

The Midwest School of Pet Grooming

3976 Route 22, Suite C.
Long Grove, IL 60047
847-550-0107

midwestschoolofpetgrooming.com

ENROLLMENT AGREEMENT

STUDENT INFORMATION:

STUDENT NAME: _____ Student I.D _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION:

Professional Pet Grooming Course

500 hour professional groomers training: \$6000.00

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

FULL-TIME PART-TIME

DAYS CLASS MEETS: (circle) T W Th F S

Total fees collected: _____ Date: _____

Student Signature: _____

Administrator Signature: _____

NOTICE TO STUDENTS:

1. Do not sign this agreement before you have read it or if it contains blank spaces. **READ THE ENTIRE CONTRACT BEFORE SIGNING.**
2. This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed and dated by an authorized official of the school or the admissions officer at the school’s principal place of business.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student’s parent or guardian. All terms have conditions and are not subject to amendment or modification by oral agreement.
6. I understand that should I withdraw from a program or course prior to completion of said program or course. I am responsible for returning all property including textbooks, when applicable.
7. Buyers right to cancel: The student has a right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 10 days of cancellation. Cancellation must be submitted in writing to the authorized official of the school.

Total cost of tuition is \$6000.00 including all classroom and lab fees. Cost of tools will be approximately \$700-\$900 I understand that I the student is responsible for purchasing my equipment.

Signature of Student

Date

Signature of Parent
(if student is a minor)

Date

The Midwest School of Pet Grooming is approved to operate by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

The Midwest School of Pet Grooming is not accredited by a US Department of Education recognized accrediting body.

**The Midwest School of Pet Grooming
ENROLLMENT AGREEMENT CONTINUED:**

STUDENT ACKNOWLEDGMENTS:

1. I hereby acknowledge receipt of the school catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.
Student Initials _____

2. I have carefully read and received an exact copy of this enrollment agreement.
Student Initials _____

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential is awarded.
Student Initials _____

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.
Student Initials _____

5. I understand that the school is not affiliated with any other institutions of higher learning and there is no transferability of credits or hours to any other institutions of higher learning. I also understand that this school is not accredited by a U.S. Department of Education recognized accrediting body.
Student Initials _____

6. I understand that the school does not guarantee job placement to graduates upon program completion and that is my responsibility to secure employment outside of Midwest School of Pet Grooming on my own.
Student Initials _____

7. I understand equipment and books are not supplied by the School. It is the student's responsibility to acquire equipment from the enclosed equipment list prior to their start date.

Student Initials: _____

8. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the **Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield Illinois 62701** or at www.ibhe.org

Student Initials: _____

9. This institution will be maintained and operate in compliance with all local, state, and federal ordinances or laws. The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the school official. The student and the school will retain a copy of this agreement.

Signature of Student

Date

Signature of Parent
(if student is a minor)

Date

I, OWNER OF THE MIDWEST SCHOOL OF PET GROOMING hereby certify that I have complied with the statute and rules applicable to Private Business and Vocational Schools throughout the process of enrolling the student.

Signature of School Administrator

Date

REFUND POLICY:

When a student gives written notice of cancellation the school shall provide a refund in the amount one of at least the following:

- 1) When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition and any other charges shall be refunded to the student.
- 2) When notice of cancellation is given after midnight of the fifth day following acceptance but prior to the close of business on the students first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150.00 or 50% of the cost of tuition whichever is less.
- 3) When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, the cost of any books or materials provided by the school.
- 4) When a student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund an amount of tuition prorata by days and other instructional charges up to completion of 60% of the course of instruction. The course is 500 hours and should be completed within 5 months of the students start date. When the student has completed in excess of 60% of the course of instruction, or 3 months from the start date, the school may retain the application-registration fee and the entire tuition and other charges.
- 5) Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
- 6) Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150.00 or 50% of the cost of tuition, whichever is less.
- 7) Deposits or down payments shall become part of tuition.
- 8) The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmarked date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.
- 9) All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
- 10) A student may give notice of cancellation to the school in writing. The unexplained absence of a student from the school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance
- 11) The school shall refund all monies paid to it in any of the following circumstances:
 - a) The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin
 - b) The school cancels or discontinues the course instruction in which the student has enrolled.
 - c) The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
- 12) The school must refund any books and materials that are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.
- 13) The refund policy for short courses up to 20 clock hours shall refund prorated up to 60% completion of the course.
- 14) A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

PROFESSIONAL PET GROOMING COURSE MWG 101

Midwest School of Pet Grooming

Total Course Cost: \$6000.00

Acceptable Payments: Cash, Check, Debit and Credit Card (processing fees apply)
Tuition to be paid in full, or in installments (2000.00 down, second payment 1500.00, and two additional payments of 1000.00, interest free).

Total Course Hours: 500

Classes run Tuesday through Friday, starting at 8:30AM until 3PM. Saturdays are optional provided there are dogs scheduled for student groomers.

Classroom time: 100 hours to consist of the following:

Orientation: 2 hours

Introduction to pet care: 40 hours

Breed recognition and history, AKC standards in grooming, basic first aid, identification of medical and behavioral problems as related to grooming, i.e. infections, tumors, parasites, skin problems, grooming induced seizures.

Advanced Issues in Grooming: 50 hours

Proper handling of dog and cat clients. Addressing and handling special needs pets (young, old, fearful, biters), choosing products for finishing and medical/skin conditions, anatomical danger areas and proper safety techniques.

Equipment Use and Maintenance: 8 hours

Proper use and cleaning, maintenance of shears, clippers, and etc.

Lab/grooming floor time: 400 hours

Hands on, practical application of grooming techniques. Basic grooming skills include clipping nails, shaving pads, cleaning ears, plucking ear hair, brushing and dematting techniques. Advanced techniques to include shaving or stripping coats, clipper and scissor work, setting breed specific patterns, poodle clips and topknots.

Entrance Requirements:

No experience or training is required. Age limitation is eighteen and older. Younger students will be considered with parental or guardian's consent.

Classroom size: Total of 12 students maximum, 6 students per 1 instructor.

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