

Laurel Institute for Dental Assisting
1254 Jungermann Road
Suite B
St. Peters, Mo. 63376

Enrollment Contract for Dental Assisting Program

This agreement will be between the applicant (hereafter STUDENT) and the Laurel Institute for Dental Assisting (hereafter SCHOOL).

Student: _____ \$50.00 _____ \$3700.00 Date Enrolled: _____

1. The STUDENT will pay \$ _____, application fee and \$ _____ in tuition. This fee will include books, the use of equipment, materials, and laboratory supplies and is due in full at the time of enrollment.
2. The STUDENT will purchase a set of surgical scrubs, safety glasses, and textbook for the class at their expense. A STUDENT should also obtain a Hepatitis B vaccine before performing any procedures on actual patients and are strongly encouraged to receive this vaccination for their own protection. A STUDENT should be aware that lack of this vaccination may have a direct effect on their ability to work chair side in a dental office.
3. The STUDENT(s) will start class on Saturday _____, and will end class on Saturday _____. (this date is subject to schedule change). Classes will begin at 8am and will end at 2:30pm. Classes will be held at 1254 Jungermann Road, Suite B, St. Peters, Mo. 63376.
4. All tuition fees are due in full thirty (30) days before the first day of class.
5. Upon satisfactory completion of all classes and a cumulative GPA of 2.0 (on a 4.0 system), and payment of all tuition fees, the STUDENT(s) will be awarded a diploma and transcript from the Laurel Institute.
- 6 The STUDENT(s) understand and acknowledge that SCHOOL has the right to terminate training for the STUDENT(s) failure to: pay any tuition or fees incurred when due, make satisfactory progress in the program, follow the Schools guidelines and regulations, and/or attend at least 80% of the class sessions.
7. STUDENT(s) may cancel this contract at any time by giving written notice by certified mail to the SCHOOL (c/o Dean of Students, 1254 Jungermann Road, Suite B, St. Peters, Mo. 63376). Refunds will be pro-rated by formula outlined in the School catalog, plus a \$100.00 administrative fee. Withdrawal will be based on the date of receipt of the certified notice to the School. A STUDENT(s) who has completed 50% of the classes WILL NOT be entitled to any refund of the tuition fees.
8. Any STUDENT(s) may cancel this enrollment agreement by giving WRITTEN notice to the SCHOOL prior to midnight of the third business day excluding Saturdays, Sundays and legal Holidays from the date of enrollment to receive a full refund. The refund policy is as follows: the refund will be pro-rated less an administrative fee not to exceed \$100.00. The \$100.00 administrative fee shall apply if student cancels after the three business days but before the 1st session. A student wishing to withdraw once the course has begun must give written notice at least three (3) business days prior to the next succeeding class to not have that class counted in the refund policy calculation. If a student terminates after fifty (50) percent of the enrollment period, the school will retain the entire tuition cost. A schedule of refund charges are listed below.

SESSION NUMBER	RETAINED BY SCHOOL	SCHOOL ADMINISTRATIVE FEE	TOTAL RETURNED TO STUDENT MINUS FEE
Session 1	(\$900.00)	(+) \$100.00	(-) fee = \$2,700.00
Session 2	(\$1,340.00)	(+) \$100.00	(-) fee = \$2,260.00
Session 3	(\$1,800.00)	(+) \$100.00	(-) fee = \$1,800.00
Session 4	(\$2,270.00)	(+) \$100.00	(-) fee = \$1,330.00
Session 5	(\$2,780.00)	(+) \$100.00	(-) fee = \$820.00
Session 6	(\$3,700.00)		NO REFUNDS RETURNED AFTER SESSION 5

9. The Laurel Institute is designed to assist individuals in the preparation for employment as an assistant in a dental office. However, the SCHOOL does not make any promise or guarantee to provide employment for individuals upon their successful completion of their course work.
10. All STUDENTS(s) agree to immediately provide the SCHOOL with WRITTEN notice of any grievances, or if a STUDENT(s) believes the training is improper, inappropriate or inadequate.
11. A STUDENT(s) may apply for a commercial loan to pay for the tuition fees.
12. The Laurel Institute reserves the right to make changes in the faculty, course curriculum, dates and times of the classes, or course content as the SCHOOL deems appropriate. The Laurel Institute also reserves the right to cancel or postpone any new start date for classes due to insufficient enrollment. Notification will be made to all STUDENT(s) regarding the cancellation and rescheduling of the start date and all fees/tuition will be refunded within 30 days.
13. The student attests that he/she has attained a valid high school diploma, G.E.D. or certification of state accredited home school degree.
14. THE UNDERSIGNED HAS READ AND RECEIVED A COPY OF THIS CONTRACT.

(Student) _____ (Parent or Guardian If Minor)

(Address) _____ (Address)

Date: _____

THIS CONTRACT IS NOT BINDING UNTIL SIGNED BY THE DEAN/DESIGNEE

Accepted by: _____ Date: _____
Dean/Designee)