

ENROLLMENT AGREEMENT

PETSTOP SCHOOL OF DOG GROOMING

111 Honeysuckle
Litchfield Park, AZ 85340
623-547-0255
www.petstopgrooming.com

Student Name: _____

Present Address:

Permanent Address:

Telephone (home): _____

(work) _____

(Cell) _____

Date of Birth: _____

Social Security No.: _____

E-mail: _____

PROGRAM INFORMATION:

Program: Dog Grooming Start Date: _____

Program Length: 450 Hrs. (Specified in clock hours)

TUITION:

The total cost for the Dog Grooming program:

Tuition:	\$4850.00
Administration/Registration Fee	\$ 150.00
Books/Supplies	\$ 750.00
Total Program Costs	\$5750.00

REGISTRATION FEE OF \$150.00 MUST ACCOMPANY ENROLLMENT AGREEMENT TO SECURE A SPACE IN THE PROGRAM.

TUITION PAYMENTS: (if offered)

1. Tuition deposit of \$150.00 is due with signing of the enrollment agreement. *The deposit will be applied as follows: Administration/Registration Fee.*
2. Balance of \$4850.00 is due no later than the first day of school prior to start of class, payable by cash, check or financing through Sallie Mae Student Lending.

CANCELLATION AND REFUND POLICY:

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of \$150.00.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
 - D. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges:

Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program (less the \$150.00 administrative fee).

Tuition refunds will be issued within 30 days of the date of student notification, of date of school determination (withdrawn due to absences of other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Tuition refunds are determined as follows:

1. Before the beginning of classes, the student is entitled to a refund of \$100% of the tuition minus the \$150.00 registration fee.
2. After the commencement of classes, the tuition refund amount shall be determined as follows:

% of the clock hours attempted:	Tuition Refund amount:
10% or less	At least a 90%
More than 10% and less than or equal to 20%	At least a 80%
More than 20% and less than or equal to 30%	At least a 70%
More than 30% and less than or equal to 40%	At least a 60%
More than 40% and less than or equal to 50%	At least a 50%
More than 50%	No refund is required

Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

THE STUDENT UNDERSTANDS:

1. The School does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules
6. Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

STUDENT ACKNOWLEDGEMENTS:

1. I hereby acknowledge receipt of the School's catalog dated _____, which contains information describing programs offered, and equipment/supplies provided. The School's _____ catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.
_____ Student initials
2. Also, I have carefully read and received an exact copy of this enrollment agreement.
_____ Student initials
3. I understand that the School may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the School. While enrolled in the School. I understand that I must maintain Satisfactory Academic Progress as described in the School catalog and that my financial obligation to the School must be paid in full before a certificate may be awarded.
4. I also understand that this institution does not guarantee job placement to graduates upon program/course completion or upon graduation.
_____ Student's initials

Petstop School of Dog Grooming Catalog

Petstop School of Dog Grooming
109 Honeysuckle
Litchfield Park, AZ. 85340
Tel: 623-547-0255
Marcia@petstopgrooming.com
www.petstopgrooming.com

Effective date: June, 2007

Marcia Kaiser, Board of Directors
Michel Kaiser, Board Member
Connie Redman, Instructor

Program Offered: Dog Grooming

Statement of Purpose: To educate students in the art of dog grooming for a successful career.

Objectives: Through hands on training program for 12 weeks, with individual instruction, students will leave with a high degree of competence and self-confident to work in a rapidly growing profession in the field of dog grooming.

Subject: Dog Grooming

Units: One 12 week session consisting of 450 hours.

Skills to be Learned: Students will learn how to get the best from their training through our orientation program (5 hrs.), learn how to clean, maintain and use their tools plus learning the basics of grooming in a 5 hour Intro to Grooming Class. Students will also learn the art of handling dogs (5 hrs.), detecting medical and skin problems (5 hrs.) bathing, combing & de-matting (70 hrs.), breed recognition (10 hrs.), grooming breed and mix breed patterns along with hand scissoring techniques. (350 hr.).

Prerequisites and Completion Requirements: An entrance exam is not required. However, you will need the following:

1. Initial interview
2. Letter of recommendation
3. High school diploma or a General Education Development test;
4. Official education transcripts; or
5. Other requirements established by the institution.
6. All financial obligations to the school must be filled.

