

Bergin College of Canine Studies
10201 Old Redwood Highway, Penngrove, CA 94951
Student Enrollment Agreement for Service Dog Training Seminar

Agreement for Educational Services:

This is an agreement for educational services to be provided by Bergin College of Canine Studies to the student named below. **Once this document is signed by you and approved by Bergin College, it legally obligates both Bergin College and you. This is a legally binding agreement.**

Any question a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento, California 95833.
BPPE mailing address: P.O. Box 980118, West Sacramento, California 95798-0818;
Telephone: (888) 770-7589; (916) 441-6959; Fax: (916) 263-1897; Web site: www.bppe.ca.gov

Student Information:

Name of student: _____
Current full address of student: _____
Permanent full address of student: _____
Telephone number: _____ Cell Phone: _____
E-mail address: _____
Social Security No. _____ Date of Birth: _____

Program of Instruction:

Title of program: Service Dog Training Seminar
Certificate Awarded Upon Successful Completion of Service Dog Training Seminar

Class Location: All classes are held at 10201 Old Redwood Highway, Penngrove, CA 94951. Students are required to travel to local field trip sites.

Program completion requirements:

Start date: June 5, 2023 Scheduled completion date: July 21, 2023
This is a seven-week program that must be completed on time.
Clock Hours: 297.5

Bergin College of Canine Studies reserves the right to modify program requirements, content, and the sequence of program offerings for educational reasons which are deemed necessary to fulfill its role and mission.

Program Course Attendance:

The first two weeks are considered “student boot camp” and times will vary. Regular class time generally begins at 8:00 am and concludes at 4:30 pm Monday through Friday. Students will be assigned rotating groups in the Environmental Management session. When a student is part of the “on” group, morning class time will begin at 7:15 am. There will be some Saturday classes.

Information about Bergin College of Canine Studies:

Name of school: Bergin College of Canine Studies
Address of school: 10201 Old Redwood Highway, Penngrove, CA 94951
Telephone: 707/545-3647 E-mail: info@berginu.edu

Delay of Program Start Date

I understand that the program calendar start dates are tentative in nature and can change due to weather delays, lack of enrollment, Act of God, etc. Bergin College of Canine Studies will alert the student of any such changes and will work to minimize any disruption. Bergin College of Canine Studies is not responsible for any accommodation or flight costs associated with such changes. Bergin College of

Canine Studies will do its best to begin programs within 30 days of an event that delays program start date; this will require the program end date to extend. Students will have the option of a full refund should they wish to cancel enrollment due to this delay of program start date.

Receipt of Catalog and School Performance Fact Sheet

Prior to signing this enrollment agreement, you will be emailed a Catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Signature

Date

STUDENT'S RIGHT TO CANCEL

You have the right to cancel this 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.

If you cancel, any payment you have made and any negotiable instruments signed by you shall be returned to you within 45 days following the receipt of your notice to withdraw from the program.

If you have received any equipment, you must return the equipment within 3 days of the date you signed your notice of withdrawal. If you do not return the equipment within this 3-day period, Bergin College of Canine Studies may keep an amount out of which you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above. See equipment list attached. The Bergin College dog/puppy remains the property of Bergin College and must be returned or criminal charges will be made.

To cancel your enrollment in Bergin College of Canine Studies, deliver a signed and dated written notice and all equipment on the attached list to:

Chief Academic Officer
Bergin College of Canine Studies
10201 Old Redwood Highway, Penngrove, CA 94951
Phone Number: (707) 545-3647

REMEMBER THAT YOU MUST CANCEL IN WRITING. A notice of cancellation shall be in writing. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Date you must cancel by: 6/12/2023 **Student's initials:** _____

Complete only if you are canceling enrollment.

I _____ choose to cancel enrollment
(print name)
in the _____ Program within the first seven (7) calendar
days as stated above in the Student's Right to Cancel policy.

(signature)

(date)

DISMISSAL AND REINSTATEMENT

Student termination may result from unsatisfactory academic progress, unsatisfactory course completion, failure to achieve the appropriate proficiency level within the prescribed timeframe, use of controlled substances on campus, carrying of weapons on campus, conduct detrimental to the institution, failure to comply with financial aid regulations, non-observance of other student regulations, any harm to campus dogs, or if attitude or conduct is not in accordance with the ideals and standards of the College. A student who is dismissed may appeal to the Chief Academic Officer, who will make the final determination. To file an appeal, a student should submit a written letter to the CAO stating why termination should not occur with supporting documentation. A meeting between student and CAO will be arranged to further discuss the termination/appeal. The CAO will make the final determination within 10 days of the meeting.

