

Joliet Junior College
Veterinary Medical Technology Program

Dog Adoption Procedures Agreement

It is the purpose of this policy to allow dogs used by the Veterinary Medical Technology program to be adopted by individuals as *companion* pets. For adoption to occur, several conditions must be met:

A. Application Process:

- 1). Fill out a Joliet Township Animal Control Dog Application, *to be reviewed and approved by a JJC Veterinary Nursing Coordinator.*
- 2). Complete and submit all documentation requested online or via email.
- 3). A JJC Veterinary Nursing Coordinator will reach out to you directly via e-mail with adoption application results.
- 4). Schedule a meeting with any potential housemates (Adopter's current dog/s) and the program dog.
- 5). If approved for adoption, complete and submit this agreement to JJC Veterinary Nursing Coordinators.

B. If approved, pay the full \$50.00 adoption fee to:

Joliet Township Animal Control- 2807 McDonough St. Joliet, IL 60436

Hours: Monday, Tuesday, Thursday, and Friday: 8:30am-4pm

Wednesday: 8:30am-6:30pm

Saturday and Sunday: Closed

If there is a circumstance in which you are unable to make your payment to Joliet Township Animal Control or you adopted a pet at a JJC adoption event, please contact a Veterinary Nursing Coordinator for details on finalizing your adoption.

C. Once the payment has been made, a copy of the payment receipt must be submitted to a JJC Veterinary Nursing Coordinator and copied for our records. You may then schedule a pick-up day and time to bring your dog home.

- **Adoption Dates and Applicants:** Adoption dates are determined at the beginning of each semester indicating who the application process is available to. Typically, the order of priority will be as follows: Assigned Student Nurse, Vet Tech Program students, General public (general public includes all non-Vet Tech JJC students as well as Staff). This order is subject to change.
- **When can applications be filled out:** Applications may be filled out anytime during the semester and will be kept on file until the appropriate date opens up for that particular party.
- **First come, first serve:** The application process is a type of "first come, first serve" system. Once the adoption application process has moved beyond the assigned Student Nurse and is open to all program students we will operate on a "first come, first serve" basis. This will mean that as applications are received they will be date and time stamped. The applications will be reviewed in the order they were received. The first applicant to be approved will be allowed to adopt that particular dog. **Public adoptions**

will be handled differently in that multiple adoption applications can be submitted at one time and the applicant that is deemed to be the best fit will be allowed to adopt that particular dog.

- **Adoption Forms:** There is one adoption form to be filled out, the Joliet Township Animal Control Adoption Application. Veterinary Nursing Coordinators may request additional paperwork on a case by case basis. If approved, a JJC Dog Adoption Procedures Agreement (this form) will need to be completed and signed by a Veterinary Nurse Coordinator. Documents will be forwarded to Joliet Township Animal Control, where the animal will officially be placed on a 48 hour “adoption pending” hold. New owners will be expected to finish any necessary paperwork and payment at Joliet Township Animal Control.
- **Adoption Pending:** *Once the applicant has been approved to adopt a specific animal, the adopter will have 48 hours (not including weekends or holidays) to make the adoption final.* For an adoption to be finalized, all documents need to be completed and the adoption fee must be paid in full. If the adoption is not finalized within 48 hours a VNC can cancel the adoption and move on to another applicant.
- **Payments:** The adoption fee is \$50 and is paid to Joliet Township Animal Control. Payments must be made in cash and must be exact dollar amount, no change is available. We (JJC) do not keep any portion of this fee. The fee is paid once the adoption application has been approved. The adoption is NOT considered final until payment has been made.
- **When an adoption is unsuccessful:** If an adoption does not work out once home, then it is the adopter’s responsibility to contact the shelter in which he/she came from and follow their protocol for returning the animal.
- **Disclaimer:** We do not guarantee adoption application approval on every applicant. Approval of adoptions is at the discretion of JJC Vet Tech Program staff as well as JTAC. First and foremost we want the best home for each of our animals and will do our best to see that happen.

Initial below if in agreement:

_____ I promise to care for this cat in a manner that is generally accepted as appropriate for a companion pet of this species.

_____ I promise to not hold Joliet Junior College responsible for any adverse outcomes related to this adoption.

_____ I promise that I will not transfer ownership or sell the adopted animal.

I confirm that I have read, understand and agree to the above policy and procedure for adoption in the Joliet Junior College Veterinary Medical Technology Program.

Signature: _____

Date:

VNC Signature: _____

Date: _____