



*Community Education*

560 Bailey Avenue

San Jose, CA 95141

Phone: (408) 229-4201

Web: [www.GavilanCE.com](http://www.GavilanCE.com)

Email: [jfromm@gavilan.edu](mailto:jfromm@gavilan.edu)

Dear Student:

Welcome and thank you for your interest in our upcoming Fall 2018 Veterinary Assistant Training Program.

Program dates are:

**10 Saturdays, Sept. 8, 2018 – Dec. 1, 2018 (No classes on 9.29.18) for 70 classroom hours which will be held on the main Gavilan College campus at 5055 Santa Teresa Blvd. in Gilroy, with a 40 hour externship to follow.**

Included in this informational packet are the following documents:

- Program Summary
- Course Calender
- Class Fee Payment Plan Form
- Registration Form with Cancellation Policy

Required Textbooks for the Veterinary Assistant Training Program:

- *Elsevier's Veterinary Assisting Textbook, 2e* ISBN: 978-0323359221
- *Workbook for Elsevier's Veterinary Assisting Textbook, 2e* ISBN: 978-0323377102
- Veterinary Assistant (Quick Study: Academic) Pamphlet

For updates and information, please visit our website at [www.GavilanCE.com](http://www.GavilanCE.com) or call our offices at 408.229.4201.

Thank you,

Gavilan College,  
Community Education

Enclosures

# Gavilan College Veterinary Assistant Training Program

**Program Summary:** In the growing and changing world of Veterinary office careers, the Veterinary Assistant plays a valuable role. A Veterinary Assistant has the task of helping both the Veterinarian and the Veterinary Technician in the care of all the animal patients at an animal clinic or hospital. Tasks taught in this program include cleaning and disinfecting laboratory and surgical equipment, feeding and watering the animals, assisting in examinations of the animals, as well as checking for animal illnesses, injuries and disease. Day-to-day care and grooming of animals are skills also taught in this course.

## Course Fee: **\$1350**

**Financial Assistance:** Regular college Financial Aid is not applicable to this program. Students with a need for financial assistance may enter into a Class Fee Payment Plan with Gavilan College C.E.

**Payment Plan Info.:** In order to register, 1 payment of \$450 plus a \$50 Payment Plan Fee is required for students taking part in the Payment Plan option. This is a total of \$500 due at the time of registration. 3 additional payments of \$450.00 will be due on specified dates.

**Certification:** Upon successful completion of course, the student will receive a certificate of completion. This course is designed to prepare the participant for a Veterinary Assistant position.

**Schedule:** Classes to be held on 10 Saturdays from 8am-4pm 9.8.18 - 12.1.18 (no class 9.29.18). **No absences allowed.** Externship placement will follow the classroom portion of the course.

**Requirements for Program:** Students must be 18 years of age or older; have proof of H.S. graduation or GED; be proficient in keyboarding; understand computing and word processing; have a command of the English Language and Math; have internet access, printing capabilities and a working email address that they can check. All eligible students must be able to pass a drug and background check.

**Outcomes and Objectives:** Upon completion of this course the student will be able to complete the following:

- Display skill and confidence in interacting with animals and their owners.
- Utilize veterinary medical terminology in speech and documentation.
- Identify the major breeds of various animals.
- Demonstrate the basics of responsible animal care.
- Describe the roles and responsibilities of a veterinary assistant.
- Demonstrate measures that prevent injury to animals, their owners and the veterinary team.
- Outline proper office and compartment cleaning methods.
- Communicate effectively with a veterinary team.
- Assist a veterinarian with caring for animals and assist with surgical and treatment procedures.
- Handle animal specimens correctly and process them accurately.
- Perform administrative duties necessary to the smooth operation of a veterinary office, such as scheduling appointments and handling billing and collections.
- Discuss legal, ethical and professional standards.

## **Physical Requirements:**

**Students must be able to easily lift 50 pounds, stand for up to 3 hours and have the ability to ambulate and move their bodies at a medium pace.**

***Cancellation Policy: No refunds for this program!***  
*Students on the payment plan who cancel after the first class session are still responsible for the entire course fee of \$1400 to Gavilan College Community Education.*



## **Veterinary Assistant Training Program**

**Dates: 9/8/18 - 12/1/18**

(No class on 9/29/18)

*Saturdays*

*8am-4pm*

*70 classroom hours*

*Location: Gilroy Gavilan  
College Campus*

*Rm: HU101*

## **Program Information:**

**Online Info.:** [www.GavilanCE.com](http://www.GavilanCE.com)

**Call for Info.:** (408) 229-4201

**Walk-in for  
Info.:** Gavilan College  
Community Education  
Coyote Valley Center  
560 Bailey Avenue  
San Jose, CA 95141

**To register in this program,** students need to submit the completely filled-out and signed (no fields left blank) Reg. and Payment Plan Forms at the back of this packet to the Gavilan C.E. office (Fax: 408.229.4202 / Email: [jfromm@gavilan.edu](mailto:jfromm@gavilan.edu) / Address: 560 Bailey Ave., SJ, CA) along with the 1st Reg. Payment and Payment Plan Fee. If the student is paying with a credit card, please fill out/sign all C.C. info. completely on the Reg. Form.

Cash and check payments can be mailed into or brought into the Gavilan College C.E. Office at 560 Bailey Ave., San Jose, CA.

