

Students handbook

The regulation for KSI (King Sejong Institute, S.F) students handbook follows the guideline presented by King Sejong Institute Foundation.

I . Course Registration

1. KSI courses can be advertised through newspaper or internet before a new semester starts, and the registration is made with its procedure for the period of accepting application.

- ① Course registration begins 30 days before the first class.
- ② Course registration and tuition payment are made via mail, e-mail, phone-call or site-visit. The registration is completed when the registration form is filled out and the tuition payment is fully made.
- ③ New students except ones who register *Korean Alphabet* class are placed at their level after taking a placement test and interview.

2. The polices for tuition and other fee follows as:

- ① One time Membership fee for a new student is \$50 (Non-Refundable).
- ② Tuition for 12-week course is \$335.
- ③ Tuition for 15-week course is \$365.
- ④ \$30 discount for early registration is applied and the deadline for the early registration is posted on the KCI website.
- ⑤ For the family member of KCI employees and board member, 30% of **regular tuition** shall be discounted.
- ⑥ Materials and textbooks are excluded.
- ⑦ For students who re-take the same course, 50% discount of **regular tuition** shall be applied.
- ⑧ Tuition shall be waived when students receive the perfect attendance awards 3 times among six consecutive semesters.

II. Course Cancellation

1. Course cancellation shall occur in either of following cases.

- ① Request for course cancellation is made prior to the first day of the semester.
- ② Request for course cancellation is made within 4 weeks after the semester starts.

III. Refund Policy

1. Program adjustments and withdrawals may affect a student' account. Course dropped prior to the first day of the semester will have 100% of the tuition charges cancelled. (*Membership fee: Non-Refundable*)

2. During the period for course cancellation, students who wish to drop a course or change course within 3 weeks may do so without financial loss if these transactions are for an equal number of class hours.

3. Tuition is non-refundable after deadline for course cancellation request, but tuition may be credited to the next semester with agreement with a program coordinator.

4. Courses dropped on or after the first day of the semester that result in a lower tuition charge are subject to the following refund schedules.

For 12-week regular classes:

Drop Time	REFUND PERCENTAGE
Before Class begins	100%
Drop by 2 nd Week	75%
Drop by 3 rd Week	50%
After 3 rd Week	0%

For 15-week regular classes:

Drop Time	REFUND PERCENTAGE
Before Class begins	100%
Drop by 2 nd Week	85%
Drop by 4 th Week	50%
After 4 th Week	0%

IV. Class change and course schedule

1. When changing the course, the request should be made within three weeks after the semester begins, and students should get the permission from a program coordinator and instructors of both classes.

2. Class hours follow as:

① 12-week course: 2 hours a week at 7:00 pm – 9:00 pm

② 15-weeks course: 3 hours a week at 6:30 pm – 9:30 pm

3. There shall be no class on US Federal holidays.

V. Course completion

The policies for KSI Course completion follows the guideline presented by KSI Foundation.

1. A program coordinator is responsible for managing students' records on registration, attendance and grade and should consider the attendance and grade when students register the next level.

2. Instructors are responsible for recording attendance of students and should report the records to a program coordinator on time.

3. The students' grade is decided based on the attendance and the final test score, and other factors such as students' participation and homework can be reflected to the final grade.

4. Instructors are responsible for recording the students' grades on KSI's grade form and should report the grades to a program coordinator.

5. Course completion ceremony is held at the end of every semester, and it is held with students' presentation at the end of Fall semester. Attendance should be counted at the ceremony.

6. A program coordinator should notify students whether they completed the course or not and may award certificates for course completion and perfect attendance.

7. Students can register the next level when the previous course are fully completed. Course completion is made when the students attend 75% of class and reach 75% at a final test.

VII. Notification

The students handbook is posted on the KCI website, and a Director General and a program coordinator should place the handbooks in administration offices so that students can reach it.