

**ENROLLMENT AGREEMENT**  
**DOG GROOMING SCHOOL OF PENNSYLVANIA**  
**100 N. Buckstown Drive, Suite E-200, Langhorne, PA 19047 Phone (215) 752-1111**

<b>Last</b>		<b>First</b>		<b>M</b>	<b>Student's Soc. Sec. #</b>
<i>Student's Address</i>		<i>City</i>		<i>State</i>	<i>Zip</i>
		_/_/___/___			
<i>Home Phone</i>	<i>Cell Phone</i>	<i>Date of Birth</i>	<i>Driver License #</i>	<i>Admin Rep</i>	
<b>PROGRAM TITLE</b>	<b>Advanced Dog Grooming</b>		<i>Start Date</i>	<i>Scheduled Completion Date</i>	
<b>TOTAL CLOCK HOURS</b>	<b>150</b>		<i>Date ___/___/___</i>	<i>Date ___/___/___</i>	
<i>Registration Fee</i>	\$		Fee for registration. This fee is non-refundable.		
<i>Grooming Kit Fees</i>	\$		This is the cost for the textbooks and grooming kit. Upon possession, this fee becomes non-refundable.		
<i>Tuition Fee</i>	\$	<b>3500</b>	Total tuition charged for the program. This fee is refundable according to the below refund policy.		
<b>*TOTAL CHARGES</b>	\$		Total cost you will be charged for the program.		

**Payment Terms & Costs**

Tuition and registration fee and grooming kit cost must be paid in full one week prior to the first day of school for enrollment, which reserves student's start date. (Start date may be dependent on number of enrolling students.) Acceptable payment methods are cash, money order, and cashier's check from banking organization or personal check. Visa, MasterCard, Discover and American Express are accepted. There is no extra cost for test materials, unless one wishes to purchase them for future use. Grooming Kits will provide the minimally required equipment needed to successfully complete the programs selected. A Return check fee of \$35 will be charged for any check returned the school for any reason. At the time of the returned check, students will have five (5) business days to rectify the payment or interest in the amount of two (2) percent per month, or twenty-four (24) percent annually.

**Agreement**

Upon acceptance of this Enrollment Contract, the Dog Grooming School of Pennsylvania agrees to provide the facilities, equipment, lessons, and instructional staff for completing the training of the course described in the school catalog. Upon successful completion of the school's requirements, students receive a Diploma clearly stating the student's name, course completed, graduation date, and signature of School Director. Student agrees to abide by the school regulations and conditions of school policy stated in the school catalog, and it is understood that more than one absence, failing grades, and/or unsatisfactory conduct may result in immediate dismissal; and that dismissal with such reasons will not release student of tuition responsibility or the school from the refund policy.

**Refund Policy**

- (1) For a student completing up to and including 10% of the total clock hours, the school shall refund 90% of the total cost of the program.
  - (2) For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be at least 55% of the total cost of the program.
  - (3) For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be at least 30% of the total cost of the program.
  - (4) For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.
- Registration fee is non-refundable. Tool kit is non-refundable once student takes possession of tools and textbooks. Refunds shall be made within 30-calender days of the date the student fails to enter, leaves the program or fails to return from a leave of absence. The termination date for refund computation purposes is the last date of recorded attendance of the resident student.

**Attendance Policy:**

The Dog Grooming School of Pennsylvania, LLC's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the industry. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of The Dog Grooming School of Pennsylvania, LLC consider each moment in class imperative for success. Students are required to have an overall attendance rate of 95% or more to meet the minimum attendance requirement of the program. Students are only permitted one in Advanced Dog Grooming to meet the minimum attendance requirement. **If a student has more than one (1) missed class in either session, they will**

**be dropped from the program.** A doctor's note is required for the missed class and the make-up class for the missed class will have to be taken during the next session; thus delaying graduation.

**Leave of Absence Policy**

The school officials must approve leave of absences prior to the first day of the leave. If a student is approved to take a leave of absence during a session, they may return at a later session within three months of their original start date to complete the course at no additional charge.

**Complaint Procedure**

A grievance procedure is available to any student who believes a school decision or action has unfairly and adversely affected his/her status, right, or privileges as a student. Complaints should be written, signed, and dated, and submitted to the School Director for resolution. Once a School Official has been informed, if complaint cannot be resolved, questions or concerns may be brought to the attention of the: State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania 17126-0333

**Liability**

Tetanus Shot - Due to the nature of work performed, all students must have a current Tetanus shot and must provide proof of vaccination to the school. By signing this Enrollment Contract, student is agreeing that they have been informed of this policy.

**Student Records**

Student records are maintained permanently. However, for those students who are denied entry or dismissed from the school, records will remain on file for at least one year.

**Cancellation Policy**

Signature below states that student has read the refund policy on this agreement and fully understands that any notice of cancellation must be given to the school in writing.

**Class Schedule/Hours**

Monday – Friday 10am-3pm (Or an alternative schedule may be arranged, as determined by school director.) Classes will be filled on a first come first served basis. The course is a combination of classroom and lab. For students coming from out of town, hotel accommodations can be booked at Red Roof Inn of Oxford Valley, 3100 Cabot Blvd W, Langhorne, PA 19047, which is 2 minutes from the school (0.5 miles). Call (215) 752-6200 to make a hotel reservation.

**Job Placement**

**Job placement is in no way guaranteed.** Job assistance is available at the school office and a letter of recommendation is available for students wishing to take one with them upon successful graduation.

**Acknowledgment**

By signing this *Enrollment Contract*, I agree that I have received and read the school catalog. I have met with the school representative and discussed our mutual obligations, I have signed the liability form, provided verification of an up-to-date Tetanus shot and I have read and fully understand this agreement. I am also aware that this form is not binding until it is accepted by a school representative.

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(Signature of Student or Parent/Guardian)

(Date)

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(Signature of School Official)

(Date)

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(Title of School Official)

SCHOOL USE ONLY: _____Registration Fee Received _____Liability Form Received Official Start Date_____
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