



VETERINARY TECHNICAL INSTITUTE

Office: 239-592-1219 · Fax: 239-592-7702
4907 Least Tern Court, Naples FL 34119

STUDENT ENROLLMENT AGREEMENT

This agreement and the school's catalog constitute a binding contract. This agreement is by and between Veterinary Technical Institute, 4907 Least Tern Ct., Naples FL 34119, (239) 592-1219 ("the school") and "the student" listed below. Please be sure to read all three pages of this enrollment agreement and contact the school with any questions.

STUDENT INFORMATION

Name _____ Previous enrollment at VTI: Date _____ Explain: _____
 Address _____
 City _____ State _____ Zip _____ I certify under penalty of law*: (Please initial either A or B)
 Phone (hm) _____ (wk) _____ A. I graduated from _____ High School in _____
 Social Security Number _____ B. I earned my GED in _____ from _____
 Date of Birth _____ Previous college, university, or post-secondary school attendance**:
 Previous Clinical Experience: Institution _____
 Veterinary Institution _____ Degree, Diploma, or Certificate received _____
 Title _____ Dates _____ Date _____

*Student must provide proof of High School Diploma or GED.

**Student must provide proof of any previous college, university, or post-secondary degree, diploma, certification, licensure, etc.

PROGRAM

Please check one of the following programs:

Small Animal Technician (20-week session)

Open Enrollment Schedule
 Credential Awarded: Diploma
 Max. Program Completion Time: 20 weeks
 Home Study: Self-study: 260 hours
 Teleconferencing: 40 hours
 Laboratory: 24 hours
 Externship: 200 hours
 Total Clock Hours: 524 hours
 Projected Start Date _____
 Projected End Date _____

Veterinary Receptionist

Open Enrollment Schedule
 Credential Awarded: Diploma
 Max. Program Completion Time: 4 weeks
 Home Study: Self-study: 84 hours
 Teleconferencing: 8 hours
 Laboratory: 8 hours
 Total Clock Hours: 100 hours
 Projected Start Date _____
 Projected End Date _____

Small Animal Technician (40-week session)

Open Enrollment Schedule
 Credential Awarded: Diploma
 Max. Program Completion Time: 40 weeks
 Home Study: Self-study: 260 hours
 Teleconferencing: 40 hours
 Laboratory: 24 hours
 Externship: 200 hours
 Total Clock Hours: 524 hours
 Projected Start Date _____
 Projected End Date _____

Tuition: Small Animal Technician

Application Fee (nonrefundable): \$50.00
 Registration Fee (nonrefundable): \$100.00
 Program Materials (nonrefundable): \$350.00
 Home Study Fee: \$3000.00
 Externship Fee: \$200.00
 Total Program Cost: \$3700.00

Tuition: Veterinary Receptionist

Application Fee (nonrefundable): \$50.00
 Registration Fee (nonrefundable): \$100.00
 Program Materials (nonrefundable): \$150.00
 Home Study Fee: \$1250.00
 Total Program Cost: \$1550.00

METHOD OF PAYMENT

Check one of the following payment plan schedules: (Ability to make payments will be determined after review of the credit application). *Any initial payment of the registration and application fees and program materials must accompany this agreement.*

Small Animal Technician (20-week session) / Small Animal Technician (40-week session)

	<input type="checkbox"/> Plan 1	<input type="checkbox"/> Plan 2	<input type="checkbox"/> Plan 3	<input type="checkbox"/> Plan 4	<input type="checkbox"/> Plan 5
Initial Payment	\$3,700.00	\$1,000.00	\$500.00	\$0.00	\$0.00
Tuition Financed	n/a	\$2,700.00	\$3,200.00	\$3,700.00	\$3,700.00
Finance Charge	n/a	\$350.40	\$415.36	\$539.68	\$480.08
Annual Percentage rate	n/a	12%	12%	12%	12%
Deferred Payment Price	n/a	\$3,050.40	\$3,615.36	\$4,239.68	\$4,180.08
No./Amt. Monthly Pymts.	1 @ \$3,700.00	24 @ \$127.10	24 @ \$150.64	24 @ \$155.82 1 @ \$500.00	24 @ \$174.17

Veterinary Receptionist

	<input type="checkbox"/> Plan 1	<input type="checkbox"/> Plan 2
Initial Payment	\$1,550.00	\$500.00
Tuition Financed	n/a	\$1,050.00
Finance Charge	n/a	\$69.48
Annual Percentage rate	n/a	12%
Deferred Payment Price	n/a	\$1,119.48
No./Amt. Monthly Pymts.	1 @ \$1,550.00	24 @ \$93.29

Financial Assistance Advisement: Financial assistance is available for those who qualify. Students may apply for financial assistance offered through the school by submitting a completed and signed *Retail Installment Contract*. Federal aid does not apply.

TERMS & CONDITIONS

Please read the following information carefully. The school catalog is incorporated into, and is part of this agreement, and is available one week prior to classes beginning. This contract and the school catalog constitute a binding agreement between the student and the school upon acceptance in writing by the school. (Initial) _____

1. Admissions

Acceptance for admission shall be based on the following:

- A completed, signed, and returned Student Enrollment Agreement, Student Information Statement, and Student Checklist. Students under 18 years of age also require parent/guardian approval and consent.
- Proof of a high school diploma or its equivalent or successful completion of an ability to benefit test (CPAT), with a scaled score of 118 or better.
- An interview by the school's Admissions Field Representative.
- Authorization for admission by the Director of Admissions after review of the above described criteria.
- Tuition payment in full, or the minimum initial payment and an accepted credit application.

