



The Dental School

NEBDN Dental Nursing Diploma

Application Form

General Information

The Dental School was founded in 2019 by business partners Nadine and Martin. It was formed with the intention of offering high quality, flexible learning solutions to those wishing to become a Dental Nurse.

The Dental School is an accredited provider for the NEBDN Dental Nursing Diploma. It is always our aim to provide each and every one of our learners with the very best learning experience, delivered by the very best tutors in the industry and as a result we pride ourselves on the nurturing and collaborative learning experience that we create.

Course Details

Our course is delivered online through a mixture of live webinars and downloadable materials prepared by experienced tutors. We have found that this blended learning approach enables our tutors to cater for all of our learners equally.

1. Our course is delivered over a 12 – 18-month period
2. Our courses commence at regular intervals throughout the year. Usually in April and November. Check our website for the latest enrolment dates
3. An online platform is used to track progress and distribute work to learners
4. The course is designed to systematically deliver all elements of the NEBDN syllabus during the programme
5. You will have access to your course tutor and administrator throughout the course
6. The live webinars are completed in the evening eliminating any impact to your working week

Record of Experience (RoE)

Throughout the duration of the course, learners will be required to create and submit Records of Experience (RoE) via the online platform. This enables course tutors to see the progress being made by you along with the quality of your learning.

This also enables the course tutor to provide feedback and guidance to ensure that you are achieving the very best outcomes to your learning.

Entry Requirements

Ideally the learner will already be employed by a general dental practice before enrolling on to this course, although this is not mandatory. If you are not, our recruitment team will work with you to find a suitable role. We can not guarantee that we will be able to find you a role and it is advised that you continue to apply for Trainee Dental Nurse positions yourself.

Cost

The cost of the full course is £1850.00 plus VAT including the exam fee.

Contacts

For further information on this course please contact

info@thedentalschool.org

Personal Information

Title			
First Name			
Surname			
Date of Birth			
Nationality			
Address	1 st Line:	Town:	
	County:	Postcode:	
Phone Number			
Email Address			

Employer Details – Where Applicable

Practice Name			
Practice Address			
Manager Name			
Start Date			
Phone Number			
Email Address			
Practice Website			
Mentor Details	Name	GDC Number	

Qualifications Achieved

Date of Qualification	Type of Qualification	Title of Qualification	Grade

So that we can tailor the course to your requirements, we need to know if you consider yourself to have any special learning requirements:

- ☐ Yes
☐ No

If Yes, please briefly outline:

Personal Statement

Please explain your future career goals:

All learners must be able to observe and practice the following areas of dentistry at your practice:

- ☐ Preparing and Maintaining the Clinical Environment
☐ Sterilisation Process
☐ Disinfection of Impressions
☐ Assisting with Preventative Treatment
☐ Assisting in the taking and processing of radiographs
☐ Cavity Restoration Procedure
☐ Endodontic Procedure
☐ Fixed Prosthesis Procedure
☐ Removable Prosthesis Procedure
☐ Extraction Procedure
☐ Local Anaesthetic Procedure

Enrolment Statement:

I wish to enrol the above person on the NEBDN Diploma in Dental Nursing with The Dental School. I have the necessary supervision in place to complete the course and the Record of Experience as set out by the NEBDN.

Learner Name	Learner Signed	Date
Fee Payer Name	Fee Payer Signed	Date

Terms and Conditions – Diploma and Post Registration Courses (Radiography, Sedation, Implant's and Orthodontics)

Enrolment

Enrolment on to any of the NEBDN courses operated by The Dental School, is subject to receiving a fully completed Application form, a copy of your passport and a deposit of £100.00 to secure a place on the course.

Cancellations and refunds

There is a 14-day cooling off period, commencing once either, a) the deposit is paid or b) the completed application form is returned, whichever is sooner. If you choose not to proceed with the course in that 14-day period, 90% of the deposit will be refunded if one was paid. Once outside of this 14-day period, the full balance of the course will be due in line with the payment plan that has been agreed. You are responsible for meeting your obligations in relation to your payment plan on a monthly basis, even if you have a) Left the course or b) deferred to a later course.

