Sample Refund Worksheet for Seminars and Small School Programs of 40 Clock Hours or Less

Texas Workforce Commission - Career Schools and Colleges

file. Y	uctions: We suggest you use this form to calculate allow You must have all of the supportive documentation listed th copies of that documentation to this Refund Worksh	d on page 2 read	ily available; and we encourage you
School# SSchool Name			
Student's Name			
Student's Address			
Student's Phone #Rei		fund Computed By	
Туре	of funding (check appropriate type) LOAN, GF	RANT, □CAS	H, SPONSORED (by)
Course		Total Clock Hours in Course (1)	
	(Use separate Refund Worksheet for each Course)	<u>o</u>	<u>(2)</u>
	Tuition (1) \$ <u>or</u> (2) \$		
Enrollment DateFirst Day Scheduled		Last Day of Documented Academically	
	outation Data:		
1.	Hours Scheduled through Last Day of Attendance		_
2.	Total Hours	_	
3.	Percent scheduled hours completed	% (#1 divide	ed 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.