

O.C. Academy of Pet Styling

**145 West Whiting Ave.
Fullerton, CA 92832
(714) 883-3440
www.academyofpetstyling.com**

Student Catalog (effective 7/13/12 - 7/13/13)

Institution's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

Table of Contents

School Mission.....	3
School Hours.....	3
Program Objective/Occupations in Grooming Industry.....	4
Description of Program.....	4-6
Faculty.....	6
Facility.....	7
Library & Learning Resources.....	7
Attendance Policy.....	8
Leave of Absence.....	8
Grading & Marking System.....	8
Policy for Granting Credit.....	8-9
Academic Progress Policy.....	9-10
Student Policies.....	9-11
Program Tuition & Fees.....	11
Refund Policy.....	12-13
Refund Provisions.....	12
Program Cancellation Policy.....	12-13
Student Tuition Recovery Fund.....	13
Financial Aide Program.....	13
Student Complaints.....	13-14
Admission Requirements.....	15
Student Records.....	15
English-as-a-Second Language.....	15
Student Services.....	15

Housing Information.....15

Requirements for Graduation.....16

Transferability of Credit16

School Policies Overview Form17

School Mission

The schools’ mission is to equip the students with a strong foundation of styling skills and customer satisfaction that will enable them to have a career in the Dog Styling Profession. The school has a proprietary license to teach the “Golden Paws Instructional Method” a proven program with many graduates in its 40 year history. This program not only allows for you to develop quality styling skills but also to understand how to apply them to breed designs and individual customer requests. If you learn in an environment of professionalism, high expectations and how to make clients happy by achieving the style they want, offering great service and caring for their pet, then you learn what makes a person a success in the pet styling field and that is our goal. As in any field the students success depends on the students desire to work and apply themselves. The student will learn the job skills listed in each subject that will develop a strong foundation to enter the job market as a pet stylist.

School Hours

Tuesday thru Saturday----9:30 am until 4:30 pm
 Break----10 Min. 10:00 am until 10:10 am
 Lunch Break----12:30 pm until 1:00 pm
 Break----10 Min. 3:00 pm until 3:10 pm

****These times may vary a little due to the nature of the pet styling field as pets need to be done on time. The student needs to understand the time constraints of the field they are entering.**

Class Start Dates

Class will start on Wednesday of every week as space is available, except for the holidays listed below.

School Holidays

The school will observe the following Holidays for the year 2012:

New Years:	January 1 st & 2 nd
Memorial Day:	May 31 st
July 4 th :	July 4 th
Labor Day:	September 6 th
Thanksgiving:	November 25 th & 26 th
Christmas:	December 24 th & 25 th

Program Objective and Occupations in Grooming Industry

Program Title: Professional Dog Styling

Students will be able to enter the pet styling field as a pet stylist with the acquired skills learned in 101, 102, & 103. The skills learned in 101, 102, & 103 can be applied to all breed designs and individual customer requests. The school program is designed to develop quality styling skills. The speed techniques are built into the course. The student speed will increase after entering the job market. The student will have the skills to enter the job market as a pet stylist in salons, veterinarian clinics, mobile grooming, and kennels or open their own business. As in any field the students success depends on the students desire to work and apply themselves. The student will learn the job skills listed in each subject that will develop a strong foundation to enter the job market as a pet stylist.

Description of Program (Course Outline)

Students are provided the course outline on first day of class enrollment.

Professional Dog Styling Program

Description of Instruction & Number of Clock Hours:

The schools' purpose is to equip the students with a strong foundation of styling skills and customer satisfaction that will enable them to have a career in the Dog Styling Profession. O.C. Academy of Pet Styling Training Program is designed for those who wish to enter the field of dog styling at the professional level. The prime focus of the program is to develop the students styling skills to a high level of quality while paying special attention to certain areas necessary to obtain that level of quality. These areas are correct pet handling, safety procedures, and speed techniques. The Professional Dog Styling Program is an 8 week program.

Prepping 101

Theory	5
<u>Lab</u>	<u>53</u>
Total Clock Hours	58

Curriculum Description:

The **Prepping 101** course is a 58 hour program and the hours of training are determined at the time of enrollment. The student will learn how to efficiently prep the pet for the bath in this course. This will include the skills of learning time management, control positions, pet psychology, safety for the pet, avoiding injuries, and skin irritations, prepping procedures, proper tool usage, tool maintenance, cutting toe nails, ear care and why, how to properly and humanly brush out a coat, how de-shed. The student will also be introduced to cut downs and some breed design settings. After each course the student is given a test by the instructor to measure the students' skills and comprehension of the following techniques.

