



1920 Vindicator Dr., Suite 209  
 Colorado Springs, Colorado 80919  
 Office: (719) 599-5340 Fax: (719) 598-0275  
 Approved and Regulated by the Colorado Department of Higher Education,  
 Private Occupational School Board

## ENROLLMENT AGREEMENT

Date \_\_\_\_\_  
 Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
 Anticipated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

### Program Information:

Program: Dental Assisting  
 Program Length: 78 hours classroom/clinic, 45 hours externship

There is a non-refundable application fee (except as explained in the refund policy) of \$100.00 paid at the time of enrollment and signing this enrollment agreement. All students enroll for a complete program unless credit is given for previous training. **Securing financing or \$1500 down is required to reserve a place in desired class.**

Application fee	\$ 100.00
Uniforms, Hardcover Textbook, Supplies and CPR Cert.	\$ 600.00 (Non-refundable)
National X-Ray Certification (RHS) Exam Fee	\$ 270.00
National Infection Control Certification (ICE) Exam Fee	\$ 270.00
Tuition	<u>\$ 4,755.00</u>
<b>Total Investment</b>	<b>\$ 5,995.00</b>

### METHOD OF PAYMENT (cash/check #/ credit card)

(Indicate Your Choice Below)

\_\_\_\_\_ **Full** payment upon signing enrollment agreement.

\_\_\_\_\_ \$1500.00 will hold a student's spot in class. The balance is made in five (5) payments: \$899.00 due week 1, \$899.00 due week 3, \$899.00 due week 5, \$899.00 due week 7, and \$899.00 due week 9.

\_\_\_\_\_ Student Loan Financing

\*There are no carrying charges, interest charges, or service charges connected or charged with the program. These items can be charged to the student if outside financing is obtained to pay the total price.

The dental assisting program is a 13-week program, (78 clock hours) plus a 45-hour externship in a dental office. The program is offered either on Fridays or Saturdays from 9:00 A.M. until 3:30 P.M. or on Monday & Wednesday / Tuesday & Thursday evenings from 6:30 P.M. until 9:30 P.M.

Effective date of contract \_\_\_\_/\_\_\_\_/\_\_\_\_ initials

### **CANCELLATION AND REFUND POLICY:**

An applicant denied admission by the school is entitled to a refund of all monies paid.

**Three Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business days of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than three (3) business days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid (*minus an administrative/registration fee of \$150.00*).

**Refund after the commencement of classes:**

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
  - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (*less the administrative/ registration fee of \$150.00*)
  - B. After the commencement of classes, the tuition refund (*less the administrative/ registration fee of \$150.00*) amount shall be determined as follows:

<b>% of clock hours attended:</b>	<b>Tuition Refund amount:</b>
Less than 10%	90%
10% up to but not including 25%	75%
25% up to but not including 50%	50%
50% up to but not including 75%	25%
More than 75%	No Refund

The percentage of the clock hours attended is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

**Uniforms (\$100.00) are not refundable at any time after they have been ordered.**

**Books & Supplies (\$600.00) are not refundable after the commencement of classes begins.**

**Exam Fees (\$540.00) are not refundable once the student's application has been submitted to DANB (Dental Assisting National Board).**

**Refunds** will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees. The policy for granting credit for previous training shall not impact the refund policy.

Effective date of contract \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ initials \_\_\_\_\_

### **Student Complaints**

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <https://highered.colorado.gov/dpos> or 303-862-3001. There is a two-year statute of limitations for the Division to take action on a student complaint (from student's late date of attendance).

### **Admission Requirements**

High school diploma or GED

### **TERMS AND CONDITIONS:**

I understand that if I am not 18 years of age, a parent or guardian must sign this agreement.

The school provides job placement assistance without additional charge but **provides no guarantee of job placement nor does it imply, state, or guarantee a given amount of earnings.**

The school's catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of that catalog dated \_\_\_\_\_ Volume \_\_\_\_\_, which contains information describing the programs offered. My signature below signifies that I have read and understand all aspects of this agreement (three pages) and do recognize my legal responsibilities in regard to this contract. I have received a copy for my records. I understand this agreement is not binding until accepted by the school and the three (3) business day cancellation privilege has expired. I have been advised to keep all documents regarding enrollment and financial obligations. This enrollment contract may be extended or modified only with the written consent of both the student and the school.

I hereby authorize my secondary school and/or college to release my academic record and other pertinent information to the school if required. If requested, I will furnish a copy of my high school diploma.

I understand that if I am accepted to the school I accept the standards of personal conduct which the school considers fundamental to the welfare of the school and its students.

Effective date of contract \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ initials \_\_\_\_\_

I understand that all fees must be current before I can begin or continue attendance or receive school services. All financial obligations to the school must be discharged before grades or transcripts can be issued or a certificate awarded.

I affirm that I have received a copy of the school catalog.

## **Transcript/Diploma/Certificate Financial Hold Exemption Policy**

Date Adopted: 9/26/2024

### A. Purpose

This policy is in response to Colorado HB22-1049.

### B. Scope

This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition, room and board, or other financial aid funds owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.

### C. Policy

1. Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition, room and board fees, or financial aid funds.

**Individuals will be subject to such a hold when 60 days past the contractual payment plan set up between the school and students has expired. Debts held by the student of \$250 and more will be assigned to third-party collection agency.** If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.

2. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:

- a. Job application
- b. Transferring to another postsecondary institution
- c. Applying for state, federal, or institutional financial aid
- d. Pursuit of opportunities in the military or national guard
- e. Pursuit of other postsecondary opportunities

#### 3. Process and Procedure for Exemptions:

Upon submission of a transcript/diploma/certificate request and documentation to verify an exemption, the School will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, the School will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the School will provide a written explanation of the denial of the request within seven business days.

4. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should contact:

American Institute of Dental Assisting  
1920 Vindicator Drive Suite 209  
Colorado Springs, CO 80919  
719-599-5340, [coloradoaidaschool@gmail.com](mailto:coloradoaidaschool@gmail.com)

5. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).

**Holder in due course statement:**

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

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Applicant's Signature

Date

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Parent's or Guardian's Signature, if applicable

Date

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School Official

Date