

TABLE 3 - Tuition Refund Calculation Worksheet

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

REFUND CALCULATION WORKSHEET	
Determine Total Refundable Tuition Paid; insert amount on line 1 (See TABLE 1)	line 1
Determine Refund Rate; insert Refund Rate on line 2 (See TABLE 2)	line 2
Multiply line 1 by line 2; insert amount on line 3	line 3
Refer to TABLE 1 to determine Cancellation Fee per course; insert amount on line 4	line 4
Determine if Access Cancopy Fee is refundable (see Note 1)	line 5
Total Refund Due; Line 3 minus line 4 plus line 5	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	Trois Pistole Immersion Fees	Inlop Fees
Sealing Charges	Late Registration Fees	Western 1 Card Fees	Outlop Fees
Letter of Permission Fees		Late Payment Penalties	

If your WDN date is <= Nov 1, your Access Cancopy fee is fully refundable. If you WDN date is > Nov 1, it is not refundable.

EXAMPLE:

You are a student enrolled in a Canadian **Undergraduate, Part Time Full Course Session 0, Year 2 for Fall 2011**. You have paid your tuition before the start of the session. You have withdrawn from the course on **September 28, 2011** according to the add/drop for provided by your academic counsellor.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.

Refer to the following Tables for **Fall 2011 Undergraduate Part Time** to determine the figures for this example:

Table 1 - Total Refundable Tuition and Cancellation Fees

Table 2 - Refund Rate

The total Refundable Tuition paid	1,216.88	line 1
The Refund Rate	68%	line 2 (September 28, 2011)
Multiply Line 1 by Line 2	<u>\$827.48</u>	<u>\$827.48</u> line 3
Cancellation Fee		<u>\$56.00</u> line 4
Access Cancopy Fee: Enter 0 if withdrawal date is > Nov 1; enter 6.00 if withdrawal date is <= Nov 1		<u>\$6.00</u> line 5
(line 3) - (line 4) + line 5		<u>\$777.48</u> Total Refund Due

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/index.cfm/student-finances/scholarships-awards/>