

Student Enrollment Agreement

SCHOOL INFORMATION
Milestone Dental Assisting School 664 SW Wilshire Blvd Burleson, TX 76028 817-971-0000

STUDENT INFORMATION			
Student Name:			
Address:		City/State/Zip:	
Telephone:			
E-mail Address: ¹			

COURSE & COST			
Course Name:	Dental Assisting Course		
Course Length: 12 Weeks	176 Clock Hours	Date the training is to begin:	
\$100 Deposit due on Enrollment and put towards total cost of class.			
Tuition:	\$	Other Expenses:	\$
Books*:	Loaner Books Included	1 Set of scrubs purchased from any store (Not Included)	\$ 45.00 (Estimated Cost)
Supplies*:	Included		\$
			\$
* Fee is estimated and based on current cost and subject to change.			
TOTAL COST:			

METHOD OF PAYMENT			
Method of Payment (check one)			
Money Order or *Check ()	Cashier Check ()	Cash ()	Credit Card ()
Payment Plan(Check One)			
☐ \$3500.00 when paying tuition in full.			
☐ \$3000.00 when paying tuition in full for Active Military Service			
☐ \$3850.00 when making weekly payments. \$350 down and 11 weekly payments of \$350.00			

***Payment Plan Terms**

Student agrees to pay tuition in eleven (11) weekly installments of \$350.00 each, for a total payment amount of \$3,850.00. The first payment shall be due one (1) week prior to the selected course start date, with each subsequent payment due weekly thereafter before the start of that week's class.

No interest is charged on the payment plan. However, if any portion of the difference between the cash price and the total payment plan amount is deemed a finance charge under applicable law, the parties acknowledge that the transaction may be subject to the federal Truth in Lending Act (Regulation Z), including any required disclosures of the Annual Percentage Rate (APR), finance charge, total of payments, and related credit terms.

*Students who wish to pay with one of the payment plans must bring the full specified payment to each class and turn it in to the instructor before the class period begins. If a student fails to bring his/her payment to any class period he/she will be asked to leave and will not be allowed to continue with the class.

*Students who wish to pay with Credit Card. There will be a Credit Card processing fee of 5%

"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. "

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any

administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.
8. Non-Refundable Policy for Scrubs: School bears no financial liability or refund obligation for clothing items such as Scrubs purchased from third party vendors

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student at the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

POLICIES/PROCEDURES TO RESOLVE STUDENT GRIEVANCES/COMPLAINTS

If a student is unhappy with any of our policies or has any grievances it is recommended that they speak to the Director of the school, by phone or email. If the situation is not resolved, contact by the student can be made to:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-3100
<http://csc.twc.state.tx.us/>

Acknowledgement

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

Signature of Student

Date

Printed Name of Student

I have provided a copy of this enrollment agreement and current school catalog to student above

Student Initials: ()

Signature of Authorized School Official

Date

Arshdeep Sohi, DMD, Director
Printed Name of Authorized School Official

Notice of Cancellation is part of this Enrollment Agreement and may be detached and used by the student to cancel enrollment.

NOTICE OF CANCELLATION

Student Name: _____

Program Name: _____

Enrollment Date: _____

School Name: Milestone Dental Assisting School

School Address: 664 SW Wilshire Blvd, Burleson TX 76028

STUDENT'S RIGHT TO CANCEL

You may cancel this enrollment agreement without any penalty or obligation within the cancellation period stated in the enrollment agreement.

If you cancel, any payments made by you under the enrollment agreement will be refunded according to the school's published refund policy and applicable Texas law.

To cancel this enrollment, sign and date this notice and deliver or mail it to the school at the address listed above.

CANCELLATION STATEMENT

I hereby cancel my enrollment in the program identified above.

Student Signature: _____

Date: _____

Printed Name: _____

Instructions for Student

You may deliver this notice in person, by mail, or by email to:

Milestone Dental Assisting School

Address: 664 SW Wilshire Blvd, Burleson TX 76028

Phone: 817-971-0000

Fax: 817-426-3337

Email: info@milestonedentalassisting.com

To ensure timely processing, retain a copy of this notice for your records.