

# Guide of Tuition Fee Payment for 2019 Fall Semester

## 1 General information of Tuition fee payment

### □ Overview of Tuition fee payment for 2019 Fall Semester

Section	Description	
Subject of payment	Fall semester, 2019	
Who to pay	<ul style="list-style-type: none"> <li>- UST Enrolled Students as of 2019 Fall Semester and those who will return to UST for 2019 Fall Semester after the leave of absence.</li> <li>- Including those who exceed the minimum terms of study(Please refer to the note as below)</li> </ul>	
Tuition amount	2,500,000 KRW / person	
Payment Methods	FULL payment or INSTALLMENT payment* <b>*APPLICATION DUE FOR INSTALLMENT PAYMENT IS OVER.</b> <b>-IF MISSED, PLEASE APPLY FOR EXTENSION OF PAYMENT DUE AND CHECK INSTALLMENT OPTION WHILE APPLICATION</b>	
Detailed Schedules for Tuition payment	<b>Section</b>	<b>Periods</b>
	Periods for applying of Installment Payment	Finished <i>*IF MISSED, Apply during Aug 26~ Sep 6 (18:00)</i>
	<b>Full Payment</b>	<ul style="list-style-type: none"> <li>- General Students : Aug 19(Mon.)~Sep 6(Fri.)</li> <li>- Enrolled students who exceed the minimum term of study* : Sep 30(Mon.) ~ Oct 4(Fri.)</li> </ul>
	<b>Installment Payment</b>	<b>1st installment</b>
		Aug 19(Mon.)~Sep 6(Fri.)
		<b>2nd installment</b>
		Sep 30(Mon.) ~ Oct 4(Fri.) - 1 <sup>st</sup> payment period for enrolled students who exceed the minimum term of study*
		<b>3rd installment</b>
		Nov 4(Mon.) ~ Nov 8(Fri.) - 2 <sup>nd</sup> payment period for enrolled students who exceed the minimum term of study*
		<b>4th installment</b>
		Dec 2(Mon.) ~ Dec 6(Fri.) - 3 <sup>rd</sup> payment period for enrolled students who exceed the minimum term of study*
		<b>Extended</b>
		Dec 9(Mon.) ~ Dec 13(Fri.) 4 <sup>th</sup> payment period for enrolled students who exceed the minimum term of study*

## ※ Special Notice for Enrolled students who exceed the minimum term of study

### ① What is the meaning?

- It is stipulated that students who did not complete the academic program with exceeding the fixed minimum term of study should pay the tuition fee in accordance with UST provision (Minimum term of study for Master's and Doctoral Program : 4 semesters / Integrative Program : 8 semesters)

### ② Note

- The amount of tuition fee depends on the credits made in this semester

Applied credits	Charged proportion
1~5	40% of total amount of tuition fee (KRW 1,000,000)
6~10	70% of total amount of tuition fee (KRW 1,750,000)
11 and over	100% of total amount of tuition fee (KRW 2,500,000)

## 2

## Payment Methods

### □ Payment Methods

: ① Full payment or ② Installment Payment (choose one)

#### ① Full Payment

##### 1. Check the Tuition fee invoice

###### • Where?

- UST System(<http://edu.ust.ac.kr>) → Management of Registration status → Student Tuition inquiry → Click the button of "Print out"(on the above right side)



##### 2. Pay the tuition fee to the provided Individual account number on Tuition invoice

###### • Tuition Amount

- General Student : 2,500,000 KRW / Person

###### • Periods

- General Students : Aug 19(Mon.) ~ Sep 6(Fri.)

- Enrolled students who exceed the minimum term of study\* : Sep 30(Mon.) ~ Oct 4(Fri.)

