



# DOGTOPIA ENROLLMENT AGREEMENT

## CONTACT INFORMATION

\_\_\_\_\_  
Name (First and Last)

\_\_\_\_\_  
Address (Home / Billing)

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name of Dog

## EMERGENCY CONTACTS AUTHORIZED TO PICK-UP YOUR DOG:

Contact 1

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Contact 2

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

## DAYCARE HOURS

The daycare hours are as follows: **Monday - Friday 7:00 am – 7:00 pm** **Saturday 10:00 am – 5:00 pm** **Sunday 11:00 am – 2:00 pm**

Daycare will be closed on New Year's Day, Fourth of July, Thanksgiving Day and Christmas Day. The daycare will be open whenever possible on a regularly scheduled day, except in the case of severe weather or other emergency. Enrollment Fees are not reduced as a result of daycares closures.

## SCHEDULE ACKNOWLEDGMENTS

### Regular Schedule

Enrollment is based on the dog's regular schedule. I will be charged additional days at the current enrollment rate for a full day or the pay per play rate for a half day, whichever applies, if my dog's attendance increases beyond this schedule. If my dog's schedule changes in any way, I will notify the daycare immediately. Enrollment fees are not pro-rated for illness, holidays, or emergency closures. I agree to pay the full weekly enrollment even if my dog is absent for one or more days, except for pre-arranged "pause weeks."

### Dog Not Picked Up

If I fail to pick up my dog and/or contact the daycare, and I or another authorized person cannot be reached within 30 minutes after closing time, I acknowledge and agree that my dog will be boarded overnight and boarding charges will be applied to my account.



## ENROLLMENT FEE INFORMATION

### Enrollment Fee

My enrollment fee is a weekly charge of \$\_\_\_\_\_ for \_\_\_\_\_ days of daycare per week. This rate will remain in effect for 365 days from the Commencement Date set forth below (the "Term"). It will be charged to my account on the Sunday preceding services rendered.

### Pause Week Fee

I agree to pay the full enrollment fee even if my dog is absent for one or more days. I acknowledge that I may pause my enrollment fee for a total of four (4) full calendar weeks, in weekly increments, during the Term with no payment due if I submit a written notice two weeks prior to any pause week. I acknowledge that I may not pause my enrollment fee on a daily basis.

### Late Pick-Up Fee

A late pick-up fee of \$20 per dog will be assessed when a dog is left 15-29 minutes beyond the daycare's operating hours. The late pick-up fee does not constitute an agreement to provide after hours service.

### Payment Authorizations I authorize Dogtopia to:

- Use the credit card on file with my account to initiate electronic debits to my credit card account.
- Electronically credit my account in the amount of any returned item and a returned item fee in the maximum amount allowed by state law.
- Initiate one-time ACH debits to my checking account for any amounts owed that become past due (upon written notice from the daycare.)

My payment authorizations will remain in effect until two-weeks after I give the daycare written notification to terminate the authorization.

## FINANCIAL OBLIGATIONS

- As the pet parent signing this Enrollment Agreement all amounts due are ultimately my responsibility.
- Accounts two weeks in arrears may result in immediate termination of services; however, upon payment, enrollment may be reinstated with applicable enrollment fee.
- Overdue accounts may be referred to a collection agency. I am responsible for all account balances, plus fees and costs as allowed by applicable law.
- If a credit card processing error occurs or my auto-payment is declined, I am responsible for providing a new credit card to Dogtopia of Maadison West within 7 calendar days.
- Any prepaid balance of \$25 or less which remains at the time of my dog's disenrollment will not be refunded unless requested in writing within 90 days.
- 14 calendar days written notice is required prior to the last day of attendance. If I do not give written notice of withdrawal, I agree to pay full enrollment and fees due regardless of my dog's attendance.

I have read, understand and accept terms in this Agreement. I will promptly update any information provided for in this Agreement if any information changes. Daycare management does not have the authority to change the terms of this Agreement (other than inserting information where required) either verbally or in writing. This Agreement may be terminated and my dog may be dis-enrolled by the daycare without prior notice if, in the sole opinion of the daycare, it is in the best interest of the dog or the daycare. We reserve the right to alter policies and/or program at any time.

This Agreement will begin on SUNDAY, \_\_\_\_\_ ("Commencement Date")

The last four (4) digits of the credit card I wish to use for this recurring billing are: \_\_\_\_\_

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Pet parent signature

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Date

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Daycare representative

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Date