

**TABLE 1 - Tuition Refund Calculation Worksheet  
Undergraduates - Summer**

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 Spring/Summer session

**REFUND CALCULATION WORKSHEET**

Determine Total Tuition Fee Paid; insert amount on line 1 (see applicable Undergraduate Fee Schedule) <b>(Note 1)</b>	<input type="text"/>	line 1
Determine Non-Refundable fees (see below);and Other Applicable Fees <b>(Note 3)</b> ; insert total amount on line 2	<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 applicable TABLE 2 ) <b>(Note 2)</b>	<input type="text"/>	line 4
Multiply line 3 by line 4	<input type="text"/>	line 5
Cancellation fee; 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>

<b>Cancellation fee:</b>	Full course	60.00
	Half course	30.00
	Quarter course	15.00
<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

**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](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](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](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)

**REFUND CALCULATION EXAMPLE:**

You are a student enrolled in a Canadian **Undergraduate, regular Full Course, Year 2 for Summer Distance 2013** and have paid your tuition before the start of the session. You have withdrawn from the course on **May 11, 2013** according to the add/drop form provided by your academic counsellor.

Total tuition fees paid**	\$ 1,164.90	line 1
Subtract applicable non-refundable fees		
Access Copyright \$ 4.70	4.70	
Total non-refundable fees	\$ 4.70	line 2
Total refundable tuition amount (line 1 - line 2)	\$ 1,160.20	line 3
Refund rate (Sept 28, 2012)	94%	line 4
(line 3 x line 4)	\$ 1,090.59	line 5
Cancellation Fee	\$ 60.00	line 6
(line 5 - line 6)	<b>\$ 1,030.59</b>	<b>Total Refund Due</b>

\*\* Please note that this is an estimate only. Tuition fees for the Summer 2013 term have not yet been approved.