The Prepping 101 Course will teach students the use of the following tools and procedures:

- 1) Prepping Tools
- 2) Control Positions
- 3) Safety Procedures
- 4) Shaving Procedures
- 5) Toe Nail Cutting
- 6) Ear Cleaning & Ear Care
- 7) Pre-Bath Brushing
- 8) Safety and Sanitation
- 9) De-Shedding Procedures
- 10) Dog Psychology and Pet Communication

Upon Completion of this course the student should be able to:

- Understand what prepping tools are needed and what their usage are for and demonstrate control
- Understand the proper control positions and be able to apply them to the pet
- Understand safety and how to avoid any possible cut or irritations on the pets skin
- Understand shaving procedures, steps and demonstrate shaving skills
- Understand how to properly cut toe nails and demonstrate correct way to cut toe nails
- Understand ear cleaning and ear care and demonstrate skill
- Understand and master brushing and comb outs
- Understand de-shedding procedures and demonstrate procedures
- Understand dog psychology and pet communication skills
- Understand and develop proper tool movement usage

Bathing and Drying 102

Theory	1
Lab	42
Total Clock Hours	43

Curriculum Description:

The **Bathing and Drying 102** course is a 43 hour program and the hours of training are determined at the time of enrollment. This course of the program will cover how to achieve a professionally bathed and dried pet. This course is very important to set the foundation to achieve quality pet styling. The student will learn how to properly apply shampoo, wash the pet, blow dry and finish brush. You will also learn use of therapeutic shampoos, control positions and how to avoid injuries and skin irritations to the pet. The student will also learn speed techniques, and anal gland expulsion. After each course the student is given a test by the instructor to measure the students' skills and comprehension of the following techniques.

The Bathing and Drying 102 Course will teach students the use of the following procedures:

- | | |
|----------------------------|-------------------------|
| 1) Shampoo Procedures | 5) Blow Drying |
| 2) Anal Gland Expulsion | 6) Finish Brushing |
| 3) Flea Treatment | 7) Therapeutic Shampoos |
| 4) Bathing & Drying Safety | |

Upon completion of this course the student should be able to:

- Understand and be proficient in Shampoo Procedures
- Understand Therapeutic Shampoos
- Be proficient in Finish Brushing
- Be proficient in Blow Drying the Pets Coat
- Understand Bathing & Drying Safety
- Treatment for Fleas
- Proper Anal Gland Expulsion

Styling 103

Theory	44
Lab	155
Total Clock Hours	199

Curriculum Description:

The **Styling 103** course is a 199 hour program and the hours of training are determined at the time of enrollment. The student will learn the mechanics and some of the art of pet styling. This is all about developing the students pet styling skills, such as shaving, line refinement, cut downs, outline shaping, balance & proportion, understanding breed designs and creation, and being able to apply the learned pet styling skills.. The student will also learn pet communication and learn professionalism in the pet styling field. After each course the student is given a test by the instructor to measure the students' skills and comprehension of the following techniques.

The Styling 103 Course will teach students the following procedures:

- | | |
|----------------------------------|-------------------------------------|
| 1) Outline Shaping | 9) Diseases and Parasites |
| 2) Guide Blade Techniques | 10) Prioritizing Time |
| 3) Fine Finish Techniques | 11) Bow Application |
| 4) Breed Designs | 12) Nail Painting |
| 5) Straight and Curly Coats | 13) Dental Hygiene |
| 6) Scissoring | 14) Individualized Customer Request |
| 7) Pet Handling & Psychology | Styling |
| 8) Professionalism in the career | 15) A Happy Pet is a Joy to Groom! |

Upon completion of this course the student should be able to:

- Understand why and how to Outline Shape
- Understand proper Guide Blade Techniques
- Understand and accomplish Fine Finish Techniques
- Understand the Four Major Breed Designs – Poodle, Schnauzer, Cocker Spaniel, Teddy Bear and how the skills required for these Breed Designs transfer to the other Breeds
- Understand the difference and tool usage on Straight and Curly Coated Pets
- Proper Scissoring and Thinning Shear Techniques
- Understand Safe Pet Handling and Pet Psychology
- Professionalism in Pet Styling
- What to do with a pet with a Parasite or Skin Disorder
- Dental Hygiene – Control
- How to Prioritize your Time
- How to do Bow Application and Toe Nail Painting

Total hours for Styling Program: 300 clock hours

Textbooks: Each student will receive the textbooks: “Golden Paws Complete Guide to Dog Grooming” and “The Notes From the Grooming Table Book” in their purchase of the tool box. Frequency of lessons and class sessions: daily.

