

*Just Four Paws
Academy of Pet Styling
School Catalog*



*Professional Dog Styling
&
Advanced Pet Styling*

"Bringing a career and your passion together."

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MISSION

It is the mission of Just Four Paws Academy of Pet Styling to professionalize the pet grooming industry by providing students, graduates and those working as professional stylists with as much knowledge possible through coursework, continuing education opportunities and continued communication.

SCHOOL'S HISTORY

In 2001, Rob and Patti Tuznik opened Paws 'n Claws Pet Resort & Styling S'paw – an overnight boarding and grooming facility in Girard, Pennsylvania. In the beginning, Patti was doing all of the grooming by herself. Within less than a year of opening, the business really took off, especially the grooming. This was really great! The only problem was, Patti is only one person and she was finding that customers did not want to wait weeks to have their dogs groomed. She needed help. She needed to hire an additional groomer.

Finding a really great groomer, one who met Patti's high standards, was extremely difficult. She found herself having to teach each new groomer she hired.

It was quickly realized that, if Patti and Rob were having a difficult time finding qualified groomers, other salons may be experiencing the same struggles. After reaching out to the grooming community, it was discovered that other salons were, in fact, lacking good help as well. Furthermore, there was a rather long list of job openings for pet groomers within a 100 mile radius of their salon!

In 2006, Rob and Patti decided to open a grooming school and in 2007, after refining the curriculum and obtaining licensing from the Pennsylvania Department of Education, Just Four Paws Academy of Pet Styling accepted the schools' first student. Since then, Just Four Paws Academy has graduated almost 50 students from six states. We moved the school to Erie, Pennsylvania in 2012 and added a second program in 2013. The need for professional pet stylists is

still high, so we continue to grow and improve our programs to ensure our students receive a strong foundation in which to build their pet styling career.

FACULTY

Robert Tuznik is a Founder and Director as well as President of Just Four Paws Academy of Pet Styling, Paw ‘n Claws Pet Resort and Paws ‘n claws PlayCare and Styling S’paw. He graduated from Gannon University in 1982 where he majored in Radiological Technology with a minor in Business. He has been on staff at a large hospital in Erie for 30 years where he managed X-Ray technologists and was an instructor of X-Ray students from a local university.

Robert and his wife, Patti, started Paws ‘n Claws Pet Resort, Inc. in the fall of 2001. Robert has overseen all aspects of running a successful business including marketing, design, day-to-day operations, customer satisfaction and pet safety. Mr. Tuznik has many years of business and management experience and is also trained in the “Golden Paws Method” of pet styling instruction.

Kara Bell is the Administrator and has been in the field of education since 2005. After earning her Bachelor’s Degree in Psychology from Edinboro University of Pennsylvania in 2002, she took a position working at a residential facility for children in Erie, PA. After a few years, Kara decided to go back to school for a Master’s degree in Secondary School Counseling. She then took a position with the Educational Talent Search and GO College! programs where, she worked with, primarily, low-income, first-generation students in grades 6-12 from Erie and Erie County who had the desire to obtain a post-secondary education. In July of 2013 Kara joined her father, Robert, and the team at Just Four Paws Academy of Pet Styling where she enjoys assisting, both, traditional and non-traditional students in entering the field of professional pet styling. Kara currently resides in Fairview, PA with her husband, Tim, her puppies Annabelle and Beau, and her kitty, Cole.

Erin Price-Cotton, NCMG is the head instructor and has always had a huge heart for animals of all kinds. In high school she was very active in 4-H and the National Future Farmers of America where she achieved the highest award in the organization with rabbits and goats. Immediately after graduation from high school she completed the 400-hour grooming program at Pampered Pets Grooming School in Pittsburgh, PA. Upon graduation from the program, she opened Price's Pet Pruning in Linesville, PA and has worked for Castlewood Kennels in Jefferson, OH, Country Liv'n Kennels in McKean, PA, PetSmart and Family Pet Center Countryside in Kinsman, OH. In 2009 Erin began working for Paws 'n Claws Pet Resort in Girard, PA where she was hired as the instructor of Just Four Paws Academy of Pet Styling. She is currently working as the grooming manager at Paws 'n Claws PlayCare and Styling S'paw and is the head instructor for Just Four Paws Academy of Pet Styling in Erie, PA. Erin has helped over 40 grooming students from Pennsylvania, Ohio, New York, West Virginia, Delaware and Alabama achieve their goals of becoming a professional pet stylist. In 2014 she completed all of her testing to become a Nationally Certified Master Groomer through the National Dog Groomers Association of America, Inc. Erin's level of professionalism and dedication to her students, along with her fun-loving nature, make for the perfect combination in an instructor. She is very enthusiastic about teaching her students new things and will even go above-and-beyond in making sure that her students learn as much as she could possibly teach them. Erin currently resides in Andover, OH with her husband, Ken, her sons, Kenny and Nathan, and her puppies, Ben, Natalie and Diesel.

We will teach those skills necessary to help the pets in your care enjoy their grooming experiences. Above all else, the emphasis is placed on "A Happy Pet is a Joy to Groom!"

ADMISSION REQUIREMENTS

The student shall be at least seventeen (17) years of age and have a high school diploma or G.E.D. equivalent. A parental signature is required for students under the age of eighteen (18). Students applying for initial admission are required to provide a copy of their high school diploma, transcript or G.E.D. equivalent reflecting successful completion of High School or G.E.D. equivalent.

ADMISSION PROCEDURES

- 1) Contact us with questions via phone at (814) 456-7297 or email at info@justfourpawsacademy.com.
- 2) We will respond, addressing any questions you may have and inviting you in for an interview and tour.
- 3) Set up an interview and tour of the facility. This truly is the best way to get a feel for what we have to offer at Just Four Paws Academy of Pet Styling. During the interview you will sit down with the administrator to discuss the programs we have to offer, take a personal tour of the facility and meet our staff. The interview and tour typically takes about an hour, though they could take longer if there are a lot of questions to be addressed.
- 4) Secure financing.
- 5) Complete and return the Registration Form. At this time, the \$150 registration fee will be due to hold your spot. Please indicate what Tuesday you would like to start at the bottom of this form. The registration form can be found on our school website and can be mailed, with the registration fee, to:

Just Four Paws Academy of Pet Styling
1530 West 26th Street
Unit 1
Erie, PA 16508

- 6) Set up a date for orientation. During orientation we complete all enrollment forms and review procedures. Students are asked to bring their driver's license (or other photo ID), social security card, proof of high school graduation or equivalent (in the form of a high school

diploma, GED, post-secondary diploma or transcripts of any of these, as long as the graduation date is clearly indicated.)

