

Valley Forge School of Dental Assisting, Inc.
1288 Valley Forge Road, Suite 70
Phoenixville, PA 19460
484-535-0067

DENTAL ASSISTANT TRAINING STUDENT INFORMATION

Application Date _____ Class Date Applying For _____

Last Name _____ First Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email Address _____

Date of Birth _____ Social Security Number _____

Parent/Guardian/Spouse Last Name _____ First Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

High School Name _____ Date of Graduation* _____

Street Address _____ Phone _____

City _____ State _____ Zip _____

GED Completed (Yes/No) _____ Date of Completion* _____

Reading Level Test Date: _____ Test Level: _____ Approved? _____

In Case of Emergency Contact:

Name _____ Relationship _____

Home Phone _____ Cell Phone _____ Work Phone _____

**Documentation of Diploma or GED is required*

Valley Forge School of Dental Assisting, Inc. is licensed by the State Board of Private Licensed Schools within the Pennsylvania Department of Education. Their offices are located at 333 Market Street, 12th floor, Harrisburg, PA 17126.

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DENTAL ASSISTANT TRAINING ENROLLMENT AGREEMENT

We at *Valley Forge School of Dental Assisting, Inc.* wish to welcome you to a new, innovative and unique course in dental assisting. We offer a course designed to give you the best, basic foundational knowledge and skills necessary to start your new career, at a minimum cost of time and expense.

We offer this opportunity from the perspective of practicing dentists and experienced dental assistants in the setting of an actual dental office. While we will seek to give you exposure to a wide range of techniques, materials, and dental knowledge, we will focus on the skills we as dental professionals see as "core necessities" for job acquisition.

Job opportunities for trained dental assistants are quite good in today's marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained dental assistants. If one examines the want ads for dental assistants, virtually all jobs require experience. How can you get a job without experience and how can you get experience without a job? With our course, we believe that gap can be bridged in a minimal amount of time at a reasonable cost. Welcome to *Valley Forge School of Dental Assisting, Inc.!*

Upon graduation, 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. *Valley Forge School of Dental Assisting, Inc.* will do its best to help students find a rewarding job. *The school cannot, however, guarantee employment.*

Our 80-hour course runs for ten consecutive weeks on Saturdays from the hours of 8:00 am to 5:00 pm with an hour for lunch. Morning sessions (8:00 to 12:00) are lecture, and afternoon sessions (1:00 to 5:00) are for clinical, hands-on laboratory experience. Breaks are given for ten minute periods approximately every one to one and one-half hours. At the successful completion of the course students will be awarded a Certificate of Achievement.

Dress code is informal and casual. However, it is recommended that students go ahead and buy a uniform since some of the materials we work with in a dental office can permanently stain or damage clothing. Also we like for students to get used to "being and looking like" dental assistants. Hospital scrubs are the preferred dental office attire.

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PROGRAM COSTS

In order to save a place in the next class, you will need to submit your application along with a **\$150** nonrefundable registration fee and **\$350 minimum** down payment no later than one week before the first class. Tuition is due and payable in advance of the first class. Students may arrange to make payments weekly while attending school. Extended payment plans may be available through bank financing, based upon the applicant's personal credit position.

The total tuition for the **Dental Assistant Training** course is **\$2,950.00**. This amount includes the required textbook, supplies used in the hands-on part of the course and various handouts and supplemental materials.

The ***total cost*** may be paid using any of the following options:

- 1) **\$150 registration fee and \$2,800.00 tuition** paid on or before the first day of class.
- 2) **\$150 registration fee and a \$750.00 tuition** down payment, then **\$750.00** at the first class, and **\$500.00** at classes 2, 3, 4 (4 payments).
This option will cost \$200.00 extra or approximately 7% more.
- 3) **\$150 registration fee and a \$425.00 tuition** down payment, then **\$270.00** at the beginning of each class (10 payments). *This option will cost \$325.00 extra or approximately 11% more.*
- 4) **\$150 registration fee and a \$350.00 tuition** down payment, then **\$500.00** at the beginning of the 1st, 5th and 9th class, and on the first day of the next three months after the class is finished (6 payments). *This option will cost \$550.00 extra or approximately 19% more.*

Since our profession and our textbook use terms that can be technical, we are requiring that all of our students be able to read at a 10th grade level. Applicants will be **required** to take a Reading Level test prior to enrolling. Anyone scoring below 10th grade will need to complete some type of remedial training and retake the test before reapplying. Tests will be given at no additional charge in our office to anyone who had paid their registration fee.

Upon successful completion of the requirements for graduation, the school will provide a Certificate of Achievement.

Hospital scrubs or a white uniform and a comfortable pair of white tennis shoes or nursing shoes are recommended, but are **not** required, for our course.

Note: A current CPR certification and successful registration for the PA Radiology Examination are requirements for graduation. Radiology Tests are offered by the state in various locations at varying times of the year. Information will be provided during the first class so students can make appropriate arrangements to receive a CPR certificate and register for the Radiology Examination before graduation. Students are advised that OSHA requires that all employees working in a potentially hazardous job be vaccinated for Hepatitis B. This vaccination is required to be provided by the employer, but can be refused by the employee. Since vaccination requires a series of injections given over a 6-month period, we would recommend that you check with your physician as soon as possible to determine if you have ever been vaccinated and if you should get the vaccination prior to entering the dental assisting field.

