Application and Enrollment Contract

Maryland Dental Assistant School, LLC

Return Application to: Phone ((888) 401-4555
Maryland Dental Assistant School, LLC Fax (240) 253-2673
15638 Livingston Road unit 9
Accokeek, MD 20607
Program: Basic Administrative Dental Assistant Training, 80 clock hrs, 10 weeks

Session start ___________ ends ___________ 9:00am – 5:00pm each Saturday

Name: ___________________________________________
Address ____________________________
City _______________________ State _______ Zip code__________
Phone Number: (H)__________________ (W)__________________ (C) ____________
Email Address ________________________________
Soc. Sec. #____________________________________
Birth date_____/_______/________
Past or present occupation __________________________________________
Current employer _______________________________________
City _____________________________ State _______ Zip ______________________
Emergency contact person __________________________ Relationship___________
City _____________________________ State _______ Zip ______________________
(H) Phone __________________________ (W) phone _________________________
Education information:
High School _____ GED _____ Date of Completion _________________
City _____________________________ State _______ Zip ______________________
College _____________________________ Date of Completion _________________
City _____________________________ State _______ Zip ______________________
Other ______________________________ Date of Completion _________________
Program Cost

Tuition-$2250.00
Registration fee $100.00(included in program cost)

This **Includes** text book, all supplies, equipment, hand outs, and $100.00 registration fee. The text book required by this program is “The Administrative Dental Assistant” by Linda Gaylor. This textbook will be issued however you may purchase it on the open market.

The total cost may be paid out using the following options:
1. $2250.00 on or before the first day of class.
2. $550.00 down payment then $175.00 at the beginning of each class (10 payments)
   This option will include $50.00 charge for handling/interest
3. $475.00 down payment then $185.00 at the beginning of each class (10 payments)
   This option will include $75.00 charge for handling/interest
4. $250.00 down payment then $210.00 at the beginning of each class (10 payments)
   This option will include $100.00 charge for handling/interest
5. A minimum down payment and $100.00 registration fee is required 7 days prior to the start of class.

*Payments may be made by cash, personal check or credit card.*

“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 proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by debtor hereunder”

*But remember we do fill up quickly and we take students on a first come first serve basis.*

*Please complete the following and remit payment to reserve a place in our next class:*

_________ Payment in full $2250.00

_________ Down payment + $100.00 Registration fee = $___________

Check_______ Money Order ______________ MasterCard/Visa _________

Credit card #___________________________ Exp. Date _____________

Cardholder’s signature ______________________________

Print Cardholder’s name ________________________________
Refund Policy

1. If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
2. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed a contract.
3. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee or both.
4. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7 day cancellation period has expired and after instruction has begun, is as follows:

<table>
<thead>
<tr>
<th>Proportion of total course or program taught by date of withdrawal</th>
<th>Tuition Retained</th>
<th>Tuition Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10%</td>
<td>10%</td>
<td>90%</td>
</tr>
<tr>
<td>10% up to but not including 20%</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>20% up to but not including 30%</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>30% up to but not including 40%</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>40% up to 50%</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>100%</td>
<td>no refund</td>
</tr>
</tbody>
</table>

Remember, you are responsible for the full tuition after you have attended 50% of the sessions regardless of whether you complete, pass or fail the course.

5. The date of withdrawal or termination is the last date attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
6. In case of an official leave of absence if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
7. Text books, lab jackets and any other items issued must be returned in like-new condition or the replacement cost will be deducted from the refund due.
Acceptance Agreement

- Upon completion I will receive a Certificate of Training for Basic Administrative Dental Assistant.

- Before I receive my Certificate, academic transcript and record of attendance I must:
  1. Maintain a score of at least 300 points or 75%.
  2. Maintain attendance of at least 80%.
  3. Pay tuition and all fees in full.

- I also understand that Maryland Dental Assistant School cannot guarantee employment or salary following graduation.

- I further understand that I am responsible for the full tuition after I have attended 50% of the sessions regardless of whether I complete, pass or fail the course.

- I understand this contract and wish to enroll in the above Basic Administrative Dental Assistant Training course.

- I understand that for this contract to be binding the contract must be signed by myself and the school official.

- I understand that the enrollment contract may be extended or modified only with the written consent of both the student and the school.

- I have received a copy of this enrollment agreement and a current catalog. I have been advised to keep a copy of all documents regarding enrollment and financial obligations.

Student Signature ______________________________ Date ________________

Authorized School Official

Signature ______________________________ Date ________________