

REFUND CALCULATION

Exhibit H-1

Refunds must be completed within 30 days after the effective date of enrollment termination.

School / Branch #: (C _____) School Name: _____

Student Name: _____ Classroom Dates: _____ thru _____

CLASSROOM RATES		BEHIND-THE-WHEEL RATES	
Total Classroom Charge	\$	Total Behind-the-Wheel (BTW) Charge	\$
Classroom Charge Divided by 32 or 16	\$	BTW Charge Divided by 14 or 7	\$
# Classroom Hrs/Classes Completed by Student		BTW Hrs Completed by Student	
$\frac{\text{Classroom Hrs Completed}}{\text{Classroom Hourly/Class Rate}} \times \text{Classroom Hourly/Class Rate} = \$ \text{Total}$		$\frac{\text{BTW Hrs Completed}}{\text{BTW Hourly/Session Rate}} \times \text{BTW Hourly/Session Rate} = \$ \text{Total}$	
CALCULATION INSTRUCTIONS			
1. Total Earned by School (Classroom Total + BTW Total)			\$
2. Administrative Fee Charged by School			\$
3. Add # 1 (Total Earned by School) and # 2 (Administrative Fee Charged by School)			\$
4. Total Contracted Amount Paid by Student			\$
5. Subtract # 3 Totals from # 4			\$
6. Subtract any no-show fees, make-up fees, etc.			\$
7. Total (on time) Refund Due the Student			\$
8. If more than 30 days has elapsed, follow the <u>*formula</u> below to determine interest to be added to the refund in compliance with <i>Title 5, Texas Education Code, Section 1001.401-404</i> . The interest rate on unpaid refunds is set at 20%.			\$
<p>* Multiply 20% times the total refund due to the student (item # 7) divided by 365; then multiply that times the number of days past 30; and, add that to the amount due to the student.</p> <p>Example: 20% X amount past due, divided by 365 days X amount of days past due = ____ Add the amount to the refund due and then it becomes the total amount due to the student.</p>			
Total Due Student Including Interest			\$

For hand delivered refunds, please have parent / legal guardian sign and date this document.

- Cash
- Check _____ (check number)

X _____ / _____ / _____
 Signature of Parent / Legal Guardian Printed Name of Parent / Legal Guardian Month / Day / Year