

# ENROLLMENT AGREEMENT

## CHAIRSIDE DENTAL ACADEMY, INC.

2830 E. Brown Rd. #9

Mesa, AZ 85213

480-830-3546 fax 480-830-9584

[www.chairside.com](http://www.chairside.com) drfritz@cox.net

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

### **Program Information:**

The above named student is enrolling in the course in Dental Assisting.  
The course will begin in (Month, year) \_\_\_\_\_  
and will finish after ten class sessions (70 hours).

### **Tuition:**

Tuition for Dental Assisting is \$2,995.00, which includes all books, supplies and materials used during the course of instruction. The course of instruction will last for ten weeks and include a total of 70 clock hours of instruction. A \$50 application fee (applied towards the course fee, but non-refundable) is required to secure a place in the program.

### **Payment:** Available to all students:

The student named above has chosen payment option (circle one):

- (1) Payment in full of \$2,995 by cash, check or credit card by first class
- (2) Down payment of \$500 with 10 interest free payments due at the beginning of each class session
- (3) TFC financing; down payment of \$1,000 required;
  - a. 12 payments of \$177.70
  - b. 24 payments of \$94.15
- (4) Care Credit

### **Cancellation and Refund Policy:**

#### **Rejection:**

An applicant rejected by the school is entitled to a refund of all monies paid.

**Three-Day Cancellation:**

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and Federal of State holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other cancellations:**

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of \$50.

**Refund after the commencement of classes:**

**1. Procedure for withdrawal/withdrawal date.**

- a. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- b. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- c. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.
- d. All refunds will be issued within 30 days of the determination of the withdrawal date.

**2. Tuition refunds** are determined as follows:

- A. Before the beginning of classes, the student is entitled to a refund of \$100% of the tuition (less the \$50 registration fee, if applicable).
- B. After the commencement of classes, the tuition refund amount (less the \$50 registration fee, if applicable) shall be determined as follows:

% of the <b>clock hours</b> attempted:	Tuition Refund amount:
10% or less	At least a 90%
More than 10% and less than or equal to 20%	At least a 80%
More than 20% and less than or equal to 30%	At least a 70%
More than 30% and less than or equal to 40%	At least a 60%
More than 40% and less than or equal to 50%	At least a 50%
More than 50%	No Refund is required

**Books and Supplies:**

There is no refund for equipment, books and supplies received by the student.

### **Special Circumstances**

Those students wishing to cancel their enrollment for illness or personal reasons that make it impractical for them to complete the program may resume their course of study in the next class series with no financial penalty, or the school may choose to make a settlement which is reasonable and fair.

**Refunds** will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

### **Holder in due course statement:**

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 amounts paid by the debtor (FTC Rule effective 5-14-76).

### **Student Grievance Procedure:**

Should the student at any time have a complaint, grievance, or dispute while enrolled at Chairside Dental Academy Inc., they should follow this procedure:

- (1) Ask to discuss the matter in private with one or more of the instructors.
- (2) If the student feels that the matter remains unresolved, they should submit in writing a formal complaint to the director (Edward R. Fritz, D.D.S.). The director will respond in writing within 5 working days following receipt of the written complaint.
- (3) If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may then file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007; phone 602-542-5709; website: <http://www.ppse.az.gov>.

### **The Student Understands:**

- 1.** The School does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
- 2.** The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
- 3.** The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
- 4.** The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
- 5.** The School reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by School's rules.
- 6.** Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the office of the



Representative's certification: I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

By: \_\_\_\_\_ Date: \_\_\_\_\_