



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

OUTSTANDING TUITION REFUND CALCULATIONS WORKSHEET FOR USE BY BARBER AND COSMETOLOGY SCHOOLS

Student Refund Calculation Worksheet FAQs

1. Are schools required to use TDLR's refund calculation worksheet to determine refund amounts for students?

No, the worksheet was designed to help schools correctly calculate the amount of outstanding tuition due to a student who meets the requirements for a refund. **The worksheet is not mandatory.**

2. Does the program tuition amount include registration or book and kit fees?

No, the total tuition cost is the program tuition amount only. Any reasonable fees charged by the school, including registration or book and kit fees should be listed separately as shown on the worksheet.

3. If we know the percentage of the course completed, can we skip the steps and estimate the refund amount by the percentage?

No, to properly calculate an accurate refund with the worksheet, all fees and payments need to be listed. You must follow each step of the calculation in order.



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Student Name:		Student Permit Number:	
Date Form Completed:	Enrollment Date:	Effective Date of Termination:	
Program Tuition:	A – Program Hours:	B – Hourly Tuition Rate:	C – Scheduled Hours:

Monetary amounts should be in dollars and cents (rounded to the nearest penny). When calculating percentages, round to three decimal places (for example, .4486 = .449, or 44.9%).

STEP 1: Calculate Tuition and Fees Earned by School

Per Tex. Occ. Code 1603.3602(b), tuition refund is based upon scheduled hours. Calculate earned tuition by multiplying the hourly tuition rate by the student's scheduled hours as of the Effective Date of Termination.

Earned Tuition

B – Hourly Tuition Rate:	C – Scheduled Hours as of Effective Date of Termination:	D - Earned Tuition:	
Calculate the sum of all fees incurred by student which school has earned.		Calculate the sum of Earned Tuition and Earned Fees.	
Earned Fees	Amount Charged	Add Earned Tuition and Earned Fees Together	
Registration:		D – Earned Tuition	
Books and Kit:		E - Total Earned Fees	
Withdrawal:		F – Total Tuition and Earned Fee	
Other:		Proceed to Step 2	
E – Total Earned Fees:			

STEP 2: Calculate Student Tuition and Fee Payments - Apply payments received by the school first to mandatory fees

Calculate the sum of all payments received by the school towards tuition charges.		Calculate the sum of all payments received by the school towards fee charges.	
Tuition Payments	Amount Paid	Fee Payments:	Amount Paid
Student Payments:		Registration:	
Financial Aid:		Books and Kit:	
G – Total Tuition Payments:		Withdrawal:	
		Other:	
		H – Total Fee Payments:	
Calculate the sum of all payments received by the school on behalf of student.			
(G – Total Tuition Payments) + (H – Total Fee Payments) = I - Total Student Payments:			

STEP 3:	Percentage of Course Completed	
Calculate the percentage of course completion by dividing Scheduled Hours as of the Effective Date of Termination by Program Hours.		
C – Scheduled Hours as of Effective Date of Termination:	A – Program Hours:	J – Percentage of Course Completed:
If the percentage in Box J is greater than 50%, proceed to STEP 6 ; if the percentage in Box J is less than 50% , proceed to STEP 4 .		
STEP 4:	Calculate Outstanding Tuition ("Unused Tuition" or "Unearned Tuition")	
Subtract Total Tuition Payments from Earned Tuition.		
G – Total Tuition Payments		If Box K is greater than "0", proceed to STEP 5 to calculate amount of refund. If Box G is less than Box D, then enter "0" in Box K, school has earned all tuition payments. In other words, no tuition payments are unused or outstanding and NO REFUND IS DUE . Proceed to STEP 6 .
D - Earned Tuition:		
K – Outstanding Tuition:		
STEP 5:	Calculate Refund of Outstanding Tuition	
*Refer to Texas Occ. Code, Sec. 1603.3603 to determine the statutory percentage school is required to provide.		The Amount in Box L is a refund of outstanding (unearned) tuition paid by or on behalf of the student, the School SHALL REFUND the amount in Box L. STOP .
Calculate the student refund due by multiplying the Outstanding Tuition by the Statutory Refund Percentage.		
K – Outstanding Tuition:	Statutory Pct. 1603.3603:	L – Student Refund:
STEP 6:	Step 6: Calculate Balance Due to School	
Calculate whether a balance is due from Student by subtracting Total Student Payments, Box I, from Total Tuition and Fees Earned, Box F.		
F – Total Tuition and Fees Earned:	I - Total Student Payments:	M – Balance:
If Box F is greater than Box I, Student OWES School balance in Box M. If Box I is greater than Box F, Student's Total Payments exceed School's Total Tuition and Fees Earned, however, No refund is due per 1603.3603 (a) SCHOOL may retain 100% of tuition and fees PAID by student.		