KINGSBURG SCHOOL OF DENTAL ASSISTING

CATALOG – (Jan 1st 2025- Dec 31st 2025)

NAME, ADDRESS, TELEPHONE NUMBER, AND WEBSITE OF INSTITUTION

Kingsburg School of Dental Assisting
1518 Draper Street, Kingsburg, CA 93631
(559) 897-4111
https://www.kingsburgdentalassisting.com/

LOCATION WHERE CLASSES ARE HELD

Main Location:
1518 Draper Street
Kingsburg, CA 93631
Phone: (559) 897-4111
Fax: (559) 897-3151

CATALOG INFORMATION

This catalog is effective from Jan 1 2025 Dec 31 2025 . The catalog is updated annually. Updates made prior to publication of a new catalog will be added as addenda to the back of this catalog.

CATALOG QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
Address: 1747 N Market Blvd, Suite: 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s:
(916) 574-8900 or by fax (916) 263-1897

SCHOOL PERFORMANCE FACT SHEET

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

MISSION STATEMENT

The mission of the Kingsburg School of Dental Assisting is to meet the needs of students and employers by offering quality, short-term, hands-on educational programs in dental assisting and related dental services.

PURPOSES AND OBJECTIVES

The principal objective of Kingsburg School of Dental Assisting is to promote a high level of distinction in its faculty, students and educational programs. The school provides quality training to produce graduates who will be successful and who will provide needed services in their communities. The course of study is designed to provide a solid foundation for taking advantage of career opportunities available in a dental office.

GOVERNING BODY

H. S. Mann, DDS, Inc. is a California corporation doing business as Kingsburg School of Dental Assisting. H. S. Mann, DDS, Inc. owns and operates the Kingsburg School of Dental Assisting in Kingsburg in the State of California.

APPROVAL AND ACCREDITATION

Kingsburg School of Dental Assisting is a private unaccredited postsecondary institution with approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act of 2009. The act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs, whose contact information is as follows.

Bureau for Private Postsecondary Education
Address: 1747 N Market Blvd, Suite: 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
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Approval to operate means compliance with state standards as set forth in the California Education Code and Title 5 of the California Code of Regulations. Approval to operate does not mean the Bureau of Private Postsecondary Education endorses the program or has determined the institution exceeds minimum state standards.

BANKRUPTCY STATEMENT

The Kingsburg School of Dental Assisting has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

FACILITIES

Courses at Kingsburg School of Dental Assisting are held in a fully operational dental office. The Kingsburg School of Dental Assisting is located at 1518 Draper St., Kingsburg, CA 93631 and consists of 2,000 sq. ft., equipped with four dental operatories and four X-ray machines. The office has reception desks, patient waiting area, restrooms and break room.

All courses are conducted only at 1518 Draper St Kingsburg, CA. Kingsburg School of Dental Assisting does not offer distance learning opportunities.

LIBRARY AND LEARNING RESOURCES

Kingsburg School of Dental Assisting students receive an extensive written curriculum on the first day of courses. A library of reference materials is available to support the course of study and supplement the students' training.

EQUIPMENT

All Kingsburg School of Dental Assisting students work with and other equipment commonly found in dentists offices and other locations where dental services are performed. [List of any other equipment -- classroom laptop, LCD projector and screen and marker boards] are also used the Dental Assisting program. The equipment used for instruction or provided to students is comparable to equipment generally used by dental assistants at the time the instruction is offered and is sufficient to ensure the students acquire the necessary level of education, training, skill, and experience to obtain employment in and perform tasks associated with the field of dental assisting.

STUDENT HOUSING

Kingsburg School of Dental Assisting does not have dormitory facilities under its control nor offer student housing assistance. Housing is available reasonably nearby to the campus. According to zillow.com rental properties in for Kingsburg, CA start at approximately $825.00 per month. Kingsburg School of Dental Assisting is not responsible for finding or assisting a student in finding housing.

