

Apex Dental Assisting School
120 West Cache Valley Blvd Suite 200
Logan, UT 84341
(435)753-7563 Phone * (435)753-0886 Fax

Facilities

Apex Dental Assisting School is located at the dental office of Dr. LeGrand Bingham at 120 West Cache Valley Blvd. Each student will be using the equipment and supplies at this location, pertaining to the field of dentistry.

Course Description and Goals

The Apex Dental Assistant training program is designed to provide the student with the basic skills to function at an entry level position as a dental assistant in a general dental practice. The course requires 80 credit hours for completion of the program. Each student qualifying by the appropriate grades, attendance, and other policies noted in this agreement, upon completing the required 80 hours will receive a certificate of completion from Apex Dental Assisting School. The Apex Dental Assisting course shall be completed within/before three months of time.

Course Admission and Enrollment Requirements

Apex Dental Assisting will accept applicants for admissions on a first come, first serve basis. The requirements for admission to the course are as follows:

1. The student must possess a high school diploma, General Education Development (GED) Certificate, and/or be beyond the age of compulsory high school attendance, as prescribed by Utah law.
2. The student must speak, read and write the English language.
3. All students must show proof that he/she has received the first Hepatitis B shot, or receive the first Hepatitis shot prior to any clinical work. A series of three (3) injections are required as follows: 1st injection to be completed before any clinical work done during the course; 2nd injection to be completed approximately 30 days after the first injection; 3rd injection to be completed 5-6 months later. The student will be held responsible for injections subsequent to the first injection.
4. Apex Dental Assisting School will not discriminate against any applicant on the basis of race, gender, or ethnicity.

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Apex Dental Assisting School does not grant prior credit such as reduced hours in the program or any tuition discount for any previous education or training completed.

Attendance Policy

Due to the accelerated program and schedule of Apex Dental Assisting, it is very important that students attend all class periods!

Students are expected to attend and be on time for all classes. Tardiness is considered disrespectful to both classmates and instructors. Students who have a pattern of tardiness will be advised and will be disciplined on an individual basis.

Students are required to complete all assignments regardless of class attendance, and are required to maintain, at minimum an attendance average of 90% for the total instructional hours enrolled from program inception to the point where progress is being measured. Students who miss more than 10% of the instructional hours, will be placed on attendance probation, and any further absenteeism may result in termination with appropriate pre-rated refunds. A student who is absent more than 10% of the total contract hours in the program may automatically be terminated from the current class. Tests missed because of absence must be made up upon the day the student returns to the school, unless other arrangements have been made by the instructor and approved by the director.

The school has no provision for excused absences. Make-up work shall not be authorized for the purpose of removing the absence. A student will be charged with one hour of absence for each hour of tardiness or any part thereof. The time elapsed during an authorized leave of absence is not considered as being "absent" for the purpose of the cumulative attendance average. If a leave of absence is granted or if inclement weather forces the school to close, a student's completion date will be extended to make up for clock hours missed. Scheduled school holiday, summer and Christmas break, are not counted as absences.

Students must have completed all 80 course hours to receive the certificate of completion. In the event that a class must be missed, the student should notify instructors prior to, and arrange to make up the hours missed.

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Academic Standards Policy
Grading

Students are required to maintain an average of 85% of the total possible points, in order to pass. Students will be able to retake the necessary test to receive a passing grade.

Final grades will be distributed at the end of the course. Requirements for graduation include 80 hours (class lecture and clinical combined plus CPR and Radiology Certification) and a grading average of 85% cumulative.

Termination Policy

Students may be terminated from the program for the following reasons:

1. Absence for more than 2 classes, unless there is a documented medical or personal emergency
2. Tardiness that seriously disrupts the class, or other behavior that impedes the ability to the instructors to teach and the students to learn
3. Failure to obtain proper vaccination
4. Failure to adhere to all OSHA standards
5. Failure to comply with all financial arrangements
6. Failure to sustain an adequate level of performance on written, practical, and clinical quizzes and exams
7. Failure to abide and keep all HIPAA requirements
8. Cheating
9. Falsifying school records
10. Entering the school under the influence of alcohol, drugs, or narcotics of any kind.

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11. Willful neglect, damage or abuse of school property

In the event that a student is terminated from the program, he/she will not be eligible for re-entry.

Tuition

The total cost for the Dental Assistant training program is \$2500. This fee will include the following:

- Text
- Use of all equipment and materials
- Use of all x-ray equipment, including digital and film
- All training, including: lab, clinical, visual and audio aids
- Syllabus containing course outline
- Clinical experience and training provided by professional dental staff in a dental office
- CPR certification

Required/Extra Costs

The following are required and are not included with tuition. These requirements play a key role in seeking/accepting employment following your schooling.

