



Fine Arts Academy of Dental Technology, LLC
 1355 N. University Ave Suite 340, Provo, Utah 84604-1103
 (801) 377-5229 1-800-995-3463 fax (801) 377-0414

Enrollment Agreement

Please print legibly. Return this form in its entirety upon completion.

Students Last Name	First Name	MI	Social Security Number
Permanent Street Address	City	State	Zip code
Home Telephone Number	Work Telephone Number	Mobile Telephone Number	
Email Address			

The Dental Lab Technician program offered by Fine Arts Academy is to train and prepare students to become gainfully employed as a dental lab technician. Please indicate below the course in which you desire to enroll.

- Day Course (768 clock hours required for completion)
- Evening Course (768 clock hours required for completion, included are 20 hours of out of lab research assignments.)

The program's intended course layout is as follows: Day Course – Monday thru Thursday 8:00 am to 3:00 pm for 9 months/36 weeks. This course is divided into three 3 month periods or sections. (768 clocked hours). Included in this schedule is a daily one hour clocked-out time for lunch and two clocked-in 20 minute breaks. Evening Course – Monday thru Thursday 5:30 pm to 9:00 pm including the first two Saturdays of each month, 9:00 am to 4:00 pm (includes a daily clocked-out lunch hour and two 10 minute clocked-in breaks for Saturdays) extending for 12 months/48 weeks. This course is divided into four 3 month periods or sections. (768 clocked hours, included are 20 hours of out of lab research assignments provided by instructors.) 4 weeks of vacation and holiday are included in both courses. 4 weeks of vacation and holiday are optional.

Please indicate on next page when you would like to start desired course.

- cashiers check (enclosed)
- cash or money order (submitted in person to administration with enrollment agreement)
- automatic withdraw from bank account (set up by administration).

Please indicate the amount of payment from the above selected payment method.

- \$4,600 up front (Day Course, 3 month training period). \$3,450 up front (Evening Course, 3 month training period).
 - \$1,533 per month for 3 months (Day Course). \$1,150 per month for 3 months (Evening Course).
- Personal loan through a financing institution.

Name of institution

Phone number

If you are using a combination of paying yourself and receiving a loan, please indicate the total amount being paid by credit card, cash, or cashiers check _____ and total amount of loan being paid from a financing institution _____.

Prepayment of tuition must be limited to 3 months (one training period) of unearned training. (Rule 152-34-8(f) of the Utah Administrative Code.).

Cancellation and Refund Policy

Fine Arts Academy of Dental Technology LLC offers enrollment cancellation and tuition refunds. Cancellation of program and refunds require a three-business-day cooling-off period from the day an enrollment agreement is signed or an initial deposit of payment toward tuition and fees is made, until midnight of the third business day. Evidence of personal appearance at the institution or a written statement of withdrawal shall be deemed as meeting the terms of the cooling-off period. (Rule 152-34-8(a,b) of the Utah Administrative Code.) A full refund of all tuition including the \$1,200 start-up cost will be refunded if enrollment is cancelled within the three business days.

In the event a student decides to withdrawal from the program after the three-business-day cooling-off period, all tuition paid for unearned training will be refunded except for \$1,200 start-up cost. Training that has been completed by the student, who later withdrawals from the program will not be refunded any tuition for the training received. Refunds will be given on a pro-rated scale. The prorating will be calculated for each week of training completed. If a student has completed 60% or more of a training period, there is no refund. Students should submit their request in writing prior to withdrawal. In the event a student is dismissed from the course the same refund policy applies.

Admission and Enrollment Requirements

We will grant admission to Fine Arts Academy of Dental Technology LLC regardless of race, creed, color, sex, age, national origin, handicap, political or religious affiliations or beliefs.

To enroll in the Fine Arts Academy of Dental Technology Program, students must complete and submit the Student Information Sheet and Enrollment Agreement. The prospective student will receive a “Letter of Acceptance” or verbal acceptance from the

admissions committee and must make arrangements for payment and include the required down payment/start-up cost. Payment arrangement must be approved by administration and students may be required to provide proof of payment (i.e. loan approval documents from financing institution) in order to start on desired start date.

After a student has enrolled and has completed the first training period, the student must register with the admissions office in order to start another period. You can pick up a Registration Form from the admissions office. Signing this document will register the student for the first training period. For all other training periods, the student must register by completing a signed Registration Form and payment for the training period must be arranged prior to the start date of the next training period.

By law, potential students must possess a high school diploma or General Education Development (GED), and must be beyond the age of compulsory high school attendance. (Rule 152-34-4(3) of the Utah Administrative Code.)