7) Begin class on the Tuesday agreed upon (the Tuesday you wish, provided there is space.)

INFORMATION ABOUT THE PET STYLING FIELD

For your notification, people who work in the pet styling field are often lifting no more than the maximum weight of forty (40) pounds and standing for long periods of time. The ability to retain instructions is helpful.

OBJECTIVES OF PROGRAMS

The school's purpose is to equip the student with a strong foundation of styling skills and customer satisfaction that will enable the student to have a career in the pet styling profession. The school has a proprietary license to teach the *Golden Paws Method* - a proven program with many graduates in its thirty-five year history. You will learn in an environment of professionalism and high expectations.

The programs not only allow you to develop quality styling skills, but also the ability to understand how to apply them to breed designs and individual customer requests. Learning how to make clients happy with what you do to their pet will make a person a success in the pet styling field. Our goal is to help you get there. As in any field, the student's success depends on the student's desire to work and apply him or herself. The student will learn the job skills listed in each subject and will develop a strong foundation with which to enter the job market as a pet stylist. Relocation may be necessary from Erie, Pennsylvania for employment as a pet stylist.

PROGRAM OUTLINES

Program Title: *Professional Dog Styling*
300 Hours (8-9 Weeks Full-time)

**To ensure that students receive plenty of one-on-one instruction, Just Four Paws Academy of Pet Styling does not admit any more than five (5) students, between the two programs, at any one time.*

Students will learn the skills needed to enter the pet styling field as a pet stylist with the acquired skills learned in 101, 102 and 103. The school program is designed to develop quality dog styling skills. The speed techniques are built into the courses. The student's speed will increase after entering the job market. Upon graduation, the student will have the skills needed to enter the job market as an entry-level pet stylist in grooming salons, veterinary clinics, mobile grooming, pet resorts and kennels; or the student could open his or her own business. As in any field, the students' success depends on their desire to work and apply themselves. Each student will learn the job skills listed in each subject, thus developing a strong foundation to enter the job market as an entry-level dog stylist.

Prepping 101

Theory	5
<u>Lab</u>	<u>53</u>
Total Clock Hours	58

Curriculum Description

The student will learn how to efficiently prep the pet for the bath in this course. Prepping 101 includes: learning time management, control positions, pet psychology, safety for the pet, avoiding injuries and skin irritations, prepping procedures, proper tool usage, tool maintenance, cutting toe nails, ear care and why, how to properly

and humanely brush out a coat and how to de-shed. The student will also be introduced to cut-downs and some breed design settings.

The Prepping 101 course will teach the student the use of the following tools and procedures:

- 1) Prepping Tools
- 2) Control Positions
- 3) Safety Procedures
- 4) Shaving Procedures
- 5) Toe Nail Cutting
- 6) Ear Cleaning and Ear Care
- 7) Pre-Bath Brushing
- 8) Safety and Sanitation De-Shedding Procedures

Upon completion of this course, the student should be able to:

- Understand what prepping tools are needed, what their usage is and demonstrate control
- Understand the proper control positions and be able to apply them to the pet
- Understand pet safety and how to avoid any possible cut or irritations on the pet's skin
- Understand shaving procedures and steps, and demonstrate shaving skills
- Understand how to properly cut toe nails and demonstrate the correct way to cut toe nails
- Understand ear cleaning and ear care, and demonstrate applicable skill
- Understand and demonstrate brushing and comb-outs
- Understand de-shedding procedures and demonstrate those procedures
- Understand dog psychology and start to develop pet communication skills
- Understand and develop proper tool manipulation

Bathing and Drying 102

Theory	1
<u>Lab</u>	<u>42</u>
Total Clock Hours	43

Curriculum Description

This course of the program will cover how to achieve a professionally bathed and dried pet. This course is very important to set the foundation to achieve quality pet styling. The student will learn how to properly apply shampoo, wash the pet, blow dry and finish brush. The use of therapeutic shampoos, control positions and how to avoid injuries and skin irritations to the pet is also covered. The student will learn speed techniques and anal gland expression.

The Bathing and Drying 102 course will teach students the following procedures:

- 1) Shampoo Procedures
- 2) Anal Gland Expulsion
- 3) Blow Dry
- 4) Finish Brushing
- 5) Therapeutic Shampoos

Upon completion of this course, the student should be able to:

- Understand and be proficient in shampoo procedures
- Understand therapeutic shampoos
- Be proficient in finish brushing
- Be proficient in blow drying the pet's coat
- Understand bathing and drying safety protocols
- Treat for fleas
- Properly complete anal gland expression

Basic Dog Styling 103

Theory	44
<u>Lab</u>	<u>155</u>
Total Clock Hours	199

Curriculum Description

In this course, students will learn the mechanics and some of the art of pet styling. This is all about developing the student's pet styling skills such as shaving, line refinement, cut-downs, outline shaping, balance and proportion, understanding breed designs and creation, and being able to apply the learned pet styling skills. The student will also practice pet communication and professionalism in the pet styling field.

The Styling 103 course will teach students the following procedures:

- 1) Outline Shaping
- 2) Guide Blade Technique
- 3) Fine Finish Techniques
- 4) Breed Designs
- 5) Straight and Curly Coats
- 6) Scissoring
- 7) Pet Handling and Psychology
- 8) Individualized Customer Request Styling
- 9) Disease and Parasite
- 10) Prioritizing Time
- 11) Bow Application
- 12) Nail Painting
- 13) Braiding and Beading
- 14) Dental Hygiene
- 15) Professionalism in the Career

Upon completion of this course, the student should be able to:

- Understand why and how to outline shape
- Understand proper guide blade techniques
- Understand and accomplish fine finish techniques
- Understand the four major breed designs: Poodle, Schnauzer, Cocker Spaniel and Teddy Bear and how the skills required for these breed designs transfer to the other breeds
- Understand the difference and tool usage on straight- and curly-coated pets
- Proper scissoring and thinning shear techniques
- Understand safe pet handling and pet psychology
- Demonstrate professionalism in pet styling
- Communicate what to do with a pet with a parasite or skin disorder
- Demonstrate dental hygiene
- Know how to prioritize your time
- Do bow application, toe nail painting, braiding and beading

Program Title: *Advanced Pet Styling*
600 Hours (17-18 Weeks Full-time)

