Credit Calculation Worksheet - for minus net changes

1. Tuition $ _____
2. Fees _____

   _____
3. Total *(1+2)* $ _____
4. Amount paid on account $ _____
5. Balance before refund credit *(3-4)* $ _____

Tuition charges for courses being dropped:

6 _____ *(sch)* x $ _____ *(tuition)* = $ _____ *(total)*

7 _____ *(sch)* x $ _____ *(tuition)* = $ _____ *(total)*

8. Tuition subject to refund *(6+7)* $ _____
9 **x** _____ % refund
10. Credit due for courses dropped $ _____
11. Balance after refund credit *(6-10)* $ _____

If this is a positive number, no money is refunded but payment terms for the balance may be renegotiated.

If this is a negative number, a check for this amount may be issued or the balance may be left toward future charges.

12. Instructions for accounting:

Credit student account and tuition sales for $ _____

Write refund check and debit student account for $ _____

Signed: _____

Date: _____