



Pet Styling Academy

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“Licensed by the New York
State Education Dept”

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Faculty

Michelle Kennedy- School Director/Instructor - Ms. Kennedy has been in the pet styling field since 1984. She has developed salons, salon operations and systems. Since that time several of the stylists she trained opened their own successful businesses. Michelle sincerely enjoys knowing she has had a hand in helping people achieve their goals and dreams and that the pets in their care are happy and beautiful. Ms. Kennedy is an International Certified Master Groomer, Certified Master Cat Groomer and is currently studying to become a Master Pet Aesthetician. She has taught obedience and handling classes and has successfully competed in the conformation ring. Michelle lives with her family and Standard Poodle, Cairn Terrier, Bichon Frise, Swedish Vallhund, mini goldendoodle and Havanese mix in Clifton Park.

Jennifer Deyoe - Instructor – Ms. Deyoe joined the staff of Pink Dog Parlor in April of 2008. As a life-long horse enthusiast, it was a natural move to a career involving pets. She devotes her spare time to a rescue organization and currently owns 2 poodles, a Springer spaniel, an American Cocker spaniel and a small mixed breed she enjoys coloring.

Amanda (Albright) Kriss – Instructor – Ms. Kriss grew up in the pet industry. Her mother began grooming when she was just a year old and is the owner of the school. She graduated from Marist College with a BA in Communications. After working in radio and retail, she joined the staff at Pink Dog Parlor & Resort in 2009. Amanda is currently studying to become a Master Pet Aesthetician. She owns 2 Cairn Terriers, which she hand strips.

School Calendar

Golden Paws Pet Styling Academy is closed for most of the major holidays and industry trade shows/seminars within a 5-hour driving radius. Intergroom is held in Somerset, NJ; NEPGP in Massachusetts; and Groom Expo in Hershey, PA.

Holidays & Closings

The school will observe the following holidays for the year 2015-2017:

NEW YEARS BREAK: January 1-2, 2015; January 1, 2016, January 1, 2017
INTERGROOM: June 5-8, 2015; June 2-5, 2016; June, 2017 (TBD)
MEMORIAL DAY: May 25, 2015, May 30, 2016, May 29, 2017
INDEPENDENCE DAY: July 4, 2015-17
LABOR DAY WKND: September 7, 2015; September 4-5, 2016; September 3-4, 2017
GROOM EXPO: September 17-20, 2015; September, 22-25, 2016; September, 2017 (TBD)
THANKSGIVING: November 22-27, 2015; November 20-25, 2016; November 19-24, 2017
CHRISTMAS BREAK: December 14-25, 2015; December 18-25, 2016; December 17-29, 2017

School Hours

FULL-TIME CLASSES

Monday thru Friday	8:30 A.M until 4:30 P.M.
Mid-Morning Break	10 Minutes 10:00 A.M. until 10:10 A.M.
Thirty Minute Lunch Break	12:30 P.M .until 1:00 P.M.
Mid-Afternoon Break	10 Minutes 3:00 P.M. until 3:10 P.M.

PART-TIME CLASSES

<i>Sunday</i>	9 AM until 4:30 PM
Mid-Morning Break	10 Minutes 10:30 A.M. until 10:40 A.M.
Thirty Minute Lunch Break	12:30 PM until 1:00 PM
Mid-Afternoon Break	10 Minutes 3:00 PM until 3:10 PM
<i>Tuesday & Wednesday</i>	5:30 PM until 9:30 PM
Mid-Evening Break	10 Minutes 7:25 PM until 7:35 PM

**These times may vary a little due to the nature of the pet styling field as pets need to be done on time. The student needs to understand the time constraints of the field they are entering.

Each hour is a clock hour which = 50 minutes. The student can attend Full-time Classes 7.5 hours a day/5 days a week and can complete the Professional Dog Styling course in 8 weeks; Part-time Classes 15 hours/week and can complete the Professional Dog Styling course in 20 weeks or 7 hours a day and complete the Professional Dog Bathing course in 11 ½ days. We sincerely wish the student will take advantage of their time in class.

Enrollment Dates

Class will start on Sunday for Part-time Classes or Monday for Full-time classes of every week as space is available, except for the holidays listed in the School Calendar Section.

Attendance will be kept. Class end dates will vary depending on start date.