**To ensure that students receive plenty of one-on-one instruction, Just Four Paws Academy of Pet Styling does not admit any more than five (5) students, between the two programs, at any one time.*

Like the Professional Dog Styling Program, students will learn the skills needed to enter the pet styling field as an entry-level pet stylist. However, the Advanced Pet Styling Program offers quite a bit more. In addition to what is learned in 101, 102 and 103, the student will also walk away with two Outstanding Pet Care certificates, a more in-depth understanding of dog first aid and first-hand experience in observing dog behavior. This longer program includes over 200 hours of additional hands-on pet styling practice on dogs, and also teaches cat grooming techniques as stylists who can groom cats are typically in higher demand. The school program is designed to

develop quality styling skills. The speed techniques are built into the courses. The student's speed will increase after entering the job market. The student will have the skills to enter the job market as a pet stylist in grooming salons, veterinary clinics, mobile grooming, pet resorts and kennels. Highly driven students may wish to open a grooming business. As in any field, the student's success depends on their desire to work and apply themselves. Though certification is not a mandatory requirement for working in the field, we feel that professional development is very important. Therefore, students who are interested in becoming certified through the National Dog Groomers Association of America (NDGAA) will learn more about the process. Each student will learn the job skills listed in each subject, thus developing a strong foundation to enter the job market as an entry-level pet stylist.

Prepping 101

Theory	5
<u>Lab</u>	<u>53</u>
Total Clock Hours	58

Curriculum Description

The student will learn how to efficiently prep the pet for the bath in this course. Prepping 101 includes: learning time management, control positions, pet psychology, safety for the pet, avoiding injuries and skin irritations, prepping procedures, proper tool usage, tool maintenance, cutting toe nails, ear care and why, how to properly and humanely brush out a coat and how to de-shed. The student will also be introduced to cut-downs and some breed design settings.

The Prepping 101 course will teach the student the use of the following tools and procedures:

- 1) Prepping Tools
- 2) Control Positions
- 3) Safety Procedures

- 4) Shaving Procedures
- 5) Toe Nail Cutting
- 6) Ear Cleaning and Ear Care
- 7) Pre-Bath Brushing
- 8) Safety and Sanitation De-Shedding Procedures

Upon completion of this course, the student should be able to:

- Understand what prepping tools are needed, what their usage is and demonstrate control
- Understand the proper control positions and be able to apply them to the pet
- Understand pet safety and how to avoid any possible cut or irritations on the pet's skin
- Understand shaving procedures and steps, and demonstrate shaving skills
- Understand how to properly cut toe nails and demonstrate the correct way to cut toe nails
- Understand ear cleaning and ear care, and demonstrate applicable skill
- Understand and demonstrate brushing and comb-outs
- Understand de-shedding procedures and demonstrate those procedures
- Understand dog psychology and start to develop pet communication skills
- Understand and develop proper tool manipulation

Bathing and Drying 102

Theory	1
<u>Lab</u>	<u>42</u>
Total Clock Hours	43

Curriculum Description

This course of the program will cover how to achieve a professionally bathed and dried pet. This course is very important to set the foundation to achieve quality pet styling. The student will learn how to properly apply shampoo, wash the pet, blow dry and finish brush. The use of therapeutic shampoos, control positions and how to avoid injuries and skin irritations to the pet is also covered. The student will learn speed techniques and anal gland expression.

The Bathing and Drying 102 course will teach students the following procedures:

- 1) Shampoo Procedures
- 2) Anal Gland Expulsion
- 3) Blow Dry
- 4) Finish Brushing
- 5) Therapeutic Shampoos

Upon completion of this course, the student should be able to:

- Understand and be proficient in shampoo procedures
- Understand therapeutic shampoos
- Be proficient in finish brushing
- Be proficient in blow drying the pet's coat
- Understand bathing and drying safety protocols
- Treat for fleas
- Properly complete anal gland expression

Basic Dog Styling 103

Theory	44
<u>Lab</u>	<u>155</u>
Total Clock Hours	199

Curriculum Description

In this course, students will learn the mechanics and some of the art of pet styling. This is all about developing the student's pet styling skills such as shaving, line refinement, cut-downs, outline shaping, balance and proportion, understanding breed designs and creation, and being able to apply the learned pet styling skills. The student will also practice pet communication and professionalism in the pet styling field.

The Styling 103 course will teach students the following procedures:

- 1) Outline Shaping
- 2) Guide Blade Technique
- 3) Fine Finish Techniques
- 4) Breed Designs
- 5) Straight and Curly Coats
- 6) Scissoring
- 7) Pet Handling and Psychology
- 8) Individualized Customer Request Styling
- 9) Disease and Parasite
- 10) Prioritizing Time
- 11) Bow Application
- 12) Nail Painting
- 13) Braiding and Beading
- 14) Dental Hygiene
- 15) Professionalism in the Career

Upon completion of this course, the student should be able to:

- Understand why and how to outline shape
- Understand proper guide blade techniques
- Understand and accomplish fine finish techniques
- Understand the four major breed designs: Poodle, Schnauzer, Cocker Spaniel and Teddy Bear and how the skills required for these breed designs transfer to the other breeds

- Understand the difference and tool usage on straight- and curly-coated pets
- Proper scissoring and thinning shear techniques
- Understand safe pet handling and pet psychology
- Demonstrate professionalism in pet styling
- Communicate what to do with a pet with a parasite or skin disorder
- Demonstrate dental hygiene
- Know how to prioritize your time
- Do bow application, toe nail painting, braiding and beading

Outstanding Pet Care Level I Certification 201

Theory	22
<u>Exams</u>	<u>11</u>
Total Clock Hours	33

Curriculum Description

This Level I Certification is offered by Outstanding Pet Care and is designed for entry-level pet care technicians to help provide a better understanding of what pet care involves on a day-to-day basis. It imparts the critical knowledge needed from day one. The well-being of the pets in your care—and the reputation of your pet care facility—depends on understanding pet behavior and handling, facility sanitation and disease prevention, employee safety and so much more. Outstanding Pet Care has taken the previous Pet Care Service Association’s educational program and expanded and updated it to include the latest information ranging from immunizations and zoonotic diseases to canine and feline behavior and nutrition. This program surpasses any other industry training available with many classes featuring photos and videos to illustrate concepts and techniques as well as immediate on-line testing and certification.

