

Tuition Payment Guideline

for enrolled graduate students, Spring 2014

Yonsei University Graduate School

1. Tuition Payment Process

Process	1 st Payment Chance	2 nd Payment Chance
Select miscellaneous fee(s) to pay	2.10(Mon) 09:00 ~ 2.14(Fri) 17:00 (for all students <u>including those in extended semesters</u>)	3.5(Wed) 09:00 ~ 3.7(Fri) 17:00 (only for students who apply for reinstatement in 3 rd and 4 th round)
↓	<ul style="list-style-type: none"> · Please mark ✓ for a miscellaneous fee(s) you wish to pay at Yonsei Portal Site(http://portal.yonsei.ac.kr), which is possible only during the above period. Later, you can make a payment for it along with tuition during the tuition payment period. · Students who fail to click 'Print the bill' button during 1st period cannot repeat the selection process during 2nd period. 	
Print tuition invoice	2.10(Mon) 09:00 ~	Regular : 3.5(Wed) 09:00~ Extended : 3.13(Thu) 09:00~
↓	<ul style="list-style-type: none"> · 'regular' indicates students in regular semesters(1~4 semesters for Master's and Ph.D and 1~6 semesters for Combined) and 'extended' indicates students in extended semesters. · During the period of miscellaneous fee selection, you are able to print out the invoice only after selecting miscellaneous fees to pay and clicking 'Print the Bill' button. · Tuition deduction for students in extended semesters is reflected on the invoice as of Mar 13(Thu). 	
Pay tuition (and miscellaneous fee(s))	2.21(Fri) 09:00 ~ 2.28(Fri) 23:59	3.13(Thu) 09:00 ~ 3.17(Mon) 23:59
	<ul style="list-style-type: none"> · Tuition may be paid via internet banking, phone banking, ATM transfer and teller transactions from all banks. · We recommend you to complete the payment by 16:00 on Mar 17, the time of bank closure, so as to avoid unexpected problems, such as transaction limit excess and so on. 	
Subjects	<ul style="list-style-type: none"> · enrolled students · those who apply for reinstatement in 1st to 3rd round · all applicants for installment 	<ul style="list-style-type: none"> · enrolled students · all applicants for reinstatement · students in extended semesters who have not applied for installment

2. What is Miscellaneous Fees?

A. Overview of Miscellaneous Fees

item	amount (₩)	paid semester	related association	contact										
Graduate Student Association Fee	11,000	every semester	Graduate School Student Association	02-2123-3671										
	·The association works for graduate students' better welfare and more rights. Its main activities include the academic supports through special lectures, conferences and so on, issuance of a newspaper, the design and distribution of student pocketbook.													
Student Health Mutual-aid Association Fee	15,000	every semester	Student Health Mutual-aid Association	(Sinchon) 02-2123-3350~2 (Wonju) 033-760-2682										
	· The association refunds a part of medical and medicine fees paid to any of local hospitals and pharmacies. Those who paid for this fee are also entitled to a discount at Yonsei University Health Service Center.													
Membership Fee for Yonsein.net Association	20,000	3 rd semester	Yonsein.net Association	02-365-0631~4										
	· The goal of the association is to work for the good of alumni, contribute to the development of Yonsei and serve the community. · Membership fee is used for alumni meetings, scholarship projects and publishing alumni bulletin and other publications.													
Graduate Alumni Association Fee	20,000	3 rd semester	Graduate Alumni											
	· The association grants 10 million won of scholarships to graduate students every semester.													
	<table border="1"> <thead> <tr> <th>Semester</th> <th>2012 Spring</th> <th>2012 Fall</th> <th>2013 Spring</th> <th>2013 Fall</th> </tr> </thead> <tbody> <tr> <td>Recipient</td> <td>2</td> <td>2</td> <td>2</td> <td>3</td> </tr> </tbody> </table>				Semester	2012 Spring	2012 Fall	2013 Spring	2013 Fall	Recipient	2	2	2	3
Semester	2012 Spring	2012 Fall	2013 Spring	2013 Fall										
Recipient	2	2	2	3										

B. How to Select Miscellaneous Fees

: Go to <http://portal.yonsei.ac.kr/> → Click on "Tuition and Payment" located on the bottom of the page → Login by typing in ID and password (ID: Your student number; Password: 6 digit date of birth, YYMMDD) → Click "Registration" →

