



Withdrawal Policy

Name of Policy

May 1, 2003

Implementation Date

**Student Services, Financial Advisor, Campus Director,
Director of Operations, President**

Position(s) Responsible

September 1, 2016

Date of Last Revision

Policy:

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the Campus Director. The date on the withdrawal notice is the date used for tuition refund calculation, which will be based on Brighton College's Refund Policy.

An international student whose application for a study permit has been denied is entitled to a refund if a copy of the denial letter is provided to Brighton College prior to the contract start date.

Procedure:

1. Student submits a written notice of withdrawal or a completed Status Change Form to the College;
2. If necessary, the college may arrange for a meeting between the student and a college representative;
3. Fees shall be refunded, or the student may be required to make payment, in accordance with the Refund Policy, within 30 school days;
4. Student will receive a progress report or any other documents, if applicable, within 30 school days.