

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: _____

Notice to Buyer

This is a legal and binding contract when signed and dated by an official of the school.

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all sides before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. Every assignee of this agreement takes it subject to all claims and defenses of the student or his successors in interest arising under this agreement.
7. I understand that should I withdraw from a program or course prior to the completion of said program or course, I am responsible for returning all property including textbooks, when applicable. Costs of books and materials are refundable if returned in good condition.
8. Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.
9. Terms and conditions of the agreement are not subject to amendment or modification by oral agreement.

Tuition

The tuition for the *DENTAL ASSISTING* course of study offered by Arlington Dental Careers is: **\$2,500.00**

The above tuition covers all costs for the course. The course will run ten (10) weeks, eight classroom hours per week for a total of eighty (80) classroom hours of instruction. This will include lecture material as well as clinical "hands on" training. The tuition fee includes all of the following:

- Textbook: "Modern Dental Assisting" Torres & Ehrlich, 8th Edition (Saunders)
- Textbook: "Concepts in Dental Assisting", Richard Erickson, 2nd, Edition (DCI Publishing)
- All training and visual aids, materials and dental supplies used in the clinical training.
- Use of all equipment and instrumentation with actual "hands on" training during the course of study.
- Job referral and placement assistance.
- A **Certificate in Dental Assisting**, Dental Assistant pin, and a letter of recommendation outlining your training and experience will be awarded to all students who have attained a 70% or above grade average. This average will be determined by grades of quizzes, tests and exams both written and practical. Final Grade will be recorded as pass or fail.
- X-ray training, which complies with state regulations in Radiology.
- Actual clinical experience through our optional "hands on" training program in office, not a classroom.

BUYERS RIGHT TO CANCEL

Students have the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted by the school; and if the right to cancel is not given to you at the time the enrollment agreement is signed, then you have the rights to cancel and receive a full refund within 10 days of cancellation. Cancellations must be delivered in writing to the school management.

TUITION REFUND SCHEDULE:

(105 ILCS 425/15.1a) (from Ch. 144, par. 150.1a)

1. Schools shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student;
 - b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
 - c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
 - d. When a student has completed in excess of 5% of the course of instruction the school may retain the application registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
 - (2) All other schools regulated under this Section may retain an amount computed prorata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges.
2. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non acceptance is made.
4. Application registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
5. Deposits or down payments shall become part of the tuition.
6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
7. (Blank).
8. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

9. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
10. A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.
11. A school shall refund all monies paid to it in any of the following circumstances:
 - a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - b. the school cancels or discontinues the course of instruction in which the student has enrolled;
 - c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
12. A school must refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

A program or course may be provided at no costs to eligible applicants; through funding by the US Department of Labor Mayor's Office of Workforce Development (Chicago) or the Presidents Office of Employment Training (Cook County), The United Way of Chicago, or the Illinois Department of Human Services. Students will receive a Certificate of Completion upon successful completion of a program or course

FISCAL YEAR 2008

PROGRAM OUTCOMES	NUMBER	PERCENT
1. Number of students enrolled in programs.	3	
2. Number of students not completing course of instruction.	0	
3. Number of students completing the course	3	100%
4. Number and percentage of graduates requesting placement assistance by school.	3	100%
5. Number and percentage of graduates obtaining employment as a result of placement assistance by the school.	3	100%
6. Number and percentage of graduates obtaining employment in the field who did not use the school's placement assistance.	0	0%
7. Average starting salary for all graduates employed.	\$11	
8. Number of students re-enrolling in other programs.	NA	
9. Number of student additions during year	0	
10. Number of students placed outside related field	0	0%
11. Number of students not available for placement due to personal reasons	0	0%
12. Number of students who were not employed	0	0%
13. Number of students employed not using schools placement service	0	0%

I acknowledge that I have received a copy of the school's current catalog, any supplements and errata sheets. I have read this agreement and have received a copy. Every assignee of a student enrollment agreement takes it subject to all claims and defenses of the student or his successors in interest arising under the agreement.

Student

Signature: _____ Date: _____

I hereby certify that I have complied with the statute and rules applicable to Private Business and Vocational Schools throughout the process of enrolling the student.

Sales Representative

Signature: _____ Date: _____

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH STATE BOARD OF EDUCATION

Illinois State Board of Education
 Education and School Development
 Private Business and Vocational Schools
 100 N. First Street E230
 Springfield, IL 62777
 217-782-2948

Illinois State Board of Education
 Education and School Development
 Private Business and Vocational Schools
 100 W. Randolph Ste 14-300
 Chicago, IL 60601
 312-814-5818