



TN Professional Training Institute Enrollment Agreement Registered Dental Assistant Course

1630 S. Church St., Suite 302 Murfreesboro, TN 37130
615-631-8440 - www.TNPTI.com – admissions@tnpti.com

Registration Date: _____
Student's First Name: _____ Middle Initial: _____ Last Name: _____
Social Security Number: _____ DL #: _____ DL State: _____
Date of Birth: _____ Race: _____ Male / Female
Name of High School: _____ City: _____ State: _____
High School Graduation Date: _____
Student Address: _____
City, State, Zip: _____
Telephone Number: (____) _____
Email Address: _____

Pre-enrollment Checklist: *Please initial each section when completed.*

- _____ Complete the in person or virtual tour of TN Professional Training Institute
- _____ Received an institutional catalog and if provided electronically, understands that the student may request a hard copy of the catalog at anytime.
- _____ Was given the time and opportunity to review the institutional policies in the catalog.
- _____ Knows the length of the program for full- time and part-time students in academic terms and actual calendar time
- _____ Has been informed of the total tuition and other fees of the program
- _____ Has been informed of the estimated cost of books and any required purchases
- _____ Has been given a copy of the institutional refund policy
- _____ Has executed a Transferability of Credits Disclosure Statement in compliance with Tenn. Code Ann. 49-7-14 and understands the specific limitations should the institution have articulation agreements.
- _____ Understands that any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization (DPSA) after exhausting the grievance process at the institution. DPSA's address is 404 James Robertson Pkwy., Parkway Towers Suite 1900, Nashville, TN 37243 and the telephone number is (615) 741-5293.
- _____ Has been informed that there is no cash discount policy.
- _____ Has received the most recent withdrawal, completion, and placement data as calculated by the TN Higher Education Commission.

Signature of Director/Representative: _____ Date: _____

Signature of Student: _____ Date: _____



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Student Information:

Student's First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: (____) _____

Email Address: _____

Employer Information:

Employer's Name: _____

Employer's Address: _____

City, State, Zip: _____

Telephone Number: (____) _____

Emergency Contact:

(1) First Name: _____ Last Name: _____

Phone Number: _____ Relationship: _____

(2) First Name: _____ Last Name: _____

Phone Number: _____ Relationship: _____

Physicians Name: _____ Phone Number: _____

- I have voluntarily provided the above contact information and authorize TN Professional Training Institute and its representatives to contact any of the above on my behalf in the event of an emergency.
- I give consent and authorize TN Professional Training Institute and its representatives to call emergency services on my behalf in the event it should be needed. If services are required school is not responsible for medical costs.

Signature of Director/Representative: _____ Date: _____

Signature of Student: _____ Date: _____

TN Professional Training Institute Enrollment Agreement Registered Dental Assistant Course

Program Title: Registered Dental Assisting Certification Course

Circle Status:

Full Time (3 Week)

Mid-Day (7 week)

Part Time (10 Week) PM or SAT

Class Start Date : _____ End Date: _____ Projected Date of Completion: _____

Program Length: 120 HOURS

_____(Initial) I understand that I am enrolling in 3 week class beginning _____ and ending _____.

The projected graduation date is: _____(last date of class).

_____(Initial) I understand that I am enrolling in 7 week class beginning _____ and ending _____.

The projected graduation date is: _____(last date of class).

_____(Initial) I understand that I am enrolling in 10 week class beginning _____ and ending _____.

The projected graduation date is: _____(last date of class).

_____(Initial) I understand that the total cost of the program is \$4999 which includes all equipment, materials, and fees with the exception of scrubs and the Modern Dental Assisting Textbook, 10th Edition.

_____(Initial) I understand that I am responsible for providing my own scrubs (approximate cost \$80) and textbook, Modern Dental Assisting textbook, 13th edition by Doni L. Bird & Debbie S. Robinson (approximate cost on amazon.com)

_____(Initial) I understand that additional lab time is available to me, in addition to my class time hours when discussed and arranged with my instructor, in advance.

_____(Initial) I understand by initializing I have the right to receive a signed copy of this agreement and the institution is obligated to provide an exact signed copy of this agreement.

