### TABLE 2 - Tuition Refund Calculation Worksheet

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

- Cancellation fees will be assessed upon withdrawal, even if the withdrawal occurs prior to the first official day of each Spring/Summer session.

<table>
<thead>
<tr>
<th>Cancellation fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full course</td>
<td>$56.00</td>
</tr>
<tr>
<td>Half course</td>
<td>$28.00</td>
</tr>
<tr>
<td>Quarter course</td>
<td>$14.00</td>
</tr>
</tbody>
</table>

### REfund Calculation Worksheet

<table>
<thead>
<tr>
<th>Determine Tuition Paid; insert amount on line 1</th>
<th>line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine Refund Rate; insert Refund Rate on line 2 (See TABLE 1)</td>
<td>line 2</td>
</tr>
<tr>
<td>Multiply line 1 by line 2; insert amount on line 3</td>
<td>line 3</td>
</tr>
<tr>
<td>Cancellation Fee per course (see above); insert amount on line 4</td>
<td>line 4</td>
</tr>
<tr>
<td>Total Refund Due; Line 3 minus line 4</td>
<td>Total Refund Due</td>
</tr>
</tbody>
</table>

**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
- Sealing Charges
- Late Registration Fees
- Outlop Fees
- Late Payment Penalties
- Trois Pistole Immersion Fees
- Letter of Permission Fees
- UHIP ($240 for Summer 2011 term)

**EXAMPLE:**

You are a student enrolled in a Canadian Undergraduate, regular Full Course, Year 2 for Summer Evening 2011 and have paid your tuition before the start of the session. You have withdrawn from the course on May 16, 2011 according to the add/drop form provided by your academic counsellor.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/](http://www.registrar.uwo.ca/index.cfm/student-finances/fees-refunds/fee-schedules/)

Refer to Table 1: Refund Rate for Summer 2011 Undergraduate Summer Evening to determine the figures for this example:

- Tuition: $1,141.92 (line 1)
- The Refund Rate: 69% (line 2, May 16, 2011)

Multiply Line 1 by Line 2: $787.92 (line 3)

$56.00 (line 4)

Total Refund Due: $731.92

**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/](http://www.registrar.uwo.ca/index.cfm/student-finances/scholarships-awards/)