

## Cancellation and Refund Policy – 12 Week Program

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### Refund Requests

To be eligible for a refund, students must notify the business office **in writing** (email or U.S. Postal Service). Verbal requests or phone calls will **not be accepted**. Refunds are issued based on the criteria outlined in this policy and are **subject to a non-refundable 3.5% transaction fee** applied at the time of registration via credit/debit card, as well as a **\$150 non-refundable registration fee** will be applied to all cancellations made after registration.

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### Course Cancellation or Transfer Requests

All requests to cancel or transfer the course must:

- Be submitted **in writing** via **email or USPS mail**.
- Be confirmed by the office. It is the student's responsibility to ensure the office has received the request.
- A **\$150 non-refundable registration fee** will be applied to all cancellations made after registration.

The effective date of cancellation or transfer is based on the **timestamp** of the email or the **receipt date** of the USPS mail by the office.

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### Transferring to Another Course Date

1. **Transfers requested more than 7 days prior** to the originally selected date:
    - **No transfer fee will apply**
    - This **courtesy transfer is allowed only once** without a fee.
  2. **Transfers requested with less than 7 days** of the originally selected date:
    - Subject to a **\$100 transfer fee**
    - Students will **not** be placed into a new class date until the transfer fee is paid.
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### Refund Policy

**Full Refund:** Students are eligible for a full refund (*minus 3.5% transaction fee & \$150 registration fee*) under the following conditions:

- If the school does **not accept** the applicant.
- If the student cancels within three (3) business days of making the initial payment online (*deposit or payment in full*).

**Partial Refund:** (minus 3.5% transaction fee & \$150 registration fee), is available under these conditions:

1. **Cancellation after registration** will result in a refund of all monies paid, except the non-refundable registration fee (\$150) and any credit card fees paid (3.5%). **No Monies will be refunded for supplies purchased from the school**, including Textbook, Typodont, Binder, Booklet, or Face Shield. Supplies are **not returnable**.
2. **Withdrawal/Termination from the program after attendance has commenced but before 40% of its duration** will result in a prorated refund of tuition fees. The refund calculation is determined by the total amount paid by the student and the date of receipt of the written withdrawal notice, divided by the number of classes up to the withdrawal date. **No refunds will be issued for supplies purchased from the school**, such as textbooks, typodonts, binders, booklets, or face shields, as these items are **non-returnable**

**No Refund:** No refund will be issued if:

- The student is terminated/withdraws from the course **with more than 40% of the program completed**.

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### **Grounds for Termination**

Students agree to comply with the rules and policies and understand that Academy for Dental Assistants shall have the right to terminate this contract and enrollment at any time for violation of rules and policies as outlined in the catalog. Students understand they may be withdrawn for a violation of the school's Satisfactory Academic Progress, Attendance, Code of Conduct, and Payment Policies.

Students understand that Academy for Dental Assistants reserves the right to modify the rules and regulations and that students will be advised of any and all modifications.

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### **Re-Enrollment**

Students understand that should they withdraw or be withdrawn from the school, and desire to return, they will be required to sign a new enrollment agreement and start from the beginning of the program, pay the program tuition and fees, the same as a new student. No Credit will be given towards previous classes attended or monies paid towards tuition.

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