The TN Professional Training Institute is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

TN Professional Training Institute Enrollment Agreement

Registered Dental Assistant Course

Admissions Requirements:

Students wishing to enroll in the TN Professional Training Institute’s 120 Hour Registered Dental Assisting Program must meet these admissions criteria:

- Must be 18 years of age or older, as required by the Tennessee State Board
- In good standing with no felony convictions
 - Misdemeanors are not immediate disqualifiers. The TN Board of Dentistry considers misdemeanors upon a case-by-case basis and TNPTI cannot guarantee board approval in the matter of State Licensure for RDA and Dental Radiography.
- Willing and able to work with patients while giving the best patient care possible.
- Must be a high school, G.E.D or HiSET graduate and submit OFFICIAL transcripts indicating date of graduation or completion before beginning class. These may be emailed to: admissions@TNPTI.com or mailed to: TNPTI at 1630 S. Church St., Suite 302 Murfreesboro, TN 37130

Attendance Requirements:

TN Professional Training Institute’s Registered Dental Assisting program is an intensive, accelerated, 120-hour program. Although we strongly encourage students to attend all 120 hours, students are allowed one (1) absence as long as they contact their instructor at least one (1) day prior to the missed class. Students who miss more than one (1) class time may be moved to the next session at the discretion of the instructor. Students are to schedule a make-up day (convenient to both instructor and student) to review, and practice missed materials.

TNPTI offers its students the opportunity to have optional and flexible additional lab practice time, in addition to your class time hours. The additional times may be held during the Monday to Friday classes or on Saturdays and must be discussed and arranged, in advance, with the instructor.

Progress (Grades):

The instructor will keep a weekly log of the student's grades and will communicate with students their updated grades weekly. However, students are ultimately in charge of keeping track of their own progress in the class and TNPTI is not responsible for students who forget to check their email, messages, etc.

Signature of Student: _____ Date: _____

TN Professional Training Institute Enrollment Agreement Registered Dental Assistant Course

TNPTI Dress Code:

- All students must wear black scrubs during classroom hours.
- All Students must wear closed toe and closed heel shoes during classroom hours.
- The students must wear their hair up if hair length is longer than shoulder length.
- Acrylic nails are not permitted during classroom hours. Natural nails can be painted in French tip or in a clear color. Colored nail polish other than clear is not permitted.
- Lab coats provided by the school should be worn during clinical/lab hours.
- PPEs should be worn at all times during clinical hours.
- To maintain a professional clinical environment, TNPTI students are asked to cover any visible tattoos/body art. Additionally, jewelry is restricted to only one (1) piercing (per lobe) per ear and one (1) wedding band/ring if applicable.

Signature of Student: _____ Date_____

Code of Conduct: *All TNPTI students must abide by the TNPTI Code of Honor.*

The TN Professional Training Institute is an institution where students can learn in a polite, respectful, and productive environment. We ask that all students hold true to these standards to maintain this level of learning for all.

- Be respectful of the property and of each other. Try to arrive 10 minutes early for classes.
- All TNPTI students will abide by the TNPTI Code of Honor.
- TNPTI provides complimentary beverages and occasionally food for students to enjoy. Students are also allowed to respectfully consume snacks and drinks during classroom sessions only. Please do not abuse these privileges!
- When in a clinical environment, students will refrain from chewing gum, eating, and drinking during this time.
- Students are required to adhere to TNPTI dress code during all classroom and clinical hours.
- If the student has not received payment in full by completion of the last class session. The student's certificate of Completion will be retained by TNPTI until full payment has been received.
- For students paying on a weekly/monthly basis, payments must be made at the beginning of each class session or set up as a monthly recurring charge.

Signature of Student: _____ Date:_____

TN Professional Training Institute Enrollment Agreement

Registered Dental Assistant Course

TNPTI Code of Honor:

Code Defined: It is presumed that any student who enrolls at TN Professional Training Institute is willing to conform to a pattern of mutual trust and honor and shall deal honorably with all members of the TNPTI community. It must be understood that it is the responsibility of each student, faculty, and staff member to preserve, nurture and strengthen this spirit of honor.

TNPTI students shall at all times refrain from and discourage all attempts at lying, cheating, stealing, plagiarism and vandalism. When a violation of the Honor Code is detected, the student(s) involved will be brought to the attention of the instructor and the Institutional Director or the Executive Director, who will come to a mutual agreement upon the disciplinary action appropriate for the action against the TNPTI code of honor.

Violations Defined:

"Lying" is defined as any attempt to deceive, falsify, or misrepresent the truth in any matter involving program business. Program business includes but is not limited to, financial aid information, excuses for absences, statements to professors in order to reschedule tests or assignments and responses to the queries of TNPTI staff.

"Cheating" is defined as the employment of or rendering of any illicit aid in any assigned work.

"Stealing" is defined as the appropriation of money or property belonging to another person, organization, or the school or the borrowing of property without the knowledge of the owner.

"Plagiarism" is defined as presenting as one's own work the words or ideas of an author or fellow student. Students should document quotes through quotation marks and footnotes or other accepted citation methods. Ignorance of these rules concerning plagiarism is not an excuse. When in doubt, students should seek clarification from the instructor who made the assignment.

