



Plontzie's Grooming Academy

Student Catalog

School Year 2015 - 2016

148 E South Boundary St
Perrysburg, OH 43551
419.931.7698 / 419.931.4505 fax

academy@plontzies.com
www.plontzies.com

State of Ohio Board of Career Colleges and Schools
Registration #14-07-2050T

Date of Print: July 18, 2015

Date Revised: July 16, 2015

TABLE OF CONTENTS

A Word from Our President & Lead Instructor.....	3
Entrance Requirements.....	4
Enrollment Dates.....	4
Credit for Previous Education or Training.....	4
Program/Course Description.....	5
School Calendar.....	6
Attendance.....	6
Leave of Absence.....	6
Grading System.....	7
Standards for Satisfactory Progress.....	7
Graduation Requirements.....	7
Academic Probation.....	7
Student Conduct and Conditions for Dismissal.....	8
Probation.....	8
Re-Entrance	8
Faculty	8
Enrollment Agreement.....	9 - 11

A Word from Our President & Lead Instructor

Welcome to Plontzie's Grooming Academy!

My name is Mary Plontz and I'm a professional pet groomer with experience in grooming Northwest Ohio's most beloved pets since 2001. I began my grooming career after graduating from the Great Lakes Grooming Academy in Toledo, OH and currently own and operate a successful mobile pet grooming and full service grooming salon.

I chose a career in pet grooming because I always had a passion for working with Man's Best Friend. Every day I get to groom and play with so many different beautiful breeds and my job is rarely boring. After all these years I still wake up excited knowing that I can say "hi" to so many different furry friends every day.

I developed the 'Start to Finish' pet grooming program throughout my years of experience mentoring and successfully teaching grooming skills to others. I take pride in ensuring that each student fully understands not only "how" to be an extraordinary pet groomer, but also "why" each of the skills taught are absolutely necessary to be an extraordinary pet groomer.

When you graduate from Plontzie's Grooming Academy you will have gained the knowledge, confidence, real-world experience and expertise to go anywhere and have a successful career in the pet grooming industry.

I look forward to getting to know you!

Thank you,

A handwritten signature in cursive script that reads "Mary Plontz". The signature is written in a dark ink and is positioned to the left of the typed name below it.

Mary Plontz, President & CEO, Lead Instructor

ENTRANCE REQUIREMENTS

- Applicant must be 18 years of age or older. Applicants under age 18 must provide written parent/guardian consent
- Applicant must have High School Diploma or GED – copy of diploma must be submitted with enrollment application
- Applicant must have valid ID
- Applicant must have current physical exam including Tetanus Vaccination within previous 5 years
- Applicant must be drug free (other than unexpired medical doctor prescription)
- Applicant must fully complete and sign Enrollment Application with \$100 application fee
- All applicants will have a personal interview prior to signing Enrollment Agreement
- Applicant must fully complete Enrollment Agreement
- All fees must be paid in full prior to start of class according to fee/tuition schedule
- Plontzie's Grooming Academy encourages all prospective students to visit our facilities prior to enrollment

ENROLLMENT DATES

Enrollment is open throughout the calendar year as class size permits. New classes start every Tuesday. If applying during a period that class size is full, Plontzie's will inform prospective students as to when the next start date is available. The diploma program will be completed in 640 clock hours.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Plontzie's Grooming Academy does not accept transfer of credit nor allow credit for prior experience.

PROGRAM/COURSE DESCRIPTION

'Dog Grooming - Start to Finish' Grooming Diploma

The 'Dog Grooming – Start to Finish' program will teach students everything that is needed to know to become a professional pet groomer. They will acquire knowledge and every skill required to groom a variety of breeds from start to finish, as well as gain valuable customer service skills necessary to be successful in the pet grooming industry.

