

All Dogs Academy Enrollment Agreement & Application (Effective 1/15)

All Dogs Academy for Professional Trainers & Instructors (“the Academy”) is a Division of All Dogs Inc. (“All Dogs”). The Academy is committed to the advancement of humane training of dogs through developing professional trainers with the highest level of skills in the field. The goal of the Academy is to provide graduates with the requisite skills to achieve success as professional dog trainers and obedience instructors emphasizing the principles and skills of clicker training and operant learning as their primary practice.

The following information will provide the Academy with information regarding your background, qualifications and aspirations, as well as providing you with the Academy’s enrollment procedures, requirements, terms and conditions.

Changes to the Program

The Academy and All Dogs reserve the right to add, delete, update, and change classes, faculty, and programs, including, but not limited to text books, manuals, policies, rules and regulations. Students enrolled in the Academy agree to be bound by and to comply with all policies, rules and regulations of the Academy that are in effect during their enrollment in the Academy’s programs, subject to change and revision from time-to-time.

ADMISSION PROCEDURES & POLICIES

Non-discrimination Policy

The Academy does not discriminate in enrollment, administration of its policies, educational policies, programs or hiring. Students must be 18 years old, or have signed permission from a parent or guardian to attend the Academy courses. Students younger than 18 may be interviewed prior to acceptance.

By signing the enrollment application, the applicant represents that all information is true, correct and complete in all respects.

TUITION & FEES

The non-refundable application fee of \$250.00 must be sent with application. The balance of tuition is due 30 days prior to the start of any course, unless prior arrangements have been made and accepted in writing by the Academy:

FEE SCHEDULES (Effective January, 2015)

Application fee (sent with application)	\$ 250
Balance of course tuition if paid in full before late registration date (see Catalog, page 7)	\$1,400 (Total \$1,650)
Balance due of course tuition if paid after late registration date (see Catalog, page 7)	\$1,550 (Total \$1,800)

Tuition includes all required training equipment, Gail Fisher’s Training Manuals and instruction, meals as noted in Catalog, and Certificate of Completion after all coursework has been satisfactorily completed. Placement assistance upon successful completion of the entire course as well as continued access to instructors for email and/or telephone consultation and advice in the future.

Tuition does not include books, meals (other than as specified), lodging, transportation, expenses related to the student’s dog(s) or any other items not specifically mentioned above.

REQUIREMENTS FOR CERTIFICATION OF EACH COURSE

Students must pass both oral testing as well as practical testing of their skill proficiencies to receive certification of each Course. There may be additional written tests and video requirements for some Courses.

CANCELLATION & REFUND POLICY

When you register for the program you are reserving Academy resources, and we assume you will participate in the program. It is our sincere hope that students will not withdraw once they have been accepted into the program, but in the event of unforeseen circumstances, our policy includes the following schedule regarding cancellations and refunds as per NH State Statutes:

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PART Pos 1111 REFUND STANDARDS

Pos 1111.01 Refund Principle. The director shall approve only those schools that publish and adhere to refund provisions consistent with the standards below.

Pos 1111.02 Federal Program Refund.

The refund policy for students receiving benefits from federal programs that require specific refund policies shall be in accordance with the specific federal policies.

Pos 1111.03 Full Refund.

A school's refund policy shall provide for a full refund of all money paid by the student if:

- (a) The applicant or student cancels enrollment within 3 business days under RSA 188-D:23;
- (b) The student did not meet the provisions of Pos 1104.01;
- (c) The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school;
- (d) The school's failure to comply with RSA 188-D-23.

Pos 1111.04 Short Program Refunds.

If for any reason a student withdraws or is dismissed by the school from a program which has a fixed class schedule, and is shorter than 6 class days, and is less than \$350 in total cost, and is not one of a sequence of programs, the student shall not be entitled to any refund, except as noted in Pos 1111.02 and 1111.03.

Pos 1111.05 Partial refunds.

- (a) A student who withdraws or is dismissed after the period of time identified under Pos 1111.03(a) has passed, but before completing 50% of the potential units of instruction in the current time period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current time period, less a one-time application fee not exceeding \$500 or 20% of the program tuition, whichever is less.
- (b) Pro rata refund shall be the ratio of the number of units remaining after the last unit completed by the student to the total number of units in the time period, rounded downward to the nearest 10 percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current time period.
- (c) All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
- (d) No refund shall be required for any student who withdraws or is dismissed after completing 50% of the potential units of instruction in the current time period unless a student withdraws due to mitigating circumstances, in which case refunds shall be calculated based on the pro rata method described in Pos 1111.05 (a).
- (e) The 50 percent completion limitation does not apply in cases where the student cannot complete the program due to action taken by the school. Examples of school's action shall include school closing or bankruptcy, or cancellation of the program. In these and similar situations, refunds and fees shall be based on the pro rata method described in Pos 1111.05 (a) for up to 100 percent of the tuition paid.

Pos 1111.06 Timely Refunds Payments.: Refunds shall be paid within 30 days after the effective date of termination.

Pos 1111.07 Good Faith Effort.

A school shall be considered to have made a good faith refund effort to make a refund, if the student's file contains evidence of the following attempts:

- (a) Certified mail to student's last known address;
- (b) Certified mail to the student's permanent address; and
- (c) Certified mail to the address of the student's parent or listed next of kin, if different from the permanent address.

Pos 1111.08 Notice of Withdrawal.