"Vandalism" is defined as intentional, malicious damage to TNPTI property or property belonging to others.

Penalties: For any violation of the TNPTI Code of Honor, the director may impose immediate consequences, up to and including dismissal of the student for the remainder of the program. Dismissed students will not receive a refund for tuition monies paid. Readmission for a student will be granted at the discretion of the Institutional Director.

Signature of Student: _____ Date: _____

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Graduation Placement Data 2021 - 2022 Reporting Year:

For the TN Professional Training Institute's Registered Dental Assistant Program, I have been informed that for the students who graduated, the job placement rate is 88.1 %, or in the past 12 months 59 were placed in their field of study out of 67 students who graduated from this program. TN Professional Training Institute has a 99.2% overall placement rate for its entire student body.

*Please sign that you read this statement.

Signature of Student: _____ Date: _____

Receipt of Enrollment Contract:

I, _____ (student name), verify that I have reviewed this enrollment contract with a TNPTI staff member, that I understand it in its entirety, and I understand that I have received an exact signed copy of this entire enrollment contract.

Signature of Student: _____ Date: _____

Signature of Director/Representative: _____ Date: _____

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Effective February 8th, 2022, TNPTI tuition (\$4,999.00) payment options are as follows:

Option 1: Pay in Full \$4,999 (cash, credit/debit card, or check)

Option 2: Mia Share - Payment Plan

Pay for your tuition over time with a Payment Plan. You will make fixed payments until your tuition is paid.

Option 3: Climb Credit - Student Loan

You can apply with a \$0 down payment and get roughly a \$220 monthly payment Apply online at: <https://climbcredit.com/apply/tnpti>

Option 4: PayPal or PayPal Credit (see www.TNPTI.com)

Option 5: American Job Center - Financial Assistance

If you are interested in financial assistance, please create a profile at www.jobs4tn.gov and then you may apply in person at the American Job Center in your county. This is a need-based program and once you apply, someone from the AJC will contact you to see if you qualify.

Option 6: SkillUp Tennessee - Financial Assistance

You may apply online at: <http://skillup.tennessee.edu/> and click on participants. This is a need-based program for SNAP participants.

Please choose your payment plan and sign/date this form. Thank You!

Option 1: _____ Option 2: _____ Option 3: _____

Option 4: _____ Option 5: _____ Option 6: _____

Signature of Director/Representative: _____ Date: _____

Signature of Student: _____ Date: _____

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Refund & Cancellation Policy:

Any student enrolling in a course at TN Professional Training Institute **is eligible for a full refund** if the student withdraws from TN Professional Training Institute on or before the first day of classes or fails to begin class on the start date as written in the enrollment agreement. The refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00). If the student has institutional loans, this will include forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in any TN Professional Training Institute course withdraws, drops out, is expelled, or otherwise fails to attend classes after the first day and until 20% of the course is in session, the refund shall be a pro rata portion of amounts paid, less an administrative fee of one hundred dollars (\$100.00). If applicable, the refund shall include forgiveness of institutional loans. For example, if a student's last day of attendance equals ten percent (10%) of the enrollment period of enrollment, for which the student was charged, TN Professional Training Institute is only entitled to retain ten percent (10%) of the amount paid as well as an administrative fee of one hundred dollars (\$100.00). However, in no instance will TN Professional Training Institute be responsible for any refund in excess of the amount paid by or on behalf of the student.

If, after classes have commenced, a student who has enrolled in any course at TN Professional Training Institute withdraws, drops out, is expelled, or otherwise fails to attend classes after 20% of the course, the student is responsible for one hundred percent (100%) of the tuition, fees and other charges assessed by the TN Professional Training Institute **and will not be issued a refund.**

A student who at any time withdraws, is withdrawn by the institution, or otherwise fails to attend class is entitled to a full refund of any fee for tangible goods or services not delivered to or fully provided to the student.

The refund request must be made in writing via email to info@tnpti.com within 10 days of the first day of missed class.

I have read the above policy, and understand the information contained within.

Full Name (Print): _____

Signature of Student: _____ Date: _____

**TN Professional Training Institute Enrollment Agreement
Registered Dental Assistant Course**

Photograph & Video Release Form:

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or videotape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse commercial settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- Commercial presentations
- Online music video platforms (YouTube, Vimeo, etc.)
- Television or broadcast media distribution

By signing this release, I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public business settings.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release all claims against any person or organization utilizing this material for entertainment purposes.

Full Name: _____

Signature of Student: _____ Date: _____