

Students Handbook

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

1. Course Registration

- a. KSI courses can be advertised through newspaper or internet before new semester starts, and the registration is made with its procedure for the period of accepting application.
 - i. Course registration begins 1-2 months before the first class.
 - ii. Course registration and tuition payment are made via online payment. The registration is completed when the registration form is filled out and the tuition payment is fully made.
 - iii. New students except the ones who registered for the Korean Alphabet class are placed at their level after taking a placement test and interview
- b. The polices for tuition and other fee follows as:
 - i. One time Membership fee for new students is \$50(NON-REFUNDABLE)
 - ii. Tuition for 11 week course is \$385
 - iii. Tuition for 15 week course is \$415
 - iv. \$20 discount for early registration is applied and the deadline for the early registration is posted on the KCI website.
 - v. For the family member of KCI employees and board member, 30% of regular tuition shall be discounted
 - vi. Materials and textbooks are excluded
 - vii. For students who re-take the same course, 50% discount of regular tuition shall be applied.
 - viii. Tuition shall be waived when students receive the perfect attendance awards 3 times among six consecutive semesters.

2. Course Cancellation

- a. Course cancellation shall occur in either of following cases.
 - i. Request for course cancellation is made prior to the first day of semester
 - ii. Request for course cancellation is made within the 1st week after the semester starts.

3. Refund Policy

- a. Program adjustments and withdrawals may affect a student's account. Course dropped prior to the first day of the semester will have 100% of the tuition charges cancelled minus the \$15 processing fee. (Membership fee: NON-REFUNDABLE)

- b. 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.
 - c. Course dropped on or after the first day of the semester that result in a lower tuition charge are subject to the refund schedules of “Return Policy” Guideline on KCI website.
4. Class change and course schedule
- a. 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.
 - b. There shall be no class on US Federal holidays.

5. Course Completion

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

- a. A program coordinator is responsible for managing students’ record on registration, attendance and grade and should consider the attendance and grade when students register the next level
 - b. Instructors are responsible for recording attendance of students and should report the records to a program coordinator on time
 - c. 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.
 - d. Instructors are responsible for recording the students’ grades on KSI’s grade form and should report the grades to a program coordinator.
 - e. Course completion ceremony is held at the end of every semester and attendance should be counted at the ceremony
 - f. A program coordinator should notify students whether they completed the course or not and may award certificates for course completion and perfect attendance.
 - g. Students can register the next level when previous course are fully completed. Course completion is made when the students attend 75% of class and reach 75% at a final test.
6. Notification
- The students handbook is posted on the KCI Website, and Director General and the program coordinator should place the handbooks in administration offices so that students can reach it.