



# *Catalog*

*Program Curriculum*

*California Registered Veterinary Technician, Alternate Route Program*

*January 1, 2019 – December 31, 2019*

*Veterinary Allied Staff Education*

*Alberto V. Aldrete, DVM, Director*

*Sandra Snyder, School Administrator*

*P.O. Box 278*

*Dixon, CA 95620*

*(888) 499-8273*

*[www.vetstaff-edu.com](http://www.vetstaff-edu.com)*



Dear Student,

Welcome! We are pleased that you have considered Veterinary Allied Staff Education for your career advancement. This program is designed to be fun as well as informative and we always encourage your participation. With an active lifestyle of working, family and other life demands, going to school can be difficult. Here at Veterinary Allied Staff Education (“VASE”) we will do our best to make your educational experience as enjoyable as possible.

Our Registered Veterinary Technician Alternative Route Program is a full curriculum of all State required courses. This on-line certification program is 17 weeks in length and held live Monday through Thursday from 6:00 p.m. to 10:00 p.m. This condensed, fast paced program can often cause some frustration and worry of falling behind; we have options in place to assist you in maintaining a steady and successful pace. As you will discover all lectures are recorded as they occur and are stored in our Student Resource Center. This allows students the opportunity to review previous lectures as often as necessary to clarify a question or to use as a study guide. Also we have available to all students, extra review/tutoring with an instructor.

We understand that going back to school is tough and full of challenges. Classes are held after a typical work day so students do not have to change their work schedule or lose valuable work time. The program is 100% distance education so attendance can be from anywhere you can log into the Internet.

Designed for the working professional with the idea that anything is doable in 17 weeks, we are committed to our mission and assisting our students on their path of becoming a Registered Veterinary Technician. We are so glad you decided to become part of VASE.

Sincerely,

Saundra Snyder  
School Administrator

***APPROVAL DISCLOSURE STATEMENT***

**Veterinary Allied Staff Education is a private institution that operates and is approved under guidelines established by the Department of Consumer Affairs and the Bureau for Private Postsecondary Education pursuant to the California Education Code. This means that the institution and its operation comply with the standards established for occupational instruction by private postsecondary educational institutions. Institution approval is subject to continuing review based on legislation in place at the time.**

**The following programs adhere to the established standards:**

**Registered Veterinary Technician Alternate Route Program**

The institution is currently **not** accredited by an accrediting agency recognized by the United States Department of Education.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897; (916) 431-6959 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

***BOARD APPROVAL DISCLOSURE STATEMENTS***

Our course has been accepted by the California Veterinary Medical Board. This allows our students to be eligible to sit for both the Veterinary Technician National Exam and the California State Exam.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

**The transferability of credits you earn at Veterinary Allied Staff Education (VASE) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the VASE Registered Veterinary Technician Alternate Route Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may**

be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending VASE to determine if your certificate will transfer.

**Concerning Acceptance Of Or Transferability Of Credits And Credentials Earned At Other Institutions To/By Veterinary Allied Staff Education**

We are unable to accept for transfer any previous credits earned and we are not entered into an articulation or transfer agreement with any other college or university.

**Credit For Prior Experiential Learning**

Veterinary Allied Staff Education does not grant credit for prior experiential learning.

**Articulation Agreement**

This institution has not entered into any articulation or transfer agreements with any other institution.

**Statement of Non-discrimination**

Veterinary Allied Staff Education is committed to providing equal opportunity in all aspects of its operation to include but not limited to: recruitment, admission, educational offerings, student services and employment without discrimination on the basis of race, creed, color, national origin, ancestry, age, gender, religion, disability or sexual orientation.

**Catalog Update Policy**

This catalog is revised annually and on an as-needed basis according to regulatory authorities. A copy of this Catalog is available on the school's Website at [www.vetstaffedu.com](http://www.vetstaffedu.com). Additionally, the Catalog can be mailed or e-mailed upon request.

Student transcripts are maintained indefinitely. Other information contained within student records are retained for seven years after the certificate of completion is issued.  
*Rev 1/2017.*

**MISSION STATEMENT**

**VETERINARY ALLIED STAFF EDUCATION MISSION**

Veterinary Allied Staff Education (VASE) seeks to educate those individuals who have already completed two years of practical experience and who now need the lecture portion of their education to qualify to sit for the California Registered Veterinary Technician ("RVT") licensing exam. VASE provides a venue that is convenient, economical and expedient, and assists students in their quest to become Registered Veterinary Technicians.

## ***EDUCATION OBJECTIVE***

### **VASE OBJECTIVES SERVING THE VETERINARY PROFESSION**

VASE provides veterinarians who have dedicated unlicensed staff a place for such staff to complete the State of California's educational requirements for licensing in a convenient and economical venue.

VASE provides knowledge of veterinary medicine and the rationale for many of the procedures done in veterinary clinics/hospitals that veterinary technicians can apply to their job tasks. VASE clearly outlines Registered Veterinarian Technicians' job tasks and how to carry them out.