STUDENT SERVICES AND JOB PLACEMENT SERVICES

Kingsburg School of Dental Assisting maintains a list of current employers and their contact information and may, from time to time, advise students or graduates of available employment opportunities in the local geographic area. **Job Placement is not guaranteed.**

STUDENT GRIEVANCE POLICY

When problems arise, students should make every attempt to resolve the issue by following the following formal complaint procedure:

1. Contact the Instructor in charge to resolve the problem or complaint.

2. If the issue cannot be resolved with the Instructor, the student should submit a written complaint to: Kingsburg School of Dental Assisting, 1518 Draper St., Kingsburg, CA 93631. The School Director will review of the grievance within 10 days and a written response will be sent to the complainant with the decision and/or resolution.

3. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at

Bureau for Private Postsecondary Education
Address: 1747 N Market Blvd, Suite: 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s:
(916) 574-8900 or by fax (916) 263-1897

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)370-7589 or by visiting www.bppe.ca.gov

STUDENT RECORDS

Kingsburg School of Dental Assisting retains student records, including records of dates of attendance, grades received, and diploma date, for five years in accordance with its Record Keeping Policy. Transcripts are kept indefinitely. Current records are available for inspection or copying during normal business hours. Records of past students will be made available within

two business days of request. Access to student records is limited to the student and other legally documented inspectors. Current and former students may request release of their transcript by signed, written request directed to the school's main location.

ADMISSIONS INFORMATION

ADMISSIONS POLICY

The Admissions Department is dedicated to ensuring that prospective students are a good match for the programs available at Kingsburg School of Dental Assisting. Ability to benefit from the program is demonstrated by achievement of verbal assessment of English.

ADMISSIONS PROCEDURES

- Applicants must meet with admissions staff to receive individual advising, an explanation of course descriptions, and an orientation to school policies and requirements.
- The final decision to admit an applicant rests with the admissions staff.
- Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. The enrollment agreement and the catalog detail the student's and the school's obligations.
- Re-enrollment or re-entrance will be approved only after evidence is shown that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

LANGUAGE PROFICIENCY

Kingsburg School of Dental Assisting does not offer English as a Second Language instruction. All course work, classes, and clinical work will be instructed in English only. We do not require proof of English language proficiency, but all students must be able to read, write, speak, understand and communicate in English.

Kingsburg School of Dental Assisting does admit students from countries other than the United States; however, visa services are not provided, and the school will not vouch for student status.

SCHOOL CALENDAR

Qualified persons may enroll on any date the school's admissions office is open. New classes begin on a regularly scheduled basis. Actual start dates for the year may be obtained by contacting the school administration.

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS OR SOURCES

Kingsburg School of Dental Assisting does not recruit students already attending or admitted to another school offering a similar program of study. Kingsburg School of Dental Assisting does

not accept credits for coursework in dental assisting earned at other institutions. Kingsburg School of Dental Assisting does not award credit through challenge examinations or achievement tests and does not award credit for prior experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn Kingsburg School of Dental Assisting is at the complete discretion of an institution to which you may seek to transfer. Acceptance of any certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Kingsburg School of Dental Assisting to determine if your credits or certificate will transfer.

Kingsburg School of Dental Assisting has not entered into any articulation or training agreements with other educational entities.

STRF DISCLOSURE:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF or it must be paid on your behalf, if you are a student in an educational program, who is a California resident or are enrolled in an residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident or not enrolled in a residency program".

ATTENDANCE, PROBATION & DISMISSAL POLICIES

ATTENDANCE

Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the director. Other absences will be unexcused. Tardiness is a disruption of a good learning environment and is discouraged. Tardiness will be considered an unexcused absence. Absences and tardiness will be recorded.

Make-up work will be required for any absence. The student must arrange make-up work with the individual instructor or the school director.

Leaves of Absence not to exceed 180 days will be considered and may be granted to students at the discretion of the school director. If student fails to return, the school's refund policy applies.

