

**Notice for paying Tuition fees
for 2016 2nd Semester
(Freshmen of Graduate course)**



Office of Academic Affairs

**Notice for paying Tuition fees
for 2016 2nd Semester
(Freshmen of Graduate course)**

CONTENTS

1. Overview	p.1
2. Who to pay	p.1
3. Detailed Schedules	p.1
4. How to check/print your bill to be paid & payment status you have made	p.1~2
5. Payment procedure	p.2
6. Paying Student Association fee (Except Seoul Campus)	p.3
7. Refunding Tuition fees	p.3
8. Measure on Non-payment	p.3
9. Notes	p.4
10. Contact Information	p.4
※ International Graduate tuition Etc	p.5
※ Petition form for postponement of paying Tuition fees	p.6

1. Overview

This information gives a guideline of making a payment for tuition fees for 2016 2nd 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	2016. Aug. 1 (Mon) 09:00 - 2016. Aug. 5 (Fri) 23:59
2	Beginning of 2016 Fall (Daejeon campus)	2016. Sep. 1 (Thu)
3	Beginning of 2016 Fall (Seoul campus)	2016. Sep. 1 (Thu)

※ Please note that bank accounts for paying on the last day (Aug. 5) will be activated by 23:59

※ Dates above are subject to change.

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 2016. Jul. 22, 17:00)

A. General Users

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

=> Put in your student ID(2016****) 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 'Payment'

④ Click 'Student service'

⑤ Click 'Breakdown of Fee Payment Details'

⑥ 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. General Users

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

=> Put in your student ID(2016****) 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 'Payment'
- ④ Click 'Student service'
- ⑤ Click 'Breakdown of Fee Payment Details' and print your certificate.

5. Payment Procedure

1) Undergraduate

- 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 kind of banking institutions you use. (E.g. Any Korean bank across the country, Nonghyup, Korea Post, etc.)

2) Graduate

A. 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 kind of banking institutions you use. (E.g. Any Korean bank across the country, Nonghyup, Korea Post, etc.)

B. 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 kind 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.

C. 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 Association fee(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 Tuition fees

- Students who want to request a refund due to admission cancellation, temporary academic leave of absence or voluntary permanent academic leave, etc. should fill out the application form(**attachment 2. Request form for Refunding**) and submit it with a copy of bankbook to the Team of Academic Registrar's.

[Email : registrar@kaist.ac.kr or Fax: 042-350-2360]

- It mostly takes 10days to get a refund after request.

※ Table for refunding tuition fees due to 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 th day as from the beginning of 2016 2nd	5/6 of amount paid (Admission fee, Health Association fee, and Student Association fee are not refundable)
	Up to 60 th day from 31 st day as from the beginning of 2016 2nd	2/3 of amount paid (Admission fee, Health Association fee, and Student Association fee are not refundable)
	Up to 90 th day from 61 st day as from the beginning of 2016 2nd	1/2 of amount paid (Admission fee, Health Association fee, and Student Association fee are not refundable)
No Refund	From 91 th day as from the beginning of 2016 2nd	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 **cancellation of enrollment** 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 (042-350-****)	E-mail
Tuition(Daejeon Campus)	Academic Registrar	2362~3	registrar@kaist.ac.kr
Tuition(Seoul Campus)	College of Business	02-958-3212	gyho@kaist.ac.kr
Scholarship for School Supporting Fee & Student Loan	Student Affairs	2163	myfriend@kaist.ac.kr
Student Health Association	Student Health Association	2177	llesj@kaist.ac.kr
Graduate Student Association Fee	Graduate Student Association	2071	gsa@gsa.kaist.ac.kr

2016. 7. 20.

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
M A N D A T O R Y	Admission fee			353	-	353	
	T u i t i o n	Daejeon campus	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
				9,559	5,511	4,048	
	Seoul campus	Management Engeneering	KAIST Scholarship student Students on General Scholarship	7,004	-	7,004	
		Specialized programs (MBA/MS)		Additional Standard			
OPTI ONAL	Student Health Association					38	New members
						35	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	19,500
SEMBA	12,600
PMBA	8,000
IMMS	9,785
MFE	15,910
Green Business and Policy Program	12,360
FEMBA	20,000

		<h2>Request form for Refunding Tuition fees</h2>
◎ PERSONAL INFORMATION		
DEGREE PROGRAM (BS/MS/PhD/MS+PhD)		
DEPARTMENT		
STUDENT ID		
NAME		
◎ REFUND INFORMATION		
BANK INFO	BANK NAME	
	ACCOUNT NO	
	ACCOUNT HOLDER'S NAME	
AMOUNT REFUNDABLE		
REASON FOR REFUND		
<p>I cordially ask to receive tuition fees paid.</p> <p>DATE : . . .</p> <p>APPLICANT : (SIGNATURE)</p>		

※ Please submit a copy of bankbook with this form to the Team of Academic Registrar's.

[Email : registrar@kaist.ac.kr or Fax : 042-350-2360