

# PA Dental Assistant Academy

## Higher Education Cost Transparency Policy

**Act 69 of 2024 – Section 2005-H, Section 5**

**Reporting Year: Academic Year 2025–2026**

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### Policy Statement

PA Dental Assistant Academy is committed to transparency, accuracy, and accountability in communicating the full cost of attendance to prospective and enrolled students. In compliance with **Act 69 of 2024 (Section 2005-H, Section 5)**, the Academy provides clear, accessible, and standardized disclosures of tuition, fees, program-related expenses, and refund policies to ensure students are fully informed prior to enrollment and throughout their program of study.

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### 1. Scope and Applicability

This policy applies to:

- All certificate and diploma programs offered by PA Dental Assistant Academy
  - All prospective students, enrolled students, and applicants
  - All admissions, enrollment, financial disclosures, marketing materials, and institutional publications
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### 2. Cost of Attendance Disclosure

PA Dental Assistant Academy provides a **comprehensive cost of attendance breakdown** that includes, at minimum:

#### A. Direct Educational Costs

- Tuition for the full program
- Registration and enrollment fees

- Technology or learning platform fees (if applicable)
- Lab, clinical, or instructional supply fees
- Required textbooks, workbooks, and digital learning resources

## **B. Required Program Expenses**

- Uniforms and scrubs
- Clinical supplies and instruments
- Certification, background checks, drug screening, or immunization requirements (if applicable)
- Graduation or completion fees (if applicable)

## **C. Optional or Variable Costs (Disclosed Separately)**

- Replacement supplies or equipment
- Optional exam preparation materials
- Transportation costs to clinical or externship sites (if applicable)

All costs are disclosed **prior to enrollment** and confirmed at the time of signing the Enrollment Agreement.

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# **3. Publication and Accessibility of Cost Information**

To meet Act 69 transparency standards, PA Dental Assistant Academy ensures that cost information is:

- Published on the institution's official website
- Included in the School Catalog and Student Handbook
- Provided during admissions advising and enrollment counseling
- Clearly stated in the Enrollment Agreement

All cost disclosures are presented in **plain language**, without misleading terminology or omissions.

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# **4. Tuition Stability and Cost Changes**

PA Dental Assistant Academy maintains tuition and fee consistency for each cohort once enrollment has commenced.

- Tuition and required fees are **locked in** upon execution of the Enrollment Agreement

- Any future cost changes apply **only to newly enrolling cohorts**
  - Students are notified in writing of any cost changes prior to enrollment
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## 5. Refund and Withdrawal Transparency

The Academy clearly discloses its **tuition refund and withdrawal policies**, including:

- Refund eligibility and calculation methodology
- Applicable state-mandated refund requirements
- Enrollment fees and non-refundable charges
- Procedures for withdrawal and refund requests

Refund policies comply with applicable Pennsylvania regulations and are included in institutional publications and enrollment documentation.

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## 6. Financial Counseling and Student Acknowledgment

Prior to enrollment, students receive financial counseling that includes:

- Review of total program cost
- Explanation of payment schedules and financing options (if applicable)
- Written acknowledgment that the student understands all disclosed costs

Students confirm receipt and understanding of cost information by signing the Enrollment Agreement.

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## 7. Institutional Oversight and Annual Review

PA Dental Assistant Academy conducts an **annual review** of all published cost information to ensure:

- Accuracy and consistency across all platforms
- Compliance with Act 69 of 2024 requirements
- Alignment with institutional policies and enrollment practices

Updates are implemented prior to the start of each academic year.

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## 8. Recordkeeping and Reporting

Documentation supporting compliance with cost transparency requirements is retained and made available upon request for review by the **Pennsylvania Department of Education** or other regulatory bodies.

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## 9. Effective Date

- **Effective Date:** July 1, 2025
  - **Reporting Year:** Academic Year 2025–2026
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## Certification of Compliance

PA Dental Assistant Academy certifies that it complies with the Higher Education Cost Transparency requirements set forth in **Act 69 of 2024 (Section 2005-H, Section 5)** for the Academic Year 2025–2026.