The OPC Level I Certification 201 course will teach students the following:

- 1) Personal Success Development
- 2) Canine and Feline Familiarization
- 3) Getting Started in Providing Quality Pet Care
- 4) Employee Safety in the Pet Care Facility
- 5) Maintaining a Healthy Pet Care Facility
- 6) Dog and Cat Handling and Behavior
- 7) Security of the Pets in Your Care
- 8) Vaccines and Other Disease-Preventing Protocols
- 9) Parasites
- 10) Nutrition
- 11) Introduction to Grooming

Upon completion of this course the student should be able to:

- Identify the areas needed to become industrious, informed, honest and reliable team members
- Be familiar with breed-specific and gender-specific traits and their predisposed medical issues
- Understand how to perform pre-entry screenings on pets as they enter the facility
- Become familiar with OSHA regulations, chemical handling, basic hazard prevention and zoonotic disease avoidance
- Become familiar with all the factors that go into maintaining a safe and healthy environment
- Know how to interpret basic animal body language
- Understand the proper use of leashes, handling of pets, entrance and exit of enclosures and escape prevention
- Be acquainted with current immunization technology and provide an overview of currently available vaccines
- Become familiar with internal and external parasites
- Understand the food needs for different canines and felines
- Become familiar with some of the grooming basics

Outstanding Pet Care Level II Certification 202

Theory	20
<u>Exams</u>	<u>10</u>
Total Clock Hours	30

Curriculum Description

This Level II Certification is offered by Outstanding Pet Care and is designed to build upon what was learned during the Level I Certification. It provides an even better understanding of what is involved in pet care on a day-to-day basis. It imparts the critical knowledge needed from day one. This well-being of the pets in your care—and the reputation of your pet care facility—depend on understanding pet behavior and handling, facility sanitation and disease prevention, employee safety and so much more. Outstanding Pet Care has taken the previous Pet Care Service Association’s educational program and expanded and updated it to include the latest information ranging from immunizations and zoonotic diseases to canine and feline behavior and nutrition. This program surpasses any other industry training available with many courses featuring photos and videos to illustrate concepts and techniques as well as immediate on-line testing and certification. The Level II Certification provides more in-depth information to pet care attendants.

The OPC Level II Certification 202 course will teach students the following:

- 1) Personal Development for Success
- 2) Anatomy and Physiology
- 3) Nutrition and its Effects on Health
- 4) Pet First Aid and CPR
- 5) Handling Medications
- 6) Lodging the Senior Pet

- 7) Potential Pet Illnesses in the Pet Care Facility: External Disorders
- 8) Potential Pet Illnesses in the Pet Care Facility: Internal Disorders
- 9) Infectious Diseases and Vaccinations
- 10) Toxicities

Upon completion of this course the student should be able to:

- Understand what it takes to run an outstanding pet care facility
- Be familiar with anatomy of dogs and cats and how the systems work within the pet's body
- Understand how what a pet is fed can often have an effect on the pet's health – in particular, the pet's skin and hair
- Recognize when a pet is in distress and how to provide aid or resuscitation if needed
- Become familiar with different types of medications and how to safely dispense these medications to pets
- Understand the special care that older pets often need
- Recognize physical abnormalities that could occur in the pet care and grooming facilities
- Recognize the signs and symptoms of internal abnormalities that could occur in the pet care and grooming facilities
- Educate customers on the importance of vaccinations in the prevention of infectious diseases
- Understand what common household plants, foods and cleaning supplies could be toxic and fatal to pets

Red Cross Canine CPR & First Aid Certification 203

Theory	5
<u>Test</u>	<u>1</u>
Total Clock Hours	6

Curriculum Description

If you are thinking about working in the pet industry or have concerns about taking care of an ill or aged pet, taking a canine first aid certification class is a good idea. When pets become ill or injured, they may act unlike themselves because of fear or pain. Canine first aid classes will cover how to recognize an ill or injured dog, how to approach her and how to take action that will increase her chance of survival while keeping you safe in the process.

The Red Cross Canine CPR & First Aid Certification 203course will teach the following:

- 1) Protect the Dog's Health
- 2) Giving the Dog Medications
- 3) Be Prepared
- 4) How to Know if it is a Medical Emergency
- 5) Responding to a Breathing or Heart Emergency
- 6) Using the First Aid Reference Guide
- 7) When it is Time to Say Goodbye

Upon completion of this course the student should be able to:

- Understand how to keep pets healthy through proper socialization, vaccinations, proper diet and regular exercise
- Properly administer medications in liquid, pill and topical ointment forms
- Know how to assemble a pet first aid kit
- Recognize signs of what may not be normal, how to approach, capture and restrain an injured dog and recognizing the signs of shock
- Know how to administer Cardiopulmonary Resuscitation and alleviate choking
- Understand how to navigate the first aid reference guide
- Recognize when euthanasia is the best for the pet and where to receive bereavement support and counseling

Advanced Animal Behavior 204

Theory	8
<u>Lab</u>	<u>21</u>
Total Clock Hours	29

Curriculum Description

Knowing how to read a dog's body language is key to understanding the dog, assessing her attitude and predicting her next move.

Because dogs are non-verbal, their body language does the talking for them. Vocalization actually takes second place to a dog's body language. The student will learn basic types of dog body language and spend some time observing dogs interacting with people and other animals in various situations. Understanding of dog body language can also help protect you and the dog from dangerous situations as well as aid in training or identification of common behavior problems.

The Advanced Animal Behavior 204 course will teach students the following:

- 1) Tools
- 2) Slip Leads
- 3) Voice
- 4) Rabies Pole
- 5) Greeting Gate
- 6) Quiet Areas
- 7) Crating
- 8) Water

Upon completion of this course the students should be able to:

- Read dog behavior
- Understand dog body language
- Recognize the different types of play
- Understand the Alpha, Beta and Omega roles

- Interact with dogs, safely, while at play, rest or a fight situation
- Be familiar with the basic injuries that could occur during play
- Demonstrate restraining methods

Advanced Styling 205

Theory	20
<u>Lab</u>	<u>182</u>
Total Clock Hours	202

Curriculum Description

This course is designed to build upon what the student has learned in Prepping 101, Bathing & Drying 102 and Basic Dog Styling 103. The student will apply the mechanics and the art of pet styling at a more advanced level on dogs as well as on cats. This is all about developing the student's pet styling skills such as shaving, line refinement, cut-downs, outline shaping, balance & proportion, understanding breed designs and creation, and being able to apply the learned pet styling skills. The student will also refine their pet communication skills and professionalism in the pet styling field.

