

# American Grooming Academy

## School Catalog



*American Grooming Academy*

4/25/2017 – 4/25/2018

Temecula Creek Village Center  
31285 Temecula Parkway, Suite 190  
Temecula, CA 92592



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**WELCOME MESSAGE FROM ANGELA CLARK, OWNER OF AMERICAN GROOMING ACADEMY**

Welcome to American Grooming Academy! Throughout my career in the field of grooming, I have had the opportunity to work with many animals, pet parents, and students. I am honored to now share my passion for animals and work with you as begin your journey to becoming a certified Professional Pet Stylist.



American Grooming Academy will provide you with all of the knowledge, information, and hands-on training you need to be a successful and skilled professional groomer in today's market. You will get the benefit of real-world knowledge and gain the kind of practical insights that can't be learned from a textbook.

With a growing number of over 50 million dogs and cats in the United States, professionals in the Pet Care Industry are in great demand. This is a profession that I have found rewarding on so many levels, and I know you will too!

I would like to welcome you to American Grooming Academy and know that you will find our training program to be the RIGHT choice for you!

Sincerely,

*Angela Clark*



## **MISSION STATEMENT, ACADEMY OBJECTIVE, AND PHILOSOPHY**

### **Mission Statement**

The primary goal of American Grooming Academy is to develop in our students the highest possible degree of technical and professional competence in the pet grooming industry.

To help accomplish our mission, American Grooming Academy focuses on the following:

- To provide quality instruction and professional preparation of students by a faculty with extensive knowledge, skill, and concern for student achievement and success.
- To provide outstanding material and support to the students.
- To provide hands-on instruction to ensure the applicability of the skills taught to present business needs and requirements.
- To provide outstanding facilities, equipment and surroundings to ensure a high quality learning environment.
- To assist graduates in finding suitable employment.

Our Academy programs provide students with the knowledge, information and hands - on training needed to be skilled and successful in their chosen pet grooming career path.

American Grooming Academy provides students with a learning environment to foster and develop values and commitment to pursue lifelong learning by introducing them to Professional Grooming organizations, Guest Speakers in other pet business, industry trade shows and continual education through seminars and workshops.

Our program teaches and develops critical solving skills that will prepare students to act accordingly during critical events and prepared them to act independently and professionally. This is achieved through classroom lectures, case studies, multimedia self-training, hands –on training, demonstration and mentoring.

Our Academy is dedicated to teaching students to be involved, active learners who work hard, think critically and creatively, and communicate effectively. We emphasize high expectations for all students, and support them to reach their full potential in all aspects of achievement.

At American Grooming Academy, faculty priority is the student's success, nurturing

education, celebrating student achievements and providing personal support for student initiatives. Faculty will develop programs and services that provide positive student and community involvement and a desire for lifelong learning. Open and regularly communication between faculty and student to evaluate and assess the effectiveness of our program, and to ensure that our student needs are met.

American Grooming Academy recognizes the importance to assist students in obtaining employment and is dedicated to supporting our graduates. Graduates are expected to assume responsibility for their own career success by participating in class lectures, workshops and advisory sessions that teach and guide them through the process of securing and maintaining employment in the community.

American Grooming Academy is committed to identifying and eliminating barriers to educational achievement in our program. To this end, we create policies and practices that are fair and just and provide educational opportunities to ensure that every student, regardless of race, color, religion, gender, sexual orientation, marital status, age, or economic status, meets our standards for achievement, participation and growth.

At American Grooming Academy we are passionate about pets, people and education. We are dedicated to servicing our students, building their confidence based on knowledge and hands –on skills that will prepare them for a career in the pet industry and lead to greater success in both their personal and professional lives.

**Academy Objective:**

Our objective is to train each student in the technical and social skills necessary to be a successful in the pet grooming industry. Upon completion of the program, students will be able to:

1. Understand the basic use and care of grooming equipment; including sanitization and sterilization.
2. Understand canine anatomy.
3. Pet safety techniques and skills.
4. Understand the benefits and recommend usage for products.
5. Prepare pets for grooming and demonstrate proper bathing, brushing, and drying methods and techniques.
6. Perform the basic methods of scissoring and clipping for correct anatomy of dogs' eyes, ears, nose, and feet, in addition to clipping nails and teeth brushing.
7. Perform basic time management skills and proper customer service and animal care.
8. Understand potential career paths in the grooming field.



## Philosophy

To provide a full service professional pet grooming salon and mobile service that is focused on providing quality customer service and animal care in a friendly, fun and safe environment.

To create a grooming school that is focused on developing students with confidence based on knowledge and technical skill to prepare them on their professional path in the pet industry.



*American Grooming Academy*





## FACULTY AND STAFF AT AMERICAN GROOMING ACADEMY

### Angela Clark

For over thirty years Angela has been successful in the professional pet industry. Angela started her path in the grooming business as a bather brusher. It was through dedication, passion, training, and obtaining a formal education that Angela has been successful as the Owner/Operator of a profitable Grooming Salon and Retail store leading to her 12-year career with one of the leading major pet retail companies.



During her 12-year career with a major retailer, Angela obtained valuable experience and knowledge in the retail grooming industry wherein she held the following positions: Salon Pet Stylist, Salon Manager, Grooming Training Center Manager, Regional Pet Services Manager and the National Mobile Service Manager. Angela is a certified Master Groomer from the International Professional Groomer Inc. (IPG)

### Kabrina Marchant

Kabrina is an instructor at American Grooming Academy and brings over 12 years of firsthand experience in the pet industry. Kabrina has earned two bachelor degrees from California Polytechnic University, and graduated with the distinct honors of “Summa Cum Laude.”



During Kabrina’s pet industry career, she has worked for over seven years for one of the largest corporations in the pet retail and service business. During this time, she held the position of the District Salon Training Manager for five years.

Kabrina currently is working to complete her “Master Groomer Certification” of all breed types with the IPG (International Professional Groomers, Inc.) and her master’s degree of Art History.

Kabrina’s passion is to teach and share her knowledge with others, “It’s what pushes me to keep learning and working hard to acquire knowledge.” One of Kabrina’s favorite sayings is a quote from Abraham Lincoln, “That some achieve great success, is proof to all that others can achieve it as well.”