Click "Print/Registration" → Click "miscellaneous fees choice" → Click a miscellaneous fee(s) you wish to pay after copying the sentence starting with "I understand..." in the middle of the screen → Click "Print the bill"

C. Notes

- 1) Selection and correction of miscellaneous fees is only possible during the designated period.
- 2) During the designated period, you can correct the selection of miscellaneous fees after clicking 'temporary save'. However, **no correction is possible after you click 'print the bill'**.
- 3) Scholarship and tuition deduction for students in extended semesters do not appear on the menu of 'miscellaneous fees choice'. Please go to the 'Browse/Registration' menu to check on those.
(※ Tuition deduction for students in extended semesters will be reflected on the invoice as of Mar 13(Thu)).

3. How to Print Tuition Invoice

- ※ To get a copy of the invoice, go to <http://portal.yonsei.ac.kr> → Click on "Tuition and Payment" located on the bottom of the page → Login by typing in ID and password (ID: Your student number; Password: 6 digit date of birth, YYMMDD) → Click "Registration" → Click "Print/Registration" → Click "Browse/Registration" → Click "Print the bill"

4. Payment Method

- A. Tuition must be transferred to an individually assigned virtual Woori Bank account in one installment.
 - ※ Tuition may be paid via Internet banking, phone banking, ATM transfers, and teller transactions from all banks. Please note that ATM transfers have a transaction limit.
- B. Credit card payments can only be made by Woori Bank credit cards (debit cards and corporate cards cannot be used).
 - ※ Payments can be made at nationwide Woori Bank branches or through the Woori Bank website(<http://card.wooribank.com>). You can call the Woori Bank customer service center at 1588-9955 for further information.
- C. Wire transfer
 - 1) If you are not able to pay tuition by any of above ways for staying abroad, please transfer the tuition (and miscellaneous fees) to your virtual account.
 - 2) Since only one time payment is allowed, please consider the exchange rate and

other charges for transferring the money. If the money transferred is more than the tuition fee, the rest will be refunded later.

Bank Information
·Name of Bank(branch) : Woori Bank (Yonsei University branch)
·Recipient : Yonsei University
·Swift Code : hvbkkrex
·Bank Address : 262 Seoungsan-ro, Seodaemun-gu, Seoul 120-749, Korea

5. Verification of Tuition Payment

Please go to <http://portal.yonsei.ac.kr> -> Click on "Tuition and Payment" located on the bottom of the page → Login by typing in ID and password (ID: Your student number; Password: 6 digit date of birth, YYMMDD) → Click "Registration" → Click "Print/Registration" → Click "Print Payment Verification" → Print

6. Tuition Amount for Students in Extended Semesters

Registered Credits	Tuition
1 – 3 credit(s)	1/3 of tuition
4 – 6 credits	2/3 of tuition
7 credits	Full tuition
Students who enrolled "Research Enrollment" without credit(s)	12% of tuition

- A. Tuition fee according to enrolled units.
- B. Tuition invoice is printable [from Mar 13\(Thu\)](#), and tuition payment is only possible during [Mar 13\(Thu\) to Mar 17\(Mon\)](#).
- C. Those who are in extended semesters and applied for installments shall pay 1st installment in 1st tuition payment period.
- D. **Tuition is not refundable for withdrawn credits during withdrawal period.**

7. Installment

- A. Application period: to 2014. 2. 14(Fri)
 - ※ Go to 'Yonsei Portal System(<http://portal.yonsei.ac.kr/main/ss0/indexe.jsp>) → Main Academic Service → Registration → Click on 'Apply for installment' (Cancellation of installments is the same procedure)
- B. Methods and period of installment payment

Installment	Payment Period	Paid Amount	Method
2 installments	1st: 2014. 2. 21 ~ 28	50% of tuition + Miscellaneous Fees	Pay to Woori Bank (virtual account)

Installment	Payment Period	Paid Amount	Method
	2nd: 2014. 4. 8 ~ 11	50% of tuition	※Credit cards cannot be used when paying in installments.
4 installments	1st: 2014. 2. 21 ~ 28	25% of tuition + Miscellaneous Fees	
	2nd: 2014. 3. 25 ~ 28	25% of tuition	
	3rd: 2014. 4. 15 ~ 18	25% of tuition	
	4th: 2014. 5. 7 ~ 12	25% of tuition	

