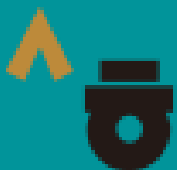


Korean Language Program

Student Handbook



세종학당재단
King Sejong Institute Foundation



KOREAN
CENTER, INC



Korean Language Program Student Handbook
Fall 2024
Korean Center, Inc. (KCI)

Address

1362 Post Street
San Francisco, CA 94109

Website

www.koreancentersf.org

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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 the 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 us at klp@koreancentersf.org.

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 2024 Semester Calendar

13-Week Courses (Intro to Korean)

Fall Registration Starts	07/10/2024
Early-bird Discount Deadline	07/16/2024
Registration Deadline	09/06/2024 (12pm)
*Last Day to Drop with 100% Refund	09/06/2024 (12pm)
*Last Day to Drop with 50% Refund	Within 24 hours after the first session ends
New Student Orientation	09/11/2024 (5pm)
Textbook Curbside Pick Up	Not Available
Instruction Begins	Week of 09/16/2024
Academic Holiday	One Week Thanksgiving Break! (11/25-12/1) Holidays (9/2, 10/14, 11/11) (Holiday classes may or may not be held based on teachers' availability)
Final Examinations	Week of 12/16/2024 *depending on teachers' availability for the holidays



FALL 2024 Semester Calendar

15-Week Courses (Beginner to Advanced)

Spring/Summer Registration Starts	07/10/2024
Early-bird Discount Deadline	07/16/2024
Registration Deadline	08/23/2024 (12pm)
*Last Day to Drop with 100% Refund	08/23/2024(12pm)
*Last Day to Drop with 50% Refund	Within 24 hours after the first session ends
New Student Orientation	08/28/2024 (5pm)
Textbook Curbside Pick Up	Not Available
Instruction Begins	Week of 09/02/2024
Academic Holiday	One Week Thanksgiving Break! (11/25-12/1) Holidays (9/2, 10/14, 11/11) (Holiday classes may or may not be held based on teachers' availability)
Final Examinations	Week of 12/16/2024 *depending on teachers' availability for the holidays



FALL 2024

Course Availability

Course	Day	Time	Instructor
Intro to Korean	Monday	5:30pm-7:20pm	Hyunju Kim
Intro to Korean	Monday	7:30pm-9:20pm	Hyunju Kim
Intro to Korean (In-person)	Wednesday	5:30pm-7:20pm	Heyeun Kang
Intro to Korean (In-person)	Wednesday	7:30pm-9:20pm	Heyeun Kang
Beginner 1	Monday	6:30pm-9:20pm	Eunhye Kim
Beginner 1 (In-person)	Tuesday	6:30pm-9:20pm	Heyeun Kang
Beginner 1	Tuesday	6:30pm~9:20pm	Eunhye Kim
Beginner 1	Wednesday	6:30pm~9:20pm	Eunhye Kim
Beginner 2	Monday	5:30pm-8:20pm	Hyunjeong Kim
Beginner 2	Tuesday	6:30pm-9:20pm	Ayoung Baek
Beginner 2 (In-person)	Wednesday	6:30pm-9:20pm	Hyunjeong Kim
Beginner 2	Thursday	6:30pm-9:20pm	Hyunjeong Kim
Beginner 3	Monday	6:30pm-9:20pm	Heesook Kim
Beginner 3 (In-person)	Tuesday	6:30pm-9:20pm	Hyunjeong Kim
Beginner 3	Wednesday	5:30pm-8:20pm	Heesook Kim
Beginner 4	Wednesday	6:30pm-9:20pm	Stella Lee
Beginner 4	Thursday	5:30pm-8:20pm	Stella Lee
Intermediate 1	Monday	6:30pm-9:20pm	Stella Lee
Intermediate 2	Monday	4:30pm-7:20pm	Jungah Wee
Intermediate 2	Tuesday	6:30pm-9:20pm	Jungah Wee
Intermediate 3	Tuesday	6:30pm-9:20pm	Stella Lee
Intermediate 4	Thursday	6:30pm-9:20pm	Ayoung Baek
Advanced 2	Thursday	6:30pm-9:20pm	Heesook Kim



Course Registration

Registration Process

KSI course registration begins 1 - 2 months before the start of the new semester, and registration is made with the following procedure for the application acceptance period:



- A registration received email with instructions on how to complete enrollment will be sent to the provided student's email upon the submission of the registration form. Students are responsible for contacting klp@koreancentersf.org **if the email has not reached their inbox (or spam box) within 1 business day.**
- Registration is completed when the registration application form is submitted **AND** the tuition payment is received.
- The welcome email will be sent out a week before the class starts. **Please be sure to check your spam folder for the email.** It will contain general information about the class for which the students registered (Zoom link, class starting dates, policies, etc.). It is the student's responsibility to check the class starting date. If you did not find the welcome email from us, please contact us at klp@koreancentersf.org.