PROBATION

Students failing to maintain satisfactory attendance may be placed in probationary status in an attempt to warn the student of possible dismissal if attendance and/or school performance is not brought up to the appropriate standard.

DISMISSAL

Students failing to maintain satisfactory attendance or achievement will be advised by the administration. If attendance or achievement fails to improve, the school may dismiss a student. Re-admittance may be permitted if the cause for unsatisfactory attendance or achievement has been corrected.

SATISFACTORY ACADEMIC ACHIEVEMENT POLICY

Satisfactory academic achievement is a requirement for all students at the Kingsburg School of Dental Assisting. Progress is measured in terms of both attendance and course performance. All students are evaluated for satisfactory academic achievement at the midpoint of the program and at the end of the program. Students must maintain an average score of 75% on all written and practical exams and must attend all scheduled hours or make up any absences. To successfully complete a program, the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

PROGRAM DESCRIPTIONS

PROGRAMS OF STUDY

Kingsburg School of Dental Assisting does not offer programs leading to licensure in any profession in California.

PROGRAMS OF STUDY LEADING TO A CERTIFICATE

Kingsburg School of Dental Assisting offers the following programs leading to a Certificate of Completion:

1. Basic Principles of Dental Assisting - 56 hrs.
2. Radiation Safety (Dental X-Ray) – 32 hrs.
3. Infection Control - 8 hrs.
4. Coronal Polishing – 12 hrs.
5. Pit and Fissure Sealant -16 hrs.

   Courses 1,2 &3 are essential to work as Dental Assistant. Courses 4 & 5 are essential to become an RDA (Registered Dental Assistant)

Students will receive a Certificate of Completion for each program completed.

These programs and courses are described in detail below. All programs and courses are offered at our Location in Kingsburg.

Certificate in Basic Principles of Dental Assisting

Program Description: Students in the Basic Principles of Dental Assisting program must attend 56 hours of instruction over the course of either four or six weeks. The program provides students with the skills and technical knowledge to begin working as a dental assistant in a dental office. Students receive hands-on training in all aspects of working with a dentist, including patient care and laboratory duties. Students will develop dental assisting skills and will learn dental basics needed to perform on the job. Graduates are well prepared for a career in chairside assisting & in Basic principles of Dental Assisting.

Program Student Learning Outcomes:
Upon completion of this program, the successful student will be able to:

- Perform all direct patient care duties legally assigned to the unlicensed dental assistant.
- Assist during common dental procedures.
- Demonstrate the professional appearance, attitude, and behavior employers expect of Kingsburg School of Dental Assisting graduates.

Course Requirements:
Students must take the following required courses:

- Basic Principles of Dental Assisting – 56 hours

Graduation Requirements:
To achieve a Certificate of Completion in Basic Principles of Dental Assisting, students must complete all written and practical examinations with a score of 75% or better.

Graduate Placement:
Graduates of the program are prepared for the following job classification under the U.S. Department of Labor's Standard Occupational Codes:

- Dental Assistant (31-9091)

Certifications Available:
Graduates earn Certificates of Completion in Basic Principles of Dental Assisting.

Certificate in Dental X-Ray and Radiation Safety

Program Description: The Dental X-Ray and Radiation Safety program is comprised of 32 hours of instruction over the course of either four or six weeks. The program provides students with the skills and technical knowledge to safely and effectively assist with dental X-ray. Students receive hands-on training in X-ray equipment and procedures.

Program Student Learning Outcomes:
Upon completion of this program, the successful student will be able to:

- Explain the purposes and properties of dental X-rays.
- Safely operate dental X-ray equipment.
- Troubleshoot X-ray processing problems.
- Understand the fundamentals of radiation and radiation protection.
- Respond to patient concerns regarding dental X-rays.
- Understand laws, regulations, and ethical obligations governing dental X-rays.

Course Requirements:
Students must take the following required course:

Dental X-Ray and Radiation Safety – 32 hours

Graduation Requirements:
To achieve a Certificate of Completion in Dental X-Ray and Radiation Safety, students must complete all written and practical examinations with a score of 75% or better.

