



Dental Careers Foundation

1910 Virginia Avenue
 P.O. Box 222
 Connersville, IN 47331
 Phone: (765) 825-1122

Enrollmet Application

Name:	Address
City / State / Zip	Phone
Social Security Number	How did you hear about our course? <input type="checkbox"/> Newspaper <input type="checkbox"/> Phone Book <input type="checkbox"/> Former Student _____ <input type="checkbox"/> Other _____

The Dental Assisting course consists of 10 weeks of instruction, held each Saturday from 8:30 - 4:00. You will be taught the basics in all aspects of Dental Assisting in a real dental environment.

Start Date: _____ Graduation Date: _____

I agree to the following payment plan for financing the course on Dental Assisting beginning on: _____

Down Payment Amount: \$ _____

Class Number	Amount Due	Amount Due	Date	Received By
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

 Student Signature

 Date

 Course Director

REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - (a) The student cancels the enrollment agreement or enrollment application within six (6) business days aftersigning.
 - (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondaryproprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the costof the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceedone hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or lessthan twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-fivepercent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of thetotal tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equalto or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent(50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the totaltuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to orless than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent(40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the totaltuition, not to exceed one hundred dollars (\$100).
6. 6.A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the durationof the instructional program, is not entitled to a refund.