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## Welcome to ISHCMC - American Academy

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.

### ◆ APPLICATION PROCEDURES

Applicants for admission to ISHCMC - American Academy are strongly encouraged to apply as early as possible. A placement interview is required 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 test of proficiency in English is a requirement for a student potentially needing support in English as an Additional Language (EAL) or if a need for specialized support is identified in the application documentation.

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A test of English proficiency is a requirement for students' potentially needing support in English as an Additional Language (EAL). This test will be arranged with the EAL Program Coordinator. Further information regarding the test is provided in the EAL Policy (below). Students entering grades 6 through 12 will also be given a mathematics placement test to ensure proper placement in the correct mathematics course.

It is necessary to complete the following procedures prior to student attendance:

- 1 Complete and submit application form. Admissions fee is paid if places exit.
- 2 Medical report and school reports/transcripts are checked. When required, the Counsellor and Learning Support Teacher review student applications for areas requiring special attention; including special needs, medical needs and EAL needs.
- 3 All students whose first language is not English are given an appointment with the EAL Coordinator for an interview and English language assessment. A mathematics assessment is also conducted for course placement for students entering grades 9 through 12.
- 4 The Counselor reviews applications and provides a credit audit based on previous transcripts. The Counselor provides information regarding class and grade placement, course availability and start date. If required, the counselor seeks approval from AP and SUPA teachers for admission to university-level courses.
- 5 The Principal reviews applications and provides approval.
- 6 Students and parents/guardians are notified of student's placement and given a date to start school by the Admissions Manager. If applicable, information regarding the EAL placement will be given at this time.
- 7 Homeroom teachers and subject teachers are notified of the student's placement and start date by Admissions.
- 8 The student is given an appointment to meet with the Counselor to discuss timetables and elective course choices.
- 9 Within the first few weeks of placement, teachers informally review the transition of students into the school, to determine the correctness of the placement. Where considered necessary, teachers will follow up with Section Principal and parents to discuss any placement issues or concerns.

## ◆ 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 and relevant staff. The Principal'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 middle school 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.

When a high school student applies to ISHCMC - American Academy, a transfer credit audit is completed to determine the student's academic standing. We grant a maximum of 8 transfer credits per academic year. For students who are coming from a Vietnamese-medium school, we will count EAL courses toward the English Language Arts graduation requirement. If a student fails a subject at a transfer school, we will not grant credit for that subject unless the student can prove competency in the subject area through external exam results, such as passing scores in an IGCSE certificate.

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 Principal, and usually only after assessment by the Counselor and Curriculum Coordinator.

The School will determine the acceptability of students applying for grade 12 on an individual basis. Only students who will be able to fulfill all the requirements for graduation within one academic year will be admitted.

## ◆ DATE OF BIRTH ENTRY INFORMATION AND RESTRICTIONS

Student born between	Grade in 2017-2018	Grade in 2018-2019	Grade in 2019-2020
01/09/99 - 31/08/00	Grade 12	N/A	N/A
01/09/00 - 31/08/01	Grade 11	Grade 12	N/A
01/09/01 - 31/08/02	Grade 10	Grade 11	Grade 12
01/09/02 - 31/08/03	Grade 9	Grade 10	Grade 11
01/09/03 - 31/08/04	Grade 8	Grade 9	Grade 10
01/09/04 - 31/08/05	Grade 7	Grade 8	Grade 9
01/09/05 - 31/08/06	Grade 6	Grade 7	Grade 8
01/09/06 - 31/08/07	N/A	Grade 6	Grade 7

## ◆ DATE OF BIRTH ENTRY INFORMATION AND RESTRICTIONS

Please note that a student may meet age requirements for a given grade level but fail to meet transfer credit requirements. If a student applying for grades 10-12 has not met grade level credit requirements, the Counselor will recommend a lower grade placement or an alternate route to credit recovery.

## ◆ CONSIDERATION FOR ENROLLMENT

Enrolment will take into account the following criteria:

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

The School reserves the right, following admission 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 resource to address successfully the individual needs of that student.

## ◆ MEDICAL REPORT

It is a requirement that each student applying for admission to the school undergo a medical examination using the ISHCMC - American Academy 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.

## ◆ TRANSPORTATION

ISHCMC - American Academy 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 110,000 - 160,000 VND per day.

For further information please contact Ms. Diem: [transport@ishcmc.edu.vn](mailto:transport@ishcmc.edu.vn)

# TUITION FEES FOR THE 2018 - 2019 ACADEMIC YEAR

All Fees are in Vietnamese Dong

Grade Level	Option 1			Option 2 (Non-Corporate Payers)		Option 3 (Non-Corporate Payers)			
	Annual Plan			Semester Plan x 2		Term Plan x 4			
	<i>Payment before 4th May</i>	<i>Payment before 1st June</i>	<i>Payment Due date 1st July</i>	<i>Payment Due date 1st July</i>	<i>Payment Due date 1st Dec</i>	<i>Payment Due date 1st July</i>	<i>Payment Due date 1st Oct</i>	<i>Payment Due date 1st Dec</i>	<i>Payment Due date 1st Mar</i>
						<i>Installment 1 (35%)</i>	<i>Installment 2 (25%)</i>	<i>Installment 3 (25%)</i>	<i>Installment 4 (15%)</i>
Grade 6									
Grade 7	395,364,000	403,776,000	420,600,000	216,600,000	216,600,000	156,000,000	111,500,000	111,500,000	66,900,000
Grade 8									
Grade 9	442,740,000	452,160,000	471,000,000	242,600,000	242,600,000	174,700,000	124,800,000	124,800,000	74,900,000
Grade 10									
Grade 11	474,230,000	484,320,000	504,500,000	259,800,000	259,800,000	187,200,000	133,700,000	133,700,000	80,200,000
Grade 12									

