



**PetU**  
**POLICIES AND PROCEDURES**  
**WITH OUR VALUED CLIENTS**

**GENERAL TERMS AND CONDITIONS**

**I. GENERAL POLICY**

**A.** We are honored to welcome you and your beloved dog to PetU, LLC, PetU 2, LLC, and PetU 3, LLC (hereinafter “PetU”). It is our policy to accommodate you and your pet(s) with the best possible care while you are away or unable to care for them. It is important that you provide PetU with a completed information form for your pet’s safety and our insurance. Your pet deserves our complete attention and the highest level of care.

**B.** PetU reserves the right to refuse or cancel any services to any dog for any reason. However, at no time will a dog be abandoned, but will be attended to in a way that is appropriate to the situation.

**C.** By signing this Policy and Procedures form, you agree that you hold PetU absolutely harmless from any and all claims, liabilities or obligations of any kind, including fees and costs associated with litigation, arising out of this transaction and/or any services provided by PetU.

**D.** All customers of PetU are to review and agree to the Terms and Conditions set forth in this document, as they will be held responsible for all information contained therein.

**E.** The Terms and Conditions may be changed or altered by PetU at any time without notification.

**II. ENROLLMENT PROCEDURES**

**A.** All owners agree to provide PetU with a valid email address to be used only to share important information about your pet, your purchases or our business. We will not sell or solicit your email information.

**B.** All dogs are to be in good physical and mental health at the time of enrollment. Dogs exhibiting signs of illness including but not limited to watery or goopy eyes, runny nose, cough, bare patches in fur, vomiting, diarrhea, or bleeding, will not be allowed to attend daycare or participate in boarding.

**C.** Enrollment assessments are required prior to enrollment and are conducted Monday through Friday between 9:00 a.m. and 3:00 p.m. The assessment must be scheduled and a fee of \$10 must be paid at the time of the assessment.

1. In the event that your dog has not attended daycare or been boarded for a period of time exceeding six months, a new assessment must be conducted at a fee of \$10.
- D. All dogs are to be picked up no later than 7:00 p.m. There will be a \$1 per minute charged for any pick-up after 7:00 p.m. which must be paid at the time of pick-up. In the event that your dog is not picked up by 7:30 p.m., your dog will automatically be boarded at your expense.
- E. All dogs must have quick release collars.
  1. Quick release collars are available for purchase.
  2. If your dog arrives for daycare or boarding without a quick release collar, PetU will use their collars for a fee of \$3/day.
- F. All dogs must be on a leash when entering and exiting the building.
- G. All dogs must have well-trimmed nails to prevent scratching PetU employees and injury to other dogs. In the event that a dog is determined to have nails that are too long, their nails will be trimmed and a charge of \$12 will be added to the owner's account.

### III. HEALTH

- A. All dogs must have current vaccinations. Owners must provide proof of current vaccinations prior to the dog entering daycare or boarding. It is the owner's responsibility to obtain these records and PetU will not be responsible for contacting your veterinarian. Vaccination records can be faxed to the Front Desk Associate (fax number available at the front desk). PetU may ask for updated vaccinations records as needed. Required vaccinations include:
  1. DHPP
  2. Rabies
  3. Bordetella
- B. Dogs must be in good health each day they are in the building. No sick dogs will be allowed to attend daycare or participate in boarding.
  1. If your dog is showing signs of illness including but not limited to watery or goopy eyes, runny nose, cough, bare patches in fur, vomiting, diarrhea, or bleeding on a day you plan to utilize daycare, training, of boarding, you **MUST** keep your dog at home.
  2. If a dog begins to show any symptoms of illness while in daycare, the owner will be notified immediately and will be required to pick up the dog within 60 minutes.
- C. All dogs must be free of ticks and fleas.
  1. In the event that fleas or ticks are discovered on your dog, the following steps will be taken:
    - a) *PetU will immediately notify the owner by telephone using the contact information provided on the registration form.*

