

# West Coast Grooming Academy



## Catalog: Winter 2020 - Winter 2021

*West Coast Grooming Academy is a private institution that is licensed to operate by the Bureau for Private Postsecondary Education, and meets compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (CEC) and the California Code of Regulations (CCR).*

# West Coast Grooming Academy

Winter 2020- Winter 2021 Catalog and Announcement of Courses

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*“Where Compassion, Dedication and True Style is Born”*

<b>Main Campus</b> 155 E. Foothill Blvd. Arcadia, CA 91006 (626) 239-0741	<b>Playa Vista Campus</b> 12005 Bluff Creek Dr. Los Angeles, CA 90094 (626) 239-0741
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[www.WestCoastGroomingAcademy.com](http://www.WestCoastGroomingAcademy.com)

West Coast Grooming Academy is a private institution and is approved to operate by the Bureau of Postsecondary Private Education. Approval to operate means compliance with state standards as set forth in the California Education Code and 5, California Code of Regulations. Reports are available at the West Coast Grooming Academy campus, located at 155 E. Foothill Blvd. Arcadia, CA 91006.

## Welcome to West Coast Grooming Academy!

We are excited about the opportunity to serve you, whether you are entering WCGA directly from high school, preparing yourself for a career change or preparing to open your own business.

At WCGA, we pride ourselves in offering you a pathway to achieving your academic and career goals, and we are confident that we can assist you on your journey.

WCGA has a stellar track record, as evidenced by our large number of graduates finding successful employment as groomers or opening their own salons or mobile grooming businesses. It is our hope that you too might be added to this growing list of successful professionals.

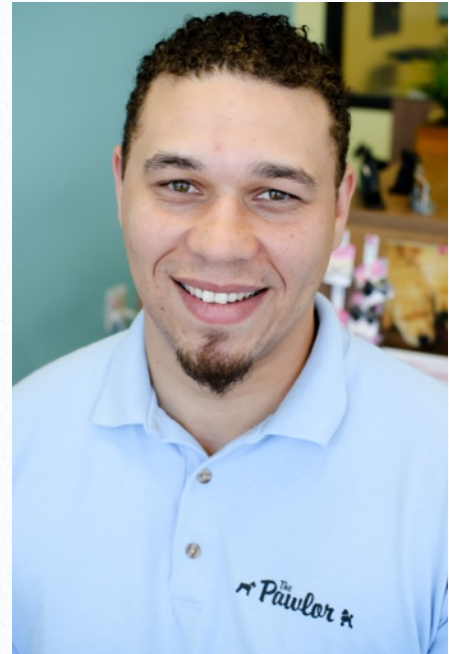
In the pages of this catalog, you will find information on the various courses that our Academy offers, the steps you need to take to achieve your professional goals, and our outstanding support services tailored to meet every student's needs. Think of this document as your roadmap to success, and you are in the driver's seat.

At WCGA, we share a common goal: to deliver the resources you need to help you achieve your dreams. Your success is our success, and it is the driving force behind everything we do here.

Thank you again for allowing us to serve you. Please know that our door is always open. We look forward to hearing about how you are doing and how we may assist you on your road to a bright future.

Sincerely,

*Chris Jackson & Jessica A. Johnson*



**Christopher Jackson**  
*Academy President, CEO & COO*



**Jessica A. Johnson,**  
**CFMG, ACFTBS**  
*Academy Vice President,*



# Academy Overview

## LEADERSHIP ORGANIZATION

WCGA is governed by a three members, consisting of the Academy President as the Chief Executive Officer (CEO) of the Academy and the Academy Vice President as the Chief Operations Officer (COO) of the Academy, and the Chief Financial Officer. The three Executive Officers meet monthly to discuss the overall operations of the Academy, and work together in the Academy's daily operations.

## ACADEMY LEADERSHIP TEAM

### Executive Officers

Chief Executive Officer (CEO)..... Christopher Jackson  
Chief Operations Officer (COO)..... Jessica A. Johnson  
Chief Financial Officer (CFO)..... Nicole Brown  
Chief Academic Officer (CAO)..... Jessica A. Johnson

### Academy Administration

Academy President..... Christopher Jackson  
Academy Vice-President..... Jessica A. Johnson

### Faculty

Instructor..... Christopher Jackson  
Instructor..... Jessica A. Johnson

## MISSION OF THE COLLEGE

Our mission at West Coast Grooming Academy is to provide a high quality learning environment that encourages, supports and facilitates student learning and success in pet grooming. Whether the student's goals are to seek employment professionally as a Certified Groomer in an existing salon or veterinary clinic, to start their own business, or to learn how to groom their own pets for their personal development and growth, West Coast Grooming Academy strives to help students achieve their goals.

## PURPOSE

The purpose of West Coast Grooming Academy is to teach students how to safely and efficiently groom pets to a higher standard. WCGA hopes that by training the next generation of professional groomers to be well educated and expertly trained in grooming, pet care and professionalism, the industry as a whole will, over time, elevate itself to make the grooming process as safe and enjoyable for the pet, the groomer, and the pet parent as possible. We can only do this by ensuring that each and every student that graduates from the Academy is well skilled in their craft and is provided with a high quality academic understanding about the pets and people that they will spend their careers working with daily.

## OBJECTIVES

At West Coast Grooming Academy we strive to serve our students by:

- Providing academically rigorous courses and hands-on experience that reflect real-world salon environments in order to help the student excel in their professional life after WCGA.
- Promoting professional integrity by holding our students to a higher industry standard of community, compassion and teamwork.
- Fostering a dynamic and creative learning environment that is intellectually stimulating;
- Fostering a deeper sense of compassion and understanding of pets, their behavior, how they communicate, and how to can help them look and feel their best;
- Challenging our students to participate fully in the learning process and encouraging them to be responsible for their own academic success;

- Respecting students as individuals who may require diverse and flexible learning opportunities;
- Supporting organizational practices that facilitate student progress towards their goals; and
- Encouraging and supporting continuous learning and professional development in those who serve our students: instructors, staff groomers, managers, and administrators.
- Continuously updating and improving courses to reflect the latest innovations within the industry.
- Developing new and inspiring courses to provide students with opportunities to continue their education and grow as professionals.

### FINANCIAL HISTORY

The Academy is in excellent standing, with no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has never had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq).

### FUTURE GOALS

West Coast Grooming Academy has been created with longevity in mind. As the Academy continues to grow and develop, we hope to offer students with additional courses, Academy locations and online courses in order to provide distance learning. WCGA also hopes to be able to provide State and Federal Financial Aid, pending approval by the Bureau of Postsecondary Private Education (BPPE).

## ARCADIA CAMPUS

### OFFICIAL ACADEMIC CALENDAR 2020-2021

Winter 2020..... November 11, 2020 - March 9, 2021  
 Spring 2021.....March 3, 2021 - June 22, 2021  
 Summer 2021..... June 2, 2021 - September 21, 2021  
 Fall 2021..... September 1, 2021 - December 21 2021  
*Dates are tentative and may be subject to change.*

## ARCADIA WEEKDAY CLASS

### MONDAY-TUESDAY

#### Winter 2020

November 29, 2020..... Last Day to Enroll  
 November 30, 2020..... First Day of Class  
 November 23-26, 2020.....Thanksgiving Break  
 Dec 21, 2020 - Jan 2, 2021..... Winter Break  
 March 8, 2021..... Technical Exams Week  
 March 9, 2021..... Last Day of Class

#### Spring 2021

March 28, 2021..... Last Day to Enroll  
 March 29, 2021..... First Day of Class  
 April 20, 2021..... Final Written Exam  
 May 31, 2021..... Memorial Day (No Class)  
 June 15, 2021..... Technical Exams Week  
 June 21, 2021..... Last Day of Class  
 June 22, 2021..... Make Up Day

