

Refund Calculation

Date of Refund Calculation: 9/23/16

1st day of Class: 9/1/16
 Date of Drop/Withdrawal: 9/23/16
 Number of days in class: 23

Student Name: Student ABC
 Student ID Number: 12345
 Address: _____
 City, State, Zip: San Jose, CA

Reason for refund: Dropped course due to

Course(s) to be refunded (list below):

Course No.	Course Name	Instructor	Course Tuition
MGT375	Workplace Violence, Workplace Security	HPU	\$ 1,374.98
			\$ -
			\$ -

Total Tuition \$ 1,374.98
 STRF Tax, if applicable _____
 Other Charges or Scholarship, if applicable \$ -
TOTAL \$ 1,374.98

Total number of days in class per above: 23

Third Party Payments Received (VA, VocRehab, DoD): \$ -

Percentage of Tuition, taxes and other earned by H-PU: 60.00% B

- 0% for less than 8 days
- 20% for anytime between 8 days and 14 days (two weeks)
- 40% for anytime between 15 days and 21 days (three weeks)
- 60% for anytime between 22 days and 28 days (four weeks)
- 80% for anytime between 29 days and 35 days (five weeks)
- 100% for over 35 days

Tuition, taxes and other earned in dollars: \$ 824.99 A x B

To Be Completed by Accounting:

	Posted to CAMS
Amount of "Tuition" to credit student (Total Tuition x % "not earned")	\$ (549.99) _____ initials & date
Amount of "Scholarship" to reverse (Scholarship x % "not earned")	\$ - _____ initials & date
Amount paid by third party:	\$ -
Amount paid by VA:	\$ -
Amount paid by Student:	\$ (458.32) on 9/1/16
Change recurring payment in PayPal if applicable: _____ (accounting only)	

Amount of Refund Due to: Student: _____ 3rd Party: \$ -

Refund via (initials & date): Credit Card _____ Check _____

Amount Due to H-PU: \$ 366.67

School Official's Signature Date Signed

Date Received by Enrollment Advisor: 09/23/2016 by: _____

Date Received by Accounting: _____ by: _____

Date Paid by Accounting: _____ by: _____