

**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) (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		Total Refund Due

Cancellation fee:	Full course	62.00
	Half course	31.00
	Quarter course	15.50
Non-Refundable fees:	n/a	

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, Regular Full Course, Year 2 for Summer Distance 2014** and have paid your tuition before the start of the session. You have withdrawn from the course on **May 11, 2014** according to the add/drop form provided by your academic counsellor.

Total tuition fees paid**	\$ 1,195.00	line 1
Subtract applicable non-refundable fees		
	n/a \$ -	
Total non-refundable fees	\$ -	line 2
Total refundable tuition amount (line 1 - line 2)	\$ 1,195.00	line 3
Refund rate (May 11, 2014)	94%	line 4
	(line 3 x line 4) \$ 1,123.30	line 5
Cancellation Fee	\$ 62.00	line 6
	(line 5 - line 6)	
	\$ 1,061.30	Total Refund Due

** Please note that this is an estimate only. Tuition fees for the Summer 2014 term have not yet been approved.