#### Summer 2021

June 27, 2021..... Last Day to Enroll  
 June 28, 2021..... First Day of Class  
 July 20, 2021..... Final Written Exam  
 September 6, 2021..... Labor Day (No Class)  
 September 14, 2021..... Technical Exams Week  
 September 20, 2021..... Last Day of Class  
 September 21, 2021..... Make Up Day

#### Fall 2021

September 26, 2021..... Last Day to Enroll  
 September 27, 2021..... First Day of Class  
 October 19, 2021..... Final Written Exam  
 November 22-25, 2021..... Thanksgiving Break  
 December 20, 2021..... Technical Exams Week  
 December 21, 2021..... Last Day of Class

## ARCADIA WEEKDAY CLASS

### WEDNESDAY-THURSDAY

#### Winter 2020

November 10, 2020..... Last Day to Enroll  
 November 11, 2020..... First Day of Class

November 25-28, 2019.....Thanksgiving Break  
 Dec 23, 2019 - Jan 2, 2021..... Winter Break  
 February 19, 2021..... Technical Exams Week  
 February 20, 2021..... Last Day of Class

#### **Spring 2021**

March 2, 2021..... Last Day to Enroll  
 March 3, 2021..... First Day of Class  
 March 25, 2021..... Final Written Exam  
 May 19, 2021..... Technical Exams Week  
 May 20, 2021..... Last Day of Class

#### **Summer 2021**

June 1, 2021..... Last Day to Enroll  
 June 2, 2021..... First Day of Class  
 June 24, 2021..... Final Written Exam  
 August 18, 2021..... Technical Exams Week  
 August 19, 2021..... Last Day of Class

#### **Fall 2021**

August 31, 2021..... Last Day to Enroll  
 September 1, 2021..... First Day of Class  
 September 23, 2021..... Final Written Exam  
 November 17, 2021..... Technical Exams Week  
 November 18, 2021..... Last Day of Class

## **PLAYA VISTA CAMPUS**

### **OFFICIAL ACADEMIC CALENDAR 2020-2021**

Winter 2020..... November 3, 2020 - February 18, 2021  
 Spring 2021.....February 19, 2021 - May 20, 2021  
 Summer 2021..... May 14, 2021 - August 19, 2021  
 Fall 2021..... August 6, 2021 - November 18, 2021

*Dates are tentative and may be subject to change.*

### **PLAYA VISTA WEEKDAY CLASS**

#### **WEDNESDAY-THURSDAY**

#### **Winter 2020**

November 3, 2020..... Last Day to Enroll  
 November 4, 2020..... First Day of Class  
 November 25-29, 2020.....Thanksgiving Break  
 Dec 23, 2020 - Jan 3, 2021..... Winter Break  
 February 17, 2021..... Technical Exams Week  
 February 18, 2021..... Last Day of Class

#### **Spring 2021**

March 3, 2021..... Last Day to Enroll  
 March 4, 2021..... First Day of Class  
 March 25, 2021..... Final Written Exam  
 May 19, 2021..... Technical Exams Week  
 May 20, 2021..... Last Day of Class

#### **Summer 2021**

June 1, 2021..... Last Day to Enroll  
 June 2, 2021..... First Day of Class  
 June 24, 2021..... Final Written Exam  
 August 18, 2021..... Technical Exams Week  
 August 19, 2021..... Last Day of Class

#### **Fall 2021**

August 31, 2021..... Last Day to Enroll  
 September 1, 2021..... First Day of Class  
 September 23, 2021..... Final Written Exam  
 November 17, 2021..... Technical Exams Week  
 November 18, 2021..... Last Day of Class

## **PLAYA VISTA WEEKEND CLASS**

#### **SATURDAY-SUNDAY**

#### **Winter 2020**

November 6, 2020..... Last Day to Enroll  
 November 7, 2020..... First Day of Class  
 November 25-29, 2020.....Thanksgiving Break  
 Dec 23, 2020 - Jan 3, 2021..... Winter Break  
 February 6, 2021..... Technical Exams Week  
 February 7, 2021..... Last Day of Class

#### **Spring 2021**

February 19, 2021..... Last Day to Enroll  
 February 20, 2021..... First Day of Class  
 March 14, 2021..... Final Written Exam  
 May 8, 2021..... Technical Exams Week  
 May 9, 2021..... Last Day of Class

#### **Summer 2021**

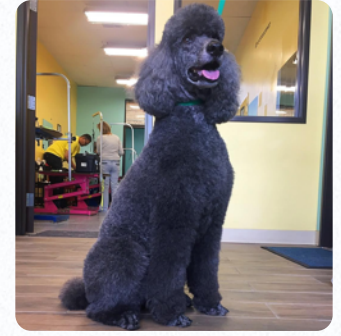
May 14, 2021..... Last Day to Enroll  
 May 15, 2021..... First Day of Class  
 June 6, 2021..... Final Written Exam

July 31, 2021..... Technical Exams Week  
August 1, 2021..... Last Day of Class

**Fall 2021**

August 6, 2021..... Last Day to Enroll  
August 7, 2021..... First Day of Class  
August 29, 2021..... Final Written Exam  
October 23, 2021..... Technical Exams Week  
October 24, 2021..... Last Day of Class

# Facility



**Arcadia, CA-** West Coast Grooming Academy has two campuses to serve our student's educational needs. Our main campus is located at 155 E. Foothill Blvd, Arcadia, CA 91006, within a 1,200 square foot grooming salon called The Pawlor that is owned and operated by West Coast Grooming Academy. The Pawlor is a state of the art salon, with every detail designed with making work easier and more efficient for the groomer. The Bathing and Drying Room boasts custom designed walls and flooring that enables the entire room to be safely cleaned and sanitized daily, with the drying system built into the ceiling to reduce noise for the pet's comfort. The Kennel Room features state of the art kennels with built-in plumbing to enable fast and thorough cleaning and sanitizing of each kennel in-between pets, and top of the line kennel dryers to keep business operations moving smoothly. The Salon classroom is large, equipped with 4 large hydraulic grooming tables and 4 foot-pump grooming tables to accommodate even the busiest grooming day with ease. Dry erase boards and educational charts adorn the walls to facilitate academic learning.

**Playa Vista, CA-** West Coast Grooming Academy is excited to announce a new satellite campus, which opened in December 2019 within the Wallis Annenberg PetSpace in Playa Vista, at 12005 Bluff Creek Dr. Los Angeles, CA 90094. Wallis Annenberg PetSpace is a state-of-the-art community space, specializing in pet adoptions, educational programming, and a leadership institute. PetSpace features a two-story paradise for pets, with a full service veterinary care cen-

ter on-site, dog parks, a children's play area, a community cat room, a physical therapy center, and more!

## EQUIPMENT USED

- Shor-Line Elite Grooming Tables
- Shor-Line Big Top Grooming Tables
- Fiberglass Modular Cage Banks
- Master Blaster High Velocity Dryers
- Bark 2 Basics Bathing Products
- Isle of Dogs Bathing Products
- Personal Protective Equipment (smocks, gloves, etc)
- Animal Restraints (muzzles, leads, loops, etc)
- Forever Stainless Steel Step-In Bathing Tubs with Bathing Pump Recess and Hair Catching System

## STUDENT TOOL KITS

If the student does not have or chooses not to purchase a Tool Kit, Student Tool Kits are available for use. Each student tool kit includes:

- Andis AGC Clippers, Combs and Blades
- SureGrip Brushes
- Show Gear Shears
- Millers Forge Nail Clippers

## COURSE MATERIALS

Required course materials include:

- West Coast Grooming Academy Student Textbook
- “Notes From the Grooming Table” by Melissa Verplank
- “The New Complete Dog Book” by the American Kennel Club

## LEARNING RESOURCES

West Coast Grooming Academy has a lending library of books and DVDs available for student rentals on a wide variety of topics including animal training and behavior, breeds, health and wellness, nutrition, species history, common skin and medical conditions, grooming techniques and how-to guides, and more.

