

## Guidelines for Submission of a Member Training Application

1. Use this form **ONLY** if you are a member of Merrimac Dog Training Club. Non-Members use the special Non-Members Application form.
2. Please do not use old forms which may not match this one (dated 2 February 2016). Older forms may not have 2016 Members Class fees correct, may not have the current mailing address or other current information. Class Fees, for Members, have been increased by \$5 across the board for 2016.
3. Include a check or money order (payable to MDTC) or submit a PayPal payment **BEFORE** submitting your applications (see information on PayPal option below). Payment at the building may be made in cash however, MDTC is not responsible for cash sent through the mail or left in the building drop box. There is a \$25 fee for any returned check. Applications will not be processed without payment. **Credit cards, Debit cards, On-line payment options other than PayPal, etc. CANNOT BE accepted.**

You may pay on-line, via PayPal using a major credit card or your PayPal balance, as follows. If you are not familiar with sending money via PayPal, other than paying for an on-line purchase via a link from the website to PayPal, see "Steps for Paying with PayPal" on sheet 3 of this application.

1) There is a \$5 administrative fee for each payment made (you may pay for multiple class applications on one PayPal transaction). You must include this amount in the amount you send via PayPal

2) Submit Payment to: [merrimacdogtraining@gmail.com](mailto:merrimacdogtraining@gmail.com)

a) Include the class(es) name(s) in the "special instruction to seller" space on the PayPal "send" page. Failure to do so may delay the acceptance of your application and endanger you getting into the class.

b) Include the PayPal transaction number on each class application. Failure to do so may delay the acceptance of your application and endanger you getting into the class.

3) Applications are not valid until both the form **AND** the payment is received. If the requested class fills before an application and payment is received, payment made by PayPal will be refunded..

4. Mail the completed application, and check (unless PayPal has been used and the PayPal transaction Number entered on the application), to the address on the top of the application or deliver it to the walk-in registration on the dates listed on the MDTC website. Applications may be dropped off in the box **INSIDE** the MDTC building (beginning when the list of classes is posted on the website). **DO NOT MAIL ANY APPLICATION TO ANY OTHER ADDRESS OR LEAVE ANY APPLICATION IN THE BUILDING OUTSIDE MAILBOX.** Applications may be mailed in or dropped off at the building, as described above, anytime provided they are **RECEIVED** by 3 PM on the last walk-in registration date.

**Merrimac Dog Training Club, Inc.**  
**P.O. Box 9187, Hampton Virginia 23670**

**MEMBER Training Class Application**

**Please print** except the Certification Signature. Please be sure you complete all blanks.

Class: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Session # \_\_\_\_\_

**ONLY ONE CLASS FOR ONE DOG PER APPLICATION FORM**

Handler Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Member name if different than handler name: \_\_\_\_\_

Dog's Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Sex: \_\_\_\_\_ Spayed/Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_

Previous Training Classes for this dog: \_\_\_\_\_

**Certification**

**Application cannot be processed without the below signature**

I, \_\_\_\_\_, verify that my dog \_\_\_\_\_  
(printed name)

is current on all vaccinations. I also verify that my membership and training fee have been paid for the current year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Note: Instructors may take one free class for each class instructed to be used within one year.  
Be sure to attach your free class ticket if not using a free class earned in the session in which it is used.

Instructors: Free class for instructing in Session \_\_\_\_\_ for class instructed \_\_\_\_\_

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Payment for classes may be made via PayPal (subject to a \$5 per transaction administrative fee). See the [Guidelines for Submission of a Member Training Application](#) (available with the [MEMBER Training Application](#) on the MDTC Website)

Amount Enclosed\*: \$ \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ Check # \_\_\_\_\_ PayPal Transaction # \_\_\_\_\_

Receipt # \_\_\_\_\_ By: \_\_\_\_\_

**Per the MDTC Standing Rule B.8.A (dated 9-15-15), class fees for 2016 are based on hours worked in 2015 and are as follows.**

**(be sure to include the \$5 per transaction fee for applications paid for via PayPal, see above):**

**Less than 30 hours = \$65 per class      30 - 40 hours = \$35 per class      41 - 50 hours = \$30 per class**  
**51 or more hours = \$25 per class**

**Members that did not attend 2 meetings but worked at least 30 hours 2015 - \$45.**

**Members 65 years old or older need only earn half of the hours at each level above.**

**Revised: 2 February 2016**

## Steps for Paying with PayPal

The following steps will allow you to pay for classes at MDTC using your PayPal account. If you do not already have a PayPal account, you will be provided an opportunity to set one up, using a credit card to pay for the total transaction, during the process.

1. Open the following site,

<https://www.paypal.com/us/webapps/mpp/send-money-online>

2. If you do not have a PayPal account, click the “Sign Up” Button in the upper right corner. If you do have a PayPal Number, continue, with “3” and log in latter.

3. In the “Their email or phone number” block, enter “merrimacdogtraining@gmail.com”.

4. In the “Amount” block enter the fee for all MDTC classes you wish to pay for in US dollars (i.e. USD). Be sure you add the \$5 administrative fee.

5. Step 4 should open a page to offer you the choice to send to “Friends or Family” or “Goods or Services”. Click on “Goods of Services”.

6. Click the “Send Money Button”. Sign In if not already signed in. On the next page in “Special Instructions to seller” block, enter all information needed to identify the class(s) you wish to sign up to take. **Failure to do so may delay the acceptance of your application and endanger you getting into the class.**

7. Follow prompts on the succeeding pages to log in and send the fee to MDTC.

8. Record the PayPal Transaction number and enter it on each class application. Failure to do so may delay the acceptance of your application and endanger you getting into the class.