

Rocky Mountain Dental Assisting Institute

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possess a diploma or equivalency diploma, they may complete an ability to benefit test approved by the Colorado Department of Higher Education. The school does not administer the test, but will provide information on availability when requested.

Enrollment

Prospective students may enroll anytime, provided there is space in the program. Late enrollments will be accepted only one week into the course, depending on length of the course.

Postponement of Start Date

22 Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

9 **Rocky Mountain Dental Assisting Institute** offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

10 Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

11 Students must maintain an 85% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System

11	96 – 100 = A	Excellent
	86 – 95 = B	Above Average
	76 – 85 = C	Average
	66 – 75 = D	Below Average
	Under 66 = U	Unsatisfactory

12 Students will be issued grades at course end.

Conduct Policy

13 All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

11 Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

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13 The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

14 The school is located at 13605 Xavier Lane Suite C, Broomfield CO 80023. Our classrooms are furnished with modern equipment. Computer programs, charts, diagrams and videos to enhance classroom activities are available. The Resource Center, developmental study and career assistance are available to students.

Educational Services

15 **Program: Dental Assisting** **Courses: Week 1- The Dental Assisting Profession and Sciences in Dentistry, Week 2- Oral Health and Prevention of Disease, Week 3- Infection Control and OSHA, Week 4- Dental Radiology, Week 5- Dental Materials, Week 6- Amalgam, Composite, Tub and Tray Systems, Week 7- Crowns, Bridges, Implants, Inlays/Onlays, Impression Materials, Taking Impressions, Provisional Fabrication, Week 8- Dental Specialties, Week 9- Four-Handed Dentistry, Week 10- CPR Certification and Basic Life Support, Week 11- Dental Administration and Communication Tools**

Occupational Objective: To secure an entry-level position as a dental assistant.

Tuition: \$2600

Length of Program- 12 weeks

Number of lessons or units of instruction - 12

Type of instruction: Classroom and Laboratory

Previous Credits

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Credits from another institution will be evaluated on a case-by-case basis. **Rocky Mountain Dental Assisting Institute** does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

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If a student shall have a grievance with the school which they feel has not been resolved by the instructors, they address their concerns in writing to Dr. Workman, president, and mail to 13605 Xavier Lane, Suite C, Broomfield, CO 80023. The school will make every attempt to address concerns and to reach a satisfactory resolution with the student.

Student Complaints

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Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at highered.colorado.gov/dpos or by requesting a complaint form at (303) 866-2723. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

Refund Policy

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Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is [based on the percentage of contact hours attended](#) as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student’s intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.