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.

Outstanding Tuition Refund Calculations Worksheet
For Use by Barber and Cosmetology Schools

Date Form Completed		Enrollment Date	
Student Name		**Effective Date of Termination**	
Student Permit #			
Program Hours	A.	**Hourly Tuition Rate**	B.
Program Tuition		**Hours Scheduled as of Effective Date of Termination**	C.

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 1602.458(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.

	Hourly Tuition		**Scheduled Hours**		**Earned Tuition**
Earned Tuition		**X**		**=**	D.
	Box B		Box C		

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		**Earned Tuition**		Box D
Books & Kit		**Earned Fees** +		Box E
Withdrawal		**Total Tuition and**		
Other		**Fees Earned**	F.	
TOTAL Earned Fees	E.	Proceed to Step 2.		

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 & Kit	
Total Tuition Payments	G.	Withdrawal	
		Other +	
		Total Fee Payments	H.

Calculate the sum of all payments received by the school on behalf of student.

TOTAL Student Payments		**+**		**=**	I.
	Box G		Box H		Proceed to Step 3.

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.

J. Determine the percentage of the course completed

	÷		**=**	J.	**%**	If the percentage in Box J is **greater than 50%**, **PROCEED**
Box C		Box A				to **STEP 6**; if the percentage in Box J is **less than 50%**, PROCEED to **STEP 4**.

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STEP 4: Calculate Outstanding Tuition ("Unused Tuition" or "Unearned Tuition")

Subtract Total Tuition Payments from Earned Tuition.

Total Tuition Payments		Box G
Earned Tuition −		Box D
Outstanding Tuition	**K.**	

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.**

Step 5: Calculate Refund of Outstanding Tuition

*Refer to Tex. Occ. Code Section 1602.459 to determine statutory percentage school is required to use.

Calculate the student refund due by multiplying the Outstanding Tuition by the Statutory Refund Percentage

	x	**L.**
Box K.	Statutory Pct. 1602.459*	**Student Refund**

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.**

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.

	−	**M.**
Box F	Box I	**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 1602.459(a)** SCHOOL may retain 100% of tuition and fees **PAID** by Student. **STOP.**