



ACCELERATED
DENTAL ASSISTING
ACADEMY

School Catalog

2019

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Location of Course:

1398 N Leroy St
Fenton MI 48430

Accelerated Dental Assisting Academy

1.844.727.3755

www.adaa.us

Administrative Office:

137 Aspen Square, Suite E
Denham Springs, LA 70726

Mailing Address:

PO Box 1120

Denham Springs, LA 70727

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Institutional Philosophy and Commitment Statement

PHILOSOPHY:

To give our students an opportunity to discover their life's career path, and to create passionate and qualified future employees by developing each student's knowledge, workplace performance skills, and by exploring their talents. We aim to assist each student in discovering his/her place in the dental field by preparing the student to use his/her expertise to obtain a dental assisting job.

COMMITMENT:

People are valuable. Building relationships is expected. Maintaining credibility is our obligation. Serving others is our pleasure. Creating opportunity is our niche'. Crafting professionals is our passion.

School Administration Officials

Owner:	Dr. Jarrad Bencaz, D.D.S. BS Degree in Microbiology, LSU, Baton Rouge, 2001. Doctor of Dental Surgery degree, LSU School of Dentistry, 2005.
President/CEO:	David Roux BA Degree in Kinesiology, Louisiana College, Pineville, 2009.
Regional Dean/Manager:	Emily Jenks
Regional Dean/Manager:	Lexi Laroux
Admissions Representative:	Shawndee Lee
Admissions Representative:	John Carrigan
Admissions Representative:	Rebecca Moore
Financial Officer:	Linsay Risher
Compliance Coordinator:	Ashley Ouber
Licensing Technician:	Angie LeBlanc
Career Coach:	Rena Searcy
Fenton Site Instructors:	Robin Whitted, Sandy Pallesen, Rachel Reynolds
Observing Dentist:	Dr. James Rachor

School Licensure Statement

Accelerated Dental Assisting Academy, LLC, is licensed by the State of Michigan Department of Licensing and Regulatory Affairs.

Recruiting Policy

Accelerated Dental Assisting Academy (ADAA) is committed to a policy of nondiscrimination. ADAA does not discriminate in its educational program against qualified individuals on the basis of race, creed, color, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran or military status,

or disability: physical, mental, emotional or learning disability (including use of a service animal by the person with a disability), handicap or any other factor provided for by the state and federal laws and regulations. A student with a disability requesting a reasonable accommodation must notify the school as soon as possible in the enrollment process so that ADAA has adequate time to provide the reasonable accommodation.

Campus Information, Housing, and Security Policy

The course (teaching and clinical) will take place in an established dental practice. The office is large enough to accommodate 15 students and will include dental treatment rooms, a laboratory, a large sterilization area, a business office, and facilities for video and lecture presentations. Both male and female lavatories are available. There is parking in a well-lit parking lot. The facility is an ADA accessible facility, and reasonable accommodation will be provided at the request of the student. Maximum class size is 15 and student/teacher ratio is 15:1. *All students are required to wear name tags when in class.* The school will not supply lockers or a place to store valuable possessions. Students may choose to either leave their purses, wallets, or any other possession at home, in their vehicle or in class at their own risk. No fire arms are allowed on the school campus at any time.

Entrance/Admission Requirements

Students will apply online at www.adaa.us. Students will work with an Admissions Representative to ensure they meet the minimum entrance requirements. The following requirements are necessary to enroll in the dental assisting course offered by Accelerated Dental Assisting Academy:

1. Person must be in good health and present a clean neat appearance.
2. Person must be 18 years of age or older.
3. Person must attest that they have graduated high school or have completed a high school equivalency course such as GED or HiSET and upload this documentation into his/her MyAccount OR
4. High School Senior: Student must be scheduled to receive his/her high school diploma within six (6) months of the course end date. A letter must be submitted by the student's high school Principal verifying the student's enrollment and anticipated graduation date. The letter must also verify that attending this course shall not interfere with the high school senior's secondary education.
5. Accelerated Dental Assisting Academy will not grant any credit for previous education, training, and/or work experience.

Academic Calendar

2019 Course Dates

Fall – September 21- November 23

2020 Course Dates

Spring- February 8-April 18

Summer- June 6-August 15

Fall – September 19 – November 21

Class Hours and Holiday Observance

CLASSES ARE HELD ON SATURDAYS

Lecture hours: 8:00am – 12:00 noon

Lunch: 12:00 noon – 1:00pm

Clinical/Lecture Hours: 1:00pm – 5:00pm

Students will have a 10-15 minute break every hour and half of lecture time.

Due to the short term of the course, all holidays may not be observed. However, the holidays that will be observed will be Good Friday, Easter, Christmas, Independence Day

Program of Study – Course Outline

Program of Study – Dental Assisting

92 Clock Hours

Title	Course Name	Lecture Hours	Lab Hours	Clinic Hours	Total Hours
DA101	Introduction to Dental Assisting and Sterilization	4		4	8
DA102	Radiology	4		4	8
DA103	Impressions	4		4	8
DA104	Four-handed Dentistry and Filling, X-Ray Quiz	4	2	2	8
DA105	Mid Term Exam, Crown and Bridge	4	2	2	8
DA106	Endodontics, Orthodontics, Periodontics, Pedodontics	4		4	8
DA107	Oral Surgery Implants, Partials and Dentures	4		4	8
DA108	Seating a Patient and Charting	4		4	8
DA109	Office Management, OSHA, and State Guidelines	8			8
DA110	Final Written and Practical Exam/CPR			8	8
Observation	Observation Day			4	4
Participation	Participation Day			8	8
Total Hours		40	4	48	92

Objectives of each Course

10-week program consisting of 92 clock hours

Day	Course Name	Description
1	Introduction to Dental Assisting and Sterilization	General introduction to dental terminology, equipment, sterilization procedures, and handpiece maintenance. We will also go over job interview skills and how to develop a Resume.
2	Radiology	Radiology and practice of intraoral & extraoral x-ray techniques, x-ray safety and darkroom/digital procedures.
3	Impressions	Alginate impressions, model pouring and trimming.
4	Four-handed Dentistry & Fillings	X-RAY EXAM. Four-handed dentistry, instrument transfer, isolation techniques, suctioning (HVE), local anesthesia, patient positioning, amalgam & composite materials, instruments, mixing, curing, tubs & trays, cements and liners.
5	Mid Term Exam Crown and Bridge	MID-TERM EXAM. Crown and bridge instruments and materials, making temporary restorations, and bite registration.
6	Endodontics, Orthodontics, Periodontics, Pedodontics	Endodontics, Orthodontics, Periodontics and Pedodontics
7	Oral Surgery, Implants, Partial and Dentures	Oral surgery, Implant, Partial, and Dentures
8	Seating a Patient and Charting	Seating a patient with correct verbiage and Charting existing and needed dental work
9	Office Management, OSHA and State Guidelines	Office Management, front desk operation, appointments, billing dental insurance, office management software, OSHA regulations as it applies to dental assisting. Dental assisting state guidelines.
10	Final Written and Practical Exam/CPR	FINAL EXAM AND PRACTICAL EXAM, final written exam, x-ray practical, and practical clinical exam. CPR, course will be held after all exams are finished. CPR certifications will be issued by the American Heart Association.
11	Observation Day	Shadowing of a practicing dental assistant for one four (4) hour day
12	Participation Day	One eight (8) hour day of performing tasks as a dental assistant in the dental office

Grading System

ABSENT # of days	X-ray Quiz	Midterm Exam	Final Exam	Practical Exam	Identification Exam	Observation Day	Participation Day	Total pts. scored/ Total pts possible	Final Grade
	50	100	100	50	50	20	40		1-100%
0	40	95	100	40	50	20	40	385/410	94%

ABSENT:	Number of classes missed or fractions thereof. If more than 3 the student fails automatically. Each portion of the class (lecture or clinic) equals .5 days missed.
QUIZ:	Students are given an x-ray quiz following the class covering x-ray identification and the standard tooth identification numbering system (50 pts).
MID-TERM EXAM:	50 questions (possible 100 pts. total).
FINAL EXAM:	50 questions (possible 100 pts total).
FINAL PRACTICAL:	Hands on section of the test where the student has to transfer with you, show you how to take an x-ray on FRED and how to suction for a tooth that you call out (Possible 50 pts. total).
FINAL IDENTIFICATION:	Five station practical examination consisting of x-ray identification, instrument identification and dental materials identification. (Possible 50 pts. total).
OBSERVATION DAY	20 points.
PARTICIPATION DAY	40 points.
CPR/BLS:	Certification testing will be administered by American Heart Association or Red Cross
ASSESSMENT METHODOLOGY	Test material is administered by the Instructors on site. The tests have been developed by our curriculum team to ensure it is free from information that is offensive, and our Regional Deans monitor test practices with instructors to ensure test material is secure and administered properly.
GRADE (1-100%):	The final grade, on a scale of 1 to 100%, based on the performances in the x-ray quiz, midterm, final and practical exam.
Graduation credential	Upon satisfactory completion of the program, the student will be awarded a Certificate of Completion.

MINIMUM PASSING SCORE: 70%
MINIMUM PASSING ATTENDANCE: 70%

Observation/Participation Days

Requirements:

Observation days are extremely valuable in the development of making students job ready in ten (10) weeks. Each student must shadow a practicing dental assistant (instructor) for one (1), four (4) hour day to experience what an actual day as a dental assistant is like. These observation days will be scheduled between the 1st – 3rd classes. Students will also be required to complete one (1), eight (8) hour participation day to ensure the students ability to perform practical dental assisting skills. These participation days will be scheduled between the 5th – 10th classes.

Policy:

Observation and Participation Days are graded. The Observation Day is a four-hour week-day session and is worth 20 points. The Participation Day is an eight-hour week-day session and is worth 40 points.

If the student is unable to attend, the student must contact the ADAA Regional Manager and provide written documentation. (ex.: letter from employer). Observation and Participation Days must be completed prior to the final day of class and must be scheduled with instructor during designated time slots. During these days, the student must complete all tasks on the Observation/Participation Day Forms and submit all necessary documents to the instructor for grading. Students are expected to follow office policies when attending these days. (ex.: dress code, cell phone policies, etc.)

Scheduling:

Observation and Participation Days must be scheduled in accordance with ADAA provided scheduling form presented by the instructor on the first day of class. If the student is unable to attend his/her scheduled time, he/she must contact his/her instructor at least 24 hours prior to scheduled time to reschedule. The student must call the office to cancel/reschedule and may only reschedule one time.

In case of an emergency and not within the 24-hour notice period, student must contact the instructor and provide written documentation at the following class. If a student is a “no show”, they will automatically receive a zero for their grade.

Tardiness and Absences

Tardiness:

Instructors take roll at the beginning of each class lecture and clinic. Students arriving to class more than five (5) minutes late are considered tardy. After a student accumulates three (3) tardies, they will receive one (1) absence.

Absences:

It is highly recommended that the student not be absent for any of the classes due to the concentrated learning structure of the course. Except for family emergencies and serious illness, students should plan on attending all classes. If a student misses more than three (3) classes, the student will be terminated from the course. Refer to the refund policy to determine if a refund applies.

Missed Class/Student Makeup Work

Policy:

The student is responsible for inquiring, completing, and turning in all coursework missed during time of absence.

Instructions for Makeup Work:

Lecture

Before returning to class, the student is to review the missed lecture material in the Student Handbook, which contains all testing information. The student must also listen to corresponding videos located on his/her MyAccount portal. The student is responsible for obtaining the missing fields in the lecture notes found in the Student Handbook. Information can be acquired from an instructor and /or classmate.

Instructions for Makeup Work:

Clinic

Prior to the next class, the student is to review and complete all clinic worksheets for the class missed located in the Student Workbook. During clinic, the student must complete the independent section from their clinic guide after completing clinical tasks for current class.

Exams:

If a student misses an exam, the student must abide by the following:

- The student must coordinate a time with their instructor during the week. The student must be able to schedule a time that is convenient for the instructor. Instructor can use their discretion to decide if the student will make up the exam during the week or in the next class day.
- If the student and instructor are unable to schedule a make-up exam appointment during the week, the student must take the exam at the following class. The student will take the written portion at the beginning of lecture and practical portions during lunch.
- If the exam is not made up by the end of the class day immediately following the day of exam, the student will receive a zero for that exam.
- The student is responsible for scheduling a make-up appointment with their instructor. They must do this by contacting the office and speaking with an instructor.

Tuition and School Information

The tuition for the DENTAL ASSISTING course is \$2,999.00. The tuition covers all costs for the course, including the \$100.00 registration fee and \$225.00 book fee (including the textbook rental). Additional state licensing fees or permits may be required by the state (see below). The only other cost not in the tuition is \$55.00 - \$65.00 for Healthcare Provider CPR which will be paid directly to the CPR Instructor. It will be available at the end of the 10th class and is needed to be part of a clinical team. However, CPR is not mandatory to finish the program. The course will run ten (10) consecutive weeks, eight (8) classroom hours per week for a total of eighty (80) classroom hours of instruction. This will include lecture material as well as clinical "hands on" training consisting of four (4) hours of observation and eight (8) hours of participation. The full course totals ninety-two (92) clock hours. Students will have the opportunity to work with a licensed Michigan Dentist upon

completion of the course for his/her Michigan Dental Association Radiography Training. Upon successful completion of the training and examination, the Michigan Dental Association will grant a certificate. Each course will have a maximum of 15 students.

The tuition fee includes:

Student Handbook: "Accelerated Dental Assisting Handbook", Mishaux Ramirez, RDH

Student Workbook: "Accelerated Dental Assisting Workbook"

Textbook Rental: "Modern Dental Assisting", Torres & Ehrlich; 11th.Ed (2014); Elsevier Publishing.

All training and visual aids, materials and dental supplies used throughout the course.

All training is done by dental professionals in a practicing dental office, not a classroom.

Job Interview preparation and coaching.

Tuition fee includes continued:

Use of all dental equipment and instrumentation with actual "hands on" training during the course of study.

Training in ALL aspects of general dental assisting, including dental specialties.

Registration Period Summary

Registration:

Total Amount: \$2,999

Tuition Includes: Tuition (\$2,674), enrollment fee (\$100), textbook rental (\$80), student handbook (\$85), student workbook (\$60), and all lab expenses and learning materials.

Enrollment Period: Enrollment up to 1 week prior to course start date.

Payment Options

Paid in Full

Total tuition payment due at time of registration.

Custom Payment Plan

Accelerated Dental Assisting Academy can design custom payment Plans specific to each student's financial needs. A \$200 deposit is required at the time of enrollment. The \$200 deposit is deducted from the total tuition cost. This \$200 will reserve your seat in the course. This payment option is designed to be interest-free and have the cost of the program paid in full by the last day of class.

ADAA Loan

Internal loan giving students an opportunity to extend their payments 6-10 months. This option does have interest. This loan would need to be satisfied regardless of success or lack of success at the academy.

Meritize Loan

Meritize is a lending institution specializing in educational loans. This loan would need to be satisfied regardless of success or lack of success at the academy.

Tuition charges/receipts:

All payments will be automatically charged to the card given at

Registration. A confirmation receipt will be sent to the student's Email per transaction.

CPR Certification: \$55-\$65 (market rate) pay cash or check directly to CPR instructor on the 10th class.

Scholarships

There are no scholarship opportunities available for students.

Dress Code

Students are required to wear black scrubs, black lab coat, and closed toe shoes. Black scrubs and lab coats are also mandatory for observation and participation days in the dental office. These items will not be purchased by Accelerated Dental Assisting Academy. Each student is responsible for the purchase of these items.

First Day Items

Students are to bring the following items to class on the morning of the first day:

1. A copy of your high school diploma or GED(if unable to upload to student "MyAccount" prior to course start date).
2. Supplies:
 - Materials for taking notes (notepad, pen, pencil, highlighter)
 - 1 pack of index cards (5x7 inch)
 - 1 pack colored pencils
 - 1 glue stick
 - 1 pair of scissors

The following items will be handed out to students on the morning of the first day:

1. Textbook: "Modern Dental Assisting"
2. Student Handbook: "Accelerated Dental Assisting Handbook"
3. Student Workbook: "Accelerated Dental Assisting Workbook"

Drug and Alcohol Policy

Accelerated Dental Assisting Academy is a drug/alcohol free Academy. The consumption, possession, and/or distribution of alcohol and other drugs are prohibited on school campus. Also, being under the influence of alcohol or other drugs on school campus is prohibited. Any student who is found to have violated the Academy's alcohol and drug policy will be terminated and not allowed to return to the Academy.

Code of Conduct

General Standards:

- Be honest and unbiased when serving patients.
- Exhibit competence and respect for the profession.

- Strive to gain personal knowledge and skills required by the profession.
- Respect the authority, experience, and relationships with fellow students, faculty, staff, patients and the doctors.
- Honor all office policies as required by fellow faculty, staff, and of the doctor's office.

Responsibilities to Patients:

- Provide all patients with the highest quality of care in a timely and professional manner.
- Demonstrate respect, fairness, and quality to all patients in all situations.
- Maintain confidentiality of all patient information, in strict accordance with all laws and regulations. (HIPAA)
- Maintain a professional attitude and extend the utmost respect while serving all patients.

Responsibilities to Public:

- Student will not represent his/her level of education, ability or skills in any misleading manner.
- Substance abuse and/or working under the influence of any mind-altering substance is strictly prohibited.
- Student shall act in a professional manner at all times.
- Student shall practice good hygiene standards due to close proximity of workspace.

Other Responsibilities:

- Cell phones shall be stored in a book bag, purse or left in a vehicle during all school activities to include lecture, clinical, observation and participation days.
- Foul/inappropriate language is strictly prohibited, including offensive slang.
- Coverage of tattoos and piercings subject to specific office standards.
- Fingernails must be groomed and kept short enough not to puncture gloves.
- Chewing gum is prohibited.
- Hair must be groomed and pulled back for procedures.
- Food/drink must be consumed in designated areas at designated times as deemed appropriate by specific office standards.

Student MyAccount

Students will have access to a portal on the school website that will give access to view the following information:

- Student welcome letter: Requirements for the first day of class.
- Course schedule: Dates course classes are held and holidays.
- Grades: Students can view grades.
- Payments: Students can view payment balance.
- Videos: Videos from lecture.
- Transcript: Student has access to print a copy of transcript indefinitely.
- Course Catalog: Policies and expectations.

Counseling Services

There are no counseling services available to students.

Student Grievances

If a student has a complaint, they are to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. They must also file a written and signed complaint either by email (anewstart@accelerateddentalassisting.com) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. The Academy will then do everything in its power to successfully resolve the student's concerns.

It is important that the student files the complaint within 30 days of the course end date. Accelerated Dental desires to resolve any issues concerning their students with clear recollection and integrity. All complaints will be reviewed within 72 hours, and the student will be contacted within the following 48 hours.

If Accelerated Dental Assisting Academy is unsuccessful in resolving the matter, the student's complaint should then be directed to the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities, and Commercial Licensing Bureau PO Box 30018 Lansing MI 48909. Complaints should only be pursued after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

Termination Policy

The school's termination policy is based on professionalism. We expect all of our students to conduct themselves in a manner respectful to other students and faculty members. Should someone's enrollment be terminated, the school's refund policy will be followed, except that the student will not be allowed to repeat the course.

Withdrawal Procedure

Those wishing to withdraw for illness may resume their courses of study in the next class series with no penalty. They may repeat the already completed sessions, if desired, at no additional charge with proper documentation of illness and approval. All other withdrawal reasons must be submitted through an approval process. Once approved, the student may then be transferred to the next class series with no penalty.

If a student wishes to withdraw and not return to the course, he/she must first contact and inform their Regional Dean at 1.844.727.3755. He/she will then be dropped from the course after completing an Exit Interview Form and the refund policy will be enforced. (See Refund Policy section)

Each student will be assigned a textbook on the first day of class. This book is rented and *MUST* be returned by the final day of class in the same condition as it was received. If a student withdraws or transfers from the course, they are responsible for returning their book. A refund/withdraw/transfer will NOT be processed until the textbook is returned. If a student does not return their book OR the book is returned damaged, a charge of \$125.00 will be added to their financial account. This charge will be assessed if the book is not returned within ten (10) days of the withdrawal date, transfer date, or end of class. Each instructor is responsible for making sure each student returns their textbook in the same condition in which it was received and for reporting this information to their ADAA Regional Dean.

Prior Credits and Transfer of Credits Earned

Prior credits from another post-secondary institution will not be accepted. Accelerated Dental Assisting Academy makes no claim or guarantee that credit earned will transfer to another institution.

Requirements for Graduation

Policy:

1. Students must successfully complete the following requirements to receive their graduation awards:

- Attain an overall grade average of 70%
- Attend 70% of all classes (7 or more classes)
- Return his/her rented textbook within 10 days of graduation or a \$125 charge will occur for the ownership of the textbook

2. Graduation awards will be available to students for pick up on the 2nd Monday (9-10 days) after the final day of class. Students who have not met the three graduation requirements listed above, will be subject to the following:

- Attain less than an overall grade average of 70% will not receive graduation awards.
- Attend less than 70% of all classes will not receive graduation awards.

Exams/Possible Points:

X-ray Exam	50 points
Midterm	100 points
Final Exam (written)	100 points
Final Exam (practical)	50 points
Final Exam (identification)	50 points
Observation day	20 points
Participation day	40 points

Student Transcripts

Transcripts can be obtained by the student through downloading and printing the document in the student's personal MyAccount portal located on Accelerated Dental Assisting Academy's webpage. ADAA maintains transcripts for 50 years and the student has access to MyAccount indefinitely.

Graduation Awards

- Certificate in Dental Assisting
- CPR/BLS Certification

To receive graduation awards, students must accomplish the following task:

1. *Must attend a minimum of 70% of class days*
2. *Must attain an overall average of 70%*
3. *Must return his/her rented textbooks*

Job Placement Assistance

Accelerated Dental Assisting Academy has several ways to assist graduates in finding jobs upon graduation from our course. Although we make diligent efforts to assist graduates in finding employment in the Dental Assisting Field, we make no guarantee of actual job placement. Ways in which we assist graduates in finding employment are:

- Review and critique resume
- Provide guidance on sample interview questions and coach graduate on interview process
- Coach students on overcoming objections in the job searching process

Licensing Requirements for a job in MI

The Michigan Department of Licensing and Regulatory Affairs' Board of Dentistry is responsible for the licensing of individuals who want to practice dentistry, dental hygiene and advanced levels of dental assisting. Students attending a course in dental assisting that is offered by a licensed proprietary school that is not accredited by the American Dental Association are not eligible for licensure by the State of Michigan.

Accelerated Dental Assisting Academy is classified as a licensed proprietary school and is not accredited by the American Dental Association's Commission on Dental Accreditation. Graduates of this program are not eligible for licensure as a Registered Dental Assistant in Michigan.

Refunds and Cancellations

Class Cancellation before program starts

If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

Refunds for Students who Withdraw on or Before First Day of Class

If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100.00) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.

Refunds for Students who Enrolled Prior to Institution Visit

Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documents attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits and orientation sessions.

Refunds for Students Who Withdraw After Instruction Begins

The refund policy for students who withdraw after instruction begins shall be as follows: 1) If a student is enrolled in less than 25% of the course (2.5 classes), the institution shall refund 75% of the tuition, less the registration fee (\$100) and used books (\$225). 2) If a student is enrolled in more than 25% of the course, the institution will retain 100% of the stated course price.

If a student wishes to withdraw and not return to the course, he/she must first contact and inform the Regional Dean at 1.844.727.3755. Once completing the Exit interview, he/she will then be dropped from the course and the refund policy will be enforced.

Example of \$2,999 Refund Table

(\$2,674.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$2,999.00)

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Refund (If paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	75%	\$668.50+\$100+\$225=\$993.50	\$2005.50	Amt Pd minus \$993.50
2	75%	\$668.50+\$100+\$225=\$993.50	\$2005.50	Amt Pd minus \$993.50
3	0%	\$2999.00	\$0	\$0
Over 3	0%	\$2999.00	\$0	\$0

A graduation certificate will only be awarded to those students completing the program with a 70% or above grade average. Those students whose grade average is below 70% or students who have missed more than 3 classes will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee of \$1500.

In the event the course is canceled due to low enrollment (less than 5 students), students will have the option to transfer to another location, transfer to a future start date, or withdraw from the course and receive a full refund. Students will be notified by phone, email and text.

Student Records

Student transcripts will be maintained by the school for 50 years or until the school closes. Student records of grades and attendance will be kept a minimum of 8 years. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.