

# 2010 Course Catalog

The Core Foundation  
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[www.dentalprosutah.com/core-foundation](http://www.dentalprosutah.com/core-foundation)  
[core@dentalprosutah.com](mailto:core@dentalprosutah.com)

## Enrollment Information:

**Student Name:** \_\_\_\_\_

**Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone (home):** \_\_\_\_\_  
**(work):** \_\_\_\_\_  
**(cell):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### Program Information:

**Program Date:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Program Length:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

### Mission Statement

The Core Foundation is committed to the training and development of our students, both in the dental field and in life. It is our goal to empower people to live a life of Integrity, Service and Purpose.

### Facilities and Equipment:

Our training facility is over 3,000 square feet with 4 spacious class rooms. The class rooms are on the upper- level of a 5,000 square foot, state-of- the-art Dental Office and Pediatric Surgical Suite. Our practical curriculum is taught with only the highest quality of equipment. We utilize digital panoramic and ceph x-ray technology; in addition, we use a

paperless system that offers both efficiency and reliability. Each class room can hold up to 40 students. We focus on working in teams to maximize the learning process.

### Administrators, Faculty and Staff:

*Director/Administrator: Christie McCutchan*

Christie has been in the dental field for over 13 years. As founder and owner of: A Kid's Place Dentistry Inc., The Center of Dental Professionals, The Center of Surgical Arts, and The Core Foundation, she knows how to best prepare CORE students for success in their dental careers. She gives back to her community by helping people live an empowered life.

*Instructor: Heather Maez*

Heather has been in the dental field for over nine years, and she has helped us create a viable and empowering dental office. She is committed to helping those around her while promoting an atmosphere of professionalism. Heather graduated from the Granite Dental Assisting Program, and the skills she provides as an instructor are invaluable. She is also a Landmark Forum graduate.

### Admission & Enrollment Requirements:

A minimum of a High School Diploma, GED certificate and being beyond the age of compulsory high school attendance (16), as given by Utah Law.

### Previous Credits or Experience:

The Core Foundation does not reduce hours or discount tuition for any previous education or training.

### Course Description:

*Dental Assisting:*

This course is structured to prepare the student for a position as an entry-level dental assistant. The course will run twelve (12) consecutive weeks, eight (8) hours per week for a total of ninety-six (96) classroom hours of instruction. This will include lecture material as well as practical application. In

addition, there are approximately 70 hours of home study, plus a minimum of 40 hours internship. The total course work hours are approximately 206. A midterm and final examination involving both hands-on practical and written sections will be administered. A radiology examination will also be administered, under a dentist's direct supervision.

#### *Dental Administration:*

This course is structured to prepare students for positions such as an entry-level dental receptionist or an office administrator in a small practice. The course will run twelve (12) consecutive weeks, eight (8) hours per week for a total of ninety-six (96) classroom hours of instruction. This will include lecture material as well as practical application; in addition, there are approximately 70 hours of home study and 40 hours of internship required for successful course completion. The total course work hours are approximately 206. A midterm and final examination involving both hands-on practical and written sections will be administered.

#### *Graduation Requirements:*

Students will receive a certification of completion upon course completion with a successful GPA of 2.0 or higher, satisfactory attendance, compliance with the student code of conduct, and meeting all financial obligations.

#### **Standards of Process:**

Students must maintain a grade point average of 2.0 or higher, good attendance and punctuality. Students are allowed three (3) excused absences (by doctor's note or special circumstances, approved by an administrator). Students with unexcused absences will be docked 10% of their grade for each day missed. The Core Foundation will not accept tardiness. All students must be in the classroom and in their seat by the scheduled class room start time. Students who are late three (3) or more times will be considered an unexcused absence and therefore 10% will be docked from their grade. Any student with habitual absences will be placed on academic probation or even dismissed. Students who fail the midterm or final exam, or do not take the exam, will be dismissed from the course if the exam is not re-taken or made-up within one (1) work week.