- (1) In the event that the owner or caretaker is unable to pick-up the dog within 60 minutes, PetU will proceed to step 2.
  - b) *PetU will begin treatment immediately including but not limited to:*
    - (1) Medicated bath treatments;
    - (2) Isolation of the dog;
    - (3) All costs associated with this treatment will be the sole responsibility of the owner or caretaker of the dog.
- D. All dogs must be free of worms and parasites.
  - 1. In the event that worms or parasites are discovered, the following steps will be taken:
    - a) *The dog will be immediately isolated.*
    - b) *The owner will be notified, and the dog MUST be picked up within 60 minutes.*
    - c) *The owner must provide PetU with verification from the veterinarian that your dog has been treated for worms and/or parasites and is in good health to return to daycare of boarding.*

#### IV. MEDICATIONS AND FIRST AID

- A. All medications must be current and come in their original packaging, clearly marked with both the owner's and dog's name. Directions for administration and veterinarian contact information must also be on the container.
- B. There will be an additional fee of \$7/day for daily first aid treatment administered by a PetU employee, including but not limited to changing wraps or bandages, following a special exercise restriction.

#### V. SAFETY

- A. Biting
  - 1. In the event that your dog bites another dog or PetU employee, the following process will be followed:
    - a) *A PetU employee will address the situation and your dog will be redirected;*
    - b) *If a second occurrence takes place within the same day, the dog will be isolated for a brief period of time (our version of a "time-out");*
    - c) *If a third occurrence takes place within the same day, the dog will be isolated for the remainder of the day;*
    - d) *The names of the owners or other dogs will not be shared.*
    - e) *You agree that you will be 100% financially responsible for any veterinary care that is needed as a result of biting.*
    - f) *You specifically indemnify and hold harmless PetU from any liability resulting from any injury sustained or property damaged as a result of biting.*

**2.** If biting becomes a recurring and consistent problem, or it is determined by PetU that the dog's behavior is disruptive to the program, the following actions will be taken:

- a) The dog will be written up with possible suspension;*
- b) The owner or caretaker will be notified.*
  
- c) Additional training will be required for the dog to remain at PetU.*
- d) The names of the owners or other dogs will not be shared. Each owner will be financially responsible for any veterinary care that is related to the incident. PetU cannot be found liable or financially responsible.*

**B. Injuries/Illness**

**1.** In the unfortunate event that your dog suffers an injury or illness while at PetU, you indemnify and hold harmless PetU from any liability whatsoever resulting from any injury or illness that your dog may have sustained while in the custody and/or under the care of PetU.

**C. Attacking**

**1.** In the unfortunate event that your dog(s) attack(s) and causes harm to others or property the following steps will be taken:

- a) Your dog(s) will be immediately isolated;*
- b) The owner will be notified and required to pick-up the dog(s) with 60 minutes;*
- c) A mandatory meeting between the owner and a PetU representative will be scheduled to determine the conditions for the dog(s) return;*
- d) The names of the owner(s) or other dog(s) will not be shared.*
- e) You agree that you will be 100% financially responsible for any veterinary care that is needed as a result of attacking.*
- f) You specifically indemnify and hold harmless PetU from any liability resulting from any injury sustained or property damaged as a result of attacking.*

**D. Sex**

**1.** A dog's gender plays a huge role in their interactions with others. The following rules apply to a dog based on their gender:

- a) Males:*
  - (1)** PetU does not require male dogs to be neutered;
  - (2)** Neutering may be required for continual enrollment if the dog becomes unmanageable (i.e. aggressive, possessive, sexually dominating, biting, or lasing out after redirection).

**b) Females:**

**(1)** PetU does not require female dogs to be spayed, however, female dogs are not permitted on campus during heat cycles. There will be no exceptions to this rule.

**2.** You agree that you will be 100% financially responsible for any veterinary care that is needed as a result of sex or sexual play.

