

# 2022-1 Students Payment in Installments

## 1. Eligible Applicants

- Students who have paid the first installment after submitting a payment in installments application online within the application period
- The following students are **NOT eligible** for payment in installments:
  - a. Freshmen, transfer students, readmitted students, and students on a leave of absence in the first semester of 2022
  - b. Students registered for an extra semester(exceeding their ninth undergraduate semester of fifth graduate semester) with taking less than 9 credits for undergraduates or 3 credits for graduates in Spring 2022
  - c. Research students who have completed their graduate courses (completed-research students)
    - \*All students with scholarships amount less than 25% of their tuition without any scholarship reductions are eligible.

## 2. Application Period

| Classification | Application Period                       | Payment in Installments Approval                                      |
|----------------|--|---|
| Apply          | <b>February 21 ~ 24, 2022 (by 16:00)</b> | <b>College/School's department offices and administration offices</b> |

## 3. Application Procedure for Online Payment in Installments

**KUPID→Login→Tuition Payment/Scholarship→Tuition Payment in Installments Application**

- a. Click Application after reading the instructions regarding payment in installments.
- b. Check personal and guardian's information. Make corrections if needed.
- c. Complete application by clicking the checkbox for guardians' consent after consulting with guardians. Type in a guardian's cell phone number ( A guardian's consent is not required for graduate students.)
- d. Print out your bill by clicking Payment in Installments Bill for the given period after receiving approval for payment in installments.
- e. Make payments within the designated period.
- f. Students wishing to cancel payment in installments must click Cancel Payment in Installments before making the first payment. (They must then print out a regular tuition bill during the tuition payment period and pay tuition in full.)
- g. Approval for payment in installments is made by tuition-related offices (college administration offices and department offices)

## 4. Payment in Installments Period

| Period         | Bill Printing and Payment Period    | Amount of Payment   |
|----------------|-------------------------------------|---|
| First Payment  | <b>March 2 ~ 4, 2022 (by 16:00)</b> | <b>25% of tuition fees + Other optional fees</b>  |
| Second Payment | <b>April 1 ~ 5, 2022 (by 16:00)</b> | <b>25% of tuition fees</b>  |
| Third Payment  | <b>May 2 ~ 4, 2022 (by 16:00)</b>   | <b>25% of tuition fees</b>  |
| Fourth Payment | <b>June 2 ~ 7, 2022 (by 16:00)</b>  | <b>25% of tuition fees –scholarship amount (will be deducted or separately awarded)</b> |

## 5. Printing Bills for Payment in Installments

**KUPID→ Tuition Payment/Scholarship→ Tuition Payment in in Installments Bill→ Print**

## 6. Notice

- a. Students who have made the first payment must make the second, third, and fourth (final) payments.
- b. Students who have made the first payment are considered enrolled students.
- c. If the final payment is not made, the student's enrollment will be canceled, and the first, second, and third payments will not be returned.
- d. If tuition is not paid in full by the payment deadline, the student will be expelled from school pursuant to relevant regulations.
- e. If students who have made the first, second, or third payments wish to withdraw or take a leave of absence from school, they must pay the remaining balance in full. (Tuition refund regulations for withdrawing students will be applied later.)
- f. Scholarship recipients (students who have applied for the payment in installments of less than 25% of tuition) will receive the fourth bill with the amount due after the scholarship deduction has been applied.
- g. If a student does not pay his or her tuition within the designated period, he or she will not be eligible to pay in installments for the following semester.