**This program will still meet at the Gilroy Gavilan College Main Campus, in room HU101 at 5055 Santa Teresa Blvd., Gilroy, CA 95020.**

# Gavilan College Community Education Veterinary Assistant Training Program Course Calendar

**Saturday Hours: 8am - 4pm  
(Includes 30 minute lunch)  
Location: Room HU101**

<b>Sept. 2018</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	<b>8</b>
9	10	11	12	13	14	<b>15</b>
16	17	18	19	20	21	<b>22</b>
23	24	25	26	27	28	29
<b>Oct. 2018</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	<b>6</b>
7	8	9	10	11 \$	12	<b>13</b>
14	15	16	17	18	19	<b>20</b>
21	22	23	24	25	26	<b>27</b>
28	29	30	31			
<b>Nov. 2018</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	<b>3</b>
4	5	6	7	8 \$	9	<b>10</b>
11	12	13	14	15	16	<b>17</b>
18	19	20	21	22	23	<b>24</b>
25	26	27	28	29	30	
<b>Dec. 2018</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Note: \$ = Thursday Payment Due**

**Class Fee Payment Plan Form**

<b>Veterinary Assistant Training Program</b>				
Instructor Name	Semester	Total Cost	Start Date	End Date
<b>Heather Ewing</b>	<b>Fall 2018</b>	<b>\$1400</b>	<b>9/8/2018</b>	<b>12/1/2018</b>
Payment Deadlines	Amount	Office Use		
<b>#1) At time of Registration</b>	<b>\$ 450.00 + \$50</b>			
<b>#2) Thursday, Oct. 11, 2018</b>	<b>\$ 450.00</b>			
<b>#3) Thursday, Nov. 8, 2018</b>	<b>\$ 450.00</b>			

**Terms and Conditions**

The Gavilan College Community Education Department has implemented a payment plan option for students enrolling in our fee-based, not for college credit Veterinary Assistant Training Program. This plan requires that full payment of the program fees be paid in three (3) installments. The first installment plus a \$50 Payment Plan Fee is due at registration (see schedule above). The balance is then paid over two more installments. Payments may only be made through the Community Education office. There is no penalty for early payment.

Students who have not completed each installment by each due date will not be allowed to continue in the class and will be ineligible to receive their certificate. Students will not receive any refund of previous payments if they are not allowed to complete the training program for non-payment. A **\$25 NSF Fee** will be charged to the student if the C.C. # is not valid, not working or NSF. **Payment will be deducted automatically on specified dates.**

This course is not eligible for Federal or State student aid programs because these are not college credit-bearing courses.

I have read, understand and agree to the conditions of this Class Fee Payment Plan. I further understand that it is my responsibility to make each payment on or before the due date and I promise to do so. Failure to do so may result in my being ineligible to complete the training program. I have received a copy of this Payment Plan form. Failure to successfully complete this training program does not release me from this obligation.

**Initial:** \_\_\_\_\_

Student Signature	Date	Community Education Signature	Date
<b>Not Valid Unless All Information is Provided</b>			
Student Name:		Student Full Address:	
Student Social Security Number:		Student Cell Phone/Home Phone:	
Student Email:		Student Date of Birth:	
<b>Reference Information</b>			
Reference Person Name:		Reference Person Daytime Phone:	
Reference Person Address:		Reference Person Email:	
City:	State:	Zip:	

# REGISTRATION FORM

## Veterinary Assistant Training Program

Gavilan College, Community Education  
(408) 229-4201

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Birth year: \_\_\_\_\_ May we send you email announcements?  Yes  No

Where did you hear about us?  Mail at home  Word of mouth  Brochure at library  
 Newspaper  Brochure at work  Flyer  
 Other: \_\_\_\_\_

Start Date/Time	Title of Course	Fee
Saturdays 9.8.18 - 12.1.18 (no classes 9.29.18) 8am - 4pm + externship	Veterinary Assistant Training Program	\$1350
<b>Total :</b>		\$1350

**Payment Options:**  Cash (exact change)  Check  Money Order  
 Credit Card (MC/Visa)  Sponsored Student

**Payment Option Plan through Gavilan College Community Education**

A payment option plan may be available to you through Gavilan College Community Education. The Class Fee Payment Plan option will be broken into an initial non-refundable deposit of \$450.00 plus a \$50 Payment Plan Fee. These payments are due to the Gavilan C.E. office upon registration. Two equal payments of \$450.00 will then be due throughout the duration of the program on specified dates; for specific details, see the Class Fee Payment Plan Form in this packet.

Checks or money orders payable to Gavilan College Check # _____ Name on Check _____ _____ (\$25 charge for returned checks)	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard - Card Exp. Date: ____-____-____ Card #: _____ Cardholder Full Name: _____ Authorized Signature: _____ Billing Address & Zip Code: _____ Sec. Code on back of card: _____
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**Cancellation Policy:**

There are **NO REFUNDS** for this program, so please choose carefully. Students taking part in the Class Fee Payment Plan who cancel prior to the first day of class will forfeit their deposit of \$450.00 plus the \$50 Payment Plan Fee. Students taking part in the Class Fee Payment Plan who cancel after the first day of class are responsible for the entire course fee of \$1400.

**STUDENT ACTION REQUIRED:**

To complete registration, students must print, sign & date this form as confirmation that they have read and understood the above program cancellation policy. Please note that students are not registered in this program until they receive direct confirmation via email from the Gavilan College Community Education Office. This is an intensive program and we make no guarantee of completion or passage.

**No exceptions to cancellation policy!**

\_\_\_\_\_  
 Student Name Student Signature Date

*Send completely signed forms to: Gavilan College Community Education, 560 Bailey Ave., San Jose, CA 95141*