

ENROLLMENT AGREEMENT

Arizona Sunset School of Dental Assisting
2205 W Magee Rd. #124, Tucson AZ, 85742
Office: (520) 797-4551 | Fax: (520)797-8005
Website: azssda.com

Student Name: _____

Present Address:

Permanent Address:

Telephone

Home: _____ Work: _____ Cell: _____

E-mail: _____

Date of Birth: _____ **Social Security No.:** _____

PROGRAM INFORMATION

Program: Dental Assisting Start date: _____

Program Length: 155 hours Completion date: _____
(Specific in clock hours- **15 weeks**)

Required Book: *Modern Dental Assisting 14th Edition* by Debbie S Robinson CDA MS

TUITION

The total cost for the Dental Assisting program:

Tuition	\$4019.00
Books	\$342.00
Uniform/Materials	\$85.00
Administration/Registration	\$125.00
TOTAL COST	\$4571.00

The administration/registration fee must accompany the Enrollment Agreement to secure a space in the program and shall be applied to the first installment or full payment upon enrollment.

TUITION PAYMENTS

(To comply with R4-39-405)

To assist students who are financially not capable of paying the full tuition up front, the school will offer an interest free easy installment plan. These terms are available to all students who need assistance. The plan will consist of five (5) installments:

Registration Deposit	\$125.00
1st installment upon enrollment	\$889.20
2nd installment the 4th week of class	\$889.20
3rd installment on the 8th week of class	\$889.20
4th installment on the 12th week of class	\$889.20
5th installment on the 15th week of class	\$889.20
Total Payment	\$4,571.00

LATE PAYMENTS

Tuition must be paid either prior to or on the day in which it is due. All payments must be paid by one week prior to the end of the program. Installment payments not received by the due date shall incur a five percent (5%) penalty of the amount due in addition to a \$50.00 late fee.

CANCELLATION AND REFUND POLICY

(To comply with R4-39-308 and R4-39-404)

An applicant denied 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 or 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: (Required by R4-39-404 A) 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 **less the \$125.00 registration & administration fee.**

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 12 consecutive class hours and has not contacted the school.
- D. All refunds will be issued within 30 days of determination of the withdrawal date.

2. Tuition charges/refunds:

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition **less \$125.00 registration & administration fee.**
- B. After the commencement of classes, the tuition refund amount **less \$125.00 registration & administration fee** shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Books and Supplies: There is no refund after the first day of class for any equipment, books and supplies received by the student.

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.

Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement which is reasonable and fair (this language optional).

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).

THE STUDENT UNDERSTANDS:

1. The School does not accept credit for previous education, training, work experience (experiential learning), or CLEP- College Level Educational Program (if applicable).
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 any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules.
6. Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the school Director. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

STUDENT ACKNOWLEDGEMENTS:

1. I hereby acknowledge receipt of the **AZSSDA's** school catalog which contains information describing programs offered, and equipment/supplies provided. The school's catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

2. Also, I have carefully read and received an exact copy of this enrollment agreement

- _____
Student's Initial
3. I understand that the School may terminate my enrollment if I fail to comply with attendance, academic and financial requirements or if I disrupt the normal activities of the School. While enrolled in the School, I understand that I must maintain Satisfactory Academic Progress as described in the School catalog and that my financial obligation to the School must be paid in full before a certificate may be awarded.
- _____
Student's Initial
4. I also understand that this institution does not guarantee job placement to graduates upon program/course completion or upon graduation.

CONTRACT ACCEPTANCE:

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Arizona Sunset School of Dental Assisting, LLC.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this _____ day of _____ 20_____

Signature of Student

Date

Arizona Sunset School of Dental Assisting
Signature of School Official

Date

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: _____