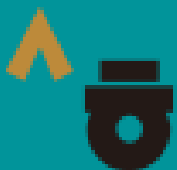


Korean Language Program

Student Handbook



세종학당재단
King Sejong Institute Foundation



KOREAN
CENTER, INC



Korean Language Program Student Handbook
Winter 2025 Session
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.



WINTER 2025 Session Calendar

15-Week Courses (Beginner to Advanced)

Winter Registration Starts	11/05/2024
Early-bird Discount Deadline	11/15/2024
Registration Deadline	12/20/2024 (12pm PST)
*Last Day for 100% Refund (Excluding non-refundable processing fee of \$100)	12/20/2024(12pm PST)
*Last Day to Drop with 50% Refund	Within 24 hours <u>after the first session ends</u>
New Student Orientation	01/03/2025 (5pm PST)
Instruction Begins	Week of 01/06/2025
Academic Holidays	Holidays Martin Luther King Jr. Day: Mon, January 20 Presidents' Day: Mon, February 17 Holiday class may or may not be held based on teachers' availability.
Final Examinations	Week of 04/18/2025 *depending on teachers' availability for the holidays



WINTER 2025 Session Calendar

13-Week Course (Intro to Korean)

Winter Registration Starts	11/05/2024
Early-bird Discount Deadline	11/15/2024
Registration Deadline	01/10/2025 (12pm PST)
*Last Day for 100% Refund (Excluding non-refundable processing fee of \$100)	01/10/2025 (12pm PST)
*Last Day to Drop with 50% Refund	Within 24 hours <u>after the first session ends</u>
New Student Orientation	01/15/2025 (5pm PST)
Instruction Begins	Week of 01/20/2025
Academic Holidays	Holidays Martin Luther King Jr. Day: Mon, January 20 Presidents' Day: Mon, February 17 Holiday class may or may not be held based on teachers' availability.
Final Examinations	Week of 04/18/2025 *depending on teachers' availability for the holidays



WINTER 2025 Session

Course Availability

Classes are held according to Pacific Standard Time (PST)

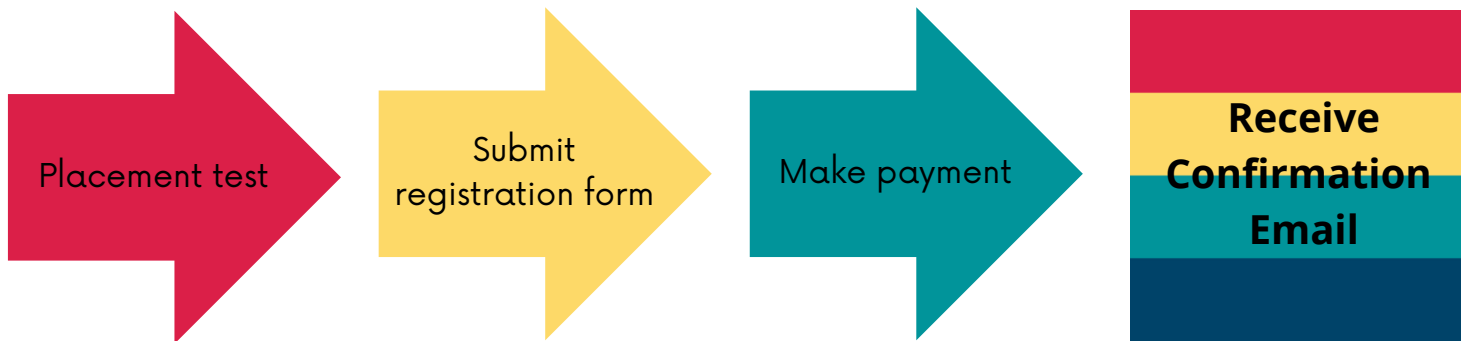
Course	Day	Time	Instructor
Intro to Korean (2 times a week)	Wednesday & Friday	11:00am-11:50am	Hyunju Kim
Intro to Korean	Tuesday	5:30pm-7:20pm	Heyeun Kang
Intro to Korean	Tuesday	7:30pm-9:20pm	Heyeun Kang
Intro to Korean (In-person)	Wednesday	5:30pm-7:20pm	Heyeun Kang
Intro to Korean (In-person)	Wednesday	7:30pm-9:20pm	Heyeun Kang
Beginner 1 (2 times a week)	Tuesday & Thursday	11:00am-12:20pm	Hyunju Kim
Beginner 1 (2 times a week)	Wednesday & Friday	12:30pm-1:50pm	Hyunju Kim
Beginner 1	Monday	6:30pm-9:20pm	Eunhye Kim
Beginner 1	Tuesday	6:30pm-9:20pm	Eunhye Kim
Beginner 1	Wednesday	5:30pm-8:20pm	Eunhye Kim
Beginner 1 (In-person)	Thursday	6:30pm-9:20pm	Seoyoung Jung
Beginner 2 (2 times a week)	Tuesday & Thursday	12:30pm-1:50pm	Hyunju Kim
Beginner 2	Tuesday	6:30pm-9:20pm	Hyunjeong Kim
Beginner 2 (In-person)	Wednesday	6:30pm-9:20pm	Hyunjeong Kim
Beginner 2	Thursday	6:30pm-9:20pm	Ayoung Baek
Beginner 3	Monday	5:30pm-8:20pm	Seoyoung Jung
Beginner 3 (In-person)	Wednesday	6:30pm-9:20pm	Seoyoung Jung
Beginner 3	Thursday	6:30pm-9:20pm	Stella Lee
Beginner 4	Monday	6:30pm-9:20pm	Hyunjeong Kim
Beginner 4	Wednesday	5:30pm-8:20pm	Stella Lee
Beginner 4 (In-person)	Thursday	6:30pm-9:20pm	Hyunjeong Kim
Intermediate 1	Tuesday	6:30pm-9:20pm	Jungah Wee
Intermediate 2	Monday	5:30pm-8:20pm	Jungah Wee
Intermediate 3	Monday	4:30pm-7:20pm	Stella Lee
Intermediate 3	Tuesday	6:30pm-9:20pm	Stella Lee
Intermediate 4	Tuesday	6:30pm-9:20pm	Ayoung Baek
Intensive Speaking 1	Monday	6:30pm-9:20pm	Hyunju Kim
Advanced 3	Friday	6:30pm-9:20pm	Stella Lee



