GAVILAN COLLEGE

Community Education

5055 Santa Teresa Blvd
Gilroy, CA 95020
Phone: (408)848-4732

Dear Student: Welcome and thank you for your interest in our upcoming Veterinary Assistant Training Program.

Program dates and information are as follows:
Saturdays
2/27/2027-6/12/2027

These classes will be held on the main Gavilan College campus at 5055 Santa Teresa Blvd Gilroy, Ca 95020

Included in this informational packet are the following documents:

- Program Summary
- Course Calender
- Class Fee Payment Plan Form
- Registration Form with Cancellation Policy
- Gavilan College provides educational services and access for eligible students with verified disabilities who intend to pursue coursework at Gavilan College•Student support program website link hhttps:// www.gavilan.edu/student/aec/index.phpFor

Required Textbooks for the Veterinary Assistant Training Program:

- Elsevier's Veterinary Assistant Textbook 3rd edition
  ISBN-13: 978-0323681452
- Elsevier's Veterinary Assistant Workbook 3rd edition
  ISBN-13:978-0323681636

For updates and information, please:

- Visit our website: https://community.gavilan.edu/
- Email us:mgalvez@gavilan.edu
- Call our offices: (408) 848-4732

Thank you,

Gavilan College, Community Education

Gavilan College Veterinary Assistant Training Program

Program Summary: In the growing and changing world of Veterinaryoffice 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: $2,500

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

Payment Plan Info.: In order to register, 1 payment of $500.00 + a $100 Payment Plan Fee is required for students taking part in the Payment Plan option. This is a total of $600.00 due at the time of registration. 4 additional payments of $475.00 will be due on specified dates.

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

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.

Additional Costs:

Books: Varies
Scrubs: $30-$50. Navy blue (A watch is needed for this class as well as closed toed shoes, no mesh or canvas)
Liability Insur.: Varies.
Required Immunizations: Varies.

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. Please choose carefully!
Students on a payment plan who cancel or drop after the first class session are still responsible to pay the entire course fee of $2100 to Gavilan College.



Veterinary Assistant Training Program
Dates:
2/27/2027-6/12/2027

8am - 3pm

84 classroom hours
Program Meets
Saturdays

Gilroy Gavilan College Campus Classroom
HU101&HU102

For Additional Program Information

Online Info.: https://community.gavilan.edu/
Call for Info.: (408) 848-4732
Walk-in Info.: *Gavilan College Community*
5055 Santa Teresa Blvd, Gilroy,Ca 95020

To register in this program: Students must submit either a *completed and signed* registration form or a registration/payment plan form.These are at the end of this packet and no fields should be left blank (1st pmt w/fee due at time of registration)

Submit your Application

Email: mgalvez@gavilan.edu

Mail: Community Education 5055 Santa Teresa Blvd Gilroy, Ca 95020

Gavilan College

Support Services Information

• Gavilan College provides educational services and access for eligible students with verified disabilities who intend to pursue coursework at Gavilan College

• Student support program website link hhttps://www.gavilan.edu/student/aec/index.php

• CalWORKs program - Gavilan College website link https://www.gavilan.edu/student/eops/calworks/index.php

• Fresh Success Program - Gavilan College website link https://www.gavilan.edu/student/eops/calworks/freshsuccess.php

• El Centro-Gavilan College website link https://www.gavilan.edu/resources/index.php

• Food Pantry Gavilan College website link https://www.gavilan.edu/student/eops/calworks/food_pantry/food.pantry.php

EQUAL OPPORTUNITY IS THE LAW
It is against the law for this recipient of federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.
Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications. with others. This means that, upon request, and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

Registration Form

Veterinary Assistant Training Program

Gavilan College Community Education
(408)848-4732

Student Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: (_____) _____-_____ Evening Phone (_____) _____-_____

Email Address: _____

Birth Date: _____ May we send you e-mail announcements **Yes** ☐ **No** ☐

Where did you hear about us? ☐ Mail at home ☐ Word of mouth ☐ Brochure at library
☐ Newspaper ☐ Flyer ☐ Brochure at work

☐ Other: _____

Start Date/Time	Title of Course	Fee
2/27/2027-6/12/2027 Saturdays 8:00am-3:00pm	Veterinary Assistant Training Program	$2500
	Total	$2500

Payment Options

☐ Cash (exact change) ☐ Check ☐ Money Order ☐ Credit Card VISA ☐ **Paying in Full $2,500**

☐ **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 $500.00 plus a $100.00 Payment Plan Fee. These payments are due to the Gavilan C.E. office upon registration. 4 equal payments of $475.00 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.

Make checks or money orders payable to: Gavilan College ($20 charge for all returned checks)

MO # _____ Check # _____ Name on Check _____

Credit Card Info ☐ Visa ☐ MasterCard Expires _____ / _____ Security Code _____

Card #_____-_____-_____-_____

Cardholder Name _____

Authorized Signature _____

Cancellation policy

There are **NO REFUNDS** for this program, so please choose carefully. **All cancellations require a 7-day advance notice.** Students taking part in the Class Fee Payment Plan will forfeit their deposit of $500.00 plus the $100.00 Payment Plan Fee. Students taking part in the Class Fee Payment Plan who cancel, drop, or are dropped after the first day of class are responsible for the entire course fee of $2500. **All unpaid balances will be forwarded to collections.**

Initital: _____

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.

_____ _____ _____ / _____ / _____

Student Name Student Signature Date

Send forms signed and completely filled out to: Gavilan College Community Education, 5055 Santa Teresa Blvd Gilroy, CA 95020

GAVILAN COLLEGE

Community Education

Veterinary Assistant Training Program Payment Plan

Instructor Name	Semester	Total Cost	Start Date	End Date
Liza Morales	Fall 2027	$2600.00	2/27/2027	6/12/2027

Payment Deadlines	Amount	Office Use
1st pmt - At time of registration	$500.00 + $100 = $600.00	
2nd pmt - Wednesday, 3/24/2027	$475.00	
3rd pmt - Wednesday, 4/21/2027	$475.00	
4th pmt - Wednesday, 5/26/2027	$475.00	
5th pmt - Wednesday, 6/9/2027	$475.00	

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 4 installments. A deposit of $500.00 + $100.00 payment plan fee = $475 is due upon registration (see schedule above). The balance is then paid over 5 more installments.

Initital: _____

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 every time the C.C. # is not valid, not working or NSF.*** **Payment will be deducted automatically on specified dates.**

Initital: _____

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. **All unpaid outstanding balances will be forwarded to collections.**

Initital: _____

Student Signature	Date	Community Education Signature	Date

Not Valid Unless All Information is Provided

Student Name:	Student Full Address:
Student Social Security Number:	Student Cell Phone/Home Phone:
Student Email:	Student Date of Birth:

Reference Information

Reference Person Name:	Reference Person Daytime Phone:
Reference Person Address:	Reference Person Email:
City: State: Zip:	