## GENERAL INFORMATION

### Class Session Location and Contact Information

The Academy is located in Temecula Creek Village Center:

31285 Temecula Parkway, Suite 190

Temecula, CA 92592

(888) 550- WASH (9274)

<http://www.americangroomingacademy.com>



### Facilities and Equipment

American Grooming Academy is located in a full service salon that occupies 1431 square feet and contains several different areas; including the front lobby, grooming salon area, bathing and drying area, pet resting area, and a seminar room and library.

The grooming salon is a spacious upscale full service salon and was designed to create a positive experience for our customers, their pets in our care and the grooming students who attend our Grooming Academy. The salon has been equipped with the latest grooming equipment in the industry. Creating a safe and clean environment is our priority.

The Academy has 11 grooming tables, 18 animal kennels of various sizes, 8 different type of dryers, and 8 individual cabinets for course materials. Students have access to state of the art equipment, a quiet library, and video resources. The library contains periodicals, magazines, computers with internet access, and audio/visual aids for student reference.

### Academy Hours

Monday through Saturday

9 am – 5 pm

Closed Sundays

### Professional Salon Hours

Monday through Saturday

8 am – 5 pm

Closed Sundays

**ADMISSION POLICIES**

**Admission Requirements**

- The student must be 18 years of age; otherwise parent or legal guardian must consent and register the student with their approval.
- The enrolling student must have a high school diploma, Certificate of Proficiency, GED or pass Ability to Benefit Test.\*
- No prior grooming industry experience is necessary.
- Students should have a 12<sup>th</sup> grade reading and writing level of English.
- A student should not have any handicaps, physical or otherwise that would preclude the performance of the work. Students will need to be able to lift and carry up to 50lbs, work with clippers, scissors, and work around hair and dander.
- American Grooming Academy does not accept students from other countries. We do not have any Visa services and therefore are unable to vouch for students from other countries.



**Ability to Benefit Trust**

\*Per US Department of Education title 1V requirements, all applicants without a high school diploma, certificate of proficiency or G.E.D certificate are administered a nationally recognized standardized test that measures an applicant's basic educational knowledge. This test is administered by an independent third party administrator and the cost of the test is the student's responsibility. Testing is arranged by appointment and is handled as a separate appointment from the intimal enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a passing score he/she is not eligible to take the program. If the applicant does not receive a passing score, the applicant may take the test again after 7 days.

United States Department of Education Approved Ability-to-Benefit Tests				
Test	Passing Scores	Publisher	Audience	Effective Date
Assett Program	Reading 35	Act, Inc.	General	Continual Ap
Basic Skills Test	Writing 35	500 Act Drive, Iowa City		
(Reading, Writing, Numerical)	Numerical 35	Iowa, 52243-0168		
Forms B2, C2, D2, and E2		contact John D. Roth		
		Telephone 319-337-1030		
		Fax 319-337-1790		



## **Language Proficiency**

The TOEFL English language test will be completed by a student whose primary language is not English, including: preparation of the test, registration of the test, taking the test at a designated testing sight and all fees required by the ETS program.

American Grooming Academy Services Inc. will require a TOEFL test score of at least 60 or higher, as a post-secondary educational program.

American Grooming Academy will not provide for any other language except for the English Language.

American Grooming Academy will only instruct both verbally and written in the English language and no other secondary languages will be used.

## **Licensure Requirements**

Currently there are no state licensure requirements for Pet Stylist working in the pet industry. The programs offered at American Grooming Academy are not designed to lead to positions in a profession, occupation, trade or career field requiring licensure in this state.

## **Accreditation**

American Grooming Academy and the programs offered are not accredited by any agency recognized by the United States Department of Education. Currently there are no degrees or state exams required in the state to work as a Pet Stylist working in the pet industry.

## **Performance Statistics**

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational programs are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from institution, but is not equivalent to actual performance data.

## **Student Conduct**

Each student is expected to attend class and interact with the public; therefore students must be well groomed and present professionally to their peers, instructors, and customers.

The following conduct is unacceptable and will not be tolerated:

1. Mistreatment or harmful behavior to the animals in our care.
2. Foul language or being disrespectful to staff, customers, and/or students.
3. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
4. Evidence of drug or alcohol use while at the school or on school property.
5. Failure to comply with directions of school officials acting in the performance of their duties.
6. Smoking is not permitted in any American Grooming Academy facility.

Violation of any of these behaviors will not be tolerated and will be sufficient cause for immediate dismissal from the Academy.

## **Environmental Conditions**

<b>Pet Dander</b>	There will be exposure to pet dander from dogs and cats. Students should speak with their doctor if they have asthma, allergies, or other concerns of this nature.
<b>Chemicals and Odors</b>	Potentially dangerous fumes from cleaning supplies, disinfectants, sanitizers, and animal odors.
<b>Noise</b>	Loud working environment caused by the use of equipment and animals.

## **Employment Assistance / Student Services**

Once a student has successfully completed the program, American Grooming Academy will extend assistance to those students who request job placement assistance. While the Academy cannot guarantee employment for graduates, support in finding suitable employment is provided by posting area job openings in a “Career Opportunities Binder” for students to review. Students also receive training in how to seek employment that includes how to write a resume, complete an employment application, and prepare for an effective interview.

Every effort will be made to place our students in positions acceptable to them. There is no additional charge for job placement assistance.



## Questions to Ask Yourself

### Ask Yourself...

- Do you desire to work with dogs and or cats in the Pet Care Industry?
- Do you have a great deal of patience and understanding?
- Do you have the desire and willingness to work to achieve your personal goals?
- Do you desire to work in management or own your own business in the Pet Care Industry?

### Are you ready to Do What You Love, and Love What You Do!

Here are some of the great reasons why students are making the RIGHT choice when choosing American Grooming Academy:

#### **Our instructors have real-world experience.**

- Our instructors are qualified professionals with industry-specific expertise. So you get the benefit of real-world knowledge and gain the practical insights that can't be learned from a textbook.

#### **We give you practical hands-on career training.**

- We think it's important to practice what you're learning. That is why we incorporate hands-on training into all our programs. You will learn better and quicker by doing the work than you will just sitting in a lecture room.

