

**Notice for paying Tuition fees
for 2025 fall Semester
(Admitted Graduate Students)**



Office of Academic Affairs

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CONTENTS

1. Overview	p.1
2. Tuition Fees Payer	p.1
3. Detailed Schedules	p.1
4. How to check/print your payment bill & payment status you have made	p.1
5. Payment procedure	p.2
6. Paying Student Association fee (optional)	p.2
7. Refunding Tuition fees	p.3
8. Measure on Non-payment	p.3
9. Notes	p.3
10. Contact Information	p.4
※ Graduate Tuition List	p.5
※ Tuition Fee Refund Request Form	p.6

1. Overview

This information gives a guideline of making a payment for tuition fees for 2025 fall semester. Please read the notice very carefully in order not to be disadvantaged.

2. Tuition Fees payer

- Newly enrolled graduate students (Including students progressing to higher degree)

3. Detailed Schedules

No	Period	Period
1	Paying tuition fees	2025. Jul.28.(Mon.) 10:00 ~ 2025. Aug.1.(Fri.) 17:59
2	Beginning of 2025 fall semester	2025. Sep.1.(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. Jul. 21.(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.
- If a sponsoring company/organization pays a student's tuition fees, the person in charge can verify the virtual account number from the bill provided by the students and proceed with the payment.

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.)

※ Academic Registration Team does not handle Student Association fee refund.
Please contact the student association of each campus(Daejeon/Seoul) directly.

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 an 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 2025 fall semester: 2025.9.1.)

Class	Reference Date	Amount to be refunded
Full Refund	Until deadline to add/drop courses (~2025.9.8.)	Full refund
Partial Refund	After deadline to add/drop courses up to 30 th day as from the beginning of 2025 fall semester(2025.9.9.~9.30.)	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 fall semester (2025.10.1.~10.30.)	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 fall semester (2025.10.31.~11.29.)	1/2 of amount paid (Health Association fee, and Student Association fee are not refundable)
No Refund	From 91 st day as from the beginning of 2025 fall semester(2025.11.30.~)	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 returning 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 you try to pay to the wrong account numbers.
- 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
(Management Engineering) Scholarship for School Supporting Fee & Student Loan	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)	GSA (Seoul)		bearpooh1@kaist.ac.kr

July, 1, 2025

Associate Vice President of Academic Affairs

[Attachment 1]

☐ Graduate Tuition List

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

Year Admitted				Tuition (A)	School supporting Fee (B)	Total (A-B)	Remarks
MANDATORY	Admission fee			-	-	-	
	Tuition	Daejeon	Students on Government Scholarship	9,559	8,809	750	
			KAIST Scholarship student	9,559	5,211	750 3,598	Tuition (Former) Amount to be paid by advisor
			Students on General scholarship	9,559	-	9,559	
			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			New members
				45			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	22,000
PMBA	8,300
FMBA	15,910
MFE	15,910
DFMBA	12,000
IMMS	10,500

		Tuition Fees Refund Request Form	
◎ 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			
<p style="text-align: center;">I cordially ask to receive tuition fees paid.</p> <p style="text-align: center;">DATE : . . .</p> <p style="text-align: center;"> APPLICANT : (SIGNATURE) </p>			

※ 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]