

## Pro-Rata Refund Practice

**Scenario:** The school charges the student **\$5,000** for the program (Total Charges). This includes:

\$4,500.00		Tuition (refundable)
100.00		Registration fee ( <u>non</u> -refundable)
2.50		STRF fee ( <u>non</u> -refundable)
+ 397.50		Books ( <u>non</u> -refundable)
<b>\$5,000.00</b>		<b>Total Charges</b>

The student pays **\$2,000** up front (Total Student Paid). The student withdraws after completing **20** out of **100** days in the period of attendance.

**1. What percentage of the period of attendance did the student attend?**

$$\frac{\text{_____}}{\text{(Days Student Attended)}} \div \frac{\text{_____}}{\text{(Total \# of Days)}} = \frac{\text{_____}}{\text{(Percentage Attended)}}$$

**2. Is the student eligible for a pro-rata refund?**     Yes     No

**3. Divide the Total Charges by the total number of days in the period of attendance.**

$$\frac{\text{_____}}{\text{(Total Charges)}} \div \frac{\text{_____}}{\text{(Total \# of days)}} = \frac{\text{_____}}{\text{(Charge per day)}}$$

**4. Multiply the number of days the student attended by the charge per day to determine the amount the student owes to the school.**

$$\frac{\text{_____}}{\text{(\# Of Days Attended)}} \times \frac{\text{_____}}{\text{(Charge Per Day)}} = \frac{\text{_____}}{\text{(Amount Owed to School)}}$$

**5. Determine what is refundable of the amount the student paid.**

\$	_____	Total Student Paid
	_____	Registration Fee (Non-Refundable)
	_____	STRF fee (Non-Refundable)
-	_____	Books (Non-Refundable)
\$	_____	<b>Refundable Amount</b>

**6. Calculate the amount refunded to the student.**

\$	_____	Refundable Amount
-	_____	Amount Owed to the School
\$	_____	<b>Refund to the Student</b>