

**Wag My Tail, Inc.**  
**8457 Foothill Boulevard**  
**Sunland, CA 91040**  
**Office: (818) 951-1506 Fax: (818) 951-4369**  
**[www.wagmytail.com](http://www.wagmytail.com)**

**Catalog of Courses**  
**January 1, 2017 to December 31, 2017**

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### **3 School Location**

Wag My Tail, Inc.  
8457 Foothill Boulevard  
Sunland, CA 91040  
Phone: (818) 951-1506  
Fax: (818) 951-4369

### **4 BPPE Approval**

Wag My Tail, Inc. is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) “Approved” means the school operates in compliance with state standards as set forth in CEC and 5, CCR of the California Education Code.

### **5 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 at 2535 Capital Oaks Dr., Suite 400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897

### **6 Review Documents**

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.

### **7 Complaints**

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **8 Address of Instructional Location**

Wag My Tail, Inc.  
8457 Foothill Boulevard  
Sunland, CA 91040

## 9 Programs

Name of Program	Pet Hygiene		
Program Description	Instructs students on how to prepare pets for grooming. Preparation includes evaluation of coat condition, temperament, proper bathing techniques. Students will be instructed in the use of brushes, combs, nail clippers, tweezers, blades and clippers. The student will know how to properly prepare pet for the pet groomer.		
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0. Students must also have met the attendance requirements to receive a Certificate. Students are required to clear their financial obligations before any certificate can be issued.		
Total Clock Hours	This program is 40 hours		
Final Tests or Exams	None		
Required Internship or Externship	None		
COURSE BREAKDOWN	LECTURE HOURS	LAB HOURS	TOTAL HOURS
Tools and Products of the Trade	2	2	4
Shop Sanitation	2	6	8
Bathing Techniques	2	10	12
Handling Technique	2	10	12
Customer Service	2	2	4
<b>TOTALS</b>	<b>10</b>	<b>30</b>	<b>40</b>

Tools and Products of the Trade — In this course students will learn the techniques of using the proper tools specific to the pet's needs. The student will also become knowledgeable on different products to use on the pet.

Shop Sanitation — In this course the student will learn how to properly keep a grooming or bathing area clean and sanitized.

Bathing Techniques (Bathing and Blow Drying) — In this course students will learn how to prepare pets for grooming. Preparation includes evaluation of pet's coat condition, temperament, and other specific characteristics of the pet. Proper bathing techniques are included as well as safety issues that must be considered.

Handling Techniques - In this course the student will learn how to properly handle different types of breeds.

Customer Service — In this course the students will learn the importance of customer service in regards to the pets behavior and in dealing with pet owners. The final performance lies with the pet owner's satisfaction with the end result. Students will be proficient in dealing with all types of pet owners. A written multiple choice quiz will be given. A score of 70% or more must be achieved to receive a certificate of completion.

Name of Program	Pet Grooming Specialist		
Program Description	Instructs students on knowing the standards of style and appearance for various breeds. Learn character, habits and coat characteristics of many breeds. Students will be instructed in the use of blades, clippers, scissors, brushes, combs and nail clippers. The student will know how to properly perform the correct trim for the specific breed.		
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0. Students must also have met the attendance requirements to receive a Certificate. Students are required to clear their financial obligations before any certificate can be issued.		
Total Clock Hours	This program is 300 hours		
Final Tests or Exams	None		
Required Internship or Externship	None		
<b>COURSE BREAKDOWN</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>TOTAL HOURS</b>
Tools of the Trade (Basics of Clipping)	10	40	50
Breed Identification and Scissoring Techniques	10	40	50
Groomer's Vocabulary and the Basics of Heads	10	40	50
Pet Handling and Pet CPR	10	40	50
View and fill out Outline Sheets for instructional DVD's	80	20	100
<b>TOTALS</b>	<b>120</b>	<b>180</b>	<b>300</b>

Tools of the Trade (The Basics of Clipping) — In this section students will learn the techniques of handling clippers and being able to identify the tools and to properly use them. Students will demonstrate their acumen in this component before progressing further. A written multiple choice quiz will be given. A 70% passing rate must be achieved before moving on to next section.

Breed identification and Scissoring Techniques — In this section the students will learn to identify the most common breeds and how to properly use scissoring techniques to give the pet a finished look. A written multiple choice quiz will be given. A 70% passing rate must be achieved before moving on to next section.

Groomers Vocabulary and the Basics of Heads –In this section the student will learn the vocabulary of the pet industry and some medical terminology. The students will also learn the different styles of finishing pet heads. A written multiple choice quiz will be given. A 70% passing rate must be achieved before moving on to the next section.

Pet Handling and Pet CPR- In this section the student will learn the Basics of Pet CPR and First Aid protocol. A written multiple choice quiz will be given. A 70% passing rate must be achieved.

