

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

### 1. How to register

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

\*If you choose to pay over 5 installments, please note that you will not be able to apply for the scholarship foundation loan for the fifth installment. (Deadline for scholarship foundation loan execution: **17:00, May.21st, 2025**/ [Daejeon campus]Tel 042-350-4711, Scholarship & Welfare Team, [Management Engineering], 02-958-3603 )

\* **"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 | Feb. 10.(Mon.), 2025, 10:00<br>~ Feb. 14.(Fri.), 2025, 17:30 | <b>No additional applications or changes outside this period</b> |

※ 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                                       |
|------------------------|-------------------------------------|--|
| <b>1st installment</b> | <b>2025.02.17.(Mon)~02.21.(Fri)</b> | First day 10:00 ~<br>Last day <b>17:59</b> |
| 2nd installment        | 2025.03.10.(Mon)~03.14.(Fri)        |  |
| 3rd installment        | 2025.04.07.(Mon)~04.11.(Fri)        |  |
| 4th installment        | 2025.05.07.(Wed)~05.09.(Fri)        |  |
| 5th installment        | 2025.06.02.(Mon)~06.05.(Thu)        |  |

#### e. Application/change procedures

KAIST Portal (<http://portal.kaist.ac.kr>) log in ⇒ Click 'Academic' icon under search box ⇒ New window pops up (academic portal) ⇒ Click 'Registration' under Academic affairs ⇒ Click 'Apply for installment'

#### f. Printout installment payment bill

KAIST Portal (<http://portal.kaist.ac.kr>) log in ⇒ Click 'Academic' icon under search box ⇒ New window pops up (academic portal) ⇒ Click 'Registration' under Academic affairs ⇒ Click 'Installment payment history' ⇒ Click 'Print an installment bill'

2. Installment payment processing guidelines.
- a. **Students who pay the first installment are considered officially registered.**
  - b. If an installment payment applicant fails to pay the first installment within the designated period, their eligibility for installment payments will be revoked, and they must pay the full tuition during the additional registration period.
  - c. If a student pays the first installment but fails to pay the second or third installment, they must pay the unpaid amount during the next installment payment period. (In this case, 'g' does not apply)
  - d. The carry-over of unpaid amounts to the next installment period (as mentioned on 'c') is allowed only once per semester. If a student fails to pay during the designated installment periods more than once in a semester, their registration will be canceled, and they may be dismissed for non-registration. In such cases, the previously paid installments will be refunded according to relevant regulations.
  - e. If a student who has paid at least one installment takes a leave of absence or withdraws :
    - 1. If the total paid installments exceed the refundable tuition, the excess will be refunded according to relevant regulations.
    - 2. If the total paid installments are less than the refundable tuition, the student must pay the outstanding balance.
  - f. For the final installment chosen by the student, the payment must be made within the designated period, and no carry-over to the next period is allowed. (Ex: A student who chooses for four installments cannot defer the payment of the fourth installment to a fifth installment period.)
  - g. Failure to pay any installment within the designated period may result in restrictions on installment payment applications for the following one semester.

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

Jan, 14, 2025

Associate Vice President of Academic Affairs