

Animal Behavior College

Where Animal Lovers Pursue Animal Careers



2024 Catalog Addendum

With Veterans Information Bulletin

January 1, 2024 – December 31, 2024

Animal Behavior College: Addendum

Facility

In addition to Facility information listed on page 6 of the catalog, the following is updated:

Animal Behavior College is located at 27509 Avenue Hopkins, Valencia, CA. Animal Behavior College occupies 3,400 square feet which consists of 1,193 square feet of classroom with a maximum capacity of 25 students with teaching equipment sufficient to meet each student's educational needs. Restrooms are located near the classroom. There is also a lunchroom on the premises.

Students will be required to provide their own transportation to and from the inside and outside classroom. The outside classroom hours could be held at the following facilities: The Brittany Foundation, 36220 Anthony Road, Agua Dulce, CA 91390. Central Park 27150 Bouquet Canyon Road Saugus, CA 91350. Best Friends Animal Society 15321 Brand Blvd. Mission Hills, CA 91345. Lockwood Animal Rescue Center 5660 Curtis Trail, Frazier Park, CA 93225

Administration and Faculty

In addition to Administration and Faculty personnel listed on page 7 and 8 of the Catalog, the following is added to assist with Veteran Students:

- Wendy Engels – School Certifying Official (SCO)/Compliance Officer
- Darya Flores – School Certifying Official Read Only (RO)/Finance Assistant
- Shannon Guida – School Certifying Official Read Only (RO)/Finance Manager
- Seth Hutson – Instructor
- Beth Harrison – Instructor

Admissions Requirements

In addition to the Admissions Requirements listed on page 32 of the Catalog, the following documents are required for VA benefit recipients:

- Certificate of Eligibility (COE)* or eBenefits print out of eligibility of benefits
- Transcripts from any and all college courses regardless of completion status

**Animal Behavior College requests a copy of the Certificate of Eligibility (COE) or eBenefit at the time of enrollment. If veteran is unable to provide the COE by the first day of class, ABC will not prohibit attendance nor delay enrollment certification with the VA. Should the VA deny or pull support, student will be responsible for any balance.*

Field Trips

The following replaces Stage 10(b) and 10(c) of the Dog Obedience Instructor Program listed on pages 11 and 12 of the Catalog:

- Field Trip - Outside Classroom Hours
This section allows the Student a chance to observe, identify and discuss, in real-life settings, topics previously reviewed. 60 Hours

Dog Obedience Instructor Program Training Schedule

The following is added under Programs of Study, Dog Obedience Instructor Program, listed on page 12 of the catalog:

- A. Training is offered on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays.

Basic Daily Schedule									
Lecture	8:00 AM	~	10:00 AM	2.00 hrs	Lecture	9:00 AM	~	11:30 AM	2.5 hrs
Break	10:00 AM	~	10:15 AM		Break	11:30 AM	~	11:45 AM	
Lab	10:15 AM	~	12:30 PM	2.25 hrs	Lab	11:45 AM	~	1:15 PM	1.5 hrs
Lunch	12:30 PM	~	1:00 PM		Lunch	1:15 PM	~	1:45 PM	
Lab	1:00 PM	~	3:00 PM	2.00 hrs	Lecture	1:45 PM	~	4:15 PM	2.5 hrs
Break	3:00 PM	~	3:15 PM		Break	4:15 PM	~	4:30 PM	
Lecture	3:15 PM	~	5:00 PM	1.75 hrs	Lab	4:30 PM	~	6:00 PM	1.5 hrs
			TOTAL	8.00 hrs				TOTAL	8.00 hrs

B. Class schedules will vary depending on the lesson plan for the day.

Admission Policies

The following is added to the Admissions Requirements listed on page 32 of the Catalog, for VA students utilizing the GI Bill® benefit:

- Copy of Certificate of Eligibility** (COE) or copy of eBenefits statement
- All transcripts from any postsecondary institution, regardless of completion status

* GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

**Animal Behavior College requests a copy of the Certificate of Eligibility (COE) or eBenefit at the time of enrollment. If veteran is unable to provide the COE by the first day of class, ABC will not prohibit attendance nor delay enrollment certification with the VA. Should the VA deny or pull support, student will be responsible for any balance.