The Advanced Styling 205 course will teach students the following:

- 1) Advanced Prepping Tools
- 2) Advanced Control Positions
- 3) Advanced Safety Procedures
- 4) Advanced Shaving Procedures
- 5) Advanced Toe Nail Cutting
- 6) Advanced Ear Cleaning & Ear Care
- 7) Advanced Pre-Bath Brushing
- 8) Advanced Safety & Sanitation
- 9) Advanced De-Shedding Procedures
- 10) Advanced Shampoo Procedures

- 11) Advanced Anal Gland Expulsion
- 12) Advanced Flea Treatment
- 13) Advanced Blow Drying
- 14) Advanced Finish Brushing
- 15) Advanced Therapeutic Shampoos
- 16) Advanced Outline Shaping
- 17) Advanced Guide Blade Techniques
- 18) Advanced Fine Finish Techniques
- 19) Advanced Breed Designs
- 20) Advanced Straight and Curly Coats
- 21) Advanced Scissoring
- 22) Advanced Pet Handling & Psychology
- 23) Advanced Professionalism in the Career
- 24) Advanced Diseases and Parasites
- 25) Advanced Prioritizing Time
- 26) Advanced Bow Application
- 27) Advanced Nail Painting
- 28) Advanced Dental Hygiene
- 29) Advanced Individualized Customer Request Styling

Upon completion of this course the student should be able to:

- Understand what prepping tools are needed, what the tools are used for and demonstrate advanced control
- Understand the proper control positions and be able to apply them to the pet
- Understand safety and how to avoid any possible cut or irritations on the pet's skin
- Understand shaving procedures, steps and demonstrate shaving skills
- Understand how to properly cut toe nails and demonstrate the correct way to cut toe nails
- Understand ear cleaning and ear care and demonstrate skill
- Understand and master brushing and comb-outs
- Understand de-shedding procedures and demonstrate procedures

- Understand dog psychology and pet communication skills
- Understand and develop proper tool movement usage
- Understand and be proficient in shampoo procedures
- Understand the use of therapeutic shampoos
- Be proficient in finish brushing
- Be proficient in blow drying the pet's coat
- Understand bathing and drying safety
- Treat for fleas
- Complete a proper anal gland expulsion
- Understand why and how to outline shape
- Understand proper guide blade techniques
- Understand and accomplish fine finish techniques
- Understand the four major breed designs – Poodle, Schnauzer, Cocker Spaniel, Teddy Bear and how the skills required for these breed designs transfer to the other breeds
- Understand the difference and tool usage on straight- and curly-coated pets
- Use proper scissoring and thinning shear techniques
- Understand safe pet handling and pet psychology
- Display professionalism in pet styling
- What to do with a pet that has a parasite or skin disorder
- Dental hygiene – control
- How to prioritize your time
- How to do bow applications and toe nail painting

DESCRIPTION OF FACILITIES

Just Four Paws Academy of Pet Styling is located minutes from downtown Erie, Pennsylvania. The school is located in the grooming department of Paws 'n Claws PlayCare and Styling S'paw, which includes an indoor dog daycare facility, pet product boutique and grooming salon. The facility is located in the Tops Market Plaza campus and also contains grocery and other retail stores, restaurants and plenty of parking. The plaza is located on Route 20 and is just six blocks from the I-79 Interchange and seven minutes from I-90.

The grooming department is equipped with electric grooming tables, forced-air dryers, audio-visual aids and more. The bathing area is equipped with four professional dog bathing tubs, including a raised step-in tub and a tub with a ramp for the comfort of older and large-breed dogs. There is a lounge area with a refrigerator, microwave and lockers for the students' use.

Students will work under the close supervision of highly trained instructors and professional stylists. The instructors teach using the "Golden Paws Method" which is a proprietary step-by-step system with an over thirty-five year proven track record of success. The Golden Paws Method is a fast-track program that allows maximum learning potential. The student will master basic and advanced styling skills and then apply their skills to AKC breed designs or customize them to specific, individual customer requests.

ATTENDANCE POLICY

- A. Just Four Paws Academy of Pet Styling and its instructors are committed to teaching you the best styling skills in order to prepare you for your new career. This cannot be accomplished if you are not here. Please try not to miss any of the valuable time you will spend with us.
- B. Students are to be on time. We are working with dogs that have to be ready for customers on time. This shows professionalism. Just Four Paws Academy's policy is to place a student on probation if the student is tardy more than 6 times during the program. The student may face termination if continual tardiness occurs even after counseling by the instructor.
- C. Students must notify the school by 9:00 A.M. if they are going to be absent. Students who are absent over three (3) days will have to be discussed on an individual basis. The make-up time required will depend on the length of absence and the student's progress at that time. The program is designed for fast-track learning and it is difficult for a

student to be absent and receive the full benefit of the program. It is the student's responsibility to be on time to class. **(See make-up policy.)**

- D. Any student who is absent seven (7) consecutive scheduled class days without a valid reason or doctor's note will be terminated. Students terminated for this reason may not re-enter before the next Tuesday in which space is available.

Students receiving Veterans Benefits must abide by additional attendance policies outlined by the Department of Veteran Affairs starting on page 40 of this catalog.

The student can be re-admitted if the President feels that the student is committed to attend class on a regular basis. A student who has been terminated can be re-admitted upon discretion of the School President and the student's commitment to attend class on a regular basis. Students may not re-enter class before the next Tuesday in which space is available.

MAKE-UP WORK POLICY

Make-up work will be provided at no extra charge for a student who is in good standing, is current in financial responsibilities to the school and is making satisfactory progress. The make-up work will be done at the end of the program or when there is space available.

Students receiving Veterans Benefits must abide by the make-up policy outlined by the Department of Veteran Affairs starting on page 40 of this catalog.

TERMINATION POLICY

A student may be dismissed, at the discretion of the President of Just Four Paws Academy of Pet Styling, prior to completion of the program. Reasons for termination include, but are not limited to the following:

- 1) If he/she is abusive in any manner to the animals, other students or the instructor.
- 2) Any substance abuse (alcohol or drug), or the effect of any substance abuse, during class sessions.
- 3) Insufficient progress (not maintaining a 75% average and/or not maintaining a “Pass” basis in clinical/skills/lab.)
- 4) Insufficient progress, non-payment of fees or failure to comply with other school rules and policies outlined in this catalog.