Entrance Requirements

The student shall be at least 17 years of age and have a high school diploma or GED/TASC equivalent. A parental signature of consent is required for students under the age of 18. Students applying for initial admission are required to provide a copy of a high school diploma, transcript or GED/TASC equivalent reflecting successful completion of High School or GED/TASC equivalent.

Information about the Pet Styling Field

For your notification and to help you understand people who work in the pet styling and or pet bathing field are often lifting up to 40 pounds. Having the ability to retain instructions is helpful.

Attendance Policy

- A. Attendance will be taken in the following manner:
 1. At the beginning of class
 2. After lunch
- B. Golden Paws Pet Styling Academy and its instructors are committed to teaching you the best styling and or bathing skills to prepare you for your new career. This cannot be accomplished if you are not here. In order to graduate, you must complete 300 hours in the Professional Dog Styling Course or 80 hours in the Professional Dog Bathing Course.
- C. Students should be on time and not leave early. The grooming profession works on an appointment basis. You must be present to speak with clients when they arrive to drop off their dogs. This shows professionalism. Golden Paws Pet Styling Academy's policy is to place a student on probation, if the student is tardy or leaves early more than 6 times during the program. The student may face termination if continual tardiness and or leaving early occur and after counseling by the instructor.
- D. Students must notify the school by 8:30 A.M. if they are going to be absent. Students who are absent over three (3) consecutive days must supply the school with a valid reason or a doctor's note upon returning to class. Any absence over three (3) days will have to be discussed on an individual basis. The absence time 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 course. **(See make-up work below)**
- E. Any student who is absent seven (7) consecutive scheduled class days without a valid reason or doctor's note will be terminated.

The student will be re-admitted if the director feels that the student is committed to attend class on a regular basis. A student who has been terminated can be readmitted upon discretion of the school director and student's commitment to attend class on a regular basis. The student will be placed in the course section where they were when they left upon counseling from the school director.

Make-Up Work

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

Leave of Absence

A student must get approval from the school for an approved leave of absence if the leave of absence is not to be treated as a withdrawal. A leave of absence may be approved if:

- (a) The student gets the School Director approval by requesting a leave of absence in a signed, dated

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request in writing with the reasons for the leave of absence.

(b) The student and instructor believe with reasonable expectations the student will return to the school as agreed upon.

There will be no additional charges by the school for an approved leave of absence if the student returns as stated: not more than (7) seven consecutive school days. Any leave of absence longer than (7) consecutive school days the student may be terminated and will have to return to the next class start date.

The student will have to get instructor approval to return to the next class start date. The instructor will base that approval on if he/she believes the student's 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 approved leave of absence.

If the student does not resume attendance at the school on or before the end of the approved leave of absence the school will treat the student as a withdrawal.

Grading and Marking System

Academic progress: A diploma program offered by the school is made up of predetermined and structured component courses that consist of lectures and labs. The student will be given a grade on all their work each quarter. This grade is made up of written exams, lab assignments, portfolio grades and practical exams. The student will be given both a quarterly grade and a cumulative grade on each progress record. In order for the student to successfully complete the Diploma Program, the student must successfully complete each component course. A student must meet all attendance, grade average, and financial requirements to receive a Diploma.

The student will need to maintain an 85% average. Teacher evaluation will consist of both participation in discussion and the hands-on segments of the course and a student's ability to perform tasks in an efficient and timely manner.. All progress records will be kept on file and copies given to students. Minimum passing grade will be 85%.

If at the end point of a quarter a student's grade evaluation is below 85%, the student will be put on academic probation and receive from the instructor a probationary report explaining the student's standing in the class and the student's need to improve his/hers academic performance. Students on academic probation are required to meet with the instructor after class for an advising session. If the student's next quarter grade remains below 85%, the student will be terminated. The marking period is every 2 weeks for the Professional Pet Styling Program and every 3 days for the Professional Dog Bathing Program. If the student does not improve to an 85% cumulative average by the next quarter, the student will be terminated.

Should a student fail any Practical Exam, please see the schools Makeup Policy.

