

**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) ( <b>Note 1</b> )	<input type="text"/>	line 1
Determine Non-Refundable fees (see below); and Other Applicable Fees ( <b>Note 3</b> ); 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 ) ( <b>Note 2</b> )	<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"/>	<b>Total Refund Due</b>

**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](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](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 Pistole Immersion Fees
Late Payment Penalties		

**Other Notes:**

To request a refund, please email [reg-fees@uwo.ca](mailto: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](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 2015** and have paid your tuition before the start of the session. You have withdrawn from the course on **October 25, 2015** 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, 2015)		68%	line 4
(line 3 x line 4)	\$	459.00	line 5
Cancellation Fee	\$	100.00	line 6
(line 5 - line 6)	<b>\$</b>	<b>359.00</b>	<b>Total Refund Due</b>