KOREAN CENTER, INC

세종학당 King Sejong Institute 샌프란시스코 San Francisco

KOREAN LANGUAGE PROGRAM

Student Handbook



Korean Language Program Student Handbook
WINTER 2027 Session
Korean Center, Inc. (KCI)

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San Francisco, CA 94109

Website
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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 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.**

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.

WINTER 2027 Session Calendar

Intro to Korean - Advanced Level (15-Week Course*)

Registration Opens	11/03/2026
Early-bird Discount Deadline	11/08/2026
Registration Deadline	12/18/2026 (12pm PST)
*Last Day for 100% Refund (Excluding non-refundable processing fee of $100)	12/18/2026 (12pm PST)
*Last Day to Drop with a 50% Refund	Within 24 hours after the first session ends
Class Begins	Week of January 4, 2027
Academic Holidays	Holidays January 18, 2027 (Mon) - Martin Luther King Jr. Day February 15, 2027 (Mon) - Presidents' Day May 31, 2027 (Mon) - Memorial Day Holiday class may or may not be held based on teachers' availability.
Final Examinations	Week of 4/12/2027 *depending on the instructor's availability due to the holiday schedule

*Refer to our refund policy on page 13

WINTER 2027 Session

Course Schedule

Classes are held according to PST (Pacific Standard Time)

Course	Format	Time	Instructor
MONDAY 월요일			
Beginner 1	Online	6:30 pm-9:20 pm	Jungnam Kim
Beginner 2	Online	6:30 pm-9:20 pm	Jungah Wee
Speaking 1	Online	5:30 pm-7:20 pm	Stella Lee
Beginner 3	Online	6:30 pm-9:20 pm	Minseon Cha
Beginner 4	Online	6:30 pm-9:20 pm	Heyeun Kang
Speaking 2	Online	5:30 pm-7:20 pm	Hyunju Kim
Intermediate 1	Online	6:30 pm-9:20 pm	Hyunjeong Kim
Speaking 3	Online	7:30 pm-9:20 pm	Hyunju Kim

Rev. 11/01/2026

WINTER 2027 Session

Course Schedule

Classes are held according to PST (Pacific Standard Time)

Course	Format	Time	Instructor
TUESDAY 화요일			
Intro to Korean	Online	11:30 am-1:00 pm	Sarang Jeong
Intro to Korean	In-Person	5:30 pm-7:20 pm	Sarang Jeong
Intro to Korean	Online	7:30 pm-9:20 pm	Ayoung Baek
Beginner 1-1	Online	11:30 am-1:00 pm	Hyunju Kim
Beginner 1-2	Online	11:30 am-1:00 pm	Jungnam Kim
Beginner 1	Online	6:30 pm-9:20 pm	Jungnam Kim
Beginner 1	In-Person	6:30 pm-9:20 pm	Heyeun Kang
Beginner 2	In-Person	6:30 pm-9:20 pm	Hyunjeong Kim
Beginner 3	In-Person	6:30 pm-9:20 pm	Minseon Cha
Speaking 2	In-Person	7:30 pm-9:20 pm	Sarang Jeong
Intermediate 2	Online	6:30 pm-9:20 pm	Stella Lee
Advanced 3	Online	6:30 pm-9:20 pm	Jungah Wee

Rev. 11/01/2026

WINTER 2027 Session

Course Schedule

Classes are held according to PST (Pacific Standard Time)

Course	Format	Time	Instructor
WEDNESDAY 수요일			
Intro to Korean	In-Person	7:30 pm-9:20 pm	Sarang Jeong
Beginner 1	In-Person	6:30 pm-9:20 pm	Jungnam Kim
Beginner 2-1	Online	11:30 am-1:00 pm	Hyunjeong Kim
Speaking 1	In-Person	5:30 pm-7:20 pm	Sarang Jeong
Beginner 4	In-Person	6:30 pm-9:20 pm	Heyeun Kang
Intermediate 1	In-Person	6:30 pm-9:20 pm	Hyunjeong Kim
Intermediate 3	Online	5:30 pm-8:20 pm	Minseon Cha
THURSDAY 목요일			
Intro to Korean	Online	6:00 pm-7:50 pm	Sarang Jeong
Beginner 2	In-Person	6:30 pm-9:20 pm	Hyunjeong Kim
Intermediate 3	In-Person	6:30 pm-9:20 pm	Minseon Cha
Intermediate 4	Online	6:30 pm-9:20 pm	Hyunju Kim
Speaking 4	Online	7:30 pm-9:20 pm	Ayoung Baek
Advanced 1	Online	6:30 pm-8:20 pm	Stella Lee