All applicants must have an interview with the director and must be 17 years of age. If applicant 17 years of age, they must be accompanied by an adult. All applicants must be able to read, understand and speak the English language. They must be able to operate grooming equipment

and have patience to cope with a variety of dog's dispositions. Students must also have a tetanus inoculation. A strong desire to learn, a love of dogs and an abundance of patience and tolerance is a must.

Each student must pass all exams, demonstrate proficiency and meet the set requirements, use clippers and basic knowledge of breed patterns. They will be awarded a Certificate of Achievement upon completion.

All classes will be held on a continuous basis. No more than 6 students enrolled at one time with a first come basis.

Tuition Costs:

Administration/Registration Fee:	\$ 150.00
Tuition:	\$4850.00
Tools/Text Books:	<u>\$ 750.00</u>
Total Cost:	\$5750.00

All tools and textbooks required are included in the fee of \$750.00 and are the sole property of the Student.

Required Textbooks: Notes From a Grooming Table, The Theory of 5

Required Tools: 2 ea. #10F Blade, 2 ea. #5F Blade, 2 ea. #4F Blade, 2 ea. #7F Blade, 1 ea. #30 Blade, 1 ea. #40 Blade, 1 ea. #5/8 HT Blade, 1 ea. #3 3/4 Blade, snap on blades set, 1 ea. Scissors 8", 1 ea. Thinning shears, 1 ea. Andis Clippers, 1 ea. Comb, 1 ea. Nail Clippers – 4 1/2", 1 ea. Brush –Universal regular and 1 ea. Smock, 1 ea. ear powder and cleaner, 1 ea. nail powder.

The list of required tools is subject to change. Price is subject to change and non-refundable. Additional fees may apply, if necessary, for blade and scissor sharpening. All other equipment and books needed are supplied by the school and will remain the property of the school. Equipment supplied by the school for Student use includes a Grooming Table, Bathing Tub, Blow Dryer, Shampoo and Conditioner.

Graduate Employment Opportunities: With the experience of a 12 week "hands on" training program the graduate will have employment opportunities that are available through a network of area grooming businesses. While the school does not guarantee placement, it will maintain a list of area businesses in need of groomers.

Refund Policy:

The School shall allow a student or prospective student to cancel an enrollment agreement with the School if the student or prospective student submits a written notice of cancellation to the School within three days, excluding Saturday, Sunday and State and Federal holidays, of signing the enrollment agreement.

No later than thirty calendar days after the School receives a written notice of cancellation described above, the School shall provide to the student or to the person who paid the student's tuition and fees, a refund of 100% of all student fees and tuition paid for the student. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the \$150 registration fee.

A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.

A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive days.

All refunds will be issued within 30 days of the determination of the withdrawal date.

Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

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Tuition refunds are determined as follows:

- 1 Before the beginning of class, the student is entitled to a refund of 100% of the tuition minus the \$150 registration fee.
- 2 After commencement of classes, the tuition refund amount shall be determined as follows:

10% or less	90%
11% to 20%	80%
21% to 30%	70%
31% to 40%	60%
41% to 50%	50%
More than 50%	No refund is required

The Institution will supply a smock and any additional tools and textbooks required if not listed above which will remain the property of the School. The list of required tools is subject to change.

The Student will have class-based study with a hands on training program with individual instruction. Classes will begin on June 3, 2007 and consist of one 12 week session consisting of 450 hours.

Classes are not held on the following holidays:

- New Year 's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Weekend
- Christmas Eve
- Christmas Day

Policies and Regulations: After the initial interview the student will be admitted subject to the approval of his or her Student Enrollment Contract. The contract must be thoroughly completed and returned to the Director with a \$150.00 application fee. If the applicant is under 18 (eighteen) years of age, the contract must also be signed by a parent or legal guardian.

Cancellation: The student may cancel this contract at any time prior to midnight of the third business day after signing the contract (excluding Saturdays, Sundays and Federal or State holidays). The official date of termination for refund purposes is the last date of recorded attendance.

All refunds will be made within 30 days from the date of termination.

The student will receive a full refund of tuition and fees paid if the school discontinues the program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

Complaints which cannot be resolved by direct negotiation between the student and the school, may be filed with the AZ State Board for Private Post-Secondary Education, 1400 W. Washington, Room 260, Phoenix, AZ 85007. There is a 1 (one) year limitation on taking action on student complaints.