Course Registration

Registration Process

KSI course registration begins 1–2 months before the start of the new session and follows the procedure outlined below for the application acceptance period:



- Registration is complete once the application form is submitted **AND** the tuition payment is received. **(Please note that your spot is only secured upon payment*)**
- The welcome email will be sent out a week before the class begins. **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.

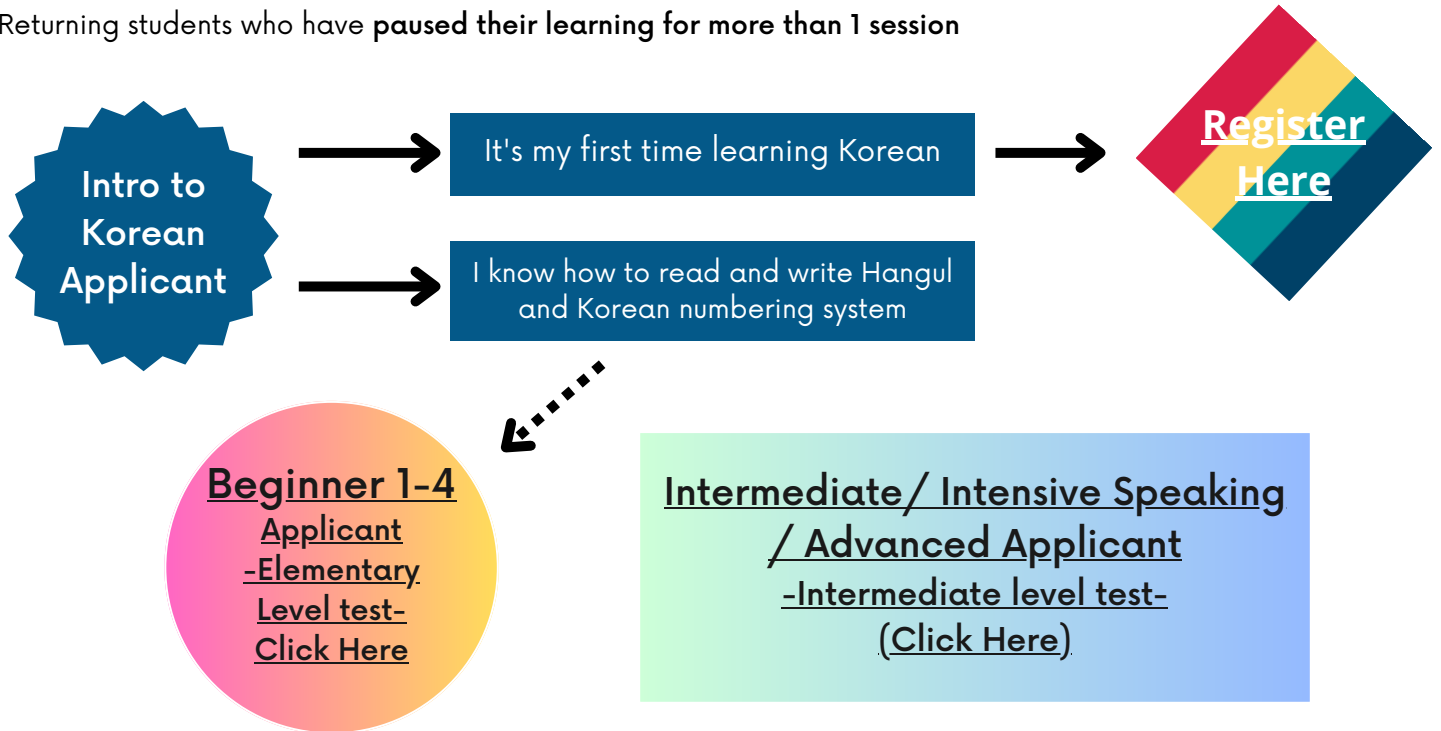


Course Registration

Placement Test

Students must take a placement test if applying as:

- **New students**—except for those who register for Intro to Korean Language
- Returning students who have **paused their learning for more than 1 session**



<Enrollment Guide Based on Placement Test Results>

Level Test Result	Your Current Level at KLP	Recommended Level for 2025 Winter Enrollment
1A	Intro to Korean	Beginner 1
1B	Beginner 1	Beginner 2
2A	Beginner 2	Beginner 3
2B	Beginner 3	Beginner 4
3A	Beginner 4	Intermediate 1
3B	Intermediate 1	Intermediate 2
4A	Intermediate 2	Intermediate 2 or 3
4B	Intermediate 3	Intermediate 3 or 4
4B above*	Intermediate 4	Intensive Speaking 1
	Advanced 2	Advanced 3



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

- A **\$50 early-bird discount** on tuition is available for early registrants.
- The deadline is posted on the KCI website and the student handbook at the start of every registration period.
- **Early Bird Deadline for WINTER 2025 is Friday, November 15th , 2024.**

Perfect Attendance Award

- Tuition is waived for students with perfect attendance for **3 consecutive sessions**.
- Tuition fee waiver is applicable only for the session following 3 consecutive sessions 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 upon request.

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 course level, the request should be made **within 24 hours after the first class of the session.** 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 session 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/hour**) 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 (\$110) of make-up sessions to compensate for a 3-hour class.
- **Make-up sessions 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. If you choose to no longer attend the KLP, a refund may be available. Please see the charts below for refund deadlines and amounts.