Books and DVDs, up to two at a time, may be checked out for seven (7) days. Rental periods may be renewed weekly, for up to one month. In order to check out books or DVDs, the student must provide a copy of their ID and credit card. In the event the item(s) are lost, damaged or stolen, the student will be charged the cost to repair or replace the item(s). Once the items are returned, repaired or replaced, the student's credit card is securely destroyed. There is no fee for renting items.

Computers and Internet access is also available for student use. Students may use a facility computer for 20-minute intervals, based on availability, and only to access information on the web using scholarly websites, industry-related websites, or videos online related to the topic they are researching. Facility computers are not for personal use.

### Library Services

In addition to book and DVD rentals, WCGA also offers these additional services:

- Career Counseling
- Business Counseling
- Instructor Office Hours for Tutoring
- Book & DVD Rental
- Computers/Internet

# Faculty

## CHRISTOPHER JACKSON

### **Academy President, CEO & COO**

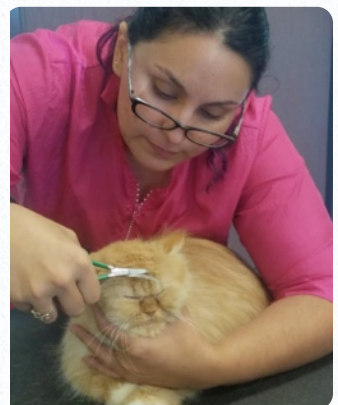
*Qualifications:* Christopher Jackson has been involved in dog grooming since he started as a bather at the age of 12. It started as a hobby that made him some extra money, but he found that he loved it so much that he decided to make it a career; one that he still enjoys today. Aside from grooming, Chris has worked both as a dog trainer and as a veterinary assistant. By the time he was 18, he became a Salon Manager for various Petco stores before moving on to Petsmart. There, he worked as an Academy Instructor, training and certifying people in the art of dog grooming for nearly a decade. During his time with Petsmart, he eventually earned the recognition as one of the top 3 Academy Instructors and Salon managers for the entire company. His photo hung on display in every Petsmart store in the country for several years. Throughout his career, Chris has managed over 15 salons all over California for companies both large and small. He has also owned a mobile grooming business as well as his own salon in Hollywood, California. He regularly shows Standard Poodles and Springer Spaniels in grooming competitions and has won many awards, including Top 20 in the World at Super Zoo in Las Vegas, Nevada, which showcases only the best dog groomers in the world.



## JESSICA JOHNSON, CFMG, ACFTBS

### **Academy Vice President & Chief Academic Officer**

*Qualifications:* Jessica is WCGA's Co-Owner and resident cat specialist, currently working as a Feline and Canine behaviorist, Certified Feline Master Groomer (CFMG) and Lead Instructor at WCGA. She started training dogs professionally in 2005 at Petco before forming her own training business in 2006, Dog Sense, LLC. Jessica attended Cal Poly Pomona's College of Agriculture where she worked



with livestock and domestic animals until she graduated in 2012 with her Bachelor's Degree in Animal Science- Pre-Veterinary. In 2015, Jessica started moving into feline behavior, and obtained her Advanced Certified Feline Training & Behavior Specialist (ACFTBS) certification through Animal Behavior Institute in 2017. In August of 2016, Jessica received her certification as a Certified Feline Master Groomer (CFMG) from the National Cat Groomers Institute of America and is one of only 280 CFMGs in the world. She is also the only trained Certifier for the NCGIA in all of Los Angeles county. In May of 2018, Jessica also received her certification as a Pet First Aid & CPR Instructor through PetTech. As a CFMG and ACFTBS, Jessica is trained to the highest of standards in feline health, behavior, breeds, colors and handling to ensure the best life possible for the cats (and owners) that she works with. In addition to her animal behavior and grooming work, Jessica is very active in animal rescue, having fostered orphaned kittens, puppies and dogs for various shelters and rescues, and volunteering with organizations such as Wings of Rescue, Fix Nation, the Marine Mammal Care Center, the National Disaster Search and Rescue Dog Foundation, the Pasadena Humane Society, Downey Animal Care & Control, West Side German Shepherd Rescue, Upland Animal Shelter, Sante D'or Foundation, and Found Animals Foundation.

Jessica has appeared on numerous tv shows such as "My Cat From Hell" with Jackson Galaxy and Kate Benjamin of Hauspanther, "Shelter Me" on PBS, and "The All American Dog Rescue Celebration" Thanksgiving Day Special on Fox 11.

# Academy Guidelines

## **PROHIBITION OF HARASSMENT**

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. West Coast Grooming Academy is committed to providing an academic and work environment that respects the dignity of individuals and groups. The Academy shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status, or because one is perceived to have one or more of the foregoing characteristics, or based on one's association with a person or group with one or more of these actual or perceived characteristics.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents to the Chief Academic Officer, or an administrative official such as the Academy Vice President or the Academy President. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

## **NONDISCRIMINATION**

West Coast Grooming Academy is committed to equal opportunity in educational programs, employment, and all access to academy programs and activities. The Academy, and each individual who represents the Academy, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or

veteran status, or because he/ she is perceived to have one or more of the foregoing characteristics, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.

## **EQUAL EMPLOYMENT OPPORTUNITY**

West Coast Grooming Academy affirms that diversity in the learning environment fosters cultural awareness, mutual understanding, harmony and respect, and suitable role models for all students. To that end, the Academy supports the intent set forth by the California legislature to assure that efforts are made to build a community in which opportunity is equalized, and which fosters a climate of acceptance, with inclusion of faculty and staff from a wide variety of backgrounds. The Academy is committed to promoting the total realization of equal employment through embracing diversity in its employees and representatives.

## **STUDENT CONDUCT & ACADEMIC HONESTY**

It is the policy of West Coast Grooming Academy to seek to maintain a safe, orderly, and constructive campus environment in which there is freedom to learn and respect for the dignity of all members of the Academy community, both human and animal. Students are expected to be responsible, honest, and non-violent in exercising their rights to free inquiry and free speech.

The Student Code of Conduct and Enrollment Agreement identify conduct that is prohibited by Academy policy. Students who violate the Student Code of Conduct will be subject to disciplinary action. Disciplinary sanctions depend on the nature of the offense, the past pattern of behavior of the student, and other relevant factors. In addition, student drug or alcohol offenses or other criminal acts, may be referred to law enforcement officials.

## **STUDENT 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 Instructor 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 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.

### **Forms of Prohibited Behavior**

1. Discrimination is defined as prejudicial and/or harmful actions taken against a person on the basis of the following protected classifications: race, ethnicity, national origin, sex, marital status, age, veteran status, medical condition, physical handicap, or other protected classification as defined by federal or state law.

2. Harassment is defined as verbal, physical and/or visual conduct that creates an intimidating, offensive or hostile working or learning environment or that unreasonably interferes with a person's work or academic performance.

### **3. Sexual Harassment**

Definition: Sexual Harassment is defined as unwelcome sexual advances, requests sexual favors, and other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of a person's employment or status in a course, program or activity; or
- b. Submission to or rejection of such conduct by a person is used as a basis for an academic or employment decision adversely affecting that person; or
- c. Such conduct has the purpose or effect of unreasonable interfering with a person's work or academic performance, or of creating an intimidating, hostile or offensive learning or work environment.

