



Admissions Handbook

2025-2026

Admissions Policy



Westlink International School endeavors to have as open an admissions policy as possible.

We therefore:

1. Consider students who have EAL needs.
2. Consider students who have learning support needs.
3. In offering admission, our ethical principle is that we only do so we feel we are able to meet and support the students need.
4. In admitting a student, we look closely at the context of the class into which they would enter.
5. If a Learning Support Assistant is deemed necessary that can be considered, provided the parents are prepared to support the additional expense.
6. The school reserves the right to refuse admission or withdraw an offer in the case of inaccurate information being submitted.



How to Apply



1 Enquiry

Please fill in our short Enquiry Form here or contact us through email at enquiry@westlink.edu.vn. We will respond to you as soon as possible, within 24 hours.

2 Consultancy and School tour

We encourage you and your family to visit our state-of-the-art campus to explore the school's outstanding facilities, meet our school management and academic team and learn about WIS's academic pathways to success. Full campus tours are encouraged.

Book a tour now and we will contact you for further arrangements.

You can also consider attending a number of WIS events with your family to experience authentic academic and social experiences.

How to Apply

**3**

Enrollment Application

Please fill out the Digital Enrollment Application Form in full and provide a scanned copy of the following documents:

- School Records for the last 2 years (where applicable)
- Student's Passport or Birth Certificate
- Student's Immunization Record (grades 1-6)
- Student's Passport Photograph taken within 6 months

Please email the above documents to our Admissions office at enquiry@westlink.edu.vn. A hard copy of the Enrollment Application Form is available at our Admissions office if you would like to enroll offline.

4

Placement test

Your child is required to sit for a placement test to assess his/her English proficiency and academic skills. The test includes a written and oral assessment which is age-appropriate and specific to the pathway selected. The placement test results will have a six-month validity.

The fee for the placement test is VND 2,500,000 and must be paid before your child(ren) sits for the test.



How to Apply

**5**

Offer and enrollment

If your child is accepted for enrollment with WIS, you will receive an Offer Letter from the School with terms and conditions. Parents must contact the school within two weeks after receiving the Offer Letter to complete the enrolment process.

You will be required to:

- Return the signed Offer Letter
- Submit the signed Enrollment Application Form which must be completed in full
- Submit the following documents:
 - A certified copy of Student's School Records for the last 2 years (where applicable)
 - A certified copy of Student's Passport or Birth Certificate
 - 03 Student Passport Photographs taken within 6 months (please write student's full name on the back)
 - Completed Student Medical Examination Form (with stamp from registered clinics or hospitals)
- Pay the Enrollment Application fee, Tuition Fee or Reservation Fee (equivalent to 1st payment installment), Security Deposit and other related fees.

All fees can be paid by bank transfer or at school by cash or credit/debit card.

If we are not able to offer your child a place for a specific class, we will give you the option of joining a waiting list.

If you have any further questions, please don't hesitate to contact us at enquiry@westlink.edu.vn or check the Admissions FAQs for more details.

School Calendar



Date	Key Date
18 th August - 12 th December, 2025	Term 1
15 th December, 2025 - 2 nd January, 2026	Christmas Holidays
5 th January - 17 th April, 2026	Term 2
20 th -29 th April, 2026	Term 2 Break
4 th May - 24 th June, 2026	Term 3
25 th June - 17 th August, 2026	Summer Holidays

Please see the school's website for additional information on calendar events.