Instructional DVDS: In this section the student, will view 20 DVDs and fill out an outline of key points in breed specific haircuts. This section will be done as homework hours.

<b>Name of Program</b>	<b>Pet Grooming / Entrepreneurial</b>		
Program Description	Instruct students on how to start their own business. The students will be instructed on preparing a marketing business plan. Know how to start a basic pet grooming salon or establish a mobile pet grooming business.		
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0. Students must also have met the attendance requirements to receive a Certificate. Students are required to clear their financial obligations before any certificate can be issued.		
Total Clock Hours	This program is 340 hours		
Final Tests or Exams	None		
Required Internship or Externship	None		
COURSE DESCRIPTION	LECTURE HOURS	LAB HOURS	TOTAL HOURS
Pet Hygiene (Bathing and Blow Drying)	10	30	40
Tools of the Trade (The Basics of Clipping)	10	30	40
Breed Identification and Scissoring Techniques	10	30	40
Groomer's Vocabulary and the Basics of Heads	10	30	40
Pet Handling and Pet CPR	10	30	40
Customer Service, Shop and Mobile Set up	6	8	14
View and fill out Outline Sheets for Instructional DVDs	80	20	100
Entrepreneurial/Pet Grooming Business Plan	10	16	26
Total	146	194	340

Pet Hygiene (Bathing and Blow Drying) — In this section students will learn how to prepare pets for grooming. Preparation includes evaluation of pet's coat condition, temperament, and other specific characteristics of the pet. Proper bathing techniques are included and safety issues. A written multiple choice quiz will be given. A 70% passing rate must be achieved before moving on to the next section.

Tools of the Trade (The Basics of Clipping) — In this section students will learn the techniques of handling clippers and being able to identify the tools and to properly use them. Students will demonstrate their acumen in this component before progressing further. A written multiple choice quiz will be given. A 70% passing rate must be achieved before moving on to the next section.

Breed identification and Scissoring Techniques — In this section students will learn to identify the most common breeds and how to properly use scissoring techniques to give the pet a finished look. A written multiple choice quiz will be given. A 70% passing rate must be achieved before moving on to the next section.

Groomers Vocabulary and the Basics of Heads –In this section the student will learn the vocabulary of the pet industry and some medical terminology. The students will also learn the different styles of finishing pet heads. A written multiple choice quiz will be given. A 70% passing rate must be achieved before moving on to the next section.

Pet Handling and Pet CPR- In this section students will learn the Basics of Pet CPR and First Aid protocol. A written multiple choice quiz will be given. A 70% passing rate must be achieved before moving on to the next section.

Customer Service. Shop and Mobile Safety and Set up- Students will learn the importance of customer service in regards to the pet's behavior and in dealing with pet owners. Students will learn how to set appointments for pets and to determine length of grooming time depending on breed. In addition students will learn the price lists for different breeds and how to collect payments. The final performance lies with the pet owners satisfaction with the end result.

Instructional DVDs: In this section the student, will view 20 DVDs and fill out an outline of key points in breed specific haircuts. This section will be done as homework hours.

Entrepreneurial/Pet Grooming Business Plan — This additional course is designed for individuals desiring to become self-employed and will include marketing, business plan development, and daily operations of managing a pet grooming salon and/or mobile pet grooming service.

## **10 Professions – Requirements for Eligibility for Licensure**

None of the educational services offered lead to occupations that require licensure.

## **11 Faculty**

**Ms. Minou Ataei** is a pet grooming instructor who has five years of pet grooming experience and also a pet CPR instructor

## **12 Admissions Policies & Recognition of Credits**

The general criteria for admission are:

1. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
2. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
3. This institution has not entered into an articulation or transfer agreement with any other institution.
4. Student must have graduated from high school, or earned a GED. If the applicant is not a high school graduate and has not earned a GED, an applicant may take an Ability to Benefit test.
5. Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate can be administered a nationally recognized standardized test (Wonderlic Basic Skills Test) that measures an applicant's basic educational knowledge. This test is administered by an independent third-party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the

applicant is eligible to enroll in the program. If the student does not receive a qualifying score, the student may take the test again after 7 days. Qualifying Scores are: Verbal, 200, Quantitative, 210.

### **13 Student's Right to Cancel**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 8459 Foothill Blvd., Sunland, CA 91040 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Refund Policy**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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 at 2535 Capital Oaks Dr.,

#400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov., toll free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

#### 14 Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

#### 15 Attendance Policy – All Programs

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

#### 16 Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

#### 17 Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Pet Hygienist	\$800.00	\$100	\$0.00	\$300	\$1,200
Pet Grooming Specialist	\$2,752.00	\$100	\$0.00	\$900	\$3,752
Pet Grooming Entrepreneurial	\$2,994.00	\$100	\$0.00	\$1,158	\$4,252

Effective 01/01/2015, the STRF assessment rate was temporarily reduced to zero (\$0) per \$1,000.

