At the time of admission, in line with its philosophy and mission, ISHCMC will endeavor to maintain a multicultural environment.

APPLICATION PROCEDURES

Applicants for admission to ISHCMC are strongly encouraged to apply as early as possible, as waiting lists are common.

A placement interview is necessary for all students who declare a requirement for support in English as an Additional Language, Learning Support or if a need for specialized support is identified in the application documentation.

Our admission procedures are essential for the correct placement of new students, and are designed to allow for the smooth transition of students. It is also important that teachers are informed well in advance of new students joining their classes, in order to allow sufficient preparation time to welcome and settle the student.

A proficiency test in English is required for students applying for admission to Grade 6 to Grade 12 who potentially need support in English as an Additional Language (EAL).

The following procedures must be completed prior to student attendance:

	Primary School	Secondary School
	Early Explorers 2 – Grade 5	Grades 6 – Grade 12
1	Complete and submit application form. Admissions fee is paid if places are available.	
2	School reports/transcripts are checked. When required, the Counselor and Learning Support Teacher review student applications for areas requiring special attention; including special needs, medical needs and EAL needs.	
3	EAL needs will be assessed to ensure adequate support is available and that a proper balance of EAL students to native English speakers is maintained within the school.	Students who require additional EAL or academic assessment will be given an appointment for an interview upon arrival in Ho Chi Minh City.
4	The relevant Section Principal reviews applications and provides approval for admission.	
5	Students and parents/guardians are notified of student's acceptance by the Admissions Manager.	
6	Medical and vaccination records are submitted and checked.	
7	Students who require additional assessment (e.g. EAL) are given an appointment for an interview. The Primary Principal is then given information to guide grade and class placement.	Students are given an appointment to meet with the Secondary Principal to discuss timetable and elective course choices.
8	Section Secretary to arrange Orientation Interview with the Principal. The start date will be provided.	
9	Homeroom teachers and subject teachers are notified of the student's placement and start date by the relevant Section Secretary or Program Coordinator.	
10	Within the first few weeks, a student "buddy" will be assigned; the teacher and Guidance Counselor will informally review the transition of students into the Primary School to determine the placement correctness. Where considered necessary, teachers will follow up with the Principal and parents to discuss any placement issues or concerns.	Within the first few weeks Secondary will operate Transition Management for new students, including check-in meetings and a "buddy" program.



PLACEMENT REQUIREMENTS

Students are accepted throughout the year but will be placed in a grade or class according to their birth date and the determination made by the administration. The Head of School's decision in such matters will be final. The placement will reflect the student's previous educational experience, age, physical and emotional maturity, language proficiency, academic needs and time of enrolment. Student records must be made available prior to final placement and further assessment and testing may be requested and conducted as necessary.

In exceptional circumstances, this initial placement may be tentative and the school may advise a change of class after the child's abilities have been thoroughly observed in class during the two or three weeks following admission.

Students entering the school after the start of any given school year will be placed in the grade level equivalent to the current grade placement in their previous school or that which they have just completed. In the latter case, promotion to the next grade level will be effective from the next school year in August.

For a student to be placed in a grade higher than the age indicated, clearly demonstrable superior academic and physical maturity, coupled with social maturity, must exist and be judged so by the school. Such advanced placement is only given under truly exceptional circumstances and with the written approval by the Head of School, and usually only after assessment by the Section Principal in the age-appropriate grade.

The school will determine the acceptability of students applying for Grade 12 on an individual basis. Only students who will fulfill all the requirements for graduation will be admitted. Students must take a minimum of 6 credit courses each year. Eight semesters of satisfactory work must have been completed by the end of the Grade 12 year. A transcript, showing clearly that all requirements can be met, will be assessed by the Program Coordinator and Secondary Principal before the student will be allowed to begin classes. It should be understood that the student will not be eligible for the IB Diploma unless he/she has successfully completed the first year of an IB Diploma program at a previous school.

