

# Spring Semester, 2018 Registration Guide

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SKKU Department of Finance

# 1 Registration Guide

## 1. Registration Period

		Period	
General	1 <sup>st</sup>	2018. 2. 19(Mon) ~ 2. 23(Fri)	
	Final	2018. 3. 7(Wed) ~ 3. 9(Fri)	
Multiple Installment	Application	2018. 2. 26(Mon) ~ 2. 27(Tue)	
	Payment	2 Installments	4 Installments
	1 <sup>st</sup>	2018. 3. 2(Fri) ~ 3. 5(Mon)	2018. 3. 2(Fri) ~ 3. 5(Mon)
	2 <sup>nd</sup>	2018. 4. 23(Mon) ~ 4. 25(Wed)	2018. 4. 2(Mon) ~ 4. 4(Wed)
	3 <sup>rd</sup>	-	2018. 4. 23(Mon) ~ 4. 25(Wed)
	4 <sup>th</sup>	-	2018. 5. 14(Mon) ~ 5. 16(Wed)
Extra Regular Semester	Application	2018. 3. 5(Mon) ~ 3. 8(Thu)	
	Payment	2018. 3. 13(Tue) ~ 3. 14(Wed)	

※ Students who wish to apply for the Multiple Installments or Extra Regular Semester, please do not pay the tuition fee in the period of the General 1<sup>st</sup> payment period. Check the application date to apply for each headings, and follow the payment periods of each.

## 2. Tuition Bill Print-out

- 1) KINGO Portal log-in → GLS → Academics/Student section → Tuition → Tuition Bill Print → Check Year/Semester (2018 1<sup>st</sup> Semester) → Print
- 2) Tuition Bill can be checked and printed on GLS from 2.8(Thu)
- 3) Tuition Bill by post will be arriving at around 2.13(Tue) (Due to the Korean New Year's Day, the arrival may be delayed)

※ After the installment of the tuition, the tuition bill is unable to be printed. Only the confirmation of registration, and receipt of tuition is able to be printed.

## 3. Payment Method

### 1) Bank Transfer

- Woori Bank virtual bank account : payment receipt can be checked immediately
- KB virtual bank account : payment receipt can be checked on the next day

2) **Woori Card** : tuition can be paid on the Woori Card Company website, visit to the Woori Bank, or through the Call Center(1588-9955)

3) **Bank Visit** : visit a local bank for tuition payment (Woori, KB, Shinhan, NH) within the business hours

4) **Electronic Banking Service** : some local banks' online finance services may be used (Woori, KB, Shinhan, NH)

※ Bank business hours : 09:00 ~ 17:00

※ Immediate payment receipt can only be checked by Woori Bank (other banks, can be checked on the next day)

- ※ Tuition fee in multiple installments are only available through Woori Bank virtual bank account
- ※ Extra Regular Semester Registration Payment is available through Woori Bank and Woori Card

#### 4. Confirmation of Registration

- The registration confirmation can be checked and printed on GLS
  - The registration confirmation can be checked and printed within few minutes, if the payment is transferred through the Woori Bank's virtual bank account
  - If paid through any other banks, it can be checked and printed on the next day
- KINGO Portal log-in > GLS > Academics/Student section > Tuition
  - ※ Tuition fee is not target of cash receipt publication (Year-end tax adjustment use receipt: Educational Expenses Payment Certificate)

## 2 Tuition Fee Payment Method

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### 1. Bank Transfer (Virtual Bank Account)

- Transfer through the virtual bank account(Woori/KB) written on the tuition bill
- The virtual account holder is the student him/herself
- The amount of deposit must equal the amount of the bill in order to successfully deposit. If using other banks to transfer, keep in mind of the remittance charge when deposit)
- If preferred to pay the optional expenses(student union fee etc.), deposit the **sum amount of the tuition fee and the optional expenses** at once.
- The name of the depositor does not have to be the student oneself (it can be deposited in any other names)
- The registration confirmation can be checked within few minutes if the payment is transferred through the Woori Bank's virtual bank account. If paid through any other banks, it can be checked on the next day