- Scrubs
- Radiology Certification
 - Radiology course completed during the 80 course hours
 - \$40, Radiology Board exam fee
- Hepatitis B Vaccination Shots
 - The Hepatitis B vaccination is a series of three shots. Students are required to receive the first shot before the first class period.
 - \$40 is the fee at Bear River Health Department for the first shot, of the series of three.

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Terms of Payment

OPTION 1:

1. Non-refundable application fee of \$200 due with application.
2. Entire remaining balance of \$2300 due by orientation, or the first class period.

OPTION 2:

1. Non-refundable application fee of \$200 due with application.
2. Balance of ½ remaining tuition – \$1150 due on or by orientation or the first class period.
3. Balance of ½ remaining tuition – \$1150 due no later than 30 days into the course.

When the balance due for the 2nd tuition installment is late or not paid, the student will be immediately suspended from classes until the debt owed is paid in full. The student will be responsible to make up any missed hours, and will be subject to the attendance policy where dismissal may be necessary if more than 10% of the instructional hours are missed. If there are any other charges, fees, or tuition that is not paid by 80 hours of class complete, the student will not receive the certificate of completion. Nor will efforts be made to place the student in internships/employment until the debt owed is paid.

For any debt that goes unpaid past 10 days, an interest rate of 18% will be applied to the original balance and will continue to be applied monthly until the debt is paid. Should the student be taken to collections to collect the debt, a collection fee of 50% will be added to the existing balance. The student will also pay court costs and any attorney fees that incur from the debt.

Refund and Cancellation Policy

The refund and cancellation policy is effective assuming that the three business day cooling off period and the student enrolled in a correspondence institution, noted below, has been met.

Students may choose to terminate training at any time. Refunds will be as follows:

If Terms of Payment was OPTION 1:
Before 1st class begins: \$2300 Refund (Tuition minus application fee)

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Before 2nd class begins: \$1800 Refund

Before 3rd class begins: \$1300 Refund

If Terms of Payment was OPTION 2:

Before 1st class begins: \$1150 Refund (Tuition minus application fee)

Before 2nd class begins: \$650 Refund

Before 3rd class begins: \$150 Refund

After the 3rd class period, regardless of what payment option was chosen, no refunds will be given on monies paid.

Students who cancel due to a personal or medical reason may resume classes at the next session. When a student is not able to finish classes due to the previously mentioned events, and or other emergencies, the school shall make a settlement which is reasonable and fair to both parties. Refunds are based on the last day of the recorded attendance and will be forwarded within thirty days of that date.

Dismissed students are entitled to the same refund policy as withdrawn student.

A three-business-day cooling-off period, commencing with the day an enrollment agreement with the applicant is signed or an initial deposit or payment toward tuition and fees of the institution is made, until midnight of the third business day following such date or from the date the student first visits the institution, whichever is later, during which time the contract may be rescinded and all monies paid refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling-off period.

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A student enrolled in a correspondence institution may withdraw from enrollment following the cooling-off period, prior to submission by the student of any lesson materials or prior to receipt of course materials, whichever comes first, and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$200 in tuition or fees as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.

Apex Dental Assisting School maintains a surety bond held by the Division of Consumer Protection.

Graduation Requirements

The following items are required to be completed/fulfilled to graduate.

1. Students must achieve an average grade of 85% of the total possible points.
2. Students must have completed all 80 required course hours.
3. Students are required to complete all assignments.
4. Students are required to have maintained an attendance average of 90%

OR

If the student has not maintained an average of 90% attendance, the student must have paid the necessary fees and made up the necessary time and assignments in order to obtain 90% attendance.

5. All financial agreements must be kept and met. All tuition must be paid in full.

Apex Dental Assisting School will, to the best of the school's ability, track employment rates for its graduates.

Student Services

Placement:

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Upon completion of the Apex Dental Assisting program, job placement assistance is available to all students at no additional cost. Students are assisted and/or advised with regard to resume preparation, interview techniques and employment opportunities. Apex will do its best in helping students find a rewarding job. The school cannot, however, guarantee employment, wage, and/or salary levels.

Advising:

The staff and faculty of the school are always available to assist students with school or dental profession-related problems or questions.

I the undersigned, have read, understand and agree to abide by all the provisions set forth in the foregoing enrollment agreement.

Student Signature _____ Date _____

I have received a copy of this enrollment agreement and a catalog.

Student Signature _____ Date _____

Authorized School Official

Signature _____ Date _____

REGISTERED UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT (title 13, Chapter 34, Utah Code)

Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer. The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.