



# WEST COAST GROOMING ACADEMY

## Student Enrollment Agreement

### Certified Dog Groomer Course

<b>First Name:</b>	<b>Last Name:</b>
<b>Phone Number:</b>	<b>Drivers License #:</b>
<b>Email Address:</b>	

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 a hands-on technical exam. Hours may vary depending on the level of difficulty of the dog(s) being groomed.
- 2) Total number of hours of hands-on training expected: 120 hours over 8 weeks.
- 3) Class meets every day, on \_\_\_\_\_.
- 4) Duration of each class: 6-8 hours per day.
- 5) Class will meet daily at West Coast Grooming Academy's campus, located at (*check one*):
  - Fur Town- Arcadia:** 155 E. Foothill Blvd. Arcadia, CA 91006
  - Fur Town- La Verne:** 1485 Foothill Blvd. La Verne, CA 91750
  - Fur Town- Melrose:** 7574 Melrose Ave. Los Angeles, CA 90046
  - Wallis Annenberg Petspace:** 12005 Bluff Creek Dr. Los Angeles, CA 90094
  - Dog House Studio City:** 12440 Moorpark St. Studio City, CA 91604
- 6) During the course, the class may also take field trips to participating animal shelter(s) to groom adoptable pets. Attendance on shelter days is mandatory.

ADDRESS

PHONE

WEB

155 E. FOOTHILL BLVD. ARCADIA, CA 91006

(800) 823-1305 x6

WWW.WESTCOASTGROOMINGACADEMY.COM

- 7) **JOB PLACEMENT:** If the student does not pass the course and receive their certification, no job placement assistance will be offered.
- 8) **INTERSHIPS:** Internships on campus or externships at WCGA affiliated salons 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 are 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.
- 9) **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.
- 10) **CREDIT FOR WORK EXPERIENCE:** WCGA 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 or vocational schools. However, if the Student has prior work experience in the dog grooming industry, WCGA may grant the Student credit hours towards the hands-on training portion of their course only. Work experience must be in a full or part-time position as either a Pet Bather, Hygienist, Groomer or Stylist in a grooming salon, mobile grooming business, dog boarding and/or daycare facility, animal rescue, animal shelter or veterinary clinic. No credit hours will be granted for at-home grooming, hobby grooming, or grooming at an unlicensed business. Credit hours are given at the Academy's discretion, as outlined in the School Catalog.
- 11) **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 and the Student has fully paid for Part 1 of the educational program.
- 12) 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, the BPPE State Tuition Recovery Fund fee of \$7.50, 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), learning media, equipment or supplies, or any other institutional charges or fees.
- 2) 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 no less than one (1) week prior to the first day of class.

List of Institutional Charges	One-Time Payment
Dog Groomer Certification Course	\$3,500.00
* Registration Fee <i>(non-refundable)</i>	\$250.00
State Tuition Recovery Fund <i>(\$2.50 for every \$1,000, non-refundable)</i>	\$7.50
<i>Subtotal:</i>	\$3,757.50
<i>Applicable Discounts:</i>	-\$
<b>TOTAL CHARGES:</b>	<b>\$</b>
Tuition Deposit <i>(credited towards overall course tuition)</i>	\$875.00
<i>* Note: Registration fee is waived if Certified Dog Groomer Course is taken within 6 months of Introduction to Dog Grooming Course.</i>	

Additional Institutional Charges	One-Time Payment
† Grooming Tool Kit <i>(optional but recommended for employment)</i>	\$750.00-\$1,050.00 + tax
‡ Grooming Smock <i>(optional but recommended)</i>	\$45.00 + tax each
<i>† 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.</i>	
<i>‡ 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.</i>	

- 3) RE-TEST FEES: In order to pass the course, the student must score 75% or higher on their technical exam. The student will have **one** (1) opportunity to re-take the 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. If the student needs tutoring to pass their exam and technical, they can discuss tutoring options with their Instructor, which may be accommodated at the Instructor's discretion.

- 4) **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.

- 5) **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 (\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_), 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.
- 6) **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. The amount owed will be equal to the daily charge for the program (\$218.75/day) multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal. *(For example: if a student completes 50% of the course or 8 days, the student will receive \$1,750.00).*
- 7) **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 via email. The student will have one (1) year from the date of withdrawal to return to complete their course. There is no additional fee to take a leave of absence.
- 8) **CLASS CHANGES:** If the student needs to re-schedule their class start date and/or location, the student may do so by contacting the Academy's Enrollment Counselor or their Instructor, and paying a class

change fee of \$125. Courses may be re-scheduled a maximum of two (2) times.

- 9) **FINANCIAL AID:** At this time, WCGA does not accept Federal Financial Aid. However, WCGA does accept State Financial Aid through accepted third party funding, such as the California Department of Rehabilitation. WCGA does not extend credit or lend money to an individual for institutional and/or noninstitutional charges.
- 10) **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.

