

## **Student Policies, Rules, Waiver, Assumption of Risk & Agreement to Hold Harmless**

All students enrolled to work on the floor in person at The Whole Pet Grooming Academy are required to review, agree to and abide by the Academy's policies, procedures, rules and regulations that are set in effect and are subject to amendment at the discretion of the Academy. This must be signed and agreed upon prior to accepted enrollment into the Academy. Students are subject to rejection and termination if they do not follow these policies and rules.



Student Protection and Disclosures HEDC 304.1

### **Admissions Requirements**

Students must be at least 18 years of age with a high school degree or hold a GED. Students under 18, with consent from guardians, will be considered on an individual basis, that have their high school degree or hold a GED.

For In Person Courses:

Students do not need to have any prior experience with animals or pet grooming.

Students must complete an entrance exam to gauge knowledge, understanding and experience of the grooming industry. Not a graded exam.

Students must have completed and signed all agreements and accepting of Physical Requirements and Video Surveillance Acknowledge Form

Complete the in person interview with the administrator and lead instructor

Accept that all Physical Requirements can be met

\*\*\*\*\*Highly recommended to have a current tetanus shot( \_\_\_\_\_date\_\_\_\_\_initials)

### **Physical Requirements**

Students must be able to work on their feet for a 7 hour day with two 15 minute breaks and a half or full hour lunch break.

Students must be able to lift at least 50 pounds, and handle various breeds, sizes and temperaments of animals.

Students must understand that odors, dust, dander, water and hair will be present, it will get on hands, arms and face.

Students must understand that chemicals are present in all products used on the animals and in all cleaning supplies.

It is essential that students be capable of all tasks as listed:

- Standing
- Bending
- Walking
- Squatting
- Reaching above and below the shoulders

- Kneeling
- Balancing
- Twisting
- Turning
- Lifting up to 50 pounds
- Carrying up to 50 pounds

Students need to be aware and should have:

A good range of motion in joints, especially in wrists, knees, elbows and back.

Possess good dexterity in hands and fingers.

Should possess an acceptable sense of balance and hand-eye coordination.

Should be able to restrain small and large animals.

Should be able to withstand being exposed to loud noises and bodily fluids.

Should be able to work in environmental temperature changes.

Students must be able to accept constructive criticism, correction, and be monitored by instructors and staff of the Academy.

***Note:** Students who are unable to meet the above physical requirements should notify the Academy. We welcome the opportunity to provide reasonable accommodations to potential students who do not meet one or more of the Physical Requirements and to help students safely successfully complete on the floor programs.*

### **Grading Scale**

Students will be given technical and written/practical exams. Technicals are a pass/fail, based on mastery of the specific skills taught at the time, written/practical will be graded on a scale of A-F. Written/Practical exams must be passed with no less than a B- to move onto the next section of schooling.

If a student fails to meet the requirements of the set academic action plan they will be dismissed for not meeting academic satisfactory requirements.

### **Refund Policy**

(1) All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal; and

(2) Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations;

### **Transfer Credits**

Students' past credits will be reviewed, but does not mean credits may be accepted.

### **Grievance Policy**

Any student who has a grievance with the school or an instructor should make a written complaint and submit it to the school director. A response will be written within 3 to 5 days. If a satisfactory resolution of the problem is not obtained, the student may then contact: send a signed and dated letter to Division of Educator Support and Higher Education, Office of Career School Licensing, 101 Pleasant Street, Concord, NH 03301, Tel: (603) 271-6443.

### **Academic Calendar and Hours of Operation**

The Whole Pet Grooming Academy operates on non-traditional terms. Federal holidays observed as listed, but not limited to: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day

### **Attendance Policy**

The student is required to satisfactorily complete all hours of the course. This includes all classroom, lab, and clinical time. Students should plan to arrive each day at least fifteen (15) minutes prior to the class start time to ensure all required class hours for the day are completed. Students arriving more than ten (10) minutes late to the start of class, as measured by the classroom clock, will be asked to leave, will be required to make up the entire day, and will receive a Student at Risk form. After receiving three (3) Student at Risk forms, students will be dismissed from the course.

*If a student is unable to attend class due to illness or an emergency, the instructor must be contacted by phone or text **within 24 hours** of the start time of class. Written documentation may be required. Any time missed within these guidelines must be made up prior to the final exam.*

***A fee of \$70 per hour will be charged for all make-up time.** All students must arrange for make-up hours with their instructor and all charges assessed must be paid prior to attending a make-up session.*

To be considered a full time student attendance must be 30+ hours per week.

If a student does not meet the attendance requirements and cannot make up the time in a timely manner as outlined in the "makeup of the Hours or Work Policy" they will be dismissed per school policy violation.