#### **Forms of Sexual Harassment**

Sexual harassment can be objectively and readily identifiable, relative to the specific circumstances and relations of the persons involved, or it can be of a nature seemingly harmless to many yet subjectively perceived by some persons as unwelcome and offensive. The following constitutes examples of conduct and situations representative of sexual harassment:

- Physical Assault
- Direct or implied threats that submission to sexual advances will be a condition of successful completion of the educational program, letters of recommendation or employment retention or promotion;
- Direct or Subtle Propositions of a Sexual Nature
- Sexual references or sexually explicit statements unrelated to legitimate matters of employment or education, including but not limited to: sexual questions, jokes, anecdotes, remarks concerning the sexual nature of another's clothing, sexual activity, sexual preference, or speculations about a person's previous sexual experience.
- Unnecessary and/or unwanted touching, patting, hugging or brushing against another's body.

- Displaying posters, calendars, graffiti, symbols or other visual objects or images of a sexually explicit or suggestive nature unrelated to legitimate matters of employment or education.
- Using computers, including the Internet, E-mail, social media and related systems of communication to transmit or receive text or images of a sexually explicit or suggestive nature unrelated to legitimate matters of employment or education.

4. Retaliation is defined as inappropriate words or actions directed against persons who consider or register discrimination, harassment or retaliation complaints, or against persons who assist with or participate in an investigation of the reported conduct.

#### **DRUG AND ALCOHOL POLICY**

West Coast Grooming Academy is committed to providing a safe learning environment conducive to the fullest possible human development and pet safety. To achieve this goal, the Academy holds that a drug-, alcohol- and tobacco-free lifestyle is essential. Thus, the Academy maintains policies that seek a campus environment free of those substances. The Academy intends to maintain a drug-free campus in harmony with federal and state laws. The unlawful use, possession, distribution, dispersal, or manufacture of controlled substances by its employees, whether student, faculty or staff, is prohibited. Furthermore, the Academy expects any person employed by the Academy, who receives federal or state funding as an individual, to certify that he or she will not engage in the unlawful use or manufacture of a controlled substance while associated with the Academy. If any student is suspected to be under the influence of drugs while on campus, the student will be suspended from courses until a drug test can be taken and passed, the cost of which shall be the burdened by the student. If the student is suspected of being under the influence of alcohol, the student will be subject to disciplinary action, including but not limited to suspension or expulsion.

#### **STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES**

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

# Student Financial Rights & Responsibilities

## STUDENT'S FINANCIAL RIGHTS

The Students of West Coast Grooming Academy have a right to the following:

- 1) Information on all financial assistance available which includes all federal, state and institutional financial aid programs.
- 2) Knowledge of all deadlines for applications of each financial aid program and for any supporting documentation.
- 3) Specific information regarding fees, tuition, and the refund policy for those student who drop out of school.
- 4) An explanation of how students are selected for receipt of financial aid and how financial need is determined. This process includes a consideration of costs of tuition and fees, room and board, supplies, personal and miscellaneous expenses, child care, etc., plus the student's assets, parental contribution, other financial aid (such as scholarships) and so on.
- 5) Knowledge of what resources are considered in the calculation of student need. This includes all items mentioned in #4 above.
- 6) Knowledge of how your financial aid package has been determined.
- 7) An explanation of the various programs awarded in the student's financial aid package. If a student feels he/she has been treated unfairly, a reconsideration of the award may be requested.
- 8) An explanation of the portion of financial aid the student received that must be repaid and what portion is grant aid or work study and does not need to be repaid. If the aid is a loan, the student has the right to know what the interest rate is, the total amount to be repaid, when the repayment is to begin and the conditions of deferment and cancellation.
- 9) Knowledge of how West Coast Grooming Academy determines whether students are making "satisfactory academic progress" and what happens if they are not.

- 10) Knowledge of what facilities are available for handicapped students.

## Right to Appeal

Students have the right to challenge or appeal their financial aid award or any other decision of the Academy that pertains to them which does not fall under the jurisdiction of federal or state regulations. The right includes answers to questions, explanations of policies and decisions, and requests for consideration.

## STUDENT RESPONSIBILITIES

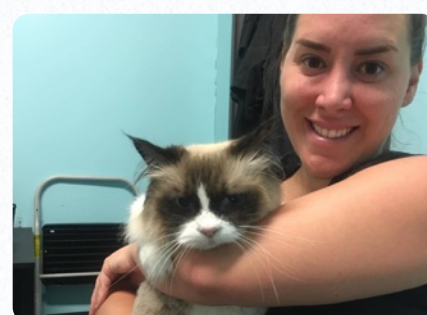
Student must take responsibility for:

- 1) Reviewing and considering all information about the West Coast Grooming Academy certificate programs before they enroll.
- 2) Completing all the application forms ACCURATELY AND COMPLETELY and submitting them to the right place on time. If this is not done, aid or admission could be delayed for months since errors can cause misunderstanding and misrepresentation of information provided.
- 3) Errors must be corrected before any financial aid can be received. Intentional misreporting of information on application forms for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and subjects the student's application to denial. Additionally, regulations require that all cases of suspected fraud, emanating from misrepresentation, be reported to the Office of the Inspector General.
- 4) Promptly returning all additional documentation, verification, corrections and/or new information requested by either the Chief Financial Office or the agency or agencies to which an application was submitted.
- 5) Reading and understanding all forms that the student is asked to sign. (Students should keep a copy of everything they sign or submit for a signature, as it is legal and binding. It is a good idea to start a special file of these docu-

ments as they are important and students will need them for years to come).

- 6) Notifying the lender (if the student has a loan) of changes in name address or school status.
- 7) Performing the work that is agreed upon in accepting a college works study award.
- 8) Knowing and complying with the deadlines for application or reapplication for aid.
- 9) Knowing and complying with the Academy's refund policy.
- 10) Repaying financial aid funds if it is determined that the student was ineligible to receive the funds.

# ADMISSION INFORMATION



## ADMISSION INFORMATION

WCGA examines evidence of scholastic competence, moral and ethical standards, and significant qualities of character and personality of each applicant. The Academy reserves the right to refuse admission to any applicant on the basis of the foregoing considerations or to any applicant who, on the application, deliberately omits pertinent information, and/or purposely supplies wrongful information. Such subterfuge, if discovered later, may cause a student to be subjected to dismissal.

### Scholastic Requirements

Students who are high school graduates or the equivalent (GED, California High School Proficiency Examination) may attend West Coast Grooming Academy.

### Ability-to-Benefit

California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who has not received a High School Diploma or GED but possesses the competency to benefit from the Academy's programs. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). West Coast Grooming Academy requires that English speaking applicants take the AC-CUPLACER exam, which includes Reading Comprehension, Sentence Skills, and Arithmetic, or for applicants whose primary language is Spanish, the Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2. Students who take and pass either of these exams may then enroll for courses at West Coast Grooming Academy.

## Open Enrollment Policy

It is the policy of WCGA that, unless specifically exempted by statute, every course supported by state funds shall be open for enrollment to any person who has been admitted to the Academy. Each class is allowed a maximum number of students which is based on the special nature of the course and/or physical limitations of the facility. Whenever pre-enrollment in such a class reaches this number, the class is designated as "closed." Admission to the Academy does not guarantee space in any class. **Late Enrollment after the first day of class is not permitted.**

## APPLICATION AND ACCEPTANCE

### Where to Write

Inquiries about admission and acceptance should be addressed to:

Website: [www.WestCoastGroomingAcademy.com](http://www.WestCoastGroomingAcademy.com)

Email: [Info@WestCoastGroomingAcademy.com](mailto:Info@WestCoastGroomingAcademy.com)

Phone: (626) 239-0741

### Procedure

In order to enroll at West Coast Grooming Academy, the student must follow these steps:

**APPLICATION:** submit a completed Pre-Enrollment Application form (either the paper or online version). (An applicant requesting any accommodation because of any physical or learning disability or handicap should so specify at the time of application so that the Academy may assist.)

**EDUCATION:** submit a copy of your high school diploma, GED or ATB exam results to [Chris@WestCoastGroomingAcademy.com](mailto:Chris@WestCoastGroomingAcademy.com) or bring physical copies with you to your Interview.

