



KOREAN  
CENTER, INC



세종학당

King Sejong Institute  
샌프란시스코 San Francisco

# KOREAN LANGUAGE PROGRAM

Student Handbook





## Korean Language Program Student Handbook

Spring/Summer 2026 Session

Korean Center, Inc. (KCI)

### Address

1362 Post St.

San Francisco, CA 94109

### Website

[www.koreancentersf.org](http://www.koreancentersf.org)

© Korean Center, Inc. All rights reserved.

No part of this handbook may be reproduced, stored, or transmitted in any form or by any means, whether electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from Korean Center, Inc.



# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>3</b>
<b>S/S 2026 SESSION CALENDAR</b>	<b>4</b>
<b>S/S 2026 SESSION SCHEDULE</b>	<b>5</b>
<b>COURSE REGISTRATION</b>	
<i>Registration Process</i>	<b>6</b>
<i>Placement Test</i>	<b>7</b>
<i>Tuition &amp; Other Fees</i>	<b>8</b>
<i>Available Discounts</i>	<b>9</b>
<b>CLASS CHANGES</b>	
<i>Course Transfer</i>	<b>9</b>
<i>Class Date/Time Change</i>	<b>9</b>
<i>Make-up Classes</i>	<b>9</b>
<b>REFUND POLICY</b>	<b>10</b>
<b>ACADEMIC GUIDELINES</b>	
<i>Attendance</i>	<b>11</b>
<i>Break Schedule</i>	<b>11</b>
<i>Office Hours</i>	<b>11</b>
<b>COURSE COMPLETION</b>	
<i>Student Grades</i>	<b>12</b>
<i>Advancement to the Next Level</i>	<b>13</b>
<b>ANTI-DISCRIMINATION POLICY</b>	<b>14</b>
<b>NOTICES</b>	<b>15</b>



# 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 program, 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, please feel free to contact us at [KLP@koreancentersf.org](mailto:KLP@koreancentersf.org).

We hope you will find this handbook useful in 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.

This Handbook follows the guidelines established by the King Sejong Institute (KSI) Foundation. We wish you a rewarding and enjoyable experience in the Korean Language Program.



# S/S 2026 Session Calendar

## 15-Week Course

### Intro to Korean - Advanced Level

(한글반 - 고급반)

Registration Opens	03/16/2026
Early-bird Discount Deadline	03/22/2026
Registration Deadline	04/24/2026 (12pm PST)
*Last Day for 100% Refund (Excluding non-refundable processing fee of \$100)	04/24/2026 (12pm PST)
*Last Day to Drop with a 50% Refund	Within <b>24 hours</b> <u>after the first session ends</u>
Class Begins	Week of May 4, 2026
Academic Holidays	Memorial Day (Mon, May 25) Classes may or may not be held depending on the instructor's availability.
Final Examinations	Week of 08/14/2026 *depending on the instructor's availability due to the holiday schedule



# S/S 2026 Session

## Course Schedule

Classes are held according to PST (Pacific Standard Time)

