

TABLE 2 - Tuition Refund Calculation Worksheet

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

- Cancellation fees will be assessed upon withdrawal, even if the withdrawal occurs prior to the first official day of each Spring/Summer session.

REFUND CALCULATION WORKSHEET

Determine Tuition Paid; insert amount on line 1	[]	line 1
Determine Refund Rate; insert Refund Rate on line 2 (See TABLE 1)	[]	line 2
Multiply line 1 by line 2; insert amount on line 3	[]	
		[] line 3
Cancellation Fee per course (see above); insert amount on line 4		[] line 4
Total Refund Due; Line 3 minus line 4		[] 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	Western 1 Card Fee \$25
Sealing Charges	Late Registration Fees	Inlop Fees
Outlop Fees	Letter of Permission Fees	Late Payment Penalties
Trois Pistole Immersion Fees		

EXAMPLE:

You are a student enrolled in an EDUC, **Spring AQ (Additional Qualifications) Full Course for Summer 2011** and have paid your tuition before the start of the session. You have withdrawn from the course on June 4, 2011 according to the add/drop form provided by your academic counsellor.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.

<http://www.registrar.uwo.ca/index.cfm/student-finances/fees-refunds/fee-schedules/>

Refer to Table 1: Refund Rate for **Summer 2011 EDUC AQ** to determine the figures for this example:

Tuition	\$675.00	line 1
The Refund Rate	83%	line 2 (June 4, 2011)
Multiply Line 1 by Line 2	\$560.25	
		\$560.25 line 3
		\$100.00 line 4
		\$460.25 Total Refund Due

Other Notes:

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

Tuition fees:	3-Part AQ	\$	675.00
	Additional Basic Qualifications	\$	675.00
	Honors Specialist	\$	725.00
	Tech Studies	\$	725.00