School Hours



Period	Time
Registration	8:00 - 8:15
1	8:15 - 9:00
2	9:00 - 9:45
Morning snack	9:45 - 10:15
3	10:15 - 11:00
4	11:00 - 11:45
Lunch	11:45 - 12:35
5	12:35 - 13:20
6	13:20 - 14:05
7	14:05 - 14:50
8	14:30 - 15:15
Afternoon snack	14:50 - 15:05
ECA	15:05 - 15:55

Age Placement Guide



	Age	Date of Birth	Westlink Grade Level	Vietnam	USA	England & Wales	Australia	Korea	Japan	India
Early Years	+4	1 Sep 2020 - 31 Aug 2021	Kinder A	Kinder A	Pre-School	Reception	Pre-School	Kinder	Kinder	Kinder 1
	+5	1 Sep 2019 - 31 Aug 2020	Kinder B	Kinder B	Kinder	Year 1	Kinder/Prep	Kinder	Kinder	Kinder 2
IB-Primary Years Programme	+6	1 Sep 2018 - 31 Aug 2019	Grade 1	Grade 1	Grade 1	Year 2	Year 1	Grade 1	Grade 1	Stan 1
	+7	1 Sep 2017 - 31 Aug 2018	Grade 2	Grade 2	Grade 2	Year 3	Year 2	Grade 2	Grade 2	Stan 2
	+8	1 Sep 2016 - 31 Aug 2017	Grade 3	Grade 3	Grade 3	Year 4	Year 3	Grade 3	Grade 3	Stan 3
	+9	1 Sep 2015 - 31 Aug 2016	Grade 4	Grade 4	Grade 4	Year 5	Year 4	Grade 4	Grade 4	Stan 4
	+10	1 Sep 2014 - 31 Aug 2015	Grade 5	Grade 5	Grade 5	Year 6	Year 5	Grade 5	Grade 5	Stan 5
IB-Middle Years Programme	+11	1 Sep 2013 - 31 Aug 2014	Grade 6	Grade 6	Grade 6	Year 7	Year 6	Grade 6	Grade 6	Stan 6
	+12	1 Sep 2012 - 31 Aug 2013	Grade 7	Grade 7	Grade 7	Year 8	Year 7	MS 1	JH 1	Stan 7
	+13	1 Sep 2011 - 31 Aug 2012	Grade 8	Grade 8	Grade 8	Year 9	Year 8	MS 2	JH 2	Stan 8
	+14	1 Sep 2010 - 31 Aug 2011	Grade 9	Grade 9	Grade 9	Year 10	Year 9	MS 3	JH 3	Stan 9
School Year			Aug - Jun	Sep - May	Aug - Jun	Sep - Jul	Feb - Dec	Mar - Feb	Apr - Mar	May - Apr



School Fee Structure



Tuition fees

IB PROGRAM (INTERNATIONAL BACCALAUREATE)

Years	Yearly Plan (vnd)		Instalment Plan (vnd)		
	Full Payment	Total Amount	1 st Payment	2 nd Payment	3 rd Payment
PYP Intro	383,000,000	414,000,000	186,000,000	166,000,000	62,000,000
1,2,3	498,000,000	538,000,000	242,000,000	215,000,000	81,000,000
4,5	518,000,000	559,000,000	252,000,000	224,000,000	83,000,000
6,7	549,000,000	593,000,000	267,000,000	237,000,000	89,000,000
8	582,000,000	629,000,000	283,000,000	252,000,000	94,000,000
9,10	603,000,000	651,000,000	293,000,000	260,000,000	98,000,000

BILINGUAL PROGRAM (GRADE 6-9)

Years	Yearly Plan (vnd)		Instalment Plan (vnd)		
	Full Payment	Total Amount	1 st Payment	2 nd Payment	3 rd Payment
Grade 6,7	260,000,000	281,000,000	126,000,000	112,000,000	43,000,000
Grade 8,9	275,000,000	297,000,000	134,000,000	119,000,000	44,000,000

Other Fees

All fees are in VND

Fee	International Program (IB)	Bilingual Program (MRC) Grade 6-9	
Placement Test	2,500,000		
Enrolment Fee	21,000,000	10,000,000	
Deposit Fee	55,000,000	25,000,000	
Student Insurance	TBC		

EAL Fee	Yearly Basis	Termly Basis		
All Program	Full Year	Term 1	Term 2	Term 3
	41,600,000	17,600,000	15,800,000	8,200,000