The VASE program seeks to provide education to students who:

1. Wish to participate in the Alternate Route Program
2. Who have two years or more of full time practical experience in Veterinary Hospitals
3. Who want to complete the requirements to qualify to sit for the RVT exam

## ***STATEMENT OF OWNERSHIP***

Veterinary Allied Staff Education, L.L.C., doing business as (d/b/a) Veterinary Allied Staff Education (VASE) is a California corporation authorized to conduct business in the State of California. Veterinary Allied Staff Education, is wholly owned by Aldrete Enterprises, Inc. and Scottish Meat Pie Company, Inc. with Alberto V. Aldrete, DVM/President/CEO of Davis, CA and Sandra Snyder /President/CEO of Dixon, CA, respectively.

## ***BANKRUPTCY STATEMENT REQUIREMENT***

Pursuant to California Education Code [CEC 94909(a)(12)] Veterinary Allied Staff Education is a private postsecondary institution operated by Veterinary Allied Staff Education, LLC (VASE). VASE has never filed for bankruptcy petition, operated as a debtor in possession or has had a petition of bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## ***HISTORY OF VASE***

Veterinary Allied Staff Education was founded in 2006 by Dr. Alberto V. Aldrete, DVM and Mr. Alex Henderson, RVT. It began as a small residential college with one classroom located in Sacramento, California. In 2007, a second location was opened in San Diego,

California and soon to follow, two additional locations were formed in San Marcos and Fresno, California.

In 2008, the ownership started exploring the possibilities of offering the program in a distance education format. In August of 2009 an alliance was formed with a technology provider and the curriculum was transformed to a 100% on-line methodology. In January 2010, VASE launched its Registered Veterinary Technician Alternative Route Program in a non-residential, on-line distance education program.

## **ADMISSION POLICY AND PROCEDURES**

### **ADMISSION POLICY**

Admission to Veterinary Allied Staff Education is open to all individuals of any race, religion, sex or national origin. In order for admission into this program the applicant must have already completed or will have completed 4,416 hours of work experience under the supervision of a California licensed veterinarian prior to the completion date of the class in which they are enrolling.

All classes are conducted in English; students must have a working knowledge of the English language. English is the only language used for educational purposes at Veterinary Allied Staff Education. VASE is not authorized under Federal Law to enroll non-immigrant students, nor does it provide services for obtaining a visa. Vase does not provide English as a second language (ESL) classes.

Applicants are required to attend an orientation session at the start of the program. This provides applicants an opportunity to learn and ask questions regarding VASE and the Alternative Route Program. In addition, students must have a high school diploma or its equivalent or have the ability to benefit from the program offered.

Non high school graduates have the ability to enter the program by having their ability-to-benefit from the training offered assessed by taking an entrance exam. The school currently utilizes the Wonderlic Basic Skills Test both VS-1 (Verbal) and QS-1 (quantitative). The test is administered on-line by the test publisher and the results are sent to the school administrator. Applicants must achieve a Skills Composite score of 230 or higher in order to successfully pass this Ability-to-Benefit exam. For English as a second language applicants, verification of high school graduation or the successful completion of the Wonderlic Exam will serve to demonstrate that the applicant is proficient in comprehending the English language. This institution reserves the right to reject applicants based on test scores, or as necessary to comply with any applicable local, state or federal regulations.

### **ON-LINE LEARNING**

The school offers education through a distance education learning platform. Online coursework is offered using the Moodle elearning platform integrating the live streaming

online classroom WizIQ platform via the Internet and interaction between the student and faculty occur using an on-line environment. Courses will be similar in content to a classroom mode, although generally more individual effort and initiative may be required in order to successfully complete the coursework. In order for students to successfully master this program, students must:

1) Have a computer with a system that meets or exceeds the following:

PC computers: Windows 7 Operating System (or higher)

Macintosh computers: OS X (or higher)

All computers:

- Less than 5 years old recommended — either a desktop or laptop
- Color monitor
- Sound card with speakers or headphones
- Printer recommended
- 4 GB of RAM
- 1 GB of free disk space
- Broadband Internet connection (DSL or cable recommended)
- Web browser (Mozilla Firefox is highly recommended)
- Adobe Flash Player must be installed and enabled
- Cookies must be enabled
- JavaScript must be enabled
- Pop-up blocker is turned off

Tablets:

- Students can access the Moodle eLearning Platform using a browser on both the iPad and Android based tablets of smartphones. Participation in the Live Classroom is possible on the iPad, iPhone and Android devices by installing the WizIQ free app from the Apple store or the Google Play Store.

2) Have Internet access and an established email account;

3) Verify their email account address with the school administrator at the time of registration.

## **ADMISSION PROCEDURES**

To apply for the Registered Veterinary Technician Alternative Route Program, applicants must complete an online application found at [www.vetstaff-edu.com](http://www.vetstaff-edu.com). Applicants must complete and successfully submit the following items before being accepted into the program:

- On-line Application
- Application Fee

- A copy of the Applicant's High School Diploma or Equivalency or other acceptable proof of high school graduation (Please contact the school administrator for a list of acceptable documentation to demonstrate the completion of a High School Diploma or its Equivalency)
- The successful completion of the Wonderlic Basic Skills Test (if applicable)
- An enrollment agreement

The school administrator will review the application for admission and all supporting materials and notify the applicant in writing as to their status of admission to the program. The school reserves the right to reject applicants based the lack of required items within the specified time frame.

