

## Refund Policy (환불규정)

The following Fees are **not refundable in any case**.

- Application Fee (only for applicants)
- Registration Deposit (for new students)
- Re-enrollment Deposit (for returning students, before semester begins)
- The Entrance Fee (only applicable to new students)
- The Residence Entrance Fee (only applicable to new resident students)
- Refund is not permitted if school is closed due to Force Majeure.
- School Bus Fee not refundable after the Semester begins

아래 내용은 어떠한 경우에도 환불이 불가합니다.

- 신입생 전형료
- 등록예치금
- 재등록예치금
- 신입생입학금
- 기숙사등록비
- 불가항력적인 사유로 인한 휴교/폐교의 경우 환불 불가
- 스쿨버스 학기시작 후 환불불가

The following Fees are only refundable in accordance with the school Refund Policy and Schedule below. The refundable amount is calculated on the semester basis unless stated otherwise. The request for withdrawal or change of status should be made **in writing** and submitted to the school as follows:

- Application for withdrawal : at least 10 weeks before the date of withdrawal
- Change of Residence status : at least 10 weeks before change of status
- School bus service cancellation : before the semester begins

다음항목은 학교의 환불정책에 의거하여 아래의 환불스케줄에 따라 환불됩니다. 등록금의 환불은 학기기준입니다. 등록취소 및 변경신청서는 반드시 **서면으로** 다음과 같이 제출되어야 합니다.

- 등록취소신청서: 등록취소일의 최소 10주 전까지
- 기숙사퇴소신청서: 기숙사퇴소일의 최소 10주 전까지
- 스쿨버스취소신청서: 학기 시작 전까지

\*The Refund Schedule table is applicable only after the written request is submitted.

\*아래 테이블은 서면요청서에 기재된 날짜로 적용됩니다.

### Tuition Fee and Residence Fee (semester basis) 수업료 및 기숙사비(학기기준)

#### 2019-2020 AY Refund Schedule and refundable fees (환불기준 및 환불가능 항목)

DIVISION (구분)		TUITION FEE (수업료) & RESIDENCE FEE (기숙사비)		SCHOOL BUS FEE (통학버스비)		
Before the semester begins (학기시작 전)	<b>10weeks before (10주 전) Full refund</b>				Full refund	
	If requested before	1st semester	~ 2019.06.10.			
		2nd semester	~ 2019.11.24.			
	1st: ~ 2019.08.19	If requested between	1st semester	2019.06.11. ~ 2019.07.08.		
			2nd semester	2019.11.25. ~ 2019.12.22.		
	2nd: ~ 2020.02.02.	<b>6weeks before (6주 전) 80% refund</b>				
If requested between		1st semester	2019.07.09. ~ 2019.08.19.			
	2nd semester	2019.12.23. ~ 2020.02.02.				
After the semester begins (학기시작 후)	<b>Within 6weeks before (6주 이내) 60% refund</b>				No refund	
	last day of attendance	1st semester	2019.08.20. ~ 2019.09.18.			
		2nd semester	2020.02.03. ~ 2020.03.03.			
	<b>Within 30 days (30일 이내) 40% refund</b>					
	1st: 2019.08.20.~	last day of attendance	1st semester	2019.09.19. ~ 2019.10.18.		
			2nd semester	2020.03.04. ~ 2020.04.02.		
	2nd: 2020.02.03.~	<b>Within 60 days (60일 이내) 20% refund</b>				
		last day of attendance	1st semester	2019.10.19. ~		
2nd semester	2020.04.03. ~					
<b>After 60 days (60일 이후) No refund</b>						
last day of attendance	1st semester	2019.10.19. ~				
	2nd semester	2020.04.03. ~				