

Doggone Rite Dog Grooming Academy  
3537 W. Columbus  
Chicago, IL 60652  
(773) 582-0905

**Enrollment Agreement**

**STUDENT INFORMATION**

Name:

\_\_\_\_\_

Last	First	Middle
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Address:

\_\_\_\_\_

Street	City	State	Zip Code
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Telephone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Date of Admission \_\_\_\_/\_\_\_\_/\_\_\_\_

Groomer's Assistant Dog Grooming Course:

This course instructs how to assist the groomer by bathing, brushing, and act. No finishing work is taught. There are 214 Hours of classroom instruction \$2,722.00. The cost includes tuition, fees and books.

**Program Information:**

Program start date: \_\_\_\_\_ End date: \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_  
Days/evenings class meets (circle): M Tu W Th F Sa Su  
Time class begins: \_\_\_\_\_ Time class ends: \_\_\_\_\_ Number of weeks: \_\_\_\_\_  
Total credit or clock hours: \_\_\_\_\_

**Prerequisites:** All applicants for admission must be at least 17 years of age and have a high school diploma or GED certificate. If 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 prior to being approved for admission.

**PROGRAM MATERIALS AND FEES VARY BY PROGRAM OR COURSE**

A program or course may be provided at no costs to eligible applicants; through funding by the U.S. Department of Labor (Mayor's Office of Workforce Development (Chicago) or the President's Office of Employment Training (Cook County), the United Way of Chicago, or the Illinois Department of Human Services. Students will receive a Certificate of Completion upon successful completion of a program or course.

### **NOTICE TO STUDENT:**

Do not sign this agreement before you have read it or if it contains any blank spaces.  
This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business.  
Read both sides before signing. This is a legal instrument. Both sides of the contract are binding. You are entitled to an exact copy of the agreement and any disclosure pages you sign.  
This agreement and the school catalog constitute the entire agreement between the student and the school.  
Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.  
Every assignee of this agreement takes it subject to all claims and defenses of the student or his successors in interest arising under this agreement  
I understand that should I withdraw from a program or course prior to the completion of said program or course, I am responsible for returning all property including textbooks, when applicable. Costs of books and materials are refundable returned in good condition.  
Under the law you have to right among others to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.

### **STUDENT'S RIGHT TO CANCEL:**

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing (Owner: Constance A. Binion).

### **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 an 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.)

***COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE STATE BOARD OF HIGHER EDUCATION***

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 to 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 State Capitol Plaza, Suite 333  
Springfield, Illinois 62701  
217-588-2514

**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

**STUDENT ACKNOWLEDGMENTS**

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.  
**Student Initials** \_\_\_\_\_
2. I have carefully read and received an exact copy of this enrollment agreement.  
**Student Initials** \_\_\_\_\_
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.  
**Student Initials** \_\_\_\_\_
4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.  
**Student Initials** \_\_\_\_\_

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

**Student Initials** \_\_\_\_\_

6. I understand that the school does not guarantee job placement to graduates upon program completion.

**Student Initials** \_\_\_\_\_

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).

**Student Initials** \_\_\_\_\_

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The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date

**I acknowledge that this agreement is legally binding once signed by the student and accepted by the school.**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent (if student is a minor)**

\_\_\_\_\_  
**Date**

**I acknowledge that I have received a current copy of the school's catalog/bulletin, any supplements and errata sheets, and the data required in Section 15.1 (11) of the act. I have read this agreement and have received a copy.**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent (if student is a minor)**

\_\_\_\_\_  
**Date**

I hereby certify that I have complied with the statute and rule applicable to Private Business and Vocational Schools throughout the process of enrolling the student.

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Signature of Sales Representative Agreement Accepted

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**Date of Notification of Student Acceptance Staff Initials**

**February 2019**

# Institutional Disclosures Reporting Table

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: <b>Doggone Rite Dog Grooming Academy</b>
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*The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.*

Disclosure Reporting Category	Program Name	Professional Groomer		Groomer's Assistant	
	CIP <sup>1</sup> SOC <sup>2</sup>				
<b>(A) For each program of study, report:</b>					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		5		0	
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts		5		0	
b) Re-enrollments		0		0	
c) Transfers into the program from other programs at the school		0		0	
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		5		0	
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school		0		0	
b) Completed or graduated from a program or course of instruction		3		0	
c) Withdrew from the school		0		0	
d) Are still enrolled		2		0	
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study		3		0	
b) Placed in a related field		0		0	
c) Placed out of the field		0		0	
d) Not available for placement due to personal reasons		0		0	
e) Not employed		0		0	
(B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		0		0	
(B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		0		0	
(C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		0		0	
(D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		25,000		15,000	

<sup>1</sup> CIP - Please use the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/datacenter/Default.aspx?y=55>

<sup>2</sup> SOC - Please use the program SOC Code. For more information on SOC codes: [http://www.bls.gov/soc/c\\_classification.htm](http://www.bls.gov/soc/c_classification.htm)

\*A course of instruction is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a standalone option. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A standalone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

*! In the event that the school fails to meet the minimum standards, that school shall be placed on probation.*

*! If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.*