



Beach for Dogs, School of Professional Dog Grooming

790 Royal St George Dr. Naperville, IL. 60563

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<https://www.beachfordogs.com>

ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____ E-MAIL: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

DATE OF ADMISSION: ____/____/____

TUITION AND FEES

TUITION: \$7,000 PAYMENT MADE BY CHECK OR CASH

REGISTRATION FEE: \$100 (NON-REFUNDABLE)

GROOMING EQUIPMENT: \$700-\$1,000 (STUDENTS ARE RESPONSIBLE FOR PURCHASING THEIR OWN GROOMING EQUIPMENT.)

PROGRAM INFORMATION:

TOTAL HOURS REQUIRED: 500 HOURS UNTIL COURSE COMPLETION

TIME: CLASS BEGINS AT 9:30AM AND ENDS AT 3:00PM MON-FRI

FULL TIME _____ PART TIME _____

CIRCLE DAYS IN WHICH YOU WILL ATTEND:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

PROGRAM START DATE: _____

***STUDENT**

SIGNATURE: _____ **DATE:** _____

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.

2. This agreement is a legally binding instrument and is only binding 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 all pages of this contract before signing.

3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.

4. This agreement and the school catalog constitute the entire agreement between the student and the

school.

5. 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.

6. The school does not guarantee the transferability of credits to another school, college, or university.

Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness

and applicability of credit and whether credit should be accepted is the decision of the receiving Institution.

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, Beach For Dogs School Of Professional Grooming 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.

Student Initials _____

8. I understand equipment and books are not supplied by the School. It is the student's responsibility to acquire equipment from the enclosed equipment list as needed per instructor.

Student Initials: _____

9. I understand that should I withdraw or be expelled from the course prior to the completion of said program, I am responsible for picking up all property including textbooks and personal equipment. Beach For Dogs is not liable for my property.

Student Initials: _____

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.

X _____

Student's Signature

Date

X _____

Signature of legal guardian (If student is a minor)

Date

X _____

Program Director's Signature

Date



Academic Catalog

Beach For Dogs School of Professional Dog Grooming

1 course offered.....Grooming School

TUITION: \$7,000

REGISTRATION FEE: \$100

TOTAL: \$7,100 Due at the time of enrollment by check or cash

GROOMING EQUIPMENT: \$700-\$1,000 (STUDENTS ARE RESPONSIBLE FOR PURCHASING THEIR OWN GROOMING EQUIPMENT.)

APPROXIMATE COURSE COMPLETION TIME:

- 10 hours per week: 50 weeks
- 25 hours per week: 20 weeks
- 35 hours per week: 14 weeks
- **Note: All students must complete a minimum of 10 hours per week.**

*Enrollment is ongoing, subject to availability. If a class reaches maximum capacity, you may enroll to be placed on the waitlist.

*Classes are scheduled Monday through Friday 9:30am-3:00pm

*Holidays observed (no classes held on all Federal Holidays)

*We adhere to the emergency weather closing schedule of the Naperville School District.

DESCRIPTION OF COURSE:

In our comprehensive grooming school curriculum, students will receive thorough instruction in various essential tasks including bathing, grooming, drying, brushing, dematting, nail clipping, ear cleaning, teeth brushing, and the art of executing breed-specific cuts with precision and professionalism.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

All applicants for admission must be at least 17 years of age. If a student is under 18 years of age, a parent or guardian must sign the application. Applicants must demonstrate the ability to read and comprehend course materials, maintain sound physical and mental condition to operate grooming equipment, and exhibit the patience required to handle a variety of canines and felines. A non-refundable application fee of \$100 is required. All applicants will undergo an interview with the director prior to approval for admission.

PROGRAM / COURSE OBJECTIVES:

The primary objective of this course is to equip participants with the necessary knowledge and practical skills to excel as proficient and compassionate professional dog groomers.

STUDENT CONDUCT:

Each student is expected to attend class and interact with the public; therefore students must be well groomed and present professionally to their peers, instructors, and customers.

Beach For Dogs School of Professional Dog Grooming reserves the right to terminate any student for improper conduct. No refunds will be given after 4 weeks into the course.

