

Doggone Rite
Dog Grooming Academy
CATALOG

Groomer's Assistant

3537 West Columbus, Chicago, IL 60652 (773) 582-0905
Revised February 2019

Owner: Constance A. Binion

Table of Contents

Introduction.....	page 3
Philosophy.....	page 3
Location.....	page 3
Admission Policy.....	page 3
Career Opportunities.....	page 3
Seminars.....	page 3
Tuition.....	page 3
Placement Assistance.....	page 4
Transcripts.....	page 4
Criteria for Issuance of diplomas.....	page 4
Academic Calendar.....	page 4
Complaints.....	page 4
School Policies.....	page 5
Absence, Tardiness, and Rules of Conduct.....	page 5
Curricula.....	page 5
Consumer Information	page 5
Class/hours.....	page 6
Supplies.....	page 7
Methods of Payment.....	page 7
Payment Plans.....	page 7
Refund Policy.....	page 8
Refund Policy (continued).....	page 9
Statement of Accreditation	page 10

Introduction

Welcome to Doggone Rite Dog Grooming Academy. We would like to invite you to join us in the wonderful world of dog grooming. Our Academy offers hands-on training from three qualified instructors and periodic unit testing to check for comprehension. Graduation from the Academy will prepare you for an exciting career in the rapidly growing field of dog grooming. There is a great demand for dog groomers all over the country, especially in large cities.

Philosophy

Doggone Rite Dog Grooming Academy is here to thoroughly train our students using seminars, textbooks, a manual, over 100 years of experience from our instructors combined, and hand-on experience so our student will be able to experience and be prepared for the real world of being a Professional Dog Groomer.

Location

Doggone Rite Dog Grooming Academy is located at 3537 W. Columbus Ave, Chicago in Doggone Rite Dog Grooming Salon. The phone number is 773-582-0905. Hours of operation are Monday, Wednesday, Thursday, Friday and Saturday, 10am-9pm.

Admission Policy

An applicant for admission must be at least 17 years of age and have a high school diploma or GED Certificate. If the applicant is under 18 years of age, a parent or guardian must sign the application. Applicants must be able to read and understand course materials, be in sound physical and mental condition to operate grooming equipment, and have the patience to cope with a variety of canines and felines. Applicants must also present evidence of a current tetanus booster. There is a \$100 application fee. All applicants will be interviewed by the director before being approved for admission.

Career Opportunities

The pet styling industry is in constant need of well trained, qualified professionals. For those who enjoy working with animals, many opportunities are available for a rewarding career as a pet stylist or shop owner. Doggone Rite Dog Grooming Academy prepares students for employment as a Professional Groomer in animal hospitals, kennels, pet shops or grooming shops. There is also unlimited room for growth in this field, as a well-trained dog groomer will be able to open their own shop, if so desired.

Seminars

A variety of seminars pertaining to the grooming profession will be held throughout the course. ALL SEMINARS ARE MANDATORY.

Tuition

The total tuition for the Groomer's Assistant course is \$2722 (includes \$622 of books and supplies and a \$100 registration fee).

Placement Assistance

Job placement assistance is not offered at Doggone Rite Dog Grooming Academy, but the school does receive many calls and letters regarding both job opportunities and businesses which are for sale. All information is available to current and past students. It is the student's responsibility to further the inquiry and set up an interview.

Transcripts

To obtain a copy of transcripts and diploma, students may present a written request free of charge.

Criteria for Issuance of diplomas

90 – 100	-Diploma
75 - 89	-Certificate
74 and under	Failing

A ceremony will be given to students who receive a diploma or certificate.

Academic Calendar

Day class hours are 10am – 5pm. Night class hours are 5 – 9pm. The school observes the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Additional holidays may be declared. The business office is open from 10am – 5pm except Tuesday and Sunday.

Complaints

If a student has a complaint in regards to the school or instructors, they must submit a written statement to the owner Constance A. Binion or at any time the complaint can be registered with the Illinois Board of Higher Education by sending a letter the following address. All complaints submitted to Constance A. Binion will be kept on file and attended to within 24 hours.

Illinois Board of Higher Education
1 N. Old Capitol Plaza, Suite 333
Springfield, Illinois 62701

School Policies

No smoking is allowed. Students are required to maintain a neat appearance while attending the Academy. One smock will be provided by the Academy and students will be responsible for keeping it clean and in good condition. Khaki slacks or jean in good condition are required. No shorts are allowed. Shoes must be closed toe.

Absence, Tardiness and Rules of Conduct

The following are deemed just cause for dismissal from the Academy:

1. Excessive Absence/Tardiness
2. Conduct endangering the health/welfare of humans or animals
3. Use of drugs or alcohol during school hours
4. If a student's average falls below 75%, they will be placed on a two week probationary period. If the student is unable to bring their grade average above 75% during that time, they will be terminated from the Academy.