*****The costs for these tests are not included in tuition. *****

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DENTAL ASSISTANT TRAINING PAYMENT ARRANGEMENTS

I have selected the following payment option for the **Dental Assisting Training** course:

- \$150 registration fee and \$2,800.00 tuition** paid on or before the first day of class.
- \$150 registration fee and a \$750.00 tuition** down payment, then **\$750.00** at the first class, and **\$500.00** at classes 2, 3, 4 (4 payments).
This option will cost \$200.00 extra or approximately 7% more.
- \$150 registration fee and a \$425.00 tuition** down payment, then **\$270.00** at the beginning of each class (10 payments). *This option will cost \$325.00 extra or approximately 11% more.*
- \$150 registration fee and a \$350.00 tuition** down payment, then **\$500.00** at the beginning of the 1st, 5th and 9th class, and on the first day of the next three months after the class is finished (6 payments). *This option will cost \$550.00 extra or approximately 19% more.*

With all plans the **\$150 registration fee** and a minimum down payment of **\$350.00** is required no later than one week prior to the start of the first class in order to guarantee a place in the course. ***The course fills up quickly and students are enrolled based on the date their deposit is received.***

We accept payment by Cash, Check, MasterCard, or Visa.

Registration Fee: _____ **\$150.00 (Nonrefundable)**
Down Payment or Payment in Full: + _____
Amount Included with Application: = _____

I agree to pay any remaining balance as listed in the option I have checked above. I understand that failure to make payments as arranged may result in my termination from the program, or the withholding of my certificate. Even if I do not complete the course, I will be responsible for the entire amount contracted.

Signed _____ Date: _____

Credit Card Authorization:

Credit Card # _____ Exp. Date _____ CV Code _____

Name on Card _____ Phone _____

Street Address _____ City _____

_____ State _____ Zip _____

Signature of Cardholder _____ Date _____

I authorize the use of this card for:

- This payment only.
- This payment and future payments as selected above.

CANCELLATION POLICY

1. You may cancel the enrollment agreement or contract by written or oral notice and receive a full refund of any tuition and registration fees paid within 5 days after the enrollment agreement or contract is signed if no classes have been attended. The enrollment agreement is not binding until signed by the School Director or designated school official.
2. A request for cancellation, which is not made in writing, shall be confirmed in writing by the student within an additional period of five calendar days.
3. The school may retain the entire registration fee after 5 calendar days or after 10 calendar days absent written confirmation.

REFUND POLICY

1. Refunds will be based on the period of enrollment computed on the basis of program time expressed in days attended. Refund calculations shall be based on scheduled days of class attendance. Leaves of absence and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination, for refund calculation purposes, will be:
 - a. The last day of actual attendance.
 - b. If no classes have been attended, the termination date will be when written notice is received from the student of his/her intent to cancel their enrollment. If less than 5 days have passed since the enrollment agreement was signed, the student will receive a refund of tuition paid and their registration fee. Students giving oral notice of cancellation will have an additional 5 days to provide written notice. Registration fees are nonrefundable after 5 or 10 days.
3. Refunds will be paid within thirty (30) days after the effective date of termination.
4. Grounds for termination are: unsatisfactory academic progress, excessive absenteeism, failure to comply with school rules, and/or non-conformance with the rules and regulations of the school.
5. 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 complete refund of all tuition and registration fees paid.
 - b. An enrollee, who cancels within the cancellation period, described in the cancellation policy, and has not attended classes, will receive a refund of all tuition and registration fees paid.
 - c. An enrollee, who cancels after the cancellation period described in the cancellation policy, and has not attended a class, will receive a refund of all tuition monies paid minus the \$150.00 registration fee.
 - d. An enrollee will receive a full refund if the school discontinues educational service, preventing the student from completing.
 - e. An enrollee will receive a full refund if the enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representations of the school.
6. After a student enters school, he/she may voluntarily cancel or terminate by contacting the school director in writing. Refunds will be calculated as outlined in #2 above.
7. 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 that 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.
9. 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.

GRIEVANCE POLICY

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the Director of the school should be contacted. Normally, the informal procedure of "discussing" the difference will resolve the problem. However, occasionally, more formal (written) procedures are required. When deemed appropriate by either a student or staff member, the individual is encouraged to communicate the specific issues and concerns in writing to the Director. The Director will then review the grievance; meet with the parties involved, and will notify all parties of the decision, in writing, within seven (7) working days. If the Director's decision does not resolve the grievance to the satisfaction of all parties, the student or staff member, as appropriate, should contact the State Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126

ACKNOWLEDGEMENTS:

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

Signature of Applicant
 (Parent/Guardian for Minor) _____ Date _____

This application must be reviewed by the school Director prior to acceptance. According to the cancellation policy, applicants will have 5 days to cancel without penalty after the date the application is signed by the Director. A copy of the enrollment agreement will be retained by the school and a copy given to the student or parent/guardian after it is signed by the Director.

Signature of Director _____ Date _____

Application Approved _____ Denied _____ Pending _____ Deposit _____

Diploma _____ GED _____ Reading Level _____

Additional Items Needed _____