The policy for granting credit shall not impact the refund policy.

Grading Procedures: Each student is evaluated on everything he/she does. At student's request, the instructor will advise the student of his/her progress grades based on the following grading system:

Satisfactory	S
Unsatisfactory	U
Failing	F

Each student will be given two written tests, one open book test and one final Lab Grooming test. Any student falling below a Satisfactory (S) grade level will be immediately notified by the instructor and put on probation for one month. During this probation period, the student will be given an opportunity to bring up their grade average to Satisfactory (S) level. If the student does not bring their grade level up to the Satisfactory (S) level during probation period, interruption of training will take place at that point. Students must maintain a Satisfactory (S) grade level on all written exams and maintain an 80% Satisfactory (S) level on all daily lab work and final Lab Grooming exam. Students will be allowed to take a written exam a second time at the instructor's discretion.

Conduct: The Petstop School of Dog Grooming reserves the right to terminate any student for the following reasons:

- Excessive injuries to animals while grooming
- Inappropriate behavior towards pets; no yelling at dogs, no rough or unkind handling and treatment of dogs
- Inappropriate behavior towards instructors or fellow students; such as yelling or arguing with instructor or being disrespectful

- Use of drugs or alcohol during school hours
- Lack of aptitude
- Lack of progress
- Non-attendance
- Habitual tardiness
- Any undisclosed medical or physical condition
- Smoking in building

Student Re-admission: Any student who is temporarily suspended for any of the above policies will be allowed to return to school. After appropriate measures, students who demonstrate a genuine desire to learn and conform to school standards of conduct may be allowed to resume attendance upon payment of a \$50.00 re-entry fee. The director will review each case and decide upon re-admittance.

Expulsion: Any student who violates any of the schools conduct policies will be suspended for 3 (three) school days or be placed on probation. Any student violating the school policy while on probation will be expelled from training at that point. Any student who requires suspension a second time will be expelled from training at that time.

Student Records: The student has the right to have access to their records and records will be available at all time.

Student Attendance:

Dress Code: A neat and clean appearance is essential to the student's professionalism. We recommend you dress casually, but be neat and clean in appearance. Jeans, tee shirts (no spaghetti strap shirts) and closed toe, rubber soled shoes. No leather-soled shoes or boots. A smock is included in the purchased tool package.

Tardiness: If a student is tardy more than 3 (three) times in any calendar month, he/she will be warned and may be put on probation for one month. EXCESSIVE TARDINESS WILL NOT BE TOLERATED. If the student continues to be tardy while on probation, the student may be terminated.

Attendance Policy: Students must arrive on time for classes. If a student is late or ill, they are expected to notify the Director at least four hours prior to commencement of the day's session. A student is required to make a report to his Instructor about each absence. More than two absences in any calendar month may result in the student being put on probation for one month. If the student has only two absences while on probation, then the probation will be lifted after the probation period. If the student continues to have in excess of two absences for each two calendar months in a row, the student will be terminated.

Leave of Absence Policy: Leave of absence may be approved for emergencies such as: death in the family, military service, prolonged illness or unforeseeable situations. All leave of absence must be submitted in writing at least 24 hours in advance, when possible, and approved by the Director. The request should indicate beginning date, ending date and reasons. Failure to do so may be considered an unexcused absence. Upon return, the student may be permitted to re-enter a phase of training that is identical to the one he/she left. If determined by the Instructor or student, an earlier phase of training may be repeated at no additional charge to the student. Students who do not return to the school as agreed to by the Instructor will be terminated.

Class Make-Up Policy: If a student desires, make-up classes will be provided immediately following the completion of the course at no extra charge. Absences do not affect the student's ability to graduate, unless they are excessive and have interfered with the student's progress. Make-up of missed classes is a personal choice afforded students and is not mandatory for graduation.

Previous Credit for Work or Life Experiences: The school does not accept any credit for past experiences, but the student may have the possibility of excelling the graduation process.

