# 2020 Fall Semester

# Tuition Payment Information

**KOREA UNIVERSITY**

# LIST

◉ Tuition Payment

◉ Other

## 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 | August 17 - 28, 2020 (by 16:00) | August 21 - 28, 2020 (by 16:00) |
| Final Payment | September10 - 14, 2020 (by 16:00) | September10 - 14, 2020 (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 | August 21– 27, 2020 (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 | September 2 - 4, 2020 (by 16:00) |
| Second Payment | October 1 - 6, 2020 (by 16:00) |
| Third Payment | November 2 - 5, 2020  (by 16:00) |
| Fourth Payment | December 1 - 4, 2020  (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 Payment 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 | September 3 - 9, 2020 (by 12:00) | September 9, 2020 (14:00) |


## 3. Application Method

KUPID→ Tuition Payment/Scholarship→ Apply for Student Doing Extra Semesters (appears only to eligible students) → Select the tuition type that matches your registered final credits

## 4. Registration Period for Tuition Payment for Extra Semesters

| Period | Bill Printing Period | Payment Period |
|--------|---------------------|----------------|
| Payment | September 11 - 17, 2019  (by 16:00) | September 11 - 17, 2019  (by 16:00) |

## 5. Printing 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. Application for Student Doing Extra Semester(s) is approved by college administration offices only when final course credits and tuition type match.

b. 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-October.

  * 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 student's doing extra semester(s)

in the relevant semester. They must apply when they return to school.

f. 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 | Aug. 17 - 28, 2020 (by 16:00) | Aug. 21 - 28, 2020 (by 16:00) |
| Final Payment | Sep. 10- 14, 2020 (by 16:00) | Sep. 10 - 14, 2020 (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 |
|---|
| Oct. 19 – Oct. 22, 2020 (by 16:00) |

c. Application Method

| KUPID→ School Register/Graduation→ Thesis Examination Application |
|---|

d. Thesis Examination Tuition

| Bill Printing Period | Payment Period |
|---|---|
| Nov. 2 - 3, 2020 (by 16:00) | Nov. 2 - 3, 2020 (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 |