

Sample Refund Worksheet for Asynchronous Distance Education Courses

Texas Workforce Commission – Career Schools and Colleges

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 # _____ School Name _____ Date of this Refund Calculation _____

Student's Name _____ Student's SSID # _____

Student's Complete Address _____

Student's Phone # _____ Refund Computed _____

Type of funding (check appropriate type): LOAN, GRANT, CASH, SPONSORED (by _____)

Name as Approved Course _____ Total lessons as Approved _____
(Use separate Refund Worksheets for each Course)

Fee \$ _____ Tuition \$ _____ Fees and Other Charges if separate from Tuition \$ _____

Enrollment Date _____ Date student advised of his or her termination: _____

Month last lesson submitted _____ Termination is at the end of third calendar month after month last lesson submitted, without notification from student they wish to remain enrolled: YES NO

Number of lessons in course: _____ Number of Lessons student submitted: _____

Computation Data:

1. Lessons submitted _____
2. Total number of lessons _____
3. Percent scheduled lessons 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 \$50.00) = \$ _____
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) = \$ _____

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.

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.