

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 JJC application and a Hopeful Tails Adoption Application, to be approved by Hopeful Tails.
- 2). Complete and submit all documentation requested, including this agreement.
- 3). Schedule a meeting with any potential housemates (Adopter's current dog/s) and the program dog.
- 4). Hopeful Tails will reach out directly via e-mail with adoption application results.

**B. If approved, pay the full adoption fee to Hopeful Tails Animal Rescue located at:
2303 Oak Leaf St, Joliet, IL 60436**

C. Schedule a pick-up day and time at the end of the semester to bring your dog home.

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- **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 and Staff, General Public (general public includes JJC students as well as Staff). This order is subject to change.
 - **Application Submission:** 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 and staff 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 submitted to Hopeful Tails and will be get a determination 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 to Hopeful Tails 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 are two adoption application forms to be filled out: JJC Veterinary Medical Technology Program application and Hopeful Tails Adoption Application. There are also two contract forms to complete: Hopeful Tails Adoption Contract and JJC Dog Adoption Procedures Agreement (this form). The Hopeful Tails Adoption Contract will be filled out at Hopeful Tails at the time of payment.
 - **Adoption Pending:** *Once the applicant has been approved to adopt a specific dog, 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 or Hopeful Tails can cancel the adoption and move on to another applicant.

- **Dog Meet-ups:** If an applicant has dogs at home, it is requested to schedule a meet up to make sure all dogs get along. This must be scheduled with a VNC. An applicant will not be approved until compatibility has been determined. If the meet up doesn't take place within a reasonable amount of time (as determined by a VNC) due to the applicant delaying the process then the applicant can be bypassed to allow other applicants to move forward in the adoption process.
- **Payments:** The adoption fee is \$150 and there is also a training deposit fee of \$100. Both fees are to be paid directly to Hopeful Tails. We (JJC) do not keep any portion of this fee. The training deposit will be refunded by Hopeful Tails once the dog has received a Training Certificate. The fees are paid once the adoption application has been approved by Hopeful Tails. The adoption is NOT considered final until payment has been made. *JJC Vet Tech Program students and staff receive an adoption fee discount. (See a VNC for details)*
- **When an adoption is unsuccessful:** If an adoption does not work out once home, then it is the adopters 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 Hopeful Tails as well as JJC Vet Tech Program staff. 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 dog 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 dog.**

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: _____