DATE OF BIRTH ENTRY INFORMATION

Student born between	Grade in 2017/18	Grade in 2018/19	Grade in 2019/20
01/09/99 – 31/08/00	Year 13/ Grade 12	N/A	N/A
01/09/00 – 31/08/01	Year 12/Grade 11	Year 13/Grade 12	N/A
01/09/01 – 31/08/02	Year 11/Grade 10	Year 12/Grade 11	Year 13/ Grade 12
01/09/02 – 31/08/03	Year 10/Grade 9	Year 11/Grade 10	Year 12/Grade 11
01/09/03 – 31/08/04	Year 9/Grade 8	Year 10/Grade 9	Year 11/Grade 10
01/09/04 – 31/08/05	Year 8/Grade 7	Year 9/Grade 8	Year 10/Grade 9
01/09/05 – 31/08/06	Year 7/Grade 6	Year 8/Grade 7	Year 9/Grade 8
01/09/06 – 31/08/07	Year 6/Grade 5	Year 7/Grade 6	Year 8/Grade 7
01/09/07 – 31/08/08	Year 5/Grade 4	Year 6/Grade 5	Year 7/Grade 6
01/09/08 – 31/08/09	Year 4/Grade 3	Year 5/Grade 4	Year 6/Grade 5
01/09/09 – 31/08/10	Year 3/Grade 2	Year 4/Grade 3	Year 5/Grade 4
01/09/10 – 31/08/11	Year 2/Grade 1	Year 3/Grade 2	Year 4/Grade 3
01/09/11 – 31/08/12	Year 1/KG	Year 2/Grade 1	Year 3/Grade 2
01/09/12 – 31/08/13	EE4	Year 1/KG	Year 2/Grade 1
01/09/13 – 31/08/14	EE3	EE4	Year 1/KG
01/09/14 – 31/08/2015	EE2	EE3	EE4
01/09/15 – 31/08/2016	N/A	EE2	EE3
01/09/16 – 31/08/2017	N/A	N/A	EE2



CONSIDERATION FOR ENROLMENT

Enrolment will take into account the following criteria:

- Holders of Certificate of Entitlement (COE)
- Sibling of an already enrolled student
- Previously enrolled students, provided their record and finance are in good standing
- Students currently enrolled in another Cognita School
- Alignment with the school's diversity policy
- The ability to contribute academically and to the wider life of the school
- Alignment with the school's mission and vision
- In order of receipt of a completed application form

SPECIAL NEEDS

The school has limited resources for students who have physical or learning difficulties and the curriculum may not cater to their needs. Admission, in such cases, is determined by the school on a case by case basis. Moderate learning support needs may be provided for children up to Grade 8. In the Grades 9 to 12, the courses are essentially college-preparatory and have a demanding academic emphasis.

The school reserves the right, following admission, to discontinue the enrolment of a student at any time if it becomes evident that the school was misinformed regarding any application documentation or it becomes evident that the school does not have the resources to address successfully the individual needs of that student.

MEDICAL REPORT

It is a requirement that each student applying for admission to the school undergoes a medical examination using the ISHCMC medical examination form. The school reserves the right to discontinue the enrolment of a student at any time if it becomes evident that the school was misinformed regarding any medical documentation, a student provides a risk of serious infection to others, or it becomes evident that the school does not have the resources to address the individual needs of a student. The medical report must be completed before the student begins school.

TRANSPORTATION

ISHCMC contracts a third party operator to provide daily pick up and drop off services for students to locations where there is sufficient demand. Buses are equipped with seat belts, and adult supervision and mobile phone contact are provided. The cost of this service before VAT is from 110,000 - 160,000 VND per day. For further information please contact Ms. Diem, transport@ishcmc.edu.vn.

ISHCMC ANNUAL TUITION FEES FOR THE 2018 - 2019 ACADEMIC YEAR

Semester and term payment plans are also available for non-corporate fee payers. Further details are available upon request or on the school's website.

