

Arlington Dental Careers

201 N. Arlington Heights Rd. Arlington Heights, IL 60004 847-253-8501 fax 847-253-8543

Enrollment agreement

Student Information

Name: _____(PRINT)

Address: _____

City: _____ Zip: _____

Phone Number: _____ Cell Phone:

Date of admission: _____ Program start date: _____

This is a legal and binding contract when signed by both parties

Student fees are not refundable. These include but are not limited to: application, registration, changes of class, late installment payment, late registration, transcript, and reinstatement.

Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. It is the policy of Arlington Dental Careers to issue refunds of tuition and fees in a prompt manner. As a matter of courtesy, students should give written notification to Arlington Dental Careers (in person or by registered mail) of their intention to withdraw from a program. However, Arlington Dental Careers does not require written notification of withdrawal as a condition for making refunds.

If no notification of withdrawal is received, and a student has had an unexplained absence of more than fifteen (15) consecutive class days, Arlington Dental Careers shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance. Arlington Dental Careers shall provide written acknowledgment of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal.

In all instances, refunds shall be based on and computed from the last day of attendance. Any unused portion of a book fee shall be refunded.