

AUBURN

Dental Assisting Program

Refunds, Cancellations & Graduation Requirements

A graduation certificate, letter of recommendation, and pin will only be awarded to those students attaining a 70% or above grade average. Those students whose grade average is below 70% will not receive a certificate and letter of recommendation, but will be allowed to retake the entire course (if desired) at a reduced fee of \$1500.

A full refund will be made of all deposits or payments if cancellation is made at least 1 month prior to the start date of the first class; however, any charges incurred by Auburn Dental Assisting Program will be subtracted from the refund. This includes, but is not limited to, processing fees for CareCredit, credit cards, books, materials, supplies, etc. The funds will be refunded in the manner in which they were paid.*

If cancellation is made less than 1 month prior to the start date, but prior to the first class, the student will be charged a \$250 cancellation fee. Also, any charges incurred by Auburn Dental Assisting Program will be subtracted from the refund. This includes, but is not limited to, processing fees for CareCredit, credit cards, books, materials, supplies, etc. The funds will be refunded in the manner in which they were paid.*

If cancellation is made after the first class, but prior to the second class, the student will be charged \$375.00 for the first session. For cancellations during Classes 2 through 5, \$230.00 per class will be charged plus \$375.00 for the first class. No refunds will be given after the fifth class of the course. In addition to the charge for each class session, the student will be responsible for any charges incurred by Auburn Dental Assisting Program. This includes, but is not limited to, processing fees for CareCredit, credit cards, books, materials, supplies, etc. The funds will be refunded in the manner in which they were paid.*

Those wishing to cancel for illness or personal reasons may resume their course of study in the next class series with no penalty and may repeat the already completed sessions, if desired, at no additional charge, pending the receipt of a valid doctor's excuse.

***Cash refunds will be given by check. All refunds may take up to a month to process. An Auburn Dental Assisting Program Refund Form must be filled out and submitted in person. Refund Form must be requested via phone during regular office hours Monday-Thursday 7:30 am – 4:30 pm.**