Topic / Description Summary	Clock Hours
<u>Introduction to Pet Grooming - Theory</u> Selection of Equipment/Equipment Maintenance and Care Safety and Sanitation Grooming Products and Supplies Time Management Canine Anatomy Skin Disorders / Parasites Pet Nutrition Breed Recognition Care and Grooming for Older Pets	24
<u>Client Services - Theory</u> Identifying Customer Needs and Expectations Establishing/Maintaining Client Relationships Phone Etiquette Appointment Scheduling Record Keeping/Maintaining Client Files	16
<u>Basic Grooming – Hands On</u> Introduction to Basic Grooming – All Breeds Skills Taught Include: Assessing Condition of Pet, Handling, Nail Trimming, Basic Clipper Techniques, Paw Pads, Sanitary, De-Matting, Brushing, Bathing Fluff Drying, Undercoat removal, Anal Gland Expression, Time Management Basic Grooming Practical Mastered	280
<u>Advanced Grooming – Hands On</u> Introduction to Advanced Grooming – All Breeds Skills Taught Include: Setting Proper Breed Patterns, Finishing Clipper Techniques, Scissoring Techniques, Thinning Techniques, Time Management Advanced Grooming Practical Mastered	320
TOTAL PROGRAM HOURS	640

SCHOOL CALENDAR

Due to the small class size and one-on-one instruction with each student, Plontzie's Grooming Academy operates on a non-traditional term. We do not utilize a conventional academic calendar of quarters or semesters.

Classes are offered Tuesday through Saturday excluding the following observed holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve

Weather may affect class schedule. If classes are cancelled due to inclement weather, they will resume as soon as weather permits. Instruction missed due to inclement weather will be made up prior to program completion.

ATTENDANCE

To successfully complete Plontzie's pet grooming program, attendance and punctuality must remain consistent. Pets are scheduled for hands-on grooming according to the class schedule indicated in each student's Enrollment Agreement. Attendance is factored into grading scale.

If a student cannot attend a class, notification must be made by telephone prior to the start of class. Only illness or emergency situation will be considered an excused absence. If a student has three unexcused absences they will be placed on probation. If student continues to be absent or tardy during or after the probationary period, he/she will be subject to dismissal. Three tardies will constitute one unexcused absence. Any absence must be made up by the student prior to graduation

LEAVE OF ABSENCE

Extended absences due to illness or personal matters will be treated as a leave of absence until the student is able to return as per prior written arrangements of the student and the school director. Any students' extended absence due to illness must provide a signed doctor's statement upon return. If the student fails to notify the school director of their leave of absence the student will be held to the standards discussed in the Attendance section.

GRADING SYSTEM

Final grades are issued at the end of the course.

- A (100 – 90) = Excellent
- B (89 – 80) = Satisfactory
- C (79 – 70) = Average
- D (69 – 65) = Unsatisfactory
- F (64 and below) = Failing

Each student must pass the written test and have at least an 'Average' final grade to receive his/her diploma.

STANDARDS FOR SATISFACTORY PROGRESS

One hundred percent (100%) attendance is necessary for satisfactory progress. Each unexcused absence will result in a ten percent (10%) deduction from final grade.

The student is graded on written tests and practical ability tests, which are combined to form the student's averaged grade. An averaged grade of seventy percent (70%) or higher is required for satisfactory progress.

Each student is evaluated and notified of his/her progress throughout the program.

GRADUATION REQUIREMENTS

Graduation diplomas are issued to students who have accomplished a seventy percent (70%) or above final grade. Students who have accomplished a ninety percent (90%) or above final grade will also receive a Certificate of Excellence. Should a student fail to pass a test, they will be given an opportunity to take a refresher in the area deficiency and retake the test at no extra cost to the student.

ACADEMIC PROBATION

If a student's grade point average falls below 70% he/she will be placed on academic probation for a period of two weeks. Any student that remains under 70% during or after the probationary period for will be subject to dismissal.

STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL

Students are expected to act in a professional and considerate manner at all times.

The following may result in disciplinary action, including dismissal from the program:

- Animal Mistreatment (No student shall physically or verbally abuse an animal)
- Physical or verbal abuse of others
- Consumption of drugs/alcohol
- Smoking (smoking is prohibited on school grounds)
- Theft (violators will be prosecuted)
- Excessive unexcused absences
- Violations of safety rules outlined in program
- Violation of Academic Probation

PROBATION

Students will be placed on probation for disregard of school rules and regulations and poor student conduct. The length of probation will be two weeks for any circumstance. If a student continues the behavior for which he/she was placed on probation, dismissal will follow.

RE-ENTRANCE

Any student who has dropped out of the program may be re-admitted within six (6) months by completing a personal interview with the school's director and paying all fees due at the time of readmission. A new application (with new \$100 application fee) and signed enrollment agreement is required for all re-entrance. Program requirements at the time of re-admittance shall be applicable.