Faculty

Lindell Naito-Zieg, School Director, owns and operates Celebrity Paws Spa in Fullerton, CA. Mrs. Naito-Zieg has over 30 years of grooming experience. During that time she has been a salon owner, pet stylist, bather and prepper. She has focused on developing her pet styling skills to a higher level and has groomed many breeds during her 30 yrs. She has also developed the art of creating individual styles for her customers at their request. She is trained in teaching the “Golden Paws Method” which is a proprietary step-by-step instructional method designed to organize and structure the students learning capacity to achieve maximum results in learning pet styling. Her many years of experience in the pet styling profession and providing customer satisfaction aligned with the "Golden Paws"

instructional program provides the student optimal learning in developing high quality styling skills in blade, scissor finishing, outline shaping, balance and proportion and breed design, and how to meet individual customer requests of styling on their pets, which is ultimately the goal in pet styling. As the instructor she maintains her knowledge by attending educational grooming seminars, workshops, and expos. She also belongs to the International Grooming Association, which promotes professional standards in pet grooming, knowledge and care.

Facilities

O.C. Academy of Pet Styling is located at 145 W. Whiting, Fullerton, CA 92832. We know your education is the #1 priority as such you should choose the best school to attend .OC Academy of pet styling has the best to offer in education and support to achieve your dreams.

First Floor: Parking available in front of school Entrance to reception area – A beautifully designed area featuring a pet boutique, table and chairs for students to eat lunch or use as a study area which enters into the library room where students can study grooming CDs , VCR ,TV and other training tapes and material as well as grooming styling books .The grooming/classroom and area holds 8 grooming tables for 8 student’s capacity and the tables will double as desks for the theory purposes and a restroom. This room enters into a pet holding area with cages and then into the bathing and drying area with 2 bath tubs and 8 professional blow dryers and grooming tables. This room also enters into a pet holding and cage drying area. The back receiving area includes cages, washer and dryer near the back counter and a refrigerator. The back area also offers an outside area for the student to potty the pet and to take their brakes and get some fresh air. Also convenient rear parking is available for the student.

There is also an outside area for the pets and an outside restroom.

It is also great to be able to enjoy your free time while attending class. While you are dedicated to receiving the highest quality instruction you can also enjoy many area amenities on your days off.

Beautiful downtown Fullerton has over 34 restaurants and night clubs of different varieties that are all within walking distance. Walk to the public bus depot located down the street and the bus will take you to Disneyland, California Disneyland, Knott's Berry Farm and many other tourist attractions.

The Fullerton train station located down the street can take you to the San Diego area which offers Legoland, the San Diego Zoo and beach cities.

Most stores with public transportation are convent to get to just minutes away.

Hiking, biking and running and doing many sports are available down the street where Fullerton College is located.

Theaters, the Arts and many exciting fresh things happens here in downtown Fullerton which is close to a major highway located in Sunny California where the snowy mountains and the beach are hard to beat . It is a great place to study, live and play.

Library & Learning Resources

The libraries holdings will include training CDs on grooming, various trade publications, and books on various dog breeds, pet safety, skin, and anatomy. The students will be assigned CDs to watch in class as part of theory and they will have review of CDs with the instructor. Students will be assigned during the course different sections of books and be

reviewed. Because of the small class size the material can be rotated to each student. Each student will receive the “Golden Paws Complete Guide to Dog Grooming” and “The Notes From The Grooming Table Book” in their purchase of the tool box. Students have access to the library and other learning resources during the instruction time and at scheduled times approved by the instructor. There will be some materials the students will review on their own according to their interest. All prospective students will be provided with a school catalog, either in hard copy or electronically. The institution updates its students catalog on an annual basis, unless required changes/revisions are requested by the Bureau for Private Postsecondary Education.

