

# STUDENT ENROLLMENT AGREEMENT



This enrollment agreement is between the above-named school and:

Student Name: Telephone:

Physical Address: City: State:

Zip:

Start date: Completion date:

The 14-week **Dental Assisting Program** consists of 172 Total Course Hours: 102 hours of lectures and laboratory time (including 6 hours obtaining CPR/BLS Training and Certification from the American Red Cross), 20 hours of clinical training and 50 hours of externship with a local practicing dentist. In addition, students will be required to do a total of 20 hours of homework over the duration of the program.

Training is offered on Tuesday and Thursday evening from 6:00 PM to 10:00 PM for 14 weeks which includes 50 hours of externship over 2 weeks. In addition, students will receive 6 hours CPR/BLS Training and Certification from the American Red Cross. Students will schedule 2 hours per week of clinical training/shadowing experience during the week and during normal practice hours. Lectures, laboratory sessions and clinical training are followed by two weeks of externship at the end of the program. Classes are taught as shown and the prerequisite for each class is completion of the previous class. One Class Hour equals 50 minutes of lecture or lab.

## Note: Students must have access to a desktop or laptop computer or tablet to access online learning platforms.

The OceanPointe Dental Academy of RVA agrees to provide comprehensive Dental Assisting training to qualify them for Dental Assistant employment opportunities and to award their graduates a **Dental Assisting Certificate**.

| Registration Fee | $50 |
| --- | --- |
| Online Video Platform | $300 |
| Tuition Fee | $3,035 |
| Textbook (borrowed), Supplies and Lab Materials (Safety Glasses, Sterile Gloves, Utility Gloves, Masks, CXP Rinn Kit, Typodont, 3-Ring Binder, Cements, Cotton Rolls and other Disposable/Consumable dental Materials), Radiology Film/Supplies, 1 Stapler & Paper Clips, 1 Blood Pressure Cuff and Stethoscope Kit, Android Tablet (borrowed) | $420 |
| Radiation Health & Safety (RHS) Course and Exam | $270 |
| CPR/BLS Training | $60 |
| Clinical Scrubs | $70 |
| **TOTAL** | **$4,205** |

***METHODS OF PAYMENT***

The Dental Assisting Program is an accelerated one of only 14 weeks and is not eligible for federal financial aid.

The school offers the following payment options for your convenience:

1. **FULL PAYMENT:** $4,205 paid before class starts

# MERITIZE LENDING

Personal loans to those who qualify. Apply at https://apply.meritize.com

**Note: Applicants may use any lender of their choice.**

# IN-HOUSE PAYMENT PLAN

## $3,868.60 (Early Bird Special - 8% discount) Enroll 10 weeks prior to course start date

* + $3,818.60 - Payment in full (Note I) ($3,868.60 less $50 registration fee)
  + $1,350.00 - Down Payment (Note 2) and 6 Bi-weekly (Note 3) payments of $411.43
  + $1,350.00- Down Payment (Note 2) and 3 Monthly (Note 3) payments of $822.67

## $4,205 (Full Registration) Enroll 2 weeks prior to course start date

* + $4,205 - Payment in full
  + $1,350.00 - Down Payment (Note 2) and 6 Bi-weekly (Note 3) payments of $475.83
  + $1,350.00- Down Payment (Note 2) and 3 Monthly (Note 3) payments of $951.66

**Note 1:** With cash, check, or credit card. **Note 2:** Prior to the first week of class. **Note 3:** At the beginning of each class.

I agree that the payment of program costs will be satisfied by (check all that apply):

□ Cash □ Credit Card □ In House Financing □ Third Party (e.g. VA, Voc. Rehab., L & I, and Employer)

List third party payer:



## I am Attending:

Tuesday and Thursday 6:00 PM - 10:00 PM for 14 weeks: including50 hours of externship over 2 weeks.

Externships require students travel to and from the externship site. The externship schedule will be: 50 hours of externship over 2 weeks. The externship is typically scheduled during the office hours of the assigned practice but may involve early morning/evening hours as well, based on the needs of the clinic.

Credit Card # Exp. Date

Name D.O.B.

Billing Address

City State Zip

Name of last high school attended

City State Graduate?

GED?

Please present proof of Diploma or GED before first day of class.

Emergency Contact

Phone#

# STUDENT'SRIGHT TO CANCEL

Student's right to cancel is outlined in the Cancellation, Withdrawal and Refund Policy.

# CANCELLATION, WITHDRAWAL AND REFUND POLICY

1. The policy shall apply to all withdrawals, cancellations, discontinuation and terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
2. The student's notice of cancellation or withdrawal must be in writing addressed to the school director, Dr. Darchelle Braxton at [darchellebraxtondmd@gmail.com](mailto:darchellebraxtondmd@gmail.com) or to 4300 Pouncey Tract Road, Suite I, Glen Allen, VA 23060. Withdrawal may be effectuated by the student or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Cancellation or Withdrawal is considered effective no later than the written notice is received by the school or 14 calendar days of the last day of attendance.
3. Any monies due to the student shall be refunded within 30 calendar days from the last day of recorded attendance, except for in the following instances where the program has yet to start, in which case the student will be refunded within 30 days of receipt of the funds.
4. Enrollees rejected by the school - all monies paid to the school shall be refunded in full.
5. A student canceling within 3 business days, excluding weekends and holidays, following the date of enrollment but prior to the beginning of the program, will have all monies, excluding the non-refundable registration fee, shall be refunded in full.
6. A student canceling after 3 business days, excluding weekends and holidays, following the date of enrollment but prior to the first class day of the program, all monies paid to the school shall be refunded in full less a maximum tuition fees of 15% of the stated costs of the program or $50 whichever the less.
7. OceanPointe’s refund policy is as follows:
   1. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
   2. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
   3. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
   4. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.
8. Books - are issued to the student on the first day of class and are refundable within 7 business days of issue provided these items are unused and sealed in original packaging.
9. Clinical Attire - is issued to the student on the first day of class and are refundable within 7 business days of issue provided these items are unused and sealed in original packaging.
10. Third Party Provided Course Components:
    1. CPR/BLS - American Red Cross - the American Red Cross will provide CPR/BLS training at the school's premises, which the student must attend and complete in Week 11 of the program. A student withdrawing from the program prior to attending this training will be refunded in full.
11. Closure, Program Cancellation, Delay, Scheduling or Postponement:
    1. If the school is permanently closed or the program canceled after the student has enrolled, all monies paid to the school will be refunded in full.
    2. If the program is delayed, rescheduled or postponed for more than 30 days subsequent to