**INTERVIEW:** After WCGA has received your application, you will be contacted by phone and my email to schedule an appointment for a Pre-Enrollment Interview. At this Interview, an Academy representative will give you a tour of the campus and answer any questions that you may have about the Academy and the courses offered. At this time, the Academy may extend an offer of Enrollment and the student may complete their enrollment process.

**TEST RESULTS:** (if applicable). Prior to executing an enrollment agreement with an Ability To Benefit (ATB) student, the Academy is required to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). West Coast Grooming Academy requires that English speaking ATB applicants take the AC-CUPLACER exam, which includes Reading Comprehension, Sentence Skills, and Arithmetic, or for ATB applicants whose primary language is Spanish, the Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2. If the student speaks a language other than English, the Academy may also require the student to take the Test of English as a Foreign Language (TOEFL) to assess whether the student is proficient enough in English to be successful in their course.

**PRE-ENROLLMENT:** As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

**ENROLLMENT AGREEMENT:** Prior to enrollment, you will be presented with the Course Catalog, a School Performance Fact Sheet and an Enrollment Agreement which the student is encouraged to review thoroughly before signing. Once the Enrollment Agreement is signed, the student is admitted to the Academy.

**PAY FOR COURSES:** In order to secure your enrollment for the course you wish to take, you will need to pay a \$250

non-refundable registration fee, and a course tuition deposit which will be credited towards the overall course tuition. The remaining balance of the student's course will need to be paid before the first day of class.

**Under most circumstances, the student may complete their Interview, Sign the Enrollment Agreement and pay the Course Deposit on the same day.**

**PRE-ENROLLMENT DISCLOSURE**

California Code of Regulations 71775.5  
Notice to Prospective Certificate Program Students

West Coast Grooming Academy is a private institution and is approved to operate and offer degree programs by the Bureau of Postsecondary Private Education. Approval to operate means compliance with state standards as set forth in the California Education Code and 5, California Code of Regulations. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.

(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following; admissions requirements, length of program, courses offered or areas of focus. Such notice shall be included, at a minimum, in the following locations:

(1) The institution's catalog where each degree program is described.

(2) The institution's website where each degree program is described.

(3) The institution's degree program brochures.

Note: Authority cited: Sections 94877 and 94885.1, Education Code. Reference: Sections 94885, 94885.1, 94897, 94900, 94900.5, 94909, 94927.5 and 94932, Education Code.

# GENERAL INFORMATION & DISCLOSURES



## ACCREDITATION

### NOTICE TO PROSPECTIVE CERTIFICATE STUDENTS

West Coast Grooming Academy is a state-approved private institution that is licensed to operate by the Bureau for Private Postsecondary Education, and meets compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (CEC) and the California Code of Regulations (CCR). At the time of publication, the Academy nor its certificate programs are accredited by an accrediting agency recognized by the United States Department of Education.

Known limitations of the unaccredited certificate program include: (A) Certifications awarded by WCGA are not considered state or national licenses. Each State, Country or Providence may have its own requirements for pet professional licensure, so it is up to the Student to research and pursue proper licensing in their state or country of residence. At this time, the State of California does not require state or national licensure of any kind to work as a pet Groomer or Bather. (B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California (C) A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## ATTENDANCE POLICY

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 from the class. If the student must be absent or leave early from class, the Student must request approval 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 time 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 class day.

## COURSE ENROLLMENT POLICY

Once a student is enrolled in the course, the instructor's evaluation and exam score(s) will determine whether or not a student advances to the next course. Students may not skip a course in a sequence.

## DISTANCE LEARNING

Due to the hands-on nature of the courses offered, the Academy is unable to accommodate distance learning at this time. For hybrid courses 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.

## DROPS/WITHDRAWAL FROM COURSES

**Drop for Absenteeism** – Students who fail to attend the first class meeting are considered “no shows” and may be dropped. Excessive, continuous or cumulative absence may also result in being dropped. Students must make arrange-

ments with instructors prior to any planned absences from class.

**Drop for Unsafe Performance** – A student whose classroom actions are dangerous to the health or welfare of the student, pet or other persons may be dropped from the class.

**Drop for Unsatisfactory Conduct** – A student may be dropped from class for unsatisfactory conduct related to the class. This includes, but is not limited to, conduct in class, in the salon or on a field trip. Unsatisfactory conduct includes, but is not limited to, cheating, plagiarism, other forms of academic dishonesty, flagrant violation of instructor direction, actions disruptive to the on-going teaching and learning process, inhumane treatment of animals, sexual harassment, bullying, violence, theft, possession of weapons, alcohol or drugs, or being under the influence of alcohol or drugs.

A student subject to class drops for condition(s) noted in the above may be counseled by the Instructor and the Academy President and given a chance to improve, except when the violation is so flagrant that immediate suspension from class is in order.

If a student is counseled for improvement but there is insufficient improvement in the judgment of the Instructor and the Academy President, or if immediate suspension appears to be in order, a signed class drop form and a written report on the incident will be submitted to the Academy and kept with the Student's Records. The Academy President and Academy Vice President will obtain and review information available and take action deemed appropriate. The Academy Vice President will inform the student of due process rights if the class drop or other discipline is imposed.

### **Withdrawal**

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.

## **GRADUATION REQUIREMENTS**

The student may consider themselves a Graduate of West Coast Grooming Academy upon successful completion of all written and technical exams and receipt of their diploma. Diplomas are given for successful completion from the Certified Dog Groomer, Advanced Dog Groomer courses. Other courses deemed as "pre-requisites" are given certificates of completion and are required to move forward into higher level classes, if the student chooses to continue their education.

## **HOUSING**

West Coast Grooming Academy does not have dormitory facilities and has no responsibility to find or assist a student in finding housing. Hotels are available nearby for students who would prefer to stay near campus.

### **Hotels Near Arcadia**

Extended Stay America- \$\$  
401 E. Santa Clara St.  
Arcadia, CA 91006  
(626) 446-6422  
[www.ExtendedStayAmerica.com](http://www.ExtendedStayAmerica.com)

Hilton Garden Inn Arcadia/Pasadena Area- \$\$  
199 N. 2nd Ave.  
Arcadia, CA 91006  
(626) 574-6900  
[www.Hilton.com](http://www.Hilton.com)

Hampton Inn Los Angeles/Arcadia/Pasadena- \$  
311 E. Huntington Dr.  
Arcadia, CA 91006  
(626) 574-5600  
[www.Hilton.com](http://www.Hilton.com)

### **Hotels Near Playa Vista**

Extended Stay America- Los Angeles- LAX Airport- \$\$  
6531 S. Sepulveda Blvd.  
Los Angeles, CA 90045  
(310) 568-9337  
[www.ExtendedStayAmerica.com](http://www.ExtendedStayAmerica.com)

DoubleTree by Hilton Los Angeles- Westside- \$\$  
6161 W. Centinela Ave.  
Culver City, CA 90230  
(310) 649-1776  
DoubleTree3.Hilton.com

Four Points by Sheraton Los Angeles Westside- \$\$  
5990 Green Valley Circle  
Culver City, CA 90230  
(310) 641-7740  
www.Marriot.com

## INTERNATIONAL STUDENTS

West Coast Grooming Academy permits enrollment of students from any state or country, as long as the student is able to attain a visa. WCGA is not able to provide visa services, but is prepared to provide proof of the student's enrollment status.

## JOB PLACEMENT

Students who have graduated from West Coast Grooming Academy and have received their Certified Pet Hygienist, Certified Dog Groomer or Certified Advanced Dog Groomer certifications are eligible for job placement assistance. Our graduates are in very high demand from corporate grooming salons and privately owned salons and mobile grooming businesses alike. The Academy keeps a record of employers requesting to hire our graduates and matches them up with interested WCGA graduates in their local area or who are willing to travel. The Academy is also able to place groomers and bathers with both PetSmart and Petco locations throughout the nation.

