

REFUND POLICY CALCULATION WORKSHEET

Print out and use to determine appropriate refund policy for particular programs

1. Program Name:			
2. Clock Hours:		3. Schedule:	
4. Number of Hours Offered Each Week:		(must be 2 or greater - if over 30, see instructions)	
5. Divide #2 by #4:		6. Round this up to the next whole number: (if 6 or less, skip to item #9 below).	
7. Find all of the quarter or term possibilities on the next page for the number of weeks listed in item 6. Choose one from the possibilities and list it below.			
A.		Quarters	
B.		Terms	
8. Define each quarter or term by dividing the answer to item #6 by the number of quarters or terms chosen above. Any remainder will be handled by adding one week starting with the first quarter/ term until all remaining weeks have been assigned.			
	First Quarter Term (circle one)		weeks
	Second		weeks
	Third		weeks
	Fourth		weeks
	Fifth		weeks
	Sixth		weeks
	Seventh		weeks
	Eighth		weeks
9. Mini Programs Only (Completed in 6 or fewer weeks)			
	1 Week = 15% of the entire program for purposes of the refund policy.		

Number of Weeks in Program Refund Policy

- 1-6 weeks Mini Refund Policy
- 7-14 weeks One Quarter
- 14-28 weeks Two Quarters
- 15-18 weeks One Term
- 21-42 weeks Three Quarters
- 28-56 weeks Four Quarters
- 30-36 weeks Two Terms
- 35-70 weeks Five Quarters
- 42-84 weeks Six Quarters
- 45-54 weeks Three Terms
- 49-98 weeks Seven Quarters
- 56-112 weeks Eight Quarters
- 60-72 weeks Four Terms
- 75-90 weeks Five Terms
- 90-108 weeks Six Terms

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