Graduate Placement:
The Certificate of Completion in Dental X-Ray and Radiation Safety is required for successful completion of the program in Basic Principles of Dental Assisting. Graduates of the Dental X-Ray and Radiation Safety program have completed some of the requirements to prepare them for the following job classification under the U.S. Department of Labor's Standard Occupational Codes:

- Dental Assistant (31-9091)

Certifications Available:
Graduates earn a Certificate of Completion.

Fee: $660

Certificate in Infection Control

Program Description: The Infection Control program is comprised of 8 hours of instruction. The program provides students with the skills and technical knowledge to reduce the risk of transmission of infectious diseases. Students receive hands-on training in infection control strategies.

Program Student Learning Outcomes:
Upon completion of this program, the successful student will be able to:

- Identify common infectious diseases and their symptoms.
- Implement universal precautions for infection control.
- Understand when personal protective equipment is required and effectively utilize such equipment.
- Apply infection control protocols to dental equipment and offices.
- Properly dispose of biohazardous materials.
- Perform Basic Life Support.

Course Requirements:
Students must take the following required course:

- Infection Control – 8 hours

Graduation Requirements:
To achieve a Certificate of Completion in Infection Control, students must complete all written and practical examinations with a score of 75% or better.

Graduate Placement:
A Certificate of Completion in Infection Control is required for the following job classification under the U.S. Department of Labor's Standard Occupational Codes:

- Dental Assistant (31-9091)

Certifications Available:
Graduates earn a Certificate of Completion.

Fee: $450

Certificate in Coronal Polishing

Program Description: The Coronal Polishing program is comprised of 16 hours of instruction. Students receive hands-on training in coronal polishing.

Program Student Learning Outcomes:
Upon completion of this program, the successful student will be able to:

- Describe the indications for and goals of coronal polishing.
- Understand the indications for coronal polishing.
- Understand the fundamentals of plaque and staining as they relate to coronal polishing.
- Differentiate between the purposes of different polishing agents.
- Safely and effectively carry out coronal polishing for patients.
- Understand laws, regulations, and ethical obligations affecting coronal polishing.

Course Requirements:
Students must take the following required course:

- Coronal Polishing – 12 hours

Graduation Requirements:
To achieve a Certificate of Completion in Coronal Polishing, students must complete all written and practical examinations with a score of 75% or better.

Graduate Placement:
The Certificate of Completion in Coronal Polishing is required for successful completion of the program in Basic Principles of Dental Assisting. Graduates of the Coronal Polishing program have completed some of the requirements to prepare them for the following job classification under the U.S. Department of Labor's Standard Occupational Codes:

- Dental Assistant (31-9091)

Certifications Available:
Graduates earn a Certificate of Completion.

Fee: $550

Certificate in Pit and Fissure Sealant

Program Description: The Pit and Fissure Sealant program is comprised of 16 hours of instruction. The program provides students with the skills and technical knowledge to safely and effectively apply sealants. Students receive hands-on training in sealant application

Program Student Learning Outcomes:
Upon completion of this program, the successful student will be able to:

- Understand risks leading to tooth decay and the purpose of sealants.
- Identify indications and contraindications for sealant use.
- Identify sealant materials and their proper use.
- Utilize proper infection control protocols in sealant application.
- Understand the sealant application process.
- Understand laws, regulations, and ethical obligations affecting the application of pit and fissure sealants.

Course Requirements:
Students must take the following required course:

- Pit and Fissure Sealant – 16 hours

Graduation Requirements:
To achieve a Certificate of Completion in Pit and Fissure Sealant, students must complete all written and practical examinations with a score of 75% or better.

Graduate Placement:
The Certificate of Completion in Pit and Fissure Sealant is required for successful completion of the program in Basic Principles of Dental Assisting. Graduates of the Pit and Fissure Sealant program have completed some of the requirements to prepare them for the following job classification under the U.S. Department of Labor's Standard Occupational Codes:

- Dental Assistant (31-9091)

Certifications Available:
Graduates earn a Certificate of Completion.