TUITION REFUND POLICY

Bergin College of Canine Studies follows the State of California's Bureau of Private Postsecondary Education refund policy. This policy is applicable whether or not a student has begun training by physically attending the classes. A student has the right to receive 100 percent of the amount paid for institutional charges, less the non-refundable fees not to exceed one hundred fifty dollars (\$150) if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later. All monies paid by an applicant will be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment.

A student who has been enrolled for more than seven (7) days and less than 60% of a program's term (Semester, Session, Seminar, Course) and finds it necessary to withdraw from a Bergin College educational program may be eligible for a partial refund of their paid tuition. Tuition and fees (including assessment fees, student service fees and book fees) are refundable at a pro-rata rate to 60% term, program, or course completion. The student must adhere to the "Withdrawal" policy stated in Bergin College's Catalog. The effective date of withdrawal will be set as the date the student meets all the requirements of the withdrawal policy including written notice of withdrawal and returns all school property. Exceptions can be made for students called to active duty (copy of service orders is required) or in the event of the student's death or disability.

For purpose of determining your obligation for the time attended, you will be considered to have withdrawn from the program when any of the following occurs:

- When you notified the school of the withdrawal or the actual date of withdrawal, whichever is later.
- If you fail to return from your approved Leave of Absence (LOA), the date of withdrawal shall be the first date of the leave of absence.
- If the school terminates your enrollment.

After the beginning of the enrollment period, a student is liable for the cost of textbooks and supplies provided by Bergin College. See list on the last page of this document. In addition, the student is liable for tuition charges for the term during which the student withdrew or was dismissed including all other outstanding charges from prior terms, as per the following schedule.

All Terms of all degree programs:

Depending on when in the term the withdrawal or dismissal occurs, the student is liable for:

Prior to or during the first week = 0% of the term's total tuition charges

Up to 60% of the term, a prorated rate of the term's total tuition based on number of required days of attendance.

After 60% of the term, no refund is given.

Students who withdraw before completing 60% of the program's term are eligible for a pro rata refund less the non-refundable fees. The pro rata refund amount is determined by the daily charge for the program term multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal. If a student is eligible for a refund, the refund will be made within 30 days of the effective withdrawal date.

Refund Example:

Process	Example
A student withdraws after completing 15 class days of the Service Dog Training Seminar program. This certificate program is 35 days in length. Therefore, the student has completed 15 out of 35 days or 43 percent of the program.	Student = 15 days of attendance Program length = 35 class days Total Tuition Charge = \$4,400 Daily tuition charge = \$4,400 = \$125.715 per class day Tuition charge for 15 days = 15 x \$125.715 = \$1,885.73
If the student has paid \$4,400 in tuition, she or he will receive a tuition refund of \$2,514.27	Tuition paid = \$4,400.00 Tuition charge = - \$1,885.73 Refund = \$2,514.27

All refunds based on the Bergin College Refund Policy are calculated by the Business Office manually. All refunds due to student shall be made within 30 days of formal cancellation by the student or formal dismissal by the school. The student is notified of the results of the refund calculation and notified of his/her liabilities in writing. A follow-up phone call is made by the Business Office.

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1) The school closed before the course of instruction was completed. 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans; and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program; or 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. At this time, the STRF assessment is \$2.50 per \$1,000.

NOTICE CONCERNING FEDERAL OR STATE GOVERNMENT LOAN DEFAULT

If a student has received a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds. If a student is eligible and receives a loan guaranteed by the federal or state government and subsequently defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

NOTICE CONCERNING COMPLAINTS AND FILING WITH BPPE

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form which can be obtained on the bureau's internet website, www.bppe.ca.gov.

Bureau for Private Postsecondary Education
1747 N. Market Boulevard, Suite 225
Sacramento, California 95834
Phone: (888) 370-7589 or (916) 574-8900
Fax: (916) 263-1897

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT BERGIN COLLEGE

The transferability of credits you earn at Bergin College of Canine Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at the Service Dog Training Seminar is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Bergin College of Canine Studies to determine if your certificate will transfer.

GRADUATION REQUIREMENTS

Students who have completed all the clock hours required for a Seminar certificate are expected to participate in the graduation ceremony. Students are expected to speak at and provide dog/pup demonstrations during the graduation ceremony.

EMPLOYMENT

Bergin College of Canine Studies is not an employment agency. No employment information or career service provided by the Bergin College to any student or graduate will be considered by the student or graduate, either expressly or implied, as a guarantee or promise of employment, a likelihood of employment, an indication of a level of employment or compensation any student or graduate may expect, or an indication of the types or job titles of positions for which students or graduates may qualify.

