

Windcrest Dental Assisting School Application

I have selected the following payment plan for the dental assisting course:

\_\_\_\_\_ \$3,250.00 on or before the first day of class

\_\_\_\_\_ \$1,000.00 down payment then \$164.28 at the beginning of each class (14 payments)  
This option will cost \$50.00 extra or approximately 1.5 % more (\$3,300.00 total)

\_\_\_\_\_ \$500.00 down payment, then \$203.57 at the beginning of each class (14 payments)  
This option will cost \$100.00 extra or approximately 3 % more (\$3,350.00 total)

\_\_\_\_\_ DoD Military Spouse Career Advancement Account (MyCAA) \$3250.00  
(For Spouses of Active Duty Military members)

\_\_\_\_\_ Care Credit, with approved credit, 12 months interest free financing \$3250.00

**Paid by:**

\_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Money Order \_\_\_\_\_ MasterCard \_\_\_\_\_ VISA \_\_\_\_\_ Discover \_\_\_\_\_ American Express

**Due to the fact that our school is less than 300 hours, we do not qualify to accept student financial aid. However, you may want to consider contacting your local bank or credit union for a consumer loan. If you are unable to qualify for credit, a member of your family can apply on your behalf!**

A \$500.00 minimum down payment is required no later than one week prior to the start of each class, with any of the above plans to guarantee your place in class. But remember, we do fill up quickly and we take students on a first come first serve basis.

**Please complete the following, and return with your down payment, to reserve a place in our next class (This information required by the Texas Workforce Commission and will be kept confidential):**

Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

How did you find out about our dental assisting course?	
<input type="checkbox"/>	Newspaper, Name? _____
<input type="checkbox"/>	Dental Office
<input type="checkbox"/>	Former Student, Name? _____
<input type="checkbox"/>	Sign on school bldg.
<input type="checkbox"/>	Other: _____

**Cancellation Policy**

You may cancel the enrollment agreement or contract by written or oral notice, without any penalty or obligation and receive a full refund of all monies paid within 72 hours until midnight of the third day, including Saturdays, excluding Sundays and legal holidays). After the enrollment agreement or contract is signed and a tour of the facilities is made. The enrollment agreement is not binding until signed by the school director or designated school official. An applicant who has not visited the school, toured the school facilities and inspected the equipment prior to signing an enrollment contract has an additional three days to withdraw without penalty and request a full refund of any monies paid.

Enrollment Contract

**Windcrest Dental Assisting School**

1939 NE Loop 410, Ste. 240

San Antonio, Texas 78217

210-590-7635

Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_

Student Phone: \_\_\_\_\_

Program: Dental Assisting Length of program: Fifteen (15) Saturdays, eight hours each class

Date of program start: \_\_\_\_\_ Date of program graduation: \_\_\_\_\_

**Cost of program \$3250.00**

*There are no additional fees for materials or supplies.*

Methods of payment:

#1 Payment in full on or before the first day of class. **Total cost \$3250.00**

#2 Down payment of \$1000.00 before class start with

14 payments of \$164.28, **Total Cost \$3300.00**

**This option will cost \$50.00 extra or approximately 1.5 % more (\$3,300.00 total)**

#3 Down payment of \$500.00 before class start with

14 payments of \$203.57, **Total cost \$3350.00**

**This option will cost \$100.00 extra or approximately 3 % more (\$3,350.00 total)**

#4 **DoD** Military Spouse Career Advancement Account (MyCAA), Total cost **\$3250.00**

(For Spouses of Active Duty Military members)

#5 **Care Credit, with approved credit, 12 months interest free financing, Total cost \$3250.00**

**Or You may want to consider contacting your local bank or credit union for a consumer loan.**

Payments may be made by cash, personal check, or credit card. An interest rate of 7.0% will be accrued on all unpaid balance at the end of the school term.

*I understand this contract and enroll in the above assistant course.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

*I have received a copy of this enrollment contract and a catalog, to include enrollment policies. I have toured the Facilities & Equipment.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Authorized School Official

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.

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

## Refund Policy

You may cancel the enrollment agreement or contract by written or oral notice, without any penalty or obligation and receive a full refund of all monies paid within 72 hours until midnight of the third day, (including Saturdays, excluding Sundays and legal holidays) after the enrollment agreement or contract is signed and a tour of the facilities is made. The enrollment agreement is not binding until signed by the school director or designated school official. An applicant who has not visited the school, toured the school facilities and inspected the equipment prior to signing an enrollment contract has an additional three days to withdraw without penalty and request a full refund of any monies paid.

1. Refunds will be based on the period of enrollment computed on the basis of program time expressed in clock hours. Refund computations shall be based on scheduled hours of class attendance. Leaves of absence and school holidays will not be counted as part of the scheduled class attendance.
2. The termination date, for refund computation purposes, is the last date of actual attendance by the student.
3. The effective date of termination, for refund purposes will be earliest of the following:
  - a. The last day of actual attendance
  - b. The date of receipt of written notice from the student
  - c. The day following the last day of an approved leave of absence, if the student does not return from the leave.
4. Refunds will be totally consummated within thirty (30) days after the effective date of termination.
5. Grounds for termination are: unsatisfactory academic progress, excessive absenteeism, failure to comply with school rules, and or no conformance with the rules and regulation of the school.
6. Refunds to students who fail to enter school will be made as follows:
  - a. An applicant who is not accepted by the school will receive a full refund
  - b. An enrollee, who cancels within the cancellation period described in the cancellation policy will receive a refund on monies paid in excess of \$100.00
  - c. An enrollee will receive a full refund if educational service is discontinued by the school preventing the student from completing.
  - d. An enrollee will receive a full refund if the enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

7. After a student enters school, he/she may voluntarily cancel or terminate by contacting the school. Charges to students who terminate after entering school will be as follows:

The \$100.00 registration fee will be retained by the school plus tuition and fees, as indicated in the following schedule of refunded charges:

**SCHEDULE OF REFUNDED CHARGES**

Portion of Tuition Cost of Books and Workbooks

	<u>Retained</u>	<u>Refunded</u>	
Session #1	10%	90%	Actual cost
Session #2	20%	80%	Actual cost
Session #3	20%	80%	Actual cost
Session #4	50%	50%	Actual cost
Session #5	50%	50%	Actual cost
Session #6	90%	10%	Actual cost
Session #7	90%	10%	Actual cost
Session #8	90%	10%	Actual cost
Session #9	100%	0%	Actual cost
Session #10-15	100%	0%	Actual cost

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program; the school shall make a settlement, which is reasonable and fair to both parties.

8. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. If class is postponed from its starting date.
  - b. If the program of instruction is discontinued by the school and this prevents the student from completing the program
  - c. If the student's enrollment was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

**REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

A student of 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:

- (1) 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;

(2) 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

(3) 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:

(A) satisfactorily completed at least 90 percent of the required coursework for the program; and

(B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

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Revised: March 11, 2008

Effective: March 11, 2008