



**Tuition and Refund Policy**

January 1, 2025

Name of Policy

Implementation Date

**All Members of Brighton College**

December 10, 2024

Position(s) Responsible

Date of Last Revision

The Brighton College Refund Policy is in compliance with the PTA Regulations to establish the college standards on student refunds.

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
<b>Before program start date</b> , institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date.</li> </ul>	100% tuition and all <a href="#">related fees</a> , other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> <li>No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal.</li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
<b>After program start date</b> , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely-asynchronous distance-education-only programs)	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	Institution may retain up to 10% of tuition payable under a contract.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided.</li> </ul>	Institution may retain up to 30% of tuition payable under a contract.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 30%, but before 50% of instruction hours, have been provided.</li> </ul>	Institution may retain up to 50% of tuition payable under a contract.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 50% of instruction hours have been provided.</li> </ul>	No refund due.
<b>Student does not attend program</b> – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):	
<ul style="list-style-type: none"> <li>A Student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition payable under a contract.
Institution receives a refusal of study permit (applies to international students requiring a study permit):	

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
<ul style="list-style-type: none"> <li>• Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:               <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance</li> <li>b) The program start date in the enrolment contract</li> </ul> </li> <li>• Student has not requested additional Letter(s) of Acceptance.</li> </ul>	100% tuition and all related fees, other than application fee. A bank handling fee of \$300 is required to pay.
<p><b>Completed</b> means the student has received an evaluation of their performance for the specified percentage of hours of instruction. If a student completed a portion of a program for which they did <u>not</u> receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.</p>	

Approved Programs – All Delivery Methods	Refund Due
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> <li>• If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.</li> </ul>	100% tuition and all related fees, including application fees
Institution does not provide a work experience	
<ul style="list-style-type: none"> <li>• The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control.</li> </ul>	100% tuition and all related fees, other than application fees

The tuition or fee refund must be paid **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).