



## Canine Kingdom Grooming Academy

790 Royal St George Dr. Naperville, IL. 60563

[info@thecaninekingdom.com](mailto:info@thecaninekingdom.com) (630) 453-1924

<https://www.thecaninekingdom.com>

### Enrollment Agreement

#### Student Information

Name: \_\_\_\_\_  
First Middle Last

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date of Admission \_\_\_\_/\_\_\_\_/\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Name Relationship to student Number

#### Tuition and Fees:

This course concentrates on all levels of grooming, with an emphasis on the finished appearance of the pet. There are 500 Hours of classroom instruction.

\*Application Fee (non-refundable) \$100.00

\*Tuition \$7,000

\*Professional Grooming Tool Kit \$1,000 (You purchase on your own)

#### Program Information:

Program start date: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Circle days you are available M Tu W Th F

Time class begins: 9:30AM Time class ends: 3:00PM

**Prerequisites:** All applicants for admission must be at least 17 years of age and If a student 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. There is a \$100 non-refundable application fee. All applicants will be interviewed by the director prior to being approved for admission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Description of course:**

Being a dog groomer is a very rewarding career! In our Grooming School you will learn how to properly bathe, groom, dry, brush, de-matt, clip nails, clean ears, brush teeth, and learn the specific cuts for dogs of all breeds. You will also learn dog safety and CPR. The breakdown of hours is listed below.

**Canine Kingdom Grooming Academy**

**Curriculum and Program Objectives**

Canine Kingdom Grooming Academy is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

Canine Kingdom Grooming Academy is not yet accredited by a US Department of Education recognized accrediting body.

**Class**

\*\*\*\*

**Hours**

\*\*\*\*\*

**School Introduction:**

**1**

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**

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**

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**

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**

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



<b>Grooming Equipment:</b>	<b>10</b>
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.	
<b>Shop Safety, Etiquette and Customer Rapport</b>	<b>5</b>
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.	
<b>Class</b> ****	<b>Hours</b> *****
<b>Pet Health and Well Being:</b>	<b>10</b>
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	
<b>Study of Breed Groups:</b>	<b>5</b>
Study of the variety of groups into which all breeds of dogs are divided. Breed history, origins and current AKC standards	
<b>Canine Behaviors:</b>	<b>5</b>
An insightful look at the world through the eyes of dogs and how they use their natural instincts	
<b>Groomer's Health, Body Care and Maintenance:</b>	<b>5</b>
Using correct posture during all procedures, safe lifting and bending, preventative maintenance for the back, neck, wrists, legs, feet, eyes, ears and skin.	
<b>Shop Sanitation and Hygiene:</b>	<b>3</b>
Practicing proper and consistent cleaning of kennels, walls, floors, tub room, work stations and equipment. The importance of hand washing and personal hygiene.	
<b>Finishing Touches:</b>	<b>1</b>
Learning the art of making top-knot and ear bows, pom-poms, collar ribbons, bandanas and showing proper placement.	



### **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.**
- **We offer rolling registration**

### **Notice To Students/Transferability**

Canine Kingdom Grooming Academy 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. Canine Kingdom Grooming Academy is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

Canine Kingdom Grooming Academy is not yet accredited by a US Department of Education recognized accrediting body.

### **Financial Aid**

Canine Kingdom does not currently offer financial aid; however, students may be financed through our partner IGW. There is a \$49 processing fee and monthly payment may vary depending on the length of the terms.

### **Financing**

Canine Kingdom offers an interest free no credit check financing option as follows:

A non-refundable deposit of \$1,600 is required to reserve a spot, which will be applied toward the total tuition amount. Tuition will be paid in four monthly installments of \$1,375. The first payment is due on the first day of class, with subsequent payments due monthly thereafter.

### **Withdrawal Policy:**

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: James Baldino).



## **REFUND POLICY**

- 1) The school 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 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 students 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 instruction, the school may retain the application/registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$500, whichever is less, and, 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 instruction, the school may retain the application fee/registration fee, but shall refund a part of the tuition and other instructional charges in accordance with the following:
    - i) Canine Kingdom Grooming Academy may retain an amount computed pro rata by days in class plus 10% of the 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, they may retain the application/registration fee and the entire tuition and other charges.
- 2) A student who, on personal initiative and without solicitation, enrolls, starts, and completes a course of instruction before the 6<sup>th</sup> day after the enrollment agreement is signed, is not subject to the refund provisions of this section of the section.
- 3) Applications not accepted by the school shall receive a refund of tuition and fees paid.
- 4) Application/registration fees shall be chargeable at initial enrollment and shall not exceed \$100.
- 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 the notification. Such written notification is not necessary if a refund has been mailed to the student within 15 calendar days.
- 7) If the school cancels or discontinues a course, the student shall have all tuition, fees, and other charges refunded.
- 8) All student refunds shall be made by the school within 30 calendar days from the date of receipt of student's cancellation.
- 9) The school may make refunds, which exceed those prescribed in this section
- 10) The school shall refund all moneys 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 current catalog or bulletin.



- b) The school cancels or discontinues the course of instruction in which the student is enrolled.
- c) The School fails to conduct classes on the days or times scheduled affecting the student.

### **Transferability**

Students are advised to consult the institution of higher learning to which they may seek to transfer course credits regarding the transferability of any earned course credits to said institution; course credits are not likely to transfer to another institution. Credit and hours earned at this school may not be accepted by institutions that are recognized by the Department of Education.

