



**American School of Dental Assisting**  
**373 West Drake Road, Suite 7, Fort Collins, Colorado 80526**  
**(888) 878-2732**

*Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board*

## **ENROLLMENT AGREEMENT**

### **General Information**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip code \_\_\_\_\_  
Email \_\_\_\_\_  
Social Security # \_\_\_\_\_ Birthdate \_\_\_\_\_  
Emergency Contact Name, Relationship & Phone \_\_\_\_\_  
Current Employer & Phone \_\_\_\_\_

### **Program**

Program Title \_\_\_\_\_ (40 hrs classroom/lab instruction)  
Program Location \_\_\_\_\_  
Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

### **Tuition** (Items subject to cost change)

Tuition \$ \_\_\_\_\_  
Registration Fee (non-refundable) \$ \_\_\_\_\_ (Textbook included in registration fee.)  
TOTAL \$ \_\_\_\_\_

\*Acceptance into ASDA is not official and the student may not attend classes until a signed financial contract has been approved by the Director of Admissions and the registration fee has been paid.

## Method of Payment for Registration Fee

Money Order \_\_\_\_\_ Check \_\_\_\_\_ Credit Card (Visa, MC, Discover, AmExp) \_\_\_\_\_

## Tuition Payment Options

### I. Pay In Full:

Students may pay their tuition in full prior to the beginning of class. Please call to speak with our Director of Admissions for further information.

### II. Payment Plan:

Students may pay their tuition in equal monthly installments. A one-time financing fee will be assessed and is financed to be part of the monthly payment. The registration fee may not be financed. Please call to speak with our Director of Admissions for further information.

#### **1. Conditions**

- a. Loan/Credit:** As purposes for this document the term ‘Loan’ will be used synonymously with word ‘Credit’ and as stated herein refers to the credit Borrower is given for tuition only to attend classes at the American School of Dental Assisting by advancing tuition to the student for a specified period of time. This ‘Loan’ or credit is to be repaid for the services rendered (attendance of classes) at the American School of Dental Assisting and for the tuition advanced to the Borrower.
- b. Tuition Amount** = \$1245
- c. Finance Fee:** A one-time fee which is financed into the loan.
  - i. 3-month Payment Plan = \$300
  - ii. 6-month Payment Plan = \$600
- d. Loan Amount**
  - i. 3-month Payment Plan = \$1545
  - ii. 6-month Payment Plan = \$1845

**Payment Date:** Monthly payment of principal, including one-time finance fee, is payable on the \_\_\_\_\_ day of each month, and shall begin on \_\_\_\_\_(Date).  
The loan shall be fully repaid no later than \_\_\_\_\_(Date).

**e. Tuition Payment Options (circle one):**

Credit Card      Personal Check      Money Order      Cashier's Check

**f. Schedule of Payments:** Your first payment will be processed on the first day of class, and each successive payment will be on the same date of each month thereafter.

3-month Payment Plan		6-month Payment Plan	
Payment #	Amount	Payment #	Amount
1	515	1	307.50
2	515	2	307.50
3	515	3	307.50
		4	307.50
		5	307.50
		6	307.50

**g. Prepayment:** Prepayment of all or any part of the principal, plus any accrued interest thereon, may be made at any time without penalty.

**2. Survival of this Loan Agreement**

**a.** This Loan Agreement shall survive the closing contemplated hereunder, and all obligations pursuant to this Agreement of each party hereto shall continue until the Loan has been repaid in full.

**3. Purpose of the Loan/ Credit**

**a.** Credit will be extended to the Borrower for the purposes of the Borrower attending classes at the American School of Dental Assisting.

III. WIA Grant:

Contact the Workforce Center in your county to see if you qualify for the Workforce Investment Act (WIA) grant. We are not able to accept any forms of federal funding (Pell Grant, FAFSA funding, etc.).