Attendance Policy

- A. O.C. Academy of Pet Styling and its' instructors are committed to teaching you the best styling skills to prepare you for your new career. This cannot be accomplished if you are not here. Please try not to miss any of the valuable time you will spend with us.
- B. Students should be on time. We are working with dogs that have to be ready on time. This shows professionalism. If you are tardy more than three times you will be counseled by the instructor as to the importance of being on time to get the most of your education. If the tardies continue you may be placed on probation at the instructor’s discretion and possible termination.
- C. Any student who is absent seven (7) consecutive days without a valid reason or doctor note will be terminated. Students terminated for this reason may not re-enter before the start of the next class.
- D. The student will be re-admitted if the Director feels that the student is committed to attend class on a regular basis. A student who has been terminated can be readmitted upon discretion of Director and students commitment to attend class on a regular basis. Students may not re-enter class before the start of the next program start date.

Leave of Absence Policy

Students must notify the school by 9:00 A.M. if they are going to be absent. Students who are over three (3) consecutive days must supply the school with a valid reason or a doctor’s note upon returning to class. Any leave of absence over three (3) days will have to be discussed on an individual basis. The leave time will depend on the length of leave and the students progress at that time. If the student continues to be absent with no valid reason they will be placed on probation and face possible termination .The program is designed for fast track learning and it is difficult for a student to be absent and receive the full benefit of the course.

Grading and Marking System

The Professional Dog Styling Program is 90% hands on lab work. The student’s progress is monitored daily by the instructor. Progress reports are given bi-monthly. There are five written open book tests given the student during the program on important information the student will benefit from that is gone over in class. There is also a grade given for the student's portfolio.

The grading marks used for the grading system are:

- “E” for Excellent 90% to 100%
- “S” for Satisfactory 75% to 89%
- “U” for Unsatisfactory 74% & Below

The student will need to maintain a satisfactory grade to graduate.

Policy for Granting Credit

Credit will be given for prior experiential learning and previous grooming education if a student meets the following criteria:

The student has attended at least four weeks of a state licensed dog grooming school in the past three years and can pass the test or tests applicable to the area they are seeking credit for, with a 90% or above, and can pass the lab portion applicable to the area they are seeking credit for, with a 90% or above. Credit will only be given in the course area of bathing, drying and prepping in the form of clock hours. Maximum credit transferred will be determined at the discretion of the instructor and will not exceed 50% of the hours required by each program. Students will be charged less fees for each clock hours related to pet prepping, bathing and styling from OC Academy of Pet Styling. Students must show proof of prior attendance from their transferred school, as well as demonstrate knowledge and skills that they have learned. Students have a right to appeal by discussing and working with the School Director/Owner. **Example:** Prepping requires 58hrs and the maximum credit transferred by passing test would be 29hrs. This institution does not enter into an articulation or transfer agreement with any other college or university.

Satisfactory Academic Progress Policy

- A. Satisfactory progress is determined by the way a student comprehends, transfers, and applies the instructional material, in the correct form, onto the dog. **STUDENTS MUST MAINTAIN A 75% AVERAGE.**
- B. It is the student's responsibility to study and retain class material so satisfactory progress can be achieved. If the student does not accept this responsibility, probation can occur.
- C. A student who is not making satisfactory progress at Mid-Term shall be placed on probation for remainder of the grading period. If the student does not achieve satisfactory progress at the end of the probationary period, the student's enrollment shall be terminated.
- D. Students terminated for unsatisfactory progress can not be readmitted until a minimum of one grading period has passed.
- E. Students will be given a progress report every two weeks. This report will cover all three subjects, 101 Prepping, 102 Bathing and Drying, 103 Styling. This report will break these subjects down into detailed areas so the student will know if there is a specific area he needs to improve on. If the student needs to be counseled concerning his/her progress, an appointment will be set up at this time.
- F. Due to the hands-on material content of the program and the daily supervision there should be no incomplete, repeat subjects, and remedial work. Check over of the student work is done on a daily basis between the student and the instructor. Withdrawal for an appropriate reason unrelated to the student's academic status may request a grade of "incomplete". The student will be allowed to re-enroll in the course during the 12 month period following the withdrawal date to complete the incomplete subjects without payment of additional tuition.