## Standard Occupational Classification Codes

West Coast Grooming Academy prepares its graduates to meet the qualifications for the following job classification(s) according to the United States Department of Labor's Standard Occupational Classification Codes:

39-2021 Non-farm Animal Caretakers

Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, such as dogs, cats, ornamental fish or birds, zoo animals, and mice. Work in settings such as kennels, animal shelters, zoos, circuses, and aquari-

ums. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens, or fish tanks. Excludes "Veterinary Assistants and Laboratory Animal Caretakers" (31-9096).

Illustrative examples: *Dog Groomer, Zookeeper, Kennel Worker, Animal Shelter Worker*

Broad Occupation: 39-2020 Nonfarm Animal Caretakers  
Minor Group: 39-2000 Animal Care and Service Workers  
Major Group: 39-0000 Personal Care and Service Occupations

## LANGUAGE OFFERINGS

At this time, West Coast Grooming Academy courses are offered only in English. If the student's native language is not English, the student must demonstrate enough proficiency in English to understand basic instructions and terminology. To assess whether the student is proficient enough in English to be successful in their course, the Academy may require the student to take the Test of English as a Foreign Language (TOEFL).

If the Student is unable to demonstrate enough English language proficiency using TOEFL or the United States Foreign Service Language Rating System, the student may seek approval from the Academy to bring an interpreter/translator with them to class. Any translator/interpreter the Student is approved to bring may not participate in hands-on grooming of any kind and will not receive any kind of credits or certifications.

In the near future, WCGA hopes to add Instructors who are fluent in other languages to accommodate English as a Second Language and non-English speaking students.

At this time, student textbooks are offered only in English.

## QUESTIONS/COMPLAINTS

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

### **Bureau for Private Postsecondary Education**

1747 N. Market Blvd. Suite 225

Sacramento, CA 95834

### **Bureau for Private Postsecondary Education**

P.O. Box 980818

West Sacramento, CA 95798-0818

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

Phone: (888) 370-7589 or (916) 431-6959

Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **RECORDS**

All student records in their original form will be stored at the Academy. All hard copies of student records, with the exception of student transcripts, shall be kept for a period of ten (10) years. All hard copies of student transcripts shall remain with the Academy permanently. Digital copies of student records, including copies of student transcripts, shall also be stored electronically. All digital copies shall be kept permanently in the event of fire or flood.

### **STUDENT GRIEVANCES**

West Coast Grooming Academy promotes a positive work and learning environment based on tolerance, acceptance, compassion and professionalism. Inhumane treatment of animals, bullying, sexual harassment, 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. If the student feels that they have been unjustly treated by a peer, customer, instructor or staff member, they may file a complaint with the Academy Vice President or President. WCGA has an open door policy and encourages students to speak with Academy staff at any time, for any reason, without fear of retribution or judgement. All student grievances are considered private and confidential. If the student is not comfortable speaking with an Academy staff

member directly, they may submit their grievance in writing or via email instead. Emails may be addressed to:

[Info@WestCoastGroomingAcademy.com](mailto:Info@WestCoastGroomingAcademy.com).

### **STUDENT SERVICES**

The following student services are available:

- Business Counseling
- Complimentary Grooming Service for Personal Pets
- Discounted Grooming Services for Family & Friends
- Discounts on Grooming Tools & Equipment
- Educational Workshops
- Field Trips
- Instructor Office Hours for Tutoring
- Job Placement Assistance
- Learning Library & Resources
- Facility Computers, Internet & Wifi
- Unpaid Internships (based on availability)

### **PROBATION, DISMISSAL AND READMISSION**

#### **Academic Probation**

A student shall be placed on academic probation if the student has scored below 50% on over half of their quizzes or fails to submit 25% or more of their assignments. Academic probation may be removed and regular status attained when the student submits all missing assignments and re-takes their failed quizzes, scoring a passing grade.

#### **Academic Dismissal**

A student who is on academic probation shall be subject to dismissal if the student fails to submit their assignments and/or fails to re-take and pass all failed quizzes before the last day of class. Students are notified of their dismissal in person by the Chief Academic Officer. Dismissed students who are enrolled for another course are withdrawn until the failed course is re-taken and completed.

A dismissed student may petition for readmission after a lapse of one semester or more. The student must present positive evidence of a serious intent to succeed and have a realistic academic goal identified. If the petition is granted,

the student will be admitted on a second stage academic probation and may have enrollment limitations. If the student is subsequently dismissed a second time due to continued substandard academic performance, a petition for readmission will not be considered until two or more semesters have lapsed. If readmitted following a second dismissal, the student will be placed on a second stage academic probation. If the student is subsequently dismissed a third time, a petition for readmission will not be considered until one year has lapsed.

### **Probation for Unsatisfactory Conduct**

Each student should be thoroughly familiar with the Student Code of Conduct and with regulations of the Academy. Students attending the Academy are expected to maintain satisfactory standards of conduct at all times on the campus and in the community. Satisfactory conduct includes conduct which respects the rights of all individuals, which avoids actions disruptive to the on-going educational program and which does not violate specific prohibitions outlined in the Code of Conduct and Enrollment Agreement.

When it is indicated that conduct is unsatisfactory, the student may be subject to the following: reprimand, disciplinary probation, administrative course withdrawal, suspension or expulsion, as conditions warrant. Unsatisfactory conduct includes, among other things, cheating, plagiarism, hazing, harassment, bullying, conduct disruptive to the teaching-learning process, and cruelty, neglect or inhumane treatment of animals. In addition, falsification of information provided to the Academy is basis for dismissal from a course or from the Academy. Individuals engaged in destructive activities involving any kind of physical or psychological mistreatment of students or animals are subject to prosecution under the California State Law banning hazing, animal cruelty, animal abuse or animal neglect, and to dismissal from the Academy. Penalties for individuals, organizations and institutions can be severe.

### **STANDARDS FOR STUDENT ACHIEVEMENT**

The Standards for Student Achievement are graded on a Pass/Fail basis. Each course has its own minimum standards for completion, which are as follows:

#### Introduction to Dogs & Dog Grooming:

Part 1: 60 Hours Completed

Minimum of 80% on the Final Written Exam

Part 2: 60 Hours Completed

Minimum of 55 points out of 70 on Technical Evaluation

#### Certified Dog Groomer Course:

120 Hours Completed

Minimum of 75 points out of 100 on Technical Evaluation

#### Advanced Dog Groomer Course:

60 Hours Completed

Minimum of 55 points out of 70 on Technical Evaluation

After the minimum standards for the student's enrolled course have been achieved, the student will have Passed the course.

### **TRANSFER CREDITS**

West Coast Grooming Academy has not entered into any articulation or transfer agreements with any other colleges or universities, and is unable to accept credit transfers from other colleges, universities, vocational or other grooming schools. There is also no award of credit for prior experiential learning, challenge examinations, achievement tests, or provisions for appeal.

#### **Transferability of Credits Earned**

##### **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 institution 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.

### TUITION & FEES

There is a non-refundable \$250 Registration Fee to become a student at West Coast Grooming Academy. Each course is individually priced and listed in the Catalog and Academy Website. Students or former students are expected to meet proper financial obligations due to the Academy. Services such as grades, transcripts, diplomas, registration privileges or any combination thereof may be withheld from any student or former student who has not made satisfactory arrangements to meet his/her financial obligation to the Academy.