## **FACILITIES**

Veterinary Allied Staff Education is located at 8200 Maxwell Rd in Dixon, California. Our building houses, the information technology and communication systems which includes our student Learning Resource System and our administrative offices. Our academics are offered through distance education using the Moodle eLearning platform integrating the live streaming online classroom WizIQ platform via the Internet and interaction between the student and faculty occur using an on-line environment.

The program is completed 100% online from the student's own computer at our website [www.vetstaff-edu.com](http://www.vetstaff-edu.com). It is a lecture hall setting and does run live. No laboratory set up is needed for the lecture portion of the Registered Veterinary Technician Alternate Route Program.

## **SCHOOL CALENDAR**

Courses are taught at night to allow all of the working unregistered technicians/veterinary assistants to participate in the program while maintaining their jobs. Classes are held Monday through Thursday for a 17-week period. Classroom size is a maximum of 50 students per session with a typical classroom holding 48 students.

Program starts are twice per calendar year. The 2018 Calendar is scheduled as follows:

<b>START OF TERM</b>	<b>SCHEDULED END OF TERM</b>
January 21, 2019	May 16, 2019
August 12, 2019	December 12, 2019

On school holidays, VASE's administrative offices will be closed, faculty members will not log into their online classes and students will not be expected to participate in class discussions or complete exams or assignments. Vase observes the following holidays:

September – Labor Day

November – Thanksgiving (Wednesday and Thursday)

Students may request observance of other religious holidays from the school administrator.



**PROGRAM OBJECTIVE AND DESCRIPTION****Registered Veterinary Technician Alternate Route Program**

Veterinary Allied Staff Education, LLC (VASE) offers the program that meets the educational requirements, under the California Alternate Route, to sit for the California Registered Veterinary Technician (RVT) exam. The program has been accepted by the California Veterinary Medical Board (VMB).

The courses are designed to educate individuals in the basic concepts and principles of veterinary medicine and to prepare them to take the state licensing exam for registered veterinary technicians. The courses are designed to offer working assistants or unlicensed technicians a means to fulfill the educational requirements to take the California Registered Veterinary Technician Licensing Exam. This license is for the State of California only. The applicants must have two years of documented experience as a veterinary assistant (4416 hours) with a California licensed veterinarian within a five year period.

The instruction in the program will prepare the student for license requirements by combining subjects and teaching specific principles deemed necessary by the Veterinary Medical Board Registered Veterinary Technician Committee. Students will be able to focus on material they need to work as a technician in a small or large animal hospital.

There will be no general education courses required prior to entering the program. This is not a degree granting program. A certificate of completion will be awarded to the candidates who successfully complete the entire program. The program will afford students the opportunity to continue working while they gain the education they need to be licensed in their field.

**VASE COURSES**

Classes are measured in Clock Hours. One Clock Hour is equal to 50 minutes. Course duration is 17 weeks for a total of 306 Clock Hours. Veterinary Allied Staff Education is not a degree granting institution. The Registered Veterinary Technician Alternate Route Program is a certificate program only and does not lead towards a degree.

**STUDENT RESOURCE CENTER**

Veterinary Allied Staff Education provides student resources through its online Student Resource Center. The Center provides access to course content through instructor slide presentations both asynchronous and live online formats. Students may also find links to selected web resources, handouts and contact information for assistance with tutoring. The Student Resource Center is located on the VASE Website and is easy to navigate, 24 hour access, on-line format. To access and for assistance, Please go to [www.vetstaff-edu.com](http://www.vetstaff-edu.com).

**PROGRAM OUTLINE****COURSE SEQUENCE****Session I – Orientation and Math – 18 hours**

This course focuses on topics that are directly relevant to the field of veterinary medicine. Basic math, the metric system, conversions, dosage calculations and dilution problems are addressed. General introduction to chemistry and biology are discussed.

- a. Metric system
- b. Conversions
- c. Dosage calculations
- d. Dilutions

**Session II – Chemistry – 27 hours**

This course focuses on topics that are directly relevant to the field of veterinary medicine. Such courses provide a basic general introduction to chemistry and biology, basic math, the metric system, conversions, dosage calculations and dilution problems.

- a. General introduction to Chemistry
- b. Elements
- c. Compounds
- d. Chemical Equations
- e. Ph problems
- f. Chemical Reactions

**Session III – Biology – 27 hours**

This course focuses on topics that are directly relevant to the field of veterinary medicine. Such courses will include general biology and introduction to anatomy and physiology of organ systems as they apply to Registered Veterinary Technicians (RVT).

- a. Introduction biology
- b. Cells
- c. Tissue
- d. Organs
- e. Organ systems
- f. Metabolic cycles

**Session IV – Anatomy and Physiology – 18 hours**

This course focuses on topics that are directly relevant to the field of veterinary medicine in anatomy and physiology of organ systems as they apply to RVTs.