#### **Student Conduct:**

The Core Foundation has established a code of student conduct that governs its relationship with the student body. Rules and regulations have been firmly established to ensure the safety and well being of all our students. Student conduct should be orderly and respectful of the rights, safety and privacy of others. Students are expected to keep the facilities clean, treat equipment (The Core Foundation and that of other students and clinics) with care and avoid conduct or actions that offend or disturb others. These rules and regulations of the Code of Student Conduct are binding upon enrollment and all students agree to subscribe to them. Administrative withdrawal or dismissal may result from failure to meet the *Standards of Conduct*.

The Core Foundation reserves the right to dismiss any student whose conduct is detrimental to the school. Disciplinary action for any violations of the *Code of Student Conduct* fall under the jurisdiction of the administrator and governing board members and may result in probation or dismissal.

#### *Academic Dishonesty:*

Using dishonesty in any way that results in avoidance of academic accountability, such as cheating and plagiarism.

#### *Cheating:*

Attempting to copy, force or otherwise gain information from another or from a prohibited source, with the direct intention of dishonorable conduct with the testing process.

#### *Plagiarism:*

The reproduction of another's visual, verbal or written material without proper citation and with the intent to deceive. In the written form this includes, but is not limited to, word for word copying or extensive paraphrasing, and presenting as your own the work of someone else.

*Behaviors Disruptive to Another or to the Public:*

Intimidation or harassment of any member of The Core Foundation  
Purposeful interruption of a class or school gathering  
Creating a public disturbance or inconvenience  
Fighting  
Unreasonable noise  
Tampering with fire alarms or firefighting equipment

*Theft, Willful Damage of Property and Unauthorized Entry:*

Any kind of abuse or misuse of College property including Library items, or equipment.  
Theft, defacing, damage or destruction of property, including unauthorized graffiti  
Gaining access to any College facilities through unauthorized use of keys

*Fire, Weapons and Explosives:*

The possession or use of any kind of firearm, explosive, fireworks, or any other incendiary materials or weapons  
Lighting or attempting to light a fire

*Smoking:*

The Core Foundation is a non-smoking facility. Students are not allowed to smoke within 25 feet of the property.

*Drugs*

The purchase, sale, possession or use of an illegal substance or drug on premises is prohibited.

*Alcohol Abuse*

Any behavior that involves the abuse of alcohol and/or inappropriate or destructive behavior brought on by alcohol abuse  
Violation of local and state laws in effect

*Giving False Information or Failure to Provide Requested Information*

*Providing false information with the intent to defraud or deceive*

*Misuse of Official Documents:*

Any sort of misappropriation, forgery, alteration, or misuse of academic or non-academic records or identification cards. This includes the unauthorized use of The Core Foundation letterhead system, seal or logotype, in the case of academic records, such as progress reports or transcripts.

**Re-Entry:**

Students dismissed for reasons noted above may apply as new students for the next available semester. Re-entry will be charged half the regular tuition.

**Total Tuition:**

Total tuition is:

\$3600.00

The above tuition covers all costs for the course including but not limited to: fees, tuition, books, supplies, equipment, laboratory, seminars, and graduation fees. Tuition is due in full prior to the beginning of class. However, at the administrator's discretion, students may qualify for a payment plan option (see details below).

*Pay as you learn:*

The Core Foundation will accept prepaid tuition and fees up to, but no more than, four months in advance. Registration and start-up costs not exceeding \$200, or an alternative amount, as determined by the institution, will not be refunded if this cost is demonstrated to have been spent in undertaking a student's instruction. This may be prepaid in addition to the tuition prepayment amount. 100% of the tuition for a class must be paid prior to starting the course.

**Payment Plans:**

We accept cash, checks, all major credit cards;

We offer personal loan financing options through Care Credit and Lifestyle Lending Solutions (America First and Mountain America Credit Unions);

We offer a 12 month, fixed, monthly automatic debit in-house payment plan. If interested in this option, please consult your program administrator for more details;

Contingent upon individual administrative approval from The Core Foundation, we offer a payment plan that consists of three consecutive payments (\$3,600.00) and a \$250.00 administrative finance fee, for a total tuition due of: \$3,850.00.

