**Instructions: We suggest you use this form to calculate allowable refund charges, and to include it in the student’s file. You must have all of the supportive documentation listed on page 2 readily available; and we encourage you to attach copies of that documentation to this Refund Worksheet in the student’s file.**

School# S     School Name       Date of this Refund Calculation

Student’s Name       Student’s SSID #

Student’s Address       City/State/Zip

Student’s Phone #      Refund Computed By

Type of funding (check appropriate type) [ ] LOAN, [ ] GRANT, [ ] CASH, [ ] SPONSORED (by      )

Course       Total Clock Hours in Course **(1)**

 (Use separate Refund Worksheet for each Course) or **(2)**

Fee $      Tuition **(1)** $      or **(2)** $      Other Charges if separate from Tuition $

Enrollment Date       First Day Scheduled       Last Day of Documented Academically

Related Activity

Hours Scheduled Per Day      Days Scheduled Per Week       Termination Date

**Computation Data:**

1. Hours Scheduled through Last Day of Attendance

2. Total Hours

3. Percent scheduled hours completed       % (#1 divided by #2 multiplied by 100)

4. Tuition, fees and other charges earned

 (Tuition, fees and other charges multiplied by #3) = $

5. Fee (not to exceed $100.00) = $

6. Total Earned by School (#4 + #5) = $

7. Total paid on behalf of student (Tuition, Fees, Other Charges)= $

8. Refund due (if #7 is greater than #6) = $

9. Balance due school (if #6 is greater than #7) = $

The following documents must be readily available, preferably attached to this Refund Worksheet in the

student’s file:

1. Enrollment Agreement\*
2. Complete attendance record\*\*
3. Complete progress record \*
4. Ledger
5. Book & supply receipts (if applicable)
6. Verification of TWC calculation
7. Proof of consummation of refund

\* Not required for seminars

\*\* Not required for seminars that begin and end in one day

For questions concerning the Texas Workforce Commission Career Schools and Colleges Cancellation and Refund Policy, please consult the form series CSC-023; Law governing Career Schools and Colleges, Title 3, Texas Education Code, Section 132.061 and 132.0611; and the RULES for Texas Career Schools and Colleges, Title 40, Texas Administrative Code, Chapter 807.261-264.

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX  78778-0001.