

Payment Policies / Recurring Billing

As a student of Accelerated Academy, LLC:

- a. I agree that if any charges are declined, Accelerated Academy, LLC shall be under no liability whatsoever and that I will be responsible for all costs associated with the declined charges.
- b. I also agree that sufficient funds will be maintained in the aforementioned account to cover the amounts to be drafted or debited. This authorization shall extend to any revised payment amounts, late charges, NSF charges, and charges that may result from revisions or other amounts due to Accelerated Academy, LLC.
- c. I agree and acknowledge that I have chosen and approved the dates of the recurring charges.
- d. I further agree and acknowledge that the drafted or debited dates may not be changed or revised without a 3-business day written (email) notice and a verbal agreement to Accelerated Academy, LLC's financial department.
- e. I agree and acknowledge that all graduation certificates will be held until the balance is paid in full.
- f. I agree and acknowledge that if I have pending past due payments, I will not be permitted to attend class until I have paid a minimum of 20% of the past due balance and rescheduled a new payment plan.
- g. I agree that if I have 3 consecutive declined payments and I am not communicating with Accelerated Academy's financial department, I will be deactivated from my online learning materials (Canvas) until I communicate with Accelerated Academy, LLC and satisfy my past due balance.
- h. I further agree that if I have 4 consecutive declined payments and I am not communicating with Accelerated Academy's financial department, I will be terminated from the course without the opportunity to continue in the current course. Accelerated Academy's refund policy will be applied in this situation.
- i. I agree that once class begins, and I resign from making any further payments over an extended period (90 days or more), Accelerated Academy has the right to send my remaining balance over to a collection agency.
- j. I agree that, Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

Refund Policy

Cancellation within 72 hours of signed enrollment

I understand that if for any reason I am unable to enter the program, all monies paid will be refunded if requested within three business days (excluding Sundays and holidays) after signing an enrollment agreement and making an initial payment. The full refund will be made within 10 business days.

Cancellation after Three-Business Days Cancellation Period, but before Commencement of the Course

Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$100 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 40 days of the notice of cancellation in accordance with Wisconsin Administrative Code SPS 408.05(3).

CANCELLATION OF CLASS DUE TO LOW ENROLLMENT

In the event the course is canceled due to low enrollment, students will have the option to transfer to another location, transfer to a future start date, or withdraw from the course and receive a full refund. Students will be

notified by phone, email and text. Upon a decision, a student confirms the decision by signing a revised enrollment agreement or completing an exit interview

Refunds for Students Who Withdraw After Instruction Begins

The official date of termination or withdrawal of a student shall be determined in the following manner:

- 1) The date on which the student is terminated for a violation of a published school policy which provides for termination.
- 2) The official date of withdrawal of a student shall be determined by the date the student contacts the institution and completes the Exit Interview Form.

All refunds will be issued within 40 days of withdrawal or termination.

Withdrawal/Termination After Commencement of Classes Refund Policy

- After a student has completed week one or 10% of the program, the institution shall refund at least 90% of the tuition, less the registration fee, thereafter,
- After a student has completed week two or 20% of the program, the institution shall refund at least 80% of the tuition, less the registration fee, therefore,
- After a student has completed week three or 30% of the program, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter,
- After a student has completed week four or 40% of the program, the institution shall refund at least 60% of the tuition, less the registration fee, thereafter,
- After a student has completed week five or 50% of the program, the institution shall refund at least 50% of the tuition, less the registration fee, thereafter,
- After a student has completed 60% or more of the program, the institution may retain 100% of the stated course price.

Example of \$3,179 Refund Table

(\$2,774.00 Tuition + \$255.00 Digital Materials + \$100 Registration Fee + \$80 CPR fee = \$3,179.00)

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	90%	\$277.40+\$100+\$255+\$80=\$682.40	Amt Pd minus \$682.40
2	80%	\$554.80+\$100+\$255+\$80=\$959.80	Amt Pd minus \$959.80
3	70%	\$832.20+\$100+\$255+\$80=\$1237.20	Amt Pd minus \$1237.20
4	60%	\$1109.60+\$100+\$355+\$80=\$1514.60	Amt Pd minus \$1514.60
5	50%	\$1387.00+\$100+\$355+\$80=\$1792.00	Amt pd minus \$1792.00
6-10	0%	\$2774.00	\$0

