



# AK91 TRAINING ACADEMY Course Enrollment Agreement

4007 Burdette Road,  
Carrsville, VA 23315  
Voice: (757) 304-9600  
Fax: (757) 304-9678  
VA DCJS #: 11-5079

## A. STUDENT INFORMATION

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ SSN: \_\_\_\_\_

DOB: \_\_\_\_\_

AGE VERIFICATION: Driver's License State/Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

MILITARY BRANCH SERVED: \_\_\_\_\_ LAW ENFORCEMENT OFFICER (Y/N): \_\_\_\_\_

ETHNICITY (check as many as apply):  Asian  Black/African American  Hispanic

Native American or Alaskan Native  Native Hawaiian or other Pacific Islander  White

I choose not to identify my ethnicity

GENDER:  Male  Female  I choose not to identify my gender

ALLERGIES: \_\_\_\_\_

## B. ADMISSIONS & ENTRANCE REQUIREMENTS

### Basic Admission Requirements

- Must be a High School or GED graduate

### Student Acceptance Process

- Provide proof of High School or GED graduation (diploma or transcripts)
- Alternatively, provide copies of College Transcripts
- Applicant will be contacted by AK9ITA (via telephone) to discuss Applicant's goals, and course convening dates.
- The student Applicant will determine the course(s) to be taken and will complete an application for enrollment and acceptance (AK9ITA Course Enrollment Agreement). Applicant will transmit the Agreement either by electronic mail or postal carriage to AK9ITA for consideration.

BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL



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## Credit for Previous Education or Training

AK9ITA will accept transfer credit or course work from any accredited institution and will maintain a written record of all previous education and training of the veteran or eligible person. AK9ITA staff will review the applicant's prior training and education and evaluate and compare it to AK9ITA course requirements. Credit for prior training and education that meets AK9ITA course requirements will be granted and as appropriate, the training period will be shortened proportionately, and the eligible person and VA so notified.

**ALL DIPLOMAS OR TRANSCRIPTS MUST BE PROVIDED PRIOR TO THE CLASS COMMENCEMENT DATE. FAILURE TO DO SO WILL RESULT IN THE STUDENT'S EXCLUSION UNTIL THE DOCUMENTS ARE RECEIVED.**

## C. EMERGENCY CONTACT INFORMATION

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

TELEPHONE: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**D. PREFERRED CANINE BREED:** \_\_\_\_\_

AK9ITA will endeavor to obtain the canine requested, but cannot guarantee the exact breed will be provided.

## E. DETECTION ODOR

Please confirm which type of odor you want your canine trained to detect:

\_\_\_ Explosives      \_\_\_ Narcotics      \_\_\_ Bed Bugs      \_\_\_ Not sure

## F. COURSE INFORMATION/CONFIRMATION

All courses are based on a Monday – Friday, 0800 – 1700 hours schedule. Please note that training days and hours are subject to change due to weather conditions, training schedule requirements etc. as determined by the Course Instructors.

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Course Title	Hours	Weeks	Tuition Fee (included) Canine	Non-Refundable Application Fee	Confirmation (Please Initial)
001: Detector Dog Handler	200	5	\$17,500	\$100	
005: Patrol/Detector Dog Handler	320	8	\$19,600	\$100	
006: Patrol/Detector Dog Trainer	520	13	\$24,100	\$100	
009: Airline Cargo Inspection Dog Handler	320	8	\$19,600	\$100	
010: Law Enforcement Patrol/Detector Dog Handler	240	6	\$18,500	\$100	

START DATE: \_\_\_\_\_

ANTICIPATED END DATE: \_\_\_\_\_

### **G. TUITION AND FEES**

Payment includes application/registration fee, canine, dormitory, tuition, training manual, basic canine training equipment. **NOTE: There is a \$20 weekly charge for cleaning the living areas of the dormitory.**

DEPOSIT/PAYMENT \$ \_\_\_\_\_

BALANCE \$ \_\_\_\_\_

Payment Type: \_\_\_\_\_

Student Initial \_\_\_\_\_

The following forms of payment are accepted:

GI Bill

Credit Card

Check

Cash

Money Order

Bank Transfer

### **H. CONTRACT FOR SERVICES**

1. All balances must be secured with a Contract for Services. These payments will be made in equal installments. No interest will be accrued during the payment period and there will be no penalties for paying in advance.

