Wag My Tail Inc.
8823 Fenwick St. Sunland, CA 91040
Tel: (818) 951-1506 Fax: (818) 951-4369 E-Mail: Info@wagmytail.com

# Wag My Tail, Inc.

www.wagmytail.com

## Catalog of Courses

## January 1, 2025 to December 31, 2025

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## 3 School Location

Wag My Tail, Inc.
8823 Fenwick St.
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) “Approval to operate" means compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 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:

1747 N. Market Blvd. Ste 225
Sacramento, CA 95798-0818
P.O. Box 980818
West Sacramento, CA 95798-0818
Website address: WWW.BPPE.CA.GOV
Toll Free Telephone #: (888) 370-7589 or by Fax (916) 263-1897
Telephone #: (916) 574-8900 or by Fax (916) 263-1897.
(916) 574-8900 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.
8823 Fenwick St.
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 (**Accelerate your learning in just 1-2 weeks with full-time attendance)** |
| 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 |
| TOTALS | 10 | 30 | 40 |

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 **(Accelerate your learning in just 9 weeks with full-time attendance)** |
| Final Tests or Exams | None |
| Required Internship or Externship | None |

| COURSE BREAKDOWN | LECTURE HOURS | LAB HOURS | TOTAL HOURS |
|---|---|---|---|
| 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 | 10 | 40 | 50 |
| View instructional videos | 80 | 20 | 100 |
| TOTALS | 120 | 180 | 300 |

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

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

| **Name of Program** | **Pet Grooming / Entrepreneurial** |
|---|---|
| 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 **(Accelerate your learning in just 10-12 weeks with full-time attendance)** |
| Final Tests or Exams | None |
| Required Internship or Externship | None |

| COURSE DECRIPTION | 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 Videos | 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 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 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 owner's satisfaction with the end result.

Instructional Videos: In this section the student, will view 20 Videos 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 been pet grooming since 2015 and is also a Pet CPR instructor.

**Talin Kheshadeh** is a pet grooming instructor who has been pet grooming since 2019 and is 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 earning.
3. This institution has not entered into an articulation or transfer agreement with any other institution.
4. This institution is not accredited by an accredited agency recognized by the United States Department of Education.
5. 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.
6. 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, 88232 Fenwick St., 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), if canceled within 7 days of registration date.

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:

1747 N. Market Blvd. Ste 225
Sacramento, CA 95798-0818
P.O. Box 980818
West Sacramento, CA 95798-0818
Website address: WWW.BPPE.CA.GOV
Toll Free Telephone #: (888) 370-7589 or by Fax (916) 263-1897
Telephone #: (916) 574-8900 or by Fax (916) 263-1897.
(916) 574-8900 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 | $1200.00 | $150.00 | $0.00 | $0.00 | $1,350.00 |
| Pet Grooming Specialist | $4250.00 | $250.00 | $0.00 | $1700 | $6200.00 |
| Pet Grooming Entrepreneurial | $4577.00 | $250.00 | $0.00 | $1700 | $6527.00 |

Effective 04/01/2024, the STRF assessment rate was temporarily reduced to zero ($0.00) per $1,000.

Name of Program Pet Hygienist

1. TOTAL CHARGES FOR CURRENT PERIODOFATTENDANCE $1,350.00
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $1,350.00

Name of Program Pet Grooming Specialist

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $6,200.00
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $6,200.00

$6527.00

Name of Program Pet Grooming Entrepreneurial

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $6527.00

## 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.**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss 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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"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 enrolled in a residency program, prepaid tuition, paid or deemed to have paid 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 a 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 in the quality or value of the program more than 120 days before closure.

4. The institution has been 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 have 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 must be received within four (4) years from the date of the action or event 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 noncollection 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 event 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 a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## 23 NOTICE CONCERNING TRANSFERABILITY OFCREDITS AND CREDENTIALS EARNED AT OURINSTITUTION

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, 2025 through December 31, 2025

## 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 Hygienist", "Pet Grooming Specialist", as well as "Pet Grooming Specialist/Entrepreneurial". 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 | 4Grade Points | A- | 3.67 Grade Points |
| B+ | 3.33Grade Points | B | 3 Grade Points |
| B- | 2.67Grade Points | C+ | 2.33 Grade Points |
| C | 2Grade Points | C- | 1.67 Grade points |
| D+ | 1.33Grade Points | D | 1 Grade Point |
| D- | 0.67Grade 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. All students are required to pay all fees to the school prior to being awarded a transcript.

### 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 8823 Fenwick St, Sunland, California, and is easily accessible off the 210 Freeway at the Lowell Avenue exit or Sunland exit. Parking is located inside the premises.

Equipment used by the students includes:

- dog grooming table (with grooming arm and grooming noose)
- slicker brush
- pin brush
- pair of dog nail clippers (size dependent on your dog)
- pair of 5 inch straight hemostats (for ear cleaning)
- cotton balls and/or Q-tips
- bottle ear cleaner
- 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 options near the institution start at $1,600 per month and up.

## 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.
8823 Fenwick St,
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 section7 Complaint procedures
- See section13 Right to Cancel
- See section22 Student Tuition Recovery Fund
- See section23 Notice Concerning Transferability of Credits
- See this section Student Grievance Procedures
- Seesection25-15 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 within10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov." 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 Monday through Saturday

## Holidays 2025

| | |
|---|---|
| New Year's Day | January 1 |
| Martin Luther King Day | January 20 |
| President's Day | February 17 |
| Memorial Day | May 26 |
| Independence Day | July 4 |
| Labor Day | September 1 |
| Veterans Day | November 11 |
| Thanksgiving Day | November 27 |
| Days after Thanksgiving | November 28 and 29 |

Winter Holidays will last from December 25, 2025 until January 1, 2026. 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