

**TABLE 1 - Tuition Refund Calculation Worksheet  
Graduates - Full Time & Part Time**

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**

**REFUND CALCULATION WORKSHEET**

Determine Total Tuition Fee Paid; insert amount on line 1 (see applicable Graduate Fee Schedule) ( <b>Note 1</b> )		line 1
Determine Non-Refundable fees (see below);and Other Applicable Fees ( <b>Note 3</b> ); 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 ) ( <b>Note 2</b> )		line 4
Total Refund Due; Multiply line 3 by line 4		<u>                    </u> Total Refund Due

**FULL-TIME STUDENTS (EXCL. MBA)**

**Non-Refundable fees per term:**

Organization Fee	36.85
Health & Dental Plan†	601.17
Bus Pass	80.03
UHIP	208.00

**PART-TIME STUDENTS**

**Non-Refundable fees:**

Organization Fee	19.73
UHIP	208.00

†The Health & Dental Plan Fee will be collected annually in September. The premiums will be set at a later date by the service provider but will not exceed this amount. This annual fee covers the Sept-Aug period. Students entering a Graduate program in January or May will be charged a pro-rated amount.

**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 that 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://grad.uwo.ca/current\\_students/student\\_center.htm](http://grad.uwo.ca/current_students/student_center.htm)

**REFUND CALCULATION EXAMPLE:**

You are a student enrolled in a **Canadian Graduate, Full Time, Master of Arts** and have paid your tuition before the start of the session. You have withdrawn from the course on **September 28, 2018** according to the add/drop form provided by your academic counsellor.

Total tuition fees paid	\$ 3,281.77	line 1
Subtract applicable non-refundable fees		
Organization Fee	\$ 36.85	
Health & Dental Plan	\$ 601.17	
Bus Pass	\$ 80.03	
Total non-refundable fees	<u>\$ 718.05</u>	line 2
Total refundable tuition amount (line 1 - line 2)	\$ 2,563.72	line 3
Refund rate (Sept 28, 2018)	76%	line 4
(line 3 x line 4)	<u>\$ 1,948.43</u>	<b>Total Refund Due</b>