C. Note

- 1) Tuition fee cannot be paid by credit card when paying in installments.
- 2) Installment payment is cancelled if the 1st installment is not paid within the appropriate period and the total amount must be paid during the 2nd payment period.
- 3) If payments are not made during the payment periods, installed payments will be automatically cancelled. The student will be also disqualified for applying for installed payments in the next semester.
- 4) Cannot complete the relevant semester according to school regulations if the tuition is not paid.
- 5) Students who plan for reinstatement can apply for installed payments before the reinstatement is confirmed.
- 6) If a student decides to take a leave of absence or leave school after applying for installed payments, the rest of the unpaid tuition fee must be fully paid in order to process the student's status.
- 7) The reduction of tuition fee or scholarship will be applied to the students' tuition invoices in the last payment period for those who are scholarship recipients or who have exceeded the number of regular semesters.

8. Refund of tuition

A. If students do not finish the semester and apply for a leave of absence(including quitting the school) after paying the tuition, tuition will be refunded as below.

Date	Tuition refund	NOTE
- 3. 17	Full refund of tuition	
3. 18 – 4. 2	5/6 refund of tuition	
4. 3 – 5. 2	2/3 refund of tuition	
5. 3 – 6. 2	1/2 refund of tuition	<u>Deadline for applying general leave of absence: 5. 16</u>

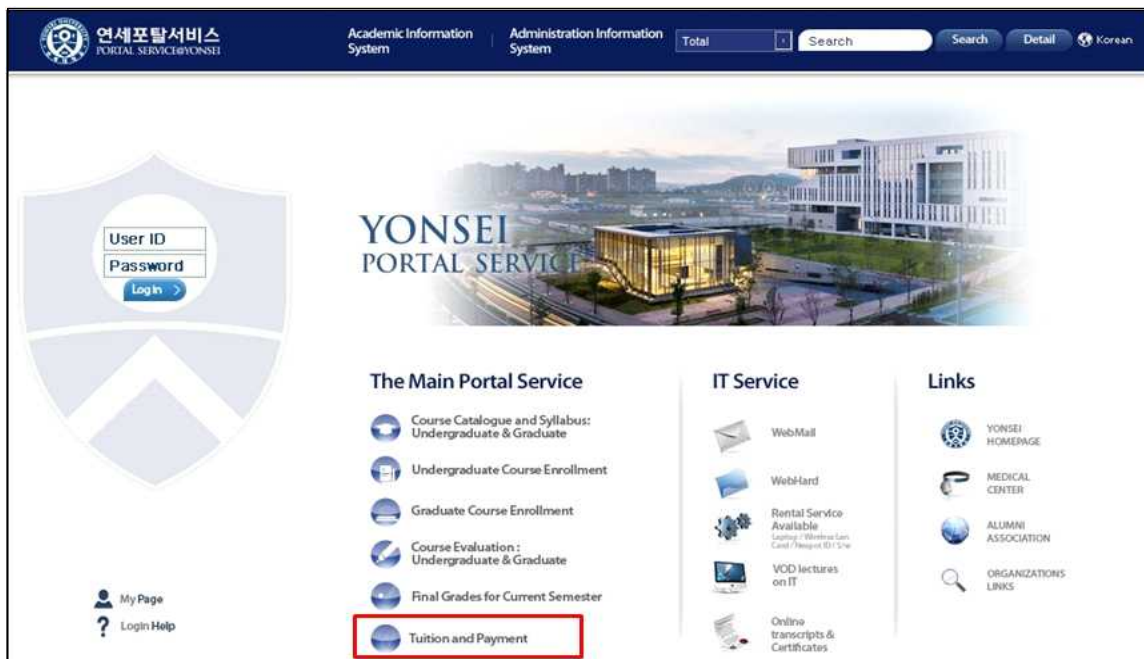
※ If a student takes a leave of absence because of illness or quits school until Jun 2(Mon), 1/2 of the tuition will be refunded.

9. NOTE

- A. You will be expelled if the tuition is not paid by the designated date under article 35 of the school regulation.
- B. You can check every details about registration (ex, print bill and payment verification) on Yonsei Portal System(<http://portal.yonsei.ac.kr/main/sso/indexe.jsp>).