The grading marks used for the grading system are: (For the tests, progress tests and portfolio)

"E" for Excellent = 93% to 100%
"S" for Satisfactory = 85% to 92%
"U" for Unsatisfactory = 85% or Below

Grading Method: Lab Assignments 50%
Practical Exams 30%
Written Exams 15%
Portfolio Grade 5%

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 dog. **STUDENTS MUST MAINTAIN AN 85% AVERAGE.**
- B. 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.
- C. A student who is not making satisfactory progress at the end of a quarter shall be placed on academic probation for the next grading period. If the student does not achieve satisfactory progress at the end of the probationary period, the student's enrollment shall be terminated.

D. **The Professional Dog Styling Program Students** will be given a progress report every two weeks. This report will cover all three subjects, 101 Prepping, 102 Bathing and Drying, 103 Styling. This report will break these subjects down into detailed areas so the student will know if there is a specific area he needs to improve on. If the student needs to be counseled concerning his/her progress, an appointment will be set up at this time.

The Professional Dog Bathing Program Students will be given 1 progress report after 5 days of class at midpoint. This report will break these subjects down into detailed areas so the student will know if there is a specific area he needs to improve on. If the student needs to be counseled concerning his/her progress, an appointment will be set up at this time.

E. Due to the hands-on material content of the program and the daily supervision there should be no incomplete, repeat subjects, and remedial work. Check over of the student work is done on a daily basis between the student and the instructor. Withdrawal for an appropriate reason unrelated to the student's academic status may request a grade of "incomplete". The student will be allowed to re-enroll in the course within 30 days following the withdrawal date and after counseling with the school director and approval to complete the incomplete subjects without payment of additional tuition. After the 30 days and if the student has not contacted the School Director the incomplete will be changed to an F.

Student Conduct Policy

NO SMOKING IS ALLOWED ON THE PREMISES

PROPER CONDUCT

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

PHONE PROCEDURES

No phone calls incoming or outgoing unless it is an emergency. No texting except during breaks.

CLEANING

Your work area will be cleaned daily. This includes cleaning of table, floor, blades etc. Work areas should be left in a condition that would 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. Only closed toe shoes are allowed. If shorts are worn they must be 3" or longer than uniform top. Jewelry must be kept to a minimum.

LUNCH

Lunch time is 30 minutes. Pet Stylists and or Bathers need to be flexible as you are working with pets that have finish times.

TOOL POLICY

The tools required for this course are the basic amount you will need to start your styling and or bathing 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. Golden Paws Pet Styling Academy or the manufacturer **WILL NOT ACCEPT** any tools for replacement without a box or that 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.)

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 through the instructor. Pets must be spayed or neutered and up-to-date on vaccinations. They may be crated after grooming.

CHILDREN

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

PARKING

Golden Paws Pet Styling Academy has on-site parking for student use. Please leave spaces in front of the entrance open for clients.

Termination/Dismissal Policy

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

- 1) A student will be terminated 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 during class sessions.
- 3) Insufficient progress (not maintaining an 85% average).
- 4) A student can be dismissed at the discretion of the School Director for insufficient progress, non-payment of fees, or failure to comply with school rules and policies outlined in this catalog.

Statement of Fees

Professional Dog Styling Program Tuition and Fees:

Registration Fee:	\$ 100.00 (non-refundable)
Tuition Fee:	\$ 5600.00
Tools/Books Fee:	<u>\$ 900.00</u>
Program Total:	\$6,600.00

Students of the Professional Dog Styling Program: Students may incur additional costs of blade sharpening approximately \$30.00 and will also need to pay for the costs associated with their portfolio, which can consist of charges ranging from \$30.00 to \$100.00 based on what materials the student has or needs to buy. Example: Camera.

Professional Dog Bathing Program Tuition and Fees

Registration Fee:	\$ 95.00 (non-refundable)
Tuition Fee:	\$ 950.00
Tools/Books Fee:	<u>\$ 97.50</u>
Program Total:	\$ 1142.50

Students of the Professional Dog Bathing Program are not expected to acquire any additional fees.

Payment can be made at time of enrollment in full with Money Order, Cash, Master Card, Visa, or Check. If paid by check, check must clear the banking institution before student begins class.

