



International School
HO CHI MINH CITY
AMERICAN ACADEMY

ADMISSIONS HANDBOOK

2015-2016

Dear Prospective Families,

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 necessary for all students who declare a requirement for support in English as an Additional Language (EAL) 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 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 9 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 exist.
2	Medical report, 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	All students whose first language is not English are given an appointment with the EAL Program 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 the Counselor 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. 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 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 middle school will be placed in the grade level equivalent to the current grade placement in their previous year 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 on 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 as such 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.

ENGLISH AS ADDITIONAL LANGUAGE (EAL) POLICY

All EAL students are assessed and monitored using the World-Class Instructional Design and Assessment (WIDA) framework and assessments. WIDA has created and adopted comprehensive English language proficiency (ELP) standards that have been augmented by TESOL as the national model. These standards include model performance indicators that represent social, instructional and academic language. As a member of WIDA International Schools Consortium (WISC), a network of international schools that use WIDA's research-based standards and assessments, ISHCMC - American Academy is proud to meet the needs of EAL students with the leading standards and assessments for EAL students.

Prior to admission, all EAL students will undergo testing using the WIDA Access Placement Test. This test covers reading, writing, speaking and listening in the areas of: the language of instruction, the language of language arts, the language of mathematics, the language of social studies and the language of science. The levels of language proficiency are measured as follows:

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6*
Entering	Emerging	Developing	Expanding	Bridging	Reaching

* Level 6 indicates the end of the continuum, rather than another level of language proficiency and can be seen as the equivalency of a native speaker.

Implementation

In order to ensure that the needs of all EAL students are met, the following actions will take place:

- All incoming students will be tested for their English Language Proficiency (ELP) level.
- Students will receive notification of their ELP along with their EAL support plan upon admission.
- Students at a Level 1 (Beginning) may be accepted on the condition that they seek outside support in the form of private tutoring or English language classes.
- Other conditions of admission may include achieving a grade average of C or higher.

Grades 6 – 8 (Middle School)

- All students in grades 6 – 8 will receive English language instruction in EAL friendly core content classes (Sheltered Instruction).
- Teachers will provide English language instruction using curriculum based on the WIDA English Language Proficiency Standards and Instructional Framework.
- Additional support may be provided by an EAL specialist teacher using the Collaborative Teaching Model (EAL Push-In).
- A middle school EAL newcomer class will be provided when needed.

Grades 9 – 8 (High School)

- Level 1 students will be automatically placed into the high school EAL Newcomer class.
- Level 2 students may be nominated for the EAL Newcomer class if deemed appropriate.
- Level 3 and above students will receive English language instruction in EAL friendly content classes and the appropriate Reading & Writing Workshop.
- All students (levels 1 – 5) will be given an annual reading and writing assessment. The results of this assessment will determine placement in the EAL focused Reading & Writing Workshop.
- Students in levels 1 – 5 who fail to succeed with the normal provisions may be provided with additional support in the form of small group Pull-out EAL sessions.
- Students designated as receiving assistance beyond the expected classroom accommodations will be systematically monitored for progress in the program. This includes formative and summative assessments, conversations among teachers and feedback from parents.
- All communication will remain positive and conducted in an effort to find the best method of support for students.

Fully detailed information regarding EAL support is provided in the EAL Handbook, which will be given upon admission and placement.

DATE OF BIRTH ENTRY INFORMATION

Student born between	Grade in 2015/2016	Grade in 2016/2017
01/09/97 – 31/08/98	Grade 12	N/A
01/09/98 – 31/08/99	Grade 11	Grade 12
01/09/99 – 31/08/00	Grade 10	Grade 11
01/09/00 – 31/08/01	Grade 9	Grade 10
01/09/01 – 31/08/02	Grade 8	Grade 9
01/09/02 – 31/08/03	Grade 7	Grade 8
01/09/03 – 31/08/04	Grade 6	Grade 7
01/09/04 – 31/08/05		Grade 6

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

Enrollment 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, 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 undergo a medical examination using the ISHCMC - American Academy 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.

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, adult supervision and mobile phone contact are provided. The cost of this service is from 100,000 - 150,000vnd per day.