Name of Program Pet Hygienist

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$1,200
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$1,200

Name of Program	Pet Grooming Specialist	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>		\$3,752
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>		\$3,752

Name of Program	Pet Grooming Entrepreneurial	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>		\$4,252
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>		\$4,252

**18 Policies and Procedures Regarding Financial Aid (Title IV)**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students.

**19 Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

**20 Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

**21 Placement Services**

This institution does not provide placement assistance.

**22 STRF Disclosure**

**Student Tuition Recovery Fund Disclosures.**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid for the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the bureau.
2. You were enrolled at an institution or location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline the in the quality or the value of the program more than 120 days before closure.
4. The institution was ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but has been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application was be received within four (4) years from the date of action or even that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or even that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### **23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Wag My Tail, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational 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 coursework at that 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 Wag My Tail, Inc. to determine if your certificate will transfer.

### **24 Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year.

### **25-1 Beginning and End Dates**

January 1, 2019 through December 31, 2019

### **25-2 Mission, All Programs, & Training Outcomes**

Our mission is to provide basic and advanced grooming skills training to individuals who are seeking entry-level employment and/or working grooming professionals who are in need of upgrading their current skills for promotion or career transition. We offer "Pet Hygiene Training & Certification", "Pet Grooming & Clipping Training & Certification", as well as "Pet CPR Training & Certification". Upon completion of any one of our programs you will enhance your marketability and future professional potential.

### **25-3 Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

### **25-4 Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a TOEFL. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

### **25-5 Language of Instruction**

Instructions will be given in no language other than English.

### **25-6 Financial Aid**

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. Wag My Tail is not accredited by an accrediting agency recognized by the United States Department of Education.

### **25-7 Experiential Credit**

This institution does not award credit for prior experiential learning.

### **25-8 Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

### **25-9 Description of the Facilities & Type of Equipment Used for Instruction**

Wag My Tail's facilities are designed for pet grooming training. Facilities are clean and simulate a professional environment in which students would work in the grooming field. The facility is a single story building located in a strip center approximately 60 years old. Wag My Tail's training facility is located at 8457 Foothill Boulevard, Sunland, California, and is easily accessible off the 210 Freeway at the Lowell Avenue exit or Sunland exit. Parking is located on the east and west sides of the building. Equipment used by the students include:

- dog grooming table (with grooming arm and grooming noose)
- slicker brush
- pin brush
- pair of dog nail clippers (size dependant on your dog)
- pair of 5 inch straight hemostats (for ear cleaning)
- cotton balls and or Q-tips
- bottle ear cleaner
- speed dog grooming clippers with #10 blade
- dog grooming clippers #30 blade
- bottle dog shampoo (preferably hypoallergenic and tearless)
- dog dryer (or a way to dry your dog)
- the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

### **25-10 Library Resources**

No formal library or other learning resources are needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

### **25-12 Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problem which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### **25-13 Student Housing**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month.

### **25-14 Student Grievance Procedures**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Wag My Tail, Inc.  
8457 Foothill Blvd.,  
Sunland, CA 91040

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly

followed, and the student's signature. The student can expect to receive a written response within ten business days.

## **25-15 Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available

Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- See section 7                      Complaint procedures
- See section 13                  Right to Cancel
- See section 22                  Student Tuition Recovery Fund
- See section 23                  Notice Concerning Transferability of Credits
- See this section                Student Grievance Procedures
- See section 25-15              Student Rights to Inspect Records and Obtain Transcripts
- See section                      Non-Discrimination Policy
- See section                      Academic Freedom
- See section                      Sexual Harassment

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

Wag My Tail, Inc. is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Wag My Tail, Inc. encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **English as a Second Language Instruction**

This institution does not provide ESL instruction.

## **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

## **Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year.

## **Class Schedules**

Pet Hygiene, Pet Grooming, and Entrepreneurial  
9:00 AM to 5:00 PM Tuesday through Saturday

## **Holidays 2018**

New Year's Day	January 1
Martin Luther King Day	January 21
President's Day	February 18
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Veterans Day	November 19
Thanksgiving Day	November 28
Day after Thanksgiving	November 29

Winter Holidays will last from December 23, 2019 until January 2, 2020. Additional holidays or school closures may be declared at the discretion of the School Director.

## **Job Classifications**

### [31-1039-2021.00 - Nonfarm Animal Caretakers](#)

Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, such as dogs, cats, ornamental fish or birds, zoo animals, and mice. Work in settings such as kennels, animal shelters, zoos, circuses, and aquariums. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens, or fish tanks.

Sample of reported job titles: Animal Care Giver (ACG), Animal Care Technician, Aquarist, Dog Groomer, Groomer, Kennel Attendant, Kennel Manager, Kennel Technician, Pet Groomer, Pet Stylist