#### **We offer several payment options to fund your education.**

- We know how important it is to have the right financial support. That's why we have trained Admission Advisors to help assist you through the application process.

#### **We assist our graduates in finding a job after graduation.**

- At American Grooming Academy, training you for a career doesn't stop at graduation. We are dedicated in helping you reach your goals by assisting you in finding the right match.

#### **Do you desire to own your own business after graduation?**

- At American Grooming Academy we have programs available to the graduates that will help and support them achieve their independent goals. Whether you desire to be the owner of a Grooming Salon or Mobile Grooming Service, we have the expertise and experience to share with you through our Business Select programs.

#### **We are interested in supporting the future of your career.**

- We continue to support you and the future of your career after graduation, through our "Career Development Seminars" offered to the professionals in the pet industry.

**Employers recognize the quality of well-informed and trained graduates.**

- Employers understand that our graduates have the kind of career training it takes to succeed in their chosen profession.

***Get Started Today! Choose Your Career Path!***



## ATTENDANCE POLICIES

### Program Attendance Policy

American Grooming Academy believes in creating an environment to foster self-directed learning. It is expected that all classes are completed in a timely manner and are attended. Therefore, it is the student's responsibility to make every effort to attend all scheduled classes throughout his/her program.

An absence may be excused by calling in the same day prior to the beginning of class. Students are required to make-up the lessons and exams missed, due to absenteeism. Make-up work can be scheduled and is arranged between the student and the instructor.



The American Grooming Academy attendance policy is as follows:

- Any time a student reaches 15% absences during the program, the student must be advised. If a student acquires 15% absences, then counseling is necessary.
- If a student reaches 20% the student may be placed on probation.
- If a student has more than 20% absences by scheduled program completion, the student may be required to make up the missed session in order to graduate.

### Academic Calendar

American Grooming Academy observes the following holidays and will be closed on the following days:

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

### Probation Policy and Re-Establishment of Satisfactory Progress

At the scheduled mid-point of the program, all students are evaluated for satisfactory progress. In order to maintain satisfactory academic progress, a student must:

- Maintain satisfactory attendance (i.e. fewer than 20% absences).
- Maintain consistent entries in the student *Program Training Checklist*.
- Students must achieve a grade of 75% on both written and practical exams throughout coursework.

Failure to meet and maintain satisfactory academic progress will result in probation. The student will be counseled and actions required to attain satisfactory requirements by the next evaluation will be documented. If at the end of the probationary period, the student has still not met both the attendance and academic progress requirements, he/she will be determined not making satisfactory progress.



The frequency of evaluation ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course. Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements on or before the end of the probationary period. At the end of the probationary period, the student's progress will be re-evaluated. Continued failure to maintain satisfactory academic progress will result in termination from the Academy.

### **Suspension and Dismissal Policy**

A student may be dismissed by the Facility Director prior to completion of the program for the following reasons; but, not limited to only these reasons:

1. Insufficient academic progress as previously stated.
2. Failure to comply with rules outlined in this Catalog covering the Code of Conduct.
3. Nonpayment of the tuition balance before the first day of class.

### **Leave of Absence Policy**

A leave of absence may be granted after the Facility Director reviews the request and determines a justifiable cause. A student may only have one (1) Leave of Absence each twelve-month period (calendar year). The request must be in writing to the Facility Director and the term of leave may not exceed 90 calendar days. A written statement as to why the leave of absence was granted signed by both the student and the Facility Director shall be placed in the student's file.

### **Re-Entry Policy**

The Facility Director, on a case-by-case situation will consider the re-admission of each student. If the Facility Director determines that the cause for the training interruption has been resolved, then the Facility Director will counsel the student appropriately and will reinstate the student at what ever level is deemed fit. All counseling will be documented and placed in the student's file.



## ACADEMIC POLICIES

### Instructional Approach



American Grooming Academy learning materials are designed to be self-directed by the student with continual guidance provided by the instructor. The programs offered are on a schedule to meet the students' individual needs. Schedules will be made weekly with the instructor.

### Library and Learning Resources

American Grooming Academy provides students with an area to support their learning experience. The library includes computers with internet access to reference materials and subject matter, current industry related magazines, DVD videos to view, and reference books. Request permission from the Facility Director to access the library and related materials,

### Standards for Student Achievement

Students are assigned theory, review questions, written tests, and technical evaluations to complete throughout each course. Students must receive at least 75% or higher to pass these final program exams. Students advance through each subject stage one at a time to maintain focus on the subjects being studied. Ongoing feedback and encouragement is provided to students throughout their course of study. At the end of the program each student will receive a certificate of completion.

Students will be graded on the following scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Students must maintain a grade of “C” (70) or better at all times. The Program Training Checklist must be completed on a daily basis and kept current throughout the program. Quizzes will be administered periodically throughout each course. All quizzes and tests will be graded and returned to the student within a reasonable amount of time.

At the scheduled mid-point of the program, all students are evaluated for satisfactory progress. At this time, students have the opportunity to meet with their instructor to discuss their grade and their progression throughout the course. Students will be placed on probation if their grade falls below a “C” (70) average.

## Student Records Retention Policy

1. American Grooming Academy shall maintain records of the name, address, email address and telephone number of students enrolled whether or not the student completes the educational services.
2. American Grooming Academy student files shall contain the following:
  - A. Written records and transcripts of any formal education or training, testing or experience that is relevant to the student's qualifications for admission to the American Grooming Academy.
  - B. Evidence of High School diploma, GED, or entrance exam, or Certificate of Proficiency.
  - C. Personal information regarding student's age, gender and ethnicity, if that information has been voluntarily supplied by student.
  - D. Copies of all documents signed by the student, including contracts, instruments of indebtedness.
  - E. Records of the date of enrollment and if applicable, withdrawal from American Grooming Academy, leave of absence and graduation.
  - F. The course and subjects that were completed or were attempted but not completed, and the date of completion or withdrawal.
  - G. The final grades or evaluations given to the students.
  - H. Documents showing the amount of money received from or on the behalf of the student and the date on which the money was received.
  - I. Documents specifying the amount refunded, including the amount refunded tuition and the amount for itemized charges, the method for calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
  - J. Copies of any official advisory notices or warnings regarding the students' progress and complaints received from the student.
3. American Grooming Academy shall maintain for each student granted a certificate of completion permanent record of all of the following:
  - A. The certificate granted and the date on which that certificate was granted.
  - B. The course and units on which the certificate was based.
  - C. The grades earned by the students in each of those courses.



