

**Bergin College of Canine Studies**  
**250 SE 1<sup>st</sup> Street, Canyonville, OR 97417**  
**P.O. Box 725, Canyonville, OR 97417**  
**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 agreement covers your attendance in the below named certificate for seven weeks. This is a legally binding agreement.**

*This school is a business corporation authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Higher Education Coordinating Commission Office of Degree Authorization, 3225 25<sup>th</sup> Street SE, Salem, Oregon 97302 or [info.pps@state.or.us](mailto:info.pps@state.or.us). Should student attempts to resolve grievances with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC), can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission, 3225 25<sup>th</sup> Street SE, Salem, OR 97302 or by sending an email to [HECC.Complaints@hecc.oregon.gov](mailto:HECC.Complaints@hecc.oregon.gov). Students may also access the HECC complaints page at <https://www.oregon.gov/highered/about/Pages/complaints.aspx>.*

**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 250 SE 1<sup>st</sup> Street, Canyonville, OR 97417. Students are required to travel to local field trip sites.

**Program completion requirements:**

Start date: June 8, 2026 Scheduled completion date: July 24, 2026  
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. There will be no extra expense to students.

**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 or field trips.

**Information about Bergin College of Canine Studies:**

Name of school: Bergin College of Canine Studies  
Address of school: 250 SE 1<sup>st</sup> Street, Canyonville, OR 97417  
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.**

\_\_\_\_\_  
**Student 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 Oregon's Administrative Rules with regard to the refund policy. This policy is applicable whether or not a student has begun training by physically attending the classes.

- (1) A student may cancel enrollment by giving written or oral notice to the school. If a student has 14 consecutive absences, they will be considered withdrawn. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
  - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published \$100 registration fee.
  - (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
  - (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
  - (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in subsections (1)(a) and (b) of this rule, the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- (2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- (3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.

- (4) The seminar program is measured in clock hours. The portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
- (5) The Associate, Bachelor and Master degree programs are measured in credit hours. The portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
- (6) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include the application fee nor the registration fee.
- (7) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
- (a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
  - (b) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under paragraph (a) of this subsection may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- (8) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
- (9) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.
- (10) A student who has been enrolled for more than five (5) business days and less than 50% 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 are refundable at a pro-rata rate to 50% 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 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 you have 14 consecutive absences.
- 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 50% of the term, a prorated rate of the term's total tuition based on number of required days of attendance.

After 50% of the term, no refund is given.

Students who withdraw before completing 50% of the program's term are eligible for a pro rata refund.

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 40 days of the effective withdrawal date.

**Refund Example:**

<b>Process</b>	<b>Example</b>
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 40 days of 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.

**TUITION PROTECTION FUND**

The State of Oregon created the Tuition Protection Fund to relieve or mitigate economic losses suffered by students who are Oregon residents regulated by the Higher Education Coordinating Commission (HECC). Students attending Bergin College may apply for a refund of tuition from the fund if the school ceases to provide educational services.

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 Tuition Protection Fund may be directed to the Higher Education Coordinating Commission Office of Degree Authorization, 3225 25<sup>th</sup> Street SE, Salem, Oregon 97302 or [info.pps@state.or.us](mailto:info.pps@state.or.us).**

## **NOTICE CONCERNING COMPLAINTS AND FILING WITH THE STATE OF OREGON**

A student or any member of the public may file a complaint about this institution with the  
Higher Education Coordinating Commission  
3225 25<sup>th</sup> Street SE, Salem, Oregon 97302  
[HECC.Complaints@hecc.oregon.gov](mailto:HECC.Complaints@hecc.oregon.gov)  
(503) 378-5690

## **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.

## **RECORD REQUESTS, RETENTION, AND PRIVACY**

All educational records of students who enroll at Bergin College of Canine Studies are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Student written consent is needed for the release of records covered by this Act to outside parties (for example: prospective employers) except for those agencies entitled to access under provisions of the Act (for example: campus officials, other schools, federal education and auditing officials, and requests in connection with the application or receipt of financial aid). Additional information can be found in the school catalog. Students will not be charged any fees associated with the verification of student identity at the time of registration or enrollment.

**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>\$ 4,400</b> 7 wks	Refundable according to the tuition refund policy
<b>Fees:</b>		
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
<b>Other Expenses:</b>		
Training outings	\$ 300	Approximate out-of-pocket cost of fieldtrips
Books	\$ 100	Approximate total, cost of books may vary
<b>TOTAL PROGRAM EXPENSES:</b>	<b>\$ 4,550</b>	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	

**\$4,550 TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE FOR SEMINAR**

**\$4,950 ESTIMATED TOTAL CHARGES FOR SEMINAR**

**\$4,550 TOTAL 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 AND ENROLLMENT ACCEPTANCE 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.**

\_\_\_\_\_  
 Printed Name & Title of School Official                      Signature of School Official                      Date

**CERTIFICATION AND ENROLLMENT ACCEPTANCE 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.**

\_\_\_\_\_  
**Print Name of Student                      Signature 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.

On campus housing: The school has a dormitory and three apartments available for rent to those students who desire to rent a room on campus. Please contact [admissions@berginu.edu](mailto:admissions@berginu.edu) in order to obtain more information.

Off campus housing: Those students who choose not to stay in on campus housing while attending classes at the College will need to find their own housing. You can find listings online through sites such as [www.craigslist.org](http://www.craigslist.org) or a variety of other online listings or local rental agencies.

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 \$25 per week for a typical vehicle.

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

**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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**Printed Student Name**

**Student Signature**

**Date**