### **Student Grievances**

Complaints against the school shall be addressed with the Owner: James Baldino (630) 346-2030, or the Operations Manager: 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>

### **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'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until 9:00pm of the 5th 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 90 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

### **Student Acknowledgements**

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 Canine Kingdom Grooming Academy 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, Canine Kingdom Grooming Academy 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 Canine Kingdom Grooming Academy 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](http://complaints.ibhe.org) or at <http://complaints.ibhe.org>

Student Initials

**CONSUMER INFORMATION:**

- THE NUMBER OF STUDENTS WHO WERE ADMITTED IN THE PROGRAM FROM JULY 1, 2024, TO JUNE 30, 2025: 19 Students
- THE NUMBER OF ADDITIONAL STUDENTS WHO WERE ADMITTED IN THE PROGRAM FROM JULY 1, 2024, TO JUNE 30, 2025, AND CLASSIFIED IN ONE OF THE FOLLOWING CATEGORIES: NEW STARTS, RE-ENROLLMENTS, AND TRANSFERS INTO THE PROGRAM FROM OTHER PROGRAMS AT THE SCHOOL: 0 Students
- THE TOTAL NUMBER OF STUDENTS ADMITTED IN THE PROGRAM DURING THE 12-MONTH REPORTING PERIOD: 26 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: 9 Students

WITHDREW FROM THE SCHOOL: 7 Students

ARE STILL ENROLLED: 10 Student

- THE NUMBER OF STUDENTS ENROLLED IN THE PROGRAM WHO WERE: PLACED IN THEIR FIELD OF STUDY: 9 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: 10 Students, 9 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 GROOM IS \$100, THE GROOMER GETS \$50 AND THE EMPLOYER GETS \$50. THE GROOMERS ALSO KEEP 100% OF THEIR TIPS.*

### Canine Kingdom Grooming Academy Academic Calendar

Note: Students are welcome to sign up and start classes the months of January thru December of each school year. We offer a rolling registration.

- Monday 9:30-3:00 • Tuesday 9:30-3:00 • Wednesday 9:30-3:00 • Thursday 9:30-3:00 • Friday 9:30-3:00

School office hours are same as classroom hours

Classes are scheduled Monday through Friday on an individual basis for the 500 hour Professional dog grooming program and may be set up from 10 to 35 hours per week, with 10 hours being the minimum.

Holidays observed

New Years Day

Memorial Day

Independence Day

Veterans Day

Labor Day



Thanksgiving Day

Black Friday

Christmas Eve

Christmas Day through the week including New Year's Day

**Note:** the school may be closed for industry related seminars and shows, bad weather, or other non-scheduled holidays. The student's projected "end date" will be changed to reflect such occurrences.

**\*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 4 or more a month will result in the student being expelled from the program with no refund. Students will electronically log in their start and end time for each day of attendance. No student may clock in or out for another student. Any student caught clocking 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.**

### **Canine Kingdom Grooming Academy**

#### **Tuition and Fees**

- |  |            |
|--|------------|
| • Application Fee (non-refundable):            | \$100.00   |
| • Professional Dog Grooming Program (500 Hrs.) | \$7000.00  |
| • Professional Tool Kit (Including Textbook)   | \$1,000.00 |

\*Payments may be made by cash or check



### **Canine Kingdom Grooming Academy: Professional Dog Grooming Kit**

Students must have the required tools at the start of class. Students will purchase their grooming kits on their own. The student is responsible for their own tool kit as Canine Kingdom is not liable for any equipment that goes missing. The following is a list of equipment needed.

- Two speed Clipper
- Grooming Smock
- Grooming Case
- #40 Blade
- #30 Blade
- #15 Blade
- #10 Blade
- #9 Blade
- #8.5 Blade
- #7F Blade
- #7 Skip Tooth Blade
- #5F Blade
- #5 Skip Tooth Blade
- #4F Blade
- #4 Skip Tooth Blade
- Set of blade attachments
- Ultimate Wide Tooth Comb
- Finishing Comb
- Grooming Loop
- AKC Complete Dog Grooming Book
- Blade Coolant
- Pin Brush
- Undercoat Rake
- Flea Comb
- Hand Striping Knife
- Oval Curry Brush
- De-matting tools
- Large Nail Clipper
- Small Nail Clipper
- Kwik Stop
- 4" Ball Tip Shear
- 8.5" Shear
- 8.5" Curve
- 5.5" Thinning Shear
- Ear Powder



- Hemostats

### **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.

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, customers, and/or students.
3. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
4. Evidence of drug or alcohol use while at the school or on school property.
5. Failure to comply with directions of school officials acting in the performance of their duties.
6. Disrupting class
7. Smoking is not permitted in any Canine Kingdom facility.
8. Excessive unexcused absences
9. Bringing in a weapon of any sort into the classroom.

Violation of any of these behaviors will not be tolerated and will be sufficient cause for immediate dismissal from the Grooming School without any refund.

### **Leave of Absence**

Canine Kingdom Grooming Academy 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.

Canine Kingdom Grooming Academy leave of absence policy cannot exceed 180 days in any 12 month period.

### **Suspension and Expulsion**



Canine Kingdom Grooming Academy reserves the right to terminate any student for the following reasons: No refunds will be given after 4 weeks into the course.\*

**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.

- **Unexcused Absences:** Any absence not approved by the director of the school prior to the actual absence will be considered unexcused. 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. A form will be available to the student from the office for such a request.

**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.

**Incorrect Information on Application:** Any fact, such as age, requested on the enrollment application that is knowingly falsified can result in the student being expelled.

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 receive one copy of the agreement you sign and any information disclosure pages presented by the school.

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 picking up all property including textbooks and personal equipment.



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.

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**Signature of Student**

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**Date**

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

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**Date**

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**Signature of Program Director**

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**Date**