2019 Spring Semester

Tuition Payment Information

KOREA UNIVERSITY

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Regular Payment

1. Eligible Applicants

a. Enrolled Students

b. Returning Students

c. Readmitted Students (undergraduate)

*Readmitted graduate students will be notified of their tuition charges after readmission applications are submitted to the graduate school.

2. Tuition Payment Period (Enrolled Students)

Classification	Bill Printing Period	Payment Period
Regular Payment	February 14 - 27, 2019 (by 16:00)	February 21 - 27, 2019 (by 16:00)
Final Payment	March 13 - 15, 2019 (by 16:00)	March 13 - 15, 2019 (by 16:00)

3. Printing Tuition Bills

KUPID→ Tuition Payment/Scholarship→ Tuition Bills→ Optional Payments (select or cancel) → Print Bills

※ Readmitted students must print bills through a bill print shortcut on the school website

a. Students must check the Other Payments section and select (or cancel) optional payments before printing tuition bills.

b. Tuition must be paid in a lump sum. Future additional payments or other payments are non-refundable.

*If the bill printing screen is blank, close all Internet Explorer windows and reopen them.

Payment in Installments

1. Eligible Applicants

- Students who have paid the first installment after submitting a payment in installments application online within the application period*

- The following students are NOT eligible for payment in installments:

a. Freshmen, transfer students, readmitted students, and students on a leave of absence in the first semester of 2019

b. Students registered for an extra semester (exceeding their ninth undergraduate semester or fifth graduate semester) in the first semester of 2019

c. Research students who have completed their graduate courses (completed-research students)

*All students with scholarships amount less than 25% of their tuition without any scholarship reductions are eligible.

2. Application Period

Classification	Application Period	Payment in Installments Approval
Apply	February 20 – 27, 2019 (by 16:00)	College/School's department offices and administration offices

3. Application Method

KUPID→ Tuition Payment/Scholarship→ Payment in Installments Application→ Apply

4. Payment in Installments Period

Period	Bill Printing and Payment Period
First Payment	March 5 - 7, 2019 (by 16:00)
Second Payment	April 1 - 3, 2019 (by 16:00)
Third Payment	May 1 - 3, 2019 (by 16:00)
Fourth Payment	June 3 - 5, 2019 (by 16:00)

5. Printing Bills for Payment in Installments

KUPID→ Tuition Payment/Scholarship→ Tuition Payment in Installments Bill→ Print

6. Amount of Payment in Installments

Classification	Amount of Payment
First Payment	25% of tuition fees+ Other optional fees
Second and Third Payments	25% of tuition fees

Fourth Payment	25% of tuition fees – scholarship amount (will be deducted or separately awarded)

7. Notice

a. Students who have made the first payment must make the second, third, and fourth (final) payments.

b. Students who have made the first payment are considered enrolled students.

c. If the final payment is not made, the student's enrollment will be canceled, and the first, second, and third payments will not be returned.

d. If tuition is not paid in full by the payment deadline, the student will be expelled from school pursuant to relevant regulations.

e. If students who have made the first, second, or third payments wish to withdraw or take a leave of absence from school, they must pay the remaining balance in full. (Tuition refund regulations for withdrawing students will be applied later.)

f. Scholarship recipients (students who have applied for the payment in installments of less than 25% of tuition) will receive the fourth bill with the amount due after the scholarship deduction has been applied.

g. If a student does not pay his or her tuition within the designated period, he or she will not be eligible to pay in installments for the following semester.

8. Application Procedure for Online Payment in Installments

a. KUPID → Login → Tuition Payment/Scholarship → Tuition Payment in Installments Application

b. Click Application after reading the instructions regarding payment in installments.

c. Check personal and guardian's information. Make corrections if needed.

d. Complete application by clicking the checkbox for guardians' consent after consulting with guardians. Type in a guardian's cell phone number.

(A guardian's consent is not required for graduate students.)

e. Print out your bill by clicking Payment in Installments Bill for the given period after receiving approval for payment in installments.

f. Make payments within the designated period.

g. Students wishing to cancel payment in installments must click Cancel Payment in Installments before making the first payment. (They must then print out a regular tuition bill during the tuition payment period and pay tuition in full.)

h. Approval for payment in installments is made by tuition-related offices (college administration offices and department offices).