**Session V – Veterinary Nursing – 18 hours**

This course incorporates anesthesiology and anesthesia techniques; including equipment and equipment care and maintenance, types of anesthesia and basic cardiopulmonary resuscitation (CPR).

**Session VI – Casting, Splinting, Bandaging and Suturing – 18 hours**

This course covers casting, splinting and bandaging types and materials, different applications and uses. The suturing segment focuses on different suture materials, patterns and instrumentation. This session includes open reduction of fractures and tissue handling for suturing and surgical assistance training.

**Session VII – Laboratory Theory – 12 hours**

Students learn the theory behind some of the most common laboratory procedures in veterinary clinics. Students learn about hematology, cytology and histology. Class discussion topics include infectious disease testing, cultures, urine and fecal testing.

- a. Common laboratory procedures
- b. Hematology, cytology and histology
- c. Testing for infectious diseases, cultures, urine and fecal testing

**Session VIII – Veterinary Nursing – 12 hours**

This course focuses on dental prophylaxis and extractions, radiology and radiological safety, technique charts, anesthetic induction and monitoring.

- a. Anatomy of the mouth for different species
- b. Dental care
- c. Extractions
- d. Dental prophylaxis

**Sessions IX through XII – Radiology – 60 hours**

This course includes radiology, radiological safety, technique charts, anesthetic induction and monitoring and basic cardiopulmonary resuscitation (CPR).

- a. Radiography machines
- b. Technique charts and how to use them
- c. Processing equipment
  1. manual
  2. automatic
- d. Related anatomy
- e. Positioning
  1. aids
  2. positioning
  3. radiation safety

**Session XIII – Veterinary Nursing and Emergency Medicine – 24 hours**

This course incorporates toxicology, infectious diseases and zoonotic diseases that are normally encountered in both small and large hospital settings.

- a. Diseases and disease producing agents
- b. General vaccination protocols and preventive medicine
- c. General animal nursing
- d. Emergency medicine
  1. What is emergency medicine
  2. Most common emergencies for different species
  3. Emergency protocols

**Session XIV through XVI – Pharmacology – 54 hours**

This course incorporates pharmacology and dosage calculations, including definitions, commonly used drugs in different species and contraindicated drugs.

- a. What is pharmacology?
- b. Commonly used drugs in different species
- c. Common drug reactions
- d. Contraindicated drugs for different species

**Session XVII – California Jurisprudence, Hospital Procedures, Animal Behavior and Nutrition and Communications Labs – 18 hours**

The course topics cover the California Practice Act, record keeping, inventory and ordering and exam room procedures. Communications issues and marketing concepts are introduced. Students are exposed to legal and ethical issues that occur in a clinical and hospital setting as well as leadership and professional etiquette. Students learn about small, large and exotic animal behavior as it relates to restraint and training. Commercial diets and feeding practices as they apply to different species are discussed. Additional topics of discussion include client greeting, invoice presentation, emergency situations, client and interoffice conflict and client education.

- a. California jurisprudence
- b. Hospital procedures
- c. Animal behavior and nutrition
- d. Communications lab

**Job classifications for Graduates of the Registered Veterinary Technician Program**

- 31-9096 [Veterinarian Helpers](#)
- 31-9096 [Veterinary Assistants](#)
- 31-9096 [Veterinary Assistants and Laboratory Animal Caretakers](#)
- 31-9096 [Veterinary Attendants](#)

- 29-2056 [Veterinary Laboratory Technicians](#)
- 29-2056 [Veterinary Surgery Technologists](#)
- 29-2056 [Veterinary Technicians](#)
- 29-2056 [Veterinary Technologists](#)
- 29-2056 [Veterinary Technologists and Technicians](#)

VASE ensures that by providing both asynchronous and live online formats, outside evaluation of student lessons by faculty is kept to a minimum; however, if a project demands time for evaluation, VASE ensures that the evaluation of a student's lesson is returned within 10 days after the lesson is received.

## REQUIREMENTS FOR RVT CERTIFICATION IN CALIFORNIA

(a) The post-secondary instruction shall consist of a total of 20 semester units, 30 quarter units or 300 hours of instruction to be accumulated in the fundamentals and principals of the following subjects:

<b>RVT State Exam Requirements</b>	<b>VASE PROGRAM COURSE</b>	<b>CLASS HOURS</b>
1) Dental prophylaxis and extractions	Session VIII Session 17	21
2) Anesthetic instrumentation, induction and monitoring	Session V	18
3) Surgical nursing and assisting, including instrumentation, suturing techniques and application of casts and splints	Session VI Session 17	27
4) Radiology and radiation safety	Session IX - XII	60
5) Diseases and nursing of animals, including zoonotic diseases and emergency veterinary care	Session XIII Session XIV – XVI	78
<b>TOTAL RVT Specific Hours</b>		<b>204</b>

(b) These subjects may be contained within other courses or obtained as separate courses.