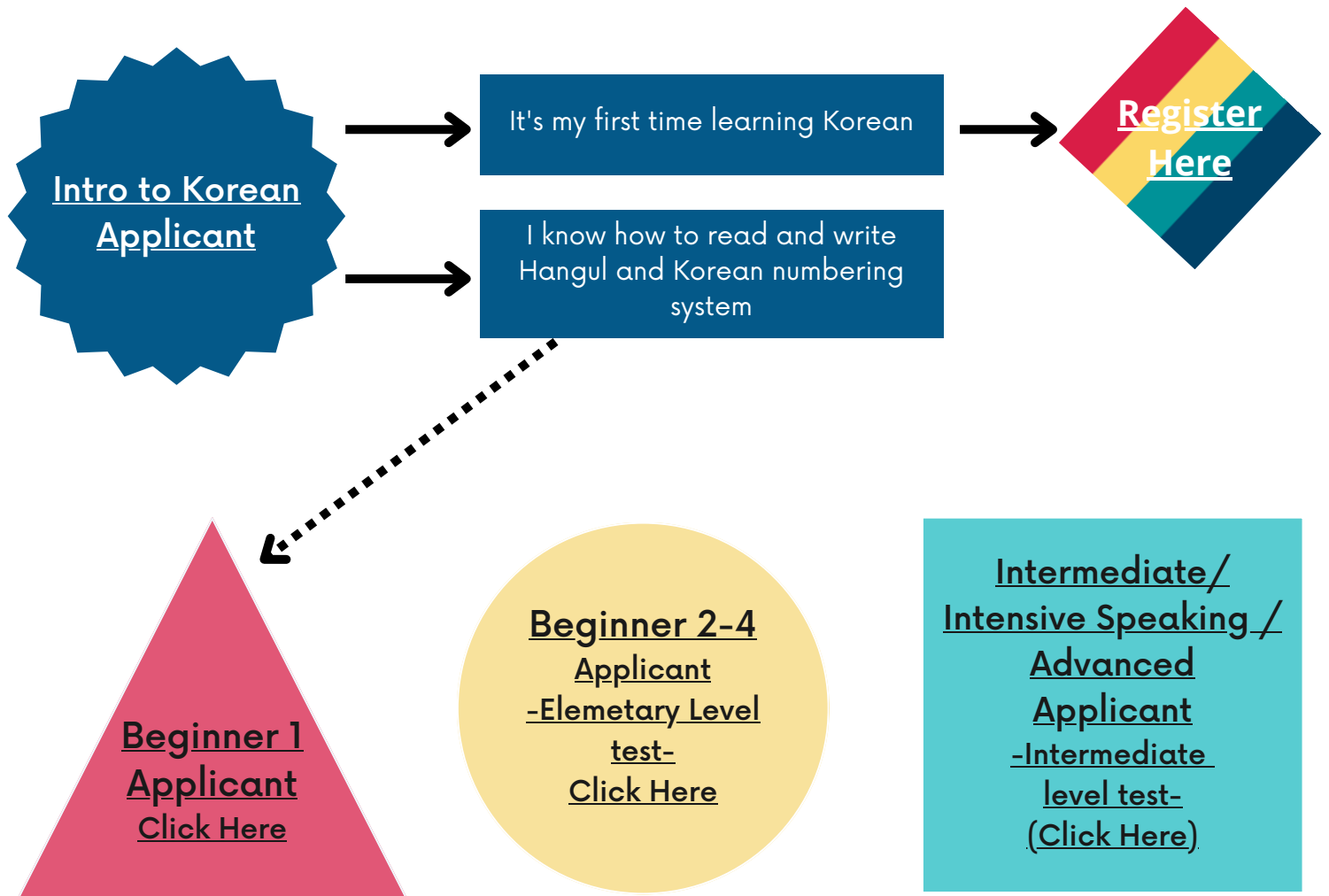


Course Registration

Placement Test

Students must take a placement test if applying as:

- New students—except for those who register for Intro to the Korean Language
- Returning students who have missed more than 1 semester



Send the result to KLP@koreancentersf.org

Additional testing and/or interview may be requested to better assess the level



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 **\$515**
- Tuition for a 15-week course is **\$545**
- 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 is available for those who register early.
- The deadline is posted on the KCI website and the student handbook at the start of every registration period.
- **Early Bird Deadline for FALL 2024 is July 16th, 2024**

Perfect Attendance Award

- Tuition is waived for students with perfect attendance for 3 consecutive semesters.
- Tuition fee waiver is applicable only for the semester following 3 consecutive semesters of perfect attendance

Retaking Course

- For students repeating a course, a 50% discount on regular tuition is available **upon request**. This discount is applicable **one time only**.