Course	Day	Time	Instructor
Intro to Korean	Tuesday	11:30 am-1:00 pm	Seonyeong Jo
Intro to Korean	Wednesday	5:30 pm-7:20 pm	Stella Lee
Intro to Korean (In-person)	Tuesday	6:00 pm-7:50 pm	Heyeun Kang
Intro to Korean (In-person)	Thursday	5:30 pm-7:20 pm	Hyunjeong Kim
Beginner 1-1	Wednesday	11:30 am-1:00 pm	Seonyeong Jo
Beginner 1-2	Wednesday	10:30 am-12:00 pm	Hyunju Kim
Beginner 1	Monday	6:30 pm-9:20 pm	Hyunju Kim
Beginner 1	Tuesday	6:30 pm-9:20 pm	Seonyeong Jo
Beginner 1 (In-person)	Wednesday	6:30 pm-9:20 pm	Heyeun Kang
Beginner 2	Monday	6:30 pm-9:20 pm	Hyunjeong Kim
Beginner 2 (In-person)	Tuesday	6:30 pm-9:20 pm	Hyunjeong Kim
Beginner 2 (In-person)	Wednesday	6:30 pm-9:20 pm	Hyunjeong Kim
Speaking 1 (In-Person)	Thursday	7:30 pm-9:20 pm	Hyunjeong Kim
Beginner 3	Monday	6:30 pm-9:20 pm	Minseon Cha
Beginner 3 (In-person)	Wednesday	6:30 pm-9:20 pm	Minseon Cha
Beginner 4	Monday	6:30 pm-9:20 pm	Heyeun Kang
Beginner 4 (In-person)	Thursday	6:30 pm-9:20 pm	Heyeun Kang
Intermediate 1	Tuesday	6:30 pm-9:20 pm	Jungah Wee
Intermediate 1 (In-person)	Thursday	6:30 pm-9:20 pm	Minseon Cha
Intermediate 2	Thursday	6:30 pm-9:20 pm	Stella Lee
Intermediate 3	Thursday	6:30 pm-9:20 pm	Ayoung Baek
Intermediate 4	Thursday	6:30 pm-9:20 pm	Hyunju Kim
Speaking 4	Tuesday	7:30 pm- 9:20 pm	Ayoung Baek
Advanced 1	Monday	5:30 pm-8:20 pm	Stella Lee
Advanced 2	Thursday	6:30 pm-9:20 pm	Jungah Wee

# Course Registration

## Registration Process

Registration for KSI courses begins 1–2 months before the start of each new session and follows the procedure outlined below:



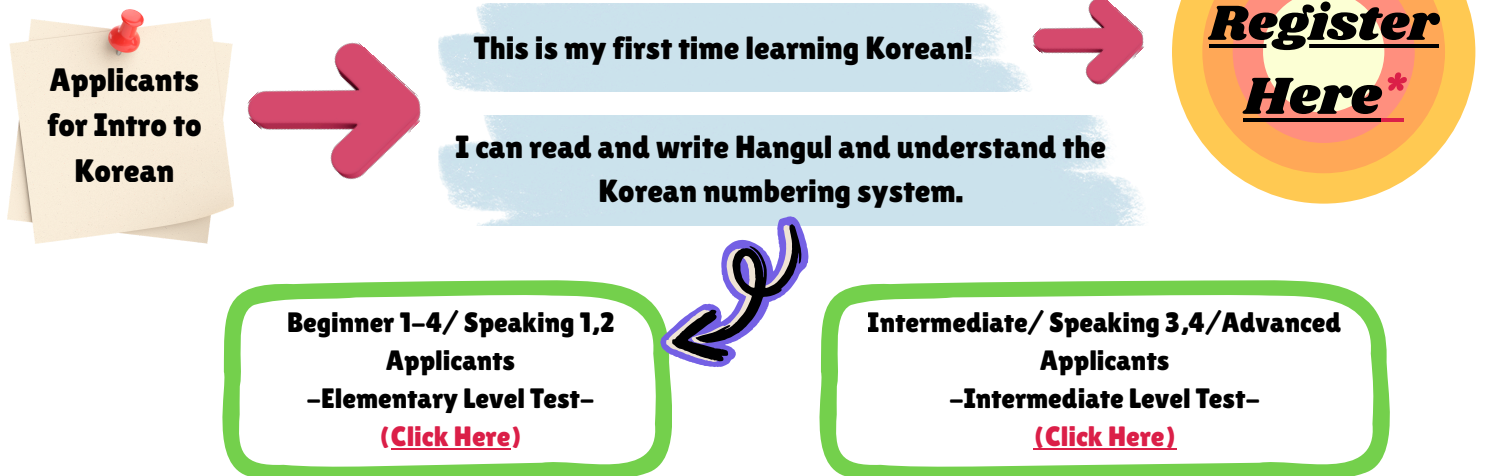
- Registration is complete once the application form is submitted **AND** the tuition payment is received. **(Please note that your spot is only secured once payment is received.\*)**
- The welcome email will be sent one week before the class begins. **Please make sure to check your spam or junk folder for this email.** It will contain general information about the class you registered for (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](mailto:KLP@koreancentersf.org).