### 2. Payment through Woori Card

- ※ Multiple installment cannot be paid by card.
- ※ Card payment of tuition fee will not be counted in the income tax exemption at the year-end tax adjustment.
- Appropriate Card : Woori Card (excluding: Woori debit card, company credit card)
- Payment Method
  - 1) Pay through the Woori Card company website ([www.wooricard.com](http://www.wooricard.com))  
[Website → 금융서비스 → 납부서비스 → 대학등록금 납부]
  - 2) Pay by visiting Woori Bank (take in the tuition bill, credit card, and ID)
- **Payment Hours : 09:00 ~ 22:00** (if visiting the bank, within the bank working hours)

- People who are not holders of Woori Card (**※ Have to apply for a card at least 1 day before the registration deadline 16:00**)
  - 1) Credit card issuing can be done at Woori Bank or on the website. The card will be sent by post to the applied address.
  - 2) Once the card has been issued or the tuition payment has been completed, SMS will be sent to let you know the progress.
 (Have to be qualified by the bank in order to successfully have issued the credit card)
- If the maximum limit lacks the amount, can request for a special limit at the website or by visiting the bank
- 2~6 months without interest
- Credit card holder do not have to be oneself's name  
(If visiting the bank, card and ID of your own is necessary)
- Tuition fee payment do not provide saving points
- **Cancellation of card payment can only be done on the card paid day**

### **3. Bank Visit Payment**

- Visit in a bank with the tuition bill and pay (Woori, KB, Shinhan, NH every branch)

### **4. Payment through Electronic Banking Services**

- Pay on the website at the utility bill(tuition bill) section (Woori, KB, Shinhan, NH)

## **3 Application/Registration of Multiple Installment**

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**※ Students who have applied for Government Educational Expenses Loan cannot apply for the multiple installment.**

**※ Multiple installment cannot be paid by card.**

**※ If the installment is not carried out during each period of payment dates, please be aware that one can be unregistered expelled.**

**- School Regulations Rules for Operation(Course of Bachelor) section 32 subsection 2, School Regulations Rules for Operation(Graduate Course) section 13(2) subsection 2**

### **1. Eligible Students**

A Student who currently, 2018 spring semester, has not registered(excluding the educational expenses loan registration, research semester registration)

### **2. Application Period : 2018. 2. 26(Mon) ~ 2018. 2. 27(Tue)**

**※ Application period and tuition payment period differs**

**3. Application Method** : SKKU website 『 GLS - 신청/자격관리 - 등록금분할납부신청 』  
(Cancellation can only be done during the application period)

**4. Registration Method** : SKKU website 『 GLS - 학적/개인영역 - 등록금 』 print the invoice of installment on each periods and transfer the fee to the Woori bank virtual bank account.(the invoice of multiple installment can be printed on the next day of application)

### 5. Payment Period and Payment Method

		2 Installments	4 Installments
<b>Payment Amount (per installment)</b>		1/2 of tuition fee	1 <sup>st</sup> -1/3 of tuition fee, 2 <sup>nd</sup> ~4 <sup>th</sup> -1/3 of remainder tuition fee
<b>Payment Method</b>		Deposit through the Woori Bank virtual bank account	
<b>Payment Period</b>	<b>1st</b>	2018. 3. 2(Fri) ~ 3. 5(Mon)	2018. 3. 2(Fri) ~ 3. 5(Mon)
	<b>2nd</b>	2018. 4. 23(Mon) ~ 4. 25(Wed)	2018. 4. 2(Mon) ~ 4. 4(Wed)
	<b>3rd</b>	-	2018. 4. 23(Mon) ~ 4. 25(Wed)
	<b>4th</b>	-	2018. 5. 14(Mon) ~ 5. 16(Wed)

- ※ If preferred to pay the optional expenses(student union fee etc.), deposit the sum amount of the 1st installment and the optional expenses when paying the 1st installment.
- ※ Payment amount may differ in each period, please check the tuition bill once again before the deposit.

