

# 2016-1<sup>st</sup> Semester

## Registration information for enrolled students in undergraduate/graduate schools

※ Not applied for students who are Scheduled to graduate or to leave of absence

### 1. Registration Schedule

		Registration	Additional registration	Note
<b>Period</b>		2016. 2. 22(Mon) 09:30~ 26(Fri) 17:00	2016. 3. 11(Fri) 09:30~ 14(Mon) 17:00	
<b>Selecting Miscellaneous Fees</b>		2016. 2. 15(Mon) 09:30~ 18(Thur) 16:00		
<b>Print the bills</b>		2016. 2. 22(Mon) 09:30~	2016. 3. 11(Fri) 09:30~	※ 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> 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.

### 2. Selecting the Miscellaneous Fees

A. **Selecting Period: 2016. 2. 15(Mon) 09:30 ~ 18(Thur) 16:00**

B. Procedure

= 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) Student 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

A. Period

- **Registration: 2016. 2. 22(Mon) 9:30 ~ 26(Fri) 17:00**
- **Additional registration: 2016. 3. 11(Fri) 9:30 ~ 14(Mon) 17:00**

B. Procedure

= Yonsei Portal → Tuition and Payment → Registration → Print/Registration → Browse/Registration → Print the bill

#### 4. Methods of payment

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

- 1) 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.

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

- 1) Remittance charge may be occurred using banks other than Woori bank.
- 2) It is impossible to return payment for changing payment methods.

C. Installment payment: See 8. Installment payment plan

D. Credit Card (**Woori Card ONLY, Debit cards and Corporate cards cannot be used.**)

- 1) Pay at the Woori Bank branches with printed bill or visit Woori Card Homepage
- 2) You can verify the payment in the Yonsei portal system 2 hours after payment.
- 3) The registration can be made automatically even though a cardholder's name is not match your name.

#### 5. Payment Verification

A. Process of printing payment verification

= Yonsei Portal → Tuition and Payment → Registration → Print/Registration → Print payment verification → Select Year/Semester → Print

B. Tuition payment verification SMS

= A SMS is sent to the contact phone number entered into the Yonsei Portal System after the payment of tuition.

#### 6. Students returning to school

- Primary applicants is able to register both original and additional registration period.
- Secondary ~ forth applicants are only able to register in additional registration period.

#### 7. Students taking extra semesters

A. Printing the bills/registration period: 2016. 3. 11(Fri) 9:30 ~ 14(Mon) 17:00

B. Selecting the Miscellaneous Fees: 2016. 2. 15(Mon) 9:30 ~ 18(Thur) 16:00

C. Tuition for students taking an extra semester

- 1) For undergraduate students

Registered Credits	Tuition
1 – 3 credit(s)	1/6 tuition
4 – 6 credits	1/3 tuition
7 – 9 credits	1/2 of tuition
More than 10 credits	Full tuition

- 2) For all graduated students

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

- 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(2016. 2. 22. ~ 26.)

※ **In case of students who are not taking extra semesters!**

→ **No matter how many credits students are taking, students must pay full tuition**

- F. There is no refund of tuition under no circumstances even though you drop your classes after you paid your tuition

## 8. Applicants for Tuition Installment Plan(TIP)

- A. Application period: 2015. 12. 28(Mon) ~ 2016. 2. 12(Fri)

1) Process of applying TIP

= Yonsei Portal → Tuition and Payment → Registration → Click on 'Apply for installment' (Cancellation of installments is the same procedure)

2) If students fail to make a payment during each scheduled period, application for installment will be cancelled automatically and the full remaining balance must be paid immediately. (NOT CARRIED OVER TO NEXT PAYMENT)

**3) TIP for 2016-2nd semester will be prohibited for students who have not make their scheduled payment**

- B. Please visit Yonsei University homepage(<http://www.yonsei.ac.kr>) for more details

## 9. 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
~ 3. 15	Full refund of tuition	
3. 16 ~ 3. 31	5/6 refund of tuition	
4. 1 ~ 5. 2	2/3 refund of tuition	
5. 3 ~ 5. 30	1/2 refund of tuition	<b>Closing date of application for a general leave of absence: 5. 16(Mon)</b>

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

## 10. Please 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>)

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