# Summer School Parent Guideline



## **Book Class**



#### **SERVICES**



#### Re-enrolment

t's time to re-enrol for the 2018-2019 Academic Year at AIS.

Book here

Guideline:



#### My AIS

Stay up to date with key dates and events, as well as the latest academic and extra-curricular announcements across the kindergarten, primary and secondary school

ee more s



#### ManageBac

Access your child's academic information including school repo and attendance.

See more >



Detailed information for parents on the polices, procedures and practica details of AIS.

See more



All the information you need on AIS's extensive and wide ranging after school program (ASAs), including how to book your child into the different activities.

ook here > Gi



#### Bus

Check your child's pick-up and drop off times, the bus number they'll be travelling on that week and contact the bus hostess.

See more >



#### **Holiday School**

This site contains information on the AIS Summer and Winter Schools, including how to book your child into the program.

Book here > Guideline :



#### **Outdoor Education**

Register your child in one of AIS's fun and exciting school camps. These take place for students in Years 4, 5, 6, 7, 8 & 10.

ok here >

## **Services Landing Page**

- After logging successfully, on the landing page, find *Holiday* School block.
- Click Book here link for starting to book class for your children.
- Click *Guideline* link for starting to view and download summer school introduction.





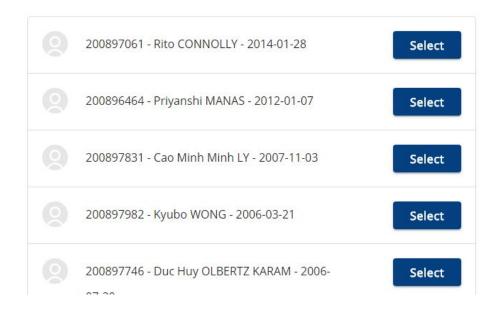
## **Select Child**

Find your child you want to book class, click Select to move to the next step.

### Step 1: Booking



Please click "Select" to choose your child who you want to register classes





#### Step 2: Select a Program



200896464 - Priyanshi MANAS - (2012-01-07)

#### HOLIDAY CLASSES

Please select Only one program for your child







#### SPECIAL OFFER

One of the special offers below can be applied when you register for the 2018 Summer Program

- 10% Early Bird discount if you register for a full program & payment is made before 25 May 2018
- 10% discount for siblings (second & subsequent child)
- . 10% discount for existing AIS students
- 10% discount for students who attended the Summmer or Winter Program in 2017

# **Select Program**

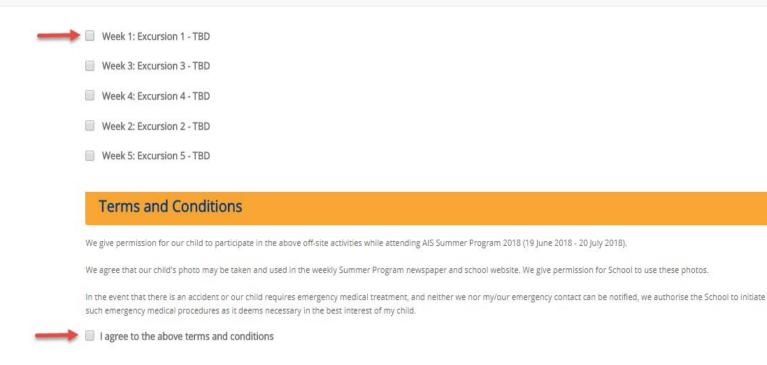
- On the class list screen, you can view all available classes are suitable for your child.
- Class option includes *full program* and *period*.
- The default class is **full program**.
- You can select period to study by clicking the **Select Period** and chose your wanted weeks.
- Select one class, appropriate weeks and click **Submit** to move the next step.
- Note: the session will be expired after 10 minute, please complete the booking during this duration.





#### Step 2: Select attached excursion on program

(Please note excursion are-in program cost included)



Back



## **Select Excursion**

- On the select excursion screen, you can select attached excursion on programme by checking the checkbox. If checked, you *must* check the excursion's terms and conditions checkbox.
- Click Continue to move to the next step.
- click **Back** to move to the previous step for changing class
- Note: You can click Continue without excursion selected.



