



**International School
SAIGON PEARL**
Elementary & Early Years

ADMISSIONS HANDBOOK



Dear prospective families,

Welcome to International School Saigon Pearl (ISSP). We pride ourselves on being a school with a strong 'family' spirits. So, it is our pleasure to have you joining our community to strengthen our Culture of Care.

We are proud to be the only international elementary and early years' school in HCMC having the prestigious accreditation from the Council to International Schools (CIS) and the New England Association of School (NEASC). This accreditation confirms that we have established high standards in all areas from academic excellence to nurturing character, and support to our students' well-being.

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. Our admission is designed to offer a smooth and transparent transition for potential families. 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 ISSP established policies on priority.



APPLICATION PROCEDURES

Applicants for admissions to ISSP are strongly encouraged to apply as early as possible to avoid being placed on a wait list.

An English as an Additional Language (EAL) interview may be required if applying for Kindergarten - Grade 5 to measure your child's English language proficiency. This will help the School determine and prepare the appropriate level of EAL support for your child.

If a need for specialized support (SEN - Special Educational Needs) is identified in the application documentation, further interviews may be required.

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

1	Complete and submit application form. Admissions fee is paid if a place is available.
2	School reports/ transcripts are reviewed. When required, the Academic Leadership reviews student applications for areas requiring attention; special, additional or medical needs. A further interview may be requested if needed.
3	Our Head of School and Academic Leadership review applications, interview results and provide admission approval. English as an Additional Language (EAL) assessment may be conducted to measure your child's English language proficiency.
4	Students and parents/guardians are notified of student's acceptance by the Admissions office.
5	Medical and vaccination records are submitted and reviewed before enrollment date.
6	Confirmation of Enrollment with information regarding start date will be sent to parents. Accounting will issue a debit note for the Tuition Fees. Please note that it takes 3 to 5 working days to confirm enrollment, after all related documents are successfully submitted.
7	Classroom teachers and subject specialist teachers are notified of the student's placement and start date.
8	Within the first few weeks, the classroom teacher will informally review the transition of your child into the school to determine placement correctness. Where considered necessary, teachers will follow up with the Head of School 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 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 interviews 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 later 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 Head of School in the age-appropriate grade.

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.

MEDICAL REPORT

It is a requirement that each student applying for admission to the school undergo a medical examination using the ISSP Medical Examination form.

DISCLAIMER

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, a student provides a risk of serious infection to others. Or, it becomes evident that the school does not have the resources to address successfully the individual needs of a student.



AGE GUIDELINES

Birth Range	Age	ISSP Placement
01/09/2018 - 28/02/2019	18 months+	Early Years 1
01/09/2017 - 31/08/2018	2+	Early Years 2
01/09/2016 - 31/08/2017	3+	Early Years 3
01/09/2015 - 31/08/2016	4+	Early Years 4
01/09/2014 - 31/08/2015	5+	Kindergarten
01/09/2013 - 31/08/2014	6+	Grade 1
01/09/2012 - 31/08/2013	7+	Grade 2
01/09/2011 - 31/08/2012	8+	Grade 3
01/09/2010 - 31/08/2011	9+	Grade 4
01/09/2009 - 31/08/2010	10+	Grade 5



TRANSPORTATION

Buses are equipped with seat belts and adult supervision and mobile phone are provided. Buses are only available for EY4 and above. The cost of this service:

Route	One-way (per day)	Return (per day)
B1 (under 5km)	85,000 VND	130,000 VND
B2 (under 10km)	150,000 VND	230,000 VND
B3 (over 10km)	160,000 VND	240,000 VND

For further information please contact our Bus Administrator at transport@issp.edu.vn

CANTEEN

The school offers a canteen service for lunch and snack break, which is provided by Global Cafe. Fees inclusive of all charges and VAT are invoiced separately and are in addition to school fees. The canteen service is optional and the fee is refundable if a child's absence is recorded before 9am.

