



HANDS ON

Dental Assistant Training

Practical Intensive Training for Dental Assistants

Hands On Dental Assistant
Training School

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Rockville Maryland, 20852

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ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ STUDENT ID #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____

PROGRAM / COURSE NAME: _____

DESCRIPTION OF PROGRAM / COURSE: _____

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

PROGRAM / COURSE OBJECTIVES: _____

PROGRAM INFORMATION (CONTINUED)

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

MORNING EVENING SATURDAY

DAYS/EVENINGS CLASS MEETS: (circle) M Thur. SA

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

NUMBER OF WEEKS: _____ TOTAL CREDIT or CLOCK HOURS: _____

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE: \$ 100.00

TUITION: \$ 2,997.00

BOOKS & SUPPLIES: \$ 200.00

OTHER/MISC. EXPENSES: \$ _____

Other Includes: _____

TOTAL COST FOR _____ PROGRAM / COURSE: \$ _____

REFUND / CANCELLATION POLICY

❖ Tuition Refund Policy:

If the student is not accepted into the training program, all monies paid by the student EXCEPT \$100 application fee shall be refunded. Refunds for books, supplies, and consumable fees shall be made. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established below.

- ❖ Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:
 - **Tuition Reimbursement Scale or Schedule**

❖ **Cancellation Policy Refund and Settlement Policy:**

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes. REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student EXCEPT \$100 application fee shall be refunded. Refunds for books, supplies, and consumable fees shall be made. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established below.

❖ **Withdrawal Procedures:**

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition fees.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition fees.
- 4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition fee.**
- 5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.**

- ❖ The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school

or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.

3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the initial enrollment agreement until _____ of the _____ business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within _____ days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

Student Initials _____

2. I have carefully read and received an exact copy of this enrollment agreement.

Student Initials _____

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While

