

ADMINISTRATOR AND INSTRUCTOR

Luo, Zhi Yun, Director and Instructor CERT holder of previous BPPVE CERT holder and.

CERT holder of US National Board for Certification in Dental Lab Technology.' with 43 years experiences in dental field, she has helped numerous students getting jobs in past years.

Dr. Lin Yang Deputy Director /Instructor Doctor of Dental Surgery (DDS) has a lot of experience in dental field teaching and clinic , he has ever served US Army before ,his California dental board lic#55634 , graduate of University of Southern California(USC)_

Lin Legging Deputy Financial Director/ Instructor, Senior former Deputy Director of Hospital Canchungo in West Africa, and Senior Ex- Financial Counselor of Chinese Embassy in Central America

RULES AND REGULATIONS FOR STUDENT CONDUCT

- 1 Please use trash container in classroom and restrooms.
2. You must sign when you get into class & out class.
3. Student is not allowed to operate any equipment without instructor's guideline.
4. Student has to use mask and glasses when using grinding machine & dust collector.
5. For safety reason, no visitors allowed in the workshop or training field for any reason unless emergence case.
6. When students waive their operational desk, must turn of alcohol or gas light.
7. Students are not allowed to smoke and drink in classroom
8. Students have to attend class on time, if you are planning to be absent, you have to call instructor in advance, to explain the reason.
9. Students have to follow the syllabus of the school progressively, not allowed to skip subject of course by own interest.
10. Students have to complete all dental cases either practical case or learning case.
11. If you are late in tuition payment you will not be able to attend class.
12. Students have to keep clean in classroom and laboratory, students have to clean working desk before leaving.
13. No body allowed speaking loudly in the classroom disturbing other.

Description of Courses

The dental assisting program contains as followings:

- Anatomy of Head and Teeth
- Chair -side assisting Program and basic front desk skill
- Dental Disease
- Dental health and Nutrition
- Dental Radiography Safety and film Processing
- Infection Control
- CPR
- California Dental Practice ACT
- Instrument sterilization

This is a short term training program with focus on the Preclinical Dental skills and Clinical Dental Procedure

This is an introductory course in which students acquire fundamental skill requested of dental assistants.

Time of Training

Dental Assisting Program (80Hrs)

Dental Clinic internship (2 month, optional and flexible)

Occupation The Course is represented to Lead

Dental assistant

Dental Sterilization Technician Dental Surgery Assistant

Dental Supply Agent

The total of cost :\$2500

Dental Assisting Program

MISSION NND OBJECTIVES

At Unique Dental Lab College it is our goal and objective to provide the student with the education necessary to attend Dental Assisting Program. The purpose of setting up this school is to provide job training to students who have not professional skill or have had difficulties in finding suitable jobs, due largely to their low level of English proficiency, but not limited to. After intensive training for a period 6-8 months these students will be able to readily find the job, to be a responsible member of our community thus relieving the burden of the California State Government in supplying jobs for this part of the population.

Unique Dental Lab College strives for the following:

- To maintain a highly skilled and qualified teaching staff.
- To provide the student with comprehensive curriculum which is fully approved by the

American Dental Association commission on dental accreditation.

- We emphasize on integration of theory with practice to lead student's future employment. In the competence of dental assisting area.

ATTENDANCE POLICY

The attendance at Unique Dental Lab College is very important for the student performance of our instruction as well as for the students taking the course: in the effort of giving you a good instruction Unique Dental Lab College has formulated the following policies.

