

**TABLE 3 - Tuition Refund Calculation Worksheet**

**Estimated REFUND Due = (Total Refundable Tuition Paid X Refund Rate) - Cancellation Fee - other applicable fees (See Note 1)**

REFUND CALCULATION WORKSHEET		
Determine Total Refundable Tuition Paid; insert amount on line 1 (See TABLE 1)	<input type="text"/>	line 1
Determine Refund Rate; insert Refund Rate on line 2 (See TABLE 2)	<input type="text"/>	line 2
Multiply line 1 by line 2; insert amount on line 3	<input type="text"/>	line 3
Refer to TABLE 1 to determine Cancellation Fee per course; insert amount on line 4	<input type="text"/>	line 4
Total Refund Due; Line 3 minus line 4	<input type="text"/>	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 that may reduce your refund amount which include but are not limited to:

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

**EXAMPLE:**

You are a student enrolled in a **Canadian Undergraduate, EDUC AQ Basic Additional Qualification Full Course, Session QF0 for Fall 2011**. You have paid your tuition before the start of the session. You have withdrawn from the course **October 25, 2011** according to the add/drop form provided by your academic counsellor.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.

Refer to the following Tables for **Fall 2011 EDUC AQ** to determine the figures for this example:

- Table 1 - Total Refundable Tuition and Cancellation Fees
- Table 2 - Refund Rate

The total Refundable Tuition paid	\$675.00	line 1
The Refund Rate	68%	line 2 (Oct 25, 2011)
Multiply Line 1 by Line 2	<u>\$459.00</u>	
		<u>\$459.00</u> line 3
		<u>\$100.00</u> line 4
Access Cancopy Fee: Enter 0 if withdrawal date is > Nov 1; enter 6.00 if withdrawal date is <= Nov 1		<u>\$6.00</u> line 5
(line 3) - (line 4) + (line 5)		<u><b>\$365.00</b></u> Total Refund Due

**Other Notes:**

To request a refund 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/index.cfm/student-finances/scholarships-awards/>