



TN Professional Training Institute Enrollment Agreement Registered Dental Assistant Course

1819 Memorial Blvd Murfreesboro, TN 37129
615-631-8440 - www.TNPTI.com - info@tnpti.com

Registration Date: _____

Student's First Name: _____ Middle Initial: _____ Last Name: _____

Social Security Number: _____ DL #: _____

Date of Birth: _____ Race: _____ Male / Female

Address: _____

City, State, Zip: _____

Telephone Number: (____) _____

Email Address: _____

Please initial each section when completed.

- _____ Complete the in person or virtual tour of TN Professional Training Institute
- _____ Received an institutional catalog and if provided electronically, understands that the student may request a hard copy of the catalog at anytime
- _____ Was given the time and opportunity to review the institutional policies in the catalog
- _____ Knows the length of the program for full- time and part-time students in academic terms and actual calendar time
- _____ Has been informed of the total tuition and other fees of the program
- _____ Has been informed of the estimated cost of books and any required purchases
- _____ Has been given a copy of the institutional refund policy
- _____ Has executed a Transferability of Credits Disclosure Statement in compliance with Tenn. Code Ann. 49-7-14 and understands the specific limitations should the institution have articulation agreements
- _____ Understands that any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization (DPSA). DPSA's address is 404 James Robertson Pkwy., Parkway Towers Suite 1900, Nashville, TN 37243 and the telephone number is (615) 741-5293.
- _____ Has been informed that there is no cash discount policy
- _____ Has received the most recent withdrawal, completion, and placement data as calculated by the TN Higher Education Commission.

Signature of Director/Representative: _____ Date: _____

Signature of Student: _____ Date _____

TN Professional Training Institute Enrollment Agreement Registered Dental Assistant Course

Student's First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: (____) _____

Email Address: _____

Program Title: Registered Dental Assisting Certification Course

Check Status: Part Time (10 Week) Full Time (3 Week)

Class Start & End Dates: _____

Program Length: 120 HOURS

Projected Date of Completion: _____

____ (Initial) I understand that I am enrolling in 3 week class beginning _____ and ending _____.

The projected graduation date is: _____ (last date of class).

____ (Initial) I understand that I am enrolling in 10 week class beginning _____ and ending _____.

The projected graduation date is: _____ (last date of class).

____ (Initial) I understand that the total cost of the program is \$4999 which includes all equipment, materials and fees with the exception of scrubs and the Modern Dental Assisting Textbook, 10th Edition.

____ (Initial) I understand that I am responsible for providing my own scrubs (approximate cost \$50) and text book, Modern Dental Assisting textbook, 10th edition by Doni L. Bird & Debbie S. Robinson (approximate cost on amazon.com \$25).

____ (Initial) I understand that additional lab time is available to me, in addition to my class time hours when discussed and arranged with my instructor, in advance.

____ (Initial) I understand by initializing I have the right to receive a signed copy of this agreement and the institution is obligated to provide an exact signed copy of this agreement.

The TN Professional Training Institute is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

TN Professional Training Institute Enrollment Agreement

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Admissions Requirements:

Students wishing to enroll in the TN Professional Training Institute's 120 Hour Registered Dental Assisting Program must meet these admissions criteria:

- Must be 18 years of age or older, as required by the Tennessee State Board
- In good standing with no felony convictions
 - Misdemeanors are not immediate disqualifiers. The TN Board of Dentistry considers misdemeanors upon a case-by-case basis and TNPTI cannot guarantee board approval in the matter of State Licensure for RDA and Dental Radiography.
- Willing and able to work with patients while giving the best patient care possible.
- Must be a high school, G.E.D or HiSET graduate and submit OFFICIAL transcripts indicating date of graduation or completion before beginning class. These may be emailed to: info@TNPTI.com or mailed to: TNPTI at 1819 Memorial Blvd., Murfreesboro, TN 37129

Attendance Requirements:

TN Professional Training Institute's Registered Dental Assisting program is an intensive, accelerated, 120-hour program. Although we strongly encourage students to attend all 120 hours, students are allowed one (1) absence as long as they contact their instructor at least one (1) day prior to the missed class. Students who miss more than one (1) class time may be moved to the next session at the discretion of the instructor. Students are to schedule a make-up day (convenient to both instructor and student) to review and practice missed materials.

TNPTI offers its students the opportunity to have optional and flexible additional lab practice time, in addition to your class time hours. The additional times may be held during the Monday to Friday classes or on Saturdays and must be discussed and arranged, in advance, with the instructor.

Progress (Grades):

The instructor will keep a weekly log of the student's grades and will communicate with students their updated grades weekly. However, students are ultimately in charge of keeping track of their own progress in the class and TNPTI is not responsible for students who forget to check their email, messages, etc.

