



Primary Campus
28 Vo Truong Toan Street, An Phu Ward, Thu Duc City, Ho Chi Minh City, Vietnam

Secondary Campus
1 Xuan Thuy Street, Thao Dien Ward, Thu Duc City, Ho Chi Minh City, Vietnam

Tel: (84-28) 3898 9100 - Fax: (84-28) 3898 9382
Email: admissions@ishcmc.edu.vn

Greetings from ISHCMC Admissions Team!

Thank you for considering our school for the education of your family. 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

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. This can be found on our Website (www.ishcmc.com) in the Admissions section.	
2	Supporting documents are submitted if applicable: <ul style="list-style-type: none"> • School reports from the previous 2 years of study • A letter of recommendation from a current teacher/Principal/Counsellor (EE2-KG) • Recommendation Form is completed by a current teacher/Principal/Counsellor (Grade 1-12) • Documents relating to additional needs, medical needs and EAL needs • Copy of passport/Birth Certificate 	
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 will be given an appointment for an English Assessment either online or in person depending on the student's location. The benchmark for entry into the grade level must be met.
4	The relevant Section Principal reviews applications and provides a recommendation for admission	
5	After a positive recommendation, a place is offered to the student. To secure the place the Parent Agreement and Admissions Fee must be completed.	
6	An official acceptance email is issued	
7	The ISHCMC Medical Form and vaccination records are submitted and checked.	
8	Families are invited to an orientation prior to the first day of school	



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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 enrollment. 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 2020/21	Grade in 2021/22	Grade in 2022/23
01/09/02 – 31/08/2003	Year 13/Grade 12	N/A	N/A
01/09/03 – 31/08/2004	Year 12/Grade 11	Year 13/Grade 12	N/A
01/09/04 – 31/08/2005	Year 11/Grade 10	Year 12/Grade 11	Year 13/Grade 12
01/09/05 – 31/08/2006	Year 10/Grade 9	Year 11/Grade 10	Year 12/Grade 11
01/09/06 – 31/08/2007	Year 9/Grade 8	Year 10/Grade 9	Year 11/Grade 10
01/09/07 – 31/08/2008	Year 8/Grade 7	Year 9/Grade 8	Year 10/Grade 9
01/09/08 – 31/08/2009	Year 7/Grade 6	Year 8/Grade 7	Year 9/Grade 8
01/09/09 – 31/08/2010	Year 6/Grade 5	Year 7/Grade 6	Year 8/Grade 7
01/09/10 - 31/08/2011	Year 5/Grade 4	Year 6/Grade 5	Year 7/Grade 6
01/09/11 – 31/08/2012	Year 4/Grade 3	Year 5/Grade 4	Year 6/Grade 5
01/09/12 – 31/08/2013	Year 3/Grade 2	Year 4/Grade 3	Year 5/Grade 4
01/09/13 – 31/08/2014	Year 2/Grade 1	Year 3/Grade 2	Year 4/Grade 3
01/09/14 – 31/08/2015	Year 1/KG	Year 2/Grade 1	Year 3/Grade 2
01/09/15 – 31/08/2016	EE4	Year 1/KG	Year 2/Grade 1
01/09/16 – 31/08/2017	EE3	EE4	Year 1/KG
01/09/17 – 31/08/2018	EE2	EE3	EE4
01/09/18 – 31/08/2019	N/A	EE2	EE3
01/09/19 – 31/08/2020	N/A	N/A	EE2



CONSIDERATION FOR ENROLLMENT

Enrollment 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 enrollment 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 enrollment 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.

ANNUAL TUITION FEES FOR THE 2021 – 2022 ACADEMIC YEAR

Semester and term payment plans are available for non-corporate fee payers. Further details are available upon request.

Grade	Annual Tuition Fee	Annual Tuition Fee Inclusion
EE2 Half Day	227,200,000	<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 textbooks 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	313,200,000	
EE4	407,200,000	
KG	555,700,000	
Grade 1	555,700,000	
Grade 2	555,700,000	
Grade 3	592,800,000	
Grade 4	592,800,000	
Grade 5	608,800,000	
Grade 6	688,900,000	
Grade 7	688,900,000	
Grade 8	688,900,000	
Grade 9	720,400,000	
Grade 10	720,400,000	
Grade 11	821,900,000	
Grade 12	821,900,000	

Annual Development Fee (ADF) or Certificate of Entitlement (COE)

This fee applies to applications made to Grade 1 to 12. Details of these two options as below.

- Option 1 – Annual Development Fee (ADF), 67,500,000 VND
- Option 2 – Certificate of Entitlement (COE), 337,500,000 VND

All Fees are quoted in Vietnamese Dong (VND)



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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 children of the same family attending ISHCMC will be entitled to a 20% discount on tuition fees. Any fourth children of the same family attending ISHCMC will be entitled to a 35% discount on tuition fees. This discount applies to the youngest child 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. New enrollments 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 enrollments, depending on seat availability and potential disruption to existing classes. Fees applicable for late new enrollments 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.

In the event of non-payment of tuition fees, the school reserves the right to not support your child(ren) study at our school and may not continue providing learning materials, school reports and other relevant documents.

RE-ENROLMENT DEPOSIT

A compulsory non-refundable re-enrollment 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.

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	90 days advance notice provided		Less than 90 days advance notice provided	
	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.



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HOME LEARNING/DISCONTINUOUS LEARNING

This school, like any other, is likely to undergo a number of changes during the time your child is enrolled. In any cases where local authorities may mandate school closures under exceptional circumstances without fault of the school (e.g. global pandemic, natural disasters, etc.), or the school decides not to hold classes at school due to objective reasons (fire, acts of God, war, terrorism, etc.) to ensure the safety of students and teachers, the school will enable learning from home arrangements (or “home learning”). Home learning will be undertaken by teachers in a practical, safe, and secure manner. Home learning will be facilitated through prescribed online channels and learning platforms. The school is committed to maintaining the high quality of learning when home learning arrangements are active. Student attendance and work online will also be recorded to allow teachers to track student progress. The school’s responsibility is to prepare and deliver home learning content, it is parents’ responsibility to ensure their child(ren) participate in the home learning programme provided.

The school may also decide to temporarily suspend the teaching and reschedule the teaching time instead of arrangement of home learning, provided that the school ensure completion of the curriculum. In such exceptional circumstances, the school will be deemed completion of its teaching obligations committed to the students and their parents as if the school held classes at school, and tuition fees (full or partial) will not be refunded should parents decide to not participate in home learning and/or withdraw their child(ren) during this period.



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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
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

HSBC BANK

Account Name: International Education Corporation
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 at any branches from Vietcombank 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 Hour	Monday to Friday 08:00 – 16:30
Contact	Accounting Department accounting@ishcmc.edu.vn (+84) 28 3898 9100 – 2673 Chief Accountant Chief_Accountant@ishcmc.edu.vn (+84) 28 3898 9381
Admissions and Finance Office	28 Vo Truong Toan, An Phu Ward, Thu Duc City, HCMC