### Schedule of 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.

### Introduction to Dog Grooming Hybrid Course

List of Institutional Charges	Amount
Introduction to Dog Grooming: Part 1	\$1,750
Introduction to Dog Grooming: Part 2	\$1,750
Registration Fee <i>(non-refundable)</i>	\$250
Tuition Deposit <i>(credited towards overall course tuition)</i>	\$875
State Tuition Recovery Fund <i>(\$0.00 for every \$1,000, non-refundable)</i>	\$0
TOTAL CHARGES:	\$3,750

### Certified Dog Groomer Course

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

### Advanced Dog Groomer Course

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

### Additional Institutional Charges

List of Institutional Charges	Amount
† Grooming Tool Kit <i>(optional but recommended for employment)</i>	\$750 + tax
‡ Grooming Smock <i>(optional but recommended)</i>	\$25 each + tax
† 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.	

The majority of students enrolling at West Coast Grooming Academy enroll in both the Introduction to Dog Grooming Hybrid Course and the Certified Dog Groomer Course together, and return after they have had a year or more of grooming experience before enrolling in the Advanced Dog Groomer Course. The schedule of charges for the Introduction to Dog Grooming Hybrid Course and the Certified Dog Groomer Course pathway is listed below.

Entire Educational Program

List of Institutional Charges	Amount
Introduction to Dog Grooming Hybrid Course	\$3,500
Certified Dog Groomer Course	\$3,500
Advanced Dog Groomer Course	\$2,500
Registration Fee* (non-refundable)	\$250
Tuition Deposit (credited towards overall course tuition)	\$875
State Tuition Recovery Fund (\$0.00 for every \$1,000, non-refundable)	\$0
TOTAL CHARGES:	\$9,750
* Note: Registration fee is waived if taken within 2 semesters of Introduction to Dog Grooming Course.	

Instructional Materials Fee

Students enrolled in grooming courses may wish to purchase certain materials including, but not limited to, textbooks, tools and clothing. Student tool kits are available for purchase if the student wishes to acquire their own. Each purchased tool kit comes with a smock. Additional smocks are available for purchase separately. Tool kits and smocks vary in price and include state sales tax. Student tool kits are available for rent, free of charge. Rented tool kits may not leave campus.

Refunds

To cancel their Enrollment Agreement or withdraw from the Academy and obtain a refund of charges paid, the student must submit a request for a refund in writing to the Academy President or Academy Vice President. If the class has already begun and the student has completed less than 60% of the course, refunds 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.

For Part 1 of the Introduction to Dog Grooming hybrid course, the amount owed will be equal to the percentage of the program completed (\$29.17 per 1% of course completed). For Part 2 of the Introduction to Dog Grooming hybrid course, the amount owed will be equal to the daily charge for the program (\$109.38/day) multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal. (For example: if a student completes Part 1 of the course and 1 day of hands-on training in Part 2, they will receive \$1859.38).

Student’s Right to Cancel

The student has the right to cancel their enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh (7th) day after enrollment, whichever is later. 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.

Student Tuition Recovery Fund

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.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### **Financial Aid**

At this time, WCGA does not accept Federal Financial Aid. WCGA does accept State Financial Aid through accepted third party funding.

### **Financial Aid Refund Policy**

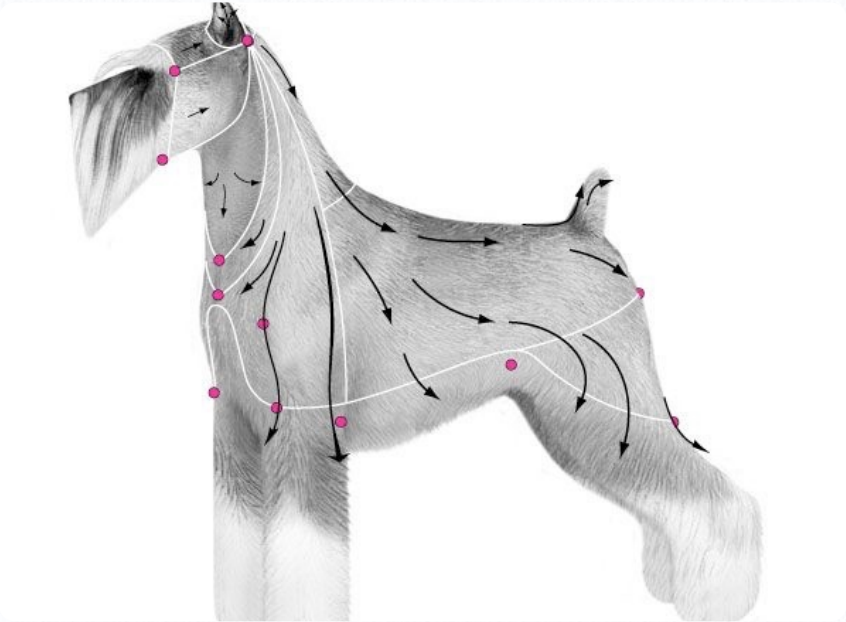
If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Any moneys paid through a third party, will be returned to the third party payer according to the Refund Policy. To cancel the enrollment 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.

### **Credit/Money Lending/Personal 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.

# COURSES OFFERED



## INTRODUCTION TO DOG GROOMING COURSE

**Description:** This is a hybrid course that is taken in two parts, with one part conducted at home either via textbook or online, and the other part taken on campus. The at-home portion of the course is designed to provide the student with foundational knowledge of dogs, AKC breeds, colors and coat types, AKC breed groups, canine nutrition, handling and safety around dogs, reading canine body language and canine behavior. The on-campus portion of the course is designed to provide the student with the hands-on training and instruction required to become a professional dog bather. The student will be introduced to common tools, equipment and products used by groomers, salon etiquette, communicating with co-workers and pet parents, and proper pre-grooming, bathing, drying and brushing procedures.

To complete the written portion of the course, the student must score an 80% or higher on the final written exam and score 60% or higher on all assignments and quizzes (6). To complete the hands-on portion of the course, the student must complete a minimum of **60 hours** of hands-on experience, to be performed both on-campus and during field trips to a WCGA participating Animal Shelter. The student must also score a minimum of 55 points out of 70 points on the Final Technical Evaluation, in which they must bathe a dog to completion without assistance. This course does not require internships or externships.

## Semester Start Dates

<b>Arcadia</b>	
Winter 2020.....	November 11, 2020
Spring 2021.....	March 2, 2021
Summer 2021.....	June 2, 2021
Fall 2021.....	September 1, 2021
<b>Playa Vista</b>	
Winter 2020.....	November 3, 2020
Spring 2021.....	February 19, 2021
Summer 2021.....	May 14, 2021
Fall 2021.....	August 6, 2021

*Dates may be subject to change.*

Completion of this course is a pre-requisite for the Certified Dog Groomer Course. Upon completion of this course, the student is eligible for job assistance to seek employment as a Bather or Pet Hygienist (*title may vary by location*).

### Curriculum Includes:

- AKC Dog Groups
- AKC Dog Breeds
- Canine Anatomy
- Canine Body Language & Stress Signals
- Animal Handling & Safety
- Breed Standard Grooming Styles
- Grooming Tools & Equipment
- Safety & Sanitation Protocols
- Tool Cleaning & Maintenance
- Introductory Grooming Procedures
- Hygienist Tools & Equipment
- Salon Etiquette & Teamwork
- Dog Anatomy & Behavior
- Animal Handling & Safety
- Dog Breeds, Colors & Coat Types
- Grooming Products (Shampoos, Conditioners, Sprays, etc)
- Identification of Common Skin Conditions

- Parasite Identification & Treatment
- Pre-Grooming Assessment & Check-In Procedures
- Pre-Grooming Preparation (Nails, Sanitaries, Paw Pads)
- Bathing Procedures & Anal Gland Expression
- Drying Techniques
- Brushing, De-Tangling & De-Matting
- Making Bows and Bandanas
- Booking Appointments & Check-Out Procedures
- Customer Service Basics
- Cleaning & Disinfection Protocols

**Pre-Requisite:** None

**Format:** Both at-Home via Textbook or Online and Hands-On Taken On-Campus

**Duration:** The at-home portion of the course is Self-Paced; the student will have up to 3 months to complete the textbook learning or online course and submit all assignments to the Instructor. Quizzes may be taken either on campus or online. The Final Written Exam must be taken On Campus. The student will be on-campus for 4 hours per day, Monday-Thursday, for 4-weeks to complete the hands-on portion of the course.