Grade Level	2020 - 2021 Fee/Day (VND)
Early Years 1 & 2	72,000
Early Years 3 - Kindergarten	80,000
Grade 1 - 5	94,000
Fresh Juices	35,000

DAY CARE: The school offers day care for students after school hours with the fee of 150,000VND per hour. Day care is available from 3.15pm to 5.15pm.

UNIFORM: The uniform shop is open from 7.30am to 4.00pm. Uniform fees are not included in tuition fees and can be paid by cash or credit card.

ENROLLMENT PRIORITIES

Priority for enrollment will take into account the following criteria:

- child of faculty member
- sibling of already enrolled student
- previously enrolled student, provided their credit record and finance are in good standing
- student currently enrolled in another Cognita school
- in-order of receipt of a completed application form.



ANNUAL TUITION FEES 2020 - 2021

All fees are quoted in Vietnamese Dong

Grade Level	Option 1 (Corporate or Non-Corporate)	Option 2 (Non-Corporate)		Option 3 (Non-Corporate)			
	Annual plan	Semester plan		Termly plan			
	Payment before 01-Jul-20 100%	Payment before 01-Jul-20 50%	Payment before 01-Dec-20 50%	Payment before 01-Jul-20 35%	Payment before 01-Oct-20 25%	Payment before 01-Dec-20 25%	Payment before 01-Mar-21 15%
EY1 & EY2 (Half Day)	210,100,000	108,200,000	108,200,000	77,900,000	55,700,000	55,700,000	33,400,000
EY1 & EY2 (Full Day)	287,600,000	148,100,000	148,100,000	106,700,000	76,200,000	76,200,000	45,700,000
EY3	311,000,000	160,200,000	160,200,000	115,400,000	82,400,000	82,400,000	49,400,000
EY4	311,000,000	160,200,000	160,200,000	115,400,000	82,400,000	82,400,000	49,400,000
Kindergarten	349,700,000	180,100,000	180,100,000	129,700,000	92,700,000	92,700,000	55,600,000
Grade 1	458,600,000	236,200,000	236,200,000	170,100,000	121,500,000	121,500,000	72,900,000
Grade 2	458,600,000	236,200,000	236,200,000	170,100,000	121,500,000	121,500,000	72,900,000
Grade 3	458,700,000	236,200,000	236,200,000	170,200,000	121,600,000	121,600,000	72,900,000
Grade 4							
Grade 5							

Note:

1. Late-enrolling students will pay tuition fee in accordance with the Late Enrollments Policy.
2. Students who start from 01 December onward will pay tuition fee in accordance with the Annual Plan (One-time payment) only.

Annual Tuition Fee

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

- All stationeries and learning materials
- Students Support services, which include: Support for English as an Additional Language (EAL), Special Educational Needs (SEN) support, Wellbeing
- Selected After School Activities (ASA) and Sports Programs
- ICT Technology Integration
- School Counselor Support services.

Admissions Fee 25,000,000 VND

This fee is only applied to new enrolling students at ISSP and is not applicable to returning students. This admissions fee will be applied if there is a possible vacancy for a student who meets the appropriate academic and social emotion requirements, as stated in the ISSP admissions policy. The Admissions Fee covers the costs of administrative procedures necessary for processing student applications; including student interviews, English language interviews (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

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

Sibling Discount

A sibling discount is offered for non-corporate fee payers. The second family child enrolled in the Cognita Vietnam schools will receive a 5% discount. The third, and subsequent siblings, will receive a 20% discount on the annual tuition fees. Siblings from your family who attend Cognita Vietnam schools also count towards the sibling discount program at ISSP. This discount applies to the youngest child(ren) in the family.



LATE ENROLLMENTS POLICY

The school accepts late enrollments, depending on seat availability and potential disruption to existing classes.

