



NEW DENTAL ASSISTANT

10 WEEKS CERTIFICATION one or two-day-a-week or weekend sessions – A comprehensive 10 session course with 30 hours of internship / externship, designed to provide students with technical and practical applications in dental assisting. Our program is limited to 12 students; therefore, it provides personal attention and aids in developing confidence to build your new career. You will expand your employment potential as you receive quality instruction by passionate dental professionals. The information will be sent via online, lectures review and hands-on lab hours along with on the job internship or externship training working alongside the dentist during or after the program. In addition, the course includes training in dental coding and billing, Eaglesoft (dental software) and resume building. Upon completion, you will receive your Expanded Functions Dental Assistant Certificate including Radiology and CPR training certificates.

REQUIREMENTS

1. **Education** – Must have a high school diploma or GED.
2. **Register / Payment** – Payment options available, as indicated below
3. **For Registration** – Please call 407-542-4935 to confirm your enrollment.

TUITION COST AND FEE SCHEDULE

All students enrolled for a complete program must pay entire tuition for the program prior to entrance unless other arrangements have been made. Tuition includes books and supplies. All registration and application fees are non-refundable.

Program	Tuition	Registration Fee*	Application Fee*	Books / Supplies*	Total
Entry-Level Dental Assisting	\$2,999.00	\$75.00	\$75.00	\$400.00	\$3,549.00

*Do not apply in the discount or payment option

Full payment - (10% OFF) – When payed in full \$2,699.00



STUDENT FINANCIAL ASSISTANCE

- Kandor Dental Assistant School will offer two different interest-free payment plans for students who are not capable of paying the full tuition up front. These terms are available to all students who need assistance.
- The plans will consist of:
 - **First Option - Partial Payment – (5% OFF)** – First payment of \$1,424.50 upon registering and the remaining balance of \$1,424.50 will be due one week later (day before start date) and can be paid in person or electronically.
 - **Second Option - Payment Arrangement** – A deposit of \$800.00 due upon signing and followed by three more payments of \$733.00 to be paid bi-weekly for remaining balance of \$2,549.00 as follows:
 - 1st Payment Due Week 4 \$733.00 (day before)
 - 2nd Payment Due Week 8 \$733.00 (day before)
 - 3rd Payment Due Week 10 \$733.00 (day before)

Default payments that are not received within 10 days of due date shall incur a five percent (5%) penalty of the amount in addition to the \$50.00 late fee.

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund policy:

1. Cancellations can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a prorated refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.



7. Refunds will be within 30 days of termination of the student's enrollment or receipt of a cancellation notice from the student.

WITHDRAWAL PROCEDURE

1. A student choosing to withdraw after the commencement of classes must provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student
2. For a student who is on authorized leave of absence, the withdrawal date is the date the student was scheduled to return from leave and failed to do so.
3. A student will be determined to be withdrawn from the institution if the student has not attended any class four consecutive classes.
4. All refunds will be issued within 30 days of the determination of the withdrawal date.
(Less the \$150.00 registration/administration fee).

BOOKS AND SUPPLIES

There are no refunds for any equipment, book and supplies received by the student. Fees for books and supplies are **subject to cost change**.

REFUNDS IN SPECIAL AND UNANTICIPATED CASES

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school shall make a prorated tuition settlement which is reasonable and fair to both parties.

CANCELLATION OF PROGRAM OR SCHOOL CLOSURE

If a course or program is discontinued or canceled or the school closes prior to completion of contracted services, a refund of all tuition and fees shall be made by the school to the students.

HOLDER IN DUE COURSE STATEMENT

Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or service obtained pursuant hereto or with the proceeds, hereto of recovery here under by the debtor shall not exceed amounts paid by the debto.

ENROLL NOW



FOR EXISTING DENTAL ASSISTANTS CONTINUING EDUCATION

EFDA CERTIFICATION COURSE

TOTAL COST OF COURSE \$335

1 DAY CERTIFICATIONS – These one-day courses are designed for a dental assistant with minimum of three months experience who has been formally trained by a licensed dentist. Students in the EFDA and Radiology class must be able to perform all of the expanded functions or radiology procedures in a clinical setting to earn a certificate. Fill out the employment verification form and bring the completed form with you on your selected course date.

This one-day course is for a dental assistant with minimum of three months experience who has been formally trained by a licensed dentist. Students in the EFDA class must be able to perform all of the expanded functions in a clinical setting and pass a written exam with a grade of 75% or better and a certificate will be issued.

RADIOLOGY CERTIFICATION

TOTAL COST OF COURSE \$275

This one-day course is for the dental assistant with minimum three months experience who has been formally trained in a dental office, assisting in the positioning and exposing of x-rays. After finishing the required skills in a clinical setting and passing the written exam with a grade of 75% or better, a certificate will be issued.

The course has two parts. **Part 1** the Theory portion of the course to be read **BEFORE** the class date and **Part 2** the Clinical Hands On portion of the course to be completed in person at our facility.

A Florida Dental X-Ray Certification will be given upon demonstration of competency in both Parts –**Part 1** a grade of 75% or better on the online written test and **Part 2** the Clinical Hands On portion that the students demonstrate their proficiency in the positioning and exposing of dental x-rays. **A minimum of three months of experience as a chairside dental assistant is required to attend this course.**

Upon Completion of the course you will be radiology certified. This is a requirement for the State of Florida. We will provide students with necessary paperwork to apply for a Radiology License with the State of Florida after course. This requires a copy of the Radiology Certification sent with the completed paperwork along with a minimal fee to the state of Florida, per Florida's requirements.

REQUIREMENTS

1. **Verify Employment** – Fill out the employment verification form and bring the completed form with you on your selected course date.
2. **Register/Payment** – Once you have chosen your courses and dates and prepared your employment verification form for your first day of class, you are ready to register for the course.



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3. **After Registration** – After registering for the class, please feel free to call us at 407-542-4935 so we can confirm your enrollment.