Grievance Procedures: Student complaints should be in writing and brought to the attention of the Director in order to be resolved. Complaints are to be discussed in private, not in front of the entire class. The Director will ask for a meeting within ten days to discuss the grievance with the Student. If a resolution is not achieved at the initial meeting, the student will receive a response from the Director within ten days regarding the grievance. If a student complaint cannot be resolved after exhausting the Institutions grievance procedure, the student may file a complaint with the Arizona State Board of Private Post-Secondary Education. The student must contact the State Board for further details.

The State Board address is: 1400 W. Washington, Room 206, Phoenix, AZ 85007. The telephone number is: 602-542-5709. Website: <http://azppse.state.az.us>.

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No later than thirty calendar days after the School receives a written notice of cancellation described above, the School shall provide to the student or to the person who paid the student's tuition and fees, a refund of 100% of all student fees and tuition paid for the student. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of \$150.00

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For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.

A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive days.

All refunds will be issued within 30 days of the determination of the withdrawal date.

Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program less the \$150.00 administrative fee.

Tuition refunds will be issued within 30 days of the date of student notification, of date of school determination (withdrawn due to absences of other criteria as specified in the school catalog), or in case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Tuition refunds are determined as follows:

- 3 Before the beginning of class, the student is entitled to a refund of 100% of the tuition.
- 4 After commencement of classes, the tuition refund amount shall be determined as follows:

10% or less	90%
11% to 20%	80%
21% to 30%	70%
31% to 40%	60%
41% to 50%	50%
More than 50%	No refund is required

Student Grievance Procedure

1. Student grievances should be submitted in writing.
2. The Director will ask for a meeting within ten (10) days to discuss the grievances with the student.
3. If a resolution is not attained at the initial meeting, the student will receive a response from the Director within ten (10) days regarding the grievance.
4. If a Student complaint cannot be resolved after exhausting the Institutions grievance procedures the student may file a complaint as defined under A.R.S. 32-3052 with the Arizona State Board of Post-Secondary Education.
5. The State Board address is:
Arizona State Board of Post-Secondary Education
1400 W. Washington, Room 206
Phoenix, AZ 85007
The telephone number is: 602-542-5709
The Website is: <http://azppse.state.az.us>

The Student Grievance Procedure is also published on page five of the Petstop School of Dog Grooming Catalog.

Program Course of Study

(All hours are subject to change)

450 Hours

Orientation: 5 Hours

- *Program explanation*
- *School's policy. What is expected from student*
- *Interests, objectives and goals*
- *How to get the best out of your training*
- *Anatomical terms*
- *Commitment*

Intro to Grooming: 5 Hours

- *How to clean all tools, maintain and use them safely*
- *History of grooming*
- *Anatomy of the dog*
- *Tool usage and maintenance*
- *Learning the basics*
 - *Ears*
 - *Nails*
 - *Sanitary*
 - *Pads*
 - *Pre-cut before bath*
- *Nutrition and the coat*

Handling Dogs and Starting Basics: 5 Hours

- *Safety*
- *Aged and problem dogs*
- *Sanitation*
- *Control positions*
- *Table safety*
- *Aggressive dogs*
- *Muzzle requirements*

- *Bite prevention*
- *Kennel shyness*

Medical and Skin Problems: 5 Hours

- *Skin disorders*
- *Hot spots*
- *Mange*
- *Parasites*
- *Seizures*

Bathing, Brushing and De-matting: 70 Hours

- *Shampoos*
- *Flea and Tick recognition and treatment*
- *De-matting comb – knowledge of handling*
- *Brush and comb usage*
- *Drying – fluffing out the coat*
- *Expressing anal glands*
- *Bathing and de-matting techniques*

Breed Recognition: 10 Hours

- *Five main clipping variations*
- *Breed designs*
- *Group classifications and personality traits*
 - *Sporting*
 - *Hound*
 - *Working*
 - *Toy*
 - *Herding*
 - *Non-sporting*

Grooming: 350 Hours

- *Patterns – 100 hours*
- *Clipper Techniques*
- *Skimming Techniques*

- *Cutting down hair before bathing for longer coats*
- *Blades and detachable blades*
- *Shaving skills*
- *De-shedding skills*
- *Mixed Breed grooming – 100 hours*
- *Hand scissoring – 100 hours*
- *Balancing and shaping*
- *Time management*

Grooming Evaluation: *Students will be asked to groom a dog on their own from start to finish and be evaluated for each step of the process of grooming that individual dog*