



San Diego Grooming Academy Enrollment Agreement & Application

San Diego Grooming Academy & SD Grooming Co (“the Academy”) are a Division of Absolute Pawfection Inc.. (“Company”). The Academy is committed to the advancement of humane pet grooming through developing professional groomers with the highest level of skills in the field. The goal of the Academy is to provide graduates with the requisite skills to achieve success as professional dog groomers.

General Information

The Academy is owned and operated by Absolute Pawfection Inc., located and operated at 3805 Utah Street, San Diego California, 92104.

The following information will provide the Academy with information regarding your background, qualifications and aspirations, as well as providing you with the Academy’s enrollment procedures, requirements, terms and conditions.

Changes to the Program

The Academy and Company reserve the right to add, delete, update, and change classes, faculty, and programs, including, but not limited to text books, manuals, policies, rules and regulations. Students enrolled in the Academy agree to be bound by and to comply with all policies, rules and regulations of the Academy that are in effect during their enrollment in the Academy’s programs, subject to change and revision from time-to-time.

Non-discrimination Policy

The Academy does not discriminate in enrollment, administration of its policies, educational policies, programs or hiring.

By signing the enrollment application, the applicant represents that all information is true, correct and complete in all respects. The Academy will use this information to determine the applicant’s qualifications and appropriateness for admission to the program. If deemed necessary by the Academy, the undersigned expressly grants to the Academy permission to check the applicant’s credit and criminal history.

Student Applicant Information

Name _____

Street Address _____

City _____ State _____ ZIP _____ Country _____

Home Phone _____ Work Phone _____

Cell Phone _____ email address _____

Social Security # _____ Drivers License Number _____

Health Information

Please list any healthy, physical or hearing issues that could affect your training _____

Are you generally in good health? Yes No If not, please explain. Attach doctor's note if necessary. _____

Education

Name and location of High School attended _____

Did you graduate? Yes No Year _____

If not, do you have a G.E.D.? Yes No Year _____

Name and location of college or university attended _____

Did you graduate? Yes No Year _____

If not, what is the highest year completed? _____

Name and location of other vocational or career training school attended _____

Briefly describe course of study taken. _____

Dogs

Please list information on dogs currently owned, including breed(s) ages, sex, how long owned, and any accomplishments or training. (Attach separate sheet if necessary)

Please list information on dogs owned in the past, including breed(s) ages, sex, accomplishments (if any) and what happened to dog? (Attach separate sheet if necessary)

Working experience with dogs - Describe experience (Attach separate sheet if necessary)

Have you had any negative experiences with any particular breed or is there a breed of which you are afraid? If so, please describe and list the breed(s) (Attach separate sheet if necessary)

Grooming experience (Attach separate sheet if necessary) Describe experience both hobby and professional – include schools attended, dates, years, certifications (if any). Include seminars & clinics.

Dog Training experience (Attach separate sheet if necessary) Describe training experience both hobby and professional – include schools attended, dates, years, method of training (if known), certifications (if any). Include educational seminars, clinics & camps.

Other species (Attach separate sheet if necessary) Describe experience with species other than dogs.

Personal References List 3 references including name, address & phone number, include area code, and relationship to you:

Employment References - List employment references of your immediate supervisor of your present and past employment for the past 3 years. Include area code with phone number. (Attach separate sheet if necessary)

Present

Occupation _____ Supervisor _____ Phone _____

Dates employed _____ Type of work performed _____

Previous

1.Occupation _____ Supervisor _____ Phone _____

Dates employed _____ Type of work performed _____

2.Occupation _____ Supervisor _____ Phone _____

Dates employed _____ Type of work performed _____

3.Occupation _____ Supervisor _____ Phone _____

Dates employed _____ Type of work performed _____

Goals:

On a separate sheet, write a brief explanation of your goals, including why you want to attend the Academy, what you hope to accomplish, and where you see yourself after graduation.

ADMISSION PROCEDURES & POLICIES

Application Requirements

Students must be 18* years of age. (*With permission of a parent, and a pre-acceptance interview, we would consider students 16 or 17 years of age). Prospective students are required to:

- 1) Have a High School Diploma or GED equivalent.
- 2) Complete and sign all application forms
- 3) Submit application with application fee and deposit in amount currently required by the Academy.
- 4) Have an interview (in person or by telephone) with a representative of the Academy
- 5) Be able to lift 50lbs unassisted and stand on your feet for extended periods of time.

Notification of acceptance status

Once these requirements have been met, the Academy will assess the student's application and make a determination regarding acceptance for admission. Applicants will be notified of the status of their acceptance by email and/or certified mail. The Academy reserves the right to reject an applicant for any reason.

Re-admission

Students who withdraw from the program for any reason may submit an updated application for re-admission along with a new application fee and other required information. Students applying for re-admission must have a record of their previous transcript, which will be evaluated to determine which course components have been successfully completed. Tuition fees will be assessed on an individual basis in the event of re-admission.

