

Tuition Refund Request Form

We certainly hope that this information never applies to you. We want you to complete your studies here at ASBS. However, in the event conditions require you to withdraw from your course(s), this will enable you to receive a refund. Requests for refund must be made before the eighth meeting of the class.

This form can be downloaded from asbs-augusta.org.

1. You must complete and turn in the Tuition Refund Request Form below. No refund will be made without this completed form.
2. How to determine your refund:
 - a. Take **Total Cost you paid (A)** on right minus fees **(B)** divided by ten. **(C)**
 - b. To get this number, take total amount paid and subtract all **Fees Paid** as they appear on your registration sheet. Possible fees: registration, application, Internet, and two pay. Fees will not be refunded.
 - c. Take the number of **Classes you Missed** from 10.
 - d. Multiply the numbers from A x B above. This is the **Refund you claim**.

Example

A. Total Cost Paid at registration	\$75
B. Fees paid ...\$10+ \$5+ \$7.....	\$22
Subtract	\$53
C. Divide by 10	\$5.30
D. Classes you missed	7
E. Multiply C times D	37.10
Refund you claim	\$37.10

ASBS
Tuition Refund Request

Name _____ Phone _____

Address _____ State _____ Zip _____

A. Total Cost Paid at registration \$ _____

B. Fees paid () Two Pay \$5. () Application \$30... () Library \$7. ... () AUBS \$10 \$ _____

Subtract A from B \$ _____

C. Divide by 10 \$ _____

D. Classes you missed _____

E. Multiply C times D _____ **This is refund you claim.**

Refund you claim \$ _____

Signature _____ Date _____

() Check here if you want ASBS to determine refund.

You may mail this to ASBS, 4270 Bel Air Frontage Road, Augusta, GA 30909