Grade	Annual Tuition Fee	Annual Tuition Fee Inclusion
EE2 Half Day	194,300,000	<p>To support parents and companies, we have included all aspects of the daily program that students are required to be involved in as part of the annual tuition fee. This includes:</p> <ul style="list-style-type: none"> • Selected local excursions • Annual overnight field trips for students in Grades 3 -12 are fully covered or heavily subsidized. Some field trips for Secondary students, generally those out of country, may require further payment. • One-to-one tablet provision to Grade 3 to Grade 5 students and one-to-one laptop provision to Grade 6 to Grade 12 students • All stationery from Early Explorers to Grade 5 • All required text books are provided for students in Early Explorers to Grade 12 • Selected After School Activities (ASA) and sports programs • Limited support for English as an Additional Language (EAL) • Student support services (GATE and LS) • Annual school uniform set • Morning fruit snack for all students
EE2/3 Full Day	267,900,000	
EE4	348,500,000	
KG	475,600,000	
Grade 1	475,600,000	
Grade 2	475,600,000	
Grade 3	507,300,000	
Grade 4	507,300,000	
Grade 5	521,000,000	
Grade 6	589,600,000	
Grade 7	589,600,000	
Grade 8	589,600,000	
Grade 9	616,600,000	
Grade 10	616,600,000	
Grade 11	703,400,000	
Grade 12	703,400,000	
<p>Annual Development Fee (ADF) or Certificate of Entitlement (COE)</p> <p>This fee applies to applications made to Grade 1 to 12. See opposite page for details of these two options.</p> <ul style="list-style-type: none"> • Option 1 – Annual Development Fee (ADF), 67,500,000 VND • Option 2 – Certificate of Entitlement (COE), 337,500,000 VND <p><i>All Fees are quoted in Vietnamese Dong (VND)</i></p>		



ADMISSIONS FEE

An Admissions Fee of 25,000,000 VND for EE to KG applicants and 50,000,000 VND for Grade 1 to Grade 12 applicants will only be applied if there is a possible vacancy for a student who meets the appropriate academic and English requirements, as stated in the ISHCMC admissions policy. The Admissions Fee covers the costs of administrative procedures necessary for processing student applications; including student interviews, English language testing (if required), reviewing academic history, placement in grades and classes, allocation of subjects and timetabling. For the first enrolling student, this fee will be paid in full. Any subsequent sibling will be given a 50% discount. In the case of 2 or more siblings in the same family enrolling at the same time, then the school will apply the Admissions Fee 50% discount to the youngest child(Ren) in the family. The Admissions Fee is paid at the time of application and is not refundable.

PAYMENT OPTIONS

ISHCMC non-corporate fee paying families are able to choose from three options. The fees can be paid annually, through a semester plan twice a year or a term plan four times a year.

SIBLING DISCOUNT

A sibling discount is offered for non-corporate fee payers. Any third or subsequent children of the same family attending ISHCMC will be entitled to a 20% discount on tuition fees. This discount applies to the youngest children in the family.

IB EXAMINATION FEES GRADE 12

The examination fees for students studying the IB Diploma will be issued as soon as exam registration is complete with the IB organization which is typically around December. Annual fee payers will receive a separate invoice due on December 1st. These IB examination fees are charged to you at cost.

ANNUAL DEVELOPMENT FEE (ADF) OR CERTIFICATE OF ENTITLEMENT (COE)

One of the two following fee options will be applied to Grade 1-12. Families/Companies should advise the Admissions Department of their fee choice upon application.

- **Option One - Annual Development Fee (ADF), 67,500,000 VND**

This is an annual fee paid at the beginning of each school year for Grade 1 to Grade 12.

- **Option Two - Certificate of Entitlement (COE), 337,500,000 VND**

Purchasing a COE is a one-time payment available to families with students in Grade 1 to Grade 10 that foregoes the need to pay the ADF fee each year. A COE entitles the holder to the placement of one child in school at a time. The school is experiencing increased demand and significant waiting lists and purchasing a COE gives priority for admissions into the school. New enrolments in Grade 11 and 12 are only given the option of paying the ADF. If you would like to know more information about the COE entitlement, please contact the Admissions Office.