Attendance

All learners must maintain an attendance level of 85% or above. Where a learner's attendance falls below this level, The Dental School will:

1. Hold regular 121's will be held to understand the cause of the poor attendance, with support plans being implemented
2. Should absence not improve after 2 interventions, the learner may be deferred to a later course. Any additional fees such as deferral fees or changes to examination dates will be payable by the learner.
3. Should there be no mitigating circumstances for this poor attendance the learner may be asked to leave the course. In such instances, the learner will not be entitled to a refund of any kind nor will the learner be able to defer to another course. In instances where the course has been funded for the learner, the learner will remain responsible for repaying the balance to the fee payer. Where a balance remains outstanding, the learner is responsible for making payments in line with the agreed payment plan.

It will be the responsibility of the learner to educate themselves on any of the content that they have missed from that lesson.

Employment

It is a requirement of the Diploma course that you have a role as a Trainee Dental Nurse by month 3 of the course start date. While The Dental School will do everything in its power to support you to secure you a role, we cannot guarantee this as we do not make hiring decisions on behalf of dental practices. It is therefore essential that you actively apply for positions yourself to ensure you have the best opportunity of securing a role.

Failure to find a suitable role may result in your course being paused. Your payment plan will continue.

A full list of positions can be found on our website www.thedentalschool.org

For any post registration course, you will need to work in a practice or have access to a practice where you can observe and participate with treatments relating to the course content and have access to the equipment and resources to enable you to complete the course.

Length of Support

The Dental School is committed to supporting each learner to successfully complete their course. Support is offered from the moment a learner enrolls until the date of the exam. Should a learner not pass the exam the first time, reasonable additional support will be offered for a second attempt. After this, the learner will be required to pay for additional tuition at a rate of £10.00 per hour. This will be invoiced separately.

Should the learner decide that they would like to change the date of their exam, they understand that access to their tutor will cease for the period of time between the original exam date and the new exam date. Learners will still be able to access pre-recorded material and revision sessions.

The same principle applies to Post Registration courses, although there is only 1 exam for these.

Missed deadline Policy

1. If you fail either exam, or
2. Fail to meet the deadline for ROE (Post Registration Only) submission in order to complete the exam that was originally booked the course for or,
3. Fail to hand in paperwork that would enable you to complete the course on time, you will be responsible for any fees due by NEBDN

Examination Fees

Diploma – The exam fee for the Level 3 Diploma in Dental Nursing is £495.00* and is included in the course fee. Deferrals and resit fees are the responsibility of the learner or fee payer.

*NEBDN amend their exam fees on an annual basis. For the latest prices, please visit the NEBDN website

Sedation, Radiography Implants and Orthodontics – The exam fee is £195.00. This fee is not included in your course fee but is collected by The Dental School and passed to the NEBDN on your behalf.

Applications for learners to sit their exams will be made providing the following points have been satisfied:

1. Tuition fees are either paid in full
2. The learners record of experience document has been completed
3. You hold a valid current CPR or Basic Life Support certificate.

The requirements listed above are subject to deadlines set by The Dental School LTD

Deferring a Course

In some cases, The Dental School may allow a learner to defer their original booking to the next available course. This opportunity is assessed on a case-by-case basis, must be confirmed before the start date of the original booking and is subject to availability. We are unable to move a learner once their course has started.

If a learner has deferred to a later course, fees will remain due in line with their original payment plan. We are unable to pause any payment plan.

Deferring an Exam

Should a learner choose to defer their original exam, they will be required to pay the fees due by NEBDN. NEBDN amend these fees on an annual basis. A full list of fees can be found on the NEBDN website. Learners will not have access to tutor support between the original exam date and the new exam date. Learners will still be able to access pre-recorded material and revision sessions.

