



Your first step to a NEW career!

(877)-432-3555

WWW.NCDENTALU.COM

Dear Prospective Student:

Thanks for having interest in the exciting career of Dental Assisting and for choosing NC DENTAL U to receive your important technical-vocational education and training.

Dental assisting is a very challenging career. A career that can offer many opportunities and benefits; providing you are a person with: self-motivation; ability to cope; and an independent worker.

The key to a successful dental assistant career is an assessment of your study habits and preferences. Our program is designed on a self-paced curriculum that allows students to develop and strengthen traits in: time management; organization; and taking on the responsibility of learning.

Dental assistants are responsible for setting up exam rooms, measuring blood pressure, exposing radiographs, processing dental x-ray film, performing oral examinations, preparing charts, taking impressions, pouring molds and fabricating temporary crowns. Dental assistants also use their skills and knowledge in office management, oral health counseling, laboratory procedures, dental radiography and radiation safety to assist in all phases of dental treatments. The majority of dental assistants in North Carolina work in private dental offices and make approximately \$13 to \$28 an hour.

By choosing the Dental Assistant Program of NC DENTAL U, you have made the first step to a secure future. The Dental Assistant I Program continues to maintain an excellent reputation with area Dentists through their participation with the hands on training course (practicum) and the hiring of graduates.

For payment plan information, you may contact the Registration office during the hours of 9am and 4pm at 877-432-3555.

If for some reason you must withdraw from the class you may be entitled to a Full Refund*.

- A 100 percent refund, minus a \$200 enrollment fee, shall be made if the student officially withdraws prior to the first day of class(es) as noted in the school calendar. Also, a student is eligible for a 100 percent refund if the class(es) in which the student is officially registered is cancelled due to insufficient enrollment.
- A 75 percent refund, minus a \$200 enrollment fee, shall be made for semester courses if the student officially withdraws from class(es) prior to or on the official 10 percent point of the semester.
- Refunds for multi-entry classes will be based on the percentage of class requirements completed.

- To comply with applicable federal regulations regarding refunds; federal regulations regarding refunds will supersede state refund regulations in this Rule.
- Those wishing to cancel for illness or personal reasons may resume their course of study in the next class series. They may repeat the already completed sessions if desired or pick up where they left off. An additional supply fee of \$200 will be required.

*All classes are subject to a \$200 non refundable enrollment fee.

Your tuition includes: textbooks, certifications scrubs, workbooks and other handout materials. You will also receive the following certifications: NC X-Ray, OSHA, CPR, HIPAA and Medical Office Emergencies.

A grade of 80% is required for graduation. Most students pass if they follow all of our guidelines, but if you don't, we allow each student one re-test in each course. Please note that all re-tests must be completed no later than ninety days following the last class meeting. If you are not able to pass the test within ninety days you can re-enroll for at a 50% reduced fee for a period up to six months following your first course. After this six-month period, you are required to pay full tuition minus the cost of books unless the textbook has changed.

In addition Students are expected to attend class regularly and on time. Students who anticipate absence should contact the appropriate instructor in advance. In the case of an unexpected absence, student should contact the school as early as possible at 877-432-3555. In either case the student is responsible for all material covered.

A student may be granted one absence per course (One absence is equal to 3 classroom or clinical hours.).

The student must make up the time missed due to the absence during the next scheduled term in order to satisfy the graduation requirements.

** The next scheduled session is based on space permitting.

Any absence is discouraged except in emergency situations.

Our inclement weather policy tends to follow the cancellation policy of the local community colleges. For example, if Wake Technical Community College is closed then we will be closed for our Wake County classes. Weekend classes will receive instructions from their instructor. Students are also encouraged to call the school office at 877-432-3555.

We look forward to making your plans a reality.

Sincerely,

Tammy Hughes
Robyn Klose, RDH
Directors- NC Dental U