

**TABLE 1 - Tuition Refund Calculation Worksheet
EDUC AQ - Summer 2019**

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 2019** and have paid your tuition before the start of the session. You have withdrawn from the course on **May 10, 2019** according to the add/drop form provided by your academic counsellor.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