## 4 Extra Regular Semester Registration

**1. Extra Regular Semester Registered** : If a student does not fulfill the credit requirements for graduation by the end of prescribed number of regular semester registrations, he/she may register for extra semesters to acquire more credits.

### 2. Application and Registration Method

**1) Application** : 『GLS – 신청/자격관리 – 초과등록감면/환불신청』

- Select the amount of credits (1~3 credits / 4~6 credits / 6~9 credits)
- **Whole payment students need only to deposit the tuition fee within the payment period with no other applications.**

※ Please be aware that any changes of statement cannot be carried out once the administrative office approves the application.

**2) Application Period** : 2018. 3. 5(Mon) ~ 2018. 3. 8(Thu)

#### 3) Register

- A) Tuition bill will not be sent by post to the extra regular semester registered. It can be printed on GLS.

B) **Invoice with an amount calculated by the number of credits registered can be issued after the approval of the application. Register by depositing the bill via the virtual bank account.**

C) Payment by Educational Expenses Loan or Woori Card is also possible

※ **Extra Regular Semester Registered are not to pay the tuition fee at the period of general registration.**

※ **Invoice with reduction can be printed on GLS from 3/13(Tue).**

※ **For those who are subjected to reduction and are registering by educational expenses loan, we recommend you proceed the loan after the reduction has been carried out.**

※ **For those who are subjected to reduction but have paid the whole payment, must request for a refund on GLS during the period.**

**3. Registration Period : 2018. 3. 13(Tue) ~ 3. 14(Wed) [Applicants requested for reduction of extra regular semester, and whole payment students]**

#### **4. Invoiced Amount by Registered Credits**

<b>Degree</b>	<b>Registered Credits</b>	<b>Invoiced Amount</b>
<b>Undergraduate</b> (Enrolled 9 semesters or more) (Dept. of Architecture: 11 or more)	3 or less	1/6 of tuition fee
	4 ~ 6	1/3 of tuition fee
	7 ~ 9	1/2 of tuition fee
	10 or more	full tuition fee
<b>General Graduate School</b> (Enrolled 5 semesters or more) (Combined Master/Ph.D.: 9 or more)	3 or less	1/2 of tuition fee
	4 or more	full tuition fee
<b>Professional Graduate School</b> (Enrolled 5 semesters or more) (Combined Master/Ph.D.: 9 or more)	3 or less	1/2 of tuition fee
	4 or more	full tuition fee
<b>Special Graduate School</b> (Enrolled 6 semesters or more)	3 or less	1/2 of tuition fee
	4 or more	full tuition fee

## **5 Research Semester Registration**

**1. Research Semester Registration :** A Student who has completed General Graduate School, a Ph.D. in Professional Graduate School, or a combined Master/Ph.D. course is required to register the 4 consecutive research semesters to prepare a thesis and pass the thesis submission qualifying examination.

- Payment Period : Same with the regular semester

( 1st : 2018. 2. 19 ~ 2. 23, Final : 2018. 3. 7 ~ 3. 9 )

**2. Additional Research Semester Registration :** A student who has completed 4 regular Research Semesters but needs additional semesters to prepare a thesis with the Research Registered status maintained.

- **Application Period : 2018. 2. 19(Mon) ~ 2. 23(Fri)**
- **Application Method : 『GLS – 신청/자격관리 – 연구등록추가신청』**
- 신Research Semester will be registered after a week of application, and there is no registration fee for the additional research semester.

※ Inquiries on Research Semester registration : Department of Finance (02-760-1125)  
 Inquiries on Additional Research Semester registration : Administration Office of each Major Departments / Department of School Affairs (02-760-1057)

※ To receive student personnel expenses from research funds through participating in the Government Research and Development Projects, (Additional) Research Semester registering is required. If not registered for (Additional) Research Semester, according to the rules of Government Research and Development Project, student personnel expenses may not be provided. Please be aware.

