

**Notice for paying Tuition fees  
for 2016 2nd Semester  
(Enrolled Students)**

**KAIST**



**Office of Academic Affairs**

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## Notice for paying Tuition fees for 2016 2nd Semester (Enrolled Students)

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# 1. Overview

This information gives a guideline of making a payment for tuition fees for 2016 2nd 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 other universities without taking official leave of absence as of 2016 2nd semester)
- Those who will return to school for 2016 2nd after temporary academic leave of absence

## 3. Detailed Schedules

No	Period	Period
1	Paying tuition fees	2016. Aug. 22 (Mon) 09:00 - 2016. Aug. 26 (Fri) 23:59
2	Beginning of 2016 Fall (Daejeon campus)	2016. Sep. 1 (Thu)
3	Beginning of 2016 Fall (Seoul campus)	2016. Sep. 1 (Thu)

※ Please note that bank accounts for paying on the last day (Aug. 26) will be activated by 23:59

※ 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 2016 . Aug. 12, 13 : 00 )

A. General Users

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

=> Put in your student ID 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 'Payment'

④ Click 'Student Service'

'⑤ Click 'Breakdown of Fee Payment Details'

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 (<http://cais.kaist.ac.kr/payment>)

=> Put in your student ID 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 ' Payment '
- ④ Click 'Student Service'
- ⑤ Click 'Breakdown of Fee Payment Details'

## 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 date of birth of the student

## 6. Paying Graduate Student Association fee (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 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 online application at "Academic School Register Change" under KAIST Academic System with uploading a copy of bankbook.
- 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	Until deadline to add/drop courses	Full refund
Partial Refund	After deadline to add/drop courses up to 30 <sup>th</sup> day as from the beginning of 2015 1st	5/6 of amount paid (Admission fee, Health Association fee, and Student Association fee are not refundable)
	Up to 60 <sup>th</sup> day from 31 <sup>st</sup> day as from the beginning of 2015 1st	2/3 of amount paid (Admission fee, Health Association fee, and Student Association fee are not refundable)
	Up to 90 <sup>th</sup> day from 61 <sup>st</sup> day as from the beginning of 2015 1st	1/2 of amount paid (Admission fee, Health Association fee, and Student Association fee are not refundable)
No Refund	From 91 <sup>th</sup> day as from the beginning of 2015 1st	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( 2016. Aug. 26) and are allowed to delay payment until maximum 1month. (2016. Sep. 21)

## 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(Daejeon Campus)	Academic Registrar	2362~3	registrar@kaist.ac.kr
Tuition(Seoul Campus)	College of Business	02-958-3212	gyho@kaist.ac.kr
Scholarship for School Supporting Fee & Student Loan	Student Affairs	2163	myfriend@kaist.ac.kr
Student Health Association	Student Health Association	2177	llesj@kaist.ac.kr
Graduate Student Association Fee	Graduate Student Association	2071	gsa@gsa.kaist.ac.kr

2016 . 7 . 25

Dean of Academic Affairs

[Attachment1]

International Undergraduate Tuition etc. (Up to 4years)

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

Year Admitted	Standard			Exempted*			Actual Charge (A-B)	Remarks
	Tuition	School Supporting Fee	Total(A)	Tuition	School Supporting Fee	Total(A)		
2016	3,433	-	3,433	3,433	-	3,433	-	
2007~2015	1,743	1,690	3,433	1,743	1,690	3,433	-	
~2006	-	1,218	1,218	-	-	-	1,218	
Student Health Association							38	New members
							35	Enrolled Members

※ Students on scholarship are decided by the Committee of Student Merit & Punishment.

※ For those who are on the rule of ICU tuition, additional standard will be applied.

International Undergraduate Tuition etc.(After 4years)

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

Credits Registered	Calculation*	Tuition	School Supporting Fee	Total
0~3	1/9 of Standard	194	188	382
4~6	1/6 of Standard	291	282	573
7~9	1/3 of Standard	581	564	1,145
Over 9	1/2 of Standard	872	845	1,717

Relevant school regulation is being revised to change calculation.

※ Tuition is graded with the number of credits registered.

※ Payment Period

① 1st period : Regular payment period [2016. Aug. 22 (Mon) ~ 2016. Aug. 26 (Fri) 23:59]

② Additional payment or refund period : Around the end of Nov. (Only for those who add or drop courses.)

※ For those who are on the rule of ICU tuition, additional standard will be applied.

※ Notice for Tuition exempted(after 4years)

Classification	Contents	Remarks
Students on Minor or Double Major	- Minor . Tuition is exempted for 9th semester but School supporting fee is charged - Double Major . Tuition is exempted for 9th & 10th semester but School supporting fee is charged	In case a student cancels Minor or Double Major, tuition exempted needs to be reimbursed.
Students on Exchange program	- Exchange Students at other universities during more than 2 months during regular semesters.(Except for the period of vacation) . Tuition is exempted for 9th semester but School supporting fee is charged	
Benefits overlapped	- Students on taking Minor, Double Major, or completing Exchanging program are not under benefits overlapped.	- Students on Minor or Exchange program : Max 1 semester - Students on Double Major : Max 2 semesters

□ International Graduate Tuition etc.

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

Year Admitted				Tuition (A)	School supporting Fee (B)	Total (A-B)	Remarks		
M A N D A T O R Y	T u i t i o n	Daejeon campus	2010~	Students on government scholarship	9,559	8,635	924		
				KAIST scholarship student	9,559	5,511	450	Those who pay tuition Fees on their own	
				Students on General Scholarship	9,559	5,511	4,048	Those who are sponsored by their academic advisor	
			2007~2009	Students on government scholarship	9,559	9,109	450		
				KAIST scholarship student	9,559	5,511	450	Those who pay tuition Fees on their own	
				Students on General Scholarship	9,559	5,511	4,048	Those who are sponsored by their academic advisor	
			~2006	Students on government scholarship	450	-	450		
				KAIST scholarship student	4,048	-	450	Those who pay tuition Fees on their own	
				Students on General Scholarship	4,048	-	4,048	Those who are sponsored by their academic advisor	
			students on exceeding the standard period of school attendance	2010~	924	-	924	Same as Korean Graduate Students on Government Scholarship	
				~2009	450	-	450		
			Seoul campus	Management Engeneering	students within the standard period of school attendance	KAIST Scholarship student	7,004	-	7,004
		students on exceeding the standard period of school attendance			Students on General Scholarship	1,051	-	1,051	
		Specialized programs (MBA/MS)		Additional Standard					
		OPT ION AL	Student Health Association				38	-	38
				35	-	35	Enrolled Members		
Graduate Student Association Fee				34	-	34			

※ Notice for Tuition exempted(students on exceeding the standard period of school attendance)

<b>Classification</b>	<b>Contents</b>
Students on Exchange program	- Exchange Students at other universities during more than 2 months during regular semesters.(Except for the period of vacation)



## Petition form for Postponement of Tuition fees payment

**◎ PERSONAL INFORMATION**

<b>DEGREE PROGRAM (BS/MS/PhD/MS+PhD)</b>	
<b>DEPARTMENT</b>	
<b>STUDENT ID</b>	
<b>NAME</b>	

**◎ REASON FOR POSTPONEMENT**

**◎ Expected date for Payment**

\* Maximum date allowed for delaying payment : 2016 . Sep . 21.

**DATE :**       .       .       .

<b>APPLICANT</b>	:		<b>(SIGNATURE)</b>
<b>ACADEMIC ADVISOR</b>	:		<b>(SIGNATURE)</b>
<b>DEPARTMENT CHAIRPERSON</b>	:		<b>(SIGNATURE)</b>