the student's enrollment, all monies paid to the school will be refunded in full, if the student elects not to complete the program at a later date.

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* 1. If the program is canceled by the school after it has begun, the school shall refund as follows:
     1. If the student elects to continue the program with another licensed provider as arranged by the school:
        1. The Registration Fee equal to the lesser of the any registration fee charged by the receiving school or $50.
        2. A pro rata amount of the tuition, laboratory or supplies fees based on the hours accepted by the receiving school.
     2. All monies paid to the school.

1. Attendance registers are reviewed weekly and absentees are immediately contacted to determine the reasons thereto.

Should any circumstance arise, not specifically addressed above, the school every effort to provide a fair and reasonable refund within the overall framework of the above stated policy.

All fees are identified in this catalog and in the Enrollment Agreement.

# ATTENDANCE

Students missing more than 30 minutes of any course will be required to immediately contact the Director to arrange to make up the work missed within a timeframe determined by the Director. Failure to meet with the Director or make up the work missed within the determined timeframe will result in termination of the student from the program.

# STUDENT AND PLACEMENT SERVICES

**The school provides placement assistance to students and alumni which comprise of resume seminars (non-credit, non-mandatory), posting of job openings, interview skill seminars (non-credit, non- mandatory) and job lead identification support at no additional cost. Students seeking assistance must contact our Program Director in this regard.**

**The school does not in any way, directly or indirectly warrant or guarantee that students will find employment as a result of this program or the above services provided.**

# TRANSFER OF CREDITS

The transferability of credit and credentials earned is at the sole discretion of the receiving school.

# PROFESSIONAL LICENSURE

This program is not specifically for preparing student for professional licensure and accordingly is not required to report pass rates of such.

# GRIEVANCE POLICY

## Complaint Procedure

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the Director or designee. The written request must include the following information:

* Student's full name and current address.
* A statement of the concern including dates, times, instructors and if applicable, other students involved.
* Date of complaint letter and signature of the student.
* Three dates in which the student would be available for a meeting with the Director. These dates must be within 7 days of filing the complaint.

The Director or designee will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within two days of the outcome of the meetings.

**A student will not be subject to unfair actions as a result initiating a complaint proceeding.**

If the student complaint cannot be resolved after exhausting the School's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia at: James Monroe Building 101 North Fourteenth Street Richmond, Virginia 23219. Phone: (804) 225-2600 Fax: (804) 225-2604 TDD: (804) 371-8017 Website:

[www.schev.edu.](http://www.schev.edu/)

# CERTIFICATION AND ACKNOWLEDGEMENT OF ENROLLEE:

By signing below, I certify that I have been provided access to the school’s electronic or print catalog, bulletin or brochure. I have received, read, understood and agree with the entire **school Catalog and Enrollment Agreement, including but not limited to the Cancellation, Withdrawal and Refund Policy, Complaint Procedure, school and Program Admission Requirements, Graduation and Certificate Requirements, Student and Placement Services.** Furthermore, I understand that I am entitled to an exact copy of this Enrollment Agreement, school Catalog, and any other papers I sign.

1. I understand that this is a legally binding agreement. My signature below certifies that I have read, understood and agreed with my rights and responsibilities. Further, I certify that I understand the cancellation and refund policies and I understand and agree to these policies.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least three business days, excluding Sundays and holidays, following the last date such a contract is signed by the school and me, provided that I have not entered classes.
4. I understand that the last day to cancel without paying fees is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Enrollee:



Please print



Signature Date

**Parent or Guardian** (if the student is under 18 years of age)**:**



Please print



Signature Date

## Authorized School Representative:

Prior to being enrolled in this school, the Enrollee whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

## As the authorized representative of the school, I hereby agree to the conditions set forth herein.



Please print



Signature Date

**This Enrollment Agreement is not binding until it is signed by the student (and a parent or guardian if under 18 years of age) and a representative of the school.**

OceanPointe Dental Academy of RVA is certified by State Council of Higher Education for Virginia - SCHEV at: James Monroe Building 101 North Fourteenth Street Richmond, Virginia 23219. Phone: (804) 225-2600 Fax: (804) 225-2604 TDD: (804) 371-8017 Website: [www.schev.edu.](http://www.schev.edu/)

*The laws of Virginia shall govern any agreement, contract, or instrument of indebtedness executed between a postsecondary school and any person enrolling in any course or program offered or to be offered by a postsecondary school in Virginia and also between that postsecondary school and any person employed or offered employment by that postsecondary school in Virginia.*

OceanPointe Dental Academy of

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Glen Allen, VA 23060

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