[How to Proceed Tuition Payment]

1. Log on to Yonsei Portal Service at <http://portal.yonsei.ac.kr/main/indexe.jsp> → Click "Tuition and Payment"



2. Log in: Enter your Student ID Number and Password



3. Selecting the Miscellaneous Fees : Registration > Print/Registration → Click 'the Miscellaneous Fees' → Select the miscellaneous fees which students want to pay → Click the 'Print the bill' button

1. Click 'the Miscellaneous Fees Choice'

2. Select the miscellaneous fees which students want to pay

3. Click the 'Print the bill' button

• If students want to print the tuition bill, students must choose miscellaneous fees.
 • Student can change their choices about miscellaneous fees after clicking the 'Temporary save' button.
 • After clicking 'Print the bill' button, students cannot change their choices about the miscellaneous fees.
 • Student can print the bill and check their tuition waivers, scholarships at 'Browse/Registration' menu on the same screen

※ I understand all of the provisions of the choice as described in this application.
 ((Please type the above sentence, if you agree to comply with the prc))

A Detailed Miscellaneous fee amounts list of 2013-1st Semester

Click	Fee	Amount (Unit:won)	Purpose	Temporary save	Contact No.
	ADMISSION FEE	987,000 won			
	TUITION	6,883,000 won			
<input type="checkbox"/>	STUDENT GOVERNMENT FEE	10,000 won	Cost for supporting various student activities, and activity costs associated with the student council within the school to improve student welfare	Student Council	2123-3641
<input type="checkbox"/>	YONSEI MAGAZINE FEE	1,700 won	Subscription for quarterly publications produced by students of the Yonsei Magazine Editing Committee	Yonsei Magazine Editing Committee	2123-3651
<input type="checkbox"/>	YONSEI NEWSPAPER SUBSCRIPTION	6,700 won	Subscription for Yonsei Chunchu, the school newspaper (issued every Monday, created by student reporters), which reports issues of student society and academic activities occurring within the school	Yonsei Chunchu	2123-3365
<input type="checkbox"/>	YONSEI BROADCASTING SYSTEM FEE	2,000 won	Fee for listening to the Yonsei Broadcasting System, the school broadcasting station that provides members of the Yonsei society with information through various programs, such as school news and curr	Yonsei Broadcasting System	2123-3355
<input type="checkbox"/>	CAMPUS HEALTHCARE SERVICES	7,500 won	Fee for using the school health center, which is operated for student health care, and for improvements to provide treatments, health examinations, vaccinations, health counseling, and education	Health Center	2123-3346
<input type="checkbox"/>	MEDICAL INSURANCE	15,000 won	Expense of the Mutual Benefit Association for Student Health for helping students to receive deductions of medical expenses in medical institutions nationwide (only at hospitals designated for foreign	Yonsei Mutual Benefit Association for Student Heal	2123-3350
<input type="checkbox"/>	Yonsei Coop. Investment	5,000 won	Cost for purchase and supply of supplies required as a student, cost for projects that improve student life and welfare	Living Cooperative Association	2123-4038
The Total Amount Due :					7,870,000 won

* The list of miscellaneous fees will be different according to student's status.

4. Print the bill: Registration > Print/Registration → Browse/Registration → Print the bill

1. Click

2. Click

3. Click

Print the Bill | Print the Bill in English | Internet Banking

5. Make an accurate deposit of the total tuition amount to student's virtual account.

N a m e	
College(Division) Department	
Y e a r / S e m e s t e r	Student ID
H o w t o d e p o s i t	ATM, Phone Banking, Internet Banking
Account No.	126-
B a n k	Woori Bank Swift code: HVBKKRSE
A m o u n t D u e	

= One virtual deposit account is provided for each student. Registration can be made automatically even if the deposit in the virtual account is made by another person.

6. Payment Verification : Registration > Print/Registration → Print payment verification → Select Year/Semester → Print

The screenshot shows the Yonsei University Academic Info System interface. On the left, a navigation menu lists various services, with 'Print/Registration' highlighted under the 'Registration' category. A red callout '1. Click' points to this menu item. At the top, a navigation bar contains several tabs, with 'Print Payment Verification' highlighted. A red callout '2. Click' points to this tab. The main content area displays a form titled 'Registration > Print/Registration' with various input fields. A red callout '3. Click' points to the 'Semester' dropdown menu, which is currently set to '2013학년도 1학기'. The page also includes a 'Logout' button and language selection options for Korean and English.