The following conduct is unacceptable and will not be tolerated:

1. Mistreatment or harmful behavior to the animals in our care.
2. Foul language or being disrespectful to staff, instructor, customers, and/or students.
3. Lack of Emotional Control: Any behavior that endangers the well being of the pets in our care or your fellow students. Behaviors or actions such as foul or abusive language, hitting or slapping and destructive gossip will be defined as lack of emotional control whether directed toward an animal or person.
4. Drug and/or Alcohol Use: The use of any substance which impairs judgment and/or motor skills is strictly forbidden and will result in the immediate expulsion of the student.
5. Failure to comply with directions of school officials acting in the performance of their duties.
6. Disrespectfully disrupting class
7. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
8. Smoking is not permitted in any Beach For Dogs facility.
9. Bringing in a weapon of any sort into the classroom such as a knife or gun.
10. Excessive unexcused absences

ATTENDANCE:

- Attendance records are kept each day and become part of the student's permanent file. Students are expected to attend their scheduled classes and must complete their scheduled daily/weekly hours in order to successfully complete the program. Unexcused/excessive absences of four or more a month will result in the student being expelled from the program with no refund.
- Students will log in their start and end time for each day of attendance. No student may log in or out for another student. Any student caught logging in for another student will be suspended from the program.
- Absenteeism, leaving class early, and tardiness will be excused, on a limited basis. Failure to comply with this policy may result in termination from the program.
- Unexcused Absences: Any absence not approved by the director of the school prior to the actual absence will be considered unexcused. Absences of four or more a month will result in the student being expelled from the program with no refund.
- Fourteen days of unexcused absences will result in the expulsion of the student. An intended date of absence must be submitted by the student in writing with the return date clearly indicated.

LEAVE OF ABSENCE

Beach For Dogs School of Professional Dog Grooming realizes that personal situations may arise which require a student to be absent for a prolonged period of time. Our policy was established to accommodate individual needs. Upon receiving a written request for a leave of absence (which should have their name, reason for the leave, time the leave of absence begins and the time the student will return), we will review each case on an individual basis and decide on the best solution for both parties. During this time all classes will be suspended. When the student returns they will start at a time where they left off at the time of departure.

Beach For Dogs School of Professional Dog Grooming leave of absence policy cannot exceed 60 days in any 12 month period.

TRANSFERABILITY

Beach For Dogs School of Professional Dog Grooming does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution. Beach For Dogs School of Professional Dog Grooming is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

Beach For Dogs School of Professional Dog Grooming is not yet accredited by a US Department of Education recognized accrediting body.

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 30 DAYS OF CANCELLATION. CANCELLATION SHOULD BE SUBMITTED TO THE AUTHORIZED OFFICIAL OF THE SCHOOL IN WRITING (OWNER: TINA ACHILLE).

REFUND POLICY:

WHEN A STUDENT GIVES WRITTEN NOTICE OF CANCELLATION, THE SCHOOL SHALL PROVIDE A REFUND IN THE AMOUNT OF AT LEAST ONE OF THE FOLLOWING:

- 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.
- WHEN NOTICE OF CANCELLATION IS GIVEN AFTER MIDNIGHT OF THE FIFTH 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 \$150.00 OR 50% OF THE COST OF TUITION, WHICHEVER IS LESS.
- 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 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 THE COST OF ANY BOOKS OR MATERIALS PROVIDED BY THE SCHOOL.
- 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 AN AMOUNT OF TUITION PRORATED BY DAYS AND OTHER INSTRUCTIONAL CHARGES UP TO COMPLETION OF 60% OF THE COURSE OF INSTRUCTION. THE COURSE IS 500 HOURS AND SHOULD BE COMPLETED WITHIN 6 MONTHS OF THE STUDENT'S START DATE. WHEN THE STUDENT HAS COMPLETED IN EXCESS OF 60% OF THE COURSE OF INSTRUCTION, OR 3 MONTHS FROM THE START DATE, THE SCHOOL MAY RETAIN THE APPLICATION-REGISTRATION FEE AND THE ENTIRE TUITION AND OTHER CHARGES.

- 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.

- APPLICATION-REGISTRATION FEES SHALL BE CHARGEABLE AT INITIAL ENROLLMENT AND SHALL NOT EXCEED \$150.00 OR 50% OF THE COST OF TUITION, WHICHEVER IS LESS. DEPOSITS OR DOWN PAYMENTS SHALL BECOME PART OF TUITION.

- THE SCHOOL SHALL MAIL A WRITTEN ACKNOWLEDGEMENT OF A STUDENT'S CANCELLATION OR WRITTEN WITHDRAWAL TO THE STUDENT WITHIN 15 CALENDAR DAYS OF THE POSTMARKED DATE OF NOTIFICATION. SUCH WRITTEN ACKNOWLEDGEMENT IS NOT NECESSARY IF A REFUND HAS BEEN MAILED TO THE STUDENT WITHIN 15 CALENDAR DAYS.

- ALL STUDENT REFUNDS SHALL BE MADE BY THE SCHOOL WITHIN 30 CALENDAR DAYS FROM THE DATE OF RECEIPT OF THE STUDENT'S CANCELLATION.