<b>General Science Courses</b>	<b>VASE PROGRAM COURSE</b>	<b>CLASS HOURS</b>
6) Chemistry	Session II	27
7) Math	Session I	18
8) Biology	Session III	27
9) Microbiology	Session VII	12
10) Anatomy and Physiology	Session IV	18
<b>TOTAL</b>		<b>102</b>
<b>GRAND TOTAL (RVT Specific &amp; General Science)</b>		<b>306</b>

(c) All the instruction in (a) and (b) shall have been completed within five years prior to the date of the examination.

(d) The practical experience shall consist of 4, 416 hours in no less than 2 years under the direct supervision of a California licensed veterinarian and shall have been completed within 5 years prior to the examination.

(e) The practical experience in (d) shall have provided the applicant with knowledge, skills and abilities in the areas of communication with clients, patient examinations, emergency procedures, laboratory procedures, diagnostic imaging, surgical assisting, animal nursing, nutrition, dentistry, animal behavior, and pharmacology. The supervising veterinarian(s) shall complete a check list attesting to proficiency in specific areas within the preceding categories.

## **FEE SCHEDULE AND REFUND POLICY**

The cost of the program, including a non-refundable \$100 registration fee, is \$5,000.00. Payments may be made by cash, check, or credit card and payment in full shall be due and payable prior to the completion of the course. If the student is unable to make the full payment by the end date all credentials will be held by Veterinary Allied Staff Education, LLC until payment is made in full. Additionally, an Interest rate will accrue on the unpaid balance and the student will be required to complete a Tuition Payment Plan or a Retail Installment Agreement. The Retail Installment Agreement is required only when a student is unable to make full payment prior to completion of the program, this allowance is only offered on a case-by-case basis and is not considered to be a form of Financial Aid. The terms and conditions of the Agreement are set by the institution and in agreement with the student.

Registration Fee: \$100.00 (will hold seat for class)\*\* Tuition: \$5,000.00 (Payable in full or by installments)\*

\*\*A minimum payment of \$1500.00 is due 1 (one) week prior to the start date in order to begin the program.

Tuition covers all of the course fees and handout materials. Required and recommended textbooks are available online at [www.Amazon.com](http://www.Amazon.com).

\*The registration fee of \$100 is nonrefundable and must be paid when submitting the application. The balance shall be paid in accordance with an agreement reached between the student and VASE at the time of enrollment or the first class meeting. Tuition is interest free until the date of completion of the program in which the student is enrolled. An interest rate of 7% will accrue on any remaining balance after the date of completion.

Veterinary Allied Staff Education is not deemed eligible by the U.S. Department of Education to participate in Federal Financial Aid Title IV programs (i.e., Federal Student Loans or Grants), nor is it approved by the California Student Aid Commission to participate in the Cal Grant programs.

### **Tuition Refund Policy Upon Cancellation Prior to First Day**

VASE, without penalty or obligation, shall refund 100 percent of the amount paid for program charges, less the application fee of one hundred dollars (\$100), if notice of cancellation is **made prior to or on the first day of instruction, or the seventh day after enrollment, whichever is later.**

The student may reapply for the next Alternate Route, RVT Program without an additional registration fee. This is a one-time only consideration.

### **Tuition Refund Policy for Students who have Completed 60 percent or less of the Course of Instruction.**

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Refunds will be made as a percentage of the amount paid to the time attended minus non-refundable application fee. This refund policy is for those students who have completed 60 percent of the course or less and therefore will receive a refund calculated on a prorata basis. Students who have completed 61 percent or more of the course are not eligible for a refund.

The total hours for the program are 306. The cost of the program is five thousand dollars (\$5,000.00). Calculated according to CEC 94820 and 94931, this equates to \$16.34 per hour. Therefore, if a student attends 48% of the course the refund would be, cost of the program (\$5,000.00) less their obligation (48% of 306 hours x \$16.34 + 100.00 non-refundable deposit).

Example:

48% of 306 hours = 146.88 hours x \$16.34 = \$2432.70 + \$100.00 = \$2,534.70

Total cost of program \$5,000.00 – students obligation \$2,532.70 = student refund of \$2,467.30.

The Institution shall pay or credit refunds due on a reasonable or timely basis, not to exceed 45 days following the date upon which student's withdrawal has been determined.

### **Students Right to Cancel**

Students have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the school; VASE, PO BOX 278, DIXON, CA 95620. You may submit a cancellation notice by mail to the above address or hand delivery. The written cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

### **Students/Schools Right to Withdrawal**

The student has the right to withdraw from the program of instruction at any time. If you withdraw after the seventh day of instruction, the school will remit a refund as described below within 45 days following your withdrawal. Withdraw shall occur when you give written notice of withdraw at the address of the school; VASE, PO BOX 278, DIXON, CA 95620. You may submit a cancellation or withdrawal notice by mail to the above address or hand delivery. The written cancellation/withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The school has the right to terminate your enrollment agreement for any of the following reasons:

- Failure to maintain satisfactory attendance
- Unsatisfactory academic progress
- If the student fails to complete the program within the maximum time frame
- Unprofessional conduct including aggressive, harassing or discriminatory acts against other students or employees



- Failure to meet financial obligations as outlined in the student enrollment agreement or retail installment agreement.