**Cost:** \$3,750 (*includes testing and non-refundable registration fees*).

**Program Outcomes:**

- 1) Certified Pet Hygienist certificate received.
- 2) Ability to build trust with potential clients by demonstrating knowledge and understanding of dogs.
- 3) Adequately prepared to follow the steps necessary to groom dogs.
- 4) Adequately and safely bathe, dry, brush and do pre-grooming work on dogs.
- 5) Build familiarity and confidence with the tools and equipment required to groom dogs.
- 6) Identify common skin conditions and treat common external parasites.
- 7) Identify individual dog breeds and their characteristics and make adjustments to how each dog can best be handled.
- 8) Work with dogs safely and without incident.

**Semesters Offered:** Winter, Spring, Summer, Fall

*Disclosure:* The State of California does not require state licensure to work as a Pet Groomer, Bather or Pet Hygienist. If the student resides outside of California, they will need to file for applicable occupational licensing (if any) in their state or country of operation.



## CERTIFIED DOG GROOMER COURSE

**Description:** This course is designed to provide students with the instruction and hands-on experience grooming dogs within an actual salon environment. The student will learn how to properly bathe dogs and style their hair according to breed standard and owner requests. The student will work with dogs of a wide variety of breeds, coat types and temperaments, as well as gain experience working with peers and communicating with pet parents. This invaluable experience will prepare the student for providing exemplar customer service and high quality grooming services in their future careers endeavors. Upon completion of this course as well as the Introduction to Dog Grooming hybrid course, the student will be eligible for job placement assistance and will be able to work in any dog grooming salon or veterinary office as a Certified Dog Groomer.

To complete this course, the student must complete a minimum of 120 hours of hands-on experience, to be performed both on-campus and during field trips to a WCGA participating Animal Shelter. The student must also score a minimum of 75 points out of 100 points on the Final Technical Evaluation, in which they must groom a dog to completion without

assistance. This course does not require internships or externships, but 2-month long internships with the Academy may be applied for, if available.

**Curriculum Includes:**

- Review of Pet Hygiene Basics
- Review of Proper Bathing, Drying & Brushing Techniques
- Introduction to Clippers, Blades and Guard Combs
- Disinfection Protocols for Grooming Tools & Equipment
- Basic Clipper and Nail Grinder Repair & Maintenance
- Use & Maintenance of Tools
- Guard Comb Comparison Charts
- Body Contour Cuts (i.e. Shave Downs) Hands-On Practice
- The 10 Danger Zones
- Avoiding the Bite Zone & Reading Stress Signals
- Advanced De-matting
- Communicating with Pet Parents
- Breed Profiles
- Common Breed Health Concerns
- Functions of the Coat
- Steps to Grooming a Dog
- Breed Standard Hair Cuts & Styles
- Creative Interpretation & Effective Communication
- Customer Service & Relations
- Safe Puppy Grooming
- Grooming Senior/Disabled/Special Needs Dogs
- Canine Personalities & Temperaments
- Canine Nutrition
- Business Management
- Marketing & Customer Retention
- Introduction to Advanced Grooming Styles

**Pre-Requisite:** (1) Completion of the Introduction to Dog Grooming Hybrid Course, and (2) Completion of the Introduc-

tion to Dog Grooming Course.

**Format:** Hands-on class on campus.

**Duration:** 8-weeks for 4 hours per day, Mondays-Thursdays.

**Cost:** \$3,750 (includes testing and non-refundable registration fees). Registration fee waived if course is taken within 2 semesters of Introduction to Dog Grooming.

**Program Outcomes:**

- 1) Certified Dog Groomer certificate received.
- 2) Ability to build trust with potential clients by demonstrating knowledge and understanding of dogs.
- 3) Adequately and safely groom dogs of a variety of breeds and temperaments.
- 4) Comfortably use the tools, products and equipment required to groom dogs.
- 5) Handle a wide variety of dog temperaments and personalities.
- 6) Work with dogs safely and without incident.
- 7) Communicate effectively with pet parents.
- 8) Job placement assistance
- 9) Have a clear pathway to business ownership.

**Semesters Offered:** Winter, Spring, Summer, Fall

*Disclosure:* The State of California does not require state licensure to work as a Pet Groomer, Bather or Pet Hygienist. If the student resides outside of California, they will need to file for applicable occupational licensing (if any) in their state or country of operation.



**ADVANCED DOG GROOMER COURSE**

**Description:** This course is designed to provide the student

with the instruction and hands-on instruction required to achieve advanced level dog grooming skills to become an Advanced Professional Dog Groomer. This course, along with the Introduction to Dog Grooming Hybrid Course and the Certified Dog Groomer Course, the student will be able to seek employment in any dog grooming facility or veterinary office as a Certified Advanced Dog Groomer.

To complete this course, the student must complete a minimum of 60 hours of hands-on experience, to be performed both on-campus and during field trips to a WCGA participating Animal Shelter. The student must also score a minimum of 55 points out of 70 points on the Final Technical Evaluation, in which they must groom a dog to completion without assistance. This course does not require internships or externships, but 2-month long internships with the Academy may be applied for, if available.

**Curriculum Includes:**

- Review of Hygienist Tools, Maintenance & Disinfection
- Review of Grooming Tools, Maintenance & Disinfection
- Review of Grooming Products
- Dog Anatomy & Behavior
- Safe Animal Handling
- Dog Breeds, Colors & Coat Types
- Breeds, Temperaments & Personalities
- Review of Pre-Grooming, Bathing, Drying & Brushing Procedures
- Review of Full Body Contour Cuts (Puppy Cut, Lamb Cut, Breed Cuts, etc)
- Identification and Treatment of Parasites
- Review of Common Skin Conditions & Breed Health Concerns
- Review of Danger Zones & Avoiding the Bite Zone
- Advanced De-matting & De-pelting
- Functions of the Coat & Skin Care
- Creative Interpretation/Effective Communication
- Review of Breed Styles (Terrier, Poodle, Spaniel, Shih Tzu, etc)

- Review of Senior/Disabled/Special Needs Dog Grooming
- Review of Puppy Grooming
- Hand-Stripping the Terrier Coat
- Barber Rolling
- Creative Hair Dying & Hair Styles
- Introduction to Show Grooming
- Advanced Grooming Techniques
- Canine Nutrition
- Business Management
- Marketing & Customer Retention

**Pre-Requisite:** (1) Completion of the Introduction to Dog Grooming Hybrid Course and (2) Completion of the Certified Dog Groomer Course.

**Format:** Hands-on class on campus.

**Duration:** 4-weeks for 4 hours per day, Mondays-Thursdays.

**Cost:** \$2,750 (includes testing and non-refundable registration fees). Registration fee waived if course is taken within 2 semesters of Dog Groomer Certification Course.

**Program Outcomes:**

- 1) Certified Advanced Dog Groomer certificate received.
- 2) Ability to build trust with potential clients by demonstrating expert knowledge and understanding of dogs.
- 3) Adequately prepared to groom dogs to show quality standards
- 4) Expertly use the tools and equipment required to groom dogs using advanced techniques.
- 5) Confidence to begin wading into the world of competitive dog grooming.
- 6) Ability to satisfactorily execute creative grooming techniques.
- 7) Work with dogs safely and without incident.

**Semesters Offered:** Summer, Winter.

*Disclosure:* The State of California does not require state licensure to work as a Pet Groomer, Bather or Pet Hygienist. If the student resides outside of California, they will need to file for applicable occupational licensing (if any) in their state or country of operation.