Family Members of KCI Employees or Board Members

- For any family members of KCI employees or board members, a discount of 30% on regular tuition will be applied.

Students are responsible for contacting the Korean Language Program

(klp@koreancentersf.org) before completing the registration in order to receive discounts.



Class Change

Course Transfer

When requesting to transfer to a different level course, the request should be made **within 24 hours after the first session ends**. Students must obtain permission from the Korean Language Program (klp@koreancentersf.org) and the instructor. Course transfers can **only be made among 15-week courses**.

Class Date/Time Change

If students know in advance that they will not be able to attend a class on a certain date and wish to change the class times for that week, they should inform their instructor within the first week of the semester and arrange any necessary class changes in advance. (***Attending classes at different times, even if they are of the same level, is not permitted.**)

Make-up Session

Students can request a 1:1 paid make-up session (**\$55/hr**) from the Instructor to make up for an absence before it occurs. Cancellations must be made 48 hours in advance if a refund is desired.

- Please note that make-up sessions are arranged according to the **teacher's availability**. Even if a request is made before the absence, a make-up session may not always be available.
- It is recommended to have at least 2 hours (S110) of make-up sessions to compensate for a 3-hour class.
- **Make-up session will be confirmed only if payment is completed within 72 hours.**
- A make-up session is acknowledged as attendance, but it will **NOT** count towards the perfect attendance award.
- Make-up sessions for the final exam is not available unless a special accommodation is needed.



Refund Policy

Program adjustments and withdrawals may impact a student's account. Courses dropped during the registration period will have 100% of the tuition charges canceled. The one-time Registration Fee for new students is **NON-REFUNDABLE**.

Refunds can only be processed after students complete and submit the refund form. The refund form must be signed within 5 days of receiving it.

Courses dropped after the registration period, resulting in a lower tuition charge, are subject to the refund schedules. Please refer to the table below for more details.

For 13-week Courses (Intro to Korean)

DROP TIME	REFUND PERCENTAGE
Before registration ends 09/06/2024 (12pm)	100% (-\$15 processing fee)
Within 24 hours after 1st session ends	50%

For 15-week Courses (Beginner 1 - Advanced 2)

DROP TIME	REFUND PERCENTAGE
Before registration ends 08/23/2024 (12pm)	100% (-\$15 processing fee)
Within 24 hours after 1st session ends	50%

Tuition is non-refundable after the deadline to drop with a 50% refund.



Attendance

- Attendance is acknowledged if a student stays for more than 50% of the class.
- For online Zoom classes, attendance will only be recognized if the camera is turned on without exception.
- In-person classes **DO NOT** offer Zoom or recording options.

Break Schedule

Classes are scheduled in 50-minute increments with a 10-minute break in between, typically ending around 7:20 pm (Intro to Korean) / 9:20 pm.

Teachers will stay until 7:30 pm (Intro to Korean) / 9:30 pm for students who have any questions. Please note, however, that break schedules can vary according to the teachers.

Office Hours

Office hours are available on **Tuesdays and Wednesdays from 10 am to 3 pm**. Students can visit our center during office hours to get help in person. Our Senior Administrator, Lucia Park, will be in the office during these times to assist with any concerns that arise. If you have any questions regarding KLP, feel free to contact our Senior Administrator at any time.

Contact Information:

Senior Administrator: Lucia Park

Email: Luciapark@koreancentersf.org

Phone Number: (707) 563-1267

Office Address: 1362 Post St, San Francisco



Course Completion

The policies for course completion adhere to the guidelines presented by the King Sejong Institute Foundation.

The KLP is tasked with managing students' records on registration, grades, and attendance and will take into account both grades and attendance when students register for the next level.

Student Grades

Students will only receive a pass/no pass at the end of the semester.

Student performance is determined by attendance, final exam scores, and other factors as listed by the instructors.

Instructors are responsible for recording the attendance of students and must report these records to the KLP daily.

Instructors are also responsible for documenting students' grades on the KSI's grade form and must report grades to the KLP.



Course Completion

Class Material Copyright

It is strictly prohibited to record any in-person or online classes.

Class Observation

About two to three weeks after the start of classes, KLP administrative staff will observe the class sessions for approximately 30 minutes to ensure the quality of instruction and provide support to the teachers.

Advancement to the Next Level

Students can register for the next level once they have fully completed their previous courses. The minimum requirement for completing a course is 70% class attendance (11 out of 15 sessions for Beginner to Advanced levels / 9 out of 13 sessions for Intro to Korea) and a score of at least 60% on 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 and prevent future 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. The Director and the Program Administrator should place handbooks in the administration offices so that students can access them or email them to each student.