Registration Form & Enrollment Agreement

DFW Dental Assisting School
2240 Cross Timbers Rd.
Flower Mound, TX 75028
972-355-8500
www.DFWDentalAssistingSchool.com
Info@DFWDentalAssistingSchool.com

Student Information

Last Name | First Name | MI

Street Address | Apt./Unit No.

City | State | Zip

Cell Phone | Home/Alternate Phone

Email

SSN | Birth Date

Marital Status | Spouse's Name & Contact #

Start Date of Class _____

Education & Background

High School Graduated | Graduation Date

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GED Obtained Date

Proof attached *(required):* ☐ GED Certificate ☐ High School Diploma

College(s) Attended Date

Have you ever been convicted of any felony or drug-related misdemeanors? ☐ Yes ☐ No

If yes: _____
Date Description

Emergency Contact Information

Full Name Relationship

Primary Phone Alternate Phone

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Financial Agreement

The tuition for DFW Dental Assisting School program is **$3,500.00** and includes all of the following:

- Textbook: *Modern Dental Assisting*; 10th Edition; Bird and Robinson, 2012
- Workbook: *Modern Dental Assisting Workbook*; 10th Edition; Bird and Robinson, 2012
- Study Guide: *A Guide to How You Can Assist in Dentistry to Succeed in Life*; 3.0 Edition
- Dental Instruments: Pocket Guide
- All training and visual aids, materials and dental supplies used throughout the course
- Use of all dental equipment and instrumentation with actual hands-on training during the course of study
- Training in ALL aspects of General Dental assisting, including dental specialties
- All training is done by dental professionals in an actual practicing dental office, not just in a classroom

Student Responsibilities include:

- Students are required to bring their own paper and pencils and purchase one pair of solid colored scrubs to be worn to *every class.*
- Students are required to attend all 12 weeks of class totaling 96 classroom/hands on hours.
- Students must pass all exams and in class requirements with 80% or higher grade as outlined in the Student Handbook to receive their Graduation Certificate.

Tuition for DFW Dental Assisting School Flower Mound may be paid using one of three of the following payment options. Please choose your option below:

☐ **Option 1: $3500.00**
Pay in full prior to class beginning
No Deposit
No auto-payments

Method of Payment:
☐ Cash
☐ Check/Money Order
☐ Credit/Debit Card

☐ **Option 2: $3600.00 ***
Deposit $1200.00 due prior to class beginning
12 consecutive weekly auto-drafted payments of $200
*Payment Plan fee of $50 due at time of deposit

☐ **Option 3: $3700.00 ***
Deposit $700.00 due prior to class beginning
12 consecutive weekly auto-drafted payments of $250
*Payment Plan fee of $100 due at time of deposit

Enrollment closes on Monday prior to the first day of class. No interest charged.

I have chosen one of the payment options above and understand all regulations and restrictions associated with my payment option.

Signature of student or financially responsible party Date

Signature of DFW Dental Assisting School Representative Date

"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."

Cancellation & Refund Policy

CANCELLATION POLICY

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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 three scheduled class days, except that the school may retain not more than $100 in any administrative fees 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.

REFUND POLICY

1. Refund computations will be based on scheduled course time of classes through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled classes.
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 (10) 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 administrative 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, the school or college may retain not more than $100 in administrative 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 of 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

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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 60 days after the effective date of termination.

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Acknowledgements

_____

Print Student Name

I have reviewed and agree to the DFW Dental Assisting School Cancellation and Refund Policies.

Student Signature Date

I have received a copy of the DFW Dental Assisting School Enrollment Agreement and Student Handbook which includes Policies and Procedures for: Grievances, Conduct, Attendance, Make-up Work, Withdrawal and Privacy

Student Signature Date

I have received the opportunity to inspect the DFW Dental Assisting School classroom and instructional equipment.

Student Signature Date

APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.

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