



Student Enrollment Agreement

Certified Dog Groomer Course

First Name:	Last Name:
Phone Number:	Drivers License #:

This enrollment agreement is entered into on this date _____, between West Coast Grooming Academy, LLC (the "Academy") and the above-mentioned individual (the "Student"). For good and valuable consideration, the parties agree as follows:

A. PROGRAM

Start Date: _____ **Expected Completion Date:** _____

- 1) To complete the course and receive certification, the student must complete 120 hours of hands-on training and pass both a written final exam and a hands-on technical exam. Hours may vary depending on the level of difficulty of the dogs being groomed.
- 2) Total number of hours of hands-on training expected: 120 hours over 8 weeks.
- 3) Class meets every _____.
- 4) Duration of each class: 6-8 hours per day, with a break for lunch.
- 5) Class will meet daily at the Pawlor at West Coast Grooming Academy, _____.
- 6) If the student does not pass the course and receive their certification, no job placement assistance will be offered.
- 7) **INTERSHIPS:** Internships may be granted on a limited basis, and are not included in the course. Internships are given to students at the instructor's sole discretion and is based on a variety of factors including but not limited to: enthusiasm for learning, positive attitude, attendance, effort devoted to the class, helpfulness and skill. Once an application has been submitted, there is no guarantee that the student will be accepted for an internship.

ADDRESS

155 E. FOOTHILL BLVD. ARCADIA, CA 91006

PHONE

(626) 239-0741

WEB

WWW.WESTCOASTGROOMINGACADEMY.COM

- 8) **TRANSFERABILITY DISCLOSURE: NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.** The transferability of credits you earn at West Coast Grooming Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the educational program is also at the complete discretion of the institute to which you may seek to transfer. If the educational program that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending West Coast Grooming Academy to determine if the educational program will transfer.
- 9) **DISTANCE LEARNING:** Due to the hands-on nature of the courses offered, the Academy is unable to accommodate distance learning at this time. For the Introduction to Dog Grooming hybrid course where a portion of the program's instruction is not offered in real time, the Academy shall transmit the first lesson and any materials to any student within seven days after the Academy accepts the Student for admission.
- 10) Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Initial

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

B. FEES AND CHARGES

- 1) A Tuition Deposit of \$875, which is credited towards the student's overall Course Tuition, and a non-refundable Registration Fee of \$250 is due at the time of Enrollment. At this time, there are no additional fees for student services such as tutoring, business counseling, assessment fees for transfer of credits, fees to transfer credits, Student Tuition Recovery Fund fees (non-refundable), textbooks or learning media, equipment or supplies, or any other institutional charges or fees.
- 2) Tuition must be paid in full 1 week prior to the first day of class.

- 3) **SCHEDULE OF STUDENT CHARGES:** The Registration Fee and Tuition Deposit are due at the time of enrollment. If needed, the student or third party responsible for payment may make payments on a monthly or bi-monthly basis until the balance of the remaining Tuition is paid. The amount of each payment and the dates each payment is scheduled to be paid on must be arranged at the time of enrollment and be mutually agreed upon. The balance of the remaining Tuition must be fully paid 1 week prior to the first day of class.

List of Institutional Charges	Payment Amount
Certified Dog Groomer Course	\$3,500
* Registration Fee <i>(non-refundable)</i>	\$250
State Tuition Recovery Fund (STRF) <i>(\$0.00 for every \$1,000- non-refundable)</i>	\$0
<i>Subtotal:</i>	\$3,750
<i>Applicable Discounts:</i>	- \$
TOTAL CHARGES:	\$
Tuition Deposit <i>(credited towards overall course tuition)</i>	\$875
* Note: Registration fee is waived if Certified Dog Groomer Course is taken within 2 semesters of Introduction to Dog Grooming Course.	

Additional Institutional Charges	Payment Amount
† Grooming Tool Kit <i>(optional but recommended for employment)</i>	\$750 - \$1,050 + tax
‡ Grooming Smock <i>(optional but recommended)</i>	\$40 + tax each
† Note: Grooming tool kits are recommended for employment due to the fact that employers may expect you to have your own tool kit when you begin your career.	
‡ Note: Grooming tool kits and smocks are optional and may be purchased at any time during the course. We recommend purchasing two grooming smocks in the event one gets dirty during class.	