### Student Record Organization and Maintenance:

- American Grooming Academy shall retain student records on-site for five years and transcripts permanently.
- Active student records will be organized alphabetically in two separate files, one with their academic records and the other with their financial records.
- Non active students or completed students will be filed in one file alphabetically, containing both academic and financial records.



- Non active students or completed students records will be transferred to a computer disk and will be filed alphabetically and stored on location in a fire resistant filing cabinet.
- Access to student records is limited to Custodian of Records, School Director and the Office Manager.
- Student records shall be maintained and secured in a locked fire resistant cabinet, located in the office area.

**Custodian of Records:**

Angela Clark, President  
31285 Temecula Parkway, Suite 190  
Temecula, CA 92592  
Office: (888) 550.9276  
Cell: (951) 972.9263  
angela@americangroomingacademy.com

**Office – Location of Records:**

American Grooming Academy  
31285 Temecula Parkway, Suite 190  
Temecula, CA 92592  
Office: (888) 550.9274  
Info@americangroomingacademy.com

**Changes in the Programs**

The school has the right at its discretion, to make reasonable changes in the program content, materials, schedules, or locations in the interest of improving the student's training or deemed feasible due to industry changes, academic scheduling, or professional requirements.

## STUDENT RIGHTS

### Student Grievance Policy

Students are encouraged to voice their grievances with the school in writing to the Facility Director. Concerns which are not made known to the applicable management personnel cannot be effectively addressed in a timely manner. In accordance with the institution's mission statement, the American Grooming Academy will make every attempt to resolve any student complaint that is not frivolous or without merit.

If students are unable to resolve the problem with the school, they may seek further assistance by contacting the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Toll-Free Phone: (888) 370.7589 or by Fax: (916) 263.1897

[www.bppe.ca.gov](http://www.bppe.ca.gov)

### Student Appeal Policy

The student who wishes to appeal the non-satisfactory progress status must submit a written request to the Facility Director. The request is to be presented within (15) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. The Facility Director will evaluate the appeal within ten (10) business days and notify the student in writing of his/her decision. A student that prevails upon the appeal process will be determined as making satisfactory progress and will be reinstated. If the appeal decision determines that the student is not maintaining satisfactory academic progress, then the student will be placed on probation. If by the end of this period the probation conditions are met, the probation will be lifted. If by the end of this period the probation conditions are not met, the student will be dismissed from the program.

### Student Code of Rights

American Grooming Academy students have the right to equal protection. At our academy no student will be denied the right of an equal educational opportunity or discriminated against for the following:

- Race
- National Origin
- Religion
- Economic Status
- Pregnancy (with the exception of unsafe procedures)
- Sexual Orientation
- Marital Status
- A Physical, mental or sensory handicap
- Freedom of expression

All students shall have primary face to face contact with their educators, which include questions answered and concerns addressed according to their educational needs.



- Instruction
- Identification of skill set
- Understanding of primary goals
- Time card management
- Primary chores
- Technical Skills
- Theory Skills
- Tools/workbooks

All students shall have immediate access to management to address any of the following issues:

- Harassment
- Safety Concerns
- Physical, mental handicaps
- Schedule Conflict/changes
- Payment issues
- Emotional Distress

All students have the right to attend school regularly in an environment that is free from physical and psychological harm. The following safety procedures are enacted at American Grooming Academy:

- Intruder and Emergency Alarm System
- Air locked Doors
- Well Lit Parking lots
- Proper Equipment use and Safety
- Proper ventilation
- Disinfection of grooming salon, equipment, supplies, etc.
- Full Restroom Services
- Kennel restrains for pets
- Dutch Gates

American Grooming Academy will uphold the law of our nation and state at all corners of education. This includes the following:

- Harassment
- Drug/Paraphernalia
- Theft of Written Material
- Thief
- Slander
- Internet Activity
- Photography

All students have the right to attend a school which provides and promotes a positive environment for learning. American Grooming Academy Students are welcome on the campus from 8:00 am through close of business Monday thru Saturday, with the exception of major holiday and have the right to the following:

- Clean learning environment
- Note taking
- Internet access
- Instructor Access
- Lectures
- Demonstrations
- Testing
- Balance of Workload
- Proper Testing

**COURSE DESCRIPTIONS AND CURRICULUM OUTLINE*****Professional Dog Bather Course*****Course Description:**

The *Professional Dog Bather* course is an in-depth program designed to build confidence through knowledge and technical skills to get students started in an entry-level position in the Professional Pet Industry. This course includes the application of all technical skills necessary to brush, bathe, and apply proper drying techniques for all dog breeds and coat types.

**Course Objectives:**

Upon completion of the program, students will be able to:

9. Understand the basic use and care of grooming equipment; including sanitization and sterilization.
10. Understand canine anatomy.
11. Pet safety techniques and skills.
12. Understand the benefits and recommend usage for products.
13. Prepare pets for grooming and demonstrate proper bathing, brushing, and drying methods and techniques.
14. Perform the basic methods of scissoring and clipping for correct anatomy of dogs' eyes, ears, nose, and feet, in addition to clipping nails and teeth brushing.
15. Perform basic time management skills and proper customer service and animal care.
16. Understand potential career paths in the grooming field.

**Format:**

The *Professional Dog Bather* course consists of a comprehensive study guide, workbook, and instructional DVD videos. American Grooming Academy is devoted to hands-on training and provides students with many opportunities to practice what they are learning throughout the program. Salon equipment and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities.

The program is presented through well-developed lesson plans which reflect current educational methods. Students are presented by means of lecture, demonstration, and student participation. Students will demonstrate their knowledge of grooming theory and application ability through their completion of required practical and hands-on activities. Information is tracked daily with the use of a comprehensive Program Training Checklist.

**References:**



Under the guidance of qualified instructors, students are assigned selected modules from *Melissa Verplank's and The Paragon School of Pet Grooming Paragon Bather/Brusher Program*.