**(Regular semesters completed students participating in the Government Research and Development Project(ex: BK) must register for Research Semester.)**

**(Inquiries : Department of Research Support)**

## **6 Education Expenses Loan Registration**

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**※ Education Expenses Loan, and Multiple Installment cannot be done at the same time. (can only choose 1)**

**※ Once registered, Education Expenses Loan is not possible.**

### **1. Eligible Students**

Undergraduate, Graduate school student who will register the 2018 spring semester (excluding the Research Semester registered)

### **2. Application Method**

- ① Application : Korea Student Aid Foundation website ([www.kosaf.go.kr](http://www.kosaf.go.kr))
- ② When the loan is approved and executes the loan, Education Expenses Loan will be transferred to the Woori bank virtual bank account.
- ③ Any further inquiries, check the Education Expenses Loan Guide on SKKU website (Announcement notice)

**※ Department in Charge: Student Support Team (031-290-5033 / 5098)**

**※ Students who need "Registered" status in order to apply for Living Expenses Loan, please contact Student Support Team.**

## 7 Full Scholarship Student Registration (compulsory deposit amount 0)

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※ Full Scholarship Students (compulsory deposit amount 0) are also required to proceed the registration.

☐ **Registration Method : Choose one of the below methods**

1. Apply on GLS : GLS-신청/자격관리-전액장학생등록신청
2. Visit bank : visit bank with the deposit amount 0 invoice
3. Woori Bank company website
4. Deposit Optional Expenses

※ After completed registering the 0 amount, optional expenses deposit is not possible.

※ International Students with full scholarship must deposit insurance service fee for international students from optional expenses.

※ Additional scholarship students can be selected even after the tuition fee invoice has been posted. Please check the invoice on GLS once again before the deposit.

※ **Inquiries on Scholarship**

- **Affiliated Educational Unit**
- **International Student Scholarships : Office of International Student Services**  
Humanities and Social Sciences Campus : 02-760-0024  
Natural Sciences Campus : 031-290-5026~7

## 8 Other Optional Expenses Guide

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☐ **Other Optional Expenses**

1. Undergraduate : Student Union fee, Sungkyun Newspaper, Alumni Membership fee, International Students Insurance Service fee (Graduation fee is a compulsory expense)
2. Graduate School : Student Union fee, Alumni Membership fee, Photo Album cost

☐ **Optional Expenses Deposit**

1. **Application Period : 2018. 1. 29(Mon) ~ 2. 1(Thu)**
2. **Application Method : 『GLS – 신청/자격관리 – 기타선택경비신청』**
  - Check the boxes of optional expenses that you wish to deposit, uncheck the to not to deposit. And save.



3. Deposit Method : Sum the total amount of the checked optional expenses and the tuition fee, and deposit.

※ **If not applied during the application period, can deposit at the time of registration deposit period**

- **Deposit : Sum amount of tuition fee and optional expenses**

- **Unwilling : Deposit only the tuition fee**

※ **The deposited optional expenses cannot be be refunded.**

#### ☐ **Graduation Fee Guidance (Undergraduates Only)**

1. Graduation Fee is for making the graduation album. **Compulsorily deposited twice** during the school period (4 years).

(₩27,000 \* 2 times = ₩54,000 deposit)

2. Students who have not taken the graduation album photoshoots, please contact Student Support Team for a refund request.

※ **Inquiries : Student Support Team(02-760-1004)**

#### ☐ **International Students Insurance Service Fee**

1. **All of the Undergraduate, Graduate School International Students must deposit (Group Apply of International Students Insurance Service)**

Exception: If students are holding an individual health insurance or register at National Health Insurance or other local(Korea) health insurance provider, it is not required to pay the optional fee(health insurance).

2. Overpayment Refund : KB Indemnity Insurance website([www.soskb.co.kr](http://www.soskb.co.kr))

※ **Inquiries : : Office of International Student Services**

**Humamities and Social Sciences Campus : 02-760-0024**

**Natural Sciences Campus : 031-290-5026~7**