

# 2022-1<sup>st</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>		2022. 2. 18.(Fri) 09:30 ~ 2. 24.(Thu) 17:00	2022. 3. 11.(Fri) 09:30 ~ 3. 15.(Tue) 17:00	See '4. Methods of payment'
<b>Selecting Miscellaneous Fees</b>		2022. 2. 3.(Thu) 09:30 ~ 2. 13.(Sun) 16:00		See '2. Selecting the Miscellaneous Fees'
<b>Print the bills</b>		2022. 2. 18.(Fri) 09:30 ~	2022. 3. 11.(Fri) 09:30 ~	See '3. Printing the bills & payment verification'
<b>S U B J E C T S</b>	<b>Enrolled students</b>	Enrolled students (except students taking extra semester)	All Enrolled students	※ Extra semester Students can only print during additional period (except TIP applicants)
	<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)	See '5. Students taking extra semesters'
	<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	See the additional notice at Yonsei homepage

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

※ Students wishing to pay in installments should refer to the "Registration of Installment Payment" below.

### B. Tuition installment plan registration (See the Notice at Yonsei Webpage about TIP details)

1) Application period : 2021. 12. 29.(Wed) 09:30 ~ 2022. 2. 13.(Sun) 17:00

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

No. of Installment	Registration Period	
4-time	1st	2022. 2. 18.(Fri) 9:30 ~ 2. 24.(Thu) 17:00
	2nd	2022. 3. 18.(Fri) 9:30 ~ 3. 21.(Mon) 17:00
	3rd	2022. 4. 8.(Fri) 9:30 ~ 4. 11.(Mon) 17:00
	4th	2022. 4. 29.(Fri) 9:30 ~ 5. 2. (Mon) 17:00
2-time	1st	2022. 2. 18.(Fri) 9:30 ~ 2. 24.(Thu) 17:00
	2nd	2022. 4. 8.(Fri) 9:30 ~ 4. 11.(Mon) 17:00

## 2. Selecting the Miscellaneous Fees

### A. Selecting Period: 2022. 2. 3.(Thu) 09:30 ~ 2. 13.(Sun) 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.

## 3. Printing the bills & payment verification

### A. Period

Schedule	Period	Note
Registration	2022. 2. 18.(Fri) 09:30 ~ (Until the payment)	※ Extra semester Students can only print during additional period
Additional registration	2022. 3. 11.(Fri) 09:30 ~ (Until the payment)	

#### B. Procedure

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

#### C. Note

- 1) Tuition bills can only be issued and printed during the given period.
- 2) After payment of tuition, it is **impossible** to print a notice in any way. Please print the bill before the payment is confirmed if you need any.
- 3) After payment of tuition, the student can print a "Certificate of Tuition Payment"

▶ Log in Yonsei portal → Tuition and Payment → Registration → Print/Registration → Browse/ Registration → Certificate of Tuition Payment

## 4. Methods of payment

### A. Bank transfer

- 1) Make an accurate deposit of **the total tuition amount AT ONCE.**
- 2) **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.**
- 3) **If the deposit amount does not match, payment is not possible, so the amount of the bill must be deposited at once. (Please check your bank transfer limit in advance.)**
- 3) It is possible to pay through internet/phone banking, ATM, and at the bank counter.
- 4) Remittance charge may be occurred using banks other than Woori bank.

5) It is impossible to return payment for changing payment methods.

6) We recommend that you complete the payment by 15:00 on the last day before the bank closes in order to avoid any unexpected problems, such as transaction limit excess.

### 등록금 납부 시 보이스피싱 도용 주의 안내

#### Caution for the tuition payment

등록금 납부 시에는 적절한 절차로 공식 금융기관을 통하여 납부하여야 합니다.

특히 외국인 학생들이 등록금 납부할 때에 정식 금융기관을 이용하지 않고 불법 사설 환전소를 이용하는 경우, 혹은 지인을 통하여 환전 혹은 이체를 진행하는 경우에 그 과정에서 타인의 계좌를 해킹하여 등록금 가상계좌가 보이스피싱에 도용되는 일이 발생하고 있습니다.

학생들은 등록금 납부 시 이러한 문제가 발생하지 않도록 적절한 절차로 공식 금융기관을 이용하시기 바라며, 본인의 가상계좌번호가 타인에게 노출되지 않도록 유의하여 주시기 바랍니다.

등록금 납부가 적절한 절차로 진행되지 않아 불법적인 사건에 연루되는 경우, 해당 등록금 납부는 무효 처리(재등록을 하지 않을 시 제적)되며, 관련된 민·형사상 처벌을 받을 수 있으니 다시 한 번 유의 바랍니다.