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

Golden Paws Pet Styling Academy Text Books

Dog Grooming Simplified – Straight to the Point: Author: Jodi Murphy, CMG; Copyright Date: 2014

Notes from the Grooming Table: Author: Melissa Verplank CMG; Copyright Date: April 2004

Introduction to The Foundations of Dog Grooming: Author: Karla Addington-Smith, CMG; Copyright Date: 2010

Golden Paws Complete Guide to Dog Grooming: Author: Jacqueline Rauch & Co-Author Mitzi Parrish Copyright Date: 2009

Golden Paws Bathing and Drying Instructional Manual: 2006 Author: Mitzi Parrish

Refund and Withdrawal Policies

For a student canceling within the seventh calendar day by midnight following the date of signing the enrollment form and requesting the refund in writing to the school director but prior to the beginning of classes, monies paid to the school shall be refunded except the non-refundable registration fee if no classes are attended and no materials are given. Once the student takes possession of the equipment there is no equipment refund.

For any student that withdraws or is terminated by the school the school will calculate the refund as required by New York State Education Law and as stated in this catalog and the enrollment form. If the student is absent more

than 30 days with no approval the school will send by mail notification of the student being dropped and the student will be added to the drop form, after 12 more days the refund will be calculated from the 1st and last day of attendance and the student will be mailed the refund. The student may notify the school director in writing if they wish to stop attendance and their intention to leave the school. The student may mail or give this notice in person. The student should provide correct contact information and an address if they wish the refund to be mailed. In the unforeseen event of the school not being able to complete the student's education the school will attempt to offer a compatible train-out alternate school or refund the tuition in full. If the student has applied and not received a refund from the school within 30 days they may file a complaint with New York State Education Department Commissioner of Education by obtaining a Complaint Form. The Complaint Form can be used for other complaints. The Commission shall compute the refund, if any according to the refund policy. If the school has not closed the student must show;

- A. That they are eligible;
- B. The student has made a request to the school for a refund;
- C. The school has failed to make the refund within 30 days

WITHDRAWAL FROM COURSE: “Consumers right to cancellation. You may cancel this contract at any time by delivering or mailing by certified or registered United States mail to the address specified in the contract. If you cancel the contract within three (3) days from the date of receipt, you will be entitled to a full refund. To cancel a contract within three (3) days from the date of receipt by registered or certified mail, such mail must be postmarked within the three (3) day period. After the three (3) day period, you may be assessed a reasonable and fair service fee. If you utilized services and subsequently cancel the contract, you will be charged only for instruction services actually furnished and a reasonable and fair service fee, as defined in Paragraph (c) of Subdivision 1 of Section 394-B of the General Business Law. A breach of this provision shall subject the seller to pay damages up to twice the amount of the actual damages plus reasonable attorney fees.” You have the right to withdrawal from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, the School will remit a refund less a registration fee, if applicable, not to exceed \$100.00 for the Professional Pet Styling Program and \$95.00 for the Professional Dog Bathing Program, within thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for equipment in your possession. Equipment is non-refundable. If you obtain equipment, as specified in the Agreement as a separate charge, it is yours to keep without further obligation.

“THE FAILURE OF A STUDENT TO IMMEDIATELY NOTIFY THE SCHOOL DIRECTOR IN WRITING OF THE STUDENT’S INTENT TO WITHDRAW MAY DELAY A REFUND OF TUITION TO THE STUDENT PURSUANT TO SECTION 5002(3) OF THE EDUCATIONAL LAW”. The school has 30 days to make the refund, if any is determined from the amount of the student’s attendance.

Professional Dog Styling Program Refund Policies:

- A. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee.
- B. Thereafter, a student will be liable for
 - 1. the non-refundable registration fee of \$100 plus
 - 2. the cost of any textbook or supplies accepted in the amount of \$900.00 plus tuition liability as of the student’s last date of physical attendance.

Tuition liability is divided by the quarter in the program (one 8 week quarter for full time, two 10 week quarters for part time). Total tuition liability is limited to the quarter during which the student withdrew or was terminated.

First Quarter

If termination occurs	School may keep
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

Second Quarter (part time schedule only)

If termination occurs	School may keep
During the first week	25%
During the second week	50%
During the third week	75%
After the fourth week	100%

Method of Payment: Initial Down Payment of \$3,750 with balance of \$2,800 due 2 weeks after start date. Payment can be made at time of enrollment in full with Money Order, Cash, Master Card, Visa, or Check. If paid by check, check must clear the banking institution before student begins class.

