

**TABLE 1 - Tuition Refund Calculation Worksheet
EDUC AQ - Summer 2020**

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] - Cancellation Fee*

*Students who withdraw from classes are subject to cancellation charges as early as the first day of session

REFUND CALCULATION WORKSHEET

Determine Total Tuition Fee Paid; insert amount on line 1 (see applicable Undergraduate Fee Schedule)	<input type="text"/>	line 1
Determine Non-Refundable fees (see below);and Other Applicable Fees (Note 2); insert total amount on line 2	<input type="text"/>	line 2
Total Refundable Tuition Amount (line 1 - line 2)	<input type="text"/>	line 3
Determine Refund Rate; insert Refund Rate on line 4 (see applicable TABLE 2) (Note 1)	<input type="text"/>	line 4
Multiply line 3 by line 4	<input type="text"/>	line 5
Cancellation fee; insert amount on line 6 (see above)	<input type="text"/>	line 6
Total Refund Due; Line 5 minus line 6	<input type="text"/>	Total Refund Due

Cancellation fee:	Full course	100.00
Non-Refundable fees:	n/a	

Note 1: 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

Note 2: Other Applicable Fees:

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	Late Registration Fees	Western 1 Card Fee
Sealing Charges	Late Payment Penalties	Cancellation Fees

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/student_finances/scholarships_awards/index.html

REFUND CALCULATION EXAMPLE:

You are a student enrolled in an Education, Spring AQ (Additional Qualifications) Full Distance Course for Summer 2020 and have paid your tuition before the start of the session. You have withdrawn from the course on May 11, 2020 according to the add/drop form provided by your academic counsellor.

Total tuition fees paid**		\$ 675.00	line 1
Subtract applicable non-refundable fees	n/a	\$ -	
Total non-refundable fees		\$ -	line 2
Total refundable tuition amount (line 1 - line 2)		\$ 675.00	line 3
Refund rate (May 14, 2018)		88%	line 4
	(line 3 x line 4)	\$ 594.00	line 5
	Cancellation Fee	\$ 100.00	line 6
	(line 5 - line 6)	\$ 494.00	Total Refund Due