Fee: $550

COURSE DESCRIPTIONS

Kingsburg School of Dental Assisting offers the following courses.

Basic Principles of Dental Assisting
56 Credit Hours
This course will cover basic principles of dentistry and dental assisting. Students will learn about dental anatomy and equipment used in the dental office. Students will also learn the fundamentals of chairside assisting, the importance of good dental health, and will be trained in the professionalism necessary for a successful career in dental assisting.

Radiation Safety (Dental X-Ray)
32 Credit Hours
Students will learn to safely and effectively operate dental X-ray equipment and to troubleshoot processing problems.

Infection Control
8 Credit Hours
The fundamentals of infection control are covered in this course. Students will learn to identify common infectious diseases and their symptoms and will be able to deploy infection control protocols to dental equipment and offices.

Coronal Polishing
12 Credit Hours
This course introduces the fundamental concepts of coronal polishing, including the indications for coronal polishing and the differences between different polishing agents. Students will understand how different types of plaque and staining affect coronal polishing, and how to safely and effectively carry out coronal polishing for patients.

Pit & Fissure Sealants
16 Credit Hours
This course will cover basic procedures to prevent cavities. Students will learn the risks leading to tooth decay and the purpose of sealants. Students will observe the sealant application process and will be able to identify sealant materials and their proper use.

CAMPUS FACULTY

Kingsburg School of Dental Assisting faculty members have industry and/or professional experience coupled with the appropriate academic credentials to support the mission of the institution. In addition to meeting the educational requirements for the program, each instructor is committed to the success of each student.

Faculty Information

Harjit Mann, DDS (Dentist)
Dr. Mann is one of the faculty members for Kingsburg School of Dental Assisting. He is a member of the "American Dental Association", California Dental Association" & "Fresno Madera Dental Society". He is a practicing Dentist licensed with the State of California (D46883), where he has been practicing dentistry since 2000.

Savera Mann, DDS (Dentist)
Dr. Savera Mann is another dentist on the faculty team member for the Kingsburg School of Dental Assisting. She earned her DDS from IUPUI- (Indiana University – Purdue University Indianapolis) in May 2018. She has been practicing dentistry since then.

Jerri Atwell, RDA (Registered Dental Assistant)
Jerry Atwell is also a member of the faculty team. She has been an RDA since Oct 2016. Her license number is 86635

FINANCIAL INFORMATION

FINANCIAL AID

Kingsburg School of Dental Assisting does not participate in any state or federal Financial Aid programs. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

To cancel enrollment, the student must submit a written request to: Kingsburg School of Dental Assisting, 1518 Draper Street, Kingsburg, CA 93631. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. If the Enrollment Agreement is cancelled the school will refund the student any money, he/she paid within 45 days after the notice of cancellation is received.

WITHDRAWAL POLICY

Students have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

a. The Student notifies Kingsburg School of Dental Assisting of withdrawal or as of the date of the student's withdrawal, whichever is later; or
b. Kingsburg School of Dental Assisting terminates the enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School; or
c. The Student fails to attend any classes for fourteen (14) consecutive calendar days; or
d. The Student fails to return from a leave of absence.

If the student withdraws from the program after the period allowed for cancellation of the agreement and has completed less than 60 percent of the period of attendance, the Kingsburg School of Dental Assisting will calculate whether a refund is due, and if so, remit a refund within 45 days following the withdrawal. If the student has completed more than 60% of the period of

attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Students who intend to withdraw from school should provide official notification at the address of the Kingsburg School of Dental Assisting shown on the enrollment agreement. Students may provide official notification mail or in person but are strongly encouraged to provide written notice.

The withdrawal date used to determine the amount of tuition owed or refund due will be the date of official notice or the last documented date of attendance, whichever is later.

