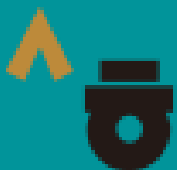


Korean Language Program

Student Handbook



세종학당재단
King Sejong Institute Foundation



KOREAN
CENTER, INC



Korean Language Program Student Handbook
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Korean Center, Inc. (KCI)

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Table of Contents

Introduction.....	3
Fall 2021 Semester Calendars.....	4
Fall 2021 Semester Course Availability.....	5
Course Registration.....	6-7
Registration Process.....	6
Payment Options.....	6
Tuition & Other Fees.....	7
Available Discounts.....	7
Class Change and Course Schedule.....	8
Course Cancellation.....	9
Refund Policy.....	10
Course Completion.....	11-12
Student Grades.....	11
Course Completion Ceremony.....	11
Enrollment in the Next Level.....	12
Anti-Discrimination Policy.....	13
Notification.....	14



Introduction

Welcome to the Korean Language Program (KLP) of Korean Center, Inc. (KCI)!

This Student Handbook is intended to provide you with basic information about services as well as policies and procedures related to your rights, responsibilities, and conduct as a student and a member of the Korean Language Program. You are responsible for knowing the information included in this handbook. If you have questions or concerns, always feel free to contact the Program Assistant.

We hope you will find this handbook useful to supporting your learning, enhancing your student experience, and contributing to your long-term personal development.

KCI reserves the right to amend the Student Handbook at any time and for any reason.

The regulation for the Student Handbook follows the guidelines presented by the King Sejong Institute (KSI) Foundation.



Fall 2021 Semester Calendars

13-Week Courses (Intro to Korean Language)

Fall Registration Starts	7/12
Early-Bird Discount Deadline	7/26
Registration Deadline	8/30
New Student Orientation	9/1, 5:30 p.m. - 6:30 p.m.
Textbook Curbside Pick-Up	9/4, 12:00 p.m. - 3:00 p.m.
Early Drop Deadline	Before First Class
Instruction Begins	Week of 9/6
Drop Deadline	9/12
KLP Class Mixer	TBA
Academic Holiday	11/22 - 11/26
Final Examinations	12/6 - 12/10
KLP End-of-Semester Social	TBA
Course Completion Ceremony	TBA

15-Week Courses (Beginning 1 – Intensive Speaking)

Fall Registration Starts	7/12
Early-Bird Discount Deadline	7/26
Registration Deadline	8/16
New Student Orientation	8/18, 5:30 p.m. - 6:30 p.m.
Textbook Curbside Pickup	8/21, 12:00 p.m. - 3:00 p.m.* <small>*Not available for: Intermediate 3, Intermediate 4, & Intensive Speaking Courses</small>
Early Drop Deadline	Before First Class
Instruction Begins	Week of 8/23
Drop Deadline	8/29
KLP Class Mixer	TBA
Academic Holiday	11/22 - 11/26
Final Examinations	12/6 - 12/10
KLP End-of-Semester Social	TBA
Course Completion Ceremony	TBA



Fall 2021 Semester Course Availability

COURSE	DAYS	TIMES
Intro to Korean Language	Tuesdays	5:30 p.m. - 7:20 p.m.
	Tuesdays	7:30 p.m. - 9:20 p.m.
	Wednesdays	5:30 p.m. - 7:20 p.m.
	Wednesdays	7:30 p.m. - 9:20 p.m.
Beginning 1	Tuesdays	6:30 p.m. - 9:20 p.m.
	Wednesdays	6:30 p.m. - 9:20 p.m.
	Thursdays	6:30 p.m. - 9:20 p.m.
Beginning 2	Mondays	6:30 p.m. - 9:20 p.m.
	Tuesdays	6:30 p.m. - 9:20 p.m.
Beginning 3	Mondays	6:30 p.m. - 9:20 p.m.
	Tuesdays	6:30 p.m. - 9:20 p.m.
Beginning 4	Thursdays	6:30 p.m. - 9:20 p.m.
Intermediate 1	Mondays	6:30 p.m. - 9:20 p.m.
Intermediate 2	Wednesdays	6:30 p.m. - 9:20 p.m.
Intermediate 3	Wednesdays	6:30 p.m. - 9:20 p.m.
Intermediate 4	Thursdays	6:30 p.m. - 9:20 p.m.
Intensive Speaking	Thursdays	6:30 p.m. - 9:20 p.m.



Course Registration

Registration Process

KSI courses are advertised via print or online before the start of the new semester, and registration is made with the following procedure for the application acceptance period:

- Course registration begins 1 - 2 months before the first class.
- Course registration and tuition payment can be made via mail, phone call, or site-visit.
- Registration is completed when the registration application form is submitted and the tuition payment is fully made.
- New students—except those who register for Intro to Korean Language—are placed at their level after taking a [placement test](#) and interview.
 - Additional testing may be requested to better assess level

After you register, you will receive a confirmation email with instructions on how to complete enrollment.* Please note that your spot is NOT secured until we have received payment.