2. Policy of Nondiscrimination

Veterinary Technical Institute does not deny admissions or discriminate against students enrolled at the institution on the basis of race, color, creed, sex, age, disability, marital status, religion, or national origin to the extent of the law.

3. Probation and Termination

The school reserves the right to assign probationary status and/or dismiss any student for conduct, attendance, academic progress, or financial repayment inconsistent with the requirements of the school. If probationary status is given, failure to regain satisfactory status within thirty (30) days will result in termination. Specifically, a student may be dismissed, at the discretion of the School Director, prior to completion of the program, for reasons to include, but not limited to, the following:

- Insufficient progress by not maintaining a 70% or "C" average and/or not maintaining a "P" or minimum of 80% completion of the teleconferencing, laboratory, and externship work assigned on the program calendar;
- Failure to comply with the rules outlined in the catalog under Code of Conduct and School Policies;
- Nonpayment of tuition under terms agreed upon with the school.
- Failure to complete the program within the extended amount of time if an Extension Request has been filed.

4. Extension Requests

Students wishing to extend their program completion time must file an Extension Request Form (a non-refundable \$50.00 extension fee applies). Interruptions in the program will only be granted in cases where the enrolled student may not be able to complete their training with benefit to themselves, such as due to unsatisfactory progress or grades. Financial obligations must continue to be fulfilled. Students with an outstanding balance are not eligible for program extensions.

5. Refund and Cancellation

The Student Enrollment Agreement and the school's catalog constitute a binding contract between the student and the school. Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- a. Cancellation can be made in person, by electronic mail, by Certified mail or by termination.
- b. All monies will be refunded if the school does not accept the applicant or if the student cancels the within three (3) business days after signing the enrollment agreement and making initial payment.
- c. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the non-refundable application, registration, and materials fees.
- d. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total number of program hours.
- e. Cancellation after completion of 40% of the program will result in no refund.
- f. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- g. All refunds will be made within 30 days after termination or receipt of cancellation notice.
- h. A student may re-enter the program of study within ninety (90) days of cancellation, if authorized by the School Director. A non-refundable \$50.00 re-enrollment fee will apply.

The following fees and items are non-refundable:

- Application Fee
- Re-Enrollment Fee
- Registration Fee
- Extension Request Fee
- Program Materials Fee
- Any interest collected on student loans

6. Laboratory, Externship, and Employment Placement Assistance

Veterinary Technical Institute will assist all students and graduates with laboratory/externship and related career placement, provided that the student actively attempts to seek placement, as instructed by the school. If clinic placement is limited in the student's given area, or if the veterinary clinic offering the laboratory/externship site no longer chooses to have the student participate, further placement will be attempted. There is no additional charge for placement assistance, and no guarantee of externship placement or employment, directly or indirectly implied.

7. Program Completion Requirements

The following requirements must be fulfilled for awarded program completion:

- a. Successful completion (grade of "C" or better) of all open-book section and final achievement examinations, with a cumulative grade point average of 2.0 or better.
- b. Satisfactory completion ("P") of all teleconferencing, laboratory, and externship requirements.
- c. Satisfaction of scheduled financial obligations at the time of program completion.

Upon successful completion of the program and meeting all course requirements and financial obligations, the student will be issued a diploma.

8. Grievance Policy

Students who feel a grievance is unresolved may refer their grievance to the following address: Commission for Independent Education, 325 W. Gaines Street, Ste. 1414, Tallahassee, FL 32399, 850-245-3200 or 1-888-224-6684.

9. Previous Education or Experience

Tuition will not be discounted in any manner, and credit will not be given for prior learning or experience. Transferability of credit is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Please read and understand all three pages of this document before signing it. This is a binding contract.

I CERTIFY THAT I HAVE REVIEWED THIS ENROLLMENT AGREEMENT AND THAT I UNDERSTAND MY RIGHTS AND RESPONSIBILITIES AS DESCRIBED IN THIS AGREEMENT AND THE SCHOOL'S 2009 CATALOG, VOLUME 1, 7TH EDITION. I UNDERSTAND THAT NO WRITTEN OR ORAL AMENDMENTS TO THE TERMS OF THIS ENROLLMENT AGREEMENT ARE PERMITTED. I ALSO UNDERSTAND THAT THIS AGREEMENT IS NOT LEGALLY BINDING, OR CONSTITUTES PART OF THE CRITERIA FOR ACCEPTANCE TO VETERINARY TECHNICAL INSTITUTE, UNTIL SIGNED BY A SCHOOL ADMINISTRATOR. I VERIFY THAT ALL INFORMATION I ENTERED IS TRUE AND CORRECT.

***DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT OR IF IT CONTAINS BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG.

\$		
_____ Applicant's Signature	_____ Date	_____ Payment Enclosed
_____ Parent / Guardian's Signature (if applicant is under 18 years old)	_____ Date	_____ Relationship to Applicant
_____ School Administrator	_____ Date	