Students also read selected chapters from *Notes from the Grooming Table: An All-Breed Guide for the Professional Pet Stylist* by Melissa Verplank and also read *Cesar's Way*, by Cesar Millan.

A comprehensive library of references, periodicals, books, texts, standard dictionary, canine anatomy charts, breed charts, computers with internet access, and audio/video tapes are available to support the course of study and supplement the student's training. Students should take advantage of the opportunity to use these extensive materials.

**Grading Procedures and Course Completion Requirements:**

Students advance through each subject stage one at a time to maintain focus on the subjects being studied. Ongoing feedback and encouragement is provided to students throughout their course of study.

Students are assigned theory, review questions, written tests, and technical evaluations to complete throughout the program. Students must receive at least 75% or higher to pass these final program exams. At the end of the program each student will receive a certificate of completion.

Students must complete the following technical examinations to complete and graduate the *Professional Dog Bather* course:

- Technical Evaluation
- Bath and Dry--Flat or Smooth Coat
- Bath and Dry--Combination Coat or Heavy Coat
- Bath and Dry--Efficiency and Safety (groom 3 pets in the same day)

Students will be graded on the following scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60



Students must maintain a grade of “C” (70) or better at all times. The Program Training Checklist must be completed on a daily basis and kept current throughout the program. Quizzes will be administered periodically throughout the course. All quizzes and tests will be graded and returned to the student within a reasonable amount of time.

At the scheduled mid-point of the program, all students are evaluated for satisfactory progress. At this time, students have the opportunity to meet with their instructor to discuss their grade and their progression throughout the course. Students will be placed on probation if their grade falls below a “C” (70) average.

**Professional Dog Bather Curriculum:**

Stage	Subject	
1	Pet Grooming Introduction and Procedures	
2	Industry Terminology	
3	Use and Care of Grooming Equipment	
4	Sanitation and Sterilization	
5	Canine Anatomy	
6	Canine Behavioral Theory	
7	Pet Handling and Safety	
8	Preparation of Pets for Grooming	
9	Basic Product Knowledge	
10	Bathing, Brushing and Drying Methods and Techniques	
11	Basic Introduction to Clipper and Scissor Techniques	
12	Finishing Touches	
13	Building Customer Loyalty	
14	Salon Environment	
15	Career Development	
Total Instructional Hours		20 Hours
Total Practical Application Hours		100 Hours
<b>Total Instructional Clock Hours*</b>		<b>120 Hours</b>

\*120 Hours total instructional clock hours required; and can be completed in three-weeks as a full time student.



### Professional Dog Bather Student Kit:

Listed below is the Dog Bather Kit available for students to purchase. Students are not required to purchase their kits from American Grooming Academy, but are required to have the same equipment for their training.

<b>Professional Dog Bather Equipment Kit</b>
Clipper Blade Size 10
Andis AGC 2-Speed Clipper w/#10 Blade
Straight Hemostat
De-Matting Tool
Slicker Brusher mini
Slicker Brushes Regular
Slicker Brushes Large
Grey Hound Comb
Professional Nails Clippers Small
Professional Nail Clipper Large
Guardian Gear Nylon Lined w/foam Dog Muzzles med
Guardian Gear Nylon Lined w/foam Dog Muzzles lg
Andis Cool-Care Plus
Ear Care Powder for Dogs
Ear Cleaner
Grooming Loops
Coat Cologne
Shear Straight 6 1/2"
Tool Bag

## **Professional Pet Stylist Course**

### **Course Description:**

This *Professional Pet Stylist* course is designed to build confidence through knowledge and technical skills to launch students into the Pet Industry as a Professional Pet Stylist upon graduation. Students will be taught everything offered in the Professional Dog Bather course, and learn the proper use of grooming tools to perform skilled techniques in clipping, thinning shear use, scissoring, and de-shedding. Students will learn the AKC Breed Groups and Body Patterns, as well as how to groom mixed breeds while applying creativity, balance, symmetry, and proper expression to all.



### **Course Objectives:**

1. Understand the basic use and care of grooming equipment; including sanitization and sterilization.
2. Understand the benefits and recommend usage for products.
3. Understand basic industry terminology.
4. Understand canine anatomy and behavior theory.
5. Understand basic skin structure and conditions.
6. Demonstrate salon safety and pet safety handling techniques and skills.
7. Prepare pets for grooming and demonstrate proper bathing, brushing, and drying and de-shedding methods and techniques.
8. Perform basic techniques in clipping, thinning shear use, scissoring, and de-shedding.
9. Demonstrate correct knowledge and technical skills when applying styles and patterns to AKC breed groups, drop coats, double coats, and mixed breeds.
10. Perform basic time management skills and proper customer service and animal care.
11. Basic understanding of the salon environment and Mobile Grooming.
12. Understand potential career paths in the grooming field.

### **Format:**

This course consists of a comprehensive study guide, workbook, and instructional DVD videos. American Grooming Academy is devoted to hands-on training and provides students with many opportunities to practice what they are learning throughout the program. Salon equipment and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities.

The *Professional Pet Stylist* course is presented through well-developed lesson plans, which reflect current educational methods. Students are presented by means of lecture, demonstration, and student participation. Students will demonstrate their knowledge of



grooming theory and application ability through their completion of required practical and hands-on activities. Information is tracked daily with the use of a comprehensive Program Training Checklist.

### References:

Under the guidance of qualified instructors, students read and complete *Melissa Verplank's and The Paragon School of Pet Grooming Paragon Bather/Brusher Program*. Students also read selected chapters from *Notes from the Grooming Table: An All-Breed Guide for the Professional Pet Stylist* by Melissa Verplank and also read *Cesar's Way*, by Cesar Millan.

A comprehensive library of references, periodicals, books, texts, standard dictionary, canine anatomy charts, breed charts, computers with internet access, and audio/video tapes are available to support the course of study and supplement the student's training. Students should take advantage of the opportunity to use these extensive materials.

### Grading Procedures:

Students advance through each subject stage one at a time to maintain focus on the subjects being studied. Ongoing feedback and encouragement is provided to students throughout their course of study.

Students are assigned theory, review questions, written tests, and practical evaluations to complete throughout the program. Students must receive at least 75% or higher to pass these final program exams. At the end of the program each student will receive a certificate of completion.