Payment Options

Payment can be made online or via check:

- [Online](#)
- Check
 - Checks should be made payable to "Korean Center, Inc." and addressed as follows:
Korean Center, Inc.
1362 Post Street
San Francisco, CA 94109
 - Check must be postmarked by the deadline you are supposed to meet.



Course Registration

Tuition & Other Fees

The policies for tuition and other fees are as follows:

- One-time Registration Fee for new students is \$50 (NON-REFUNDABLE)
- Tuition for a 13-week course is \$385.
- Tuition for a 15-week course is \$415.
- Materials and textbooks are NOT included and must be purchased separately.

Available Discounts

KCI provides several discounts related to KLP enrollment:

Early-Bird Discount

- An Early-Bird Discount of \$20 discount is available for those who register early
- The deadline is posted on the KCI website at the start of every registration period.
- **Deadline for Fall 2021: July 26, 2021**

Perfect Attendance Award

- Tuition is waived for students with perfect attendance for 3 consecutive semesters.

Retaking Course

- For students who retake a course, 50% discount of regular tuition shall be applied.

Family Members of KCI Employees or Board Members

- For any family members of KCI employees or board members, 30% of regular tuition shall be discounted.



Class Change and Course Schedule

When changing courses, the request should be made within one week after the semester begins, and students should get permission from the Program Coordinator and instructors of both classes.

There shall be no class on US federal holidays.

For **Fall 2021**, there will be **NO CLASS** on **Thanksgiving Week (11/22 - 11/26)**.



Course Cancellation

Course cancellation requests by students shall occur in either of the following cases:

- Request for course cancellation is made prior to the first day of semester, OR
- Request for course cancellation is made within 1 week after the semester starts.



Refund Policy

Program adjustments and withdrawals may affect a student's account. Courses dropped prior to the first day of the semester will have 100% of the tuition charges cancelled. The one-time Registration Fee for new students is NON-REFUNDABLE.

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

Courses dropped on or after the first day of the semester that result in a lower tuition charge are subject to the refund schedules of the "[Refund Policy](#)" on the KCI website. Please refer to the site or see the table below for more details.

For 13-week regular courses (Intro to Korean Language ONLY)

DROP TIME	REFUND PERCENTAGE
Before Class begins	100% (-\$15 processing fee)
By 1st week (9/12/2021)	90% (-\$15 processing fee)

For 15-week regular courses (Beginning 1 – Intensive Speaking)

DROP TIME	REFUND PERCENTAGE
Before Class begins	100% (-\$15 processing fee)
By 1st week (8/29/2021)	90% (-\$15 processing fee)



Course Completion

The policies for course completion follow the guidelines presented by the KSI Foundation.

The Program Coordinator is responsible for managing students' records on registration, grade, and attendance and will consider the grade and attendance when students register for the next level.

Student Grades

Students' grades are decided based on the attendance, the final exam score, and other factors. Students' participation and homework can be reflected in the final grade.

Instructors are responsible for recording attendance of students and should report the records to the Program Coordinator on time.

Instructors are responsible for recording students' grades on KSI's grade form and should report the grades to the Program Coordinator.

Course Completion Ceremony

A course completion ceremony is held at the end of every semester and attendance should be counted at the ceremony.

The Program Coordinator should notify students whether they completed the course or not and may award certificates for course completion and perfect attendance.



Course Completion

Enrollment in the Next Level

Students can register for the next level when previous courses are fully completed. Course completion is made when students attend **70% of class** and **score 60% in the final exam**.



Anti-Discrimination Policy

Korean Center, Inc. values and celebrates a diverse population and is committed to creating and maintaining an educational and working environment that is free from discrimination and harassment. KCI will respond to all allegations of discrimination based on race, color, creed, religion, national or ethnic origin, gender or gender identity, sexual orientation, age, physical or mental disability, veteran status, marital status or any other legally protected characteristics. When KCI becomes aware that a member of the KCI community may have been subjected to or affected by discriminatory and/or harassing behavior, KCI will take prompt action, including a review of the matter, and if, necessary, an investigation and appropriate action to stop the discrimination and/or harassment. The course of action taken by KCI, including any disciplinary penalty, will depend on the particular facts and circumstances involved. KCI will not tolerate discrimination of any kind based on the aforementioned legally protected characteristics. Any individual who interferes with the dignity of the other KCI course participants or their right to a peaceful learning environment while enrolled in a KCI course, or discriminates against or harasses any KCI teachers, other students, or other KCI staff members, will be removed, if necessary, from the program upon a thorough review of the situation and may be prevented from registering for future KCI courses.



Notification

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