First Payment: Required prior to registration for The Core Foundation program in the amount of: \$1,450.00 (this includes the \$250.00 administrative finance fee);

Second Payment: Required 30 days from date of registration in the amount of: \$1,200.00;

Third Payment: Required 60 days from date of registration in the amount of: \$1,200.00;

Total Amount Due: \$3,850.00

Requirements for Payment Plan Include:

1. Tuition must be paid IN FULL prior to receiving a certificate of completion from The Core Foundation;
2. Following a five day grace period for late payment, a \$10 late fee will be applied;
3. If over 10 days late, a \$35 fee will be applied;
4. If over 14 days late, expulsion from the program.

If students are unable to adhere to the payment schedule noted above, there will be no tuition refund granted for previous payments.

### **Refund Policy:**

#### **Refunds:**

*The Refund Policy for Withdrawn and Dismissed Students is the following:*

For every student there is a three-business-day “cooling off” period, originated the day the enrollment agreement is signed or a primary deposit or payment has been made towards tuition and fees. The “cooling off” period is in effect until midnight of the third business day following the first date of payment or deposit. During this time period the contract may be withdrawn and all monies paid refunded. Confirmation by personal appearance at The Core Foundation or a deposit of a written statement of withdrawal by mail or other means shall be deemed as meeting the terms of the cooling-off period.

Withdrawal is effective upon deposit of a written statement or withdrawal for delivery by mail or other means, The Core Foundation shall be entitled to retain no more than \$200 in tuition or fees as registration charges or an alternate amount that The Core Foundation can demonstrate to have been expended in preparation for that particular student’s enrollment.

A student enrolled in a correspondence foundation may withdraw from enrollment following the cooling-off period, as long as it’s prior to the submission or receipt of lesson and course materials, whichever comes first. Withdrawal is effective upon deposit of a written statement or withdrawal for delivery by mail or other means, The Core Foundation shall be entitled to retain no more than \$200 in tuition or fees registration charges), or an alternate amount that The Core Foundation can demonstrate to have been expended in preparation for that particular student’s enrollment.

For those students requesting a refund after the three day “cooling-off” period has passed, and The Core Foundation has already submitted the lesson materials or been in the receipt of course supplies, they will receive a refund dependent upon the time spent in the facility from the initial start date of the course. If termination or withdrawal occurs, the school may keep: prior to or during the first week 0%; during the second week 35%; during the third week 50%; during the fourth week 70%, and after the fifth week 100%.

*Books and Supplies: there is no refund for books and supplies.*

#### **Placement Assistance:**

The Core Foundation will offer help with job placement assistance once a student has completed and passed the class courses. The Core Foundation job placement assistance is intended to help students make the transition from college to the workplace as quickly and easily as possible. As a student, you will work with a career services advisor who will help you look for full-time or part-time work in the field of Dental Assisting. The Core Foundation cannot guarantee placement, but we’ll give you all of the tools necessary to present yourself professionally, so you can start a rewarding career when you graduate.

#### **Core Foundation Grievance Policy**

The Core Foundation is an equal opportunity educational institution. Admission decisions are

based on merit and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

The Core Foundation abides by Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title 1 – financially assisted program or activity:

- Title VII of the civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- And Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

### **Harassment Policy**

The Core Foundation does not tolerate harassment. Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

### **Sexual Harassment Policy**

The Core Foundation does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively receiving program training.

### **Prohibited Communications**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to The Core Foundation standards of student conduct policy or educational interests.

### **Grievance Reporting Procedures:**

Students who have a program related issue, question, complaint or grievance should first discuss it with their immediate instructor. If the issue cannot be resolved at this level, The Core Foundation encourages students to contact the Human Resources Department. Students who observe, learn of, or in good faith suspect a violation of the Standards of Conduct of The Core Foundation, should immediately report the violation in accordance with the following procedures:

- Request, in writing, to Human Resources an appropriate time to discuss the issue(s). Any information discussed in this meeting is considered confidential, to the extent possible, while still allowing management to respond to the problem. Retaliation against any student for appropriate usage of this open communication channel is unacceptable.
- Depending on the nature of the grievance, The Core Foundation will recommend action in accordance to local, state and federal law.