Technology Requirements

The following is listed in addition to the Technology Requirements located on page 46 of the catalog:

Computers are provided for student's use while in class.

Academic Calendar

In addition to the Hours of Operation and Holidays on page 6 of the Catalog, please note the following:

SPRING TERM: April 1, 2024 – August 30, 2024 **FALL TERM:** September 30, 2024 – March 11, 2025

Tuition and Fees

The following replaces the tuition price located on page 47 of the catalog, for Dog Obedience Instructor Program:

Tuition	\$8,053.33
Registration	\$ 5.00
STRF*	\$ 25.00
Study Materials	\$1,516.67
Taxes	<u>\$ 117.82</u>
	\$9,717.82

*Student Tuition Recovery Fund. State imposed fee under Section 76120 of CCR Division 7.5 Private Postsecondary Education

Refund Policy

The following information replaces the Refund Policies, located on page 49 of the catalog:

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges and that the length of the completed portion of the course should bear to its total length. Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited schools.

Instruction Methodology

The following replaces Instruction Methodology, located on page 54 of the catalog:

Animal Behavior College employs instructional methods based on adult learning theory focusing on preparing graduates for vocational success. Theoretical knowledge and applied skills are emphasized and provided through a variety of teaching techniques. Instruction may include: study material, lectures, group discussion, hands-on training, demonstrations, and guest speakers. Animal Behavior College requires active student participation and tasks that accomplish the learning objectives. Qualified dog trainer(s) provide supervised instruction during the classroom as well as supervised field trips.

Career development and job placement assistance offered by ABC are intended to be the foundations upon which our graduates build success. Animal Behavior College is dedicated to serving its students by providing them with skills and knowledge that lead to greater success in both their personal and professional lives.

Credit Evaluation Policy

The following replaces Credit for Previous Training, located on page 56 of the Catalog

This institution will inquire about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate. The veteran or eligible person and DVA will be notified of the evaluation result. The Institution will maintain a written record of the previous education and training of Veterans and eligible persons. (NOTE: PRIOR TRAINING MUST BE EVALUATED PRIOR TO START OF CLASS AND BEFORE CERTIFICATION OF ENROLLMENT.)

Attendance Policy

The following replaces Attendance Policy, located on page 60 and 61 of the Catalog:

Absence will be considered excused under the following circumstances: illness, death, or birth of immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.

Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions during any stage will be considered as one unexcused absence. Tardiness is defined as arriving 10 minutes or more after the scheduled start of class.

Interruption for Unsatisfactory Attendance. Students who have not maintained the required minimum attendance average of 80 percent will be placed on probation for the next stage. If the student does not improve the attendance average to the required minimum by the end of the probationary period, the student will be terminated from the training program. VA will be notified accordingly. VA benefits will be discontinued when the Veteran or eligible person ceases to make satisfactory progress.

Cutting class is defined as missing any portion of a scheduled class day. Cutting of class will be considered an unexcused absence unless it is pre-approved and meets the criteria for an excused absence outlined above.

Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance. Make-up work is assigned to assist the student in keeping up with the progress of their classmates.

Leave of Absence. Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school.

Student Conduct Guidelines

The following is added to the Student Conduct Guidelines located on page 58 of the Catalog:

The health and well-being of our students and colleagues comes first. ABC will follow CDC guidelines and will implement as required.

Students shall at all times when on the school premises and during outside classroom hours with Animal Behavior College conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal. Students will be required to follow all policies and procedures as outlined in the Dog Obedience Classroom Program Student Handbook.

Re-Entry Policy

The following replaces the Re-Entry Policy, located on page 61 of the Catalog:

A student should be counseled by the Program Operations Manager, or designee, prior to being allowed to re-enter the program after a Leave of Absence or termination. If the school official determines at this meeting that the cause for the training interruption has been resolved, then the student may be reinstated at whatever level is deemed fit by ABC. If the school official determines at this meeting that the cause for the training interruption has not been resolved, then the student will be denied re-entry into the program.

Grading System

*The following **3. Field Trip Attendance** replaces **3. Externship** under Grading System, located on page 54 of the Catalog:*

- 3. Field Trip Attendance: 10%

Personal Property

The following is added Personal Property, on page 64 of the Catalog:

For security reasons, students should not leave personal belongings unattended in the classroom (both inside and outside) or on school grounds. Animal Behavior College is not responsible for any lost, stolen or damage to student property. Students agree not to hold Animal Behavior College responsible for such.