- A STUDENT MAY GIVE NOTICE OF CANCELLATION TO THE SCHOOL IN WRITING. THE UNEXPLAINED ABSENCE OF A STUDENT FROM THE 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.

- THE SCHOOL SHALL REFUND ALL MONIES PAID TO IT IN ANY OF THE FOLLOWING CIRCUMSTANCES:
 - THE SCHOOL DID NOT PROVIDE THE PROSPECTIVE STUDENT WITH A COPY OF THE STUDENT'S VALID ENROLLMENT AGREEMENT AND A CURRENT CATALOG OR BULLETIN.
 - THE SCHOOL CANCELS OR DISCONTINUES THE COURSE INSTRUCTION IN WHICH THE STUDENT HAS ENROLLED.
 - THE SCHOOL FAILS TO CONDUCT CLASSES ON DAYS OR TIMES SCHEDULED, DETRIMENTALLY AFFECTING THE STUDENT.
 - THE SCHOOL MUST REFUND ANY BOOKS AND MATERIALS THAT ARE RETURNED TO THE SCHOOL UNMARKED; AND (B) THE STUDENT HAS PROVIDED THE SCHOOL WITH A NOTICE OF CANCELLATION.
 - THE REFUND POLICY FOR SHORT COURSES UP TO 20 CLOCK HOURS SHALL REFUND PRORATED UP TO 60% COMPLETION OF THE COURSE.
 - A STUDENT, WHO ON PERSONAL INITIATIVE AND WITHOUT SOLICITATION, 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.

STUDENT GRIEVANCES

COMPLAINTS AGAINST THE SCHOOL SHALL BE ADDRESSED WITH THE CEO: TINA ACHILLE (630-632-4979). THE COMPLAINT WILL BE INVESTIGATED AND SETTLED TO STUDENT SATISFACTION. IF THE STUDENT REMAINS UNSATISFIED, THEN ALL COMPLAINTS AGAINST THE SCHOOL MAY BE REGISTERED WITH THE ILLINOIS BOARD OF HIGHER EDUCATION AT ONE OF THE ADDRESSES LISTED BELOW:

Illinois Board of Higher Education
Private Business and Vocational School Unit
1 North Old State Capitol Plaza Ste. 333
Springfield, Illinois 62701
(217) 782-2551
<http://complaints.ibhe.org>

CONSUMER INFORMATION:

• THE NUMBER OF STUDENTS WHO WERE ADMITTED IN THE PROGRAM FROM JULY 1, 2022, TO JUNE 30, 2023: **2 Students**

• THE NUMBER OF ADDITIONAL STUDENTS WHO WERE ADMITTED IN THE PROGRAM FROM JULY 1, 2022, TO JUNE 30, 2023, AND CLASSIFIED IN ONE OF THE FOLLOWING CATEGORIES: NEW STARTS, RE-ENROLLMENTS, AND TRANSFERS INTO THE PROGRAM FROM OTHER PROGRAMS AT THE SCHOOL: **13 Students**

• THE TOTAL NUMBER OF STUDENTS ADMITTED IN THE PROGRAM DURING THE 12-MONTH REPORTING PERIOD: **15 Students**

• THE NUMBER OF STUDENTS ENROLLED IN THE PROGRAM DURING THE 12-MONTH REPORTING PERIOD WHO: TRANSFERRED OUT OF THE PROGRAM AND INTO ANOTHER PROGRAM AT THE SCHOOL: **0**

COMPLETED OR GRADUATED FROM A PROGRAM: **11 Students**

WITHDREW FROM THE SCHOOL: **3 Students**

ARE STILL ENROLLED: **1 Student**

• THE NUMBER OF STUDENTS ENROLLED IN THE PROGRAM WHO WERE: PLACED IN THEIR FIELD OF STUDY: **11 Students**

PLACED IN A RELATED FIELD: **0**

PLACED OUT OF THE FIELD: **0**

NOT AVAILABLE FOR PLACEMENT DUE TO PERSONAL REASONS: **0**

NOT EMPLOYED: **0**

• THE NUMBER OF STUDENTS WHO TOOK A STATE LICENSING EXAM OR PROFESSIONAL CERTIFICATION EXAM, IF ANY, DURING THE REPORTING PERIOD, AS WELL AS THE NUMBER WHO PASSED: **11 Students, all Passed**

• THE NUMBER OF GRADUATES WHO OBTAINED EMPLOYMENT IN THE FIELD WHO DID NOT USE THE SCHOOL'S PLACEMENT ASSISTANCE DURING THE REPORTING PERIOD (PENDING REASONABLE EFFORTS TO OBTAIN THIS INFORMATION FROM GRADUATES): **0**

