

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



Office of Academic Affairs

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(Freshmen of undergraduate course)**

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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. Detailed Schedules

No	Contents	Period
1	Payment for tuition fees for Freshmen of undergraduate course	2016. Aug. 1 (Mon) 09:00 - 2016. Aug. 5 (Fri) 23:59
2	Beginning of 2016 Fall Semester (Daejeon 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.

3. 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. July 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.

4. Payment Procedure

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.)

5. 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

6. Refund Tuition fees

- Students who want to request a refund due to admission cancellation 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.

7. Notes

- A. Student Health Association fee : 38,000 won (Including a enrollment fee)
- B. Virtual account numbers are NOT possible to use for withdrawals.
- C. Virtual account numbers are available ONLY during the designated period but cannot be used afterwards.
- D. When applying for leave of absent after entrance, tuition will be commensurated period start from your application.

8. Contact Information

Contents	Relevant Office	Tel (042-350-****)	E-mail
Tuition (Daejeon Campus)	Academic Registrar	2362~3	registrar@kaist.ac.kr
Student Health Association	Student Health Association	2177	llesj@kaist.ac.kr

2016. 7. 20.

Dean of Academic Affairs

[Attachment 1]

Freshmen of Undergraduate Course Tuition etc.

[Unit : KRW(Won) / Semester]

Year Admitted	Tuition (A)	School Supporting Fee (B)	Total (A-B)	Remarks
Admission fee	353,000	0	353,000	
Tuition	3,433,000	3,433,000		
Student Health Association	38,000	0	38,000	Including enrollment fee enrollment fee: 3000 won
Total	3,824,000	3,433,000	391,000	

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