## ② Installment Payment (Installment Payment is by applicant only)

### 1. Check the Tuition fee invoice

- Where?
  - UST System(<http://edu.ust.ac.kr>) → Management of Registration status → Student Tuition inquiry → Click the button of "Print out"(on the above right side)



### 2. Pay the Tuition fee to the provided Virtual Account Number (1st installment)

- Tuition Amount
  - General Student : 625,000 KRW / Person (25% of Total Tuition amount)
- Periods
  - General Students : Aug 19(Mon.) ~ Sep 6(Fri.)
  - Enrolled students who exceed the minimum term of study\* : Sep 30(Mon.) ~ Oct 4(Fri.)



### 3. Pay the tuition fee to the provided account number (2nd ~ 4th payment)

- Tuition Amount
  - 625,000 KRW / Person (25% of Total Tuition amount)
- Periods

Installment Payment	1st installment	Aug 19(Mon.)~Sep 6(Fri.)
	2nd installment	Sep 30(Mon.) ~ Oct 4(Fri.) - 1 <sup>st</sup> payment period for enrolled students who exceed the minimum term of study*
	3rd installment	Nov 4(Mon.) ~ Nov 8(Fri.) - 2 <sup>nd</sup> payment period for enrolled students who exceed the minimum term of study*
	4th installment	Dec 2(Mon.) ~ Dec 6(Fri.) - 3 <sup>rd</sup> payment period for enrolled students who exceed the minimum term of study*
	Extended	Dec 9(Mon.) ~ Dec 13(Fri.) 4 <sup>th</sup> payment period for enrolled students who exceed the minimum term of study*

## 3 Verify a payment

- When it is possible : After the deadline of payment periods
- How to verify : Visit <http://cert.ust.ac.kr> → Log-in(Portal ID&PW) → Print <Certificate of Tuition Payment>

## 4 Important Remarks

- One who has not completed payment of tuition fee for each semester during the given period without a good reason would be **expelled**.  
(Refer to Article 28 at Academic Regulations, Article 8 at Tuition Regulations)
- Only when the students applying for installment payment pays the 1st installment within the period, the entire installment payment plan will be valid.**

## 5 Extention of Payment

- Application Period : Aug 26(Mon.)~ Sep 6(Fri.)
- Where to Apply : <http://edu.ust.ac.kr>

Management of Registration status

- School registration status
- Application for leave of absence
- Reinstatement request
- Change of major application
- Application to change advisor
- Co-advisor assignment request
- Application for shorten the term
- Application for extension of the term
- Application for integrative program
- Application for the Ph.D. Qualification
- Application to withdraw from the program
- Request to reissue student ID
- Student tuition inquiry
- Student registration details
- Application for extension of payment (highlighted)
- Application for tuition installment
- Post-Coursework Enrollment

Search + Addition Apply Excel

Student information

Student ID number	Name	Date of birth
Campus/School	Major	Degree program Ph.D.
Semester enrolled 1 / 12	Semesters completed 0	Approved transfer credits
Advisor	Contact	Email

Instructions: Extension application

Order	Date of application	Progress status	Year of registration	Semester registered	Remarks

Details of extension application

Date of application	Year of registration	Semester registered
Application for installment <input type="checkbox"/> installment <input type="checkbox"/> full payment <input type="checkbox"/> (highlighted)	University registration expiration date	Expiration date of extension of registration
Remarks		

- ① Management of Registration Status ② Application for extension of payment due ③ Verify  
④ Addition (Fill out contents including setting a date of payment) ⑤ Check if you apply for installment (if not selected, your application will be regarded as full payment) ⑥ **\*\*Apply\*\***

- ※ As well as the application, confirmation of your advisor and professor in charge of campus must be done during the application period.
- ※ When application through the UST Integrative system fails, you can fill out and submit the document of Attachment 2., with full confirmation(signatures) of related professors. (Email of scanned file or original copy is acceptable.)

#### ☐ How to Pay

- ① Full Payment on delayed date : 100% of tuition on the designated date.
- ② Installment Payment on delayed date : 25% of tuition on the designated date.

