

Bergin University of Canine Studies

Student Enrollment Agreement for Associate Degree

Agreement for Educational Services:

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

*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, 2535 Capitol Oaks Drive, Suite 400 Sacramento, California 95833.
BPPE mailing address: P.O. Box 980818, West Sacramento, California 95798-0818;
Telephone: (888) 370-7589; (916) 431-6959; Fax: (916) 263-1897; Web site: www.bppe.ca.gov*

A. Student Information:

Name of student: _____
Current address of student: _____
Permanent address of student: _____
Telephone number: _____ Cell Phone: _____
E-mail address: _____

B. Program of Instruction:

Title of program: Associate of Science in Assistance Dog Education
Associate of Science in Business and Companion Dog Studies
Program completion requirements (total credits): 60 semester credits
Start date: August 18, 2014 Scheduled completion date: May 2, 2015
Semesters: Fall 2014 & Spring 2015

C. Information about Bergin University of Canine Studies:

Name of school: Bergin University of Canine Studies
Address of school: 5860 Labath Avenue, CA 94928
Telephone: 707/545-3647 Fax number: 707/545-0800 E-mail: info@berginu.edu

D. 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.

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

E. 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 30 days of the date you signed your notice of withdrawal. If you do not return the equipment within this 30-day period, Bergin University 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, and you may keep the equipment.

To cancel your enrollment in Bergin University of Canine Studies, mail or deliver a signed and dated written notice to:

Chief Academic Officer
Bergin University of Canine Studies
5860 Labath Avenue, CA 94928
Phone Number: (707) 545-3647

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

Date you must cancel by: _____ 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)

F. TUITION REFUND POLICY

Bergin University 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 a full refund of all charges less the non-refundable fees if he or she cancels the enrollment agreement within the first 7 (seven) days of the Semester and has made 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 University 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 the Bergin University'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 University. Textbook and supplies become personal property of the student when received and accepted by him/her. 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 in Assistance Dog Education semester. The semester is 80 days in length. Therefore, the student has completed 40 out of 80 days or 50 percent of the semester.	Student = 40 days of attendance Semester = 80 class days Total Semester Tuition Charge = \$4,925 Daily tuition charge = $\$4,925/80 = \61.562 per class day Tuition charge for 40 days = $40 \times \$61.562 = \$2,462.50$
If the student has paid \$4,925 in tuition, she or he will receive a tuition refund of \$2,462.50.	Tuition paid = \$4,925.00 Tuition charge = - <u>\$2,462.50</u> Refund = \$2,462.50

All refunds based on the Bergin University 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.

G. 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.

H. 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.

I. NOTICE CONCERNING COMPLAINTS

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

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, California 95798-0818
Phone: (888) 370-7589

Accrediting Council for Independent Colleges and Schools-ACICS
750 First Street NE, Suite 980
Washington, DC 20002-4241
Phone: 202.336.6780

J. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT BUCS

The transferability of credits you earn at Bergin University 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 or Business and Companion Dog 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 University of Canine Studies to determine if your credits, or degree will transfer.

K. NOTICE CONCERNING ENGLISH

BUCS only conducts recruitment of applicants and enrollment of students in English. All students accepted into BUCS' programs are proficient in English.

L. 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.

M. 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:	\$ 9,850 or \$ 4,925/semester	Refundable according to the tuition refund policy
Non-Refundable Fees: Application Fee Registration Fee Returned Check Fee Support Services and Supplies	\$ 50 \$ 250 \$ 20 \$ 500 or 250/ semester	Payable when submitting an application Payable upon accepting enrollment into a Program Payable at each occurrence Dog acquisition and maintenance, equipment, EBSCO (online library), internet access
Other Expenses: Training outings Books	\$ 300 \$ 400	Approximate out-of-pocket cost of fieldtrips Approximate total, cost of books may vary
TOTAL PROGRAM EXPENSES:	\$ 10,650	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: 60

\$ 5,475 TOTAL (ESTIMATED) CHARGES FOR SEMESTER ONE

\$10,650 TOTAL (ESTIMATED) CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

\$ 5,475 TOTAL (ESTIMATED) CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT

Bergin University 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.

N. CERTIFICATION BY SCHOOL

I am an authorized representative of Bergin University 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

O. 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 University 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 university, numerous rooms are available for student rental starting as low as \$450/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 University average \$35 per week for a typical vehicle. The University 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 University? Yes No

Bergin University of Canine Studies
Attachment to AS Degree Program Enrollment Agreement:
Equipment List

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

Vest – to be returned at end of program.

Harness

Leash

ID card

Food / treats

Bowl(s)

SMARTEST DOG TRAINING book

Service Dog Team Training Manual

Student initials _____