

COURSE WITHDRAWALS AND REFUNDS

Written notice of your cancellation must be received by the Registrar's office twenty-one (21) days **prior** to course commencement or examination date. An administrative fee of \$100.00 per course (plus course materials obtained by the student) will be charged to you in the event of cancellation. **Students whose withdrawal notices are not received twenty-one (21) days prior to course commencement are liable for the entire fee.** Students who obtain materials prior to course commencement are liable for the materials.

COURSE CANCELLATIONS

KDM reserves the right to cancel or reschedule classes, to limit registration and to alter course content, instructors, dates or time as circumstances require. Registrants will be notified by mail or telephoned of class changes. Full refunds will be issued when a course is denied by KDM to a student (except for courses which the student has commenced).

ADDITIONAL INFORMATION

- **Students are responsible for ensuring they have the required prerequisites for the program.**
- Students applying for Dental Assisting continuing education courses must produce evidence of current Alberta Registration, or the National certification designation (NDAEB), and other prerequisites as deemed necessary. Basic Rescuer CPR – Healthcare Provider is recommended.
- Please arrive at KDM for your course 10 minutes early each day.
- Full uniforms are mandatory to access the clinic (safety glasses, name tag and scrubs or nursing uniform and lab coats must be worn in the clinic and removed when leaving the clinic area – no jeans, jewelry, etc.)
- Read the enclosed booklet(s) and bring them along with you on the day of the corresponding course.
- Students registered with the coronal polish, probing and radiography courses must provide 6-7 patients for your clinic patient days. Only one of your patients may be under the age of 16 years.

Please note: classes (in whole or in part) scheduled above may be cancelled or rescheduled at anytime due to lack of enrollment or other circumstances beyond our control. Students registering in these courses in order to meet prerequisites for Board Examinations or to meet completion deadlines must allow additional time in the event of a cancellation.

In signing this Application, I have read and understand this Application.

Signature

Date

NOTE: Location for classes in Edmonton:

**2101 Bell Tower
10104 - 103 Avenue
Edmonton, AB T5J 0H8
Telephone: (780) 423-6863
Fax: (780) 423-6892**