#### Step 3: Bus Registration

Bus Service (Complimentary)

Complimentary bus for students aged 5 and above who sign up for the full duration of a program in district 1, district 7 and designated parts of District 2 (AIS Sports Centre, AIS Xi Campus, HAGL Building, Fideco, Estella, Imperia, Vista and Cantavil, Tropic Garden, Masteri, Thao Dien Pearl, Dai Quang Minh)

District 1 ▼ Address

(The pick up and the drop off must be the same)

Bus Service (Additional Fee)

Other Districts: 650,000 VND for first week and 750,000 VND per week for the remaining weeks. Transport arrangements typically take up to one week to finalise. Our Transport Department will inform you if your address is NOT accessible. In that case, your request for bus refund will be processed as soon as possible. Contact our Transport Department: +8483742 4040 ext 6314 | transport@aisvietnam.com

Others

(The pick up and the drop off must be the same)

#### STATEMENT OF AIM

AIS aims to provide a safe and reliable School Bus service using modern air-conditioned vehicles for the purpose of picking up and dropping off School students on designated operational routes determined by the School.

All vehicles will have regular safety and maintenance checks and will be operated by a licensed driver.

#### **RATIONALE**

- The School wishes to service the transport needs of the student and parent community in Ho Chi Minh City. For safety reasons however, this service is not normally extended to students in Kindergarten.
- . Transportation arrangements typically take up to one week to finalise. This registration form must be submitted five days prior to the start of service.
- . The School may change the Bus Schedule from time to time. In such case, the School Bus Coordinator will notify parents by email.
- . To ensure on-time arrival at School, buses can wait no longer than five minutes after the designated pick-up time before moving to the next pick-up point.
- To maintain an effective and efficient service, it is expected that parents adhere to the agreed pick up and drop off details agreed in the Bus Registration Form. In the event of

The details I have provided above for the Bus Registration are accurate and I have read, understood and agree to information and bus conditions. I understand that neither the School nor any of its employees are responsible for incidents or accidents that occur while a student is on a School Bus or while waiting for a School Bus or while waiting to be collected by a parent/guardian.

## **Select Bus Service**

- Bus service options: Complementary and Additional Fee.
- Complementary option is displayed when selected Full Program.
- If select bus service, please select your district, input your full address and check the bus's terms and conditions.
- Click *Continue* to move to the next step.
- Click **Back** to move to the previous step for changing excursion.
- Note: You can click Continue without bus service selected.







#### Step 4: Payment

#### Kangaroos

Start date End date

Excursions

Duration

19-06-2018 20-07-2018

Week 1, Week 3, Week 4, Week 2, Week 5

Week 1, Week 2, Week 3, Week 4, Week 5

Campus

Thao Dien

TBC

24,300,000 VND

included 10% discount

#### Add on service

✓ Bus registration fee 3,650,000 VND / 5 Weeks

Please note that the bus fee above is not included in the total amount.

The Bus Coordinator will contact you for the final confirmation.

Lunch registration fee 1,920,000 VND / 5 Weeks

Administration team will send you a lunch menu via email for selection before the starting date two weeks.

#### Total Amount 24,300,000 VND

#### Term and conditions

- Enrolment is only confirmed when payment is received in full; failure to demay result in the student's placement being forfeited.
- Fees (or part fees thereof) are not refundable once the course has started.This includes voluntary withdrawal and missed classes due to student vacations, bad weather, illness or lack of interest, etc.
- 3. Fees are non-refundable and non-transferable.
- 4. If a student can't longer continue with the course, through illness or injury, fees will be refunded on a pro rata basis when supported by a doctor's note. Note an administration charge may apply.

#### Payment menthod

- Online payment Domestic cards (ATM)
- Online payment International cards (VISA, Master)
- Pay later with cash or bank transfer

#### How did you hear about the Summer Program?

-- Select survey --

#### CONTINUE

## **Payment**

- You can select an add-on service: lunch registration by checking the checkbox.
- Bus fee is not included in total amount.
- Payment option includes Online Payment and Pay Later.
- With *Online Payment*, you need to complete the payment process of OnePay gateway.
- With *Pay Later*, you need to transfer or cash after completing the booking.
- You must select a survey option to enable the **Continue** button.
- Click Continue to do the payment process.
- Click **Back** to move to the previous step for changing bus service.

### Step 5: Finish

#### Booking reference: HOL 734

Thank you for booking into the AIS Holiday Program. Your reference number is HOL 734. An email has been sent to lam.dam@exe.com.vn, outlining your registration details and how payment can be made. We look forward to seeing you at the Holiday Program.



## **Finish**

- A booking confirmation email notification will be sent to your email.
- Note: If you are not receiving booking confirmation email notification, make sure to check your spam folder. If the problem persists, check with AIS admin to ensure your booking has been added to the system.



