

# 2020-2<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>                                      |   | 2020. 8. 21.(Fri) 09:30~<br>8. 27.(Thu) 17:00  | 2020. 9. 9.(Wed) 09:30~<br>9. 11.(Fri) 17:00                          |  |
| <b>Selecting Miscellaneous Fees</b>                |   | 2020. 8. 3.(Mon) 09:30 ~ 8. 14.(Fri) 16:00   |   |  |
| <b>Print the bills</b>                             |   | 2020. 8. 21.(Fri) 09:30~<br>8. 27.(Thu) 17:00  | 2020. 9. 9.(Wed) 09:30~<br>9. 11.(Fri) 17:00                          | ※ Extra semester<br>Students can only<br>print during additional<br>period<br>(except TIP applicant) |
| <b>S<br/>U<br/>B<br/>J<br/>E<br/>C<br/>T<br/>S</b> | <b>Enrolled students</b>                            | Enrolled students<br>(except students taking<br>extra semester)  | All Enrolled students   |  |
|  | <b>Students returning school</b>                    | 1 <sup>st</sup> , 2 <sup>nd</sup> applicants for<br>returning school   | All applicants for<br>returning school                                |  |
|  | <b>Students taking extra semester</b>               | · Pay 1 <sup>st</sup> installment in<br>case of applying for TIP   | Students taking extra<br>semester<br>(except applicant for TIP)       |  |
|  | <b>Applicants for Tuition Installment Plan(TIP)</b> | · Pay 1 <sup>st</sup> installment<br>· Fail to make 1 <sup>st</sup><br>payment, TIP will be<br>canceled without notice | · Pay the full tuition if you<br>fail to make 1 <sup>st</sup> payment | Refer to the additional<br>notice at Yonsei<br>homepage  |

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

### B. Tuition installment plan registration

1) Application period : 2020. 6. 29.(Mon) 09:30 ~ 2020. 8. 14.(Fri) 17:00

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

| Number of Installment | Registration Period |  |
|-----------------------|---------------------|--|
|                       | 4-time              | 1st                                    |
| 2nd                   |                     | 2020. 9. 18.(Fri) ~ 9. 21.(Mon) 17:00  |
| 3rd                   |                     | 2020. 10. 8.(Thu) ~ 10. 12.(Mon) 17:00 |
| 4th                   |                     | 2020. 10. 30.(Fri) ~ 11. 2.(Mon) 17:00 |
| 2-time                | 1st                 | 2020. 8. 21.(Fri) ~ 8. 27.(Thu) 17:00  |
|                       | 2nd                 | 2020. 10. 8.(Thu) ~ 10. 12.(Mon) 17:00 |

## 2. Selecting the Miscellaneous Fees

### A. Selecting Period: 2020. 8. 3.(Mon) 09:30 ~ 8. 14.(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            | 2020. 8. 21.(Fri) ~ 8. 27.(Thu) 17:00 | ※ Extra semester<br>Students can only print<br>during additional period |
| Additional registration | 2020. 9. 9.(Wed) ~ 9. 11.(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 3~4 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: 2020. 9. 9.(Wed) 9:30 ~ 9. 11.(Fri) 17:00

B. Selecting the Miscellaneous Fees: 2020. 8. 3.(Mon) 9:30 ~ 8. 14.(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<br>“Research Enrollment”<br>without credit | 12% of tuition |
| 0 credit or chapel only | 341,600KRW     |  |                |

D. Students taking extra semesters 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 (2020. 8. 21. ~ 8. 27.)

※ **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. 14.(Mon)                                     | Full refund of tuition | <b><u>Closing date of application for a general leave of absence:</u></b><br><b>11. 16.(Mon)</b> |
| 9. 15.(Tue) ~ 10. 5.(Mon)                         | 5/6 refund of tuition  |  |
| 10. 6.(Tue) ~ 10. 30.(Fri)                        | 2/3 refund of tuition  |  |
| 10. 31.(Sat) ~ 11. 30.(Mon)                       | 1/2 refund of tuition  |  |

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

※ Procedure : Log in Yonsei portal → Academic Information System → Academic Management System  
→ Personal Data → Bank Account Information

## 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 detail 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**