

## Guidance on Application for Installment Payment of Tuition and Request to Apply

(※ If a student applies for installment payments for their tuition for their first semester, the student cannot apply for scholarship foundation loans from the Korea Student Aid Foundation (KOSAF, 한국장학재단). Students can apply for scholarship foundation loans from KOSAF from their second semester and onwards even if they apply for installment payments. For inquiries, (Daejeon campus) T.1599-2000, (Seoul campus)T. 02-958-3603

### 1. How to register

a. Number of installments : Choose one among 2, 3, 4 and 5 times

\* **"Certificate of payment"** is available after you paid all installments.

(If you applied for 5 times, after you completed 5<sup>th</sup> payment, certificate can be issued.)

b. Not applicable : Health Insurance/Student Union

c. Application period for installment payment

Category	Application period	Note
Application	July. 24(Mon.) 2023, 10:00 ~ July. 28(Fri.), 2023, 17:30	Additional application/cancellation/change is not allowed outside of this period

※ After the end of the application period for installment payment, it is not possible to change the payment to a lump-sum payment.

d. Installment Payment Registration Period

Category	Registration Period	Note
1st installment	2023.07.31.(Mon) ~ 08.04.(Fri)	First day 10:00 ~ Last day 17:59
2nd installment	2023.08.28.(Mon) ~ 09.01.(Fri)	
3rd installment	2023.09.25.(Mon) ~ 10.02.(Mon)	
4th installment	2023.10.23.(Mon) ~ 10.27.(Fri)	
5th installment	2023.11.20.(Mon) ~ 11.24.(Fri)	

e. Application/change procedures

KAIST Portal (<http://portal.kaist.ac.kr>) -> Academic System -> Tuition/scholarship -> Tuition -> (new page) -> Application for installment payment -> "Application/cancellation of installment payment of tuition" (available for both individual payment and institution payment)

f. Printout of the tuition bill for installment payment

During the registration period, KAIST Portal (<http://portal.kaist.ac.kr>) -> Academic System -> Tuition/scholarship -> Tuition -> (new page) ->

Application for Installment Payment -> "Printout of the tuition bill for installment payment "

2. How to process registration

- a. An applicant who has paid the first installment is deemed to have completed the registration.
- b. If an applicant who has paid the first installment fails to pay the second or third installment, it is allowed to pay the amount including the unpaid amount during the 3rd or 4th installment payment period. (In this case, it is not subject to the Article 'g')
- c. If an applicant fails to pay installment payment two times, registration shall be cancelled, resulting in expulsion due to unregistered student status, in accordance with relevant regulations; the amount of tuition paid shall be returned in accordance with relevant regulations.
- d. If an applicant who has paid installment more than once takes a leave of absence or withdraws from school,
  - a) If the amount paid is more than that to be returned, the amount to be returned will be determined in accordance with relevant regulations.
  - b) If the amount paid is less than that to be returned, he/she must pay the balance.
- e. If an applicant who has paid installment more than once takes a leave of absence or withdraws from school, and the amount of tuition payable is more than that to be returned, he/she must pay the difference.
- f. If an applicant fails to pay installments by the final registration deadline for installment payment, registration shall be canceled, resulting in expulsion due to unregistered student status, in accordance with relevant regulations; the amount of tuition paid shall be returned in accordance with relevant regulations.
- g. In the case you do not meet the installment deadline, you can not apply for the installment in the next one semester.

Inquiries: Academic Registrar's Team T.042-350-2366/2368

July. 17, 2023

**Associate Vice President of Academic Affairs**