

## FINANCIAL POLICIES

### EXPENSES (*Subject to change without notice*)

#### Tuition

*Semester fees for all students are due at registration*

Registration and Student Fee ..... *See Course Schedule*

Credit Hour cost (per hour) ..... *See Course Schedule*

Books (Average estimate per course) ..... *See Course Schedule*

A Late Registration Fee for returning students applies.

Course Schedule will be sent or included upon request.

#### Other Fees

Each Graduation fee ..... As this applies to each student.

Transcript Request (per copy) ..... \$ 5.00

NOTE: This request must be in writing

### EXPLANATION OF FEES AND DEPOSIT

- **Registration Fee** - Used to pay for administrative costs
- **Student Fee** - Used to defray the cost of classroom notes and other materials given by the instructor
- **Credit Hour** - Used to pay for institutional expenses
- **Books** - The estimated cost for textbooks and supplies required for course work; Books purchased in bookstore for personal use are not included.
- **Late Registration Fee** - Charged to students who have not completed registration on the dates set
- **Graduation/Certificate Fees** - Used to defray the degree and certificate commencement costs
- **Transcript Request** - Charged for each copy requested, whether official or personal
- **Deposit for Lending Library Use** - Due at registration, and returned when the student returns the loaned books at the end of the semester. This is now included in the student fee.

### REFUND POLICY

No refunds will be given for any fees unless the Institute cancels a class. Refunds will be given when the student's account is up-to-date and by check. Bookstore refunds are not allowed. All purchases in the Bookstore are final.

### UNPAID TUITION POLICY

No student will be allowed to re-enroll until all tuition debt is paid. Payment is due at registration. Unless the student makes financial arrangements, no re-enrollment is permitted.

Students who drop out without consultation are still required to remit in full.

**FINANCIAL AID**

The Institute does not have denominational support, but depends upon gifts of individuals or church groups to meet the expenses of daily operations. Our staff willingly sacrifices material benefits to serve at Brookes. This has made possible the inexpensive tuition and other fees. Therefore, students should seek financial assistance from family, friends and church.

**NON-SUFFICIENT FUNDS CHECKS**

All returned checks are subject to a processing fee.