



**WITHDRAWAL RECORD AND SETTLEMENT CALCULATION WORKSHEET**

Student \_\_\_\_\_ Date of Refund \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Course \_\_\_\_\_ Hours Contracted \_\_\_\_\_  
 Start Date \_\_\_\_\_ Last Day Attended \_\_\_\_\_  
 Hours Clocked \_\_\_\_\_ Hours Elapsed \_\_\_\_\_  
 Percent Program Elapsed \_\_\_\_\_ **50% or More Elapsed:** \_\_\_ Yes \_\_\_ No  
 Date of Withdrawal Determination \_\_\_\_\_  
 Reason for Withdrawal \_\_\_\_\_

**CONTRACT COSTS**

Registration Fee: \$ \_\_\_\_\_  
 Tuition: \$ \_\_\_\_\_  
 Books/Kit: \$ \_\_\_\_\_  
 Misc./Other: \$ \_\_\_\_\_  
 TOTAL COSTS: \$ \_\_\_\_\_

168 (hours elapsed) / 1500 (Hours Contracted) = .11

.11 is 20%

11,200 x 20% = \$2,240

**SETTLEMENT FORMULA**

**SCHEDULED TIME ELAPSED  
IN TOTAL PROGRAM**

**TOTAL TUITION SCHOOL  
SHALL HAVE EARNED (Circle  
percentage)**

0.01% to 4.9%  
 5.0% to 9.9%  
 10.0% to 14.9%  
 15.0% to 24.9%  
 25.0% to 49.9%  
 50.0% and over

20%  
 30%  
 40%  
 45%  
 70%  
 100%

**ACCOUNT INFORMATION**

AMOUNT RECEIVED BY SCHOOL\*:

Cash: \$ \_\_\_\_\_  
 Other: \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

AMOUNT EARNED:

Tuition X % Earned in Program: \$ \_\_\_\_\_  
 Registration Fee: \$ \_\_\_\_\_  
 Books/Kit/Unreturned Property: \$ \_\_\_\_\_  
 W/D Fee/Other: \$ \_\_\_\_\_

Total Paid: \$ \_\_\_\_\_

Total Earned: \$ \_\_\_\_\_

AMOUNT REFUNDED (If applicable):

Total Paid to School \$ \_\_\_\_\_  
 Total Earned by School \$ \_\_\_\_\_  
 Total Refund Due = \$ \_\_\_\_\_

AMOUNT OWED TO SCHOOL:

Total Earned by School: \$ \_\_\_\_\_  
 Total Paid to School: \$ \_\_\_\_\_  
 Total Owed to School = \$ \_\_\_\_\_

**COMMENTS:**

Student owes school