### **Contract Acceptance:**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy and agree to abide by all the provisions set forth in the foregoing enrollment agreement. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the

written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by The Core Foundation.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Student

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of School Official

Date: \_\_\_\_\_

**Representative's certification:**

I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**DISCLAIMER:**

The Core Foundation is registered under the Utah Postsecondary Proprietary School Act (title 13, chapter 34, Utah code). **Registered under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution.** It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer. The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of education.

**The Core Foundation**

**Disclosure**

1. I am enrolling as a student of The Core Foundation, located at 530 East 500 South, Salt Lake City, Utah 84102.
2. I am aware the training facility is located above an active dental office. Instruction will be held in large modern classrooms with training in an actual dental office with use of equipment. The instructors of the program are Doctors of Dental Surgery, Doctors of Dental Medicine and Dental, Dental Hygienist and Dental Assistants. I will be trained on equipment in an actual dental office.
3. I am aware I will receive training as a dental assistant or in dental administration.
4. I am aware the course I am enrolled in will last for 12 consecutive weeks not including holidays or breaks. I am enrolled either on Tuesday and Thursday evenings from 6:00pm-10:00pm or Saturdays from 8:00am-5:00pm.
5. I am aware of the minimum enrollment requirements are (a) I have obtained a High School Diploma or equivalent GED certification and/or (b) I am beyond the age of compulsory high school attendance (16).
6. I am aware this program does not offer a CDA (Certificate of Dental Assisting), but rather a Certificate of Graduation from The Core Foundation. The state of Utah does not regulate or offer CDAs.
7. I am aware that upon completion of the program I will be certified in radiology and exposure per the State of Utah requirements, if the Radiology Test is passed with an 80% or higher.
8. I am aware that the cost of the course is \$4000.00. I am aware that this fee covers texts, supplies, seminars and miscellaneous expenses.
9. I am aware that graduation from the course is based upon 100% attendance (with make-ups allowed for excused absence) as well as a 2.0 grade point average or better.

10. I am aware that I may cancel my enrollment at any time before the first day of class or anytime within three business days of my tuition payment for a full refund. I am aware of the refund policy printed on the application form, enrollment agreement and course catalog.
11. The Core Foundation will maintain, to the best of its ability, employment and graduation rates for all attendees for the preceding three years. These rates may be obtained upon written request by sending your request to: The Core Foundation, 530 East 500 South, Salt Lake City, Utah 84102.
12. I am aware that The Core Foundation is in possession of a surety bond registered with the Division of Consumer Protection in Salt Lake City. (<http://www.dcp.utah.gov>)
13. I am aware that x-rays are taken in this facility, and agree to abide by radiation control guidelines and rules. I also give my consent for any x-rays taken on myself and I am aware that I may decline to have x-rays taken. I agree to inform my instructor of any non-compliance of radiation rules and guidelines or if I waive the opportunity to have x-rays performed.
14. I am aware that photographs and video may be taken of me to be put on our bulletin board or website and hereby give my consent.
15. I hereby acknowledge receiving The Core Foundations catalog dated \_\_\_\_\_, which contains information describing the program offered, and equipment/supplies provided. The catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.
16. I have carefully read and received an exact copy of this enrollment agreement.
17. I understand that the School may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I violate the student code of conduct. While enrolled, I understand that I must maintain Satisfactory Academic Progress as described in the School catalog and that my financial obligation to the

School must be paid in full before a certificate may be awarded.

18. I also understand that this institution does assist with job placement but does not guarantee job placement to graduates upon program/course completion or upon graduation.
19. I understand that The Core Foundation is registered under the Utah Postsecondary Proprietary School Act (title 13, chapter 34, Utah code). **Registered under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution.** It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer. The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.
20. I am aware the course begins \_\_\_\_\_ and ends \_\_\_\_\_.

Applicant Name  
(Printed): \_\_\_\_\_  
Date: \_\_\_\_\_

Applicant Signature:  
\_\_\_\_\_  
Date: \_\_\_\_\_