

Guidance on Application for Installment Payment of Tuition and Request to Apply

(※ If a student applies for installment payments for their tuition for their first semester, the student cannot apply for scholarship foundation loans from the Korea Student Aid Foundation (KOSAF, 한국장학재단). Students can apply for scholarship foundation loans from KOSAF from their second semester and onwards even if they apply for installment payments.

- For inquiries, (Daejeon campus) T.1599-2000, 042-350-4715
(Seoul campus)T. 02-958-3603

1. How to register

a. Number of installments : Choose one among 2, 3, 4 and 5 times

* **"Certificate of payment"** is available after you paid all installments.

(If you applied for 5 times, after you completed 5th payment, certificate can be issued.)

b. Not applicable : Health Insurance/Student Union

c. Application period for installment payment

Category	Application period	Note
Application	Jan. 13((Mon.) 2025, 10:00 ~ Jan. 17(Fri.), 2025, 17:30	Additional application/cancellation/change is not allowed outside of this period

※ After the end of the application period for installment payment, it is not possible to change the payment to a lump-sum payment.

d. Installment Payment Period

Category	Payment Period	Note
1st installment	2025.01.20.(Mon) ~ 01.24.(Fri)	First day 10:00 ~ Last day 17:59
2nd installment	2025.03.04.(Tue) ~ 03.07.(Fri)	
3rd installment	2025.03.31.(Mon) ~ 04.04.(Fri)	
4th installment	2025.04.28.(Mon) ~ 05.02.(Fri)	
5th installment	2025.05.26.(Mon) ~ 05.30.(Fri)	

e. Application/change procedures

KAIST Portal (<http://portal.kaist.ac.kr>) log in ⇒ Click 'Academic' icon under search box ⇒ New window pops up (academic portal) ⇒ Click 'Registration' under Academic affairs ⇒ Click 'Apply for installment'

f. Printout installment payment bill

KAIST Portal (<http://portal.kaist.ac.kr>) log in ⇒ Click 'Academic' icon under search box ⇒ New window pops up (academic portal) ⇒ Click 'Registration' under Academic affairs ⇒ Click 'Installment payment history' ⇒ Click 'Print an installment bill'

2. Installment payment processing guidelines.
- a. **Students who pay the first installment are considered officially registered.**
 - b. If an installment payment applicant fails to pay the first installment within the designated period, their eligibility for installment payments will be revoked, and they must pay the full tuition during the additional registration period.
 - c. If a student pays the first installment but fails to pay the second or third installment, they must pay the unpaid amount during the next installment payment period. (In this case, 'g' does not apply)
 - d. The carry-over of unpaid amounts to the next installment period (as mentioned on 'c') is allowed only once per semester. If a student fails to pay during the designated installment periods more than once in a semester, their registration will be canceled, and they may be dismissed for non-registration. In such cases, the previously paid installments will be refunded according to relevant regulations.
 - e. If a student who has paid at least one installment takes a leave of absence or withdraws :
 - 1. If the total paid installments exceed the refundable tuition, the excess will be refunded according to relevant regulations.
 - 2. If the total paid installments are less than the refundable tuition, the student must pay the outstanding balance.
 - f. For the final installment chosen by the student, the payment must be made within the designated period, and no carry-over to the next period is allowed. (Ex: A student who chooses for four installments cannot defer the payment of the fourth installment to a fifth installment period.)
 - g. Failure to pay any installment within the designated period may result in restrictions on installment payment applications for the following one semester.

Jan. 3, 2025

Associate Vice President of Academic Affairs