

**Notice for paying Tuition fees
for the 2025 Spring Semester
(Enrolled Students/Admitted
Undergraduate Students)**

KAIST



Office of Academic Affairs

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1. Overview

This information gives a guideline of making a payment for tuition fees for the 2025 Spring semester. Please refer to the notice carefully so that you will not be disadvantaged.

2. Tuition Fees Payer

- KAIST enrolled students (including those who will study at other universities without taking an official leave of absence) as of the 2025 Spring semester
- Students who will return to school for the 2025 Spring semester following a temporary academic leave of absence
- KAIST admitted undergraduate students

3. Detailed Schedules

No	Period	Period
1	Paying tuition fees	2025. Feb. 17.(Mon.) 09:00 ~ 2025. Feb. 21.(Fri.) 17:59
2	Beginning of 2025 Spring semester	2025. Feb. 24.(Mon.)

※ Dates above can be changed.

4. How to check/print your Payment bill & payment status you have made

- 1) Checking/Printing your bill to be paid Available from 2025. Feb. 10 (Mon.), 10:00AM
 - Visit the following website (<http://portal.kaist.ac.kr>)
 - ① Log in with your portal ID and password
 - ② Click 'Academic' icon under search box
 - ③ New window pops up. (Academic portal)
 - ④ Click 'Registration' under 'Academic Affairs'
 - ⑤ Click 'Breakdown of Fee payment Details'. / Click 'Bill print' button at the bottom
 - ⑥ You can send your bill to whom may it concern by clicking 'Send the bill via email' button.
- 2) Checking payment status you have mad
 - Visit the following website (<http://portal.kaist.ac.kr>)
 - ① Log in with your portal ID and password
 - ② Click 'Academic' icon under search box
 - ③ New window pops up. (Academic portal)
 - ④ Click 'Registration' under 'Academic Affairs'
 - ⑤ Click 'Breakdown of Fee payment Details'.
 - Check whether the exact payment date has been entered in the fields for 'Tuition payment date', 'Student fee payment date', 'SHIA Register fee payment date'
 - ⑥ Click 'Print Tuition payment Certificate' on the left side. Click 'output' Button to check your payment certificate for a year.

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 stipendII (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 stipendII 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.

6. Paying Graduate Student Association fee (optional)

Billed along with tuition fees. (For those who are exempted from paying tuition fees, Student Association fee will solely be billed.)

- ※ Included departments and programs belonging to the College of Business in Seoul(Hongneung) Campus since the Spring semester of 2023

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.
- Refunds will be completed within 10 days after your academic status has been completely changed.

※ Table for refunding tuition fees due to a temporary academic leave of absence or voluntary permanent academic leave, etc. (Beginning of 2025 Spring semester: 2025.2.24)

Class	Reference Date	Amount to be refunded
Full Refund	Until deadline to add/drop courses (~2025.3.4)	Full refund
Partial Refund	After deadline to add/drop courses up to 30 th day as from the beginning of 2025 Spring semester(2025.3.5.~3.25)	5/6 of amount paid (Health Association fee, and Student Association fee are not refundable)
	Up to 60 th day from 31 st day as from the beginning of 2025 Spring semester (2025.3.26.~4.24.)	2/3 of amount paid (Health Association fee, and Student Association fee are not refundable)
	Up to 90 th day from 61 st day as from the beginning of 2025 Spring semester (2025.4.25.~5.24.)	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 2025 Spring semester(2025.5.25.~)	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, labor and 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 (Feb.14, 17:59, 2025) and are allowed to delay payment until Mar.28, 17:59, 2025

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 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
(Seoul campus)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	mrjeong@kaist.ac.kr
Student Health Association	Student Health Association	4717	thkim0216@kaist.ac.kr
Graduate Student Association Fee	Graduate Student Association	2071	gsa@gsa.kaist.ac.kr
Graduate Student Association Fee (Seoul Campus)	Graduate Student Association(Seoul)	-	bearpooh1@kaist.ac.kr

Jan 14, 2025

Associate Vice President of Academic Affairs

[Attachment 1]

Undergraduate Tuition fee for students in their 9th semester or later (extra semester)

Enrolled credits	Tuition (KRW)
0~3	381,000
4~6	572,000
7~9	1,144,000
10 or more	1,717,000

- Students who have applied for a minor program or a special major within their first 8 semesters are exempt from paying tuition fees for 1 extra semester (9th semester).

- Students who have applied for a double-major program within their first 8 semesters are exempt from the tuition fee for 2 extra semesters (9th and 10th semester).

- Students who studied at another domestic/overseas university/graduate school or participated in the Co-op internship program via a ' dispatch without a leave of absence' for more than 60 days (excluding those that occurred during vacation) are exempt from paying tuition fees for 1 extra semester (9th semester).

※ Only 1 of the 3 above exemptions can be applied for each student. The maximum number of extra semester for which a student can be exempt from tuition fee is 2 semesters.

※ **Payment period : 2025. 2. 17(Mon.) 09:00 ~ 2025. 2.21(Fri.) 17:59**

Students who add/drop credits will be notified of any additional payments/refunds they will need to pay/receive after the course withdrawal period.

Graduate Tuition etc.

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

Year Admitted		Tuition (A)	School supporting Fee (B)	Total (A-B)	Remarks	
MANDATORY	Admission fee		-	-	-	
	Students on Government Scholarship		9,559	8,809	750	
	KAIST Scholarship student		9,559	5,211	750	Tuition
					3,598	Tuition(StipendII) (Former) Amount to be paid by advisor
	Students on General scholarship	Admitted in 25'	9,559	-	9,559	
		Admitted in 24'	9,559	2,755	6,804	
		Admitted up to 23'	9,559	5,511	4,048	
	Professional master's program students		9,559	-	9,559	Except Master of Entrepreneurship & Innovation
	Students on Extended Semesters		750	-	750	
	Seoul campus	Management Engeneering	KAIST Scholarship student Students on General Scholarship	7,004	-	7,004
Students on Extended Semesters			1,051	-	1,051	
Specialized programs (MBA/MS)		Additional Standard				
OPTIONAL	Student Health Association				48	New members
					45	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.
- ※ 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 Springs under **StipendII**, among the tuition paid by the student. (StipendII may be paid in installments)

Table payment for undergraduate students(Extended semesters)

(unit : won, / semesters)

Registered credits	Tuition fee
0~3 credits	381,000
4~6 credits	572,000
7~9 credits	1,144,000
10 credits more	1,717,000

- ※ Different tuition fees are charged according to the number of credits registered in the semester.

Specialized programs(MBA/MS) Education fee

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

Major	Education fee
KAIST MBA	13,200
Impact MBA	13,200
TMBA	12,600
EMBA	21,000 (Admitted in 2024)
	22,000 (Admitted in 2025)
FMBA	15,910
IMMBA	20,090
SEMBA	12,600
	13,200
	(Students admitted 2022 and onwards)
PMBA	8,200 (Admitted in 2024)
	8,300 (Admitted in 2025)
IMMS	10,500
MFE	15,910
Green Business and Policy Program	12,360
DFMBA	12,000



Application 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: until **3/28 17:59**.

DATE : . . .

APPLICANT : (SIGNATURE)

ACADEMIC ADVISOR : (SIGNATURE)

DEPARTMENT HEAD : (SIGNATURE)