

# 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](mailto: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.*