RE-ADMISSION POLICY

Students who, after being terminated, are willing to comply with the school’s rules and policies with the proper attitude can be re-admitted at the School President’s discretion.

LEAVE OF ABSENCE

A student must get approval from the School Director for a leave of absence. A leave of absence may be approved if the following conditions are met:

1. The student must request the leave of absence in writing. The written request will include the student’s name, student ID number, absence start date, absence end date, current date, signature and the reason for the leave of absence.
2. The student will first ask the instructor for their approval and signature on the written request.
3. The student will then submit the request to the School Director for approval.
4. The leave of absence may be approved if the student, instructor and director believe, with reasonable expectations, the student will return to the school as agreed.
5. The leave of absence is not to exceed 180 days in a 12-month period.

Students receiving Veterans Benefits to pay for their education must abide by additional leave of absence policies outlined by the Department of Veterans Affairs starting on page 40 of this catalog.

There will be no additional charges by the school if the student returns from an approved leave of absence as agreed. If the student does not return to school as agreed and did not request in writing and get approval for an extension of the leave of absence, then the school will treat the student as a withdrawal and the student may be terminated.

The student may be re-admitted after termination if the student requests in writing that they be re-admitted. The director may approve the re-admission if the director believes the student is sincere in their commitment to attend class on a regular basis. Upon the student's return they will be permitted to complete the course work that was begun prior to the leave of absence.

STUDENT CONDUCT POLICIES

Just Four Paws Academy of Pet Styling is operated within a professional salon. While this is beneficial to the students to learn in a working environment, we must ask that you cooperate in treating the school area, and the rest of the salon, with respect and professionalism.

NO SMOKING IS ALLOWED IN THE BUILDING

There is a designated area for smoking that will be discussed the first day of class.

PROPER CONDUCT

Please talk softly when you need to, as others are trying to concentrate on learning their work. Respect your fellow students and the pets you groom. Maintain a professional attitude.

PHONE PROCEDURES

No phone calls, incoming or outgoing, unless it is an emergency. Cell phones must be turned off. Students can check messages on break or lunch **ONLY**.

CLEANING

You will clean your work area daily. This includes cleaning of table, floor, blades, scissors, etc. Work areas should be left in a condition that will start you in a clean environment every morning.

PERSONAL APPEARANCE

Uniforms are required. Your appearance should project a good image of you at all times.

LUNCH

Lunch time is thirty (30) minutes. Pet stylists need to be flexible as you are working with pets that have finish times.

TOOL POLICY

Just Four Paws Academy of Pet Styling has searched and compared grooming tools and prices. Just Four Paws Academy of Pet Styling realizes that these tools are expensive and have passed substantial savings on to you with wholesale prices.

It is mandatory that all students purchase the tool kit from the school. The tool kit includes all the tools needed to complete the courses within the program. This includes, but is not limited to, a mandatory smock, text books, clippers, scissors, brushes, etc.

The tools required for this program are the basics that you will need to start your styling career. In the future, you will probably want to add back-ups and other equipment that will suit your needs.

As can happen with all mechanical items, occasionally a tool or blade is defective. There is a manufacturer's warranty and the manufacturers are excellent at honoring this warranty. Your tools should be inspected the first day. If you have a non-cutting tool or blade, it will be replaced after inspection by the instructor. **DO NOT**

THROW AWAY THE BOXES OR MARK YOUR TOOLS until you are sure that everything works properly. Just Four Paws Academy or the manufacturer **WILL NOT ACCEPT** any tools for replacement without a box or if the tool has been marked. If a tool is broken or will not cut after this replacement, the student is responsible for the cost of shipping the tool to the manufacturer. (Remember: this happens in the pet styling industry and you will need to know the procedure.)

The student should expect an extra expense of \$30.00 (thirty dollars) for blade sharpening while in school. There will also be expenses of photo printing and film for the portfolio.

DEMO POLICY

From time to time students may bring their own pets in to work on as a demo. All pets brought in for demonstration must be cleared in advance by the instructor and have veterinary proof that they are current on vaccinations.

CHILDREN

Students may not bring their children to class for any reason. You will have to make other arrangements.

PARKING

There are designated areas for parking that will be discussed the first day of class.

CANCELLTION POLICY

Just Four Paws Academy of Pet Styling foresees no reason to cancel the program. However, if at any time the program is cancelled, all tuition monies will be refunded in full, or Just Four Paws Academy will finish teaching the class to the completion date of each student enrolled.

GRADING AND MARKING SYSTEM

Academic Progress:

A Diploma Program offered by the school is made up of pre-determined and structured component courses that consist of lectures and labs. Each component course grade is evaluated at the courses' mid and end points. In order for the student to successfully complete the Diploma Program, he/she must successfully complete each component course. The student's final grade point average for the program will be calculated by averaging the combined end point final grades of each component course. A student must have met the expectations of good attendance and grades, as well as fulfilled financial requirements in order to receive a Diploma.

Grades will be determined by a combination of written tests, practicals, periodical reviews and portfolios. The student will need to maintain a 75% average. Teacher evaluations will consist of both participation in discussion and the hands-on segment of the course as well as the student's ability to perform tasks in an efficient and timely manner. Scores will be based on written exams, practicals, periodical reviews and portfolio grade. Minimum passing grade will be 75%. Student performance will be evaluated at the mid-point and last week of the program by the instructor. Grade reports will be given to the student at the completion of each course. Each student's grade report for component courses will be kept on file by the school.

If, at the end point of a component course, a student's grade evaluation is below 75%, the student will be put on "academic probation". The student will then receive, from the administrator, a probationary report explaining the student's standing in the class and the student's need to improve his/her academic performance. The student's final course grade will determine the student's status. If the student remains below 75%, the student will remain on probation until he/she improves to 75% for the component course end point grade. Students on "academic probation" are required to meet with

the instructor after class for an advising session. Counseling is available for all students.

Should a student fail any component course, please see the school's make-up policy.