- If the student is absent for a family emergency, personnel business etc, he/she must notify the instructor and the director of the school.
- The school adapts a flexible schedule for student's attendance. From 10AM to 4PM
From Monday to Friday
- If a student shall not attend class for long time and does not notify the director of school, it is deemed, he/she will be dropped from the course.. The school still keeps lab bench for him/her until received leave of absence / withdraw notification

Leave of absence

If a medical emergency or personnel crisis cause you to take time away from school, you may request a leave of absence, oral or send fax your written request to the Director

Any questions a student may have regarding this catalog that have not been satisfactory Answered by the institution may be direct to Bureau for Private Post secondary Education

At P.O Box 980818 West Sacramento CA 95798 – 0918
web: www.bppe.ca.gov
Tel: 916 431 6959 Fax 916 263 1897

A student or any member of public may file a complaint about this institution with the Bureau for Private Post secondary Education by calling (free toll telephone number 1 888 370 7589) web: [www. bppe.ca.gov](http://www.bppe.ca.gov)

Student complaint and grievance procedure

If the students have any complaints or problems
then can not work with the school , Please call or write:

Bureau for Private Post secondary Education
P. O Box 980818 West Sacramento CA 95798 -0818
Tel: 916 431-6959 or 1 -888-370-7589

Unique Dental Lab College

Catalog

12/2011

LENGTH OF PROGRAM AND JOB CAN LEAD TO

Length of program: 6-8 months the job, the institution can lead to:

Trainee enrolled in this school will have, upon completion of the course, at. their disposal the following option:

1. Finding a job at dental laboratory.
2. Self employment.
3. Cooperation with dentists or their in —house technicians
4. Engaging in dental material supply, or
5. Becoming a 'dental lab agent.

REFUND PROVISIONS

STUDENT'S RIGHT TO CANCEL:

You have the right to cancel this Agreement prior to or on the first day or seventh day of instruction. Whichever and obtain refund.

You may cancel this contract and receive a refund less then the reasonable deposit by submitting a written notice to this school not later then the **first day or seventh day** of instruction. But the registration fee \$100 is non refundable.

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of Enrollment Agreement. You can do this by mail, hand delivery or fax.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Cancellation notice should be addressed to:

Unique Dental Lab College

10504 Lower Azusa Rd rf 101 El Monte CA 91731

If you cancel this Agreement, the school will refund any money that you paid, except for deduction for a reasonable deposit or registration fee \$100, and fee on equipment item described on the first page in Enrollment Agreement, within thirty days after your Notice of Cancellation is received.

WITHDRAWAL FROM COURSE

You have the right to withdraw from a course of instruction at any time. As student may withdraw from a course have started and receive a pro rata refund for unused portion of the tuition and other refundable charge. If the student has completed 40 % ,or less of the instruction. The refund amount is determined by deducting the registration fee \$100 from total tuition charge and fee on equipment item described on the first page in Enrollment Agreement, then dividing the remainder by number of hours in the program to calculate the hour charge. The refund is the amount in excess of what the student owns for total hours of instruction completed, including the non-refundable \$100 registration fee. \$1650.00 non-refundable. If the student has completed more then 40% either by time trained or by course or 8 weeks after enrollment. Non refund will be applied. If the school does not receive any written notice for withdrawal from a student, will be treated a normal enrolled student, whether the student attends school or not. Total tuition is 5300.00 plus \$100 Registration fee for one course charge only for 800hrs total .the course of description are Crown and Bridge or Dental Assistant

Plus\$ 100. for one course charge only for 800 HR total, The course selection is optional.
The course descriptions are:

1. Crown & Bridge 800 hours
2. Dental Assistant. 80 hours

Dental assisting program total 80hours plus two months dental clinic internship (optional and flexible) total tuition \$ 2500 If student choose dental technician program the calculation as followings , . If student desire to learn only dental assisting The refund provision is as dental technician.

HYPOTETICAL REFUND EXAMPLE:

Assume that a student, upon enrollment in a 400 hour course, pays \$2150 for tuition, \$100 for registration as specified in the Enrollment Agreement and withdrawal after completing 100 hours.

The pro rata refund to the student would be \$675 based upon the calculation below, paid within 30 days of withdrawal after receiving written notice from students .

\$2250.00	Minus	\$100 Registration Fee	\$2150
		The amount non-refundable	
\$2150	Minus	\$1250	\$900
\$900	Divided by	400 hours in the	2.25 Hourly
			charge for the
			program
\$2.25	Multiplied by	100 hours of training attended	\$225
\$900	Minus	\$225	\$675 Total refund amount