Notice for paying Tuition fees for 2023 Spring Semester
(Matriculating Graduate Students)

KAIST

Office of Academic Affairs

Notice for paying Tuition fees
for 2023 Spring Semester
(Matriculating Graduate Students)

CONTENTS

1. Overview

This information gives a guideline of making a payment for tuition fees for 2023 Spring semester. Please refer to the notice carefully so that you will not be disadvantaged.

2. Who to pay

- KAIST matriculating graduate students (Including students progress to higher process)

3. Detailed Schedules

No	Period	Period
1	Paying tuition fees	2023. Jan.30(Mon.) 10:00 ~ 2023. Feb.3(Fri.) 17:59
2	Beginning of 2023 Spring semester	2023. Feb. 27(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 2023. Jan. 19(Thur), 10:00AM
   A. General Users
   Visit the following website(https://tuitionreal.kaist.ac.kr/payment.jsp)
   ⇒ Put in your student ID(2023****) and your date of birth (8 digits)
   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' ⇒Click Tuition⇒⇒ 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(https://tuitionreal.kaist.ac.kr/payment.jsp)
   ⇒ Put in your student ID(2023****) 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' ⇒Click Tuition⇒ 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
   - After checking/printing details of tuition fees through means listed above, you can make the payment to two different virtual account numbers 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.)
   - ※ In case an academic advisor wants to directly pay the stipend II (previously called the advisor's fee: 3,598,000 won) among the tuition on behalf of his/her students: The advisor for each department/major must either deposit it into the virtual account assigned to each student or transfer the payment to the designated account. (In this case, the student must pay only the amount(750,000 won) except the stipend II among tuition. Be careful not to pay double.)

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(https://tuitionreal.kaist.ac.kr/payment.jsp)
     ⇒ 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. (Beginning of 2023 Spring semester: 2023.2.27)

Class	Reference Date	Amount to be refunded
Full Refund	Until deadline to add/drop courses (~2023.3.6)	Full refund
Partial Refund	After deadline to add/drop courses up to 30th day as from the beginning of 2023 Spring semester(2023.3.7.~3.28)	5/6 of amount paid (Health Association fee, and Student Association fee are not refundable)
	Up to 60th day from 31st day as from the beginning of 2023 Spring semester (2023.3.29.~4.27)	2/3 of amount paid (Health Association fee, and Student Association fee are not refundable)
	Up to 90th day from 61st day as from the beginning of 2023 Spring semester (2023.4.28.~5.27)	1/2 of amount paid (Health Association fee, and Student Association fee are not refundable)
No Refund	From 91st day as from the beginning of 2023 Spring semester(2023.5.28~)	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 (042-350-****)	E-mail
Tuition	Academic Registrar	2366/2368	registrar@kaist.ac.kr
Scholarship for School Supporting Fee & Student Loan(Management Engineering)	Administration Team for School of Management Engineering	02-958-3603	kwsh93@kaist.ac.kr
Scholarship for School Supporting Fee & Student Loan(Daejeon campus)	Scholarship & Welfare - Administrative	4711	choe.seoyeon@kaist.ac.kr
Student Health Association	Student Health Association	4717	sy4717@kaist.ac.kr
Graduate Student Association Fee	Graduate Student Association	2071	gsa@gsa.kaist.ac.kr

Jan 16, 2023

Associate Vice President of Academic Affairs

☐ **Graduate Tuition etc.**

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

Year Admitted				Tuition (A)	School supportiong Fee (B)	Total (A-B)	Remarks
M A N D A T O R Y	T u i t i o n		Admission fee	-	-	**-**	
		Daejeon	Students on Government Scholarship	9,559	8,809	**750**	
			KAIST Scholarship student	9,559	5,211	**750** / **3,598**	Tuition Tuition(**StipendⅡ**) (Former) Amount to be paid by advisor
			Students on General scholarship	9,559	5,511	**4,048**	
			Professional master's program students	9,559	-	**9,559**	Except Master of Entrepreneurship & Innovation
		Seoul campus	Management Engeneering — KAIST Scholarship student/ Students on General Scholarship	7,004	-	**7,004**	
			Specialized programs (MBA/MS)	Additional Standard			
OPTIONAL	Student Health Association					48 / 45	New members / Enrolled Members
	Graduate Student Association Fee					34	

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

※ KAIST scholarship students receive 3,700,000 won or more, including tax, from their advisors within the semester regarding 3,598,000 won, which is the amount that falls under **StipendⅡ**, among the tuition paid by the student. (StipendⅡ may be paid in installments)

☐ **Specialized programs(MBA/MS) Education fee**

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

Major	Education fee
KAIST MBA	13,200
Impact MBA	13,200
EMBA	20,000
FMBA	15,910
PMBA	8,100
IMMS	10,250
MFE	15,910
DFMBA	12,000

KAIST

Request form for Refunding Tuition fees

◎ 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		

I cordially ask to receive tuition fees paid.

DATE :   .   .   .

APPLICANT   :   (SIGNATURE)

※ 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