Service Animal Policy

The following is added to the Student Conduct Guidelines located on page 58 of the Catalog:

No dogs or other animals are allowed in the classroom, on school grounds, or any outside classroom location associated with this program, with the exception of official Service Animals. The Americans with Disabilities Act (ADA) delineates requirements for an animal to be considered a "service animal" and limits them to animals who can do work or tasks for people with: •PTSD •Seizures•Wheelchairs•Visual or auditory impairment (e.g., blind or deaf). A service animal must be individually trained to perform work or tasks directly related to the handler's disability. An animal is not a service animal if its mere presence benefits the individual with a disability. A service animal must be trained to respond to the individual's needs. The process must have two steps: recognition and response. For example, if a service animal senses that a person is about to have a psychiatric episode and it is trained to respond, for example by nudging, barking, or removing the individual to a safe location until the episode subsides, then the animal has indeed performed a task or done work on behalf of the individual with the disability.

A therapy and/or emotional support animal does not qualify as a service animal. Emotional support animals may provide comfort to a person with a psychiatric disability but are not trained to perform specific tasks to assist them. Emotional support animals are not covered under laws that apply specifically to service animals. Therapy and emotional support animals are allowed in housing under the Fair Housing Act (FHA), but are not permitted access in public places in the same fashion as service animals and are not permitted in the classroom, on school grounds, or any outside classroom location associated with this program. Misrepresenting yourself as an owner or trainer of a trained service animal is a misdemeanor punishable by up to six months imprisonment and/or up to a \$1,000 fine.

Satisfactory Academic Progress (SAP)

The following replaces Satisfactory Academic Progress (SA) on page 60 of the Catalog:

Satisfactory Academic Progress is monitored upon the submission of each stage exam during a student's program of study. The Dog Obedience Program has 11 stages which means satisfactory academic progress is monitored 11 times for this program. In order to maintain SAP, a student must:

- Maintain satisfactory attendance
- Submit Stage exams for grading on or before due date
- Maintain a minimum grade of 70% in each stage
- Satisfy the probation requirements defined in ABC probation conditions, if on probation.

Failure to maintain Satisfactory Academic Progress will result in probation. Continued failure to maintain SAP will result in termination from the program. In order to graduate, the student must complete the program within a time period, which cannot exceed a maximum of one and half times the established program length.

Conditions for Interruption for Unsatisfactory Progress/Dismissal Policy

The following is in addition to Probation Conditions and Termination on page 60 and 61 of the Catalog:

A student will be placed on probation if they do not meet the requirements for Satisfactory Academic Progress. Probation will be for no longer than thirty (30) days. Students placed on probation will receive special instructions by an Animal Behavior College designee. If by the end of this period the probation conditions are met, then the probation will be lifted. If by the end of this period the probation conditions are not met, then the student will be terminated from the program. VA will be notified accordingly. VA benefits will be discontinued when the Veteran or eligible person ceases to make satisfactory progress.

Vocational Objectives Certificate Programs

The following replaces Stage 10(b) and 10(c) Dog Obedience Instructor Program on pages 10-12 of the Catalog with:

- Field Trip - Outside Classroom Hours

Students will be required to provide their own transportation to and from the inside and outside classroom. The outside classroom hours could be held at the following facilities: The Brittany Foundation, 36220 Anthony Road, Agua Dulce, CA 91390. Central Park 27150 Bouquet Canyon Road Saugus, CA 91350. Best Friends Animal Society 15321 Brand Blvd. Mission Hills, CA 91345. Lockwood Animal Rescue Center 5660 Curtis Trail, Frazier Park, CA 93225

VETERANS INFORMATION BULLETIN

“For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill® student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 8-1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill”

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Animal Behavior College is approved by the California State Approving Agency to enroll veterans and other eligible persons.

REMIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll-free number at 1-888-442-4551.

I have received a copy of the school's catalog and catalog addendum, which explains the rules, regulations, course completion requirements, Veteran Information and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): _____

Signature: _____

Enrolled by: _____

Date: _____