TABLE 2 - Tuition Refund Calculation Worksheet

\[
\text{REFUND Due} = \left(\text{Total Refundable Tuition Paid} - \text{Non-Refundable Fee} - \text{Other}\right) \times \text{Refund Rate} - \text{Cancellation Fee}
\]

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

<table>
<thead>
<tr>
<th>Cancellation fee:</th>
<th>Full course</th>
<th>Half course</th>
<th>Quarter course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>58.00</td>
<td>29.00</td>
<td>14.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Refundable fees:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Copyright Fee</td>
<td>Full course</td>
<td>Access Copyright Fee</td>
<td>Half course</td>
</tr>
<tr>
<td></td>
<td>4.70</td>
<td>2.35</td>
<td>1.18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REFUND CALCULATION WORKSHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine Total Tuition Fee Paid; insert amount on line 1 (see applicable Undergraduate Fee Schedule)</td>
</tr>
<tr>
<td>Non-Refundable fees per course; insert amount on line 2 (see above)</td>
</tr>
<tr>
<td>Total Refundable Tuition Amount (line 1 - line 2)</td>
</tr>
<tr>
<td>Determine Refund Rate; insert Refund Rate on line 4 (see TABLE 1)</td>
</tr>
<tr>
<td>Multiply line 3 by line 4</td>
</tr>
<tr>
<td>Cancellation fee per course; insert amount on line 6 (see above)</td>
</tr>
<tr>
<td>Total Refund Due; Line 5 minus line 6</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 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 of $26
- Sealing Charges
- Late Registration Fees
- Inlop Fees
- Outlop Fees
- Letter of Permission Fees
- Trois Pistole Immersion Fees
- Late Payment Penalties

**EXAMPLE:**

You are a student enrolled in a Canadian Undergraduate, regular Full Course, Year 2 for Summer Evening 2012 and have paid your tuition before the start of the session. You have withdrawn from the course on May 11, 2012 according to the add/drop form provided by your academic counsellor.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/student_finances/fees_refunds/fee_schedules.html](http://www.registrar.uwo.ca/student_finances/fees_refunds/fee_schedules.html)

Refer to Table 1: Refund Rate for Summer 2012 Undergraduate Intersession to determine the figures for this example:

\[
\begin{align*}
\text{Total Tuition Fee} & = 1,198.06 \quad \text{line 1} \\
\text{Subtract non-Refundable fee} & = 4.70 \quad \text{line 2} \\
\text{Total Refundable Tuition Amount (line 1 - line 2)} & = 1,193.36 \quad \text{line 3} \\
\text{The Refund Rate (May 11, 2012)} & = 73\% \quad \text{line 4} \\
\text{Multiply line 3 by line 4} & = 871.15 \quad \text{line 5} \\
\text{Subtract Cancellation fee} & = 58.00 \quad \text{line 6} \\
\text{Total Refund Due} & = 813.15 \quad \text{line 6}
\end{align*}
\]

**Other Notes:**

To request a refund, please email reg-fees@uwo.ca.

For Bursary and Scholarship refund information, please refer to the following website: