

### **Cancellation of the Dental Assistant and Dental Assistant Front Office Programs**

- Upon receipt of a written cancellation request at least 30 days prior to the program start date, the student will receive a full refund less a \$1,000 non-refundable registration fee.
- Any cancellation requests received less than 30 days prior to the program start date are not eligible for any type of refund. Students will be responsible for payment of account balance within 10 business days of cancellation. All discounts and adjustments will be revoked from account and all original course charges will be reinstated to student's account.

### **Withdrawal from Dental Assistant/Continuing Education Courses/ Dental Assistant Front Office Programs**

- If a student chooses to withdraw after program commencement, no refund of any type will be issued. Students must complete a withdrawal form and will be responsible for payment of account balance within 10 business days of withdrawal. All discounts and adjustments will be revoked from account and all original course charges will be reinstated to student's account.

### **Change of course start date by student**

- Written request for course start date change must be made no less than 30 days prior to first day of class and is subject to school director approval. If request is approved, a \$150 processing fee will be applied and no additional changes to course start date will be permitted. Once a student has made a change to the course start date, no refunds will be issued if the student decides to cancel.

### **Rescheduling by Fullerton Dental Assistant School**

- In the event Fullerton Dental Assistant School reschedules the program start date, students may either accept the new start date, or receive a full refund of all tuition and fees.

### **Abandonment by student**

- Any unexcused absence of more than two consecutive days by a student will be considered abandonment of their position at the school.
- Full remaining balance must be paid within 10 business days of the day the student abandoned the program. All discounts and adjustments will be revoked from account and all original course charges will be reinstated to student's account.
- Students will be charged for any books, typodonts or school materials that are not returned.

- Student will be responsible for or all interest, any collection fees or attorney fees incurred by Fullerton Dental Assistant School.

**Written Cancellation Requirements**

- Cancellation must be submitted in writing via Fullerton Dental Assistant Schools' website [Dentalassistantfullerton.com](http://Dentalassistantfullerton.com). Written cancellation must be received at least 30 days prior to the program start date. Cancellations via Text or phone call will not be accepted.
- The cancellation will be considered effective when the written request notification is received and approved by Fullerton Dental Assistant School.

I acknowledge that this document constitutes a legally binding contract. By signing below, I certify that I have thoroughly read, understood, and agreed to the terms of my rights and responsibilities. Additionally, I confirm that Fullerton Dental Assistant School's cancellation and refund policies have been fully explained to me.