Professional Dog Bathing Program Refund Policies:

- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
- B. Thereafter, a student will be liable for
 - 1. the non-refundable registration fee of \$95.00 plus
 - 2. the cost of any textbooks or supplies accepted in the amount of \$97.50 plus
 - 3. tuition liability as of the student's last date of physical attendance.

Tuition liability is divided by the number of days in the program, which is 11 ½ days. Total tuition liability is limited to the day during which the student withdrew or was terminated.

If termination occurs	School may keep
0 - 15% of the program	0%
16 - 30% of the program	25%
31 - 45% of the program	50%
46 - 60% of the program	75%
After 60% of the program	100%

Method of Payment: Due to the amount of hours for the Professional Dog Bathing Program total payment is due at start date. Payment can be made at time of enrollment in full with Money Order, Cash, Master Card, Visa, or Check. If paid by check, check must clear the banking institution before student begins class

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

Refund Provisions

BUYER'S RIGHT TO CANCEL: Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement.

Once you pay for the equipment and take possession of equipment, it is yours to keep without further obligation. There will be no refund on equipment you have taken possession of. If you cancel this Agreement, the school will refund any money that you paid, less any deduction for equipment and Registration Fee, within thirty days after your Notice of Cancellation is received.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE SAME TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Veterans Refund Policy

Students not accepted by the school and students who never begin the program are entitled to a full refund of all tuition and fees paid.

In the case of student's withdrawing after commencement of classes, the school will retain \$10.00 of the registration fee plus a percentage of tuition and fees, which are pro-rated on a day for day basis. The refund is based on the last date of recorded attendance. All refunds will be made within 30 days from the date of termination

Description of Facilities

Golden Paws Pet Styling Academy is located in beautiful Clifton Park, NY. It is handicapped accessible.

The Student Services Area is located in the Reception area to the left after entering the building.

The Classroom is equipped with a refrigerator for lunches. The Classroom is where Theory will be taught. The Student Library/Resource Area is located in the Student Services Area. The students will have use of individual computers or DVD players with headphones for viewing the Instructional DVDs.

The Hands-On Lab is equipped with Professional Bathing stations as well as individual stations for prepping and finishing pets.

While you are dedicated to receiving the highest quality instruction, you can also enjoy many area amenities on your days off.

- ◆ Saratoga Springs - has the famous healing springs, shopping and horse racing.
- ◆ Lake George - The Million Dollar Beach, Dinner Cruises, Six Flags, Snowmobiling and more.
- ◆ Albany - the state capital has concerts and sporting events.
- ◆ Adirondack Mountains - hiking, skiing, camping, boating and more.
- ◆ Lake Placid – Home of the 1980 Winter Olympics.

<u>Facility</u>	
Room #	Room Description
1	Reception
2	Classroom
3	Hands On Lab
4	Restroom

Housing Information

There are several housing options to choose from based on location and size. A new extended stay hotel has just opened within a mile of the school. Please call the academy for more specific information.

Program Objective

The schools' purpose is to equip the students with a strong foundation of styling skills and or bathing skills, and customer satisfaction that will enable them to have a career in the dog styling and or dog bathing profession. The program not only allows for you to develop quality styling skills and or bathing skills but also to understand how to apply them to breed designs and individual customer requests. If you learn in an environment of professionalism, high expectations and learning how to make clients happy with what they like, then you learn what makes a person a success in the pet styling and or pet bathing field. As in any field the student's success depends on the student's desire to work and apply themselves. The student will learn the job skills listed in each subject that will develop a strong foundation to enter the job market as a pet stylist and or pet bather.

Description of Programs

Program Title: Professional Dog Styling (8 Weeks full time, 20 Weeks part time)

Students will be able to enter the pet styling field as a pet stylist with the acquired skills learned in 101, 102, & 103. The school program is designed to develop quality styling skills. The speed techniques are built into the course. The student speed will increase after entering the job market. The student will have the skills to enter the job market as a pet stylist in salons, veterinarian clinics, mobile grooming, and kennels or open their own business. As in any field the students success depends on the students desire to work and apply themselves. The student will learn the job skills listed in each subject that will develop a strong foundation to enter the job market as a pet stylist.

Prepping 101

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

Curricula Description:

The student will learn how to efficiently prep the pet for the bath in this course. This will include 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 humanly brush out a coat, how de-shed. The student will also be introduced to cut downs and some breed design settings.