General Student Policy

O.C. Academy of Pet Styling is operated within a professional salon. While this is beneficial to the students to learn in a working environment, we require cooperation in treating this area and the rest of the salon with respect and professionalism.

DO NOT ENGAGE IN CONVERSATIONS with the customers unless requested by the instructor as a training exercise. Only one on one conversation should be held with a customer regarding their pets.

NO SMOKING IS ALLOWED IN THE BUILDING

There is a designated area for smoking which will be discussed the first day of class.

PROPER CONDUCT

When you need to, please talk softly as others are trying to concentrate on learning and their work. Respect your fellow students and the pets you work on. Maintain a professional attitude.

PHONE PROCEDURES

No personal phone calls unless it is an emergency.

CLEANING

Students will be required to clean their work area at the end of the daily training period. This includes cleaning of table, floor, equipment, etc. Work areas should be left in a clean and ready condition that would start you in a clean environment every morning.

PERSONAL APPEARANCE

Uniforms are required. Your appearance should project a good image of you at all times. Only closed toe shoes are allowed. If shorts are worn they must be 3" or longer than the uniform top. Hair needs to be worn up and away from face. Jewelry must be kept to a minimum.

LUNCH

Lunch time is 30 minutes. Students need to be flexible as they are working with pets that have finish times.

TOOL POLICY

O.C. Academy of Pet Styling has compared the best quality grooming tools. These tools are expensive but we have negotiated reduced prices for students enrolled in this course. The tools required for this course are the basic you will need to begin your styling career. In the future you will probably want to add back-ups and other equipment that will suit your needs. As can happen with all mechanical items, occasionally a tool or blade is defective. There is a manufacturers warranty and the manufacturers are excellent at honoring this warranty. Your tools should be inspected the first day. If you have a non cutting tool or blade, it will be replaced after inspection by the instructor. **DO NOT THROW AWAY THE BOXES OR MARK YOUR TOOLS** until you are sure that everything works properly. O.C. Academy of Pet Styling or the manufacturers **WILL NOT ACCEPT** any tool for replacement without a box or that have been marked. If a tool is broken or will not cut after this replacement, the student is responsible for the cost of shipping the tool to the manufacturer. (Remember, this happens in the pet grooming industry and you will need to know the procedure.)

DEMO POLICY

Students may bring their own pets in to work on as a demo. All pets brought in for demonstration must be approved in advance through the instructor.

CHILDREN

Students will not bring their children for any reason. They will have to make other arrangements.

ABSENCE AND TARDY POLICY

Students must notify the school by 9:00 A.M. if they are going to be absent. Any absence over three (3) days will be discussed on an individual basis. Any extended leave time will depend on the length of leave and the students progress. This program is designed for fast track learning and it is difficult for a student to be absent and receive full benefit of the course. ***See leave of absence in school catalog.**

TERMINATION

A student will be terminated if he/she is abusive in any manner to the animals, other students, or the instructor. Any substance abuse (alcohol and or drug) or the effect of any substance during class sessions will be terminated. Any student who is absent seven (7) consecutive days without a valid reason or a doctor's note will be terminated. Students terminated for this reason may not reenter before the start of the next grading period. ***See termination policy in catalog.**

PARKING

There are designated areas for parking which will be discussed the first day of class.

Program Tuition and Fees

Registration: \$100.00 (Non-Refundable Registration Fee for Program)
Tuition: \$4890.00 Prorated upon course withdrawal. Refer to refund provisions.
Equipment: \$765.00 Tools and materials needed for course. (Non-Refundable Equipment Fee for Program)
STRF Assessment: \$12.50 Student is Assessed \$2.50 per thousand dollars of tuition paid (except third party tuition) for STRF.

Total Fees, Charges & Expenses: \$5,767.50

Schedule of total charges for each program:

\$4890.00 (Tuition Only) divided by 300 (clock hours) = \$16.30 per hour

If student attends 58 hrs of (prepping class): 58hrs x \$16.30 = \$945.40 owed to school

If student attends 43hrs of (bathing & drying class): 43hrs x \$16.30 = \$700.90 owed to school

If student attends 199hrs of (styling class): 199hrs x \$16.30 = \$3,243.70 owed to school

Registration: \$100.00(non-refundable) + Equipment \$765.00 + STRF assessment \$12.50

Total Charges: \$5,767.50

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS INTEREST LESS THE AMOUNT OF ANY REFUND, AND THAT, IF YOU HAVE RECEIVED FEDERAL STUDENT FINANCIAL AID FUNDS, YOU ARE ENTITLED TO A REFUND OF THE MONEYS NOT PAID FROM FEDERAL STUDENT FINANCIAL AID PROGRAM FUNDS.