The grading marks used for the grading system are (for the practicals, portfolio, written exams and periodical summaries):

“E” for Excellent	90% to 100%
“S” for Satisfactory	75% to 89%
“U” for Unsatisfactory	74% or Below
“WP”	Withdrew Passing
“WF”	Withdrew Failing

Grading Method:

Practicals	50%
Written Exams	30%
Periodical Reviews.....	10%
Portfolio	10%

SATISFACTORY ACADEMIC PROGRESS POLICY

- A. Satisfactory progress is determined by the way a student comprehends, transfers and applies the instructional material, in the correct form, onto the pet. **STUDENTS MUST MAINTAIN A 75% AVERAGE.**
- B. Progress reports will be done at the end of each course. The student will be allowed to reschedule a progress report only once with the instructor if a 75% or above is not reached.
- C. It is the student's responsibility to study and retain class material so satisfactory progress can be achieved. If the student does not accept this responsibility, probation can occur.
- D. A student who is not making satisfactory progress at mid-term shall be placed on probation for the remainder of the program. If the student does not achieve satisfactory progress at the end

of the probationary period, the student's enrollment shall be terminated.

- E. Students terminated for unsatisfactory progress cannot be re-admitted until the next Tuesday in which space is available, and at the discretion of the School President.
- F. Due to the hands-on material content of the program and daily supervision, there should be no incomplete or repeat subjects. Review of the student's work is done on a daily basis between the student and the instructor. Withdrawal for an approved reason, unrelated to the student's academic status, may require a grade of "incomplete". The student will be allowed to re-enroll in the course during the four (4) month period following the withdrawal date with payment of additional tuition.
- G. Students are required to graduate within one and a half (1.5) times the length of the program. This means that students enrolled in the Professional Pet Styling Program (300-hours) are required to graduate within three (3) months of start date and students enrolled in that Advanced Pet Styling Program (600-hour) are required to graduate within six (6) months of start date.

GRADUATION REQUIREMENTS

First, a student must complete all program material with a satisfactory grade to graduate. Each student is required to have completed his/her work portfolio before graduation. Second, the student must maintain a satisfactory grade of at least 75% (See Grading and Marking System).

Special Requirements for Graduation:

Submission of a portfolio consisting of before and after pictures of the pets the student has groomed. Students must put forth effort in composing their portfolios to show their artistic and organizational skills. The portfolio will be used by the student as a demonstration of their abilities to prospective employers. It will be a valuable tool during job interviews. There must be a minimum of fifteen (15)

before and after photos of the pets styled by students enrolled in Professional Dog Styling and a minimum of twenty-five (25) before and after photos of the pets styled by students enrolled in Advanced Pet Styling. Students will be provided an outline of what is expected in the portfolio. It is the responsibility of the student to make sure photos are taken for their portfolios. The instructor will review the portfolio the final week before graduation.

A Diploma will be awarded upon successful completion of either the Professional Dog Styling or Advanced Pet Styling program.

STATEMENT OF FEES

TUTION FEES

Professional Dog Styling

Tuition Fee:	\$4890.00
Registration Fee:	\$150.00
<u>Equipment Cost:</u>	<u>\$900.00</u>
Total Cost:	\$5940.00

Advanced Pet Styling

Tuition Fee:	\$8800.00
Registration Fee:	\$150.00
<u>Equipment Cost:</u>	<u>\$1000.00</u>
Total Cost:	\$9950.00

TERMS OF PAYMENT

Payment is allowed in the form of cash, check, Master Card, Visa or other financing the student obtains. The school offers no payment plan at this time, but can refer the student to a local bank and a national commercial student lending organization.

REGISTRATION FEE

\$150.00 (ONE HUNDRED AND FIFTY DOLLARS). See Refund and Withdrawal Policies (1) for refund policy.

EQUIPMENT COSTS

Professional Dog Styling - \$800 (EIGHT HUNDRED DOLLARS). PRICE IS SUBJECT TO CHANGE BASED ON MANUFACTURER'S PRICING.

EQUIPMENT COSTS

Professional Pet Styling - \$900 (NINE HUNDRED DOLLARS). PRICE IS SUBJECT TO CHANGE BASED ON MANUFACTURER'S PRICING.

MISCELLANEOUS COSTS

The student should expect an extra expense of thirty dollars (\$30) for blade sharpening while in school. There will also be expenses for photo printing and film for the portfolio.

EQUIPMENT STATEMENT (to be kept on file):

All equipment used for instruction will be purchased in advance by the student. All tables, extra grooming supplies and dryers are owned by Just Four Paws Academy of Pet Styling.

TEXT BOOKS

Notes From the Grooming Table (300- & 600-hour Programs)

“An All-Breed Grooming Guide for the Professional Pet Stylist”

Author: Melissa Verplank, CMG

Publisher: White Dog Enterprises

Copyright Date: 2004

Theory of Five (300- & 600-hour Programs)

“Simplifying Basic Pet Grooming Concept for Every Day Pets”

Author: Melissa Verplank, CMG

Publisher: White Dog Enterprises

Copyright Date: 2006

The Cat Grooming Guide (600-hour Program only)

“...the cat market is one that groomers should not miss out on.”

Author: Sam Kohl

Publisher: Aaronco

Copyright: 2004

DOG FIRST AID, Be Red Cross Ready (600-hour Program only)

“A Handy First Aid Reference Guide”

Author: Deborah C. Mandell, VMD, DACVECC

Publisher: StayWell

Copyright: 2008

Canine Body Language, A Photographic Guide (600-hour only)

“Interpreting the Native Language of the Domestic Dog”

Author: Brenda Aloff

Publisher: Dogwise Publishing

Copyright: 2005

TRANSFERABILITY OF CREDIT

Admission and transfer of credits is always at the discretion of the receiving school. Just Four Paws Academy of Pet Styling is unable to accept credits from other institutions. Generally our credits are non-transferable.

REQUESTING A TRANSCRIPT

Just Four Paws Academy of Pet Styling will give you your transcript upon graduation or withdrawal. Additional transcripts may be requested, but must be requested in writing.

REFUND AND WITHDRAWAL POLICIES

- (1) For a student canceling after the fifth (5th) calendar day following the date of signing the enrollment agreement and requesting the refund in writing, but prior to the beginning of classes, monies paid to the school shall be refunded including the amount of the registration fee of \$150.00 if no classes are attended and no materials were given. The

school will retain the \$150.00 registration fee after five (5) calendar days or after ten (10) calendar days absent of a written confirmation.

- (2) If a student enrolls and then withdraws or discontinues after the program has begun but prior to completion of the program, the following minimum refunds apply:
- a. For a student withdrawing from or discontinuing the program during the first seven (7) calendar days of the program, the tuition charges refunded by the school shall be 75% of the tuition for the program.
 - b. For a student withdrawing from or discontinuing the program after the first seven (7) calendar days, but within the first 25% of the program, the tuition charges refunded by the school shall be 55% of the tuition for the program.
 - c. For a student withdrawing or discontinuing after 25% but within the first 50% of the program, the tuition charges refunded by the school shall be 30% of the tuition for the program.
 - d. For a student withdrawing from or discontinuing the program after 50% of the program, the student is entitled to no refund.