For further information please contact Ms. Diem transport@ishcmc.edu.vn

ANNUAL SCHOOL FEE FOR THE 2015-2016 ACADEMIC YEAR

All fees are quoted in Vietnamese Dong (VND)

Grade Level	Option 1	Option 2 (non-cooperate payers)		Option 3 (non-cooperate payers)			
	Annual Plan	Semester Plan x 2		Term Plan x 4			
	Payment Due date 1 st July	Payment Due date 1 st July	Payment Due date 1 st Dec	Payment Due date 1 st July	Payment Due date 1 st Oct	Payment Due date 1 st Dec	Payment Due date 1 st Mar
				Installment 1 (35%)	Installment 2 (25%)	Installment 3 (25%)	Installment 4 (15%)
Grade 6	347,900,000	179,200,000	179,200,000	129,100,000	92,200,000	92,200,000	55,300,000
Grade 7							
Grade 8							
Grade 9	389,700,000	200,700,000	200,700,000	144,600,000	103,300,000	103,300,000	62,000,000
Grade 10							
Grade 11	417,500,000	215,000,000	215,000,000	154,900,000	110,600,000	110,600,000	66,400,000
Grade 12							

ANNUAL FEE INCLUSIONS

The annual tuition fee is comprised of a specifically designed and structured curriculum, which includes:

- Selected local excursions
- Annual overnight field trips from grade 6 to grade 12
- All text books
- Beginning of the year stationery package
- Selected After School Activities (ASA) and sports programs
- Student support for English as an Additional Language (EAL)
- Annual school uniform set

BRING YOUR OWN DEVICE PROGRAMME (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 (AP)

Grade 11 or 12 students that enroll in SUPA will be required to pay additional registration fees directly to Syracuse University to earn university credit. Any student who enrolls in a SUPA course must pay the fees in order to remain enrolled. Registration fees are \$110 per credit and can be paid online via Visa or MasterCard. These fees are not collected by ISHCMC - American Academy. Transcripts from Syracuse University can be requested free of charge, at any time, using the Syracuse University online transcript request portal.

Students who sign up to take AP Exams will also be required to pay an additional fee for each exam. There is no fee for enrolling in an AP course.

ADMISSIONS FEE

An admissions fee of 25,000,000 VND 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 administrative costs of 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 from three payment 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 2nd child of the same family attending ISHCMC - American Academy or ISSP will be entitled to a 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 children in the family.

NEW STUDENT ENROLLMENT – LATE NEW ENROLLMENTS

The School accepts late new enrollments, depending on availability and potential disruption to existing classes. Fees applicable for late new enrollments 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 any period of time, specific written approval from the 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% per month 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, placement in school cannot be guaranteed and the School may allocate the vacant position to other students from the waiting list.

RE-ENROLLMENT DEPOSIT

ISHCMC - American Academy requires a compulsory non-refundable re-enrollment deposit of 21,000,000VND 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 fee for the next academic year; and 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 start of July.

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:

	<i>90 days advance notice provided</i>		<i>Less than 90 days advance notice provided</i>	
Withdrawal Date	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%

Please note:

If fees were not paid by the due dates, the School reserves the right to impose penalty charges for late payment 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 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: 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: ANZBVNVX472

COMMONWEALTH BANK

Account Name: International Education Corporation (IEC)
Bank Address: Commonwealth Bank of Australia - Ho Chi Minh City Branch
65 Nguyen Du Street, District 1, Ho Chi Minh City
VND Account No: 7.0000.64879
Swift code: CTBAVNVX

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, Commonwealth 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-enrollment deposit and any other incidentals such as uniforms, canteen charges, sporting events and local field trips.

CONTACTS

Office Hours: Monday to Friday 7:30am – 4:00pm

Contact: **Accounting Department**
accounting@ishcmc.edu.vn
(+84) 8 3898 9100 Ext 673

Chief Accountant
chief_accountant@ishcmc.edu.vn
(+84) 8 3898 9381

Ms Thu Tran, Finance Controller
chief_accountant@ishcmc.edu.vn

Mr Martine Filkins, Finance Director
MartinFilkins@ishcmc.edu.vn

Location: 28 Vo Truong Toan, An Phu Ward, District 2, HCMC, Vietnam

Finance Office: 18 Road 10, Thao Dien Ward, District 2, HCMC, Vietnam



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