Any previous education, or training completed from any institution will not grant, discount or reduce hours or tuition.

Attendance and Graduation Requirements

Standards of progress are required of students for graduation. Students are required to participate in all hands-on activities. They will receive a pass or fail grade for work they produce, terminology/vocabulary test, and overall aptitude of course materials during the program.

In order to pass the Day Course and graduate, a student must complete all of the following areas in each period:

- End of First Period (0-3 months): an instructor will work with a student in each of the following areas: terminology worksheet completed and passed; a model with accurate bite and articulation; a trimmed die with accurate, clear margins; full contoured posterior and anterior wax-up with correct anatomical features and occlusion.
- End of Second Period (3-6 months) an instructor will work with a student in each of the following areas: a wax coping and bridge framework with correct design, thickness, and margins; a correctly sprued coping; a correctly invested ring; a correctly metal casting using both digital casting and torch casting machines; a correctly finished metal coping and bridge framework with accurate thickness and surfacing; a correctly opaqued metal coping with accurate thickness and color; a polished full contoured metal crown with appropriate contacts, occlusion, and polish.
- End of Third Period (6-9 months) an instructor will work with a student in each of the following areas: a posterior and anterior porcelain build-up (before firing) with appropriate layering and anatomical features; a posterior and anterior porcelain fired crown with appropriate layering, contacts, occlusion, color, and anatomical features; a porcelain fired bridge with appropriate layering, contacts, occlusion, pontic, color, and anatomical features; a glazed crown with correct color, staining, surface, and polish; a pressed all-ceramic crown with correct contacts, occlusion, anatomical features, stain, glaze, and polish.

In order to pass the Evening Course and graduate, a student must complete all of the following areas in each period:

- End of First Period (0-3): an instructor will work with a student in each of the following areas: terminology worksheet completed; a model with accurate bite and articulation; a trimmed die with accurate, clear margins; full contoured posterior wax-up with correct anatomical features and occlusion.
- End of Second Period (3-6 months) an instructor will work with a student in each of the following areas: a full contoured anterior wax-up with correct anatomical features and occlusion; a wax coping and bridge framework with correct design, thickness, and margins; a correctly sprued coping; a correctly invested ring; a correct metal casting using both digital casting and torch casting machines; a correctly finished metal coping and bridge framework with accurate thickness and surfacing; a polished full contoured metal crown with appropriate contacts, occlusion, and polish.
- End of Third Period (6-9 months) an instructor will work with a student in each of the following areas: a correctly opaqued metal coping with accurate thickness and color; a posterior porcelain build-up (before firing) with appropriate layering and anatomical features; a posterior porcelain fired crown with appropriate layering, contacts, occlusion, color, and anatomical features; a porcelain fired bridge with appropriate layering, contacts, occlusion, pontic, color, and anatomical features; a glazed crown with correct color, staining, surface, and polish.
- End of Fourth Period (9-12 months) an instructor will work with a student in each of the following areas; an anterior porcelain build-up (before firing) with appropriate layering and anatomical features; an anterior porcelain fired crown with appropriate layering, contacts, occlusion, color, and anatomical features; a pressed all-ceramic crown with correct contacts, occlusion, anatomical features, staining, glaze, and polish; complete 20 hours of worksheet assignments for out of lab research.

If a specific area(s) is not completed, passed off, and signed by an instructor, the student will fail that training period and in order to pass the course and receive a certificate of completion and letter of reference, the student will have to make up uncompleted, failed area(s) at his or her monetary expense, using the course's price break-down of day(s)/week(s)/month(s).

Students are expected to attend all required course hours in order to graduate unless they have a valid reason for being absent. Students may be required at any time to account for undue irregularity in attendance, either by personal explanation to their faculty instructor or by written statement from a parent or another authority. Any student who has been excessively absent from the course may be required to withdraw from the course without graduation certificate. Students who expect to be absent from class for more than five days should notify their instructor promptly.

Policy Governing Student Behavior

Student's behavior shall not be disruptive or harmful to other students or faculty. Fine Arts Academy reserves the right to suspend or dismiss any student for failure to maintain a satisfactory progress report, acceptable personal behavior, or satisfactory standards of OSHA health requirements. (see Student Training Agreement). If a student's behavior is deemed inappropriate or unacceptable, the managing member(s) of Fine Arts Academy may take the following action; A written notice will be provided upon first violation and student will be placed on a probation period (length of time will be determined in notice). During probation period, another violation of the same or

