Greater Hartford Orthodontic Assistant Training Academy
55 Town Line Rd.
Wethersfield, CT 06109
(860) 529-9555 (860) 563-4330 Fax

ENROLLMENT AGREEMENT:

Session Start Date: **Session Time:**
Session Completion Date: **Session Day:**

In order to meet the students needs, the time and day will be determined prior to the commencement of each session. Sessions will meet 1 evening per week for 2 1/2 hours.

Orthodontic Assisting Certificate Program (8 Week Session)
Total clock hours: 20 (To be divided between classroom lecture and clinic)

Tuition: $ 2,200.00 **(Includes all materials except practice typodonts and instruments)**
(We accept cash, checks & credit cards)
Typodont Deposit: $ 50.00 **(in addition to tuition)**

* Typodont Deposit will be refunded when instruments and typodont are returned at the end of the course. Typodonts and instruments are property of GHOATA, if they are not returned the $50.00 deposit will not be refunded.

Payment Schedule

Application Fee: $ 100.00 (Non-Refundable – due when application is signed.)
The Application Fee will be applied to the tuition
Initial Payment: $ 455.00 (Due At First Class) + $50.00 Typodont Deposit
Weekly Payment: $ 235.00 x 7 Weeks – beginning with week 2

In the event a tuition payment made by check is returned for insufficient funds, a $10.00 fee will be charged to your account and all future payments must be in the form of cash or money order.

Refund / withdrawl Policy
If you cancel before you complete the program, we will retain the payments as stated below:

- A full refund will be made of all deposits or payments *except the application fee* if cancellation is made at least three days before the start of the first class.
- Thereafter, until no later than the end of the second week, we will refund all amounts paid except the application fee and the initial payment.
- No refunds will be given after the commencement of the third week of class.
- Those wishing to cancel for illness or personal reasons and resume their course of study in the next session may do so without penalty. In that event the School will not refund any amount received, but will apply it to the next session.

Notice of withdrawal or cancellation should be made in writing and will be effective on the date of receipt by the school. The last verifiable date of attendance will be used to compute a refund amount.
ALL REFUNDS SHALL BE MADE WITHIN THIRTY DAYS OF NOTIFICATION.