Signature of Student _____ Date _____

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TNPTI Dress Code:

- All students must wear black scrubs during classroom hours.
- All Students must wear closed toe and closed heel shoes during classroom hours.
- The students must wear their hair up if hair length is longer than shoulder length.
- Acrylic nails are not permitted during classroom hours. Natural nails can be painted in french tip or in a clear color. Colored nail polish other than clear is not permitted.
- Lab coats provided by the school should be worn during clinical/lab hours.
- PPEs should be worn at all times during clinical hours.

Signature of Student: _____ Date _____

Code of Conduct: *All TNPTI students must abide by the TNPTI Code of Honor.*

The TN Professional Training Institute is an institution where students can learn in a polite, respectful and productive environment. We ask that all students hold true to these standards to maintain this level of learning for all.

- Be respectful of the property and of each other. Try to arrive 10 minutes early for classes.
- All TNPTI students will abide by the TNPTI Code of Honor.
- TNPTI provides complimentary beverages and occasionally food for students to enjoy. Students are also allowed to respectfully consume snacks and drinks during classroom sessions only. Please do not abuse these privileges!
- When in a clinical environment, students will refrain from chewing gum, eating and drinking during this time.
- To maintain a professional clinical environment, TNPTI students are asked to code any visible tattoos/body art - additionally, jewelry is restricted to only one (1) piercing (per lobe) per ear and one (1) wedding band/ring if applicable.
- Students must wear close-toed and closed-heeled footwear and all black scrubs per dress code.
- If the student has not received payment in full by completion of the last class session. The student's certificate of Completion will be retained by TNPTI until full payment has been received.
- For students paying on a weekly/monthly basis, payments must be made at the beginning of each class session or set up as a monthly recurring charge.

Signature of Student: _____ Date _____

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TNPTI Code of Honor:

Code Defined: It is presumed that any student who enrolls at TN Professional Training Institute is willing to conform to a pattern of mutual trust and honor and shall deal honorably with all members of the TNPTI community. It must be understood that it is the responsibility of each student, faculty and staff member to preserve, nurture and strengthen this spirit of honor.

TNPTI students shall at all times refrain from and discourage all attempts at lying, cheating, stealing, plagiarism and vandalism. When a violation of the Honor Code is detected, the student(s) involved will be brought to the attention of the instructor and the Institutional Director or the Executive Director, who will come to a mutual agreement upon the disciplinary action appropriate for the action against the TNPTI code of honor.

Violations Defined:

"Lying" is defined as any attempt to deceive, falsify, or misrepresent the truth in any matter involving program business. Program business includes but is not limited to, financial aid information, excuses for absences, statements to professors in order to reschedule tests or assignments and responses to the queries of TNPTI staff.

"Cheating" is defined as the employment of or rendering of any illicit aid in any assigned work.

"Stealing" is defined as the appropriation of money or property belonging to another person, organization, or the school or the borrowing of property without the knowledge of the owner.

"Plagiarism" is defined as presenting as one's own work the words or ideas of an author or fellow student. Students should document quotes through quotation marks and footnotes or other accepted citation methods. Ignorance of these rules concerning plagiarism is not an excuse. When in doubt, students should seek clarification from the instructor who made the assignment.

"Vandalism" is defined as intentional, malicious damage to university property or property belonging to others.

Penalties: The directors may, for any first offense violation of the TNPTI Code of Honor, impose immediate dismissal of the student for the remainder of the program (depending on the severity of the violation). Dismissed students will not receive a refund for tuition monies paid.

Signature of Student _____ Date _____

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Graduation Placement Data 2019 - 2020 Reporting Year:

For the TN Professional Training Institute's Online Medical Billing and Coding Program, I have been informed that for the students who graduated, the job placement rate is 95%, or in the past 12 months 39 were placed in their field of study out of 41 students who graduated from this program.

Signature of Student _____ Date _____

*Please sign that you read this statement.

Receipt of Enrollment Contract:

I, _____ (student name), verify that I have reviewed this enrollment contract with a TNPTI staff member, that I understand it in entirety, and I understand that I have received an exact signed copy of this entire enrollment contract.

Signature of Student: _____ Date _____

Signature of Director/Representative: _____ Date: _____

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Photograph & Video Release Form:

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or videotape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse commercial settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- Commercial presentations
- Online music video platforms (YouTube, Vimeo, etc.)
- Television or broadcast media distribution

By signing this release, I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public business settings.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for entertainment purposes.