2. If any installment is greater than 5 days past due, a late fee of 5% of the scheduled payment will be assessed. This late charge will be due immediately and will only be assessed once per late payment period. If student becomes more than 30 days late with any installment payment, student will be considered in DEFAULT of this agreement.

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## **I. PLEASE TELL US HOW YOU HEARD ABOUT AK9I AND OUR TRAINING COURSES:**

RECOMMENDATION FROM A FRIEND  
OR COLLEAGUE (PROVIDE NAME)

\_\_\_\_\_

INTERNET (WHERE?)

\_\_\_\_\_

DEPT OF VETERANS AFFAIRS

\_\_\_\_\_

OTHER (DETAIL)

\_\_\_\_\_

## **J. VA DELAYED PAYMENT COMPLIANCE**

In accordance with the Veterans Benefits and Transition Act of 2018, Section 103, effective 1 August, 2019, it is AK9ITA's policy that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individuals inability to meet his or her financial obligations to AK9ITA due to the delayed disbursement funding from VA under Chapter 31 or Chapter 33.

## **K. CANCELLATION AND REFUND POLICY**

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Program Cancellation: If AK9ITA cancels a program subsequent to a student's enrollment, we will refund all monies paid by the student.

Cancellation Prior to the Start of Class or No Show: If an accepted applicant cancels prior to the start of scheduled classes or never attends class (no-show), the student is due a refund all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the Enrollment Agreement is entitled to a refund of all monies paid.

Other Cancellations: An Applicant requesting cancellation more than three (3) days after executing the Enrollment Agreement and making an initial payment, but prior to the first day of class, is entitled to a refund of all monies paid.

### Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Administrator of the school. The notice must include the expected last date of attendance and be signed and dated by the student.

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- B. If *special circumstances* arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave period beginning and ending. The student will confer with the School Administrator to determine a re-convene date, if possible. If no rescheduling arrangements can be made, the official withdrawal date will be the date the student departs for the leave of absence.
- C. A student will be determined to be withdrawn from the school if the student misses 5 consecutive instructional days and all of the days are unexcused.
- D. All refund requests must be submitted within 45 days of the determination of the withdrawal date.

### Refunds

- a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus an administrative fee associated with withdrawal or termination not to exceed \$100.
- d. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.
- e. When calculating a refund, the percentage of tuition retained by the AK9ITA will be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

### Refund Computation Example

- The student enrolled in a 13-week program, starting on January 7th and scheduled to complete on April 4th
  - There are two periods of financial obligation, of 6.5 weeks each.
  - The total tuition is \$22,950. Tuition for each period is \$11,475.
  - The last date of attendance (LDA) for the student is January 22nd.
  - The date of determination is January 30th.
- Number of weeks student attended = 3 weeks (46.2%)  
Number of weeks financially obligated = 6.5 weeks

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Pro rata portion completed based on 3 weeks	= 46.2%
46.2% of \$11,475 tuition	= \$5296.15 (earned tuition)
10% of unearned tuition (\$11,475-\$5,296.15 = \$6178.85 unearned)	= \$617.89
Owed to institution	= \$5,914.04
Student payment	= \$11,475
Refunded to student by March 6th	= \$5,560.96

## Refund Due Dates

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for the last date of attendance, the refund will be paid within forty-five (45) calendar days from the last date of attendance

## **L. CANCELLATION AND REFUND POLICY FOR VETERANS OR ELIGIBLE PERSONS (NON-ACCREDITED COURSES)**

1. AK9I Training Academy has and maintains a policy for the refund of the amount charged for tuition, fees, and other charges for a portion of the course that does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length. AK9I Training Academy may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees and other charges (**See sample refund chart below**). Where the established registration fee is more than \$10.00, the amount in excess of \$10.00 will be subject to proration. This shall supersede any other school policies (for veterans) indicated in school publications.
2. AK9I Training Academy agrees to notify each veteran (whose enrollment is certified to the Department of Veteran Affairs) of the student's right to the above refund policy.

