

# ENROLLMENT AGREEMENT

OTCK9 Academy  
770-847-7947  
110 Dixie Drive, Woodstock, Georgia 30189

Student Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

Email Address \_\_\_\_\_

## **COURSE INFORMATION**

## **Tuition**

OTC 1001 Dog Grooming Certification (160 hours)	\$6,875
OTC 2001 Dog Trainer Educator (480 hours)	\$10,975
OTC 3001 PTSD Service Dog Trainer (650 hours)	\$15,975
OTC 3002 Master Dog Training Educator (1200 hours)	\$19,975
OTC 4001 Advanced Dog Protection Course (1200 hours)	\$22,975

*Note: Program start and end dates can vary based on student enrollment.*

I hereby enroll in the \_\_\_\_\_ course(s),  
that consist of \_\_\_\_\_ total hours of instruction.

I am enrolling under the hybrid \_\_\_\_\_ or in-person \_\_\_\_\_ option.

**Note: Please review enrollment options in catalog.**

### **SCHEDULE OF TUITION AND FEES**

Application Fee \$100.00 Application Fee (not included with tuition and due upon enrollment)

Tuition \$ \_\_\_\_\_ (refundable as state requires)

Equipment \$ \_\_\_\_\_ TBD (Non-refundable)

Taxes \$ \_\_\_\_\_ (included in tuition)

Total Cost \$ \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Upon acceptance of this enrollment and receipt of payment by the Department of Veterans Affairs or Credit Card/Debit Card or Cash payment, the academy agrees to provide the facilities, equipment, lessons, and instructional staff for completion of the training courses as described in the catalog. A certificate will be issued after the student has completed all course material and has paid all tuition.

### **OTCK9 ACADEMY ATTENDANCE POLICY**

#### **ATTENDANCE & ABSENCES**

Attendance records are maintained and placed in the student's file.

Instructional classes are mandatory. The director must be notified in advance for a student is tardy and absent. Classes will not be delayed to accommodate tardy students.

For unexcused absences, a fee of \$35.00 per class (student responsibility) will be charged, payable on the date the student returns, to make up the class missed. Medical absences will be excused if the school is provided with a letter or other document from the doctor. Un-excused absences will not be tolerated. Three unexcused absences will result in the termination of the student. Three unexcused tardiest will constitute one absence.

Students terminated for absences may appeal the termination to the director in writing. The director must receive appeals within three class days. The director's decision will be final.

Leave of absence will be granted at the discretion of the director.

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Student Signature

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Date

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Institutional Representative Signature

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Date

### **OTCK9 ACADEMY REFUND POLICY**

When a student fails to enter the course, withdraws or is discontinued at any time prior to the completion of the course, the policy for a refund of the unused portion of tuition fees and other charges are described below. When the cancellation has been met, OTCK9 Academy will issue the appropriate refund in full to the student within 45 days of the cancellation.

**A.** All monies paid by the student, except the non-refundable application fees, are refunded if the student requests a refund within three (3) business days after signing a contract with OTCK9 Academy.

**B.** Deposits are credited as tuition payments unless clearly identified by the school as application or other fees.

**C.** Refunds are based on tuition paid for clock hours of the instructional courses. All refunds will be prorated accordingly based on percent completed when students

withdraws or cancels (i.e., 35% course completed, student will receive 65% refund.)

**D.** In the event of extenuating circumstances such as student injury, prolonged illness or death, or other circumstances that make completion of the course impractical, both parties will determine a settlement which is reasonable and fair to the student and to OTCK9 Academy.

**E.** If OTCK9 Academy changes or cancels a course in such a way that a student who has started the course is unable to complete it, arrangements are made in a timely manner to accommodate the needs of the student enrolled in the course that has been affected by cancellation or change. If OTC Professional K-9 Academy is unable to make alternative arrangements which are satisfactory to OTCK9 Academy and the student, OTCK9 Academy refunds all the money paid by the student. Similarly, if OTC Professional K-9 Academy changes or cancels the time or location of a course in such a way that a student who has started the course is unable to complete it, OTCK9 Academy refunds all money paid by the student for the course.

**F.** For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

A student of OTCK9 Academy who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds will be totally consummated within 60 days after the effective date of termination.

1) Tuition refunds for students receiving benefits through the Department of Veterans Affairs will be pro-rated over the length of the course (after the deduction of ten-dollar (\$ 10.00) registration fee).

**Veteran's Signature** \_\_\_\_\_ Date \_\_\_\_\_

## **DESCRIPTIONS OF CAREER SERVICES OFFERED.**

Graduates can obtain a career in the following career fields: doggie day care, kennel master for a training facility, with animal rescue organizations, teaching of advanced private and group classes. Pet sitters and vet techs; Training owners on protection and search and rescue.

We also offer independent contractors to work as trainers and kennel masters for OTCK9 Academy. OTCK9 Academy cannot legally guarantee placement or starting salaries, and cannot be held responsible for obtaining employment for graduates. However, OTCK9 Academy will notify students and graduates of job opportunities from prospective employers when available.

## **OTCK9 ACADEMY GRIEVANCE PROCEDURE**

All grievances should be reported in written form, within 30 calendar days, to the president, Darrell Swanson, of OTCK9 Academy.

E-mail to [veterans@offthechaink9.com](mailto:veterans@offthechaink9.com) or mail to 110 Dixie Drive Woodstock Georgia 30189.

If unresolved, complaints may be submitted to the Nonpublic Postsecondary Education Commission, within 90 calendar days, by filing on the website:  
<https://gnpec.georgia.gov/student-complaints>

Such complaints must include evidence bearing on the issues and documentation that a reasonable effort was made to resolve the complaint directly with OTCK9 Academy.

NPEC

2082 East Exchange Place

Suite 220

Tucker, Ga. 30084 770-414-3300

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

## GNPEC Student Disclosure Form

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

1. Enrollment Agreement & Catalog

I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.

\_\_\_\_\_ Student's Initials

2. School Outcomes

I have read and received a copy of the school's self-reported, unaudited retention, graduation, and placement rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering.

\_\_\_\_\_ Student's Initials

3. Employment

I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

\_\_\_\_\_ Student's Initials

4. Refund Policy

I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.

\_\_\_\_\_ Student's Initials

5. Complaint Procedure

I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution's procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.

\_\_\_\_\_ Student's Initials

6. Authorization and Accreditation Status

I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia Code (§20-3-250.6). Although authorized, I understand that this institution is not accredited by a U.S.-based accrediting association recognized by the United States Secretary of Education; therefore, I am not eligible for Federal Student Aid. Additionally, as is the case with all postsecondary institutions, both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution.

\_\_\_\_\_ Student's Initials

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Student must receive a copy of this form, and a copy must be kept in the student's file.