** Students may incur additional costs of blade sharpening approximately \$30.00 and will also need to pay for the costs associated with their portfolio.

Payment can be made at time of enrollment in full with Money Order, Cash, Master Card, Visa, American Express or Check. If paid by check, check must clear the banking institution before student begins class.

All equipment used for instruction will be purchased in advance by the student. All tables, extra grooming equipment and dryers are owned by O.C. Academy of Pet Styling.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

Refund Policy

The student has a right to a refund based on California refund policy 94820. The refund is calculated by taking the cost of the tuition paid by the student minus \$100.00 registration fee which the school will keep. The tuition fees paid will be divided into the 300 clock hour program and the student will be refunded the portion they did not complete up to 60% of the program. If the student has completed 60% or more of the course no refund is due the student. Students who have completed 60% or less of a period of attendance shall be provided a pro-rata refund.

Refund Example: \$4890.00 (Tuition) + \$100.00 (Non-Refundable registration fee) = \$4990.00

\$4890.00 (Tuition Only) divided by 300 (clock hours) = \$16.30 per hour

If student attended 30 hrs of class: 30 x \$16.30 = \$489.00 owed to school

\$4890.00 - \$489.00 = \$4401.00 would be due to the student as a refund. If the student reaches 60% of class or 180 clock hours the student is not entitled to a refund.

Refund Provisions

BUYER'S RIGHT TO CANCEL: The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. You can do this by mail, hand delivery or telegram. The written notice of cancellation is sent by mail, is more effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. You will be given two (2) Notice of Cancellation forms (attached to the Enrollment Agreement) to use at the first day of class, but you can use any written notice you wish.

Once you pay for the equipment and materials and take possession of the equipment and materials, it is yours to keep without further obligation. There will be no refund on equipment and materials you have taken possession of.

If you cancel the Enrollment Agreement, the school will refund any money that you paid, less any deduction for equipment, materials and Registration Fee, within forty-five days after your Notice of Cancellation is received. If the student has received federal student

financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

Program Cancellation Policy

O.C. Academy of Pet Styling is taught in a pet salon operated by Lindell Naito-Zieg, owner and school director. O.C. Academy of Pet Styling foresees no reason to cancel the program. However, if at any time the program is cancelled, all tuition monies will be refunded in full, or Lindell Naito-Zieg will finish teaching the class to the completion date of each student enrolled.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF), which is non-refundable if all of the following applies to you:

1. You are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions:

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

**Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**

www.bppe.ca.gov

Sacramento, CA 95833

Telephone: (888)370-7589

Fax: (916) 263-1897

Federal & State Financial Aid Programs

Institution does not offer Federal and/or State financial aid programs at this time.

Student Complaint/Grievances Procedures

Lindell Naito-Zieg, the school director, is the designated person to receive any student complaints or grievances. She will be accessible for students wishing to lodge a complaint or grievance during class times from 9:00am – 4:00pm Mon-Fri. If the request is made to speak with her privately she will schedule a time that doesn't interfere with the other student's class time. She will also be available at a student's request for a pre-set time 15 minutes before or after class. Lindell Naito-Zieg has the authority to investigate the student's grievance thoroughly, including interviewing all people and or documents that relate or may potentially relate to the complaint; reject the complaint if after the investigation, it is determined to be unfounded or to compromise or resolve the grievance in any reasonable manner, including the payment of a refund.

Record a summary of the complaint or grievance, its disposition, and the reasons. All copies of the summary, along with any other related documents, will be kept in the student's file, and an appropriate entry will be made in the log of student complaints or grievances as required by Section 73870;

- (1) If the grievance is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, notify the Bureau, the accrediting association, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the Evidence Code. If the authorized person does not provide all the information required by this paragraph because of a claim of privilege under Section 940 of the Evidence Code, the institution shall appoint another person, who may not lawfully claim that privilege, to provide omitted information.
- (2) If the grievance is valid, the school will determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;
- (3) The school will implement reasonable policies or procedures to avoid similar complaints or grievances in the future;
- (4) Communicate directly to any person in control regarding grievances, their investigation, and resolution or lack of resolution.