TUITION & FEES

The application fee of \$100.00 will be applied to your tuition, and is charged to offset the Academy's costs involved in processing the applicant, this is a ONE time fee and will never be charged again for any and all future classes. This fee is refunded if the applicant fails to gain Academy acceptance, but is non-refundable if the applicant does not attend or drops out before the end of the course.

All tuition fees are due in full 14 days prior to the start of the course, unless prior arrangements have been made and accepted in writing by the Academy. If payments need to be arranged a Deposit up to \$1,000.00 will be due at the time of acceptance.

CANCELLATION & REFUND POLICY

REFUND POLICY (Per the State of California)

The student has the right to withdraw from the program of instruction at any time. In addition, the Academy has the right to terminate any student who fails to meet academic standards, to maintain satisfactory progress, or to abide by the rules, regulations, and policies of the Academy. The student is obligated to pay only for educational services rendered, textbooks, tool kits, and uniforms. If the student withdraws or is terminated from a program of instruction after the period allowed for cancellation of the Agreement as discussed in the section titled "Cancellation of Agreement," the Academy will remit a refund less a registration fee of \$100.00, if applicable within 90 days following the student's withdrawal.

The refund will be the amount provided under California State Law, which states:

The refund shall be any amount the student paid for instruction in excess of tuition owed for instruction received. To determine the refund, the amount the student was charged for instruction is divided by the number of hours of instruction in the particular term in which the student is enrolled. The quotient is the hourly charge for instruction. The amount owed by the student for the purpose of calculating a refund is served by multiplying the total hours of instruction received by the student up through his/her last day of attendance by the hourly charge for instruction.

All refunds are made according to the following schedule:

- Cancellation after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing 60% of the program will result in no refund.
- Termination date is the last day of actual attendance.
- Refunds will be made within 90 days of termination or receipt of cancellation.
- Equipment and books are purchased from vendors on your behalf and once in your possession are not refundable.

Exceptions: 100% refunds (excluding the \$100 application fee) are provided to students should the program be cancelled. Refunds other than amounts listed in the policy above may be given when there is an Academy error, or for medical issues or family emergencies. Complete the Refund Request Form available from the Registrar. Documentation will be required. Requests for exceptions must be received in a timely manner.

Note: Normally you will receive your refund 90 days from the date of withdrawal. Check refunds are made to students unless charges are paid by third party contracts. Credit card refunds are issued to the account originally charged minus a 3.5% charge.

AGREEMENT – POLICIES, RULES & REGULATIONS, WAIVER, ASSUMPTION OF RISK & AGREEMENT TO HOLD HARMLESS

All students are required to review, agree to and abide by the Academy’s policies, rules and regulations in effect, and subject to change from time to time. By signing below, the student acknowledges receipt of a copy of the current policies, rules and regulations of the Academy, a copy of which is attached to this Enrollment Agreement & Application. The Academy, at its sole discretion, may amend its policies, rules and regulations at any time, and the student agrees to abide by any such amended changes from the date of adoption. The student understands that specific grooming experience is dependent on dog availability, and that the Academy cannot be held responsible for unavailability of specific breeds and trims. Students are subject to termination if they do not strictly adhere to all Academy policies, rules and regulations as outlined in this Academy Catalog.

The student understands that dog grooming is a physical activity, and that participation in the Grooming Academy program is not without risk, including that some of the dogs to which the students will be exposed may be difficult to control and may be the cause of injury even when handled with the greatest amount of care. The undersigned hereby waives and releases San Diego Grooming Academy, Company, its employees, owners and agents from any and all liability of any nature, for injury or damage, including specifically, but without limitation, any injury or damage resulting from participation in the Academy. In consideration of and as inducement to the acceptance of my participation in the Academy, the undersigned hereby agrees to indemnify and hold harmless San Diego Grooming Academy, Company, its employees, owners and agents from any and all claims for injuries or damage sustained while attending the Academy or any function of San Diego Grooming Academy or Company, or while on the grounds or the surrounding area thereto as a result of any action by any dog.

The terms and conditions of the Academy Program shall be enforced in accordance with the laws of the State of Montana, and all Agreements are deemed to have been made in the State of Montana. In the event of litigation regarding the terms and conditions of the Academy Program, the parties expressly submit to the jurisdiction of the federal and state courts located in Montana.

The undersigned, as an applicant for admission as a student at San Diego Grooming Academy, hereby requests admission to the Academy. The applicant attests that all information contained in this Application is true, correct and complete to the best of his or her knowledge. The applicant attests to having read the terms and conditions outlined in this Enrollment Agreement and the Academy Catalog. Upon acceptance for admission, the undersigned agrees to be bound by the terms and conditions of this Enrollment Agreement, Application & Waiver and the policies and procedures from time to time adopted by the Academy.

Signature of applicant Date

Print name

Upon acceptance for admission, I the undersigned agrees to be bound by the terms and conditions of this Enrollment Agreement, Application & Waiver and the policies, and agree to pay the tuition to the for the Student listed above.

Signature of Payee Date

Print name Company Title

Office Use:

Reviewed by: School Official Print Name Date

Notes:

Start Date: _____ | Special Instructions: _____

\$ _____ Tuition Price | Deposit _____ | Due By _____ | Term Length _____ |