- 4) **RE-TEST FEES:** In order to pass the course, the student must score an 80% or higher on their written exam and 75/100 points on their technical exam. The student will have **one** (1) opportunity to re-take each exam if they do not pass. If the student does not pass the second time an exam is attempted, they may take either exam again for a \$300 re-test fee, up to two re-tests per exam.
- 5) **STUDENT TUITION RECOVERY FUND (STRF):** The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

- 6) **STATE TUITION RECOVERY FUND DISCLOSURES:** You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.
- 7) **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment (/ / 2021), whichever is later. Once the student has started their class, the student may still withdraw at any time and receive a pro-rated refund, according to the Institution's Refund Policy, less the non-refundable Tuition Deposit. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Any moneys paid through a third party, will be returned to the third party payer according to the Refund Policy. To cancel the enrollment agreement or withdraw from the Academy and obtain a refund, the Student must notify an Academy Instructor or Manager in writing, following the Refund Policy as outlined in this Agreement.
- 8) **REFUND POLICY:** The Academy shall refund any credit balance on the student's account within 45 calendar days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. If the course program has already begun and the student has completed 60% of the course program or less, refunds are guaranteed and will be pro-rated from the first day of class up through the student's last day of attendance. If the student has completed more than 60% of the course, the Student is no longer eligible for a refund. To cancel this Enrollment Agreement or withdraw from the Academy and obtain a refund of charges paid, the student must submit a written notice to an Academy Instructor or Manager. The date in which the written notice was received by the Academy Instructor or Manager shall be the withdrawal's effective date, and the student shall receive their refund within 45 days of this date. *(For example: if a student completes 50% of the course, or 16 days, the student will receive \$1,750).*
- 9) **LEAVE OF ABSENCE:** If the student needs to take a leave of absence due to extenuating circumstances beyond their control, they may do so at any time. The student must submit a request for a leave of absence in writing to an Academy Instructor or Manager. The student will have one (1) year from the date of withdrawal to return, at the Academy's convenience and depending on

availability, to complete their course.

- 10) **FINANCIAL AID:** At this time, WCGA does not accept Federal Financial Aid. WCGA does accept State Financial Aid through accepted third party funding.
- 11) **FINANCIAL AID REFUND POLICY:** If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Any moneys paid through a third party, will be returned to the third party payer according to the Refund Policy. To cancel the enrollment agreement or withdraw from the Academy and obtain a refund, the Student must notify an Academy Instructor or Manager in writing, following the Refund Policy as outlined in this Agreement.
- 12) **CREDIT/MONEY LENDING/LOANS:** If the student obtains a personal loan to pay for their educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. If the student defaults on a federal or state loan, both of the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan, (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid. The Institution does not, at this time, extend credit or lend money to an individual for institutional or non-institutional charges for an educational program.
- 13) **HOUSING:** West Coast Grooming Academy does not have dormitory facilities and has no responsibility to find or assist a student in finding housing.

C. MINIMUM STUDENT REQUIREMENTS

- 1) Student must hold a high school diploma or equivalent to enroll.
- 2) Student must not drink or use recreational drugs either before or during class. If it is suspected that the Student may be under the influence of drugs or alcohol while on campus, the Student may be removed from the class until a drug test is taken and passed, paid for by the Student.
- 3) The Student must not be affiliated with any gangs, hate groups, or other such affiliations.
- 4) Absolutely no weapons are permitted on campus at any time. Discovery of weapons upon the Student's person may be grounds for immediate dismissal from the course.

