

**Student Information**

Name: \_\_\_\_\_(PRINT)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Financial Arrangements:**

- \$2,500.00 at the time of registration.
- \$750.00 down payment, then \$175.00 at the beginning of each class (10 payments).
- Interest Free for 12 mos. through Care Credit  
(Apply on line at CareCredit.com)

**Send Payment & Registration to:**

**Arlington Dental**

**Careers**

Payment in Full (\$2500.00)     MasterCard  
Hts. Rd.

\$ \_\_\_\_\_ Down payment     Visa     Discover

Check enclosed     Money Order     Care Credit  
8543

201 N. Arlington

Arlington Hts., IL 60004

Or Fax to 847-253-

Minimum of \$750 to hold your place.

Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Mary Henrickson, Supervisor

**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of more than two (2) consecutive class days or two weeks, Arlington Dental Careers shall consider the student to have withdrawn from the program.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. Students shall exhibit behavior expected in a classroom and any cheating, discrimination or sexual misconduct will not be tolerated and can result in removal from the program

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shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn.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. For transcript request submit in writing directly to the school.

#### **TUITION REFUND SCHEDULE:**

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 2 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.

### Academic Calendar

Week 1	Saturday April 10th 2010	8:00 am to 5:00 pm
Week 2	Saturday April 17 <sup>th</sup> 2010	8:00 am to 5:00 pm
Week 3	Saturday April 24 <sup>th</sup> 2010	8:00 am to 5:00 pm
Week 4	Saturday May 1 <sup>st</sup> 2010	8:00 am to 5:00 pm
Week 5	Saturday May 8 <sup>th</sup> 2010	8:00 am to 5:00 pm
Week 6	Saturday May 15 <sup>th</sup> 2010	8:00 am to 5:00 pm
Week 7	Saturday May 22 <sup>nd</sup> 2010	8:00 am to 5:00 pm
NoSchool	Saturday May 29 <sup>th</sup> 2010	Memorial Day
Week 8	Saturday June 5 <sup>th</sup> 2010	8:00 am to 5:00 pm
Week 9	Saturday June 12 <sup>th</sup> 2010	8:00 am to 5:00 pm
Week 10	Saturday June 19 <sup>th</sup> 2010	8:00 am to 5:00 pm

### Grievance Procedure

Complaints not satisfied with the supervisor, shall be submitted in writing to Dr. Michael B. Schroeder at 201 N. Arlington Hts. Rd. Arlington Heights, IL 60004.

Complaints not satisfied with Dr. M Schroeder should be directed to either:

ISBE

Educator and School Preparation

100 North First Street

Springfield, IL 62777

217-782-2948

ISBE

Educator and School Preparation

100 W. Randolph St. Suite 14-300

Chicago, IL 60601

312-814-5818