The one-time Registration Fee of \$50 for new students is **NON-REFUNDABLE** in addition to the **\$100 processing fee**.

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.

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

REFUND PERIOD	REFUND AMOUNT
Before registration ends 12/20/2024 (12pm PST)	100% (Excluding non-refundable processing fee of \$100)
Within 24 hours after 1st session ends	50%

For 13-week Course (Intro to Korean)

REFUND PERIOD	REFUND AMOUNT
Before registration ends 01/10/2025 (12pm PST)	100% (Excluding non-refundable processing fee of \$100)
Within 24 hours after 1st session ends	50%

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



Attendance

- Attendance is acknowledged if a student attends for more than 50% of the class period.
- For online Zoom classes, attendance will only be recognized if the camera is turned on.
- 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 that break schedules can vary according to the teacher.

Office Hours

Office hours are available on **Wednesdays and Thursdays from 11 a.m. to 6 p.m.** During this time, students are welcome to visit our center for in-person assistance. Please email us to schedule an appointment. Our Senior Administrator, Lucia Park, will be on-site to address any concerns. For 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 student records on registration, grades, and attendance and will take into account both grades and attendance when students register for a level advancement.

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 student 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

Approximately two to three weeks after the start of classes, KLP administrative staff will observe class sessions for approximately 30 minutes to ensure the quality of instruction and provide support to 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 Korean) and a score of at least 60% on the final exam.



Anti-Discrimination Policy

Korean Center, Inc. (KCI) 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 further 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 KCI participants' 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 Coordinator should place handbooks in the administration offices so students can access them and emailed to each student.