# Course Registration

## Placement Test

Students must take a placement test if applying as:

- **New students**—except for those registering for Intro to Korean Language
- Returning students who have **paused** their studies for more than one session



Enrollment Guide Based on Placement Test Results

Level Test Result	Your Current Level at KLP	Recommended Level for 2026 S/S Enrollment
NO test	NEW	Intro to Korean
1A	Intro to Korean	Beginner 1
1B	Beginner 1	Beginner 2
2A	Beginner 2	Beginner 3 or Speaking 1
	Speaking 1	Beginner 3
2B	Beginner 3	Beginner 4
3A	Beginner 4	Intermediate 1 or Speaking 2
	Speaking 2	Intermediate 1
3B	Intermediate 1	Intermediate 2
4A	Intermediate 2	Intermediate 3
	Speaking 3	Intermediate 3 or Speaking 3
4B	Intermediate 3	Intermediate 4
4B above*	Intermediate 4	Advanced 1 or Speaking 4
	Speaking 4	Advanced 1
	Advanced 1	Advanced 2

# Course Registration

## Tuition & Other Fees

Tuition and other fees are as follows:

- A **one-time** registration fee for new students : \$50 (**NON-REFUNDABLE**)
- Tuition for an **Intro to Korean through Advanced** course is \$545
- Tuition for the **Morning Class** (10:30 AM-12:00 PM or 11:30 AM – 1:00 PM): \$300
- Materials and textbooks are **NOT included** and must be purchased separately.
- **\$15 late fee** will be charged for registrations submitted after the deadline.

## Available Discounts

KCI offers several discounts related to KLP enrollment:

### Early-Bird Discount

- A **\$50 early-bird discount** is available for early registrants.
- The deadline is posted on the KCI website and the student handbook at the start of each registration period.
- **The Early Bird Deadline for S/S 2026 is Sunday, March 22, 2026.**

### Perfect Attendance Award

- Tuition is waived for students with perfect attendance for **3 consecutive sessions**.
- This does **NOT** apply to the morning class.
- The tuition waiver applies only for the session following 3 consecutive sessions of perfect attendance

### Retaking Course

- Students repeating a course may receive a 50% discount on regular tuition **upon request**. This discount may be used **only once**.

### 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 must contact the Korean Language Program ([klp@koreancentersf.org](mailto:klp@koreancentersf.org)) before completing registration in order to receive discounts.



# Class Change

## Course Transfer

Requests to transfer to a different course level must be submitted **within 24 hours after the first class of the session.** Students must obtain permission from the Korean Language Program administrator (KLP@koreancentersf.org) and the instructor.

## Class Date/Time Change

If students know in advance that they will not be able to attend a class on a specific date and wish to change the class time for that week, they should inform their instructor within the first week of the session and arrange any necessary class changes ahead of time.

(\*Attending classes at different times, even if they are the same level, is **not permitted.**)

## Make-up Session

Students may 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.

- Make-up sessions are scheduled according to the **teacher's availability.** Even if a request is made before the absence, a make-up session may not always be possible.
- 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 after payment is completed within 72 hours.**
- A make-up session is acknowledged as attendance, but it will **NOT** qualify for the perfect attendance award.
- Make-up session for the final exam is not available unless a special accommodation is needed.
- Please note that make-up sessions are conducted **online only.**



# Refund Policy

Program changes and withdrawals may affect a student's account. If you choose not to continue attending the KLP, a refund may be available. Please refer to the table below for refund deadlines and amounts.

The one-time \$50 registration fee is **NON-REFUNDABLE** and is separate from the \$100 processing fee.

