

**Bergin College of Canine Studies**  
**10201 Old Redwood Highway, Penngrove, CA 94951**  
**Student Enrollment Agreement for Bachelor Degree**

**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 agreement covers your attendance in the below named program for two semesters. An enrollment agreement will be signed at the beginning of each school year. This is a legally binding agreement.**

*Any questions 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, 1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834  
PO Box 980818, West Sacramento, California 95798-0818.*

*Telephone: (888) 370-7589; (916) 574-8900; Fax: (916) 263-1897; Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
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 web site [www.bppe.ca.gov](http://www.bppe.ca.gov).*

**Student Information:**

Name of Student: \_\_\_\_\_  
Current address of student: \_\_\_\_\_  
Permanent address of student: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**Program of Instruction:**

Title of program: Bachelor of Science in Canine Studies (Cynology)  
Academic Degree Awarded Upon Successful Completion of Bachelor Degree Program

**Program completion requirements:**

Total credits: 120 semester credits  
Start date: August 26, 2024 Scheduled completion date: April 26, 2025  
Semesters: Fall 2023, Spring 2024, Fall 2024 and Spring 2025 – two years to complete degree program. The maximum time frame to complete the program is 1.5 times the length of the program. The Bachelor of Science program requires completion of 120 semester credits, with a minimum of 30 credits in general education and 30 elective credits transferred in from outside appropriate sources. This allows the bachelor's program to be completed with four semesters (terms) of enrollment. Maximum program length for the B.S. degree is 1.5 times the program length or six (6) semesters (terms) of enrollment. Additional semesters will be permitted when allowance is required for scheduling of courses that are offered every other year.

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:**

Class time generally begins at 9:00 am and concludes around 4:00 pm Monday through Friday. Students will be assigned rotating groups in the Environmental Management supervised lab. When a

student is part of the “on” group, morning class time will begin at 7:15 am. If students choose to participate in an elective course, class times are scheduled for one or two days a week later in the day, subject to change. Instruction will be provided at the address listed: 10201 Old Redwood Highway, Penngrove, CA 94951

**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](mailto: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 must be given 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. **Student Initials** \_\_\_\_\_

**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, provide notice and return all equipment on the attached list to:

Chief Academic Officer	or	Registrar
Bergin College of Canine Studies		Bergin College of Canine Studies
250 SE 1 <sup>st</sup> Street, Canyonville, OR 97417		10201 Old Redwood Highway, Penngrove, CA 94951
Phone Number: (707) 545-3647		Phone Number: (707) 545-3647

**REMEMBER THAT YOU MUST CANCEL WITHIN SEVEN DAYS OF THE FIRST DAY OF SCHOOL.**

Date you must cancel by: 9/3/2024 **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.

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, book fees, etc.) are refundable at a pro-rata rate to 60% of term, program, or course completion. The student must adhere to the "Withdrawal" policy stated in the 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 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. 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 40 class days of a Bachelor of Science in Canine Studies semester. If, for example, the semester is 75 days in length, the student has completed 40 out of 75 days or 53.33% of the semester. This student has not completed 60% of the program and is eligible for the pro rata refund.	Student = 40 days of attendance Semester = 75 class days Total semester tuition = \$4,850.00 Daily tuition charge = $\$4,850/75 = \$64.667$ per class day Tuition charge for 40 days = $40 \times \$64.667 = \$2,586.67$
If the student has paid \$4,6850.00 in tuition, the student will receive a tuition refund of \$2,263.33.	Tuition paid = \$4,850.00 Tuition charge = <u>- \$2,586.67</u> Refund = \$2,263.33

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. The Financial Aid Office performs the Title IV refund calculation and determines the student's and the institution's liability for program specific return of overpayments to the Department of Education.

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

**STUDENT TUITION RECOVERY FEE**

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.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. **Questions regarding the STRF**

may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Boulevard, Suite 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

### **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 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**

A student or any member of the public has the right to file a complaint with the College's state regulatory agency (BPPE):

Bureau for Private Postsecondary Education  
1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, California 95798-0818  
Phone: (888) 370-7589 or (916) 574-8900  
Fax: (916) 263-1897

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT BERGIN COLLEGE OF CANINE STUDIES**

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 degree you earn in Canine Studies is also at the complete discretion of the institution to which you may seek to transfer. If the credits, or degree that you earn at this institution are not accepted at that 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 credits, or degree will transfer

### **GRADUATION REQUIREMENTS**

Student attendance at degree graduation is required. 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.

### **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 and withdraw from the course, 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.

<b>Tuition</b>	<b>\$ 19,400</b> or \$ 4,850/semester	Refundable according to the tuition refund policy
<b>Non-Refundable Fees:</b> Application Fee-non-refundable Registration Fee-non-refundable Returned Check Fee-non-refundable STRF-non-refundable	<b>\$ 50</b> <b>\$ 100</b> <b>\$ 20</b> <b>\$ 0</b>	Payable when submitting an application Payable upon accepting enrollment into a Program Payable at each occurrence
<b>Other Expenses:</b> Training outings Books	\$ 300 \$ 400	Approximate out-of-pocket cost of fieldtrips Approximate total, cost of books may vary
<b>TOTAL PROGRAM EXPENSES:</b>	<b>\$ 19,550</b>	Approximate total: book cost and field trip costs are variable

**Program Completion Requirements**

Program Title: Bachelor of Science in Canine Studies (Cynology)	Total Semesters: Four
Graduation Requirement: Cumulative GPA of 'C' (2.0)	Total Credits: 120

**\$ 5,000 TOTAL (ESTIMATED) CHARGES FOR SEMESTER ONE**

**\$19,550 TOTAL (ESTIMATED) CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**

**\$ 5,000 TOTAL (ESTIMATED) CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT**

Tuition must be paid on the first day of classes. 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 College Registrar      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

BS 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 semester'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](http://www.pressdemocrat.com), [www.craigslist.org](http://www.craigslist.org) or a variety of other online listings or local rental agencies. Please also contact Student Services to join the College's Housing Facebook page. Since Sonoma County is home to one junior college and one other college, numerous rooms are available for student rental starting as low as \$850-\$1,200/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 depending on the distance. 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

Name of Lender: \_\_\_\_\_

Proceeds are being forwarded directly to the College? \_\_\_Yes \_\_\_No



**Bergin College of Canine Studies**  
**Attachment to BS Degree Program 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 (for the Service Dog semester)

Dog Harness

Dry Food Storage Bag

Dog Food

Dog 'Place Rug'

Dog Brush

**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.*

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**Student Signature**

**Date**