

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.
