



Center for Advanced Dental Assisting
Intro to Dental Assisting
1838 Wentzville Parkway, Wentzville, MO. 63385
Enrollment Agreement

By completing this enrollment agreement, you are reserving your place in the course

Student Information: _____

Address: _____

Telephone #'s H: _____ W: _____

Email: _____

Emergency Contact: _____

Relationship: _____ Phone #: _____

Referral: _____

PROGRAM INFORMATION

_____ Intro to Dental Assisting

Program Start Date: _____

Anticipated End Date: _____

Time Class Starts: _____

Time Class Ends: _____

Classes Meet: _____ day of the week

Total Clock Hours: _____



**CENTER FOR ADVANCED
DENTAL ASSISTING**

TUITION, FEES & SUPPLIES

Tuition: \$3,500.00 (includes \$180.00 security deposit)

Instruction Materials: \$120.00 (includes course textbook)

Supplies & Practice Materials: \$150.00

Black Scrubs: Required for this course and will need to be purchased by the student before the start of the first class. Approximate cost - \$20-60

CANCELLATION & REFUND POLICY

Any STUDENT(s) may cancel this enrollment agreement by giving WRITTEN notice to the SCHOOL prior to midnight of the third business day excluding Saturdays, Sundays and legal Holidays from the date of enrollment to receive a full refund. The refund policy is as follows: the refund will be pro-rated and will be rounded downward to the nearest ten (10) percent of that period, less an administrative fee not to exceed \$100.00. Any refunds are for tuition ONLY after the cancellation period. If a student terminates after sixty (50) percent of the enrollment period, the school will retain the entire tuition cost. A schedule of refund charges is listed below. ****Security Deposit (\$180.00) is NONREFUNDABLE**** after the cancellation period. The Security deposit is credited towards the total cost of the program. The enrollment process (including fee) will hold your place within the course.

SESSION NUMBER	RETAINED BY SCHOOL	SCHOOL ADMINISTRATIVE FEE	TOTAL RETURNED TO STUDENT MINUS FEE
Session 1	(\$875.00)	\$100.00	\$2,625.00
Session 2	(\$1,400.00)	\$100.00	\$2,100.00
Session 3	(\$1,750.00)	\$100.00	\$1,750.00
Session 4	(\$2,100.00)	\$100.00	\$1,400.00
Session 5	(\$2,625.00)	\$100.00	\$875.00
Session 6,7,8,9, or 10	NO REFUND		



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PAYMENT SCHEDULE

All payments are due in full before the beginning of the program. The enrollment fee (\$25.00) and security deposit (\$180.00 and is credited towards the total tuition fee) will be collected at the time of enrollment.

Date Fee Amount Paid Amount Remaining Due Date Date Paid in full

<u>Date</u>	<u>Fee</u>	<u>Amount Paid</u>	<u>Amount Remaining</u>	<u>Due Date</u>	<u>Date Paid in full</u>

Total: _____

By signing below, you are stating that you are agreeing to the terms and conditions of the Enrollment Agreement.

Print Name

Date: _____

Signature

School Official

Date: _____



Notice to Buyer

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. The contract is binding only when the agreement is accepted, signed, and dated by the student and the authorized official of the school or the admissions officer at the School's Principal place of business. Read the entire contract before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school handbook constitute the entire agreement between the student and the school.
5. The school does not guarantee job placement to graduates upon program completion.
6. The school reserves the right to reschedule the program start date when the number of students scheduled is too small to have an actual class.
7. The school reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide established standards of conduct as outlined in the student handbook.
8. The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.
9. I understand that complaints that cannot be resolved by direct negotiation with the school in accordance with its written grievance policy may be filed with the Coordinating Board for the Higher Education by calling (573)751-2361. Student Initials_____.