**This refund policy is listed in both the AK9I Training Academy Enrollment Contract /Agreement and Student Catalog.**

### ***Example Refund Chart***

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Percent of Program Hours Completed	Percentage of Refund Owed	Percent of Program Hours Completed	Percentage of Refund Owed
10	90%	60	40%
20	80%	70	30%
30	70%	80	20%
40	60%	90	10%
50	50%	100	0%

3. In the event that any veteran or enrolled individual certified by the Department of Veterans Affairs, fails to enter the course, withdraws or is discontinued therefrom at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual will be refunded within 40 days of their status change.

### **M. CANCELLATION, REFUND AND WITHDRAWAL DEFINITIONS**

*Cancellation:* A student who never attends classes at the institution after enrolling and informs the institution, except as noted in the section entitled "Cancellation After the Start of Class (Optional Student Trial Period)."

*No Show:* A student who never attends class at the institution after enrolling and does not inform the institution.

*Withdrawal:* A student who attends at least one class at the institution but does not complete his/her program.

*Termination:* A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.

*Period of Financial Obligation:* The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.

*Last Date of Attendance (LDA):* The final date the student attends class. *Date of Determination (DOD):* The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

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### NOTICE TO BUYER:

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed, and dated by an authorized official of American K-9 Interdiction, LLC. Read this entire document before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the AK9ITA school catalog constitute the entire agreement between the student and AK9I.
5. Although AK9I will attempt in good faith to provide placement assistance, AK9I does not guarantee job placement to graduates upon course/program completion or upon graduation from a course or program.
6. AK9I reserves the right to reschedule a course or class start date if the number of students scheduled does not meet the minimum required to conduct the course IAW established standards.
7. AK9I reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by AK9I established standards of conduct.
8. American K-9 Interdiction, LLC does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

### N. STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the AK9I course catalog which contains information describing the course/programs offered and the equipment/supplies provided.
2. I have carefully read and received an exact copy of this Enrollment Agreement.
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.
4. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation.
5. I understand that complaints which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy may be filed with either the
  - **State Council of Higher Education for Virginia**, 101 N. 14<sup>th</sup> Street, 9<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219. Phone: (804) 225-2600
  - **State Approving Agency (SAA)**, 101 North 14<sup>th</sup> Street, 17<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219. Phone: (804) 225-2298

All student complaints must be submitted in writing.

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## **O. CONTRACT ACCEPTANCE**

I, the undersigned, have read and understand this agreement and acknowledge receipt of an exact copy. I further understand and agree that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written concurrence of the student (me) and the authorized School Official. I also understand that if I default on this agreement, I will be responsible for the payment of the remainder of any fees owed for the course/class plus any and all collection fees and attorney fees incurred by AK9I until all payment due has been received. I also understand that I have a right to cancel this agreement within 3 business days and will receive a full refund if I choose that option.

My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities with regard to this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

## **P. ADMISSION CERTIFICATION ACCEPTANCE**

I hereby certify that the student candidate has provided the following documents which have been reviewed by an AK9ITA School Official and in their judgment, meets all requirements for acceptance as a student.

High School or GED Diploma or transcript \_\_\_\_\_ (School Official initial)

College Transcripts \_\_\_\_\_ (School Official initial)

## **Q. PREVIOUS EDUCATION ACCEPTANCE**

I hereby certify that the student candidate has provided the following documentation detailing their previous education and training from an accredited institution.

These documents have been reviewed by an AK9ITA School Official and in their judgment meet all requirements to enable the following course credit to be applied.

\_\_\_\_\_ (School Official initial)

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## **R. REPRESENTATIVE'S CERTIFICATION:**

I hereby certify that student candidate \_\_\_\_\_ has been interviewed by an AK9ITA School Official and in their judgment, meets all requirements for acceptance as a student in the \_\_\_\_\_ course, as described in the school catalog. AK9ITA certifies that there have been no verbal or written agreements or promises other than those appearing on this agreement.

\_\_\_\_\_  
Signature of AK9ITA School Official

\_\_\_\_\_  
Date

## **Q. STUDENT CONTRACT ACCEPTANCE**

Candidate student \_\_\_\_\_ has been accepted for enrollment into the following AK9ITA course/class:

TITLE: \_\_\_\_\_

CONVENING DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of AK9ITA School Official

\_\_\_\_\_  
Date

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