



Dental Careers Training Center, LLC
Dental Careers Online (dba)

780 South 2000 West, Ste F-1, Syracuse, Utah 84075 (801)-776-3000 office (866)-449-9031 fax

Student Enrollment Agreement

Registered under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah Code) Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student’s responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers’ training requirements. This may be done by calling the prospective school and employer. This institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

Name _____ Maiden/Previous Name _____
Street Address _____ Apt # _____ Email _____
City _____ State _____ Zip _____ Telephone (____) _____
Social Security Number _____ Date of Birth _____
Name of Closest Relative _____ Relationship _____
Address _____ Telephone (____) _____
City _____ State _____ Zip _____

I am enrolling in the Dental Assisting Program at Dental Careers Training Center, L.L.C. and /or Dental Careers Online, beginning _____ and ending _____. This program consists of home study, online and Lab instruction. Lab classes run from 7:30 am to 1:00 pm on Thursdays. This course must be completed within 4 months of beginning date. Total cost for this program is \$2495.00. This includes the lab fees and books. Upon graduation the student will receive a Certificate of Completion.

- A) **Tuition and Fees Payment** - A student may select one of the following methods to pay tuition and fees.
1) \$2495.00 cash or check before the 1st day of school. (credit card payments are subject to a 3% fee)
2) **Care Credit** financial arrangements made through Financial Counselor. (See attached **Care Credit** application form.)

B) **Entrance Requirements**- Dental Careers Training Center, L.L.C. and Dental Careers Online do not discriminate on the basis of sex, race, nationality, religion or handicap. All prospective students are required to have an interview with a school representative. This may be done by phone if the applicant is out of the area. All applicants must have (1)a high school diploma or GED and being beyond the age of compulsory high school attendance, (2) completed Admission Application with \$50 reg. fee, (3) a Hepatitis B Vaccination (1st shot) , and (4) a documented TB test. Prior credit will not be granted for schooling at another institution.

C) **Graduation Requirements**
Each student must complete Graduation Interviews. Upon satisfactory completion (2.0 GPA or better) of each course, and financial obligations, the student will receive a Certificate of Completion. Radiology must be passed with a 2.7 GPA. Five separate 2 hour clinic classes are required. Each student will have 2 opportunities to attend each of the 5 clinic classes. If a student misses or does not pass any part of the clinic course and needs extra time to make it up, there will be an additional fee to the student of \$20.00 per hour of make-up time. The clinical clock hours is 10 hours and the online and home study course hours are equivalent to 70 clock hours of class time for a total of 80 clock hours..

D) **Withdrawal/Termination** - A student may terminate training at any time by giving written notice to the Director. The termination date will be determined by the last date of actual attendance by the student. The percentage of completion is computed by dividing the hours scheduled to date, by the program hours.

E) **Termination by the School** - The school reserves the right to terminate any student who fails to maintain passing grades, who shows excessive tardiness or absences, who maliciously destroys or damages any property of the school (the student may be held liable for repair and/or replacement of the damaged property), or who is in violation of the Rules of Conduct. The Rules of Conduct relate to:

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| 1. Unsatisfactory progress | 8. Cheating |
| 2. Excessive absenteeism | 9. Falsification of any document |
| 3. Unlawful possession, use or distribution of drugs and alcohol by students on school property, or during any school activity | In addition, the following violations may bring dismissal:
a. Failure to make payments on date due |
| 4. Willful abuse of equipment | b. Failure to adhere to the requirements as outlined in the contract or catalog. |
| 5. Insubordination and/or intolerable conduct | All students have the right to appeal a termination or dismissal |
| 6. Poor attitude and/or lack of motivation | |
| 7. Unauthorized use of school equipment | |

F) **Minimum Cancellation and Settlement Policy**
1. **Termination Date.** The termination date for refund computation purposes is the last date of actual attendance by the student.
2. **Refund Policy.** The school’s refund policy for cancellations and terminations, at a minimum, complies with the following
(This agreement is continued on the other side of this document.)

requirements: (a) A three-business-day cooling-off period, commencing with the day an enrollment agreement with the applicant is signed or an initial deposit or payment toward tuition and fees of the institution is made, until midnight of the third business day following such date or from the date that the student first visits the institution, whichever is later, during which time the contract may be rescinded and all monies paid for tuition, fees and materials refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling-off period. (b) A student enrolled

may withdraw from enrollment following the cooling-off period, prior to submission by the student of any lesson materials or receipt of course materials, whichever comes first, and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$200 in tuition or fees as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment. (c) After the three-business-day cooling-off period or after a student enrolled submitted lesson materials or been in receipt of course materials, the withdrawn or dismissed student shall be refunded, within thirty days of his/her discontinuing, a percentage of all tuition paid over and above a nonrefundable registration fee not to exceed \$200 or an alternative amount that the institution can demonstrate to have been expended in undertaking that particular student's instruction. The balance due the student, over and above the nonrefundable registration fee will be calculated using the following schedule:

Date of withdrawal as a percent of the enrollment Period for which the student was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
Within 1 st 25%	35%
Within 2 nd 25%	75%
Over 50%	100%

G) **Academic Progress** - The GPA is computed by dividing the total grade points accumulated by the total number of classes taken. The grading system at Dental Careers Training Center, LLD - Dental Careers Online (*dba*) is as follows:

<u>Percentage</u>	<u>Grade</u>	<u>Points</u>
94-100%	A	4.00
90-93%	A-	3.70
87-89%	B+	3.30
84-86%	B	3.00
80-83%	B-	2.70
77-70%	C+	2.30
74-76%	C	2.00
70-73%	C-	1.70
67-69%	D+	1.30
64-66%	D	1.00
60-63%	D-	0.70
59 and below	F	0.00
Pass (not computed in GPA)	P	N/A
Withdrawal (not computed in GPA)	W	N/A

H) **Re-Entry** - Students who have taken an approved Leave will not have a re-entry fee, if the student re-enters within the time-frame specified prior to the leave. Students who have been dismissed by the school must have appealed the decision and had re-entry approved. Upon approval, there is a re-entry fee of \$50. The student may appeal to have this fee waived, if he/she feels there are mitigating or unavoidable circumstances. Students must contact their instructors for individual assistance or make-up work.

I) **Placement Assistance** - Students will be instructed regarding interviewing techniques, creating effective resumes and letters of application. Emphasis is placed on keeping the school informed regarding the students' employment situation. Records are continually updated as information is received. Placement records are maintained on every student. The ongoing success of our graduates is our goal. While **it is not possible to guarantee placement**, the school will assist the students in finding the best employment available, using any and all resources possible.

J) I understand Dental Careers Training Center, L.L.C. - Dental Careers Online (*dba*) or its owners, in order to stay current with the latest advances in dentistry and assistant training procedures, reserves the right to make any changes in the curriculum, course hours, course length, catalog, etc., at any time without additional charges to the student.

I, the undersigned, have read, understand and agree to abide by all the provisions set forth in the foregoing enrollment agreement.

I have read and understood the above information. I have received a copy of this agreement and the school catalog.

Signature of Student - Date

Signature of School Official - Date