Example of \$3,579 Refund Table

(\$3,174.00 Tuition + \$255.00 Digital Materials + \$100 Registration Fee + \$80 CPR fee = \$3,579.00)

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	90%	\$317.40+\$100+\$255+\$80=\$722.40	Amt Pd minus \$722.40
2	80%	\$634.80+\$100+\$255+\$80=\$1039.80	Amt Pd minus \$1039.80
3	70%	\$952.20+\$100+\$255+\$80=\$1357.20	Amt Pd minus \$1357.20
4	60%	\$1269.60+\$100+\$255+\$80=\$1674.60	Amt Pd minus \$1674.60
5	50%	\$1587.00+\$100+\$255+\$80=\$1992.00	Amt Pd minus \$1992.00
6-10	0%	\$3,179	\$0

General Terms of Agreement:

A. Graduation standards: A student must obtain the following to successfully graduate from Accelerated Academy, LLC:

1. 70% or higher-grade point average
2. 70 % or higher attendance record (cannot miss more than 3 days)

B. Absences standards:

1. Absences: It is highly recommended that the student not be absent for any of the classes due to the concentrated learning structure of the course. Except for family emergencies and serious illness, students should plan on attending all classes. If a student misses more than three classes, the student will be considered failed. All financial obligations must be met regardless of the success or lack of success at Accelerated Academy, LLC. Refer to the refund policy to determine if a refund applies.
2. Missed class and make-up work policy: You are responsible for knowing and understanding all of the course policies. Please take the course policy quiz in Canvas.
3. Lecture: You are responsible for reviewing all lecture and homework material in the Canvas account before the due date.
4. Clinic:

C. Dress code: Students are required to wear black scrubs, black scrub jackets and closed toe shoes. Students are responsible for the purchase of the required uniform.

E. Enrollment in Accelerated Academy, LLC’s Dental Assisting Program does not guarantee employment upon completion of the program.

F. Accelerated Academy, LLC makes no claim or guarantee that credit earned will transfer into another institution.

G. Admission Requirement: Students must have completed high school or a high school equivalency course and a copy of their transcript/diploma must be on file at time of enrollment. If a student fails to comply at time of enrollment, as a last resort, a student has 48 hours after enrolling to give proof of ordering the transcript/diploma and a maximum of 14 days for Accelerated Academy, LLC to receive a copy of the student's transcript/diploma. Accelerated Academy, LLC has the right to terminate any student who does not meet this requirement, and the refund policy will apply.

H. Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

Maternity Notice

If a student is pregnant or becomes pregnant during the course, she is responsible for understanding the risk and must inform her instructor.

Notice to Buyer

Do not sign this contract before you READ it and make sure there are no blank spaces. This is a legal document. All pages of the contract are binding. Read the document in its entirety before signing. You are entitled to an exact copy of the contract, school catalog, and any papers that you sign and are required to sign a statement acknowledging receipt of those. It is unfair business practice for the school to sell, discount, or otherwise transfer this contract without the informed written consent by handwritten signature of the student or his/her financial sponsors and a written statement notifying all parties that the cancellation and refund policy still applies.

A copy of the executed enrollment agreement, as well as school catalog and refund/cancellation policy will always be accessible to the student on their MyAccount portal.

Certification: By signing this document I certify the following: I certify that I read and understand this enrollment agreement, the cancellation/refund policy, and the school catalog. I authorize Accelerated Academy, LLC to charge my credit/debit card in accordance with my selected payment plan (one-time charge, weekly, biweekly, or monthly) for the total number of payments agreed upon to pay the remaining balance of my tuition. I certify that I have read the Payment Policies / Recurring Billing and agree to its terms and conditions. I agree to allow Accelerated Academy to contact me for school related information via email, phone, and text message. I acknowledge that Accelerated Academy may need to change class dates due to emergency, weather, or other unforeseen circumstances, but will notify the class prior to the change. Finally, I certify that if I am pregnant or become pregnant during the course, I understand it is my responsibility to know the risk and inform my instructor.

Student Signature Date

School Administrator Date

Payment Schedule: (if applicable)