Students must complete the following technical examinations to complete and graduate the *Professional Pet Stylist Course* program:

- Technical Evaluation (75% or greater)
- Bath and Dry--Flat or Smooth Coat
- Bath and Dry--Combination Coat or Heavy Coat
- Check in/out Customer
- Groom 1--#4F,5F or 7 Over Body
- Groom 2—Attachment Comb cut
- Groom 3--Long or Short Legged Terrier Pattern
- Groom 5--Sporting Breed
- Groom 6--Efficiency and Safety (3 pets in one day)

Students will be graded on the following scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Students must maintain a grade of “C” (70) or better at all times. The Program Training Checklist must be completed on a daily basis and kept current throughout the program. Quizzes will be administered periodically throughout the course. All quizzes and tests will be graded and returned to the student within a reasonable amount of time.

At the scheduled mid-point of the program, all students are evaluated for satisfactory progress. At this time, students have the opportunity to meet with their instructor to discuss their grade and their progression throughout the course. Students will be placed on probation if their grade falls below a “C” (70) average.

**Professional Pet Stylist Curriculum:**

Stage	Subject	
1	Pet Grooming Introduction and Procedures	
2	Industry Terminology	
3	Use and Care of Grooming Equipment	
4	Sanitation and Sterilization	
5	Canine Anatomy	
6	Canine Behavioral Theory	
7	Pet Handling and Safety	
8	Preparation of Pets for Grooming	
9	Basic Product Knowledge	
10	Bathing, Brushing and Drying Methods and Techniques	
11	Basic Clipper and Scissor Techniques	
12	Finishing Touches	
13	Building Customer Loyalty	
14	Salon Environment	
15	Career Development	
16	Introduction to AKC Breed Recognition	
17	Skin Structure and Conditions	
18	Canine Behavioral Theory	
19	Basic Introduction to Styles and Patterns	
20	Basic Introduction to Scissoring Techniques	
21	Basic Grooming Techniques Using Snap-on Comb Attachments	
22	Salon Environment with an Introduction to Mobile Grooming	
23	Pet Safety	
24	Career Development cont.	
Total Instructional Hours		50 Hours
Total Practical Application Hours		270 Hours
<b>Total Instructional Clock Hours*</b>		<b>320 Hours</b>

\*320 Hours total instructional clock hours required; and can be completed in eight-weeks as a full- time student.

### Professional Pet Stylist Student Kit:

Listed below is the Pet Stylist Kit available for students to purchase. Students are not required to purchase their kits from American Grooming Academy, but are required to have the same equipment for their training.

<b>Professional Pet Stylist Student Equipment List</b>
Clipper Blade Size 10
Clipper Blade Size 30
Clipper Blade Size 40
Clipper Blade Size 7f
Clipper Blade Size 5f
Clipper Blade Size 4f
Grooming Student Smock
Andis 5-Speed Clipper w/#10 Blade
Straight Hemostate
Dematting Tool
Metal Attachment Comb Set
Millers Forge Universal Curved Slicker Brushes MF12011 Mini
Millers Forge Universal Curved Slicker Brushes MF 12013 Regular
Millers Forge Universal Curved Slicker Brushes MF 12015 Large
Grayhound Comb
Professional Nail Clipper Large
Guardian Gear Nylon Lined w/foam Dog Muzzles - Blue 5 size 1
Guardian Gear nylon Lined w/foam Dog Muzzles Blue 7 size 3
Guardian Gear Nylon Lined w/foam Dog Muzzles Blue 8 size 5
Andis Cool-Care Plus
Ear Care Powder for Dogs
Professional Medicated Ear Cleaner
Nylon Grooming Loops
Pet Coat Cologne
Gieb 3 – (straight, Thinner, curve) piece shears
Tool Bag

## **Advanced Professional Pet Stylist Course**



### **Course Description:**

The *Advanced Professional Pet Stylist* course is a combination of the subject matter and technical application offered in the Professional Bather and Professional Pet Stylist course. It teaches advanced skills and knowledge for higher accomplishment in the Pet Industry for the serious minded students wanting to reach the highest level of career development.

### **Course Objectives:**

1. Understand the basic use and care of grooming equipment; including sanitization and sterilization.
2. Understand industry terminology.
3. Understand canine anatomy and behavior theory
4. Understand the benefits and recommend usage for products.
5. Understand canine health and first aid.
6. Understand preventative vaccine procedures and disease, external/internal parasites.
7. Demonstrate salon safety and pet safety handling techniques and skills.
8. Prepare pets for grooming and demonstrate proper bathing, brushing, drying and de-shedding methods and techniques.
9. Perform advanced techniques in clipping, scissoring, thinning and blending shear uses.
10. Perform basic techniques in carding and hand stripping.
11. Demonstrate advanced knowledge, techniques, and skill methods when applying styles and patterns for AKC breed groups drop coats, double coated breeds, and mixed breeds.
12. Demonstrate basic coloring techniques.
13. Perform basic time management skills and proper customer service and animal care.

### **Format:**

This course consists of a comprehensive study guide, workbook, and instructional DVD videos. American Grooming Academy is devoted to hands-on training and provides students with many opportunities to practice what they are learning throughout the program. Salon equipment and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities.



The *Advanced Professional Pet Stylist* course is presented through well-developed lesson plans, which reflect current educational methods. Students are presented by means of lecture, demonstration, and student participation. Students will demonstrate their knowledge of grooming theory and application ability through their completion of required practical and hands-on activities. Information is tracked daily with the use of a comprehensive Program Training Checklist.

### **References:**

Under the guidance of qualified instructors, students complete *Melissa Verplank's and The Paragon School of Pet Grooming Paragon Bather/Brusher Program and Melissa Verplank's and The Paragon School of Pet Grooming Paragon Pet Grooming*. Students also read selected chapters from *Notes from the Grooming Table: An All-Breed Guide for the Professional Pet Stylist* by Melissa Verplank. In addition, students also read *Cesar's Way*, by Cesar Millan and assigned chapters from *The Complete Dog Book*, by the American Kennel Club.

A comprehensive library of references, periodicals, books, texts, standard dictionary, canine anatomy charts, breed charts, computers with internet access, and audio/video tapes are available to support the course of study and supplement the student's training. Students should take advantage of the opportunity to use these extensive materials.