The Prepping 101 Course will teach students the use of the following tools and procedures:

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

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

- Understand what prepping tools are needed and what their usage are for and demonstrate 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 pets skin
- Understand shaving procedures, steps and demonstrate shaving skills
- Understand how to properly cut toe nails and demonstrate 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

Bathing and Drying 102

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

Curricula 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. You will also learn use of therapeutic shampoos, control positions and how to avoid injuries and skin irritations to the pet. The student will also learn speed techniques, and anal gland expulsion.

The Bathing and Drying 102 Course will teach students the use of the following procedures:

- | | |
|-------------------------|-------------------------|
| 1) Shampoo Procedures | 4) Blow Drying |
| 2) Anal Gland Expulsion | 5) Finish Brushing |
| 3) Flea Treatment | 6) 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 Pets Coat
- Understand Bathing & Drying Safety
- Treatment for Fleas
- Proper Anal Gland Expulsion

Styling 103

Theory	44
Lab	155
Total Clock Hours	199

Curricula Description:

The student will learn the mechanics and some of the art of pet styling. This is all about developing the students 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 learn pet communication and learn professionalism in the pet styling field.

The Styling 103 Course will teach students the following procedures:

- | | |
|----------------------------------|---|
| 1) Outline Shaping | 9) Diseases and Parasites |
| 2) Guide Blade Techniques | 10) Prioritizing Time |
| 3) Fine Finish Techniques | 11) Bow Application |
| 4) Breed Designs | 12) Nail Painting |
| 5) Straight and Curly Coats | 13) Dental Hygiene |
| 6) Scissoring | 14) Individualized Client Request Styling |
| 7) Pet Handling & Psychology | |
| 8) 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, 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
- Professionalism in Pet Styling
- What to do with a pet with a Parasite or Skin Disorder
- Dental Hygiene – Control
- How to Prioritize your Time
- How to do Bow Application and Toe Nail Painting

Total hours for program: 300 clock hours

Program Title: Professional Dog Bathing (11 ½ days full time)

Students will be able to enter the bather/brusher job market as a bather/brusher with the acquired skills learned in the Professional Dog Bathing program. With the skills learned you will be able to properly bathe and fluff finish all breeds of dogs. Some pet owners only require this stage to keep their pets clean. Bather/Brushers set the foundation for a quality pet style. The focus in class will be learning quality skills, safety and developing organization to build speed. The student will have the skills to enter the job market as a bather/brusher at pet salons, kennels and veterinary clinics. As in any field the students’ success depends on their desire to work and apply themselves. The student will learn the job skills listed that will develop a strong foundation as a bather/brusher

Description of Instruction & Number of Clock Hours:

The schools' purpose is to equip the students with a strong foundation of bathing skills that will enable them to have a career in the dog bathing profession. Golden Paws Pet Styling Academy Training Program is designed for those who wish to enter the field of dog bathing at the professional level. The prime focus of the program is to develop the students bathing skills to a high level of quality while paying special attention to certain areas necessary to obtain that level of quality. These areas are correct pet handling, safety procedures, and speed techniques.

Professional Dog Bathing

Theory	10
Lab	70
Total Clock Hours	80

Curricula Description

This 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. You will also learn use of therapeutic shampoos, control positions and how to avoid injuries and skin irritations to the pet. The student will also learn speed techniques, and anal gland expulsion.

The Bathing and Drying program will teach students the use of the following procedures:

- | | |
|-------------------------|-------------------------|
| 1) Shampoo Procedures | 6) Therapeutic Shampoos |
| 2) Anal Gland Expulsion | 7) Nail Clipping |
| 3) Flea Treatment | 8) Ear Cleaning |
| 4) Blow Drying | 9) Pet Safety |
| 5) Finish Brushing | |

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 Pets Coat
- Understand Bathing & Drying Safety
- Treatment for Fleas
- Proper Anal Gland Expulsion
- Dog Psychology / Communication Skills
- Nail Clipping
- Understanding Proper Ear Cleaning & Ear Safety

Total hours for program: 80 clock hours

Graduation Requirements

A student must cover all programs material with a satisfactory grade to graduate. The student must maintain a satisfactory grade of at least 85% (See Grading & Marking System on Pages 6-7). The student needs to be in good financial standing with the school.

