

# **Pediatric Dental Assistant School Refund Policy**

## **Cancellation and Refund Policy**

An applicant requesting cancellation prior to beginning classes is entitled to a refund of all monies paid. The school shall provide the 100% refund no later than 45 days after receiving the notice of cancellation.

## **Procedure for Withdrawal**

- A student choosing to withdraw from the school after the beginning of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- All refunds will be issued within 45 days of the determination of the withdrawal date.

## **Tuition Charges/Refunds**

- Before the beginning of classes, a student is entitled to a refund of 100% of the tuition.
- After the commencement of classes, the tuition refund amount shall be determined based on the proration of tuition and percentage of the program completed at the date of withdrawal, up until 50% of the program.
  1. If cancellation is made after the first class but prior to the second class, all monies but \$525.00, which is the charge for the first class, will be refunded.
  2. For cancellation during Classes 2-5, \$450.00 per class attended plus \$525.00 for the first class will be charged. Any remaining amount of tuition paid after these charges are added will be refunded. There will be no refunds after the fifth class.
- If a program changes the location or times of the classes and a student can no longer continue the program, the program will make arrangements to accommodate the needs of the students enrolled in the program in a timely manner.

- If the Pediatric Dental Assistant School's refund policy is more favorable to the student than the NPEC's, the Pediatric Dental Assistant School will refund the student the greater amount.

### **Readmission**

- The director will determine the eligibility for readmission for any student having been suspended by the school for academic reasons. The director will determine readmission eligibility for any student having been suspended for attendance problems or disciplinary problems. If eligible, the student may reapply at the beginning of the next program. A new application procedure will be required, as the application will be considered with other applicants who have applied for a particular course. If accepted, the student will begin at the beginning of the next scheduled program.
- **Exception:**
  1. A student taking a voluntary leave of absence from the school may reenter during the next program at the point in the course where leave was taken. No additional tuition will be required beyond the original contract. A student not returning during the next scheduled program must begin at the beginning of the program and be considered a new student.
  2. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the PDAS Director may make a settlement which is reasonable and fair.

### **Books and Supplies**

There is no refund for any equipment, books and supplies received by the student. All equipment, books and supplies should be returned to the school before any refunds are made.