NOTICE CONCERNING ENGLISH

Bergin College of Canine Studies only conducts recruitment of applicants and enrollment of students in English. All students accepted into Bergin College of Canine Studies' programs are proficient in English and all instruction offered at Bergin College of Canine Studies is taught only in English.

FINANCIAL OBLIGATIONS OF STUDENT AND SCHOOL

You will make all of the payments and perform all of the other acts required of you in this agreement, subject to your rights to cancel the agreement (Section E) and withdraw from the course (Section F), and the school will furnish all of the services and perform all of the acts required of it in

this agreement, in the school’s catalog, and in any solicitations or advertisements made on behalf of the school.

PROGRAM FEES

The following is a breakdown of the total amount that the student is obligated to pay for the program of instruction and all other services and facilities furnished or made available to the student by the school, including any charges made by the school for tuition and including any other fees and expenses that the student will incur upon or after enrollment.

Tuition:	\$ 4,400 7 wks	Refundable according to the tuition refund policy
Non-Refundable Fees:		
Application Fee	\$ 50	Payable when submitting an application
Registration Fee	\$ 100	Payable upon accepting enrollment into a Program
Returned Check Fee	\$ 20	Payable at each occurrence-not applicable to most students
STRF	\$ 0	
Other Expenses:		
Training outings	\$ 300	Approximate out-of-pocket cost of fieldtrips
Books	100	Approximate total, cost of books may vary
TOTAL PROGRAM EXPENSES:	\$ 4,550	Approximate total: book cost and field trip costs are variable

Program Completion Requirements

Program Title: Service Dog Training Seminar	Total Time: Seven weeks, 297.5 Clock Hours
Graduation Requirement: P/NP	

\$4,950 ESTIMATED TOTAL CHARGES FOR SUMMER SEMINAR

\$4,550 TOTAL (ESTIMATED) CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT

Tuition must be paid prior to attending the first class. Bergin College of Canine Studies reserves the right to adjust tuition and fee charges on an annual per-program basis. **Students currently enrolled in the program will not be affected by adjusted tuition.** Increased tuition will be noted in the newest revision of the College Catalog and on the website. Bergin College of Canine Studies accepts payment in the form of credit card, check, money order or cash. The College does not accept installment payments. Federal Financial Aid and GI Bill payments are NOT accepted at this time. No certificate will be awarded until balance is paid in full.

CERTIFICATION BY SCHOOL

I am an authorized representative of Bergin College of Canine Studies, and I certify that the institution’s cancellation and refund policies have been explained to the student.

Signature of school representative Title Date

CERTIFICATION BY STUDENT

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.

Signature of student **Print name of student** **Date**

Attachment A

EXPLANATION OF COSTS

Training Outings

Seminar students are required to participate in fieldtrips with clients with disabilities and in mock client boot camps. The cost for the lunches, dinners and other activities that are required on these outings is estimated at approximately \$150 for each two-week boot camp. This cost is in addition to the program's tuition and is paid by the student.

Room, Board and Transportation

Food is the student's responsibility and varies as a result of individual taste.

Off campus housing: Most students attending classes at the College will need to find their own housing. You can find listings online through the local newspaper at www.pressdemocrat.com, www.craigslist.org or a variety of other online listings or local rental agencies. Since Sonoma County is home to one junior college and one other College, numerous rooms are available for student rental starting as low as \$1,000/month for shared housing.

Short term stays: Extended stay hotels and motels are available but are generally more expensive than other forms of accommodation. Students make arrangements directly with the facility.

Transportation: With gas prices changing dramatically now, it is hard to estimate total commute expenses. Gas costs to commute to and from the College average \$35 per week for a typical vehicle. The College is on a county bus service route.

Note: All fees are reviewed each year and adjusted as appropriate. Fees are subject to change without notice.

Student loans:

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of the refund will first be used to repay your financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible for paying that amount. If you have obtained or are applying for any educational or private loans for the purposes of paying tuition, please supply us with the following information:

Name of Lender: _____

Lender Address: _____

Proceeds are being forwarded directly to the College? Yes No

Bergin College of Canine Studies
Attachment to Service Dog Training Seminar Enrollment Agreement:
Equipment List

Dog or puppy – remains the property of Bergin College and must be returned when required.

Items borrowed by the student – to be returned upon request by the end of the program:

Service Dog in Training Vest

Dog Harness

Dry Food Storage Bag

Dog Food

Dog 'Place Rug'

Optional equipment and supplies that may be retained by the student:

Leash

ID card

Collapsible Dog Water Bowl

Service Dog Team Training Curriculum

Reading Flash Cards

Bergin College of Canine Studies

Enrollment Agreement Receipt

Name: _____

Program: _____ Enroll Date: _____

I have read, understand, and have received a copy of my signed Enrollment Agreement.

Student Signature

Date