Rev. 11/01/2026

Course Registration

Registration Process



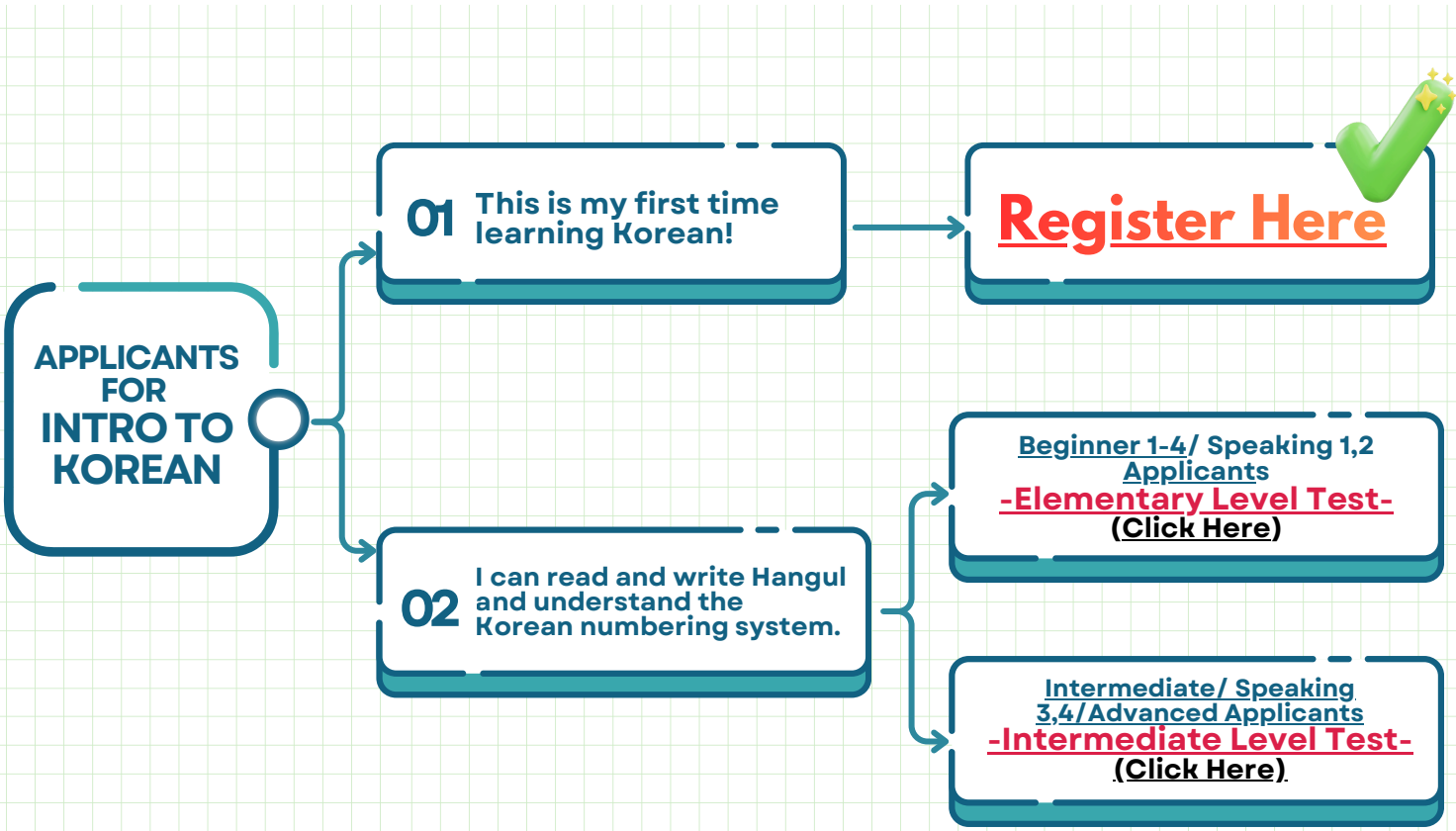
- Registration is complete once the application form is submitted AND the tuition payment is received.(Please note that your spot is not guaranteed until payment has been received.)
- The welcome email will be sent one week before the class begins. **Please make sure to check your spam or junk folder 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.

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**
- Students who place into Level 3A on the Beginner Placement Test are encouraged to also take the Intermediate Placement Test. This helps ensure you are placed in the level that best matches your current ability.



Course Registration

Placement Test

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Enrollment Guide Based on Placement Test Results

Level Test Result	Your Current Level at KLP	Recommended Level for 2027 WINTER 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 or Speaking 3
	Speaking 3	Intermediate 3
4B	Intermediate 3	Intermediate 4
4B above*	Intermediate 4	Adavanced 1 or Speaking 4
	Speaking 4	Advanced 1
	Adavanced 1	Advanced 2
	Advanced 2	Advanced 3
	Advanced 3	Advanced 4
	Advanced 4	

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** (11:30 AM – 1:00 PM): **$300**
- Materials and textbooks are **NOT included** and must be purchased separately. (Please purchase your textbook **before the first day of class** so you're ready to start from day one*)
- **$20 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 WINTER 2027 is Sunday, November 8, 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**) 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 1.5 hours ($82.5) of make-up sessions to compensate for a 3-hour class.
- **Make-up sessions will be confirmed only after payment is completed.**
- 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 December 18, 2026 (12 PM PST)	**100% (excluding the non-refundable processing fee of $100)**
Within 24 hours after the first session ends	**50%**

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 instructors.

Office Hours

Wednesdays & Thursdays | 11:00 a.m. – 6:00 p.m.

Students are welcome to visit the Korean Center for in-person assistance during office hours. To ensure availability, please email us in advance to schedule your visit.

Contact Information:

Email: **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 20~30 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 **(The schedule will be announced at a later date).**

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.