



# HANDS ON

Dental Assistant Training

**Practical Intensive Training for Dental Assistants**

## Hands On Dental Assistant Training School

Phone: 301-881-5700

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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: \_\_\_\_\_

\_\_\_\_\_

PROGRAMS / COURSES: HODAT in School \$2997    HODAT ONLINE \$1775    Front Office \$1025  
Expanded Function \$750    Radiology/ICE \$650    Orthodontic \$ 750  
Refresher Class \$350    DANB Review \$275    CPR \$75

\$100 registration fee

PROGRAM / COURSE : \_\_\_\_\_

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**PROGRAM INFORMATION (CONTINUED)**

PROGRAM START DATE: \_\_\_\_\_    School location \_\_\_\_\_  
                                                                   

DAYS/EVENINGS CLASS MEETS: (circle)    M and TH 6pm-9pm    or    SAT 9am-3pm

**TUITION & FEES**

NON-REFUNDABLE REGISTRATION FEE: \$ 100.00

TUITION: \$

BOOKS : \$ 200.00    you can purchase your books to save money  
[www.valorebooks.com](http://www.valorebooks.com)    AUTHORS DONI I BIRD , DEBBIE S ROBINSON,  
LINDA BARTOLOMUCCI BOYD

Students can purchases all 3 BOOKS new or used the WORKBOOK must be purchased new !!  
MODERN DENTAL ASSISTING TEXTBOOK, WORKBOOK, and  
BOYD DENTAL INSTRUMENTS PICTURE BOOK

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 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 up until 2 weeks of the 1st class of school after the student has been admitted. If student has the cancel the agreement a refund on all monies paid to date within 30 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 enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

**Student Initials \_\_\_\_\_**

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

**Student Initials \_\_\_\_\_**

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

**Student Initials \_\_\_\_\_**

6. I understand that the school does not guarantee job placement to graduates upon program completion.

**Student Initials \_\_\_\_\_**

**STUDENT INITIALS-----**

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor/Dentist Signature \_\_\_\_\_ Date \_\_\_\_\_