### **C. MINIMUM STUDENT REQUIREMENTS**

- 1) **DRUGS/ALCOHOL:** 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.
- 2) **ILLEGAL CONDUCT:** The Student must not be affiliated with any gangs, hate groups, or similar. 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. 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.
- 3) **DRESS CODE:** 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. 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.
- 4) **ATTENDANCE:** Students should strive to attend all days of class on time, as each day is individually planned for the student's growth. Given the fast-paced nature of the course, arriving late or being absent means the Student will lose valuable information and hands-on experience that is necessary to provide the Student with the skills and knowledge needed to pass the course. The Academy also invests large amounts of time and resources to source dogs for the Student to learn with, and poor attendance heavily impacts the class that day and as well as the availability of dogs. Due to the heavy impact that poor attendance creates, each student is expected to fully commit to the program, attend all class sessions as

scheduled, and to arrive on-time to class each day.

- 5) **CALLING OUT/LATE PROCEDURE:** WCGA understands that life happens, and there may be times when being late or absent is unavoidable. Communicating attendance changes early allows the Instructor ample time to make scheduling adjustments so the class is not negatively impacted for the day. If the Student must be absent, arrive late or leave early from class, it is the Student's responsibility to communicate these changes directly to their Instructor, and in a timely manner. If the Student is running late or needs to call out on the day of class, the Student must 1) send an email **or** text message to their Instructor **and** 2) call their Instructor or the Academy's direct line at (323) 250-8041 as soon as possible. If the Instructor or an Academy representative cannot be reached, please leave a voicemail. Students receiving a subsidized course should also contact their program liaison after contacting the Academy.
- 6) **APPROVED ABSENCES:** 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 with and approved by the Instructor. If the Student is absent for an approved reason and proof of absence is provided (*ex. Doctor's note, car repair receipt, etc*), the Academy will allow the Student to schedule a make-up day at the next available class date, at no additional fee. If the Student fails to follow the Call Out/Late Procedure above, does not come to class or fails to provide proof of absence, the Student is not eligible for a make-up day. If the Student wishes to make up an unexcused absence, make-up days may be purchased at the daily rate of \$218.75 per day.
- 7) **ATTENDANCE 10-POINT SYSTEM:** The Student will begin their course with 10 Points, with each absence or tardy subtracting from this point allowance as follows: Late = -½ point per 15 minutes late, Unexcused Absence= -3 Points, No Call/No Show= -4 Points. After 1 hour late, the student will be marked as a No Call/No Show. Approved absences will not incur any penalties if proof of absence is provided within 48 hours. If the student loses 3 points, a verbal warning will be issued. At 5 points, a letter shall be sent to the Student, with a copy kept with the student's permanent record. At 7 points, the student shall receive an Action Plan and may be put on Academic Probation. At 8 points, the Student may be suspended from the course for 1 week. At 10 points, the Student will be expelled.
- 8) **RE-ADMITTANCE:** If the Student is expelled, the Student may apply for re-admittance by submitting a letter of petition to request reinstatement to the Academy Chief Academic Officer via email at [Jessica@WestCoastGroomingAcademy.com](mailto:Jessica@WestCoastGroomingAcademy.com). Reinstatement, if granted, will be scheduled at the Academy's convenience, depending on availability; There is no guarantee that the Student will be re-admitted into the same class they were expelled from. The cost for reinstatement and to resume the course from where the Student left off is \$250. The cost for reinstatement and to start the course over from the beginning is \$500. The Student has up to 1 year from their expulsion date to apply for reinstatement.
- 9) **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 for an additional fee (\$6.50 per day, or \$150 for the course). The Student will be held responsible for their tool kit and its contents, and must handle their tools carefully

and as instructed. Rented tools must be returned clean and disinfected at the end of each day. Tools returned dirty may incur a \$3 cleaning fee. If a rented tool(s) becomes lost, stolen or damaged during use, 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.

10) **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](http://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](http://www.bppe.ca.gov).

#### **D. CODE OF CONDUCT**

- 1) **PROFESSIONALISM:** The Student agrees to come to class every day with a calm, positive, professional attitude. The Student also agrees to treat all instructors, peers, pets and customers with kindness, compassion, dignity and respect at all times.
- 2) **ANIMAL HANDLING:** 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. The Student agrees that if they witness any cruelty or inhumane treatment, they will report it to their Instructors or Academy staff immediately.
- 3) **SAFETY:** 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.
- 4) **LEARNING ENVIRONMENT:** 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. Sexual harassment will also not be tolerated in any form. Any prohibited behavior may result in disciplinary action, including but not limited to, dismissal from the course. 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) **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;

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;

MINIMUM CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT;

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.

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Student Name (Print)

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Student Signature

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Today's Date

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Social Security Number (optional)

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Authorized WCGA Representative (Print)

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Authorized WCGA Representative Signature