- 5) Theft or deliberate destruction of school or peer property will not be tolerated and may result in the dismissal of the Student from the course.
- 6) The Student must come to class neat, clean and dressed appropriately for grooming. The student should wear closed toed shoes, pants and a smock OR a t-shirt that the student is aware may become dirty or damaged. If the student is not dressed appropriately, the student will be sent home to change.
- 7) The Student must not wear hoop, long or dangling earrings, sunglasses, or any other accessory that may inhibit the pet's ability to read the Student's facial expressions or body language. Long hair must be tied back and out of the Student's face or pieces of moving machinery.
- 8) ATTENDANCE: Students should strive to attend all days of class, as every day is individually planned for the Student's growth. The student shall not miss more than 3 days of class or be more than 15 minutes late more than 4 times, unless approved, or the student will be dropped and will need to re-take the course at the Academy's convenience, depending on availability.
- 9) APPROVED ABSENCES: If the student must be absent or leave early from class, the Student must inform from the instructor as early as possible. Approved reasons for absences include: personal, family or pet illnesses or medical emergencies, religious holidays, natural disasters, or other personal reasons, as long as they are discussed and approved in advance by an instructor. If the student is absent for an approved reason, WCGA will allow the student to schedule a make-up day at the next available class at the Academy's convenience, and depending on availability. If the student fails to call or show up for class, the student will be marked as a NO CALL/NO SHOW and may not be eligible for a make-up day.
- 10) TOOLS & EQUIPMENT: If the student does not have or did not order a tool kit, the Academy will provide the student with a student tool kit. The Student will be held responsible for their tool kit and its contents, and must handle their tools carefully and as instructed. If anything becomes lost, stolen or damaged during the course, with the exception of normal wear and tear, the student must pay to have it repaired or replaced. The Student agrees to keep their tools, work station and shared equipment neat and clean at all times.
- 11) QUESTIONS/COMPLAINTS: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, online at www.bppe.ca.gov, by phone at (888) 370-7589, (916) 431-6959, or by fax (916) 263-1897 or (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

D. CODE OF CONDUCT

- 1) The Student agrees to come to class every day with a calm, positive, professional attitude.
- 2) The Student agrees to treat all instructors, peers, pets and customers with kindness, compassion, dignity and respect at all times.
- 3) Inhumane treatment of animals will not be tolerated and will result in immediate dismissal from the course. This includes any overly aggressive shouting, handling, hitting, kicking, spanking, choking, purposely injuring, deliberately ignoring safety guidelines, or any other treatment deemed inhumane by the Academy.
- 4) The Student agrees that if they witness any cruelty or inhumane treatment, they will report it to their Instructors or Academy staff immediately.
- 5) The Student agrees that if they have not followed the Academy's safety rules and guidelines and, as a result, an incident occurs to them, to a pet or to another person, the student is solely responsible for any medical or veterinary care that is needed.
- 6) The Academy promotes an environment of tolerance and acceptance. Bullying and/or hateful remarks on the basis of age, race, gender, sexual orientation, or any other personal attributes will not be tolerated and will result in disciplinary action, including but not limited to dismissal from the course.
- 7) Sexual harassment will not be tolerated in any form, and will result in disciplinary action, including but not limited to, dismissal from the course.
- 8) If the Student has been removed from the course due to behavioral reasons, they may petition the Academy for reinstatement, which may or may not be granted at the Academy's sole discretion.

E. CONTRACTUAL AGREEMENT

- 1) **LIABILITY:** The student acknowledges that working with grooming tools and equipment and with live animals presents certain risks, such as bites, scratches, scrapes, cuts, or other such injuries. The student agrees that West Coast Grooming Academy, its Instructors, Students, Employees and Affiliates are not responsible for such injuries, including but not limited to: injuries from animal bites, scrapes or scratches, injuries from grooming equipment, or injuries resulting from careless accidents, negligence, inappropriate use of equipment, or not paying attention, and releases WCGA from any liability that may arise from such incidents.

- 2) **ARBITRATION:** In the event a dispute shall arise, it is hereby agreed that the dispute shall be referred to the American Arbitration Association ("AAA"). The site of the hearing shall be in the County of Los Angeles, CA for arbitration in accordance with the AAA Rules and Procedures. The arbitrator's decision shall be final and legally binding and judgment may be entered thereon. Each party will bear its own costs and expenses and attorney's fees.
- 3) **CONTRACT PERIOD:** This Agreement covers the period from the date of signing and shall continue thereafter for ninety (90) days.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3,750

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and \$3,750

MINIMUM CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$1125

I understand that this Enrollment Agreement shall be legally binding once signed by me (the Student) and accepted by the Institution.

I understand that this is a legally binding contract. My signature below certified that I have read, understood, and agreed to my rights and responsibilities, and that the Institution's cancellation and refund policies have been clearly explained to me.

Student Name (Print)

Student Signature

Today's Date

Social Security Number (optional)

Authorized WCGA Representative (Print)

Authorized WCGA Representative Signature