

# 2018-2<sup>nd</sup> Semester

## registration guideline for current students

※ not applied for students who are scheduled to graduate or to leave of absence

### 1. Registration Schedule

#### A. Regular registration

		Registration	Additional registration	Note
<b>Period</b>		2018. 8. 24.(Fri) 09:30~ 8. 30.(Thu) 17:00	2018. 9. 12.(Wed) 09:30~ 9. 14.(Fri) 17:00	
<b>Selecting Miscellaneous Fees</b>		2018. 8. 6.(Mon) 09:30~ 8. 17.(Fri) 16:00		
<b>Print the bills</b>		2018. 8. 24.(Fri) 09:30~ 8. 30.(Thu) 17:00	2018. 9. 12.(Wed) 09:30~ 9. 14.(Fri) 17:00	※ Extra semester Students can only print during additional period (except TIP applicant)
<b>S U B J E C T S</b>	<b>Enrolled students</b>	Enrolled students (except students taking extra semester)	All Enrolled students	
	<b>Students returning school</b>	1 <sup>st</sup> , 2 <sup>nd</sup> applicants for returning school	All applicants for returning school	
	<b>Students taking extra semester</b>	· Pay 1 <sup>st</sup> installment in case of applying for TIP	Students taking extra semester (except applicant for TIP)	
	<b>Applicants for Tuition Installment Plan(TIP)</b>	· Pay 1 <sup>st</sup> installment · Fail to make 1 <sup>st</sup> payment, TIP will be canceled without notice	· Pay the full tuition if you fail to make 1 <sup>st</sup> payment	Refer to the additional notice at Yonsei homepage

※ please note the date of printing bill and registration day depending on objects.

#### B. Tuition installment plan registration

1) Application period : 2018. 6. 22.(Fri) 09:30 ~ 2018. 8. 17.(Fri) 17:00

2) Procedures: Yonsei portal system → Tuition and payment → Registration → Installment Payment

Number of Installment	Registration Period	
4-time	1st	2018. 8. 24.(Fri) ~ 8. 30.(Thu) 17:00
	2nd	2018. 9. 19.(Wed) ~ 9. 21.(Fri) 17:00
	3rd	2018. 10. 12.(Fri) ~ 10. 15.(Mon) 17:00
	4th	2018. 11. 2.(Fri) ~ 11. 5.(Mon) 17:00
2-time	1st	2018. 8. 24.(Fri) ~ 8. 30.(Thu) 17:00
	2nd	2018. 10. 12.(Fri) ~ 10. 15.(Mon) 17:00

## 2. Selecting the Miscellaneous Fees

### A. Selecting Period: 2018. 8. 6.(Mon) 09:30 ~ 8. 17.(Fri) 16:00

#### B. Procedure

► Log in Yonsei portal (<http://portal.yonsei.ac.kr>) → Tuition and Payment → Registration → Print/Registration → Miscellaneous Fees Choice → Select 'the Miscellaneous Fees' → 'Finalize'

#### C. Note

- 1) Students can only select the miscellaneous fees during the designated period
- 2) Students can change their choices about the miscellaneous fees after clicking the 'Temporary save' button.

**3) After clicking 'Finalize' button, students cannot change their choices at all.**

## 3. Printing the bills & payment verification

#### A. Period

Schedule	Period	Note
Registration	2018. 8. 24.(Fri) ~ 8. 30.(Thu) 17:00	※ Extra semester Students can only print during additional period
Additional registration	2018. 9. 12.(Wed) ~ 9. 14.(Fri) 17:00	

#### B. Procedure

► Log in Yonsei portal → Tuition and Payment → Registration → Print/Registration → Browse/Registration → Print the bill (or print payment verification)

※ payment verification can only be printed after registration

## 4. Methods of payment

#### A. Make an accurate deposit of the total tuition amount at once (cannot pay separately)

► A virtual deposit account is provided for each one of student. Payment will be verified even if the deposit is made by another person's name.

► . It is possible to pay through internet/phone banking, ATM, and at the bank counter.

☞ Remittance charge may be occurred using banks other than Woori bank.

☞ It is impossible to return payment for changing payment methods.

#### B. Installment payment: See 1-A. Tuition installment plan registration

#### C. Credit Card (**Woori card ONLY**, other banks' credit card/ debit cards/ corporate cards cannot be used)

► Pay at the Woori Bank branches with printed bill or visit Woori card homepage

► You can verify the payment in the Yonsei portal system 2 hours after payment.

► The registration can be made automatically even though a cardholder's name is not match your name.

## 5. Students taking extra semesters

A. Printing the bills/registration period: 2018. 9. 12.(Wed) 9:30 ~ 9. 14.(Fri) 17:00

B. Selecting the Miscellaneous Fees: 2018. 8. 6.(Mon) 9:30 ~ 8. 17.(Fri) 16:00

C. Tuition for students taking an extra semester

Undergraduate students		All graduated students	
Registered Credits	Tuition	Registered Credits	Tuition
1 – 3 credit(s)	1/6 tuition	1 – 3 credit(s)	1/3 tuition
4 – 6 credits	1/3 tuition	4 – 6 credits	2/3 tuition
7 – 9 credits	1/2 of tuition	More than 7 credits	Full tuition
More than 10 credits	Full tuition	Students who enrolled “Research Enrollment” without credit	12% of tuition
0 credit or chapel only	341,600		

D. Students taking extra semester can only register during additional registration period

E. Applicants for TIP among students taking extra semesters pay the first installment on the original registration period (2018. 8. 24. ~ 8. 30.)

※ **Students who are not taking extra semesters pay full tuition regardless of credits**

F. No refund of tuition under any circumstances when you withdraw your classes after you paid your tuition

## 6. Refund of tuition

▶ The basic date for refund refers to a chart below. (Leave of absence, quitting)

Period of taking leave of absence/quitting school	Tuition refund	NOTE
~ 9. 17.	Full refund of tuition	<b><u>Closing date of application for a general leave of absence:</u></b> <b>5. 16.(Wed)</b>
9. 18. ~ 10. 2.	5/6 refund of tuition	
10. 3. ~ 11. 1.	2/3 refund of tuition	
11. 2. ~ 12. 1.	1/2 refund of tuition	

※ Must register refund account to avoid any delay (Korean banks' account only)

## 7. Please NOTE

A. **One will be expelled if the tuition is not paid by the designated date (article 35, school's regulation)**

B. Please visit Yonsei Portal to check every details about registration (ex. print bill and payment verification)

C. More contact information

▶ Tuition payment: 82-2-2123-4500, ▶ Scholarship: 82-2-2123-8191

▶ Dormitory: Shinchon campus (82-2-2123-3622), International campus (82-32-749-2991,2)

**Vice president for General Affairs, Yonsei University**