

The refund calculation form is a calculation sheet used to determine refunds owed to students who cease instruction, whether through withdrawal or termination, prior to the completion of the program.

SCHOOL NAME
SCHOOL LOCATION
REFUND CALCULATION FORM
(terms)

STUDENT NAME: _____

Social Security No. _____ **D.O.B.** ___/___/___

Program _____ **Hours** _____

Start Date ___/___/___ **Last Date of Physical Attendance** ___/___/___

Scheduled Graduation Date ___/___/___ **Hours Offered to Student** _____

Schedule: _____ hours each week for _____ weeks

This schedule divides the program into _____ **terms. The student's last date of physical attendance occurred during week number** _____ **of term number** _____.

Total tuition for the program \$ _____ **Tuition per Term \$** _____

Percentage of last term's tuition retained _____%

Student Tuition Liability for the Last Term Attended: \$ _____

Student Tuition Liability for Previous Terms Completed: \$ _____

Student Liability for Textbooks Accepted: \$ _____

Non-Refundable Registration Fee: + \$ _____

Total Student Liability: \$ _____

Total Student Payments Including Grant/Loan Payments \$ _____

Refund Due if Payments Exceed Liability: \$ _____

Date of Refund ___/___/___ **Check No.** _____

SCHOOL NAME
SCHOOL LOCATION
REFUND CALCULATION FORM
(quarters)

STUDENT NAME _____

Social Security No. _____ **D.O.B.** ___/___/___

Program _____ **Hours** _____

Start Date ___/___/___ **Last Date of Physical Attendance** ___/___/___

Scheduled Graduation Date ___/___/___ **Hours Offered to Student** _____

Schedule: _____ hours each week for _____ weeks

This schedule divides the program into _____ **quarters. The student's last date of physical attendance occurred during week number** _____ **of quarter number** _____.

Total tuition for the program \$ _____ **Tuition per Quarter \$** _____

Percentage of last quarter's tuition retained _____ %

Student Tuition Liability for the Last Quarter Attended : \$ _____

Student Tuition Liability for Previous Quarters Completed: \$ _____

Student Liability for Textbooks Accepted: \$ _____

Non-Refundable Registration Fee: + \$ _____

Total Student Liability: \$ _____

Total Student Payments Including Grant/Loan Payments \$ _____

Refund Due if Payments Exceed Liability \$ _____

Date of Refund ___/___/___ **Check No.** _____

SCHOOL NAME
SCHOOL LOCATION
REFUND CALCULATION FORM
(mini-program)

STUDENT NAME _____

Social Security No. _____ **D.O.B.** ___/___/___

Program _____ **Hours** _____

Start Date ___/___/___ **Last Date of Physical Attendance** ___/___/___

Scheduled Graduation Date ___/___/___ **Hours Offered to Student** _____

Schedule: _____ hours each week for _____ weeks

The student's last date of physical attendance occurred after _____% of the program.

Total tuition for the program \$ _____

Percentage of tuition retained _____%

Student Tuition Liability: \$ _____

Student Liability for Textbooks Accepted: \$ _____

Non-Refundable Registration Fee: + \$ _____

Total Student Liability: \$ _____

Total Student Payments: \$ _____

Refund Due if Payments Exceed Liability: \$ _____

Date of Refund ___/___/___ **Check No.** _____