

Bergin College of Canine Studies
10201 Old Redwood Highway, Penngrove, CA 94951
Student Enrollment Agreement for Associate 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.

*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, California 95834.
Telephone: (888) 370-7589; (916) 574-8900; Fax: (916) 263-1897; Web site: 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: Associate of Science in Assistance Dog Education
Academic Degree Awarded Upon Successful Completion of Associate Degree Program

Program completion requirements:

Total credits: 61 semester credits

Start date: August 29, 2022

Scheduled completion date: April 29, 2023

Semesters: Fall 2022 & Spring 2023 - nine months to complete degree program. The maximum time frame to complete the program is 1.5 times the length of the program. The Associate of Science Degree Programs, while meeting the expectation of two-years of student learning outcomes with 61 semester credits required for graduation, are actually completed in two full semesters' terms of enrollment. This is possible because the student completes 37 semester credits at the College with 24 semester credits of the program applied through transferred in courses. Maximum program length for the A.S. degree is 54 semester credit hours (36x1.5) rounded off to four (4) semesters (terms) of enrollment.

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 8:30 am and concludes around 4:00 pm Monday through Friday. Students will be assigned rotating groups in the Kennel Technology 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 day a week later in the day, subject to change. **Please Note:** Courses that include field trips or client interviews will occasionally run until 3:50 pm. Class schedule times vary from semester to semester.

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 must be given an electronic version of the College’s Catalog 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. I understand and agree to Bergin College of Canine Studies’ policies published in the catalog.

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

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

Date you must cancel by: 9/6/2022 **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, 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 an Associate of Science 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 = \$5,490 Daily tuition charge = $\$5,490/75 = \73.20 per class day Tuition charge for 40 days = $40 \times \$73.20 = \$2,928.00$
If the student has paid \$5,490.00, the student will receive a tuition refund of \$2,562.00.	Tuition paid = \$5,490.00 Tuition charge = - <u>\$2,928.00</u> Refund = \$2,562.00

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 the student’s 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 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 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) and/or the College's accrediting agency (ACICS):

Bureau for Private Postsecondary Education - BPPE
 1747 N. Market Boulevard, Suite 225
 Sacramento, CA 95834
 Phone: (888) 370-7589

Accrediting Council for Independent Colleges and Schools - ACICS
 P.O. Box 41154
 Washington, DC 20018
 Phone: (202) 336-6780

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 Assistance Dog Education 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.

Tuition:	\$ 10,980 or \$ 5,490/semester	Refundable according to the tuition refund policy
Non-Refundable Fees: Application Fee Registration Fee Returned Check Fee STRF	\$ 50 \$ 100 \$ 20 \$ 0	Payable when submitting an application Payable upon accepting enrollment into a Program Payable at each occurrence
Other Expenses: Training outings Books	\$ 300 \$ 400	Approximate out-of-pocket cost of fieldtrips Approximate total, cost of books may vary
TOTAL PROGRAM EXPENSES:	\$ 11,130	Approximate total: book cost and field trip costs are variable

Program Completion Requirements

Program Title: Associate of Science in Assistance Dog Education	Total Semesters: Two
Graduation Requirement: Cumulative GPA of 'C' (2.0)	Total Credits: 61

\$ 5,640 TOTAL (ESTIMATED) CHARGES FOR SEMESTER ONE

\$11,130 TOTAL (ESTIMATED) CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

\$ 5,640 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. 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 check, credit card, money order or cash. The College does not accept installment payments. Federal Financial Aid, Vocational Rehabilitation and GI Bill payments are also accepted. No degree 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

AS 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, 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: _____ Department of Education

Proceeds are being forwarded directly to the College? Yes No

Bergin College of Canine Studies
Attachment to AS 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 by request or by the end of the program:

Service Dog in Training Vest
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.

Student Signature

Date