LATE NEW STUDENT ENROLMENTS

The school accepts late new enrolments, depending on seat availability and potential disruption to existing classes. Fees applicable for late new enrolments are shown below:

Entry Date	One Time Admissions Fee	Percentage of Annual Tuition Fees Payable	Percentage of ADF Payable
1 October – 31 October	100%	90%	100%
1 November – 30 November	100%	85%	100%
1 December – 31 December	100%	75%	100%
1 January – 31 January	100%	65%	50%
1 February – 28 February	100%	60%	50%
1 March – 31 March	100%	50%	50%
1 April – 30 April	100%	40%	25%
1 May – 30 June	100%	25%	25%

SHORT TERM ABSENCES

Fee waivers and or discounts for short term absences from school are not available. In all cases, where a student is absent for a period of more than two weeks, specific written approval from the appropriate Section Principal is required.

LATE PAYMENT POLICY

All fees must be paid in advance, and students will not be permitted to attend classes until all fees are received by the school. A 2% monthly charge will be imposed for outstanding/overdue invoices. If fees are not paid promptly, on time, or by the due date stipulated on the invoice, no guarantee of placement in school will be provided and the school may allocate the vacant position to other students from the waiting list.

RE-ENROLMENT DEPOSIT

A compulsory non-refundable re-enrolment deposit of 22,500,000 VND must be paid by all current students in March of each year to secure a place for the following academic year. In March the Board of Management sets the school's tuition fee. Payment of the invoice is required in advance of the summer school holidays and is expected to be received by the school prior to 1st July.

REFUND POLICY

For ISHCMC families who pay the tuition fee annually, there is a refund policy in place. This policy is based on the date of departure and advance notification provided.

Withdrawal Date	<i>90 days advance notice provided</i>		<i>Less than 90 days advance notice provided</i>	
	Percentage of Annual Tuition Fees Refundable	Percentage of Annual Development Fees Refundable	Percentage of Annual Tuition Fees Refundable	Percentage of Annual Development Fees Refundable
Any time in Term 1	65%	75%	45%	55 %
Any time in Term 2	40%	50%	20%	30%
Any time in Term 3	15%	0%	0%	0%
Any time in Term 4	0%	0%	0%	0%

NB: If fees are not paid by the due dates, the school reserves the right to impose penalty charges for late payments in accordance with the late payment policy.



METHOD OF PAYMENT

There are three ways to pay school tuition fees as described below. Any transfers must include the invoice number and the child's name.

1. BANK-TO-BANK TRANSFER (preferred).

Payment in Vietnamese Dong (VND)

VIETCOMBANK

Account Name: International Education Corporation (IEC)
Bank Address: Vietcombank, 05 Cong Truong Me Linh, District 1, Ho Chi Minh City
VND Account No: 007.1.00.002845.4
Swift code: BFTV VN V X 007

ANZ BANK

Account Name: International Education Corporation (IEC)
Bank Address: ANZ Bank- Ho Chi Minh City Branch
Kumho Asiana Plaza, 39 Le Duan Street, District 1, Ho Chi Minh City
VND Account No: 300.3190
Swift code: ANZBVENX472

HSBC BANK

Account Name: International Education Corporation (IEC)
Bank Address: HSBC Bank (Vietnam) Ltd.
The Metropolitan, 235 Dong Khoi Street, District 1, Ho Chi Minh City
VND Account No: 091-119420-001
Swift code: HSBCVNVX

2. CASH DEPOSITED DIRECTLY TO BANK

You can deposit cash directly into the above bank accounts of International Education Corporation (IEC) at any branches from Vietcombank, ANZ Bank and HSBC Bank in Vietnam with no additional charges.



3. CREDIT CARD

You can also pay school tuition fee using your credit card at the cashier of the school's accounting office with no additional charge. Please note:

- Red invoices for school fees will be issued under the parent's name. Please advise if you wish the red invoice to be issued under any legal company's name.
- Red invoices for COE payments will be issued separately under the COE owner's name. Vietnamese tax law requires that the owner of the COE to return the copy of VAT invoice to ISHCMC to receive a full remittance of COE proceeds on the ultimate resale of the COE.

CONTACTS:

Office Hours: Monday to Friday 8:00 am – 4:30 pm

Contact: Accounting Department
accounting@ishcmc.edu.vn
(+84) 28 3898 9100 – 2673

Chief Accountant
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Thu Tran, Finance Controller
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