

TABLE 2 - Tuition Refund Calculation Worksheet

REFUND Due = [(Total Refundable 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 each Spring/Summer session.

Cancellation fee:	Full course	100.00
Non-Refundable fees:		
Access Copyright Fee	Full course	4.70

REFUND CALCULATION WORKSHEET

Determine Total Tuition Fee Paid; insert amount on line 1 (see applicable Undergraduate Fee Schedule)	_____	line 1
Non-Refundable fees per course; insert amount on line 2 (see above)	_____	line 2
Total Refundable Tuition Amount (line 1 - line 2)	_____	line 3
Determine Refund Rate; insert Refund Rate on line 4 (see TABLE 1)	_____	line 4
Multiply line 3 by line 4	_____	line 5
Cancellation fee per course; insert amount on line 6 (see above)	_____	line 6
Total Refund Due; Line 5 minus line 6	_____	Total Refund Due

Note 1: Other Applicable Fees

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.

There may be other non-tuition charges 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 of \$26
Late Payment Penalties	Late Registration Fees	Inlop Fees
Sealing Charges	Letter of Permission Fees	Outlop Fees
Trois Pistole Immersion Fees		

EXAMPLE:

You are a student enrolled in an EDUC, **Spring AQ (Additional Qualifications) Full Course for Summer 2012** and have paid your tuition before the start of the session. You have withdrawn from the course on **June 4, 2012** according to the add/drop form provided by your academic counsellor.

In order to determine your Total Refund Due, refer to the following website and click on your applicable semester and session.

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

Refer to Table 1: Refund Rate for **2012 Spring Full Distance** to determine the figures for this example:

Total Tuition Fee	679.70	line 1
Subtract non-Refundable fee	4.70	line 2
Total Refundable Tuition Amount (line 1 - line 2)	675.00	line 3
The Refund Rate	(June 4, 2012) 88%	line 4
Multiply line 3 by line 4		\$594.00 line 5
Subtract Cancellation fee		\$100.00 line 6
Total Refund Due	\$494.00	

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