



GENERAL REGULATIONS FOR VIETNAMESE LANGUAGE CLASS

(Effective from September 2019 to August 2020)

I. CERTIFICATE OF VIETNAMESE LANGUAGE PROFICIENCY REGULATIONS

1. Vietnamese Language Proficiency Certificate (signed by the President)

- ♦ Those who pass the Vietnamese Language Proficiency Exam will be issued a certificate 20 days after the exam.
- ♦ The certificate is valid for 2 years
- ♦ Fee: the first issue is free. Subsequent request can only be issued within 5 years after the first issue date and the fee is: 200,000VND/certificate.

2. Certificate of attendance (signed by the President):

- ♦ Certificate of Attendance (with specific amount of completed periods) will be issued one week after students' request.
- ♦ Subsequent requests can only be issued within 5 years after the course finishes.
- ♦ Fee: If the student is studying, the fee is free. Subsequent request can only be issued within 5 years after the course finishes, the fee is: 50,000 VND/certificate.

3. Result transcripts (signed by the Dean):

- ♦ Transcript Results signed by the Dean will only be provided to open group class students or private class students who have attended at least 60 periods per level and have attended the final course exam.
- ♦ Students request to have another test, they would be charged a fee of 700,000VND/time
- ♦ Subsequent requests can only be issued within 5 years after the course finishes.
- ♦ Fee: 50,000 VND/page

4. Certificate of enrollment (signed by the President):

- ♦ Students who need confirmation of classroom enrollment should notify the Office staff 1 week in advance.
- ♦ Fee: 50,000 VND/page

☞ **Note:** Students coming from universities abroad with regular training who request a certificate or transcript different from the above prescribed ones should notify the Office of their studies and testing scheme on the first day arriving for registration.

II. TUITION: Tuition will not be refunded under any circumstances. In case the classes must be cancelled due to insufficient number of participants, please take your receipt to get back your tuition.

1. For open group class

a. Tuition discount:

05% discount for those who pay the entire course tuition 3 days prior to the starting date (excluding Saturdays, Sundays and holidays). *Example: If the course starts on the 20th of the month, 05% discount applies if the tuition is paid on the 17th and before (excluding Saturdays, Sundays and holidays).*

b. Deferment of tuition

- ♦ The amount of tuition to be deferred should be equal to the tuition for **20 periods of instruction or more**
- ♦ There are only three reasons to be accepted: returning to home country, having business trip or being seriously ill.

♦ In the case of deferment, the fee for completed classes will be recalculated as following :

Level	Tuition fee/period
Elementary	90,000 VND/period
Intermediate	100,000 VND/period
Advance	105,000 VND/period

- ♦ Requirements: Student or their authorized acquaintance are supposed to proceed to the Administrative Office in person to fill in the deferment form and submit documents supporting their reason before ending date.
- ♦ After considering the case, the Department may approve it if it satisfies all the requirements. Tuition may only be deferred within 3 months since then.
- ♦ During the deferment time: In order to resume their studies, students must bring the copy of the deferment form (signed by the Faculty) to the Office. If the course offered during that time does not fit the students' study level, private class may be offered instead.
- ♦ After the deadline for deferment, if students do not register at the Office to resume their studies, the tuition deferment shall be invalidated and tuition will be forfeited.

2. For fixed group class and private class:

- ♦ **5% discount** for those who meet both of the following requirements:
 - Pay the tuition 3 working days prior to the first day of the month
 - Pay 40 periods / a month at a time.
- ♦ Students are supposed to conform to the registered schedule. In case students miss (do not attend) classes, those periods are still counted.

☞ **Note (1) + (2):** Make-up schedules are available in the event each class session is cancelled for reasons such as natural disasters (power outage, major flood) or instructor no-shows. Tuition will be forfeited if students choose not to attend these make-up classes.

III. OTHERS:

1. Placement test: All students except those enrolling in Beginner level class must take a proficiency exam before registering.

2. Final exams:

- ♦ Aims: To assess students' learning in a course.
- ♦ Final exam may be taken after students complete half the textbook (coursework) or complete the whole textbook.

3. Try-before-buy lessons: (not applied to private classes and level E1)

Students may have one or two Try-Before-Buy introductory days per class and maximum 2 classes. After choosing a class, students must pay from the day they tried lesson (s).

4. Class change (allowed only for open group class and only one time per course):

There are only the two cases to be accepted:

- Level is inappropriate: students may only change classes within 5 first days of a course with the teachers' acceptance.
- Schedule is inappropriate: they should submit confirmation from their working organization 10 days prior to the ending date.

☞ **Note:** In case student cannot find an appropriate class to join, they will wait for the next course or private class will be offered with the hours equivalent to the remaining tuition.

5. Dress code: Students must be properly dressed at school and may not wear sunglasses, hats or caps in class.

6. Smoking: Students may not smoke on campus.

7. Disclaimer: Our Faculty has the right to refuse enrollment of those who have impolite attitude and be lack of collaboration with the officers, teachers and staffs in the Faculty, in the school.

Ho Chi Minh City, September 01, 2019

Faculty Dean

Assoc. Prof Dr. Le Giang