

**TABLE 1 - Tuition Refund Calculation Worksheet
Undergraduates - Full Time & Part Time**

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

FULL-TIME STUDENTS	
Cancellation fee:	
Full-time Undergraduates - excl. Yr 1 Dentistry, Yr 1 Medicine and HBA	290.00
Full-time Undergraduates - Year 1 Dentistry, Year 1 Medicine	1,170.00
Full-time Undergraduates - HBA	582.00
Education - B.Ed./Dip.Ed.	290.00
Education - Additional Qualifications	per full course 100.00
Law - First year only	250.00
Non-Refundable fees:	
Health Plan	113.75
USC Dental plan	114.00
Bus Pass	190.96
Faculty Donation	Faculty-specific; see applicable Tuition Fee Schedule (Note 1)
Access Copyright	23.50
UHIP	684.00
Other Program-Related Fees	Faculty-specific; see applicable Tuition Fee Schedule (Note 1)

PART-TIME STUDENTS	
Cancellation fee:	
Full course	58.00
Half course	29.00
Quarter course	14.50
Non-Refundable fees:	
Access Copyright Fee	Full course 4.70
Access Copyright Fee	Half course 2.35
Access Copyright Fee	Quarter course 1.18

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 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.

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, Full Time, Faculty of Arts, Year 2** and have paid your tuition before the start of the session. You have withdrawn from the course on **September 28, 2012** according to the add/drop form provided by your academic counsellor.

Total tuition fees paid	\$ 6,854.70	line 1
Subtract applicable non-refundable fees		
Health Plan	\$ 113.75	
USC Dental plan	\$ 114.00	
Bus Pass	\$ 190.96	
Faculty Donation	\$ 50.00	
Access Copyright	\$ 23.50	
Total non-refundable fees	\$ 492.21	line 2
Total refundable tuition amount (line 1 - line 2)	\$ 6,362.49	line 3
Refund rate (Sept 28, 2012)	68%	line 4
(line 3 x line 4)	\$ 4,326.49	line 5
Cancellation Fee	\$ 290.00	line 6
(line 5 - line 6)	<u>\$ 4,036.49</u>	Total Refund Due