

# Cancellation Request

# Login to the <https://flang.korea.ac.kr>



아이디 로그인

수강생     강사     지원자

이메일을 입력하세요. → ID: EMAIL

비밀번호를 입력하세요. → PASSWORD

아이디 저장

**로그인**

아이디 찾기    비밀번호 찾기

★ First Login and Password Setup Guide

<https://klc.korea.ac.kr/klckor/life/notice.do?mode=view&articleNo=812682>

Click "[수강생]환불신청"

Click "조회" Click the semester you want to cancel.

국제어학원  
Korea University  
Institute of Foreign Language Studies

공지사항  
[수강생]수강생정보조회  
**[수강생]환불신청**  
[수강생]수강연장신청  
[수강생]학생활동신청  
[수강생]학생활동신청결과조회  
[수강생]수강연기신청  
[수강생]반편성시험신청  
[수강생]수업평가  
[수강생]증명서신청  
[수강생]기숙사신청

캠퍼스\* 서울 학년도\* 2026 수강번호/성명\*

수강

순번	과정	수강과정	처리상태
1	정규과정 여름		
2	정규과정 가을	XXX	

환불신청상세

환불사유\*

환불은행구분\*

환불은행\*

신청일자

처리상태

환불일자

비고

Please select the semester you would like to refund and fill out the refund details.

# Cancellation Request – Korean bank account

환불신청상세

환불사유\*

환불은행구분\*

환불은행\*

환불은행명\*

환불계좌번호\*

환불계좌예금주\*

본인과의관계\*

위임장

**국내통장사본**

신청일자

처리상태

환불일자

비고

After filling out all of the required information, click '신청'.  
**You may receive the refund after more than 4 weeks after submitting all the required documents for refund.**

If you are a D-4 visa holder, you must send us a proof of departure (leaving Korea) or proof of changing your visa status. (korklcc@gmail.com or submit directly to KLC office) (e.g) a flight ticket going back to your home country/ certificate of admission for another university/ Reservation confirmation from the Immigration Office)

If you are not a D-4 visa holder, please send us your Residence Card (Alien Registration Card) or other documents to show your visa status.

The photocopy of the bank book should show the bank account number, the bank name and the bank account owner's name.



# Cancellation Request - overseas bank account

환불신청상세	
환불사유*	Reason for cancelling the course
환불은행구분*	국외
환불은행	국외
수취계좌번호	Bank account number
환불계좌예금주	Account holder's name
환불은행명	Write down the full name of the bank
은행지점명	Branch name
입금은행 BIC (SWIFT 코드)	Swift code
수취인 현지 전화번호	Phone No.
수취인 현지 주소	Address of the bank account owner
기타	
기타	
본인과의관계*	Student's relationship with the bank account holder:
위임장	Power of attorney
신청일자	
처리상태	
환불일자	
비고	

After filling out all of the required information, click '**신청**'.

Please make sure all of the information is correct. If the transfer is blocked or returned to our bank account because of missing or incorrect information, students have to cover all of the transaction fees for the transfers.

**You may receive the refund after more than 6 weeks after submitting all the required documents for refund.**

IBAN CODE:

(For US banks) Routing number:

(For UK banks) Sort code:

(For Australian banks) BSB Number:

**(Mongolian student)**

Please kindly make sure to check and confirm your IBAN code.

# Cancellation Request

If you do not use your own bank account, please fill out the Power of Attorney form.

\*Please note that the Assignor is the student and the Assignee is the bank account holder.

If you are a D-4 visa holder, you must send us a proof of departure (leaving Korea) or proof of changing your visa status.  
(korklcc@gmail.com or submit directly to the KLC office )

(e.g. a flight ticket going back to your home country/ certificate of admission for another university/ Reservation confirmation from the Immigration Office)

If you are not a D-4 visa holder, please send us your Residence Card (Alien Registration Card) or other documents to show your visa status.

We recommend you to finish the refund process as soon as possible as the refund amount depends on the final date of cancellation, which is when you finished applying for a refund on the website, have sent us all the required materials, and confirmed by us.

**Once you have submitted your refund application, please inform us by email at [korklcc@gmail.com](mailto:korklcc@gmail.com).**

## Refunds

Period		Refund Amount (KRW)
		Morning Class / Afternoon Class
Before Class begins		1,800,000
Week 1~4 (20days)	Day 1~7	1,560,000
	Day 8~10	1,440,000
	Day 11~20	1,080,000
Week 5~8 (20days)	Day 21~27	840,000
	Day 28~30	720,000
	Day 31~40	360,000
Week 9~10 (20days)	Day 41~50	0

- "Days" above refer to "Class Days."
- The admission fee is non-refundable.
- Tuition is adjusted in the spring of every year. For this reason, those who paid in advance must also pay the difference after the adjustments are made.