

# Enrollment Agreement-CDAS-2008

CDAS  
7700 W. Madison St.  
River Forest, IL 60305  
(708) 366-6767

## Applicant Data:

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

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

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

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

## Prior Education:

\_\_\_\_\_ High School Diploma  
\_\_\_\_\_ GED & Highest grade completed \_\_\_\_\_  
\_\_\_\_\_ Some College \_\_\_\_\_  
\_\_\_\_\_ Dental Education \_\_\_\_\_

Name of highest school attended: \_\_\_\_\_ Year of Graduation \_\_\_\_\_

## PROGRAM INFORMATION:

<p><b>Dental Office Administration Course</b> 40 Class Hours</p> <p>Tuition: \$1095.00 Registration Fee: \$150.00 Textbook, Workbook, CD Rom, Lab supplies &amp; materials \$150.00</p> <p><b>Total: \$1395.00</b></p>
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<p><b>Dental Assistant Training Course</b> 80 Class Hours</p> <p>Tuition: \$2145.00 Registration Fee: \$150.00 Textbook, workbook, Uniform, Lab supplies and materials: \$450.00</p> <p><b>Total: \$2749.00</b></p>
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<p><b>Dental Assistant &amp; Dental Office Administration Course</b> 120 Class Hours</p> <p>Tuition: \$2545.00 Registration Fee: \$150.00 Textbooks, Workbooks, CD ROMS, Lab Supplies &amp; Uniform \$ 600.00</p> <p><b>Total: \$3395.00</b></p>
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<p><b>Pharmacy Technician 96 Class hours</b></p> <p>Tuition: \$1995.00 Registration Fee: \$150.00 Textbook/ Supplies/Materials: \$450.00</p> <p><b>Total: \$2595.00 Dropped</b></p>
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<p><b>Phlebotomy Training Course 40 Class Hours</b></p> <p>Tuition: \$795.00 Registration fee: \$150.00 Textbook and Supplies: \$250.00</p> <p><b>Total: \$1195.00</b></p>
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YOU ARE RESPONSIBLE FOR THE TOTAL CHARGES SHOWN ABOVE. THE TOTAL CHARGES ARE DUE AND PAYABLE ON OR BEFORE THE FIRST DAY OF CLASS. IF YOU CHOOSE TO GET A LOAN FROM A COMMERCIAL INSTITUTION, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

\$ \_\_\_\_\_ Program Cost-Total  
\$ \_\_\_\_\_ Financing Application Fee of \$60.00  
\$ \_\_\_\_\_ Down Payment (Minimum of \$250.00)  
\$ \_\_\_\_\_ Amount to be financed  
\$ \_\_\_\_\_ Balance Due

Checkenclosed# \_\_\_\_\_ MC/VisaCard# \_\_\_\_\_ Exp \_\_\_\_\_

**UNDERSTANDINGS:**

As a student of CDAS, I understand that:

1. The school does not guarantee employment following graduation.
2. The school reserves the right to terminate a student's training for failure to abide by the attendance policy, failure to maintain satisfactory academic progress, failure to abide by the school's rules and regulations, and for other reasons as detailed in the school catalog.
3. Textbooks and other supplies as detailed in the school catalog are provided by the school, as needed and that I am paying for these items under the heading "textbook & lab fee" which charge is included in the total charges for the program, and are non-refundable.
4. The school does not guarantee the transferability of its credits to any other institution.
5. Any notification of withdrawal or cancellation must be made in writing.
6. This agreement is a legally binding instrument when signed by you and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given a catalog including a description of this program, including all material facts concerning the school and the program of instruction which are likely to affect your decision to enroll.

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

Parent/Guardian( if applicable) \_\_\_\_\_

Official School Signature \_\_\_\_\_

### **Enrollment Requirements:**

- ❑ Photocopy of High School Diploma if available
- ❑ Photocopy of your state ID or Driver's License
- ❑ Completed Enrollment Form with signature
- ❑ Signed Cancellation Form
- ❑ Tuition Deposit \$250.00 Minimum Down Payment
- ❑ Student Loan Application form if required plus \$60.00 application fee
- ❑ Ability to attend all classes without missing
- ❑ Ability to devote a minimum of 15 hours a week to studying and doing homework

### **Tutoring and Missed Classes:**

Private tutoring is available for students who need it. Tutoring fees are \$25.00 per hour. Missed classes are made up on non-class days at an additional fee of \$25.00 per hour of instruction. Missed class fees and tutoring fees are to be paid in full at time of training.

**NO EXCEPTIONS.**

### **Cancellation/Refund Policy**

- ❑ As a student, you may cancel your enrollment agreement for school at any time.
- ❑ When notice of cancellation is given before midnight of the fifth business day with 6 days after the date of enrollment, but prior to the first day of class, all application-registration fees, tuition and any other charges shall be refunded to the student.
- ❑ When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150.00 or 50% of the cost of tuition, whichever is less;
- ❑ If you cancel, any refund and any negotiable instrument signed by you shall be returned to you within thirty (30) days following the school's receipt of your cancellation notice. To cancel the enrollment agreement for school, the student must deliver a signed and dated copy of a written notice of cancellation to the school at its official address.
- ❑ When Notice of cancellation is given after the student's completion of the first day of class attendance, but prior the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300.00, which ever is less;
- ❑ When a student has completed in excess of 5% of the course of instruction, the school may retain the application-registration fee, but shall refund a part of the

tuition and other instructional charges in accordance with whichever of the following applies:

Percentage of days in class completed

By student at notice of cancellation:

10% .....	<b>school may retain</b> ..	15%
20% .....		30%
30% .....		40%
40% .....		50%
50% .....		60%
60% .....		100%

**ACKNOWLEDGEMENTS:**

**NOTICE TO BUYER: DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACE. YOU ARE ENTITLED TO AN EXACT COPY OF THE CONTRACT THAT YOU SIGN. KEEP IT TO PROTECT YOUR LEGAL RIGHTS.**

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, that the institution's cancellation and refund policies have been clearly explained to me and that I have a copy of this agreement.

Student Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (if applicable)

\_\_\_\_\_ Date \_\_\_\_\_

I hereby accept this agreement on behalf of the school

School Official Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Approved	
Yes/No	Date _____
Signature _____	