



**427 W. Bankhead Hwy
Villa Rica, GA 30180
470-801-4234
alliancedentalinstitute.com**

Student Enrollment Agreement

STUDENT INFORMATION			
Student Name:		DL #:	
Address:			
City/State/Zip:			
Telephone:			
E-mail Address:			
Emergency Contact:			
Relationship:		Phone Number:	

COURSE and COURSE COST	
Course Name: Dental Assisting Course	Program Level: Certificate
Program Objective:	This course will prepare the student for an entry level position as a Dental Assistant in a Dental Office or Clinic. The student will learn proper set up for specific treatments, and how to assist the dentist. They will learn how to take x-rays and blood pressure, sterilize instruments, respond to emergencies, and prep rooms for the next procedure. This course teaches future Dental Assistants in a Dental office and provides hands-on training with the dentists during their externship in Dental Offices. The school assists the students in preparing their resumes for future employment as well as job placement assistance. The student will receive a Certificate of Completion upon finishing the course and CPR training for Dental professionals.
Course Length: 12 Weeks	200 Clock Hours

Program Start Date:		Program End Date:	
Days Class Meets:	Friday 8:30-3:30		
\$100 Application due at Enrollment			
Tuition:	\$4,825.00	Scrub Expenses:	\$70.00
Books*:	\$190.00	1 Set of scrubs Cherokee Infinity (Included)	Size:
Supplies*:	\$15.00	Jogger Pants	
Orientation for session _____ is on _____			
* Fee is estimated and based on current cost and subject to change.			
TOTAL COST:	\$5,200		

METHOD OF PAYMENT			
Method of Payment (check one)			
Credit/Debit Card ()	Cash ()	Check ()	Meritize ()
Payment Plan (Check One)			
<p>() \$5,100.00 Paying tuition in full, to include a 3% discount (\$153.00) = \$4,947.00</p> <p>() \$1,700.00 (3) installments; due on the first of each month</p> <p>() \$5,100.00 payments setup with Meritize</p> <p>*Students who wish to pay with one of the payment plans need to be signed up for autopay or must bring the full specified payment to each class and turn it into the instructor before the class period begins. If a student fails to bring his/her payment to any class period, he/she will be asked to leave and will not be allowed to continue with the course.</p> <p>A student who does not bring his/her payment forfeits all deposit and tuition money previously paid to School, except the amount, if any, that would be due back per the cancellation and refund policy. There is a \$45.00 fee for returned checks.</p> <p>"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder. "</p>			

CAREER SERVICES

The students will receive a Certificate of Completion upon finishing the course and CPR certification training for dental professionals. The students will be qualified for an entry level position as a Dental Assistant in a dental office or dental clinic. Students will have help to prepare their resumes and practice with interviewing skills. Students will be given help with job placement from local dentist offices and a list of recommended job searching websites. However, Alliance Dental Institute does not guarantee a job or employment for any student upon their completion of this program.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first scheduled class day, except that the school may retain not more than \$100 in any non-refundable application fee charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement, which includes but is not limited to: textbooks, scrubs, and clinical supplies.

REFUND POLICY

1. **Students may withdraw from the program at any time.** Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Tuition and fees are refunded at a prorated amount based on the percentage of paid segment completed.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance if the student is terminated by the school.
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any nonrefundable application fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any non-refundable application fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school.
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student at the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

ATTENDANCE POLICY

The main goal is not to miss any classes due to the brief amount of time the classes are scheduled for, but the following are guidelines if something unexpected should happen.

The student will be dismissed from the school if more than 25% of the total classroom/lab hours of accumulated absences in the classroom occur. Classroom hours, lab, and externship hours total 200 hours (25% of this is 24 hours or 3 days).

30 minutes to 2 hours and 59 minutes of a day are considered a partial absence and constitutes a half day missed or Total 3 hours.

3 hours to 6 hours are considered a full absence and constitutes a full day missed or total 6 hours.

Accumulated absences of more than 3 days would exceed the 25% limit. The student is held responsible for all tuition payments in excessive absences which justify termination. According to our re-admittance policy, the student may not return until the next scheduled class. All absentees must contact the lead instructor at least 8 hours prior to the absence and arrange with another student to get notes and missed materials. This does not remove an absence from the student's attendance record but does allow the student to catch up with the remainder of the class.

A request for a leave of absence must be addressed with the Director of the school. If a leave of absence is necessary for medical purposes, the student may re-enroll within 12 months at no additional charge. Any student needing to miss a single class session must contact the lead instructor in advance for the assignment and the material expected to be covered.

Excused absences will be regarded as absences for the attendance requirements of this program. Makeup work is available for the class missed but will not erase the absence. If a student has a medical emergency or personal crisis, the situation will be evaluated on an individual basis by the Program Director. The possibility of making up classes will be determined by the Program Director and school staff. If the student takes a grade of incomplete, they have the right to re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition but must wait until the next scheduled class.

Day Classes: Class starts at 8:30 a.m. Attendance will be taken at the beginning of each class **and** when returning from lunch.

Authorized and regulated by the Georgia Nonpublic Postsecondary Education Commission

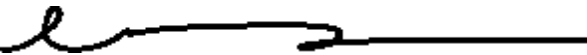
I have received a copy of this enrollment agreement and current school catalog.

Student Initials: ()

Signature of Student

Date

Printed Name of Student



Signature of Authorized School Official

Date

Emily Harper
Printed Name of Authorized
School Official