Refunds will only be processed after students complete and submit the refund form. The refund form must be signed and returned within five days of receipt.

## Refund Schedule (Intro to Korean - Advanced)

REFUND PERIOD	REFUND AMOUNT
Before registration ends <b>April 24, 2026 (12 PM PST)</b>	<b>100% (excluding the non-refundable processing fee of \$100)</b>
Within 24 hours after the first session ends	<b>50%</b>

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



# Attendance

- Attendance will be recorded if a student attends more than 50% of the class session.
- For online Zoom classes, attendance will only be counted if the camera is turned on.
- In-person classes do **NOT offer Zoom access or recording options.**

# Break Schedule

Classes are held in 50-minute sessions with a 10-minute break in between. However, please note that break schedules may vary depending on the instructor.

# Office Hours

Office hours are available on Tuesdays and Thursdays from 11 a.m. to 6 p.m.

During these times, students are welcome to visit the Korean Center for in-person assistance.

To ensure availability, please email us in advance to schedule a visit.

## Contact Information:

Email: [KLP@koreancentersf.org](mailto:KLP@koreancentersf.org)

Phone: 707-641-4729

Instagram: @sfksi\_koreancenter

Office Address: 1362 Post St, San Francisco, CA 94109





# Course Completion

Course completion policies follow the guidelines set by the King Sejong Institute Foundation.

The KLP manages student records related to registration, grades, and attendance and considers both grades and attendance when students apply for level advancement.

## Student Grades

**Students will receive a pass/no pass grade only.**

Student performance is determined by attendance, final exam scores, and other criteria determined by the instructors.

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

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

## Absence Policy

Absences due to jury duty, board-related responsibilities, overseas travel, illness, natural disasters, or other unavoidable circumstances are subject to the same attendance policy. If a student is unable to attend class for any of these reasons, the absence will still be recorded.

# Course Completion

## Class Materials Copyright

Recording any in-person or online class is strictly prohibited.

## Class Observation

Approximately two or three weeks after classes begin, KLP administrative staff will observe class sessions for approximately 30 minutes to ensure the quality of instruction and provide support to instructors.

## Advancement to the Next Level

Students may register for the next level once they have successfully completed their previous courses. The minimum requirement for completing a courses are:

- 70% class attendance (i.e., attending at least 11 out of 15 sessions for Intro to Korean through Advanced levels)
- A score of at least 60% on the final exam through Advanced levels) **and** achieving a score of at least 60% on the final exam.

## [KSIF] Notice on the Revised Ministry of Justice Guidelines for Visa-Purpose Korean Language Courses

**Certificate Issuance:** Certificates for visa purposes will only be recognized if they are issued based on in-person classes conducted in accordance with the King Sejong Institute's Basic Korean Language Curriculum and achievement assessments administered on the designated testing schedule (May : 5/11-5/15, June : 6/8-6/12, September : 9/14-9/18, November : 11/2-11/6, December : 12/7-12/11).



# Anti-Discrimination Policy

Korean Center, Inc. (KCI) values and celebrates diversity and is committed to creating and maintaining an educational and workplace environment that is free from discrimination and harassment. KCI will respond promptly 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 characteristic.

When KCI becomes aware that a member of its community may have been subjected to discriminatory or harassing behavior, it will take immediate action, including reviewing the matter and, if necessary, conducting an investigation and taking further steps to stop and prevent future discrimination or harassment. The actions taken by KCI, including any disciplinary measures, will depend on the specific facts and circumstances involved.

KCI does not tolerate discrimination of any kind based on the aforementioned legally protected characteristics. Any individual who interferes with a participant's right to a respectful learning environment while enrolled in a KCI course, or who discriminates against or harasses KCI teachers, students, or staff members, will be removed from the program, if necessary, following a thorough review of the situation, and may be prohibited from registering for future KCI courses.



# Notification

The Student Handbook is available on the KCI website. Copies of the handbook are also available in the administrative office for students to access, and an electronic copy is emailed to each student.