

**Notice for paying Tuition fees
for 2014 Fall Semester
(Enrolled Students)**

KAIST

Office of Academic Affairs

Notice for paying Tuition fees for 2014 Fall Semester (Enrolled Students)

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1. Overview

This information gives a guideline of making a payment for tuition fees for 2014 Fall semester. Please refer to the notice carefully so that you will not be disadvantaged.

2. Who to pay

- KAIST Enrolled students(including those who will study at another university without taking official leave of absence) as of 2014 Fall semester
- Those who will return to school for 2014 Fall after temporary academic leave of absence.

3. Detailed Schedules

No	Period	Period
1	Paying tuition fees	2014. Aug. 4 (Mon) 09:00 ~ 2014. Aug. 11(Mon) 18:00
2	Beginning of 2014 Fall (Daejeon campus)	2014. Sep. 1 (Mon)
3	Beginning of 2014 Fall (Seoul campus)	2014. Sep. 1 (Mon)

※ Please note that bank accounts for paying on the last day(Aug. 11) will be activated by 6pm.

※ 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 2014. July. 28)

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

=> Put in your student ID and social security No.

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

① Log in with your portal ID and password

② Click 'Academic System'

③ Click 'Payment'

2) Checking payment status you have made

① Visit the following web site (<http://svc.wooribank.com/svc/Dream?withyou=PSTAX0069>)

② In the university list, type in '한국과학기술원' and click "school search"

③ Type in your student ID and click 'search'

※ In case the web site above is not activated ※

① Visit the following web site (<http://www.wooribank.com>)

② Click '개인'

③ Click '공과금'

④ Click '지방세/등록금'

⑤ Click '등록금조회/납부'

⑥ In the university list, type in '한국과학기술원' and click "school search"

⑦ Type in your student ID and click 'search'

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 social security No.

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

1) Graduate students on Government Scholarship : billed along with tuition fees.

- ※ For those who are exempted from paying tuition fees, Student Association fee will solely be billed.

2) Graduate students on KAIST Scholarship : same as Government Scholarship students.

3) Graduate students on General Scholarship : billed along with tuition fees.

4) Graduate international Students : same as Government Scholarship students.

7. Refund Tuition fees

- Those who want to request a refund due to temporary academic leave of absence or voluntary permanent academic leave, etc. please fill out the application form(attachment 1) 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	Before the beginning of 2014 Fall	Full refund
Partial Refund	Up to 30 th day as from the beginning of 2014 Fall	5/6 of amount paid (Admission fee, Health Association fee, and Student Association fee are not refundable)
	Up to 61 st day from 31 st day as from the beginning of 2014 Fall	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 2014 Fall	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 2014 Fall	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
- Those who can not pay during the designated period should submit the application form (Attachment 2) to the Team of Academic Registrar's by the deadline(2014. Aug. 11.) and are allowed to delay payment until maximum 1month. (2014. Sep. 3.)

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 undergraduate students, Student Health Association fee is mandatory payment


d. 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 for Undergraduate	Academic Registrar	2362	registrar@kaist.ac.kr
Tuition for Graduate	Academic Registrar	2363	registrar@kaist.ac.kr
Scholarship & Student Loan	Student Affairs	2163	big919@kaist.ac.kr
Student Health Association	Student Health Association	2177	llesj@kaist.ac.kr

2014. 7. 14.

Dean of Academic Affairs

	Petition form for Postponement of Tuition fees payment
◎ PERSONAL INFORMATION	
DEGREE PROGRAM (BS/MS/PhD/MS+PhD)	
DEPARTMENT	
STUDENT ID	
NAME	
◎ REASON FOR POSTPONEMENT	
◎ Expected date for Payment	* Maximum date allowed for delaying payment : 2014. Sep. 3.
DATE : . . .	
APPLICANT :	(SIGNATURE)
ACADEMIC ADVISOR :	(SIGNATURE)
DEPARTMENT CHAIRPERSON :	(SIGNATURE)