



Sample Refund Process

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.

John completed 5 courses which means that Brighton College may retain the tuition for those 5 courses. John's cost per credit hour is \$125.00 per credit. John completed 15 total credits (five, 3 credit courses), therefore the tuition that Brighton College will retain is $15 \times \$125 = \1875.00 . John also had an Electronic Resource Fee when he enrolled for a total of \$950.00 for the Associate Degree. The Associate Degree is 20 courses. The Electronic Resource Fee that Brighton College can retain is the number of courses completed versus the number of courses attempted. 5 courses completed versus 20 courses attempted, $5/20 = 25\%$ of the Electronic Resource Fee is what Brighton College may retain.

Student Payment Details:

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

Tuition Paid: \$2,362.00.00. (Line 1)

Per the refund policy, John completed at least one graded assignment therefore Brighton College may retain the enrollment fee of \$100.00.

Enrollment Fee: \$100.00 (Line 2)

John completed 5 courses which means that Brighton College may retain the tuition for those 5 courses. John's cost per credit hour is \$125.00 per credit, John completed 15 total credits (five, 3 credit courses), thus the tuition that Brighton College will retain is $15 \times \$125 = \1875.00 .

Tuition: 5 courses (3 credits x \$125 per credit x 5) \$ 1,875.00 (Line 3-7)

John also had an Electronic Resource Fee when he enrolled for a total of \$950.00 for the Associate Degree. The Associate Degree is 20 courses. The Electronic Resource Fee that Brighton College can retain is the number of courses completed versus the number of courses attempted. 5 courses completed versus 20 courses attempted, therefore $5/20 = 25\%$ of the Electronic Resource Fee is what Brighton College may retain.

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.

ERF: (5 courses completed/20 total courses) 25% of \$950.00: \$237.50 (Line 8)

The total that Brighton College will retain is Enrollment Fee + Tuition for the 5 courses + Electronic Resource Fee percentage = $\$100.00 + \$1875.00 + \$237.50 = \$2,212.50$. This is the amount Brighton College retains from John for his cancellation of the Associate Degree.

Total Amount Due: \$2,212.50 (Line 9)

Refund Total: \$149.50 (Line 10)



Sample Refund Process Document sent to student

| Line Number | | | | | |
|-------------|-----------------|---------|------------|----------------------|--------------------|
| 1 | Tuition Paid | | \$2,362.00 | | |
| | | | | Cost Per Credit Hour | \$125.00 |
| | Non-Refundable | Credits | | Percent Retained | Total Cost of Item |
| 2 | Enrollment Fee | | \$100.00 | 100% | \$0.00 |
| 3 | Sample Course 1 | 3 | \$375.00 | 100% | \$375.00 |
| 4 | Sample Course 2 | 3 | \$375.00 | 100% | \$375.00 |
| 5 | Sample Course 3 | 3 | \$375.00 | 100% | \$375.00 |
| 6 | Sample Course 4 | 3 | \$375.00 | 100% | \$375.00 |
| 7 | Sample Course 5 | 3 | \$375.00 | 100% | \$375.00 |
| | Sample Course 6 | 3 | \$0.00 | 0% | \$375.00 |
| | Sample Course 7 | 3 | \$0.00 | 0% | \$375.00 |
| 8 | ERF | | \$237.50 | 25% | \$950.00 |
| | Book Fees | | \$0.00 | | |
| 9 | Total Retained | | \$2,212.50 | | |
| 10 | Refund Total | | \$149.50 | | |