LSA Fee	Yearly Basis	Termly Basis		
All Program	Full Year	Term 1	Term 2	Term 3
	177,000,000	74,700,000	67,000,000	35,300,000

Bus Fee	Yearly Basis	Termly Basis		
	Full Year	Term 1	Term 2	Term 3
Round Trip up to 5km	25,000,000	10,600,000	9,500,000	4,900,000
Round Trip from 5km to 10km	27,000,000	11,400,000	10,300,000	5,300,000
Round Trip from 10km to 15km	29,500,000	12,500,000	11,200,000	5,800,000
Round Trip from 15km to 20km	31,500,000	13,300,000	12,000,000	6,200,000
Round Trip over 20km	35,500,000	15,000,000	13,500,000	7,000,000
One way trip up to 5km	18,000,000	7,600,000	6,900,000	3,500,000
One way trip from 5km to 10km	19,000,000	8,100,000	7,200,000	3,700,000
One way trip from 10km to 15km	21,000,000	8,900,000	8,000,000	4,100,000
One way trip from 15km to 20km	22,000,000	9,300,000	8,400,000	4,300,000
One way trip over 20km	25,000,000	10,600,000	9,500,000	4,900,000

Meal Fee	Yearly Basis	Termly Basis		
	Full Year	Term 1	Term 2	Term 3
OPTION 1 (1 lunch + 2 snack)	26,000,000	11,000,000	9,900,000	5,100,000
OPTION 2 (1 lunch) for secondary only	21,000,000	17,600,000	8,000,000	4,100,000

We also serve meal per pax with 800,000vnd/pax for 5 coupons

How to Pay



Tuition fee and other fees shall be paid in Vietnamese Dong (VND) in cash or by bank transfer to the following account

Bank Transfer Information | Thông tin chuyển khoản

Tên tài khoản Account Name	ISP VIETNAM INTERNATIONAL EDUCATION JSC (CÔNG TY CỔ PHẦN GIÁO DỤC QUỐC TẾ ISP VIỆT NAM)
Số tài khoản Account Number	110603258688 (VND) – 110601396866 (USD)
Tên ngân hàng Bank Name	Vietinbank- Chuong Duong Branch (Ngân hàng TMCP Công thương Việt Nam - chi nhánh Chuong Duong)
Số Swift Swift Code	ICBVVNFX128
Nội dung chuyển khoản Bank Transfer Description	Ví dụ Example: Kiểm tra dấu vào [tên học sinh, ngày sinh, lớp, hệ] Placement Test student name, DOB, Grade, Program]



Vietinbank

Notes:

- The School is not responsible for transfer lateness due to incorrect information input or the bank's errors.
- Transaction fee shall be borne by the remitter.
- The above fee schedule is in accordance with the current Financial Policy of Westlink International School.

Withdrawal and Refund



Parents are required to fill out the School's standard Notice of Withdrawal during the period stated herein and ensure that the School has acknowledged the withdrawal in order to obtain a proper refund, if any. All other obligations to the School including returning of any school property (e.g., library books etc.) must be met before any refundable amount, School Records and Transcript can be released.

For any early withdrawal, all previous applicable discounts/ incentives/ deductions (if any) will be revoked and net off in Refund Calculation.

For existing students:

- During the school year, the written Notice of Withdrawal must be submitted to the School at least 7 school weeks prior to the student's last day. Failing which, the student's last day at school is considered to be in the next term.
- If Parents request a refund of the Tuition Fee for the next school year, they are required to submit the written Notice of Withdrawal to the School 07 weeks before the current school year ends.

Failing which, the student's last day at School is considered to be in the first term of the next school year.

For students enrolled for new school year:

- The School requires written Notice of Withdrawal 7 school weeks before the new school year starts. Failing which, the last day of the required notice period is considered to be in the first term.



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Where

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Strive
Succeed



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