

**Notice for paying Tuition fees  
for 2019 Fall Semester  
(Freshmen of Graduate course)**

**KAIST**



**Office of Academic Affairs**

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**Notice for paying Tuition fees  
for 2019 Fall Semester  
(Freshmen of Graduate course)**

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# 1. Overview

This information gives a guideline of making a payment for tuition fees for 2019 fall semester. Please refer to the notice carefully so that you will not be disadvantaged.

## 2. Who to pay

- KAIST Freshman of Graduate course. (Including students progress to higher process)

## 3. Detailed Schedules

| No | Period                          | Period   |
|----|---------------------------------|--|
| 1  | Paying tuition fees             | 2019. Aug. 5(Mon.) 09:00 -<br>2019. Aug. 9(Fri.) 17:59 |
| 2  | Beginning of 2019 fall semester | 2019. Sep. 2(Mon.)                                     |

※ Dates above can be changed.

## 4. How to check/print your bill to be paid & payment status you have made

1) Checking/Printing your bill to be paid Available from 2019. Aug. 5, 10:00

A. General Users

Visit the following website (<http://cais.kaist.ac.kr/payment>)

⇒ Put in your student ID(2019\*\*\*\*) and your date of birth (8digits)

B. KAIST Students

Visit the following website (<http://portal.kaist.ac.kr>)

① Log in with your portal ID and password

② Click 'Academic System'

③ Click 'Tuition/Scholarship' ⇒ New window pop up

④ Click 'Breakdown of Fee Payment Details'

⑤ After Checking/Printing details of tuition fees, you can make payment to your personal virtual account number

2) Checking payment status you have made

A. On KAIST Portal (Available from the next afternoon after being paid)

a. General Users

Visit the following website (<http://cais.kaist.ac.kr/payment>)

⇒ Put in your student ID(2019\*\*\*\*) and your date of birth (8digits)

b. KAIST Students

Visit the following website (<http://portal.kaist.ac.kr>)

① Log in with your portal ID and password

② Click 'Academic System'

③ Click 'Tuition/Scholarship' ⇒ New window pop up

- ④ Click 'Breakdown of Fee Payment Details' you can make payment to your personal virtual account number

## 5. Payment Procedure

- 1) Students on Government Scholarship and International Students
  - After checking/printing details of tuition fees through means listed above, you can make the payment to your personal virtual account number assigned to you by depositing, Internet banking, Telebanking, or CD/ATM etc. no matter what kinds of banking institutions you use. (E.g. Any Korean bank across the country, Nonghyup, Korea Post, etc.)
- 2) KAIST Scholarship students
  - ① Those who pay tuition fees on their own  
After checking/printing details of tuition fees through means listed above, you can make the payment to your personal virtual account number assigned to you by depositing, Internet banking, Telebanking, or CD/ATM etc. no matter what kinds of banking institutions you use. (E.g. Any Korean bank across the country, Nonghyup, Korea Post, etc.)
  - ② Those who are sponsored by their academic advisors  
The team of Academic Registrar's will send their tuition bills to their academic advisors so that they may make payment on behalf of their students.
- 3) Students on General Scholarship
  - Those graduate students have two different virtual account numbers. (one assigned to a student and the other to his/her sponsoring company/organization) Each party should check the amount of tuition fees assigned and make the proper payment to the virtual accounts assigned to each.
  - If a sponsoring company/organization pays tuition fees of a student, a person in charge in the company can check "Notice/Bill of Tuition & Fees" and pay it accordingly. Please visit the following web site below.
    - ⇒ Visit the following website (<http://cais.kaist.ac.kr/payment>)
    - ⇒ Put in the student ID and date of birth of the student

## 6. Paying Graduate Student Association fee (optional / Except Seoul Campus)

Billed along with tuition fees. (For those who are exempted from paying tuition fees, Student Association fee will solely be billed.)

## 7. Refund of Tuition fees

- Those who want to request a refund due to a temporary academic leave of absence or voluntary permanent academic leave, etc. please fill out online application at "Academic School Register Change" under KAIST Academic System with uploading a copy of bankbook.
- It mostly takes 10 days to get a refund after the request.