### **Schedule of Tuition and Fees**

Tuition (Total cost application fee & payments included)***	\$5,000.00
Application Fee*	\$ 100.00
Initial payment**	\$1500.00
Student Tuition Recovery Fund fee*** (0.00 X \$1000.00)	\$ 00.00

\*This is a non-refundable deposit that must accompany the enrollment form at the time of submission. This deposit becomes part of the student's tuition once they begin the program.

\*\*A total of \$1500.00 is required to be paid prior to the start date of the program the student is enrolled in order to begin that class.

\*\*\* The schedule of total charges for a period of attendance and the entire program.

### ***STUDENT RIGHTS UNDER STRF***

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-

out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

### **Loan Obligation**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If a student defaults on a federal or state loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund; and
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

## **ATTENDANCE POLICY**

### Attendance Policy

Maintaining attendance is critical for students to achieve academic success. Because of the intensity of the subject material, students are expected to attend every class session. Attendance is tracked and recorded as a student logs into the system. Class attendance is recorded daily and absences become a part of the student's academic record.

Absenteeism can be accumulated through missing the class sessions entirely or by being tardy or logging out early. Excessive tardiness and logging out early can accumulate towards full-hour absences. The system will record these instances in increments of 15 minutes. Non-attendance of two complete class sessions either consecutive or intermittent will result in a consultation with the school administrator and possible probation. Non-attendance of four class sessions consecutively will result in immediate termination from the program.

Although we believe that maintaining attendance is important we also understand that occasionally extenuating circumstances may arise that will not allow a student to attend all class sessions; therefore, it is the student's responsibility to contact the school administrator immediately to discuss the options available to the student. Please also review the school's make-up policy.

### Make-up Policy

Since the program is Asynchronous, a student missing a live session will miss the opportunity of class participation that is a part of the grading system. However, the recording of a class session is available through the Student Resource Center and can be reviewed at any time. In order for a student to make-up exams that are recorded, a student must contact the school administrator to make the necessary arrangements.

### Leave of Absence

Because of the intensity and the short-term duration of the Registered Veterinary Technician Alternate Route Program, VASE currently does not offer students a Leave of Absence.

## **GRADING SYSTEM**

All students are evaluated on their class participation and on tests, quizzes and examinations. Students are expected to progress at a standard learning pace and evaluated on a standard grading scale as follows:

100% - 90%	A = Excellent
89% - 79%	B = Above Average
78% - 68%	C = Average

67% - 60%	D = Below Average
59% - or below	F = Failure
"I"	*Incomplete

An incomplete grade will revert to a failing grade if not completed by the end of the program.

### **APPEAL PROCESS**

Appeals that are related to final grades, attendance, conduct violations that have not been satisfied by the school grievance procedures, must be submitted in writing to the school administrator and include the following:

- The specific decision unsatisfied
- The date of the decision
- The reason for the appeal
- The resolution sought

All decisions by the administration will be rendered within (5) business days.

### **SATISFACTORY ACADEMIC PROGRESS**

Students must be making satisfactory academic progress to remain eligible for continuous enrollment. To be considered making satisfactory progress, a student must achieve a grade point average (GPA) of 1.0 or higher by the end of the first 25% of the program. By midpoint (50%) of the program, a student must have achieved a GPA of 1.5 or higher. A student must achieve a GPA of 2.0 or higher by graduation to be eligible to receive a certificate.

Students must also be progressing towards completion of the program within a specified time frame. Students must complete the program within one and a half times the length of the program. As an example, for a program length of 306 clock hours, students must be able to complete the program within 459 clock hours in order to maintain satisfactory academic progress and remain in the program.

Students not making satisfactory academic progress will be placed on probation and are offered many options that can help them to regain satisfactory status. Options are offered on a case-by-case basis and may include: tutoring, retake of tests, quizzes and examinations, assessment of the cause of academic downturn and exploring outside resources for assistance with detectors of the learning environment.

### **PROBATION**

Probation may be assigned to a student that exhibits unprofessional conduct or fails to maintain satisfactory academic progress, or attendance requirements. Probation is designed to inform the student on how best to improve performance in order to achieve satisfactory progress. A copy of the signed probation form outlining the terms of probation will contain the goals, method and timeframe in which the student must achieve satisfactory progress. If the student has not achieved satisfactory academic

progress by the end of the probationary term, the student may be dismissed. The school reserves the right to dismiss students who have exceeded two probations.

### ***TERMINATION/DISMISSAL***

Termination of a student's enrollment agreement may occur for any of the following reasons:

- Failure to maintain satisfactory attendance
- Unsatisfactory academic progress
- If the student fails to complete the program within the maximum time frame
- If probationary terms are not completed successfully
- Unprofessional conduct including aggressive, harassing or discriminatory acts against other students or employees
- Failure to meet financial obligations as outlined in the student enrollment agreement or retail installment agreement.