Fees applicable for late 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%	80%
1 December – 31 December	100%	70%
1 January – 31 January	100%	55%
1 February – 28 February	100%	50%
1 March – 31 March	100%	40%
1 April – 30 April	100%	30%
1 May – 30 June	100%	20%



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 Head of School 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-ENROLLMENT DEPOSIT 22,500,000 VND

ISSP requires a compulsory non-refundable re-enrollment deposit of 22,500,000 VND to be paid by all current students in 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 tuition fee invoices are sent out to all current parents. The re-enrollment deposit is fully deducted from the total annual tuition fee due.

REFUND POLICY

For ISSP 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:

	90 days advance notice provided	Less than 90 days advance notice provided
Withdrawal Date	Percentage of Annual Tuition Fees Refundable	Percentage of Annual Tuition Fees Refundable
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

Families may make cash payments directly to the school for the admission fee, re-enrollment deposit and any other incidentals such as uniforms, sporting events and local field trips.

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

VIETCOMBANK:

Account's name: CÔNG TY TNHH MTV GIÁO DỤC VÀ ĐÀO TẠO HOA SEN
 Bank's name: Vietcombank, Ho Chi Minh city branch
 Bank's address: VBB building, 5 Cong Truong Me Linh street, Ben Nghe ward, District 1, Ho Chi Minh City, Vietnam
 Swift code: BFTV VNVX007
 Account (VND): 007.1.00.080765.5
 Account (USD): 007.1.37.080765.7

HSBC:

Account's name: CÔNG TY TNHH MTV GIÁO DỤC VÀ ĐÀO TẠO HOA SEN
 Bank's name: HSBC - Ho Chi Minh City Branch
 Bank's address: Metropolitan, 235 Dong Khoi Street, District 1, Ho Chi Minh City, Vietnam
 Swift code: HSBCVNVX
 Account (VND): 001-037175-001
 Account (USD): 001-037175-101



Please note that all bank charges are met by parents.

1. BANK-TO-BANK TRANSFER (preferred method of payment)

Payment in Vietnamese Dong (VND)

2. CASH DEPOSITED DIRECTLY TO BANK

You can deposit cash directly into the above bank accounts of Công Ty TNHH MTV Giáo Dục Và Đào Tạo Hoa Sen at any branches from Vietcombank or HSBC in Vietnam.

3. CREDIT CARD

You can also pay school tuition fees using your credit card at the cashiers counter in the schools accounting office, with no additional charge.

NB: 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.

CONTACTS

Office Hours Monday to Friday, 8:00am – 4:00pm
 Contact Finance Manager
 Ms. Thuy Dung (+84) 28 2222 7788 – Ext: 4113
 Email: thuydungnguyen@issp.edu.vn
 Location 92 Nguyen Huu Canh, Binh Thanh District, HCMC.



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ENROLLMENT CHECKLIST

Please refer to this checklist to guide you through the admissions application process.

- School tour by Admissions staff
- Admissions interview
- Application form
- Admissions Fee
- Copy of student passport or birth certificate
- Official student report card/ transcript/ student record book/ and/or testing record in English*
- 2 current passport photographs of the student
- Medical report and immunization record (provided before school entry date)

*Children applying to our school should provide records of the previous 2 years schooling or education. This will support the Principal in their Placement decision. If a previous School Report cannot be obtained, ISSP requests the child's previous teacher to provide an Educational Reference commenting on the following;

- Independence and confidence
- Social and behavioral development
- Language acquisition and skills
- Academic achievement (specifically reading, writing and math levels)

Educational Reference's must be on school letterhead stationery and state the full name of the teacher and contact information. If this is the first time a child will enroll in formal education, this request does not apply.

Children entering **Kindergarten to Grade 5** may be requested to complete an English proficiency interview and/or a MAP (Measure of Academic Progress) assessment. These are Placement measures to ensure the School provides the correct level of support when the child commences study. The Placement interviews **do not** affect acceptance.