• THE AVERAGE STARTING SALARY FOR ALL SCHOOL GRADUATES EMPLOYED DURING THE REPORTING PERIOD (PENDING REASONABLE EFFORTS TO OBTAIN THIS INFORMATION FROM GRADUATES): **INDUSTRY STANDARD PAY FOR GROOMERS IS A 50/50 SPLIT BETWEEN THEIR EMPLOYER AND THEM. EXAMPLE: IF A GROOMER IS \$100, THE GROOMER GETS \$50 AND THE EMPLOYER GETS \$50. THE GROOMERS ALSO KEEP 100% OF THEIR TIPS.**

CURRICULUM:

School Introduction:

1 HOUR

Orientation includes school policies, rules and procedures which are to be followed by each student. Question and answer time will follow a tour of the facility.

Safe, Correct Handling of all Canines:

15 HOURS

On and off lead, lifting, securing in the tub and on table top, entering and exiting cages, using pet step ladder for large breeds, and maneuvering pets for fluff-drying and grooming techniques.

Professional Bathing:

40 HOURS

All coat-types and coat conditions with correct shampoo, conditioner, etc. while using safety procedures in the tub. Anal gland expression for all pets.

Fluff Drying Techniques:

40 HOURS

Including coat type, coat length and condition of coat. Eye and ear protection for all pets. Correct towel-drying techniques and safe use of forced air K-9 dryers and heat flow. Also, safe cage drying procedures.

Professional, All Breed, Canine Grooming Procedures

360 HOURS

Consisting of proper brushing, combing, de-matting, pattern clipping for AKC breed standards, hand-scissoring, balance and symmetry, hand stripping, nail clipping and filing, and eye and ear cleaning and maintenance.

Grooming Equipment:

10 HOURS

Identification, correct usage and maintenance of scissors, blades, electric clippers, brushes, combs, dematting tools, nail clippers, hemostats, grooming tables, grooming arms, nooses and muzzles, etc.

Shop Safety, Etiquette and Customer Rapport

5 HOURS

Including prevention of potential accidents and mishaps, how to work with and assist co-workers in a salon, and building strong customer relations by always putting their pet's needs first.

Pet Health and Well Being:**10 HOURS**

Pertaining to skin and coat, parasites, allergies, diet, exercise, dental care, scheduled grooming maintenance and puppy coat care. First aid and CPR. Also, the importance of good nutrition and extra care for geriatric and special needs pets

Study of Breed Groups:**5 HOURS**

Study of the variety of groups into which all breeds of dogs are divided. Breed history, origins and current AKC standards

Canine Behaviors:**5 HOURS**

An insightful look at the world through the eyes of dogs and how they use their natural instincts

Groomer's Health, Body Care and Maintenance:**5 HOURS**

Using correct posture during all procedures, safe lifting and bending, preventative maintenance for the back, neck, wrists, legs, feet, eyes, ears and skin.

Shop Sanitation and Hygiene:**3 HOURS**

Practicing proper and consistent cleaning of kennels, walls, floors, tub room, work stations and equipment. The importance of hand washing and personal hygiene.

Finishing Touches:**1 HOUR**

Learning the art of making top-knot and ear bows, pom-poms, collar ribbons, bandanas and showing proper placement.

EQUIPMENT:

Students are accountable for purchasing their own grooming equipment. While it is not necessary to purchase all items before the student's start date, the instructor will provide guidance on when specific items are required and can offer recommendations on reputable brands. Beach for Dogs holds no responsibility for any loss or damage to your equipment or personal belongings, whether due to theft or breakage. It is advised to bring your tools home with you after each class session. Below is a list of grooming equipment needed:

1. Two speed Clipper
2. Grooming Smock
3. Grooming Case
4. #40 Blade
5. #30 Blade
6. #15 Blade
7. #10 Blade
8. #9 Blade
9. #8.5 Blade
10. #7F Blade
11. #7 Skip Tooth Blade
12. #5F Blade
13. #5 Skip Tooth Blade
14. #4F Blade
15. #4 Skip Tooth Blade
16. Set of blade attachments
17. Ultimate Wide Tooth Comb
18. Finishing Comb
19. Grooming Loop
20. AKC Complete Dog Grooming Book
21. Blade Coolant
22. Pin Brush
23. Undercoat Rake
24. Flea Comb
25. Hand Striping Knife
26. Oval Curry Brush
27. De-matting tools
28. Large Nail Clipper
29. Small Nail Clipper
30. Kwik Stop
31. 4" Ball Tip Shear
32. 8.5" Shear
33. 8.5" Curve
34. 5.5" Thinning Shear
35. Ear Powder
36. Hemostats

