

**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.

<b>Cancellation fee:</b>	Full course	58.00
	Half course	29.00
	Quarter course	14.50
<b>Non-Refundable fees:</b>		
Access Copyright Fee	Full course	4.70
Access Copyright Fee	Half course	2.35
Access Copyright Fee	Quarter course	1.18

**REFUND CALCULATION WORKSHEET**

Determine Total Tuition Fee Paid; insert amount on line 1 (see applicable Undergraduate Fee Schedule)	<input type="text"/>	line 1
Non-Refundable fees per course; insert amount on line 2 (see above)	<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 TABLE 1 )	<input type="text"/>	line 4
Multiply line 3 by line 4	<input type="text"/>	line 5
Cancellation fee per course; 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>

**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
- Sealing Charges
- Late Registration Fees
- Inlop Fees
- Outlop Fees
- Letter of Permission Fees
- Late Payment Penalties
- Trois Pistolet Immersion Fees

**EXAMPLE:**

You are a student enrolled in a Canadian **Undergraduate, regular Full Course, Year 2 for Summer Distance 2012** and have paid your tuition before the start of the session. You have withdrawn from the course on **May 11, 2012** according to the add/drop form provided by your academic counsellor.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](http://www.registrar.uwo.ca/student_finances/fees_refunds/fee_schedules.html)

Refer to Table 1: Refund Rate for **Summer 2012 Undergraduate Intersession** to determine the figures for this example:

Total Tuition Fee	1,125.90	line 1
Subtract non-Refundable fee	4.70	line 2
Total Refundable Tuition Amount (line 1 - line 2)	1,121.20	line 3
The Refund Rate	(May 11, 2012) 94%	line 4
Multiply line 3 by line 4		\$1,053.93 line 5
Subtract Cancellation fee		\$58.00 line 6
<b>Total Refund Due</b>	<b>\$995.93</b>	

**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)