



BRIGHTON COLLEGE
BRIGHTON. YOUR FUTURE.
Refund Policy with Descriptions

Below is a sample process to determine the refund going over each line item.

The scenario is John Doe enrolled into the Associate Degree in Paralegal Studies program. John completed 5 courses of the program and is withdrawing within his term of agreement.

The enrollment fee which is retained by the college per the policy of \$100.00.

Line 1: Enrollment Fee: \$100.00

John completed 5 courses at \$125.00 per credit hour which equals \$1,875.00.

Line 2: Tuition: 5 courses (3 credits x \$125 per credit x 5) \$ 1,875.00

The Electronic Resource Fee (ERF) for the Associate Degree in Paralegal Studies is \$950.00, he completed 5 courses so $5/20 = 25\%$. 25% of \$950.00 is \$237.50 which is non-refundable.

Line 3: ERF: (5 courses completed/20 total courses) 25% of \$950.00: \$237.50

The total amount of the 5 courses, enrollment fee, and 25% of the ERF is \$2,212.50.

Line 4: Total Amount Due: \$2,212.50

John made tuition payments totaling \$2,362.00 to the school before requesting to withdraw.

Line 5: Less Amount Paid: \$2,362.00

John's refund would be \$2,362.00 minus \$2,212.50 equaling \$149.50.

Line 6: Amount to be refunded: \$149.50



John Doe
8777 E. Via De Ventura
Suite 300
Scottsdale, AZ 85258
Dear John,

Your cancellation of the Associate Degree in Paralegal Studies program with Brighton College has been processed. Please review the tuition breakdown below.

Line 1: Enrollment Fee:	\$100.00
Line 2: Tuition: 5 courses (3 credits x \$125 per credit x 5)	\$ 1,875.00
Line 3: ERF: (5 courses completed/20 total courses) 25% of \$950.00:	\$237.50
Line 4: Total Amount Due:	<u>\$2,212.50</u>
Line 5: Less Amount Paid:	\$2,362.00
Line 6: Amount to be refunded:	\$149.50

A refund will be sent to you within 30 days of your cancellation date: September 20, 2017. Please let me know if you have any questions.

Sincerely,