Full Name _____

Signature of Student _____ Date _____

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Effective February 16, 2019, TNPTI tuition (\$4,999.00) payment options are as follows:

\$4,999.00 3 & 10 Week Payment Plan Options:

Three Months:

Tuition Fee:	\$ 4,999.00
Down Payment:	\$ 1,000.00
Balance:	\$ 3,999.00
Zero Interest:	\$ -
Amount Financed:	\$ 3,999.00
Monthly Payment:	\$ 1,333.00

Six Months:

Tuition Fee:	\$ 4,999.00
Down Payment:	\$ 1,000.00
Balance:	\$ 3,999.00
5% Interest:	\$ 199.95
Amount Financed:	\$ 4,198.95
Monthly Payment:	\$ 699.33

Nine Months:

Tuition Fee:	\$ 4,999.00
Down Payment:	\$ 1,000.00
Balance:	\$ 3,999.00
10% Interest:	\$ 399.90
Amount Financed:	\$ 4,398.90
Monthly Payment:	\$ 488.77

- Payments will be set up for each month. A late payment fee of \$25 will be assessed after a payment is five (5) days past due. Returned checks will be subject to the cost of the returned/NSF check fee (\$37.00).
- Payment plans for the remaining balance must be set up and approved prior to the first day of class. If arrangements have not been made, you will be deferred to the next class.
- Payment plans are set up as recurring payments using a debit or credit card. We accept Visa, Mastercard, Discover and American Express. A "Truth In Lending Statement" and a "Recurring Payment Authorization Form" must be completed for any of these payment plan options.

Option 4: Climb Credit Financing - Climb Credit focuses on financing career-building programs to help students get a high return-on-investment from their education. To apply visit their website at [Climb Credit](#)

Option 5: Mia Share - \$500 down payment and payments only begin ONCE you get a job. Apply at: [TN Professional Training Institute ISA Program \(mia-share.com\)](http://www.tnpti.com/mia-share)

Option 6: PayPal or PayPal Credit (see [www.TNPTI.com](http://www.tnpti.com))

Option 7: Financial Assistance through the American Job Center in your county. You must apply in person for tuition assistance. This is a need-based program and once you apply, someone from the AJC will contact you to see if you qualify.

Option 8: Financial Assistance through SkillUp Tennessee. You may apply online at: <http://skillup.tennessee.edu/> and click on participants. This is a need-based program for SNAP participants.

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RDA Payment Plan Options:

Option One: 3 Month Payment Plan

Tuition Fee: \$ 4,999.00

Down Payment: \$ 1,000.00

Balance: \$ 3,999.00

0% Interest: \$ 0

Amount Financed: \$ 3,999.00

Monthly Payment: \$ 1,333.00

*The down payment must be made by the 1st day of class and the payment plan must be set up before a student can begin class. Payors may pay online at www.TNPTI.com by clicking on "Contact Us" and then "Pay Online" to make a payment at any time.

Option Two: 6 Month Payment Plan

Tuition Fee: \$ 4,999.00

Down Payment: \$ 1,000.00

Balance: \$ 3,999.00

5% Interest: \$ 199.95

Amount Financed: \$ 4,198.95

Monthly Payment: \$ 699.33

*The down payment must be made by the first day of class and the payment plan must be set up before a student can begin class.

Option Three: 9 Month Payment Plan

Tuition Fee: \$ 4,999.00

Down Payment: \$ 1000.00

Balance: \$ 3,999.00

10% Interest: \$ 399.90

Amount Financed: \$4,393.90

Monthly Payment: \$ 488.77

*The down payment must be made by the first day of class and the payment plan must be set up before a student can begin class.

Payment plans are set up as recurring payments using a debit or credit card. We accept Visa, Mastercard, Discover and American Express. A "Truth in Lending Statement" and a "Recurring Payment Authorization Form" must be completed for any of these payment plan options. Payments will be set up for each week. A late payment fee of \$25 will be assessed after a payment is five (5) days past due.

Please choose your payment plan and sign/date this form. Thank You!

Option 1: _____ Option 2: _____ Option 3: _____ Option 4: _____

Option 5: _____ Option 6: _____ Option 7: _____ Option 8: _____

Signature of Director/Representative: _____ Date: _____

Signature of Student: _____ Date: _____

TN Professional Training Institute Enrollment Agreement Registered Dental Assistant Course

Refund & Cancellation Policy:

Students enrolling in the TN Professional Training Institute's registered Dental Assisting course **are eligible for a full refund** if the student withdraws from the TN Professional Training Institute on or before the first day of classes or fails to begin classes. The refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in the TN Professional Training Institute's Program withdraws, drops out, is expelled or otherwise fails to attend classes after the first day and until 25% of the course is in session, the student shall be refunded twenty-five percent (25%) of all amounts paid or to be paid by or on behalf of the student for the period, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in the TN Professional Training Institute's Program withdraws, drops out, is expelled, or otherwise fails to attend classes after 25% of the course is in session, the student is responsible one hundred (100%) of the tuition, fees and other charges assessed the TN Professional Training Institute **and will not be issued a refund.**

The refund request must be made in writing via email to info@tnpti.com within 10 days of the first day of missed class.

I have read the above policy, and understand the information contained within.

Full Name (Print) _____

Signature of Student _____ Date _____