## ◆ ANNUAL TUITION FEE

The annual tuition fee is the fee payable for a specifically designed and structured curriculum, which includes:

- Annual overnight grade level field trips from Grade 6 to Grade 12
- Support for English as an Additional Language (EAL)
- Selected After School Activities (ASA) and Sports Programs
- School uniform one time starter set
- All required text books and provided for Grade 6 to Grade 12
- Beginning of the year stationery package for Grade 6 to Grade 12

### ◆ BRING YOUR OWN DEVICE PROGRAM (BYOD)

ISHCMC - American Academy is a Bring Your Own Device (BYOD) 21st Century school. Students are required to bring a MAC or PC laptop. Smartphones and iPads do not satisfy the minimum requirements. Please consult the Student Handbook for the minimum requirements necessary for your student.

### ◆ SYRACUSE UNIVERSITY PROJECT ADVANCE (SUPA) AND ADVANCED PLACEMENT FEES (AP)

Grade 11 or 12 students that enroll in SUPA or AP courses will be pay additional registration fees and for Syracuse University credit and transcripts as well as AP exam fees.

### ◆ ADMISSIONS FEE 25,000,000 VND

This fee 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 - American Academy 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. The Admissions Fee is paid at the time of application and is not refundable.

### ◆ PAYMENT OPTIONS

ISHCMC - American Academy non-corporate fee paying families are able to choose a two-payment, per semester option or a four-payment, per term option for their school fees.

### ◆ SIBLING DISCOUNT

A sibling discount is offered for non-corporate fee payers. Any 2nd child of the same family attending ISHCMC - American Academy or ISSP will be entitled to 5% discount on tuition fees. Any 3rd or subsequent children of the same family attending ISHCMC - American Academy or ISSP will be entitled to a 20% discount on tuition fees. This discount applies to the youngest child in the family.

### ◆ NEW STUDENT ENROLMENT - LATE NEW 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 Registration Fee	Percentage of Annual Tuition Fees Payable
1 October - 31 October	100%	90%
1 November - 30 November	100%	85%
1 December - 31 December	100%	75%
1 January - 31 January	100%	65%
1 February - 28 February	100%	60%
1 March - 31 March	100%	50%
1 April - 30 April	100%	40%
1 May - 30 June	100%	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 a specific written approval from the appropriate Section Principal and the Headmaster 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% late fee will be imposed if it is necessary to perform debt collection procedures on delinquent accounts. If fees are not paid promptly, on time, 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

ISHCMC - American Academy requires a compulsory non-refundable re-enrollment deposit of 22,500,000 VND to be paid by all current students in February/March of each year to secure a place for the following academic year. In March/April the Board of Management sets the school tuition fees for the next academic year; after which time the full year re-enrollment invoices are sent out to all current parents. The re-enrollment deposit is fully deducted from the total annual tuition fee due. Payment of the invoice is required in advance of the summer school holidays and must be received by the School prior to July 1st.

## ◆ REFUND POLICY

For ISHCMC - American Academy 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:

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



## ◆ 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 method of payment) Payment in VND.

#### VIETCOMBANK

Account Name: International Education Corporation (IEC)  
Bank Address: Vietcombank, 29 Ben Chuong Duong, District 1, Ho Chi Minh City  
VND Account No: 0071000028454

#### 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: 3003190  
Swift code: ANZBVNVX472

#### 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 fees using your credit card at the cashier's counter in the School's accounting office, with no additional charge.

Please note:

- Red invoices for school fees will be issued under the student's name. Please advise if you wish the red invoice to be issued under any legal company's name.
- Families may make cash payments directly to the School for the admission fee, re-enrolment deposit and any other incidentals such as uniform, canteen charges, sporting events and local field trips.

## ◆ CONTACTS

**Office Hours:** Monday to Friday, 8:00 AM - 4:00 PM

**Contact:** **Accounting Department**  
[accounting@ishcmc.edu.vn](mailto:accounting@ishcmc.edu.vn)  
(+84) 28 3898 9100 - Ext. 2673

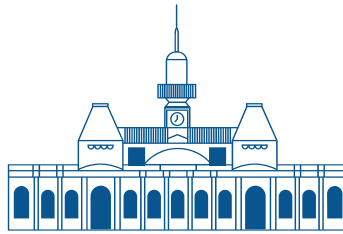
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**Finance Office:** 28 Vo Truong Toan, An Phu Ward, District 2, HCMC





**International School**  
**HO CHI MINH CITY**  
**AMERICAN ACADEMY**

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