### ***STUDENT CONDUCT***

The VASE student community consists of working professionals interested in pursuing career advancement. Therefore, the expectation is that students will conduct themselves in a professional manner that mandates compliance with the rules and regulations of the institution. Acts of dishonesty such as plagiarism, forgery, alteration or misuse of school documents, records or identification is prohibited. Students will also refrain from the use of indecent, illegal, disruptive language or behaviors. Insubordination of instruction or unreasonable requests of faculty and/or staff will be in direct violation of this student conduct policy and could result in termination from the program.

### ***STUDENT GRIEVANCES***

Veterinary Allied Staff Education utilizes policies and procedures for handling student complaints and students are encouraged to contact the school with any concern they feel the need to discuss. It is recommended when a student has a complaint or concern they should follow the chain of command and first contact the school administrator. If the student is still unsatisfied, a written formal complaint shall be submitted to the Chief Executive Officer or the Chief Academic Officer, either by email at [info@vetstaff-edu.com](mailto:info@vetstaff-edu.com) or by sending a letter to VASE PO Box 278, Dixon, CA 95620.

All matters will be handled privately.

### ***GRADUATION REQUIREMENTS***

Students enrolled in the program who have earned a grade of "Average". or "C" (2.0 GPA) or above, have maintained satisfactory progress and have met attendance requirements shall be eligible for graduation and will receive a "Certificate".

### ***TRANSCRIPTS***

A transcript is maintained for each student. The student's grades, attendance and school status are entered into the school's database and are kept indefinitely.

### ***STUDENT RECORDS***

The school maintains an educational record for all currently enrolled students that consists of all admissions, academic and financial records and information upon which a student's enrollment is based. These records are both physical and electronic and are securely maintained against damage or loss (fire, water, theft, tampering).

Students have the right to review, inspect or release their confidential education records. A student requesting to review his/her records shall make the request in writing to the school administrator. The educational record will be retained for a period of 7 (seven) years, the student transcript is kept indefinitely.

### **STUDENT SERVICES**

This is an online program. Instruction is given using your computer and logging into a server, so you will need high speed internet access and either speakers or headphones in order to attend this program. If you have questions concerning the equipment needed to navigate this program successfully or if during the program you find you are having connection or system problems, please seek out the assistance of our Help Desk. Contact information for the Help Desk will be provided during program Orientation.

### ***ACADEMIC AND LICENSING PREPARATION***

Students are encouraged to use the resource center found in the student log in area while attending this program. The resource center contains supplemental and review material helpful to students both during and after graduation. Once coursework is completed, students will have the opportunity to access the resource center and review recordings on specific topics while preparing to take their licensing exams. A student will have access to the resource center for months after graduation. Extended access to the center can be arranged by contacting the school administrator.

### ***TUTORING***

We also offer all of our students additional one-on-one review sessions throughout the program should the student need more assistance. Tutoring sessions may be arranged by contacting the school administrator.

### ***COACHING AND MENTORING***

The intention of the program is to enable students to apply their academic learning to the real world environment while being coached and mentored by professionals that are familiar with the professional requirements of their craft. Throughout the program

students are encouraged to interact with their classmates and faculty; ask questions, communicate concerns and problem solve in a safe, supportive learning environment.

The school provides advising regarding the education and profession. If students find that they need assistance with personal problems, the student is encouraged to seek out professional services in their own local community. For students located in the greater Davis/Dixon, CA area, the school can provide a list of community resources available to address some of these problems.

### ***CAREER SERVICES***

Students come to VASE with a minimum of 4,416 hours of work experience as Veterinary Technicians (a State Exam requirement) and therefore are already working professionals. Career or personal advancement is the goal for most students, so job placement assistance is not the primary focus of VASE. However, should a VASE student become displaced or decide to pursue a different organization, the school may offer employment assistance support in the following areas:

- References to job opening of which VASE becomes aware
- Coaching on job seeking skills
- Networking with professionals in the field

### ***HOUSING INFORMATION***

The Registered Veterinary Technician Alternative Route Program is offered as 100% on-line distance education program that allows students to access the program from anywhere. Since there are no classes or clinicals provided in a residential format, VASE has no responsibility to provide students with student housing or dormitory facilities.

Students that are new to the area where our administrative facility is located and in need of housing, sources for apartments and housing rentals or shared accommodations in the Dixon, CA area can be found on the following websites:

- [www.craigslist.org](http://www.craigslist.org)
- [www.local.classifiedslist.com](http://www.local.classifiedslist.com)

Costs will vary depending on the type of rental or shared accommodation.

Additionally, if you want to find a good determining factor for the cost of living and the general affordability of housing in Dixon, CA, all you must look at is the percentage of monthly income that should be spent on housing expenses, otherwise known as the debt-to-income ratio (DTI). Generally speaking, no more than 28 percent of your total gross income should be spent on your housing expenses and not more than 36 percent of your gross income on total expenses, including debts. In Dixon, CA, the median monthly income is \$85,783 for those who own their own homes. Under the standard rule, that income level would allow for \$2,001 to be budgeted for housing expenses each month, at the most. Renters, on the other hand, earn about \$32,067, per the median income in the area. That would allow for renters to spend up to \$748 on monthly rental expenses.