TEXTS, KITS AND TOOLS ARE THE PROPERTY OF THE STUDENT AND CANNOT BE RETURNED AS PART OF A REFUND.

Students receiving Veterans Benefits to pay for their education will receive a refund as outlined by the Department of Veterans Affairs starting on page 40 of this catalog.

JOB PLACEMENT ASSISTANCE PROGRAM

Just Four Paws Academy of Pet Styling offers placement assistance and counseling in order to help students find work as a pet stylist. The Academy will maintain a file of businesses that are seeking to hire. The school will assist students with the job interviewing

process for the pet styling field. The school will also refer students to employers who have contacted the school seeking to hire graduates. Relocation may be necessary from Erie, Pennsylvania for employment as a pet stylist.

Just four Paws Academy of pet Styling cannot guarantee job placement.

ACADEMIC CALENDAR

CLASS START DATES

The Professional Dog Styling and Advanced Pet Styling Programs have “New Class Start Dates” the first Monday of the following months (unless the first Monday of the month is a holiday, in which case class will begin on the first Tuesday of the month. If the first Tuesday of the month is a holiday, the class will begin on the first Wednesday of the month): January, April, July and October.

HOLIDAYS

The school will observe and, therefore, will be closed the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

2017 SESSIONS

Winter Session

January 2

- New Class Start

March 6 – 31

- Spring Break (enrolled continue)

Spring Session

April 3

- New Class Start

May 29

- Holiday (Memorial Day)

June 5 – 30

- Summer Break (enrolled continue)

Summer Session

July 3 & 4

- Holiday (Independence Day)

July 5

- New Class Start

September 4

- Holiday (Labor Day)

September 5 – 29

- Fall Break (enrolled continue)

Fall Session

- | | |
|-----------------|------------------------------------|
| October 1 | - New Class Start |
| November 23 | - Holiday (Thanksgiving) |
| December 4 – 29 | - Winter Break (enrolled continue) |

2018 SESSIONS

Winter Session

- | | |
|--------------|------------------------------------|
| January 1 | - Holiday (New Years) |
| January 2 | - New Class Start |
| March 5 – 30 | - Spring Break (enrolled continue) |

Spring Session

- | | |
|-------------|------------------------------------|
| April 2 | - New Class Start |
| May 28 | - Holiday (Memorial Day) |
| June 4 – 29 | - Summer Break (enrolled continue) |

Summer Session

- | | |
|------------------|----------------------------------|
| July 2 | - New Class Start |
| July 4 | - Holiday (Independence Day) |
| September 3 – 28 | - Fall Break (enrolled continue) |

Fall Session

- | | |
|--------------------|------------------------------------|
| October 1 | - New Class Start |
| November 22 | - Holiday (Thanksgiving) |
| December 3 – Jan 1 | - Winter Break (enrolled continue) |

SCHOOL HOURS

Due to the nature of the pet styling field, hours may vary as pets need to be finished on time for the customer. The student needs to understand the time constraints of the field they are entering.

Monday through Friday	9:00 A.M. - 3:50 P.M.
Mid-Morning Break	10:40 A.M. - 10:55 A.M.
Lunch Break	12:35 P.M. - 1:05 P.M.
Mid-Afternoon Break	2:45 P.M. - 3:00 P.M.

The programs are linear:

Professional Dog Styling is three (3) courses, 101, 102 & 103.

Advanced Pet Styling is eight (8) courses, 101, 102, 103, 201, 202, 203, 204 & 205. One clock hour provides 50 minutes of instruction.

Student will receive 350 minutes (the equivalent of seven (7) clock hours) of instruction each day. Full-time students will attend five (5) days per week. Part-time students must attend at least 25 clock hours per week. Students enrolled in the Professional Dog Styling Program can complete the course in 8 to 9 weeks for a total of 300 hours. Students in the Advanced Pet Styling Program can complete the course in 17 to 18 weeks for a total of 600 clock hours.

Attending less than 25 clock hours may be permitted, but must be approved by the instructor and director on an individual basis. The same course work requirements and expectations will apply. The number of hours a student attends per week will determine the student's completion date. We sincerely wish the student to take advantage of their time in class.

STUDENT SERVICES POLICY

It is the goal of Just Four Paws Academy of Pet Styling to educate the student. We understand that, at times, students run into situations that may make their educational experience a little more difficult. For that reason, we have student services. Below is a list of services we may be able to help you with and who you would want to see in order to receive help.

Relevant Coping Skills – Instructor and Administrator

General Higher Education Development – Administrator

Academic Advising – Instructor and Administrator

Testing Services – Administrator

Tutoring Services – Instructor

Attendance Monitoring – Instructor and Administrator

Leaves of Absences – Administrator

Graduate Employment Assistance – Instructor and Administrator

Housing Information – Administrator

COMPLAINT RESOLUTION

Students who have a complaint concerning any of the school's policies or procedures must make an appointment with the School's director. The director will work with the student to resolve the complaint.

The school is licensed or registered, as applicable, by the Board. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the **State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania 17126-0333.**

POLICIES SPECIFIC TO VETERAN STUDENTS

TRANSFER OF CREDIT

Admission and transfer of credits is always at the discretion of the receiving school. Just Four Paws Academy of Pet Styling will evaluate the education of students interested in our programs and determine if appropriate transfer credit could be given. The length of the program will be decreased accordingly and the credits/clock hours credited will be reported to the VA. Generally our credits are non-transferable.

ATTENDANCE POLICIES

All absences will be recorded. A student is required to attend 85% of the classes.

CLASS-CUTS

Class cuts are not permitted and shall be recorded as absences.

TARDINESS

Tardiness is not permitted and shall be recorded as absences.

POLICIES SPECIFIC TO VETERAN STUDENTS (Continued)

LEAVE OF ABSENCE

A leave of absence for personal reasons must be made in advance and in writing. The Department of Veterans Affairs will be notified when a veteran student is granted a leave of absence.

MAKE-UP WORK

Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances.

REFUND POLICY

PRO-RATA REFUND

In the event that a veteran fails to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran will not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length. If the veteran fails to enter, withdraws or is discontinued from the program, the veteran will receive a refund per each whole hour not completed. Tools are the property of the student and cannot be refunded.

NOTES