**3.** You specifically indemnify and hold harmless PetU from any liability resulting from any veterinary attention needed, injury sustained, or property damaged as a result of sex or sexual play.

**E. Feeding (Lunch Box Policy)**

**1.** Food and treats are allowed in daycare for your dog as long as the following requirements are met:

**a)** *All food and treats must be in a sealed container;*

**b)** *All food and treats must be clearly marked with the name of the dog. If there is no name on the food, the dog will not get lunch;*

**c)** *All unused food and treats will be returned to the owner.*

**VI. PAYMENT FOR SERVICES RENDERED**

**A.** Currently, PetU accepts checks, cash, and all credit cards. There is a \$35 return fee for any returned checks. Tips are always accepted and appreciated.

**B.** All PetU services must be paid for in advance of service being provided.

**C.** Any changes to scheduling will be billed in one of the following ways:

**D.** Owner may elect to upgrade their dog's daycare from a half-day to a full-day. The charge for this is \$11.

**E.** Owner may elect to purchase additional days "a la carte." These days will be charged at the listed rate within the package purchased.

**F.** If there is a cause for your dog to be quarantined, an additional charge of \$35/day will be applied.

**G.** All additional charges are to be paid prior to service, at daycare/boarding.

**VII. PROGRAMS AND TUITION**

**A. DAYCARE**

**1.** For the health and safety of all dogs, only PetU handlers will be allowed to walk with the dogs back into the play yard. Any owners wishing to see their dog at play are welcome to visit at the end of the day, during pick-up.

**2. Monthly and Trimester Tuition**

**a)** Monthly package purchases are valid for 4 weeks from date of purchase and will expire after 4 weeks.

**b)** Daycare days do not carry over from week to week. Any days missed are at the expense of the owner. There will be a one-time exception allowed during the calendar year, provided notice has been provided at least one week prior to the day to be missed.

**c)** A single day or a full week of packages that includes multiple days may be carried over with prior notice. There will be a one-time exception allowed during the calendar year, provided notice has been provided at least one week prior to the day or week to be missed.

**d)** If a regularly scheduled daycare day falls on a day that PetU is not open for business, you will be permitted to reschedule your daycare day for another day in the same week.

**e)** Money spent on daycare packages unfortunately cannot be transferred to other services. There is no cash equivalent for individual days of daycare.

**f)** If the customer is currently using a monthly package at the time that a new monthly package is purchased the expiration date of the new package will be 4 weeks after the current package expires.

**g)** If the customer is currently using a trimester package at the time that a new trimester package is purchased, the expiration date of the new package will be 16 weeks after the current package expires.

**B.** Refund policy

**1.** Monthly Tuition

**a)** A 50% refund will be given for any cancellations that occur before the 15<sup>th</sup> day of the billing cycle.

**b)** NO refund will be given for any cancellations that occur after the 15<sup>th</sup> day of the billing cycle.

**2.** Trimester Tuition

**a)** A 75% refund will be given for any cancellations that occur before the end of the first month.

**b)** A 50% refund will be given for any cancellations that occur before the end of the second month.

**c)** A 25% refund will be given for any cancellations that occur before the end of the third month.

**d)** NO refund will be given for cancellations after the 90<sup>th</sup> day.

**C.** Reservation policy

**1.** Owners must provide a weekly schedule for the days the dog will attend daycare.

**2.** Exceptions to this schedule will be made only in the event of a rare emergency with a 48-hour notice to PetU.

**D.** Additional Charges

1. An additional charge of \$1.00 per minute will be charged for pick-ups after 7:00 p.m.
2. Special pricing is available to owners currently using a daycare package who are looking to add extra days during the week. Pricing for these additional days can be found in the PetU package price list.
3. If a new package has not been purchased at the time that the current package expires, the owner's account will automatically be charged the full price for the day of daycare.