Curricula

Doggone Rite Dog Grooming Academy offers one course of instruction: Groomer's Assistant. Our student/instructor ratio in the program is 3:1. Each student will complete 19 written tests, two reports, three test dogs (hands-on evaluations), and a series of seminars which will equal 70% of their final grade. The final written exam is worth 30% of the final grade. All students in the course will also be certified in Cardiopulmonary Resuscitation for Animals (CPR) by an outside, licensed veterinarian. The classes involved in the course are listed below. All course work is in resident.

Consumer Information

Number of students admitted to this program as of July 1: 0

Number of new starts: 0

Number of re-enrollments: 0

Number of transfers: 0

Students still enrolled: N/A

Number of students placed in their field for employment: N/A

Groomer's Assistant

This course is a must for the person with little or no experience in the field of grooming. Basic information about dog and cat behavior and breed identification is covered. Students get acquainted with animal health care problems, such as internal and external parasites, skin disorders, eyes, ears, nails, and mouth problems, as well as how to respond to animal emergencies.

<u>Class</u>	<u>Hours</u>
Introduction	1
Selection/care of equipment	2
Safety/sanitation	2
Anatomy of the Dog	4
Dog handling	3
Skin Disorders	4
Parasites and their control	4
Basics	1
Proper bathe/anal glands	1
Fluff Drying	6
Set-up for poodles/terriers	13
Fur Care	6
Hands-on practice	155
Seminars	12
TOTAL HOURS	214

Supplies

Groomer's Assistant Grooming Kit	
1 professional clipper	1 curved shear
1 Academy student training manual	1 large toenail clipper
Notes from the Grooming Table	1 8 ½ straight shear
1 grooming case	1 small toenail clipper
1 grooming smock	1 hemostat
1 grooming noose/1 lead	1 flea comb
1 #10 blade	1 grooming comb
1 #40 blade	1 slicker brush
1 #7f blade	1 cat/dog shedding comb
1 #5f blade	1 Teflon rake
1 clipper coolant	1 set grooming muzzles
1 quik stop	1 ear powder
Animal CPR video	1 Dermafriend skin conditioner
1 groomer stone	

Equipment cost - \$622 - To be paid in full upon receipt of grooming kit.
Equipment and costs are subject to change without notice.

Methods of Payment

Doggone Rite Academy accepts cash, credit card, and checks

Payment Plans

<u>Groomer's Assistant Day Course</u>		<u>Groomer's Assistant Night Course</u>	
Course hours	214	Course hours	214
Course length	6 wks	Course length	6 wks
Application fee	\$100	Application fee	\$100
Tuition	\$2000	Tuition	\$2000
Down Payment	\$500	Down Payment	\$500
Balance	\$1500	Balance	\$1500
Weekly Payments (8wks)	\$250	Weekly Payments (8wks)	\$250

Refund Policy

This Institution is not accredited it is approved to operate by IBHE

1. Schools shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student;

b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;

c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.

d. When a student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:

(1) A school which is accredited by a nationally recognized accrediting agency may use this policy. As used herein, a "nationally recognized accrediting agency" means an agency or association designated by the Secretary of the U.S. Department of Education pursuant to provisions of the Higher Education Act of 1965 (P.L. 89-329) and related regulations.

After 5% of the course of instruction, but within the first 4 weeks of classes the school shall refund at least 80% of the tuition;

During the first 25% of the course, the school shall refund at least 55% of the tuition;

During the second 25% of the course the school shall refund at least 30% of the tuition;

In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition.

(2). All other schools regulated under this Section may retain amount computed prorate by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges.

(3) The refund policy for short courses up to 20 clock hours shall refund prorate up to 60% completion of the course.

(4) All schools that offer courses of Instruction taught by distance education methods shall make refunds to students who cancel their instruction in the following manner:

(A) Students who enroll in a distance education course of instruction shall have 5 business days from the date of their initial acceptance to cancel the enrollment and receive a complete refund of moneys paid to the school.

(B) Thereafter, the school shall retain a prorate amount based on the percentage of lessons completed, up to 60% of the course of instruction,

plus 10% of the total tuition and other instructional charges.

(C) If more than 20% of the lessons in the course of instruction are completed within the 5-business-day cooling off period, the distance education refund policy stated above applies from the beginning of the first lesson completed.

(D) Refunds shall be based on the last lesson completed.

2. A student, who on personal initiative and without solicitations enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.

3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

4. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

5. Deposits or down payments shall become part of the tuition.

6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.

7. (Blank).

8. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

9. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

10. A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.

11. A school shall refund all monies paid to it in any of the following circumstances:

a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;

b. the school cancels or discontinues the course of instruction in which the student has enrolled;

c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

12. A school must refund any book and materials fees when:
(a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

(Source: P.A. 90-649, eff. 7-24-98.)

Statement of Accreditation: **This Institution is not accredited it is approved to operate by IBHE**