

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)	<input type="text"/>	line 1
Determine Refund Rate; insert Refund Rate on line 2 (See TABLE 2)	<input type="text"/>	line 2
Multiply line 1 by line 2; insert amount on line 3	<input type="text"/>	<input type="text"/> line 3
Refer to TABLE 1 to determine Cancellation Fee per course; insert amount on line 4	<input type="text"/>	line 4
Determine if Access Cancopy Fee is refundable (See Note 1)	<input type="text"/>	line 5
Total Refund Due; Line 3 minus line 4 plus line 5	<input type="text"/>	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
Late Payment Penalties	Late Registration Fees	Western 1 Card Fees	Outlop Fees
Sealing Charges	Letter of Permission Fees		

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 Distance Studies** Student in a **Full Year Distance Course, Session 0, Year 2** for Fall 2010. You have paid your tuition before the start of the session. You have withdrawn from the course September 28, 2010 according to the add/drop form provided by your academic counsellor.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/index.cfm/student-finances/fees-refunds/fee-schedules/>

Refer to the following Tables for **Fall 2010 Undergraduate Part Time Distance Studies** to determine the figures for this example:

Table 1 - Total Refundable Tuition and Cancellation Fees

Table 2 - Refund Rate

The total Refundable Tuition paid	\$1,026.80	line 1
The Refund Rate	88%	line 2 (Sept 28, 2010)
Multiply Line 1 by Line 2	<u>\$903.58</u>	
		<u>\$903.58</u> line 3
		<u>\$54.00</u> line 4
Access Cancopy Fee: Enter 0 if refund date is > Nov 1; enter 3.29 if refund date is <= Nov 1		<u>\$3.29</u> line 5
(line 3) - (line 4) + line 5		\$852.87

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/>