



Training Agreement

"Dental Nursing Academy is the trading name of DT Courses Limited"

The Contract

These Terms constitute the contract between the Training Provider and the Student for the supply of qualifications and training by the Training Provider Dental Nursing Academy.

Purchase Obligations

- All courses are self funded, therefore course fees must be made and received 1 week prior to start date of the course to allow you to attend lessons and receive your timetable
- Please note all fees paid in full or monthly are NON REFUNDABLE.
- Should you decided to leave the course for any reason or should you be withdrawn then NO REFUND or PARTIAL REFUND will be issued to you.
- Your course contract is valid for 12 months from the start of your class date
- Should you not complete within 12 months then you are able to extend your course and pay monthly to extend set out as below
£150 for your e-portfolio and teaching/marking/observations required
- If you fail to make this payment then you will be withdrawn with immediate effect
- Should you have any payment issues then you MUST email us at least 24 hours before payment is due otherwise you will incur our late fee £25
- If payment is not received by the end of the day on the 1st of each month then you will be liable for £25 late payment fee
- We take no responsibility to re-train students or provide refunds if the course hasn't been completed within the set timeframes.

Exams

- All fees include teaching, marking, e-portfolio, observation visits, revision classes, moc tests MCQ1 and MCQ2 exams.
- Should students fail their 1st attempt at either exam then they are allowed 2 more resits which each resit will incur a cost of £150 each. This must be paid at least 1 week prior to your resit.
- If a student fails to pass after 3 attempts then they will be withdrawn following NCFE guidelines and not be allowed to re study with us.
- Should a student not reach 80% of their portfolio by the date set out by their tutor then they maybe advised to extend their course if we feel they are not ready or not met their targets.

Job placement

- We do not guarantee or place students in job roles
- It is the students responsibility to find their own placements
- If we do have any job roles local to the student we will send your cv with your permission
- It is a GDC requirement to work a minimum of 16 hours a week to be on any dental nursing course
- Should a student not find a job within the first 10 weeks of their course then we have the right to move them to the next cohort. Students will have a 1-2-1 with our student support office to discuss this.
- Should this occur then students will naturally then be on an extension so will be expected to pay the £150 monthly fee and an agreement will be drawn up between both parties
- Should a student leave their job n their own accord or be asked to leave by their employer they will have 8 weeks to find a new placement which is the students responsibility and not that of the Dental Nursing Academy.
- Should a placement not be found in this timeframe then a student can move to the next cohort but the extension fee will occur as set out above.

Withdrawal

- We operate a traffic light system and if you have 3 warnings you will be removed on the 3rd (all policies are sent to students on induction containing full information)
- Plagiarism and AI are not tolerated and again we have the right to remove candidates immediately if we find this
- If a student fails to attend the lessons on numerous occasions with no reasons or fails to complete their onefile work within 4 weeks we have a right to remove them from the course with NO REFUND OR PARTIAL REFUND
- We reserve the right to withdraw a student if they contravene the rules of conduct such as harassment, violence, aggressive language/behaviour or any inappropriate comments on social media to any staff members, tutors, assessors or work colleagues, patients etc. This will also be reported to the police.
- If you are withdrawn from the course your employer will be notified immediately and this will also result in you potentially loosing your job role as you cannot work without being enrolled on an accredited course as per GDC standards.

Break in learning

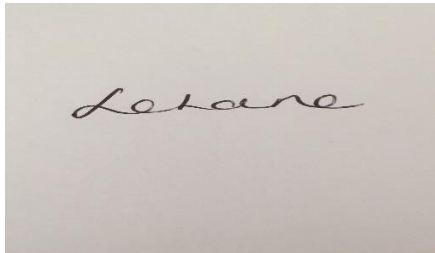
- A break in learning is only used in extreme circumstances please contact Viki student support for a 1-2-1 to discuss your individual situation. These include medical, death and pregnancy.
- Where a student cannot complete the course on grounds of the above then an alternative cohort and dates will be agreed with the student and extension fees as stated above may apply.

Medical

- All students are required to have HEP B
- Any medical conditions must be declared on the enrolment form to us
- Failure to inform us may result in you not being covered by our insurance policy for safe working practice.
- You may be then liable for any or all associated costs as a result of any practical assessment during your course.

Once you have read the above terms and conditions please then sign and date your form and return this to info@dentalnursingacademy.co.uk

Please note once you have signed these terms they are to be adhered to. This is your opportunity before signing to ask any questions to the team.

A rectangular area containing a handwritten signature in cursive script, which appears to read 'Letane'.

Signed

MD Dental Nursing Academy.