

# 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 the 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 mail, phone-call or site-visit. The registration is completed when the registration form is filled out and the tuition payment is fully made.
  - iii. New students except ones who register 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 13 week course is \$395.
  - 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 NOT included.
  - 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 for 3 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 4 weeks 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. (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. 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. 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 70% of class and reach 60% at a final test.

#### 6. Notification

The students handbook is posted on the KCI Website, and the Director General and the Program Coordinator should place the handbooks in administration offices so that students can reach it.