

# Enrollment Agreement

for entry into the Dental Assisting Program  
**Contemporary Health Career Institute**  
101 John Robert Thomas Drive, Exton, PA. 19341

Name \_\_\_\_\_ D.O.B. (m/d/y) \_\_\_/\_\_\_/\_\_\_ Date of Enrollment (m/d/y) \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_ Social Security Number \_\_\_\_\_  
\_\_\_\_\_  
Cell phone: (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_  
Home phone: (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_  
city state zip Email Address: \_\_\_\_\_

**The dates for the program in which I wish to enroll are as follows (schedule can be found in *Student Information Publication*):**

Program Name: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ Graduation Date: \_\_\_/\_\_\_/\_\_\_

The Dental Assisting program is 80 hours, consisting of ten courses, 8 hours each, for 10 weeks. The total cost of the program is \$2,895.00 which includes a \$150.00 registration fee, all textbooks, materials, and supplies. This payment can be made using any of the following options;

- ✓ \$2,895 at the time of registration which includes the \$150 registration fee and the total cost of tuition in the amount of \$2,745
- ✓ \$150 at the time of registration, \$2,745 at the first class
- ✓ \$150 at the time of registration, \$550 payable at each of the first four classes and \$545 at the fifth class.
- ✓ CHCI does not charge interest or late fees. A student who is delinquent on a payment plan is in violation of the behavior policy and is subject to termination from the program.
- ✓ Payments may be made by check, cash, or major credit card. Following successful completion of all academic and tuition requirements, and receipt of a passing grade on each course, each student will be awarded a diploma for the program, a school pin, and a letter of recommendation from CHCI.

#### Refund Policy:

- An applicant rejected by the school is entitled to a refund of all monies paid. The date for refund calculation is the last date of recorded attendance or the date the student requests cancellation.
- The registration fee is fully refundable if the student notifies the school of their intent to withdraw within 5 calendar days of the registration date or 10 days if notified in writing.
- A full refund will be made if the student cancels prior to the start of the program, following 10 days of the registration date. However, the \$150 registration fee is not refunded.
- A 90% refund will be issued if the student completes up to and including eight hours of the program prior to withdrawal (less registration fee).
- A 55% refund will be issued if the student completes more than eight but less than twenty hours of the program prior to withdrawal (less registration fee).
- A 30% refund will be issued if the student completes more than twenty hours but less than forty hours of the program (less registration fee).
- No refund will be issued for students completing more than forty hours of the program.
- A student who is dismissed from the school for disciplinary reasons will receive a refund in accordance with the above policy.

CHCI is Licensed by the Pennsylvania Board of Private Licensed Schools  
All grievances should be immediately expressed in writing to a director of CHCI.

Questions or concerns that are not satisfactorily resolved by the school may be brought to the attention of the:  
Pennsylvania State Board of Private Licensed Schools, Division of Law Enforcement Education and Trade Schools  
Pennsylvania Department of Education,  
607 South Drive, Floor 3E, Harrisburg, PA 17120.

*I certify that all information I provided is accurate. I also acknowledge that I have received, fully read, and understand this enrollment agreement as well as the student information publication. By signing below, I acknowledge that no information was given to me contrary to that which is contained in the student publication, and that no guarantee or promise was made for employment or financial aid.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

School Representative \_\_\_\_\_ Date \_\_\_\_\_

\*only binding if signed by both school representative and student

Did someone refer you to Contemporary Health Career Institute? I was referred by \_\_\_\_\_