

PA Dental Assistant Academy

Higher Education Cost Transparency Policy

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

Reporting Year: Academic Year 2025–2026

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.

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

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.

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.

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

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.

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.

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.

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.

9. Effective Date

- **Effective Date:** July 1, 2025
- **Reporting Year:** Academic Year 2025–2026

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.