REFUND POLICY

Students who timely cancel the Enrollment Agreement will receive a full refund. Students who withdraw from a program instruction before completing 60% or less of the program will receive a prorated refund, calculated based on a daily program rate. The amount owed equals the daily charge for the program (total institutional charge divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Refunds will be returned to the student within forty-five (45) days of withdrawal or cancellation. All amounts paid by the student shall be subject to the pro rata refund.

Kingsburg School of Dental Assisting does not participate in federal or state financial aid programs. However, if any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.
It is important that you keep copies of your enrollment agreement, financial documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to :-
Bureau for Private Postsecondary Education
Address: 1747 N Market Blvd, Suite: 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s:
(916) 574-8900 or by fax (916) 263-1897

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery.

If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Non-Discrimination & Equal Opportunity policies

Equal Opportunity Employer Statement

KSDA is an equal opportunity School that is committed to diversity and inclusion in the classroom. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all students within our organization, including enrolling, recruiting, training and apprenticeship. KSDA makes enrollment decisions based solely on qualifications, & merit.

Policy Statement for Assisting Students with Disabilities

A student or applicant requesting special accommodation(s) because of a disability / limited English will be required to provide current professional verification by a licensed physician, psychologist or other professional health care provider who, in the opinion of the school, is qualified in the diagnosis and assessment of the disability. The verification must reflect the student's present level of functioning of the major life activity affected by the disability.

TUITION AND FEES

TUITION POLICY

All tuition and fees are due and payable on the first day of attendance. Students must make payment arrangements in advance of the first day of class with school officials. Any student who is delinquent in payments to the school may be suspended or terminated from the school at the school's discretion until the school receives payment or the student makes written payment arrangements acceptable to the school.

The school accepts tuition payments by cash, check, or credit card.

The tuition for each program is listed below and on the Kingsburg School of Dental Assisting Website (https://www.kingsburgdentalassisting.com/). Tuition and fees are subject to change.

The following three certification are required to become a Dental Assistant.

1. **BASIC PRINCIPLES OF DENTAL ASSISTING**
2. **RADIATION SAFETY (DENTAL X-RAY)**
3. **INFECTION CONTROL**

Registration fee: $200.00 (Non-Refundable)
Tuition – Institutional Charges $5540
Non-Institutional Fees $0.00
Book Fees $0.00
Student Tuition Recovery Fund (STRF) $0.00
TOTAL CHARGES FOR THE COURSE- $5540
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $5540.00

The total fee for the above Dental Assisting course is $5540

The Kingsburg School of Dental Assisting offers the following individual courses for those interested in becoming "Registered Dental Assistant"- RDA

CORONAL POLISHING
Registration fee: $100.00 (Non-Refundable)
Tuition – Institutional Charges $440
Non-Institutional Fees $0.00
Book Fees $0.00
Student Tuition Recovery Fund (STRF) $0.00
TOTAL CHARGES FOR THE COURSE- $440.00
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $440.00

PIT & FISSURE SEALANTS
Registration fee: $100.00 (Non-Refundable)
Tuition – Institutional Charges $450.00
Non-Institutional Fees $0.00
Book Fees $0.00
Student Tuition Recovery Fund (STRF) $0.00
TOTAL CHARGES FOR THE COURSE- $550.00
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $550.00

RADIATION SAFETY (DENTAL X-RAYS)
Registration fee: $100.00 (Non-Refundable)
Tuition – Institutional Charges $560.00
Non-Institutional Fees $0.00
Book Fees $0.00
Student Tuition Recovery Fund (STRF) $0.00
TOTAL CHARGES FOR THE COURSE- $660.00
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $660.00

INFECTION CONTROL
Registration fee: $100.00 (Non-Refundable)
Tuition – Institutional Charges $340.00
Non-Institutional Fees $0.00
Book Fees $0.00
Student Tuition Recovery Fund (STRF) $0.00
TOTAL CHARGES FOR THE COURSE- $440.00
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $440.00