## **6** Tuition Exemption

- ☐ According to the UST Tuition Regulations, students may get tuition exemption.

<p><b>ARTICLE 4 (Tuition Fee Payment)</b>      ④ The university president may exempt or reduce the tuition fees for students who fall under any of the following clauses.</p> <ol style="list-style-type: none"><li>1. If the payment of tuition fees is difficult due to inevitable reasons, such as natural disasters, etc.</li><li>2. If deemed necessary to the promotion of learning.</li></ol>
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- ☐ Students wishing to apply for the tuition exemption should fill out the form of attachment 1 and submit it to the Student Affairs Team.

## 7 Tuition Refunds

### □ The Reason for Refund

No.	Reason
1	A student who submits the Request for Voluntary Permanent Academic Leave
2	A student who submits the Application for Leave of Absence
3	A student who submits the Application for Cancellation of Admission Registration
4	A student who has dropped out of an integrated program(But if the student cannot meet the requirement of course completion of Master's degree, It would not be refunded)
5	A student who has been expelled
6	In case a student is not able to accept the offer of admission (including readmission) due to unavoidable reasons such as his/her death or natural disaster.

### □ Criteria for Tuition fee Refund

Time for Filing a Claim for Refund	Refund percentage
Prior to the first 30 days from the commencement of a semester	100% of the tuition fee
Between the first 60 days and the first 30 days from the commencement of a semester	2/3 of the tuition fee
Between the first 90 days and the first 60 days from the commencement of a semester	1/2 of the tuition fee
90 days and onward after the commencement of a semester	No refund

※ Amount less than KRW 1,000 shall be cut.

[Inquiry] Kyoungtae Park(Student Affairs Team / UST)  
(Tel. : 042-865-2331 / E-mail : ktpark@ust.ac.kr)

**NOTE****FAQ**

	Question	Answer
Payments	I've passed the minimum study duration but failed to become course completion in this semester, owing to the remaining credits. Should I pay the tuition fee?	You are typed as enrolled students who exceed the minimum term of study, so you are required to pay the tuition fee depending on the number of credits you will apply for.
Virtual account number	When can I pay the tuition fee to the virtual account?	Any time is possible during the given period (but, It will be blocked for 2 mins from 23:59 for IT adjustment.)
	Can I pay the tuition fee separately to the account?	No, you can transfer only exact amount of money to the virtual account number.
Installment Payment	I exceeded my minimum term of study, can I apply for installment payment?	Yes, you can. After your course registration is completed, your final tuition fee will be calculated and you are to pay 1/4 of that amount each time.

## Application for Waiver of Tuition Fees

Campus		Major	
Student Number		Degree Program	
Name		This application is for:	Year Semester
Extent of waiver requested	<input type="checkbox"/> Full waiver <input type="checkbox"/> 2/3 reduction <input type="checkbox"/> 1/3 reduction		
Reasons for applying for waiver			

※ Attachment : Supporting documents

I hereby seek approval for the Application for a Tuition Fee Waiver for the \_\_\_\_ semester, 20XX.

(MM.DD.YYYY)

Applicant	(Signature)
Advisory professor	(Signature)
Professor in charge of campus	(Signature)

**To the President of the University of Science & Technology**



## Application for Extension of Tuition Fee Due Date

Campus		Major	
Student Number		Degree Program	
Name		Request Semester	
Request Information	Current Due Date	Extended Due Date	
	(MM.DD.YYYY)	(MM.DD.YYYY)	
Reason for Extension			

I hereby apply for an extension of the due date of payment of the tuition fees for (year 20XX 1st / 2nd semester) for the reasons stated above. I fully understand the penalties which may be applied pursuant to the “Academic Regulations” Article 28 in the event of failure to make the payment by the due date.

(MM.DD.YYYY)

Applicant	(Signature)
Advisory professor	(Signature)
Professor in charge of campus	(Signature)

**To the Dean of Academic and Student Affairs of the University of Science and Technology**