- (a) A school shall require that notice of withdrawal be in writing, but shall not require a specific manner of delivery.
- (b) The school shall honor any valid notice of withdrawal given, reimburse the student any refund amount due, and arrange for a termination of the student's obligation to pay any sum in excess of that permitted under the refund standards.
- (c) All schools shall have a constructive notice of an intention to withdraw policy.
- (d) For students receiving funds under federal programs, schools shall comply with applicable federal guidelines for providing notice of an intention to withdraw.

Pos 1111.09 Refund Not Conditional on Compliance With School Regulations.

A school shall not make its refund policy conditional upon compliance with the school's rules of conduct or other regulations.

Pos 1111.10 Distribution of Refunds to Financial Aid Sponsors. All or a portion of any refunds due shall be paid to sponsors furnishing grants, loans, scholarships or other financial aid to students, in conformity with federal and state laws, regulations and rules and requirements of financial aid sponsors. After any disbursements to financial aid sponsors have been made, the student shall receive the balance, if any, of the amount due under the school's refund policy.

Exceptions: 100% refunds (including the \$250 Application fee) are provided to students should the program be cancelled. Refunds other than the amounts listed in the policy above may be given when there is an Academy error, or for medical issues or family emergencies. Complete the Refund Request Form available from the Registrar. Documentation will be required. Requests for exceptions must be received in a timely manner.

Note: Normally you will receive your refund two to three weeks from the date of withdrawal. Check refunds are made to students unless charges are paid by third party contracts. Credit card refunds are issued to the account originally charged.

ALL DOGS ACADEMY APPLICATION

Course applying for: Course 1 Date _____
 Course 2 Date _____ Date attended Course 1 _____
 Course 3 Date _____ Date attended Course 2 _____

To enroll in the above Academy course, fill out the following application, and return it with the signed agreement and application fee or complete tuition to: All Dogs Academy, 505 Sheffield Rd., Manchester, NH 03103.

Name _____

Street Address _____

City _____ State _____ ZIP _____ Country _____

Home Phone _____ Work Phone _____

Cell Phone _____ Last 4 digits of SSN (Student ID #) _____

email address _____

Repeat email _____

Emergency Contact _____

Name

Phone Number

Health Information

Please list any health, physical or hearing issues that could affect your training _____

Are you generally in good health? Yes No If not, please explain. Attach doctor's note if necessary.

To give us some background on the attendees, please share the following information with us:

Dogs

Please list information on dogs currently owned, including breed(s) ages, sex, how long owned, and any accomplishments or training. (Attach separate sheet if necessary)

Please list information on dogs owned in the past, including breed(s) ages, sex, accomplishments (if any) and what happened to dog? (Attach separate sheet if necessary)

Working experience with dogs - Describe experience (Attach separate sheet if necessary)

**AGREEMENT
POLICIES, RULES, REGULATIONS & WAIVER & ASSUMPTION TO HOLD HARMLESS**

All students are required to review, agree to and abide by All Dogs Academy for Professional Dog Trainers & Instructors (“the Academy”) policies, rules and regulations in effect, and subject to change from time to time. By signing below, the student acknowledges receipt of a copy of the current policies, rules and regulations of the Academy, a copy of which is contained in this Catalog and Enrollment Agreement & Application. The Academy, at its sole discretion, may amend its policies, rules and regulations at any time, and the student agrees to abide by any such amended changes from the date of adoption. Students are subject to termination if they do not strictly adhere to all Academy policies, rules and regulations as outlined in the Academy Catalog.

The terms and conditions of the Academy Programs shall be enforced in accordance with the laws of the State of New Hampshire, and all Agreements are deemed to have been made in the State of New Hampshire. In the event of litigation regarding the terms and conditions of the Academy Program, the parties expressly submit to the jurisdiction of the federal and state courts located in New Hampshire.

The undersigned, as an applicant for admission as a student at the Academy, hereby requests admission to the Academy Course. The applicant attests that all information contained in this application is true, correct and complete to the best of his or her knowledge. Upon acceptance for admission, the undersigned agrees to be bound by the terms and conditions of this Enrollment Agreement & Application, and the policies and procedures from time to time adopted by the Academy.

I (print name) _____ understand that attendance and participation in an Academy Course is not without risk to myself and/or guests who may attend this course. I further understand that if I bring my personal dog to the Course, he/she is also at risk, and I may be exposing my dog to an illness beyond the control of the Academy. I understand that some of the dogs I may be exposed to or handle may be difficult to control and may cause injury even when handled with the greatest amount of care. I further understand that dogs’ actions can not always be predicted.

I hereby waive and release Gail Fisher, All Dogs Inc, All Dogs Academy, All Dogs Gym & Inn, all owners of dogs I may work with, and any employees, owners, and agents from any and all liability of any nature for injury or damage which I or my dog may suffer, including specifically, but not without limitation, any injury or damage resulting from the action of any dog, and I expressly assume the risk of any such damage or injury while attending the Academy Courses, while supervising, instructing, training or interacting with the dog off property or while on the grounds or surrounding area thereto.

In consideration of my attendance and participation in All Dogs Academy Dog Training & Instructing Courses, I hereby agree to indemnify and hold harmless Gail Fisher, All Dogs Inc, All Dogs Academy, All Dogs Gym & Inn, all owners of dogs I may work with, and any employees, owners, and agents from any and all claims or claims by any member of my family or any other person accompanying me during the course as a result of any action by any dog, including my own.

Signature of applicant (Must be 18 years of age or older)

Signature of parent/guardian (If Applicant is under 18 years of age)

Print name

Date

Any buyer may cancel this transaction any time prior to midnight of the third business day after the date of this transaction (per RSA 188-D:23)

Return completed application to All Dogs Academy, 505 Sheffield Rd., Manchester, NH 03103