**Payment Schedule** (for Office of Admissions use)

Pay in Full \_\_\_\_\_

Payment Plan \_\_\_\_\_

WIA Grant \_\_\_\_\_

**Payment Schedule** (for Office of Admissions use)

Form of Payment: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Date of First Payment: \_\_\_\_\_

Notes: \_\_\_\_\_

**Late Payment Fees**

Students are responsible for ensuring on-time payments and keeping their account balance current. Tuition payments that are not made on the pre-established due dates are subject to late fees.

- \$10.00 for each day the payment is late.
- Students will not be allowed to attend class until their account balance has been made current (including any late fees incurred).
- Late Fees may not be financed.
- Student accounts that are delinquent for 30 days may be sent to a collections agency and the student will risk forfeiting their dental assisting certificate.
- Students are responsible for any and all bank fees related to checks returned for insufficient funds. Students are also responsible for arranging an alternate payment if a credit card is declined.

**Complaints**

Student complaints should be brought to the attention of the Director of Education to attempt resolution. The Director and student are to follow the grievance procedures according to school policy established in the school catalog. The student may file a complaint online with the Colorado Division of Private Occupational Schools at [highered.colorado.gov/dpos](http://highered.colorado.gov/dpos) or by requesting a complaint form at (303) 866-2723. All student complaints submitted to the Division must be filed within two years from the student's last date of attendance.

Any person filing a complaint alleging a deceptive trade or sales practice pursuant to this section shall exhaust the remedies provided in this section prior to filing a complaint with the district court alleging a deceptive trade or sales practice.

**Postponement of Starting Date**

Whether at the request of ASDA or the student, a written agreement signed by the student and ASDA is required. The agreement must set forth:

- a. Whether the postponement is for the convenience of ASDA or the student, and:
- b. A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the

agreement, determined in accordance with ASDA's refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

**Refund Policy**

Students not accepted to ASDA are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days, and before the commencement of classes, are entitled to a full refund of all tuition and fees paid. Students who withdraw after 3 business days, but before commencement of classes, are entitled to a full refund of all tuition paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. The registration fee of \$250.00 is not refundable unless student withdraws within the 3 business day time frame and returns all materials in new condition to the school. In the case of students withdrawing after commencement of classes, the school will retain the registration fee, the cancellation charge, and a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program/Stand Alone Course, as described in the refund schedule below. The refund is based on the official date of termination or withdrawal.

<b><u>A student terminating training...</u></b>	<b><u>Is entitled to a refund of:</u></b> (Does not include registration fee.)
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (If paid in full, cancellation charge is not applicable.)	No Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition & fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

**Acknowledgements**

Please initial below:

\_\_\_\_\_ I understand that my total account balance is my responsibility, regardless of the financing option I have chosen.

\_\_\_\_\_ I understand that my account may be sent to a collections agency, I will risk forfeiting my dental assisting certificate, and I will not be allowed to return to class if I do not abide by the terms set in my contract with ASDA.

\_\_\_\_\_ I have read and understand the refund policy and my rights and responsibilities regarding it.

\_\_\_\_\_ I am aware that I may access the current school catalog (Volume 8, April 2015) online at [www.americandentalassisting.com](http://www.americandentalassisting.com) (under the "resources" icon).

By signing below, the student agrees to pay the American School of Dental Assisting (ASDA) the total stated tuition and fees according to the financial plan chosen. ASDA agrees to provide the occupational training in accordance with the provisions of the current school catalog. Payment of all monies due shall be a condition of continuing enrollment. The student agrees to adhere to all attendance and conduct policies as stated in the current school catalog. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to ASDA have been met, ASDA will award a certificate of completion to the student. The student and ASDA understand that this enrollment agreement, *which includes the refund policy*, may not be amended except in writing and when signed by both parties.

I have received, understood, and agree to this copy of the ASDA Enrollment Agreement and the current school catalog (Volume 4, February 2013). If I plan to make payments by credit card, I authorize ASDA to keep my signature on file and to use the credit card information I provided for payments, according to my established payment schedule, until my balance is paid in full.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

School's Approved In-state Agent \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* REFER A NEW STUDENT AND RECEIVE A \$100 VISA GIFT CARD \*\*\***

(\*Applies to referrals for future classes only.)