※ Table for refunding tuition fees due to a temporary academic leave of absence or voluntary permanent academic leave, etc.

| Class          | Reference Date   | Amount to be refunded   |
|----------------|--|---|
| Full Refund    | Until deadline to add/drop courses   | Full refund   |
| Partial Refund | After deadline to add/drop courses up to 30 <sup>th</sup> day as from the beginning of 2018 2 <sup>nd</sup> semester | 5/6 of amount paid<br>(Admission fee, Health Association fee, and Student Association fee are not refundable) |
|                | Up to 60 <sup>th</sup> day from 31 <sup>st</sup> day as from the beginning of 2018 2 <sup>nd</sup> semester          | 2/3 of amount paid<br>(Admission fee, Health Association fee, and Student Association fee are not refundable) |
|                | Up to 90 <sup>th</sup> day from 61 <sup>st</sup> day as from the beginning of 2018 2 <sup>nd</sup> semester          | 1/2 of amount paid<br>(Admission fee, Health Association fee, and Student Association fee are not refundable) |
| No Refund      | From 91 <sup>st</sup> day as from the beginning of 2018 2 <sup>nd</sup> semester                                     | No refund   |

※ In case those who request to carry the amount paid over to the returning semester after temporary academic leave of absence due to military service, baby delivery, or infant-care, the full amount paid is carried over to the relevant semester.

## 8. Measure on Non-payment

- Non-payment for tuition fees during the designated period results in expulsion based on KAIST academic rules.
- ※ KAIST regulations
  - 1) Article 34 and Article 87 in Academic rules
  - 2) Article 4 in Collection of Tuition Fees rules
  - 3) Article 3 in Guidelines on Matriculation and Registration of Courses

## 9. Notes

- A. Virtual account numbers are NOT possible to use for withdrawals.
- B. Virtual account numbers are available ONLY during the designated period but cannot be used afterwards.
  - ※ Payment cannot be made if one of the following cases happens.
    - When you do not pay the amount of tuition notified.
    - When virtual account number you try to pay to are wrong.
- C. As for graduate students, Student Health Association fee and Student Association fee are optional payment.

## 10. Contact Information

| Contents   | Relevant Office   | Tel<br>(042-350-****) | E-mail                       |
|--|---|-----------------------|------------------------------|
| Tuition(Daejeon Campus)                                    | Academic Registrar  | 2366                  | registrar@kaist.ac.kr        |
| Tuition(Seoul Campus)                                      | Administration<br>Team for School<br>of Management<br>Engineering | 02-958-3603           | toodury@kaist.ac.kr          |
| Scholarship for School<br>Supporting Fee &<br>Student Loan | Student Affairs   | 4715                  | choe.seoyeon@kaist.a<br>c.kr |
| Student Health Association                                 | Student Health<br>Association                                     | 2177                  | llesj@kaist.ac.kr            |
| Graduate Student<br>Association Fee                        | Graduate Student<br>Association                                   | 2071                  | gsa@gsa.kaist.ac.kr          |

**2019. 7. 23.**

**Dean of Academic Affairs**

[Attachment 1]

Graduate Tuition etc.

(Unit : KRW(1,000Won), / Semester)

| Year Admitted    |                                  |                                    | Tuition (A)            | School supporting Fee (B)                                    | Total (A-B) | Remarks   |       |  |
|------------------|----------------------------------|------------------------------------|------------------------|--|-------------|---|-------|--|
| <b>MANDATORY</b> | Admission fee                    |                                    | -                      | -  | -           |   |       |  |
|                  | Tuition                          | Students on Government Scholarship | 9,559                  | 8,635  | 924         |   |       |  |
|                  |                                  | KAIST Scholarship student          | 9,559                  | 5,511  | 450         | Those who pay tuition Fees on their own           |       |  |
|                  |                                  | Students on General scholarship    | 9,559                  | 5,511  | 3,598       | Those who are sponsored by their academic advisor |       |  |
|                  |                                  | Seoul campus                       | Management Engineering | KAIST Scholarship student<br>Students on General Scholarship | 7,004       | -   | 7,004 |  |
|                  |                                  | Specialized programs (MBA/MS)      |                        | Additional Standard  |             |   |       |  |
| <b>OPTIONAL</b>  | Student Health Association       |                                    |                        |  | 43          | New members                                       |       |  |
|                  |                                  |                                    |                        |  | 40          | Enrolled Members                                  |       |  |
|                  | Graduate Student Association Fee |                                    |                        |  | 34          |   |       |  |

※ Students on scholarship are decided by the Committee of Student Merit & Punishment.

※ Student Health Association fee and Student Association fee are optional payment.

Specialized programs(MBA/MS) Education fee

[Unit : KRW(1,000Won), / Semester]

| Major                             | Education fee |
|-----------------------------------|---------------|
| TMBA                              | 12,600        |
| EMBA                              | 20,000        |
| FMBA                              | 15,910        |
| IMMBA                             | 20,090        |
| SEMBA                             | 12,600        |
| PMBA                              | 8,000         |
| IMMS                              | 10,080        |
| MFE                               | 15,910        |
| Green Business and Policy Program | 12,360        |