### **Grading Procedures:**

Students advance through each subject stage one at a time to maintain focus on the subjects being studied. Ongoing feedback and encouragement is provided to students throughout their course of study.

Students are assigned theory, review questions, written tests, and practical evaluations to complete throughout the program. Students must receive at least 75% or higher to pass these final program exams. At the end of the program each student will receive a certificate of completion.

Students must complete the following technical examinations to complete and graduate the *Professional Advanced Pet Stylist Course* program:

- Technical Evaluation
- Bath and Dry--Flat or Smooth Coat
- Bath and Dry--Combination Coat or Heavy Coat
- Check in/out a Customer
- Groom 1--#4F,5F or 7 Over Body
- Groom 2--#4F,5F Lamb with Scissor Legs (Poodle or Drop coat)
- Groom 3--Short Legged Terrier
- Groom 4--Long Legged Terrier
- Groom 5--Sporting Breed
- Groom 7--Hand Scissor Full Lamb Cut (Poodle or Drop Coat)
- Groom 6--Efficiency and Safety (3 pets in 8 hours; 2 haircuts and 1 bath)



Students will be graded on the following scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Students must maintain a grade of “C” (70) or better at all times. The Program Training Checklist must be completed on a daily basis and kept current throughout the program. Quizzes will be administered periodically throughout the course. All quizzes and tests will be graded and returned to the student within a reasonable amount of time.

At the scheduled mid-point of the program, all students are evaluated for satisfactory progress. At this time, students have the opportunity to meet with their instructor to discuss their grade and their progression throughout the course. Students will be placed on probation if their grade falls below a “C” (70) average.

**Professional Advanced Pet Stylist Curriculum:**

Stage	Subject
1	Pet Grooming Introduction and Procedures
2	Industry Terminology
3	Use and Care of Grooming Equipment
4	Sanitation and Sterilization
5	Canine Anatomy
6	Canine Behavioral Theory
7	Pet Handling and Safety
8	Preparation of Pets for Grooming
9	Basic Product Knowledge
10	Bathing, Brushing and Drying Methods and Techniques
11	Basic Clipper and Scissor Techniques
12	Finishing Touches
13	Building Customer Loyalty
14	Salon Environment
15	Career Development
16	AKC Breed Recognition
17	Industry Terminology
18	Skin Structure and Conditions
19	Canine Behavioral Theory
20	Basic Styles and Patterns
21	Basic Scissoring Techniques (continued)
22	Basic Grooming Techniques Using Snap-on Comb Attachments
23	Salon Environment with an Introduction to Mobile Grooming



<b>24</b>	Pet Safety	
<b>25</b>	Career Development (continued)	
<b>26</b>	Advance AKC Breed History and Recognition	
<b>27</b>	Canine Health and First Aid	
<b>28</b>	Advance Clipper Techniques	
<b>29</b>	Advance Styles and Patterns	
<b>30</b>	Hand Stripping, Scissoring and Styling Techniques	
<b>31</b>	External and Internal Parasites	
<b>32</b>	Vaccine Procedures and Disease	
<b>33</b>	Creative Grooming and Coloring Techniques	
<b>34</b>	Career and Business Plan Development	
<b>35</b>	Building your Business for Success	
Total Instructional Hours		100 Hours
Total Practical Application Hours		380 Hours
<b>Total Instructional Clock Hours*</b>		<b>480 Hours</b>

\*480 Hours total instructional clock hours required; and can be completed in 12-weeks as a full-time student



## PROGRAM TUITION AND COSTS

**Tuition and Cost for Each Course:** The total charges for a period of attendance and an estimated of total charges for the entire educational program are the same.

***Professional Dog Bather Course: 120 hours***

Program	Paid In full/cash	Two Cash Pmt	Financed
Tuition	\$1,999	\$2,299	\$2,499
Student Kit	\$500	\$500	\$500
Application Fee	\$100	\$100	\$100
STRF (\$.50 per \$1,000 tuition)	\$0	\$0	\$0
<b>Total Program Cost</b>	<b>\$2,599</b>	<b>\$2,899</b>	<b>\$3,099</b>

**Note:** Students who have completed the Professional Bather Program and decide to enroll in the Professional Pet Stylist Program or Professional Advance Pet Stylist Program will only have to complete the remaining hours necessary to meet the program hour requirement and the tuition will be adjusted.

***Professional Pet Stylist Course: 320 hours***

Program	Paid In full/cash	Two Cash Pmt	Financed
Tuition	\$4,999	\$5,499	\$5,999
Student Kit	\$900	\$900	\$900
Application Fee	\$100	\$100	\$100
STRF (\$.50 per \$1,000 tuition)	\$0	\$0	\$0
<b>Total Program Cost</b>	<b>\$5,999</b>	<b>\$6,499</b>	<b>\$6,999</b>

**Note:** Students who have completed the Professional Pet Stylist Program and decide to enroll in the Professional Advance Pet Stylist Program will only have to complete the remaining hours necessary to meet the program hour requirement and the tuition will be adjusted.

***Professional Advance Pet Stylist Course: 480 hours***

Program	Paid In full/cash	Two Cash Pmt	Financed
Tuition	\$5,999	\$6,499	\$6,999
Student Kit	\$900	\$900	\$900
Application Fee	\$100	\$100	\$100
STRF (\$.50 per \$1,000 tuition)	\$0	\$0	\$0
<b>Total Program Cost</b>	<b>\$6,999</b>	<b>\$7,499</b>	<b>\$7,996</b>

## FUNDING YOUR EDUCATION

Education is the most important investment you will ever make. Education is an investment in you. American Grooming Academy has several options.

### **Federal and State Financial Aid Programs**

American Grooming Academy does not receive state or federal funding for financial aid programs.

### **Student Loans**

American Grooming Academy does offers student loans, to those students that have met the qualification and been approved. American Grooming Academy student's loans are managed through TFC Tuition Financing Services.