# View Booking





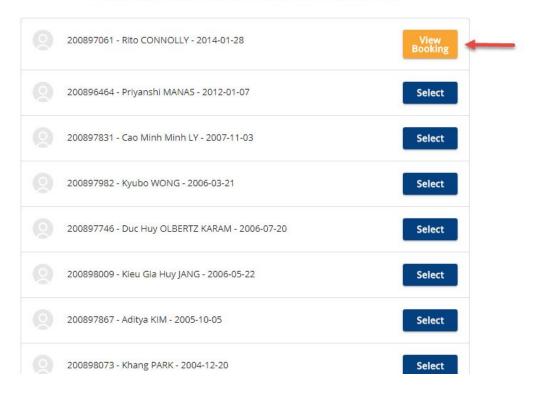




#### Step 1: Booking



Please click "Select" to choose your child who you want to register classes



## **View Booking**

- If you completed a booking for your child successfully. the button View Booking will be replaced for the button Select.
- Click View Booking to view the booking detail



#### Booking code: HOL 735 confirmed

#### Student information

Student Name	Priyanshi MANAS
Student ID	200896464

#### Pricing

Booking Class	27,000,000 VND
Discounted (for class)	2,700,000 VND
Bus	3,650,000 VND
Lunch	1,920,000 VND

#### Balance Due: 29,870,000 VND

#### Term and conditions

- Enrolment is only confirmed when payment is received in full; failure to may result in the student's placement being forfeited.
- Fees (or part fees thereof) are not refundable once the course has started.
  This includes voluntary withdrawal and missed classes due to student vacations, bad weather, illness or lack of interest, etc.
- 3. Fees are non-refundable and non-transferable.
- 4. If a student can't longer continue with the course, through illness or injury, fees will be refunded on a pro rata basis when supported by a doctor's note. Note an administration charge may apply.

#### Payment menthod

- Online payment Domestic cards (ATM)
- Online payment International cards (VISA, Master)

Payment

#### Class information

Name	Kangaroos
Campus	Thao Dien
Room	TBC
Teacher	TBC
Activities	A structured learning programme of reading, writing and collaborative learning. Students will learn through weekly themes.
	ICT, sports, arts & crafts, music and cooking are also included as part of the programme.
	School Excursion – once per week
	Teachers are native English speakers

#### Week attending

Week 1	From 2018-06-19 To 2018-06-22	Have excursion
Week 2	From 2018-06-25 To 2018-06-29	Have excursion
Week 3	From 2018-07-02 To 2018-07-06	Have excursion
Week 4	From 2018-07-09 To 2018-07-13	Have excursion
Week 5	From 2018-07-16 To 2018-07-20	Have excursion

#### Bus information

Bus type	Bus Service (Additional Fee)	
District	Others	
Address	132 cong hoa	

#### Additional options

Lunch	Yes
Payment method	Pay later

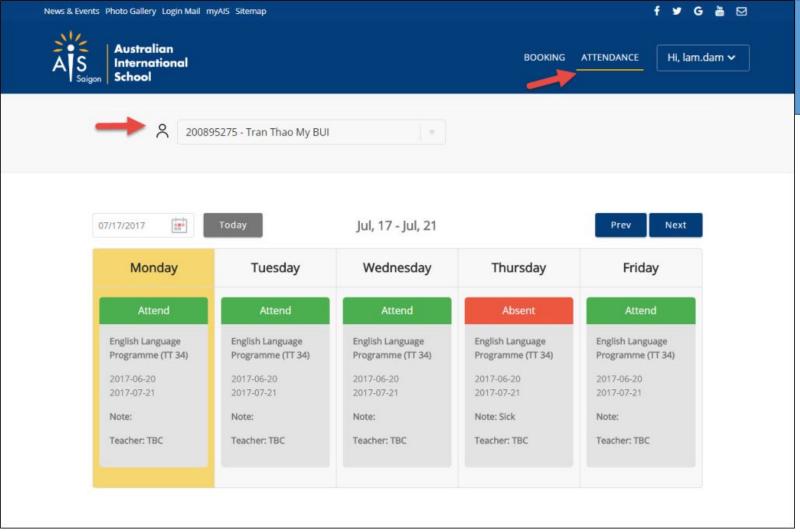
## **Booking Detail**

- You can do the payment online by selecting a payment method click **Payment**, and complete the payment process of OnePay gateway.
- Payment section is just displayed if the balance due of booking is greater than 0.
- Click Back to return the child list screen.



## View Attendance





## **Student Attendance**

- Click ATTENDANCE in the top navigation panel to view your child attendance.
- You can change the date by clicking the calendar box or using the Prev/ Next to view other attendances.
- You can view attendance of the other child by selecting your child from the dropdown list (eg: 200895275 - Tran Thao My BUI)

