

Registration Form

The tuition for the *Dental Administrative Assistant* course of study offered by Dental Careers Institute is:

\$3995 (includes the registration fee)

The tuition covers all costs for the course. We offer financing through CareCredit® with monthly payments as low as approximately \$139 per month. See application instructions below. The course will run ten (12) consecutive weeks, six classroom hours per week for a total of seventy two (72) classroom hours of instruction. This will include lecture material as well as actual front office, "hands on" training. Your tuition includes ALL of the following:

- | | |
|---|--|
| ◆Textbook: "Administrative Dental Assistant" Linda Gaylor | ◆All training and visual aids, materials and supplies used throughout the course |
| ◆Workbook: Administrative Dental Assistant" Linda Gaylor | ◆Hands-on training in the dental office from the very first day |
| ◆Syllabus: lecture notes | ◆A Certificate in Dental Office Management, and letter outlining your training and experience will be awarded to students attaining a 70% or above grade average |
| ◆Free Job Placement assistance and referral service. We have many dentist call, asking for our students and we will refer you to them | ◆Scrub Uniforms |
| ◆All training is done by dental professionals in an actual practicing dental office, not a vo-tech school classroom | ◆Training in ALL aspects of dental office management. |

The Dental Office Management Course meets for 12 consecutive weeks on Saturdays, 8:30-2:30 at our Buckhead Campus only: 4320 Roswell Road, Atlanta -- 2.8 miles south of I-285

404-869-7711

The tuition may be paid using one of the following 3 payment options:

- ✓ **Payment in Full** \$3995 (\$3895 tuition + \$100 Registration Fee)
- ✓ **\$ 925 Down Payment** (includes \$100 Registration Fee) then \$310 per class week for 10 weeks.
- ✓ **CareCredit® Extended Financing:** see box below left for application instructions.

CareCredit Extended Financing Instructions

You can apply for CareCredit financing in total privacy using one of the two methods below:

1. **By Phone:** Call **800-365-8295** and follow the automated prompts. Our office phone # is **404-869-7711**
2. **Online:** Apply at **www.carecredit.com** Under "Doctor's Name" write "The Goldstein Center for Aesthetic & Implant Dentistry" or "Phone" put our phone #: **404-869-7711**

To insure your approval, enter the FULL FEE of \$3995, and make sure all information is correct, Include ALL sources of household income (salary, bonuses, alimony, investments). Consider using a co-applicant if your application is denied.

Upon approval, you will be given a 16 digit number, beginning with "6". Write that number in the "CareCredit #" space on the next page and be sure and check your monthly payment choice. Complete the rest of the information on this form and mail it or FAX to **404-869-7755**.

Refunds and Cancellations

- A graduation certificate, letter of recommendation, and pin will only be awarded to those students attaining a 70% or above grade average. Students whose grade average is below 70% will not receive a certificate.
- A full refund, less \$100 registration fee will be made of all deposits or payments if cancellation is made at least one week prior to the starting date.
- All but \$295 will be refunded if cancellation is made within one week of the class starting date.
- If cancellation is made after the first class but prior to the second class, all but \$625 will be refunded.
- For cancellations during Classes 2 through 5, \$330.00 per class attended plus \$625.00 for the first class will be charged. Any remaining balance will be refunded. There will be no refunds after the fifth session.
- If a student drops out of the program at any point, and decides to reregister for a future class, full tuition fee of \$3360 + \$100 registration fee will be charged and no credit will be given to payments made for the previous class.

Please fill out completely the information on the next page and send in with your selected payment option. Thank You!

I wish to register for the Office Management. class and have selected one of the following payment options:

- Payment in Full** \$3995 (\$3360 tuition + \$100 Registration Fee)
- \$ 925 Down Payment** then \$310 per week for 10 weeks (Total: \$4025).



- Check
- Money Order

CareCredit Plan (You must be approved for a **minimum** of \$1500) Choose one of the CareCredit payment plans below (**check ONLY if using CareCredit**)

- \$666 per month for 6 months (NO INTEREST; based on \$3 loan)
- \$194 per month for 24 months (14.9% APR)
- \$139 per month for 36 months (14.9% APR)

CareCredit Acct _____ Credit Card
 OR Credit Card # _____ Exp Date: _____

3 digit CCard _____
 Security Code: _____ Cardholder Signature: _____

Name on Card or CareCredit Acct _____

Card (Acct) Billing Street Add: _____ ZIP _____

Student Name: _____ (PRINT)

Address: _____

City _____ Zip _____

last 4 digits _____

Phone Number: _____ Soc.Sec.# _____

I have an arrest record: **yes no** If yes, explain: _____

Signature _____ Date: _____

Student's Email (PRINT CLEARLY): _____

Scrub Uniform Size	XS	S	M	L	XL
Numeric:	2-4	6-8	10-12	14-16	18-20
Bust:	31-33	34-35	36-38	39-41	42-45
Waist:	23-25	26-27	28-30	31-33	34-37
Hip:	32-35	36-37	38-40	41-43	44-47

So that we may order the correct scrub uniform for you, **WE NEED TO KNOW YOUR SIZE.** Please use the chart and mark your size below:

SIZE (letter): _____

Send Payment & Registration to:
 Dental Careers Institute
 Goldstein Dental Center
 4320 Roswell Rd
 Atlanta, GA 30342
 or **FAX** to:
404-869-7755

HOW DID YOU FIND OUT ABOUT OUR COURSE?

- DCI Website
- Facebook page
- Former Student:
- _____
- Other