The Qualification

In order to successfully qualify as a Dental Nurse or qualify with post registration certificates, you must adhere to the following points:

1. Learners recognise that failure to complete any part of the process will result in not successfully becoming qualified as a dental nurse.
2. Find a work placement ideally within the recommended time in order to complete the entire record of experience document in time for our deadlines.
3. Complete all required practical and written assignments from The Record of Experience or Record of Competence and have these signed off by the GDC registered witness/dentist.
4. Complete work in line with deadlines set.
5. Successfully pass both the written and practical exams – Diploma.

Payment Plans

The Dental School offer interest free payment plans to all learners aged 18 and over. If chosen, your monthly instalment will be collected by Direct Debit and will be due on 1st, 25th or 30th of each month and in line with the payment plan you agree to.

Should a direct debit payment fail, we will attempt to collect the payment again on or around the 12th of each month. Should this payment fail, an additional fee of £25.00 will be due.

The course fees are due in full even if you decide to withdraw from the course or defer.

Debt Recovery

Should a payment be missed, The Dental School LTD will write to the Learner requesting payment within 7 calendar days. Should a payment be delayed for more than 7 calendar days, a second email will be sent, extending the payment deadline by a further 7 calendar days – 14 days in total.

In instances where the learner fails to make payment after the second extension, the learners payment plan will be invalidated, and the full course fee will be due with immediate effect. Until the full course fee has been received, the learner's course will be suspended.

The matter may be referred to Debt Collection agents in the following cases. Please note that The Dental School may refer a matter to Debt Collection agents even though the case is not listed below:

1. Where the learner does not settle their balance as instructed by The Dental School LTD
2. Where the learners Direct Debit is cancelled prior to completion of their payment plan

Refunds

Enrolment is counted from the day the signed and dated application is received. Therefore, the refund period also starts from that date.

The only time that The Dental School agrees to a refund of the course fee, is if the course is cancelled by The Dental School and an alternative cohort is not available.

Aside of this, The Dental School operate a 14-day cooling off period should a Learner enrol and decide not to continue with the course. In these instances, a refund will be issued (Where a deposit was paid), amounting to 90% of the deposit paid. After the 14-day cooling off period has expired, the full course fee will be due.

Pregnancy

Where a learner falls pregnant, they will be entitled to the following options:

1. If the Learner has not yet begun their course, they will be entitled to a 90% refund of any fees paid.
2. Once the learner has begun their course, they will have 2 options:
 - a. Defer the course until after their pregnancy, or
 - b. Continue with their course as planned.

In either 2a or 2b, the full course fee will be due in line with the original payment plan.

Learners wishing to take advantage of these options will be required to show proof of pregnancy – MatB1 certificate.

Learner Identification

All learners are required to produce a copy of their passport when requested to do so by The Dental School LTD.

Residency, Right to Live, work and study in the UK

The Dental School courses are only available to those that have the legal status to Live, work and study in the United Kingdom. Should a learner enrol on to a course and not hold this right, a full refund will be issued, and enrolment will be cancelled with immediate effect.

Equal Opportunities

You will meet a variety of other students from different backgrounds and different levels of ability. We are committed to ensuring that everybody is treated equally and fairly, regardless of age, sex, ethnic origin, background or disability. In line with our policy, you must treat everybody with whom you come into contact with, with respect.

Should it be discovered that you have not followed the details set out in our Equal Opportunities Policy, you may be removed from the course. In such cases you will remain liable for the full course fees.

In the unlikely event that you find yourself a victim of mistreatment, you should notify a member of The Dental School immediately.

Misconduct

Good discipline is essential to the smooth running of the course. If it is believed that your behaviour or conduct falls below the strict standards that we expect, the Disciplinary policy will be followed. You should be aware that in the most serious of cases, you may be removed from the course without the right to a refund. Where a balance is outstanding, you will be required to settle it in full, or in line with your existing payment plan.

Grievances

In the event that you have any grievance relating to the training then please follow the steps under the complaints policy.

These terms are governed by the law of England and Wales and are subject to the exclusive jurisdiction of the courts of England and Wales.

The Dental School LTD reserves the right to amend these Terms and Conditions at any time.

Learner Name	Learner Signed	Date

Fee Payer Name	Fee Payer Signed	Date