AK9I
Course Enrollment Agreement

4007 Burdette Road,
Carrsville, VA 23315
Voice: (757) 304-9600
Fax: (757) 304-9678
www.ak9i.edu
VA DCJS #: 11-5079, 88-10537

A. STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: Primary: _____ Secondary: _____

E-MAIL: _____ SSN: _____

DOB: _____

Driver's License State/Number _____

Exp. Date _____

MILITARY BRANCH SERVED: _____

Are you making an application under the DoD SKILLBRIDGE Program? Yes/No

LAW ENFORCEMENT OFFICER: Yes/No AGENCY NAME: _____

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

ALLERGIES: _____

_____

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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
- Student Applicant will be contacted by AK9I (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 (AK9I Course Enrollment Agreement). Applicant will transmit the Agreement either by electronic mail or postal carriage to AK9I for consideration.

Credit for Previous Education or Training

AK9I 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. AK9I staff will review the applicant's prior training and education and evaluate and compare it to AK9I course requirements. Credit for prior training and education that meets AK9I course requirements will be granted and as appropriate, the training period will be shortened proportionately, and the eligible person and VA so notified. The transferability of credit and credentials earned is at the sole discretion of the receiving school.

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.

Drop Period

Students can drop courses through the end of week one with no cost or financial penalty. Students must make their request in writing to the Administrator.

C. EMERGENCY CONTACT INFORMATION

NAME: _____

RELATIONSHIP: _____

TELEPHONE: Primary: _____ Secondary: _____

E-MAIL: _____

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D. DETECTION ODOR

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

___ Explosives ___ Narcotics ___ Bed Bugs ___ Not sure

Do you want your dog to be trained in bite work? _____Yes _____No

What is your post-graduation employment goal?

_____

_____

E. COURSE

Course Title	Hours	Weeks	Tuition	Confirmation (Please Initial)
005: Patrol Detector Dog Handler	320	8	$21,400	
006: Patrol Detector Dog Trainer	520	13	$25,900	
010: Law Enforcement Patrol Detector Dog Handler	240	6	$20,300	

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.

START DATE: _____ ANTICIPATED END DATE: _____

F. TUITION AND FEES

Tuition costs are detailed in the Course Table.

A non-refundable application fee of $100 and a $25 weekly dormitory fee for the provision of general supplies, maintenance and cleaning are charged directly to the student.

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DEPOSIT/PAYMENT $ _____

BALANCE $ _____

Payment Type: _____ Student Initial _____

The following forms of payment are accepted:

GI Bill ®	Credit Card	Check
Cash	Money Order	Bank Transfer

G. 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) _____

H. FINANCIAL ASSISTANCE AND PAYMENT PROGRAMS

- American K-9 Interdiction, LLC. ™ (AK9I™) is proud to announce that they have partnered with Meritize, a comprehensive lending company focused on solutions for student loans. Meritize will be able to provide up to $15,100 in financing. The only prerequisites are that a minimum of 50% of the total tuition amount is due prior to the beginning of class, and that the remaining balance due to AK9I™ must be paid in full within six months of graduation. It can be a combination of funding from Meritize and private funds. Students can then arrange to either pay the balance in full or set up an interest free payment plan for the balance, through AK9I™ provided that the balance is paid in full within six months.
- **Example 1:** Student A opts to attend the 13-week course which costs a total of $25,900. 50% of that amount would be $12,950. They get approved for the max amount of $15,100 from Meritize at a repayment term of 120 months, so that satisfies the dollar amount needed to begin classes. The student then sets up a payment plan with AK9I™ for the remaining balance of $10,900 which can be repaid up to 6 months from the date of graduation at 0% interest.
- **Example 2:** Student B opts to attend the 13-week course, which costs a total of $25,900, with $12,950 needed up front. The student gets approved for $10,000 in funding from Meritize, payable over 120 months. The student would need an additional $2,950 to provide to AK9I prior to the beginning of class. The remaining balance of $12,950 can then be set up on an interest free payment plan which can be repaid up to 6 months from graduation.

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- The Meritize platform will offer educational financing to qualified students enrolled in the approved programs and have the flexibility of choosing from multiple repayment options that each have a post course completion grace period. Meritize brings more than traditional lending services to the student as they offer a substantial amount of support for post-employment such as resume writing, interview preparation, networking assistance, and other career services.
- For more information visit https://www.meritize.com/.

I. VA DELAYED PAYMENT COMPLIANCE

In accordance with the Veterans Benefits and Transition Act of 2018, Section 103, effective 1 August, 2019, it is AK9I'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 AK9I due to the delayed disbursement funding from VA under Chapter 31 or Chapter 33.

J. CANCELLATION AND REFUND POLICY/STUDENTS RIGHT TO CANCEL

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

Program Cancellation: If AK9I cancels a program after 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 of 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.
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.

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C. A student will be determined to be withdrawn from the school if the student misses 5 consecutive instructional days and all 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 AK9I 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

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

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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

K. CANCELLATION AND REFUND POLICY FOR VETERANS OR ELIGIBLE PERSONS

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

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

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unused portion of the tuition, fees and other charges paid by the individual will be refunded within 40 days of their status change.

L. 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.

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 AK9I 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.

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M. 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 self-employment is a common vocational objective of the course I have selected.
6. I understand that upon successful completion of the course, I will be awarded a Certificate of Completion.
7. AK9I is certified to operate by SCHEV (State Council of Higher Education for Virginia), located at James Monroe Building 101 North Fourteenth Street. Richmond, Virginia 23219

N. STUDENT GRIVENCE PROCEDURE

There will be no unfair action toward or treatment of a student based on the initiation of a complaint.

A student who has a grievance with the Academy or an Instructor should first verbally discuss the problem with the instructor or, if the issue is the Instructor, the Director of Training & Education, and, finally, the COO. If resolution cannot be reached, the student shall submit a written complaint to the President asking for both a written acknowledgment of the complaint and the plan for (or the actual) resolution.

If a satisfactory resolution of the problem is not obtained after exhausting the Academy's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia. The student should submit written complaints to:

- **State Council of Higher Education for Virginia,** 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. Phone: (804) 225-2600
- **State Approving Agency (SAA),** 101 North 14th Street, 17th Floor, James Monroe Building, Richmond, VA 23219.Phone: (804) 225-2298

All student complaints must be submitted in writing.

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.

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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 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. I certify that I have been provided access to the school's electronic or print catalog, bulletin, or brochure.

I understand that this is a legally binding agreement. My signature below certifies that I have read, understood and agreed with my rights and responsibilities. Further, I certify that I understand the cancellation and refund policies and I understand and agree to these policies.

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 AK9I 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 AK9I School Official and in their judgment meet all requirements to enable the following course credit to be applied.

_____ (School Official initial)

R. REPRESENTATIVE'S CERTIFICATION:

I hereby certify that student candidate _____ has been interviewed by an AK9I School Official and in their judgment, meets all requirements for acceptance as a student in the _____ course, as described in the school catalog. AK9I certifies that there have been no verbal or written agreements or promises other than those appearing on this agreement.

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_____
Signature of AK9I School Official Date

S. STUDENT CONTRACT ACCEPTANCE

Candidate student _____ has been accepted for enrollment into the following AK9I course/class:

TITLE: _____

CONVENING DATE: _____

_____
Signature of AK9I School Official Date

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