Any student terminated for conduct will not be re-admitted.

FACULTY

Mary E Plontz – President & CEO, Lead Instructor

- Over 13 years experience as a professional pet groomer

Jason W Plontz – Director, Instructor

- Over 6 years experience as a professional pet groomer

Jessica Peace – Instructor

- Over 5 years experience as a professional pet groomer



Plontzie's Grooming Academy

148 E South Boundary St, Perrysburg, OH 43551
419.931.7698 / 419.931.4505 Fax / www.plontzies.com

ENROLLMENT AGREEMENT

Student Name: _____ Date: _____

Street Address: _____

City, State, Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ DL/State ID #: _____ State: _____

Date of Birth: _____ SSN: _____

Emergency Contact: _____ Emergency Contact #: _____

Tuition and Fees**

• Application Fee (due with Enrollment Application)	\$100.00
• Textbook & Grooming Equipment Fees (due prior to start of program)	\$800.00
• Tuition – 1 st Term (due prior to start of program)	\$3000.00
• Tuition – 2 nd Term (due prior to 321 st Clock Hour)	\$3000.00
Total Cost	\$6900.00

Tuition & fees are subject to change. Any tuition or fee changes will be effective for the school term following notification of change.

** Application fee of \$100 is due with submission of application. The textbook and grooming equipment fee is due with tuition prior to start date of the program. Tuition is due in two (2) installments: First installment of \$3000.00 is due prior to start date of program. The Second installment of \$3000.00 is due prior to the 321st hour of the Program (start of the Advanced Grooming Hands-On Instruction).

ENROLLMENT AGREEMENT (pg 2 of 3)

Diploma Program: Dog Grooming – Start to Finish Start Date: _____

Program length: 640 hours

Days Attending Course

Tuesday Wednesday Thursday Friday Saturday

* Course instruction is offered from 8:00AM – 5:00PM Tuesday through Saturday

Program Requirements

The 640 hour 'Start to Finish' dog grooming program can be completed in 16 – 20 weeks by a full-time student

Instruction includes lectures, textbook information and visual demonstrations. Students are required to read, study, research and take notes on all material covered during theory and practical instruction. Hands-on instruction is achieved inside Plontzie's Pet Grooming Salon on-location with Plontzie's Grooming Academy.

The program outline consists of:

40 total hours of Theory

- Introduction to Pet Grooming
- Client Services

600 total hours of Hands-on Grooming

- Basic Grooming
- Advanced Grooming

CANCELLATION/TUITION REFUND POLICY

An enrollment agreement or school application may be cancelled within five (5) calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement or school application. Such refund shall be made no later than thirty (30) days after cancellation. This provision shall not apply where a student has already started classes.

Fees for textbook and grooming equipment will not be refunded if they have been used at any point by student during program.

Date Revised: July 16, 2015

ENROLLMENT AGREEMENT (pg 3 of 3)

(i) A student who starts class and withdraws before the academic term is fifteen percent (15%) completed will be obligated for twenty-five percent (25%) of the tuition and refundable fees for the current academic term plus the application fee.

(ii) A student who starts class and withdraws after the academic term is fifteen percent (15%) complete but before the academic term is twenty-five percent (25%) completed will be obligated for fifty (50%) percent of the tuition and refundable fees for the current academic term plus the application fee.

(iii) A student who starts class and withdraws after the academic term is twenty-five percent (25%) complete but before the academic term is forty percent (40%) completed will be obligated for seventy-five percent (75%) of the tuition and refundable fees for the current academic term plus the application fee.

(iv) A student who starts class and withdraws after the academic term is forty percent (40%) completed will not be entitled to a refund of the tuition and fees for the current academic term.

GRIEVANCE PROCEDURE

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should submit a written complaint to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact:

State of Ohio Board of Career Colleges and Schools
30 E Broad St, Suite 2481
Columbus, OH 43215-3414
614-466-2752 or toll free 877-275-4219

I acknowledge that I have received a copy of the college catalog and agree with the academy policies and procedures within.

I have entirely read and have received a copy of this Enrollment Agreement.

Applicant's Signature: _____ Date: _____

School Representative Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

State of Ohio Board of Career Colleges and Schools Registration #14-07-2050T

Date Published: July 18, 2015

Date Revised: July 16, 2015