

Strictly Dental Receptionist Inc.  
LEVEL 1 & LEVEL 2 PACKAGE

604-649-9730  
[www.thedentalreceptionist.com](http://www.thedentalreceptionist.com)  
[thedentalreceptionist@gmail.com](mailto:thedentalreceptionist@gmail.com)

\*\*\*PLEASE INDICATE (check mark) IF:

PAID IN FULL AT REGISTRATION \_\_\_\_\_ (INITIAL)  
OR PAYING BY SPLIT-PAYMENT \_\_\_\_\_ OPTION: \_\_\_\_\_ (INITIAL)

Enrollment Contract for the LEVEL 1 and LEVEL 2 combined  
(FALL 2024: LEVEL 1 / SPRING 2025 : LEVEL 2)

## SAVE \$400 OFF THE TUITION FEES!

Program Fee: \$3019.00 + GST (\$150.70) = **\$3164.70 ALL HANDOUTS ARE INCLUDED** (to be printed)!

\*\*\*ONLINE PROGRAM: Each attendee is required to have a laptop, PC or MAC with a camera and an internet connection in order to attend the program.

The Dental Receptionist Certificate Program (LEVEL 1): 24 sessions, 2 evenings per week, 2 hours per class

Next Start Date: September 19, 2024

Class Times: Mondays/Thursdays 6-8PM

Leadership / Management Certificate Program (LEVEL 2): 16 sessions, 1 or 2 evening or weekend sessions per week, 2 hours per class

Next Start Date: January 27, 2025

Class Times: Mondays/Thursdays 6-8PM

### GENERAL CLASS CONTRACT – Please read carefully!

1. Must be 18 years or older or have a high school diploma or GED.
2. Tuition is payable in full at the time of registration OR by a deposit at registration + 3 additional payments (according to the split payment agreement).
3. Tuition may be paid by e-transfer to [thedentalreceptionist@gmail.com](mailto:thedentalreceptionist@gmail.com) or via Credit Card through the website at [www.thedentalreceptionist.com](http://www.thedentalreceptionist.com).
4. (If a payment is returned for insufficient funds, you will be charged a fee of \$50.00 and must pay within 48 hours of NSF notification.)
5. **If paying in full:**  
Tuition must be PAID-IN-FULL at the time of registration.
6. **If paying by Split-payment option:** schedule for payments is as follows: non-refundable \$751.65 deposit/seat reservation upon signing this contract plus the following payment schedule on or before:

September 15th, 2024 = \$825.00 / October 15th, 2024 = \$825.00 / November 15th, 2024 = \$825.00

\*\*\*Please note that the split-payment option has a built-in

administrative/convenience fee of \$61.95 \_\_\_\_\_

(INITIAL

HERE)

\*\*\*The Split Payment option requires that all post-dated payments are guaranteed by a pre-authorized e-transfer payment agreement (to be signed) and must received by Strictly Dental Receptionist Inc. on or before September 15<sup>th</sup>, 2024.

### BY MAIL:

7. All forms and fees (if applicable) can be mailed to:

(INITIAL HERE)

Strictly Dental Receptionist Inc.  
#8940 – 157 Street  
Surrey, BC, V4N 2Y5

OR

### ELECTRONICALLY (EMAIL / ONLINE):

All enrollment forms, deposits and tuition payments or payments in full can be sent by email / e-transfer to [thedentalreceptionist@gmail.com](mailto:thedentalreceptionist@gmail.com) or payment can be made by the credit card portal at [www.thedentalreceptionist.com](http://www.thedentalreceptionist.com)



Strictly Dental Receptionist Inc.

8. There are no credits or refunds for missed classes.
9. \*\*\*Please note that missing more than 4 sessions for the LEVEL 1 or missing more than 2 sessions for the LEVEL 2 program may result in not being able to receive a Certificate of Completion for that class.
10. Please note that if you need to cancel your enrollment on or after September 1<sup>st</sup>, 2024 , you are responsible for 50% of the total tuition fee. After September 1<sup>st</sup>, 2024, no refunds will be issued and you will be responsible for the entire tuition fee in full, except the LEVEL 2 program (see above).
11. If you wish to defer your enrolment to another class, you can do so once for each program. Please note that you need to notify Strictly Dental Receptionist Inc. no later than September 1<sup>st</sup>, 2024. After this date, you can no longer defer your enrollment and will forfeit the deposit.
12. The use of cell phones is strictly prohibited during class.
13. If you require additional final exam sessions other than the one designated by the program, you will need to pay an exam fee of \$99.00+GST. You can retake the final exam a maximum of 1 time.
14. By signing, you agree that you are voluntarily participating in the LEVEL 1, LEVEL 2 programs presented by Strictly Dental Receptionist Inc. and assume all risks to yourself and acknowledge that it is your responsibility to decide if you are physically and mentally fit for participation.
15. You understand that this is a private online training class and not affiliated with any other institution or business and does not guarantee employment upon completion.
16. The Dental Receptionist Certificate Program and The Leadership & Management Certificate program content is the combined property of Strictly Dental Receptionist Inc. It is not to be recorded, taped or reproduced in part or its entirety. It is to be used only by the program attendee for learning purposes as registered with Strictly Dental Receptionist Inc. and not to be shared with any other party.

I, \_\_\_\_\_, agree to abide by the conditions set forth above.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

E-Mail: \_\_\_\_\_



**Strictly Dental Receptionist Inc.**