

**Stony Brook University
School of Dental Medicine
Dental Assistant Program**

AY2018-2019

Application Process

A complete application includes:

Admissions Application: Applicants are required to provide information about their educational and personal history. A personal essay indicated your interest and future goals in the field of dental assisting.

Application Fee: A non-refundable application fee of \$50 is required upon submitting admissions application.

Recommendation Letters: Three letters of recommendation are required. The letters should be requested from various sources; examples may include Faculty, Employers, Supervisors, Health Care Professional, Volunteer, Member of an organization, or Family member.

Official Transcripts: An official high school transcript or G.E.D. is required. To expedite the review of the application, unofficial transcripts or copy of a diploma may be submitted until official transcripts arrive.

Health Form: A completed health form must be submitted after June 15, 2018 and no later than August 30, 2018.

Exclusion Screening: All students are required to complete an exclusion screening prior to August 15, 2018.

Other Documents: Stony Brook University Student Information Sheet to become a registered student.

International Students: Official transcripts and records must be submitted as documentation of academic work. If transcripts are in foreign language, a certified English translation is required in addition to the original documents.

The application for admission, together with all supporting documents, becomes the property of School of Dental Medicine, Dental Assistant Program once it is submitted. Documents will be used only to evaluate the applicant's request for admission. Submitted documents will not be returned to the applicant or sent to other institutions. Applicants should make copies for their own records, as necessary.

Educational Expenses & Payments

All students, after registering for classes will be sent a billing statement for tuition, fees and other University charges. Billing packets include full instructions for payment deadlines and methods of payment, as well as information concerning the fees listed on the bill and the University refund policy. Students who wish to register after the cut-off date will be required to make payment or properly defer their entire bill in order to register.

Failure to satisfy their financial obligation in any given semester will prevent students from receiving transcripts, diplomas and certifications, as well as being blocked from registering for future semesters. Non-payment does not constitute official withdrawal, which must be done through the Dental Assistant Program. Also, failure to attend classes will not relieve students of their financial obligation or entitle them to a refund. The date of official withdrawal determines eligibility for any refunds in accordance with the University refund policy.

Time Option Payment Plan (TOPP)

The University offers a Time Option Payment Plan (TOPP). This program allows you to make monthly payments over a specified time period. For information, please contact the Office of Student Accounts at 631.632.2455. Enrollment forms for TOPP are sent with the student's first billing statement and are also available on the University website.

Private/Alternative Loans

Please visit http://www.stonybrook.edu/commcms/finaid/typesofaid/private_loans.html

Note: Dental Assistant Program does not qualify for Financial Aid.

Program Tuition, Expenses, & Refund Policy, AY 2018-2019

The University and the School of Dental Medicine assess other, non-academic fees. These fees are subject to change based on University administrative action. Enclosures with fee bills for each billing period provide details of the specific arrangements concerning the time, location, and dates for the payment process through the Bursar Department.

Tuition and fees must be paid in full by the official deadline. Deposits made on acceptance of admission are credited to the student's account. The program reserves the right to change tuition rates, fees, and other charges at its discretion when it is deemed advisable.

It is the policy of the program to withhold all certificates, official transcripts, and other official recognition of work completed from students who have any outstanding overdue debts to the school. No student may graduate from the program unless all financial obligations have been paid in full.

Tuition and Fees:

SDM Dental Assistant Program Fee		\$6,000.00
Technology Fee per semester	76.00	
Transportation Fee per semester	43.00	
Academic Excellence Fee per semester	56.00	
Term Total	174.00	
Academic Year (2 semesters)		349.00
Total Dental Assistant Program Fee/Student		\$6,349.00

Other Expenses:

Non-Refundable Program Application Fee	50.00
Required Program Books	261.75
American Dental Assistant Association Membership (includes student clinical liability insurance)	45.00
Students are required to purchase Uniforms	
Student Exclusion Screening	105.00

Students who withdraw from the University shall be liable for payment of tuition in accordance with the following schedule:

Withdrawals and Refunds:

100% of the total tuition if withdrawal occurs in the first week;

70% of the total tuition if withdrawal occurs in the second week;

50% of the total tuition if withdrawal occurs in the third week;

30% of the total tuition if withdrawal occurs in the fourth week;

No refund will be made if withdrawal occurs during or after the fourth week of classes.

Contact Us:

For additional information, visit: www.dentistry.stonybrookmedicine.edu/student/dentalassist

For inquiries, email: daprogram@stonybrookmedicine.edu

Telephone: 631.632.6296

Fax: 632.632.3076

Mail application and all supporting documentation to:

School of Dental Medicine
Dental Assistant Program
184A Sullivan Hall
Stony Brook, New York 11794-8700

Transportation

By Car

The School of Dental Medicine can be approached from the Long Island Expressway (Route 495), by the Northern and Southern State Parkways, or by Routes 25, 25A, 27, 27A, or 347. These are east-west routes which feed into Nicolls Road. The University is nine miles north of the Expressway's Exit 62N, and two miles north of Route 347.

By Train

The Long Island Railroad's (LIRR) Port Jefferson Branch from Pennsylvania Station (Manhattan) and the LIRR spurs in Brooklyn and Queens provide service to Stony Brook. Travelers must change from electric to diesel trains at either Jamaica or Huntington to reach the Stony Brook station. Free buses run from the station to the Health Sciences Center on weekdays.

Parking

Free parking is available at North and South P-Lots. An express bus travels to and from the School of Dental Medicine every 20 minutes.