When paying tuition, it must be paid through an official financial institution and through a legal process.

Recently, there are some cases that students' virtual accounts are used for voice phishing when students pay tuition through an illegal private currency exchange office or when they exchange or transfer money through an acquaintance, not through official financial institutions.

Students should use official financial institutions in a legal manner to prevent such problems when paying tuition fees and be careful not to expose their virtual account numbers to others.

If tuition payment is not carried out in a legitimate procedure and is involved in an illegal case, the tuition payment will be invalid (unregistered if you don't register again), and related civil and criminal penalties may be imposed.

缴纳学费时，请通过合法的途径和官方指定的方式进行缴纳。

近期发现有的学生通过非法的货币兑换方式实现学费缴纳，而不是通过官方指定银行或者金融机构走正常的转账程序。这样学生缴纳学费的虚拟帐号很容易被利用成为网络诈骗的工具。

学生在缴纳学费时应通过官方指定的金融机构，杜绝此类情况出现。切记不要将虚拟账号透露给他人。

未按合法程序缴纳学费并涉及违法行为的，缴纳的学费无效(如不重新注册，原有帐号会被取消)，并会被追究法律责任。

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

C. Credit Card (**Woori credit card ONLY**, other banks' credit card/ debit cards/ 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 3~4 hours after payment.

3) The registration can be made automatically even though a cardholder's name is not matching your name.

## D. Wire Transfer

1) If you are not able to pay tuition fee by any of methods stated above due to some conditions such as living abroad, please pay it by wire transfer to your virtual account on the bill.

2) Since only one-time payment is allowed, please **consider the exchange rate and other charges for transferring the money**. If the money transferred is more than the tuition fee, the rest will be refunded during your 1st semester. If there's any unpaid tuition, your enrollment cannot be confirmed.

### 3) Wire Transfer Bank Information

· Name of Bank(branch) : Woori Bank (Yonsei University branch)
· Recipient : Yonsei University
· Swift Code : HVBKKRSE (or HVBKKRSEXXX)
· Bank Address : 50 Yonsei-ro, Seodaemun-gu, Seoul 120-749, Korea

### 4) Note

- ▶ When paying tuition, it must be paid through an official financial institution and through a legal process.
- ▶ Be careful not to expose your virtual account number to other people to prevent any illegal cases.
- ▶ There may be delays in processing the overseas transfer. Please proceed with sufficient schedules for the punctual payment

## 5. Students taking extra semesters

A. **Printing the bills/registration period: 2022. 3. 11.(Fri) 09:30 ~ 3. 15.(Tue) 17:00**

B. Selecting the Miscellaneous Fees: 2022. 2. 3.(Thu) 09:30 ~ 2. 13.(Sun) 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	341,600KRW		

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 (2022. 2. 18.(Fri) 09:30 ~ 2. 24.(Thu) 17:00)

- ▶ If payment is not made during the first payment period, the installment payment will be automatically canceled, and the full amount must be paid during the additional registration period.

**※ 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
~ 3. 15.(Tue)	Full refund of tuition	<b><u>Closing date of application for a general leave of absence:</u></b> <b>5. 16.(Mon)</b>
3. 16.(Wed) ~ 3. 31.(Thu)	5/6 refund of tuition	
4. 1.(Fri) ~ 5. 2.(Mon)	2/3 refund of tuition	
5. 3.(Tue) ~ 5. 30.(Mon)	1/2 refund of tuition	

A. The Refund of the tuition depends on the relevant refund schedule.

B. Time of refund: approximately 14 business days after approval

C. Refund Bank: When taking a leave of absence or withdrawal, the student's OWN bank account must be registered in advance on the portal to return the tuition fee.

※ The bank account register is only available if you have Korean bank account

※ In case the name registered at Portal site and the name of account holder are not exactly the same, you may not be able to enter your bank account number successfully. In that case, please send a copy of your bank book, your student ID card, and your official ID card to the Finance Accounting Team ([fiwebmaster@yonsei.ac.kr](mailto:fiwebmaster@yonsei.ac.kr))

D. For students' who don't have Korean bank account, there will be separate additional notice.

## 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), and find the related Notice at Yonsei Webpage(yonsei.ac.kr)

C. More contact information

▶ Tuition payment: 82-2-2123-4500,

▶ Scholarship: 82-2-2123-8191 (Undergraduates) / Each Graduate School Office (Graduate students)

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

**Yonsei University Finance and Accounting Team**