

**TABLE 1 - Tuition Refund Calculation Worksheet
Education - Additional Qualifications Courses**

The Refund Calculation Worksheet is an *estimate* only. The Refund Due is based on the assumption that the student has paid his/her tuition in full.

REFUND DUE = [(Total Tuition Paid - Non-Refundable Fee - Other) X Refund Rate] - Cancellation Fee*

*Cancellation fees will be assessed upon withdrawal, even if the withdrawal occurs prior to the first official day of the Fall/Winter session

REFUND CALCULATION WORKSHEET

Determine Total Tuition Fee Paid; insert amount on line 1 (see applicable Undergraduate Fee Schedule) (Note 1)	<input type="text"/>	line 1
Determine Non-Refundable fees (see below); and Other Applicable Fees (Note 3); insert total amount on line 2	<input type="text"/>	line 2
Total Refundable Tuition Amount (line 1 - line 2)	<input type="text"/>	line 3
Determine Refund Rate; insert Refund Rate on line 4 (see applicable TABLE 2) (Note 2)	<input type="text"/>	line 4
Multiply line 3 by line 4	<input type="text"/>	line 5
Cancellation fee; insert amount on line 6 (see above)	<input type="text"/>	line 6
Total Refund Due; Line 5 minus line 6	<input type="text"/>	Total Refund Due

EDUCATION - ADDITIONAL QUALIFICATIONS

Cancellation fee:

Education - Additional Qualifications	per full course	100.00
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Note 1: refer to the applicable **Tuition Fee Schedule** to determine your total tuition fee paid, faculty donation and other program-related fees:

http://www.registrar.uwo.ca/student_finances/fees_refunds/fee_schedules.html

Note 2: Refer to **Table 2: Refund Rate** for **applicable program** to determine the refund rate percentage

http://www.registrar.uwo.ca/student_finances/fees_refunds/refund_schedules.html

Note 3: Other Applicable Fees:

There may be other non-tuition charges that are not refundable and may reduce your refund amount which include but are not limited to:

Bank Wire fees	Deferment Fees	Western 1 Card Fee
Sealing Charges	Late Registration Fees	Inlop Fees
Outlop Fees	Letter of Permission Fees	Trois Pistolet Immersion Fees
Late Payment Penalties		

Other Notes:

To request a refund, please email reg-fees@uwo.ca.

For Bursary and Scholarship refund information, please refer to the following website:

http://www.registrar.uwo.ca/student_finances/scholarships_awards/index.html

REFUND CALCULATION EXAMPLE:

You are a student enrolled in a **Canadian Undergraduate, EDUC AQ Basic Additional Qualification Full Course, Session QF0 for Fall 2014** and have paid your tuition before the start of the session. You have withdrawn from the course on **October 25, 2014** according to the add/drop form provided by your academic counsellor.

Total tuition fees paid	\$	675.00	line 1
Total non-refundable fees	\$	-	line 2
Total refundable tuition amount (line 1 - line 2)	\$	675.00	line 3
Refund rate (Oct 25, 2014)		68%	line 4
(line 3 x line 4)	\$	459.00	line 5
Cancellation Fee	\$	100.00	line 6
(line 5 - line 6)	\$	359.00	Total Refund Due