Tuition Reductions for Students Doing Extra Semesters

1. Eligible Applicants

a. For undergraduates, students in their ninth or later semesters who register for less than 9 credits

-For the Department of Architecture in the College of Engineering, students in their eleventh or later semester

-Dual degree students in their third or later semester after their major fields have been determined

-Transfer students in their fifth or later semester

b. For the Graduate School students in their fifth or later semester who register for less than 3 credits

-For the master's/doctorate integrated program, students in their ninth or later semester

-Research students who have completed their graduate courses are excluded.

c. For the Specialized Graduate School or Professional Graduate School, students over regular semesters who have registered for less than 3 credits

2. Application Period

*Procedure: Enrolled student application → Approval (college administration and department offices) → Print out after the bill printing period

Period	Application Period	Approval (College Administration and Department Offices)
Application	March 6 - 11, 2019 (by 12:00)	March 11, 2019 (13:00)

3. Application Method

KUPID→ Tuition Payment/Scholarship→ Low Credits Tuition Reduction Application (appears only to eligible students) → Select the reduction type that matches your registered credits

4. Registration Period for Reduced Tuition Payment for Extra Semesters

Period	Bill Printing Period	Payment Period
Payment	March 13 - 15, 2019 (by 16:00)	March 13 - 15, 2019 (by 16:00)

5. Printing Out Reduced Tuition Bills

KUPID→ Tuition Payment/Scholarship→ Tuition Bills→ Optional Payments (select or cancel) → Print Bills

6. Payment Amount

Classification	Registered Credits	Amount of Payment
College	1-3 Credits	1/6 of Tuition
	4-6 Credits	1/3 of Tuition
	7-9 Credits	1/2 of Tuition
Graduate School	1-3 Credits	1/2 of Tuition

*Base regulation: Article 4-7 of Regulations on College Tuition in the Ordinance of the Ministry of Education

7. Notice

a. Tuition reduction is approved by college administration offices only when credits and tuition reduction type match.

b. Reduced tuition bills can be printed out after the college approval period.

c. If credits change after payment has been made, refund/redemption settlements will be made by mid-April.

* KUPID→ School Registry/Graduation → School Registry Contents→ Check School Registry Contents→ Check Bank Account Number

d. If students fail to apply during the application period, contact college administration offices for refunds.

e. Applicants for a leave of absence should not apply for tuition reductions in the relevant semester. They must apply when they return to school.

f. Tuition reduction applicants must contact the Student Loan Department if errors occur while implementing Korea Scholarship Foundation Student Loans. (An error occurs if the reduced billing amount and the tuition amount reported to the Korea Scholarship Foundation do not match.)

g. Exchange students must contact college administration offices after their official university transcripts have been received.

Research Tuition Payment

1. Research Tuition Payment

Classification (Semester)	Amount	Name of Tuition	Note
Complete Research Semester	2% of Tuition	Research Tuition	
Thesis Examination Semester	7% of Tuition	Thesis Examination Tuition	

*If students fail to pay research tuition, their school facility use (including libraries), research participation, and student ID reissuance may be restricted. Please contact the

Graduate School Administration Office for details.

2. Research Tuition for Complete Research Students

a. Eligible Applicants: Students who have completed their coursework

b. Registration for Research Semester: applicable only for graduate schools with research guidance program

Classification	Bill Printing Period	Payment Period
Regular Payment	Feb. 14 - 27, 2019 (by 16:00)	Feb. 21 - 27, 2019 (by 16:00)
Final Payment	Mar. 13 - 15, 2019 (by 16:00)	Mar. 13 - 15, 2019 (by 16:00)

3. Thesis Examination Tuition

a. Eligible Applicants: Students who have applied for a thesis examination (General enrolled students will not be notified.)

b. Application Period:

Application Period
Apr. 15 – Apr. 18, 2019 (by 16:00)

c. Application Method

KUPID→ School Register/Graduation→ Thesis Examination Application

d. Thesis Examination Tuition

Bill Printing Period	Payment Period
Apr. 30 - May 2, 2019 (by 16:00)	May 1 - 2, 2019 (by 16:00)

4. For Students Who Have Completed Courses Before 2014 and Prepaid Thesis Examination Tuition:

a. Students who did not apply for a thesis examination: 2% of tuition + other payments (medical expense deductions)

b. Students who applied for a thesis examination: 0% of tuition + other payments (medical expense deductions)

*Students with bills of KRW 0 must visit Hana Bank in person to report their bills.

5. Miscellaneous

Refer to notices regarding graduate thesis examination applications for details.

Payment Methods and Confirmation (Common)

1. Payment Methods

a. Transfer the full amount of tuition (including other payments) to the individual Hana Bank account designated on the tuition bill through any nationwide bank, ATM, Internet banking, or phone banking.

-Divided transfers are unavailable. Students must check their transfer limits beforehand (e.g., ATM limit for each transfer and Internet banking transfer limits).

-Transfers through other banks may incur transfer fees.

b. The remitter does not have to be the student, but payment must be made via the student's virtual account*.

c. If a full scholarship student does not select an optional payment item (actual billing amount: KRW 0), the student must visit Hana Bank in person.

*Virtual Account: KU assigns a virtual account number to each student. If the amount deposited in the virtual account matches the tuition billing amount, the tuition payment process for the student is automatically completed.

Banking procedure

◎ Hana Bank Internet Banking

Hana Bank website→ Individual Internet Banking Certificate Login→ Bills→ College Tuition Fee→ Select a School→ Type Student ID Number

◎ Hana Bank ATM, Phone Banking → Bills→ College Tuition Fee→ Select a School→ Type Student ID Number

Payment error cases include omission of mandatory payments, divided transfers, inaccurate transfer amounts, and inaccurate account numbers.

