

Refund Policy (환불 규정)

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 Boarding Entrance Fee (only applicable to new boarding students)
- Refund is not permitted if school is closed due to Force Majeure.
- School Bus Fee is not refundable after the Semester begins

아래 내용은 어떠한 경우에도 환불이 불가합니다.

- 신입생 전형료
- 등록 예치금
- 재등록 예치금
- 입학금
- 기숙사 등록비
- 불가항력적인 사유로 인한 휴교 / 폐교의 경우 환불 불가
- 스쿨 버스비(학기 시작 후 환불 불가)

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 Boarding status : at least 10 weeks before change of status
- School bus service cancellation : before the semester begins

다음 항목은 학교의 환불 정책에 의거하여 아래의 환불 일정에 따라 환불됩니다. 등록금의 환불은 학기 기준입니다. 등록 취소 및 변경 신청서는 반드시 **서면으로** 다음과 같이 제출되어야 합니다.

- 등록 취소 신청서: 등록 취소일의 최소 10주 전까지
- 기숙사 퇴소 신청서: 기숙사 퇴소일의 최소 10주 전까지
- 스쿨 버스 취소 신청서: 학기 시작 전까지

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

*학기 표는 서면 요청서에 기재된 날짜로 적용됩니다.

Tuition Fee and Boarding Fee (semester basis) 수업료 및 기숙사비(학기 기준)

2023-2024 AY refund schedule and refundable fees (환불 기준 및 환불 가능 항목)

DIVISION (구분)		TUITION FEE (수업료) & BOARDING FEE (기숙사비)		SCHOOL BUS FEE (스쿨 버스비)		
Before the semester begins (학기 시작 전)	10 weeks before (10주 전) Full refund				Full refund	
	If requested before	1st semester	~ 2023.05.29			
		2nd semester	~ 2023.11.08			
	6 weeks before (6주 전) 80% refund					
	1st: ~ 2023.08.07	If requested between	1st semester	2023.05.30 ~ 2023.06.26		
			2nd semester	2023.11.09 ~ 2023.12.06		
2nd: ~ 2024.01.17	Within 6 weeks before (6주 이내) 60% refund					
	If requested between	1st semester	2023.06.27 ~ 2023.08.07			
2nd semester		2023.12.07 ~ 2024.01.17				
After the semester begins (학기 시작 후)	Within 30 days (30일 이내) 40% refund				No refund	
	last day of attendance	1st semester	2023.08.08 ~ 2023.09.06			
		2nd semester	2024.01.18 ~ 2024.02.16			
	Within 60 days (60일 이내) 20% refund					
	1st: 2023.08.08~	last day of attendance	1st semester	2023.09.07 ~ 2023.10.06		
			2nd semester	2024.02.17 ~ 2024.03.17		
2nd: 2024.01.18~	After 60 days (60일 이후) No refund					
	last day of attendance	1st semester	2023.10.07 ~			
2nd semester		2024.03.18 ~				