## Housing

Item	Dixon	National avg.	Difference
Home Price	\$264,800.00	\$175,700.00	50.7%
Avg. Mortgage Payment	\$1,229.16	\$1,081.03	13.7%
Apartment Rent	\$1,175.00	\$920.00	27.7%

## Utilities

Item	Dixon	National avg.	Difference
All Electricity	\$231.09	\$170.80	35.3%
Phone	\$24.95	\$28.26	11.7%

## Goods and Services

Item	Dixon	National avg.	Difference
Haircut	\$15.00	\$14.59	2.8%
Beauty Salon	\$38.60	\$34.68	11.3%
Toothpaste	\$3.23	\$2.47	30.6%
Shampoo	\$1.33	\$1.02	30.1%
Movie	\$10.50	\$9.87	6.4%
Bowling	\$4.13	\$4.39	6.0%

## Groceries

Item	Dixon	National avg.	Difference
Ground Beef	\$4.71	\$4.48	5.2%
Fried Chicken	\$1.67	\$1.46	14.1%
Milk	\$2.88	\$2.36	22.2%
Potatoes	\$3.59	\$3.06	17.3%
Pizza	\$13.29	\$9.24	43.8%



Beer	\$8.99	\$8.63	4.1%
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Please Note: Although the cost of living data is updated regularly, this cost of living information is to be used as estimates only as prices can change on an ongoing basis. Please visit <http://www.areavibes.com/dixon-ca/cost-of-living> for the most up-to-date information.

When visiting the area and in need of temporary accommodations, the following is provided for your convenience.

Motel 6 (707) 693-0606  
 1480 Ary Lane  
 Dixon, CA 95620  
**\$62.99/Daily (1 person)**

Super 8 (707) 678-3399  
 2800 Plaza Court  
 Dixon, CA 95620  
**\$65/Daily (1 person)**

Dixon Motel (707) 676-3332  
 805 North Adams Street  
 Dixon, CA 95620  
**\$76.00/Daily (1 person)**

**FACULTY**

Vase on-line faculty members have significant experience in the area of Veterinary Science and are practitioners with real world experience that enjoy sharing their in-depth knowledge with others. As industry professionals and dedicated educators, all are committed to helping students become Registered Veterinary Technicians.

**Alberto V. Aldrete, DVM**

Dr. Aldrete, prior to attending UC Davis School of Veterinary Medicine, was a veterinary assistant for 13 years. He received his Doctor of Veterinary Medicine in 1974. Dr. Aldrete completed an Equine Surgical Residency from 1979 to 1982 at UCD. His private practices have included both large and small animal medicine and surgery. Most recently, Dr. Aldrete has had a small animal surgical referral practice. Dr. Aldrete taught at Western Career College and was a program advisor for 10 years. Dr. Aldrete also served 13 years on the California Veterinary Medical Board and was board chair for one year. Dr. Aldrete has worked on the California Veterinary Medical Board Registered Veterinary Technician Committee and as an item writer for the veterinary licensing exam as a subject matter expert for both.

**Debbie Bennett, RVT**

Ms. Bennett is currently a Career Technician Education Instructor in Integrated Animal Science for the Placer County Office of Education. She has held this position for 11 years. Prior to her position with Placer County, she was the Lead RVT Supervisor for the Loomis Basin Veterinary Clinic in Loomis, CA for 12 years where she was responsible for training new technicians in all aspects of hospital protocols. Additionally, she created many of the training manuals utilized by the Clinic. She began her employment with the Clinic in 1977 as a Registered Veterinary Technician. Ms. Bennett graduated with Honors from Cosumnes River College with an AS Degree in Animal Health Technology.

**Jana Connell, RVT**

Ms. Connell is licensed in both California and Oregon as a RVT and CVT respectively. She has over 42 years of work experience in the field of Veterinary Technician. She specializes in small animal dentistry, nutritional consulting and as a dietician specialist. Additionally, she has 11 years experience with Columbia College in the Computer Science Department as an Instructional Support Technician in the Instructional Technician Center and has taught community education classes in Basic and Advanced computer courses. Ms. Connell holds a BS in Interactive Multimedia and Web Design from the Art Institute of Pittsburgh and Associate Degrees in Art, English, and Liberal Studies. Ms. Connell is passionate about Web Design and has over nineteen years experience in the field of Graphic Arts.

**Leslie Wuerzburger, RVT**

Ms. Wuerzburger has been a dedicated Registered Veterinary Technician for over 19 years. Starting as a front office professional at Penn Valley Animal Hospital, Leslie became a supervisor and mentor for associates taking the CVMA CVA training. Currently holds the position of Registered Veterinary Technician/Staff Supervisor at Grass Valley Veterinary Hospital in the Sierra Nevada Foothills. She specializes in the Sonja Yin low stress method for handling cats and experienced in the diabetes protocols for cats and dogs. Ms. Wuerzburger is currently responsible for the training of new staff and oversees the supervision of training for ROP students in her practice.