2. Payment Confirmation

a. Tuition Payment Status: Check 10 minutes after payment

KUPID→ Tuition Payment/Scholarship→ Check Tuition Payment Status in the Tuition Payment Details Section

The tuition payment details show the billing amount only. To print out a receipt for

tuition payment, use the following method:

b. Tuition Payment Receipt: Check 10 minutes after payment

KUPID→ Information/Life→ Internet Certificate System→ Certificate Request→ Print Tuition Payment Certificate (An educational expenses payment certificate is required for an income tax exemption for year-end tax adjustment.)

3. Inquiries About Tuition Payments

a. Since virtual account deposit and bill printing are only available during the tuition payment period, students must make any inquiries within that period. Information regarding tuition charges and payments can be found at the following:

Reference

◎ FAQ: KU Website → Academics → Enrollment/Scholarship → Tuition Payment Info.

◎ Tuition List: KU Website → Information Release → Prerelease of Information → Tuition List

◎ The tuition amount is determined by the Tuition Review Committee. (Refer to relevant minutes.)

KU Website → Information Release → Prerelease of Information → Tuition Review Committee → Minutes Reference

Issuance of Tuition Payment Certificates and Receipts

1. Certificate of Tuition Payment

a. Tuition (admission fee + tuition fee): Certificate of Tuition Payment and Certificate of Educational Expenses Payment

b. Other Payments: Certificate of Tuition Payment

c. Summer/Winter Semesters: Certificate of Educational Expenses Payment

d. Scholarship: Checking scholarship awards/ Scholarship Certificates

2. Issuance Method for Students (Online Certificate System or One-stop Certificate)

◎ Online Certificate System

a. Certificate of Tuition Payment (available only to enrolled students; not available to students on a leave of absence)

- KUPID→ Information/Life→ Online Certificate System→ Certificate Request→ Certificate of Tuition Payment

b. Certificate of Educational Expenses Payment

- KUPID→ Information/Life→ Online Certificate System→ Certificate Request→ Certificate of Educational Expenses Payment

◎ Office of Academic Affairs (Certificate)

a. Automatic certificate issuing machine

b. Issuance by fax; telephone inquiries

3. Issuance Method for Administration

a. Certificate of Tuition Payment

- KUPID→ School Administration→ [Full] Basic Print→ Certificate of Tuition Payment

b. Certificate of Educational Expenses Payment

- KUPID→ Information/Life→ [Undergraduate][Graduate] Basic Print→ Certificate of Educational Expenses Payment

4. Issuance of Tuition Payment Receipt for Students

a. http://portal.korea.ac.kr→ Login

b. Information/Life→ Online Certificates→ Click Certificate Request

-Request certificates only after reading instructions carefully and checking if they can be printed.

-Shared printers cannot be used.

d. Certificate Requests

-Certificate of Tuition Payment

-Certificate of Educational Expenses Payment

e. Select a Year

f. Click Payment

g. Click Print

Other Payments(option)

1. Healthcare Expenses

For disease prevention and the promotion of student health, medical treatment, medication, and health screening services are provided by school doctors.

Classification	New Students	Enrolled Students	Note
Undergraduate	KRW 7,000	KRW 7,000	
Graduate	KRW 7,000	KRW 7,000	

2. Medical Expense Deductions

From any medical expenses paid by students during the school term which qualify, health insurance deductibles will be refunded.

Classification	New Students	Enrolled Students	Note
Undergraduate	KRW 13,500	KRW 10,500	
Graduate	KRW 15,500	KRW 12,500	

3. Alumni Association Fees

Along with alumni association membership, annual alumni association fees paid by students are used for scholarship funding, the publication and distribution of alumni association newsletters, and school sponsorships.

4. Student Council/Newsletter Fees

Student council/newsletter fees are used for student council operation and newsletter

publication.

Classification	Student Council Fee	Newsletter Fee (Seoul campus)	Newsletter Fee (Sejong campus)	Note
Undergraduate	KRW 8,000	KRW 3,000	KRW 1,900	
Graduate School	KRW 10,000			The newsletter fee is included in student council fees.
Professional/ Specialized Graduate School	Separate	Separate	Separate	Student council may ask for separate individual payments.

5. Other Payment Inquiries (Department names are subject to change.)

Content	Department	Phone	Note
Healthcare Fees	Student Health Center in the Student Welfare Department	02) 3290-1571~2	Seoul Campus
	Student Health Center at the Student Welfare Team	044) 860-1035	Sejong Campus
Medical Expense Deductions	Student Health Center in the Student Welfare Department	02) 3290-1573	Seoul Campus

	Student Health Center at the Student Welfare Team	044) 860-1037	Sejong Campus
Alumni Association Fees	Alumni Association	02) 921-2591	02) 3290-1114
Student Council Fees	Student Council	Contact Student Council	02) 3290-1114