- (5) A student may lodge a complaint or grievance by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
- (6) If a student orally delivers the grievance and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.
- (7) If a student complains in writing, the institution shall, within 10 days of receiving the grievance, provide the student with a written response, including a summary of the institutions investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection.
- (8) The student's participation in the complaint procedure and the disposition of a student's grievance shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

A student or any member of the public may file a complaint about this institution with the:
Bureau for Private Postsecondary Education
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 or by calling toll free (888) 370-7589, (916) 431-6959, Fax: (916) 263-1897 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Admission Requirements

The student shall be at least 17 (seventeen) years of age and have a high school diploma, ATB or G.E.D. A parental signature of consent is required for students under the age of 18. Students must be able to lift at least 20 pounds and stand for different periods of time. Students must be physically able to handle pets with the proper amount of control and safety. Students must be able to take direction and retain information taught to them. Students must be proficient in English enough to understand instruction and reading material which is provided in English only.

Student Records

All student education and financial records and transcripts will be kept for a minimum of 5 years to permanent from the date of student's graduation. The student records will be stored in a locked file cabinet at the school location.

English-as-A-Second Language

O.C. Academy of Pet Styling does not provide English-as-a-second language instruction. This institution does not provide visa services and will not vouch for student's status and any associated charges. All instruction will occur in English and each student must be proficient enough in English to understand the instructor and the program being taught. All students must read, write and comprehend English.

Student Services

O.C. Academy of Pet Styling offers placement assistance in order to help students finding work in the field. It will do this by maintaining a file of all businesses that are seeking to hire. The school will assist students as to how to properly job interview for the pet styling field. The school will also refer students to employers who may have contacted the school seeking to hire graduates. **O.C. Academy of Pet Styling in no way promises guarantee of job placement.**

O.C. Academy of Pet Styling will provide progress reports to the students at least bi-monthly so the student and instructor can focus on progress.

The school provides the pets for learning pet styling. The school has a proprietary license to teach the "Golden Paws Method" a proven program with many graduates in its forty year history. This program not only allows for you to develop quality styling skills but also to understand how to apply them to breed designs and individual customer requests. If you learn in an environment of professionalism, high expectations and learning how to make clients happy with what they like, then you learn what makes a person a success in the pet styling and that is our goal.

Distance Education

This institution does not offer any distance education. All instruction will occur in person at the facility of the school.

Housing Information

Housing is available near the school's facilities and can range from \$500/room and up. Please call the school for information regarding housing. The O.C. Academy of Pet Styling has no responsibility to find or assist a student in finding housing.

Special Requirements for Graduation

Submission of a portfolio of before and after pictures of the pet's the student grooms. Students must have put effort in arranging their portfolios to show their skills of organization. There must be a minimum of 15 before and after photos of the pets the student has styled. The portfolio will be reviewed the final week before graduation by the instructor and a grade will be given on the look and completeness of their portfolio. The portfolio can be used to show prospective employers their work or used as a breed "look book" for their future clients. It also shows the students their ability to be proficient in pet styling. A Certificate will be issued upon successful completion of the Dog Styling Program.

Transferability of Credit

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at O.C. Academy of Pet Styling is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in professional dog styling program is also at the complete discretion of the

institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending O.C. Academy of Pet Styling to determine if your certificate will transfer.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone: (916) 431-6959
Fax: (916) 263-1897
Toll free: (888) 370-7589
www.bppe.ca.gov

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.” Interested individuals and prospective candidates are provided a general student brochure prior to enrollment.

Institution does not employ nor compensate individuals involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students.

O.C. Academy of Pet Styling Academy School Policies Overview

Please read and initial the following:

1. Grading and Marking: _____
2. Attendance: _____
3. Job Placement: _____
4. Satisfactory Progress: _____
5. School Calendar: _____
6. Complaint Resolution: _____
7. School Rules & Regulations: _____
8. Refund policies: _____

Please sign & date below that you have read and understand these policies that are in your catalog. (Give form to Instructor)

Student Signature

Date

School Official Signature

Date