### **TFC Tuition Financing Services**

Professional management of student accounts receivable means treating every student with respect while doing every possible to insure their payments are being made on time. It also means handling the daily clerical chores of collecting and processing payments, following up on delinquent accounts, and handling all student inquiries. Professional management calls for working directly with your school staff to ensure that anything involving student payments is quickly and satisfactorily handled. We consider the following services as being necessary to manage a student account and we do not charge any additional fees for doing them. We charge only one fee per student for all services.

### **For Students**

TFC Tuition Financing has been providing tuition financing for students since 1970. Our mission is to provide financing for those students who are serious about their careers and serious about their personal success.

Our affiliation with the major national, regional and state associations have given us a special understanding of the unique financing requirements of students and helped us to structure student tuition payments that are realistic. If the school that you are considering attending does not currently offer financing through TFC Tuition Financing, please have them call us at (800) 832-5626.

TFC Tuition Financing makes it easy for you to manage your account by using our TFC Student Information website. Here you can:

- Make payments by credit card, electronic check, Western Union or Money Gram
- View your account status and payment history
- View your payoff amount
- Auto debit payment options through credit card or ACH
- Update contact information



## Services for Students

- Notification of tax deduction for interest paid
- Confirmation Letters: "Paid in Full Loan"; report of payments received; respond to credit checks; etc.

## Collection Service

Our telephone collections team contacts any students who are past due. This team is staffed with individuals who are well trained to work with past due students in getting their payments flowing again. They accomplish this without being rude or offensive but by relying on persistence and "let's work this out together" attitude.

## Legal

- All contact with students is performed as required by the Fair Debt Collection Practices Act
- Provide 1099 interest paid forms to specific students as required by IRS and to any other students requesting them
- Send each 1099 form to the IRS via the new *required* IRS electronic software program
- Send summaries and analysis of forms to the IRS
- Respond to Bankruptcy claims and send proof of claim to court and a copy to the school
- You continue to own your own student loan accounts and they are your financial assets. They are not sold or assigned to TFC.

## Services for Our Client Schools and Colleges

TFC Tuition Financing  
2010 Crow Canyon Place Suite 300  
San Ramon, CA 94583

Phone (800) 832-5626

Fax (925) 498-2520

[ClientServicesCA@TFctuition.com](mailto:ClientServicesCA@TFctuition.com)

## How Do I Apply?

1. Complete and submit a Credit application with a \$25 fee
2. Complete and submit to American Grooming Academy " Enrollment Application"
3. Provide a copy of your Drivers License or Identification Card.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

## The California Department of Rehabilitation

American Grooming Academy does accept students who meet the eligibility requirements and been approved through the DOR department.

### How do I Apply?

There are three requirements that comprise the application process.

1. Request services. You can do this through several methods:
  - Complete and sign a DR 222 - Vocational Rehabilitation Services Application in person, online or by mail; or
  - Visit a One-Stop Center and complete an intake application form requesting vocational rehabilitation services; or otherwise requesting services from the DOR.
2. Provide the DOR with information necessary to begin an assessment to determine your eligibility and priority for services.
3. Be available to complete the assessment process.
  - This includes activities such as attending the initial interview, watching an **orientation video**, participating in the evaluation of your skills and capabilities, and completing your part of any actions you and your counselor agree upon.

<http://www.rehab.cahwnet.gov/Home-Menu.html>

## **Student Tuition Recovery Fund (STRF)**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed,
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.



## HOUSING INFORMATION

American Grooming Academy does not have a dormitory facility under its control and available for students.

There is housing located reasonably near American Grooming Academy. Rooms for rent by the month generally rent from \$400 to \$600 per month and Apartments range from \$1,000 to \$ 1,400.

**American Grooming Academy takes no responsibility to find or assist a student in finding housing.**

## REFUND POLICY

Students that have received federal student financial aid funds, the student is entitled to a refund of moneys not paid from the federal student financial aid program fund.

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The date of cancellation will be determined by the earlier of; the postmark on written notification, the date said notification is delivered to the school in person, the last date of attendance, if a student is terminated by the school.

Any monies due the applicant or student shall be refunded within 45 days of cancellation date as defined above.

Student who withdraw or terminate prior to course completion will be issued a pro-rated refund for the total amount owed by the student for the portion of the educational program provided, subtracted from the total amount paid by the student. Students that have completed more than 60% of the period of attendance will not be eligible for a refund. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

To cancel the student agreement with the American Grooming Academy, student must mail or deliver a signed and dated copy of their cancellation notice. This notice must be in writing. Cancellation notice must be mailed or delivered to the address listed below.

American Grooming Academy  
31285 Temecula Parkway, ste 190  
Temecula, CA 92592

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION

The transferability of credits you earn at American Grooming Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program at American Grooming Academy is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Grooming Academy to determine if your certificate will transfer.

American Grooming Academy does not accept credits earned or transfer credits from other institutions or colleges. American Grooming Academy has not entered into an articulation or transfer agreement with any other college or university.

The institution does not award credit for prior experiential learning.

## ON-DISCRIMINATION POLICY

American Grooming Academy is committed to the principle of equal opportunity in education and employment.

The Academy does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and loan programs, and other Academy administered programs and activities.



## CATALOG DISCLAIMER

A note to the prospective student:

American Grooming Academy is a private institution and has approval to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the *School Performance Fact Sheet*, which must be provided to you prior to signing an enrollment agreement.

American Grooming Academy does not have any pending petition in bankruptcy, is not operating as a debtor in possession, or has not filed a petition within the preceding five years, or has not filed bankruptcy in the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy code. (11 U.S.C. SEC. 1101 et seq.).

## CATALOG COMPLAINT

Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #s: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370.7589 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).



## CATALOG DISTRIBUTION

The American Grooming Academy written catalog is provided to all prospective students prior to enrollment in person, mailed to them directly or electronically.

The American Grooming Academy written catalog is provided to the public upon request, either in person, mail directly to them or electronically.

The American Grooming Academy written catalog is updated annually.

## THANK YOU



Thank you for taking the time to review the American Grooming Academy Catalog. On behalf of every faculty and staff member, we welcome and congratulate you on making the next step toward developing your career! Our goal is to offer training and career development for those individuals who desire a career in the professional pet industry. We know you have made the RIGHT choice!

Our faculty and staff are here to serve you and we welcome your ideas and suggestions. Please feel free to contact us if you have any further questions about the programs we offer. We look forward to working with you!