



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

# ADMISSIONS HANDBOOK

**2022 - 2023**



Dear prospective families,

Welcome to International School Saigon Pearl (ISSP). We pride ourselves on being a school with a strong 'family' spirit. 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.

The International School Saigon Pearl is a Candidate School for the IB Primary Years Program and is pursuing authorization as an IB World School. We are joining schools that share a common philosophy, a commitment to high quality, challenging, international education that the International School Saigon Pearl believes is important for our students.

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.

**COGNITA**



Candidate  
School





## 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 a 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
01/09/2020 - 28/02/2021	18 months+	Early Years 1
01/09/2019 - 31/08/2020	2+	Early Years 2
01/09/2018 - 31/08/2019	3+	Early Years 3
01/09/2017 - 31/08/2018	4+	Early Years 4
01/09/2016 - 31/08/2017	5+	Kindergarten
01/09/2015 - 31/08/2016	6+	Grade 1
01/09/2014 - 31/08/2015	7+	Grade 2
01/09/2013 - 31/08/2014	8+	Grade 3
01/09/2012 - 31/08/2013	9+	Grade 4
01/09/2011 - 31/08/2012	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)	98,000 vnd	150,000 vnd
B2 (under 10km)	169,000 vnd	260,000 vnd
B3 (over 10km)	182,000 vnd	280,000 vnd

For further information please contact our Bus Administrator at [transport@issp.edu.vn](mailto: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	2022 - 2023 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 a fee of 150,000VND per hour. Day care is available from 3.15pm to 5.15pm. Debit notes for Day care service will be issued to parents on a quarterly basis.

## 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:

- Sibling of already enrolled students.
- Student currently enrolled in another Cognita school.
- Child of a faculty member.
- Previously enrolled students, provided their credit record and finance are in good standing.
- In-order of receipt of a completed application form.



## ANNUAL TUITION FEES 2022 - 2023

*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 x 2		Term plan x 4			
	Payment before 01-Jul-22 100%	Payment before 01-Jul-22 50%	Payment before 01-Dec-22 50%	Payment before 01-Jul-22 35%	Payment before 01-Oct-22 25%	Payment before 01-Dec-22 25%	Payment before 01-Mar-23 15%
EY1 & EY2 (Half Day)	224,900,000	115,800,000	115,800,000	83,400,000	59,600,000	59,600,000	35,800,000
EY1 & EY2 (Full Day)	307,900,000	158,600,000	158,600,000	114,200,000	81,600,000	81,600,000	49,000,000
EY3	337,900,000	174,000,000	174,000,000	125,400,000	89,500,000	89,500,000	53,700,000
EY4	337,900,000	174,000,000	174,000,000	125,400,000	89,500,000	89,500,000	53,700,000
Kindergarten	385,500,000	198,500,000	198,500,000	143,000,000	102,200,000	102,200,000	61,300,000
Grade 1	505,500,000	260,300,000	260,300,000	187,500,000	134,000,000	134,000,000	80,400,000
Grade 2	505,500,000	260,300,000	260,300,000	187,500,000	134,000,000	134,000,000	80,400,000
Grade 3	505,600,000	260,400,000	260,400,000	187,600,000	134,000,000	134,000,000	80,400,000
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 program, 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.
- Selected After School Activities (ASA) and Sports Programs.
- ICT Technology Integration.
- School Counselor to support student's well-being (Social and emotional).

\*Our tuition fee is all-inclusive and cannot be changed or unbundled.

