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
      * "**Certificate of payment**" is available after you paid all installments.
      (If you applied for 5 times, after you completed 5th payment, certificate can be issued.)
   b. Not applicable : Health Insurance/Student Union
   c. Application period for installment payment

Category	Application period	Note
Application	Jan. 13.(Tue.), 2020, 10:00 ~ Jan. 10.(Fri.), 2020, 17:30	

   d. Installment Payment Registration Period

Category	Registration Period	Note
1st installment	2020.01.13.(Mon.)~01.17.(Fri.)	
2nd installment	2020.02.10.(Mon.)~02.14.(Fri.)	
3rd installment	2020.03.09.(Mon.)~03.13.(Fri.)	First day 09:00 ~ Last day 17:59
4th installment	2020.04.06.(Mon.)~04.10.(Fri.)	
5th installment	2020.04.29.(Wed.)~05.07.(Thu.)	

   e. Application/change procedures
      KAIST Portal (http://portal.kaist.ac.kr) -> Academic System -> Registration/scholarship -> (new window) -> Registration -> **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 -> Registration/scholarship -> (new window) -> Registration -> 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 fails to pay the first installment within the designated period, the installment payment qualification shall be cancelled, and the entire amount must be paid within the additional registration period.
   c. If an applicant who has paid the fist 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 'I'.)
   d. 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.
   e. 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.
   f. 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.
   g. If an applicant fails to pay installments by the final registration deadline for installment payment, 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.
   h. From 2019 spring semester, a student who exceeding the time limit for degree completion can apply for installment up to 2 times.
   I. From 2019 spring semester, in the case you do not meet the installment deadline, you can not apply for the installment in the next one semester.
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Associate Vice President of Academic Affairs