**E. PetU Boarding**

**1. Reservation Policy**

- a) All reservations require a one-night deposit per dog at the time the reservation is made. Same dog families requiring multiple kennels will be charged the full rate of \$39 per dog.
- b) No destructible toys will be allowed (i.e. stuffed toys, ropes, rawhides, etc.). We recommend Kong's and natural meat bones which are available for purchase at PetU.

**2. Refund policy**

- a) Same day cancellations will result in a charge of one full day and the deposit will be forfeited.
- b) Cancellations within 24 hours will be charged a fee of \$39 per dog.
- c) For cancellations over 48 hours there is no charge and 50% of the deposit will be refunded.
- d) A seven-day notice must be given to cancel a holiday otherwise the deposit will be forfeited.

**3. Charges**

- a) The total amount of the reserved stay must be paid at the time of drop-off.
- b) Any time in excess of the originally agreed upon amount of time will result in additional charges at the following rates:
  - (1) \$17 for up to 5 hours;
  - (2) \$28 for time over 5 hours, with the dog picked-up before 7:00 p.m.
  - (3) \$39+ if the dog remains overnight (rate is based on drop-off and pick-up time).

**F. Pet (Degree Programs)**

**1. Payment Policy**

- a) *A 50% deposit is required for all customized packages and is due at the time the package is agreed to.*
- b) *All training equipment to be used during training must be paid for at the time that the deposit is paid.*

**c)** All food must be provided by the owner. If the owner fails to provide food, Food will be provided by PetU and charged to the owner's account.

**d)** Any additional training equipment needed will be purchased and added to the owner's account to be paid with the remaining balance.

**2.** Refund Policy

**a)** A 50% refund will be given for cancellations between 1 and 7 days.

**b)** A 25% refund will be given for cancellations between 8 and 14 days.

**c)** NO refund will be given for cancellations after 14 days.

**3.** Graduation Requirement

**a)** Upon successful completion of the program, a transitional meeting is required between a PetU representative and the owner at which time your dog can transition back into their regular setting or if desired, your dog may continue their education.

**4.** Payment Options

**a)** Payments may be made in the following ways

**(1)** Full payment for the program up front;

**(2)** 50% paid at enrollment and 50% paid upon completion of the program;

**(3)** Training add on's (i.e. collars, food, bones, treats, etc.) will be paid upon completion of the program.

**5.** Transportation

**a)** Transportation between PetU locations may be necessary in this program and the enrollment of your dog in this program authorizes PetU to transport your dog in a safe and secure manner.

**6.** One on One Tutoring Sessions

**a)** No refund will be provided once a training session has begun.

**b)** All training packages expire six months from the date of purchase.

**7.** Grooming

**a)** No refunds will be given for grooming services.



**PHOTOGRPAHY RELEASE**

I, the undersigned, do hereby consent and agree that PetU and its agents have the right to photograph, videotape, or take digital recordings of my dog(s) and to potentially use these in any and all media exclusively for the purpose of marketing and business development;. Including but not limited to website and/or social media. While we are reserving the right to photograph and record your dog(s), We assure you that media recorded will be used in a safe, tasteful and positive manner. I further consent that my name and identity may or may not be revealed therein or by descriptive text or commentary. I do hereby release PetU, and its agents all rights to exhibit this work in print and electronic form publicly or privately. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used. I understand that there will be no financial or other remuneration for recording my dog(s), either for initial or subsequent transmission or playback.

**PetU Terms and Conditions**

**THE UNDERSIGNED HEREBY STATES THAT HE/SHE HAS READ AND AGREES TO BE BOUND BY TERMS AND CONDITIONS OF PETU. IN THE EVENT THAT ANY PROVISION IN THIS AGREEMENT IS FOUND TO BE UNENFORCEABLE, THE REMAINING PROVISIONS WILL BE IN EFFECT.**

Agreed:

Date \_\_\_\_\_

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner/Agent, PetU Signature

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