### Admissions Fee 25,000,000 VND

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**

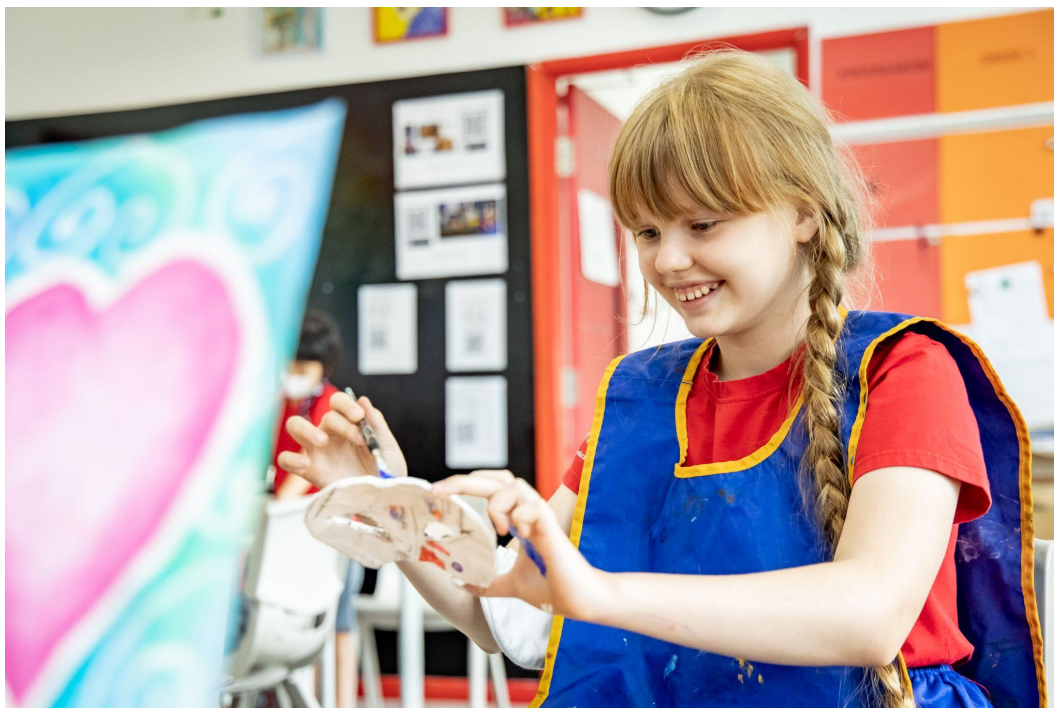
Non-corporate fee payers are able to choose from three payment options: annual plan, or semester plan (twice a year) or term plan (four times per year).

### **Sibling Discount**

Sibling discount is offered for non-corporate fee payers and applied on tuition fees only. The second oldest family child will receive a 5% discount. The third oldest will receive a 20% discount. The fourth oldest and subsequent siblings will receive a 35% discount. Siblings from your family who attend Cognita Vietnam schools also count towards the sibling discount program at ISSP.

### **Early bird discount**

A four percent (4%) early bird discount is offered to students whose annual tuition fees are paid in full by June 01, 2022. The early bird discount is applied last after the sibling discount and other deductions (if any).





## HOME BASE 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 based learning”).

Home based learning will be undertaken by teachers in a practical, safe, and secure manner. Home based learning will be facilitated through prescribed online channels and learning platforms. The school is committed to maintaining the high quality of learning when home based 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 based learning content, it is parents’ responsibility to ensure their child(ren) participates 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 based learning, provided that the school ensures 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 based learning and/or withdraw their child(ren) during this period.





## 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%



## **CANCELLATION OF ACCEPTANCE**

This cancellation of acceptance policy is only applicable for new students. If, for any reason, parents cancel their acceptance of a place, the amount of tuition fee paid will be refunded depends on number of day notification before school commencement date outlined below:

- Refundable amount if equal or more than 30 days advance notice is provided: 100% paid Tuition fee.
- Refundable amount if less than 30 days advance notice is provided: Paid Tuition fee minus VND 22,500,000.

Parents must complete and submit the Cancellation of Acceptance form to the Admissions department or send the form to the Admissions department by email. School commencement date is the first day of the school year stated on the school calendar.

For cancellation request after the school commencement date and refund for re-enrollment deposit of returning student please refer to Refund policy and Re-enrollment deposit policy, respectively. These policies are stated in this Admission handbook.





### **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% monthly late charge will be imposed for outstanding/overdue invoices. 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. 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-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:

	<b>90 days advance notice provided</b>	<b>Less than 90 days advance notice provided</b>
<b>Withdrawal Date</b>	<b>Percentage of Annual Tuition Fees Refundable</b>	<b>Percentage of Annual Tuition Fees Refundable</b>
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 child's name and grade level. Please note that all bank charges are borne by parents.

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

Payment in Vietnamese Dong (VND)

#### 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): 0071.000.807.655  
Account (USD): 0071.370.807.657

#### 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





## 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.

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 payments by cash or credit card directly at the cashiers counter in the school accounting office or via bank transfer for the admission fee, re-enrollment deposit and any other incidentals such as uniforms, sporting events and local field trips.

## CONTACTS

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





## 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 (\*)
- ☐ Two (02) 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 of 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 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.

For more information, please contact Admissions Office at: [admissions@issp.edu.vn](mailto:admissions@issp.edu.vn) or (028) 2222 77 88 ext. 4100 / 4101