Special Requirements for Graduation

The Professional Dog Styling Program: Submission of a portfolio of before and after pictures of the pet's the student grooms. Students must have put effort in arranging their portfolios to show their skills of organization. The portfolio will be reviewed quarterly by the instructor and a grade will be given on the look and completeness of their portfolio. The portfolio can be used to show prospective employers their work or used as a breed "look book" for their future clients. It also shows the students their ability to be proficient in pet styling.

A Diploma will be issued upon successful completion of the Dog Styling Program.

The Professional Dog Bathing Program: There are no special requirements for graduation.

A Diploma will be issued upon successful completion of the Dog Bathing Program.

Policy for Granting Credit

Credit will be given for previous grooming education if a student meets the following criteria:

The student has attended at least four weeks of a state licensed dog grooming school in the past three years and/or can pass the test or tests applicable to the area they are seeking credit for, with a 90% or above, and can pass the lab portion applicable to the area they are seeking credit for, with a 90% or above.

Readmission Policy

If student will comply with the school rules and policies with the proper attitude, the student can be readmitted at the school director's discretion.

Federal & State Financial Aid Programs

There are no Federal and or State financial aid programs available at this time.

Statistical Information

Reporting period 7/1/13-6/30/14

Professional Dog Styling Program

13 students graduated

10 found employment in the industry

Professional Dog Bathing Program

No Data to Report

Licensing Agencies

Golden Paws Pet Styling Academy is licensed through The New York State Education Department of Proprietary School Supervision

Complaint Procedures

Students who have grievances concerning any of the school's policies, or procedures should make an appointment with the school's director. The director will work with the student to resolve the grievances. The school is licensed by the New York State Education Department. 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 New York State Education Department, Bureau of Proprietary School Supervision Investigations and Audit Unit, 116 W. 32nd, 5th Floor, New York, NY 10001 (212) 643-4760**. A complaint form may be obtained from the department's website www.highered.nysed.gov/bpss and sent to the Commission at the above address.

Process for Obtaining Tuition Refund

For any student that withdraws or is terminated by the school the school will calculate the refund as required by New York State Education Law and as stated in this catalog and the enrollment form. If the student is absent more than 30 days with no approval the school will send by mail notification of being dropped and will be added to the drop fund, after 12 more days the refund will be calculated from the 1st and last day of attendance and the student will be mailed the refund. The student may notify the school director in writing if they wish to stop attendance and their intention to leave the school. The student may mail or give this notice in person. The student must provide correct contact information and an address if they wish the refund to be mailed. "THE FAILURE OF A STUDENT TO IMMEDIATELY NOTIFY THE SCHOOL DIRECTOR IN WRITING OF THE STUDENT'S INTENT TO WITHDRAW MAY DELAY A REFUND OF TUITION TO THE STUDENT PURSUANT TO SECTION 5002(3) OF THE EDUCATIONAL LAW"; The school has 30 days to make the refund, if any is determined from the amount of the students attendance.

Cancellation Policy

In the unforeseen event of the school not being able to complete the students education the school will attempt to offer a compatible train-out alternate school where the student will have up to seven (7) days at the new school (or if there is no alternative train-out school) to apply for a refund from the tuition reimbursement fund from New York State Education Department Commissioner of Education by obtaining a Complaint Form. The Complaint Form can be used for other complaints. (See complaint procedures)

Requesting a Transcript

Transcripts are available from Golden Paws Pet Styling Academy upon written request. There is no fee for this service.

Employment Assistance

Golden Paws Pet Styling Academy offers placement assistance in order to help students finding work in the field. It will do this by maintaining a file of all businesses that are seeking to hire. The school will assist students as to how to properly job interview for the pet styling and or pet bathing field. The school will also refer students to employers who may have contacted the school seeking to hire graduates.

While it is understood that placement services are provided Golden Paws Pet Styling Academy cannot promise or guarantee employment to any student or graduate.

Disclaimer Statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Information for Students Disclosure Pamphlet

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What You Should Know about Licensed Private Schools and Registered Business Schools in New York State

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools which are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to insure that the educational program being offered meets your needs and that your financial investment is protected. The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. **You must file a complaint within two years after the alleged illegal conduct took place.** The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper

claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001 Attention: Bureau of Proprietary School Supervision (212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/ Computer Training Facilities.