

**DIAMOND CUT DOG GROOMING SCHOOL**  
 483 Medina Road Rt. 18, Medina, OH 44256, (330) 239-1471, Fax (330) 239-4744

**ENROLLMENT AGREEMENT**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State Drivers License Issued: \_\_\_\_\_

Tuition and Fees	Payment	
Registration Fee:	\$125.00	Registration Fee of \$125.00 must accompany this enrollment form.
Laboratory Fee:	\$200.00	
Material Maintenance Fee :	\$50.00	
Instructional Tuition Fee:	\$2,500.00	
Total Cost:	\$2,875.00	

Program: Dog Grooming Instruction

Start Date: \_\_\_\_\_  
*(Specify Date You Want To Start)*

Program Description:

A Breakdown of the Total Number of Hours of Instruction Offered Per Program of an 80 Hour Course:

This Program can be completed in 2 weeks. We have incorporated our bathing and brushing into the grooming course. We have not separated our programs. We feel brushing and bathing is part of the grooming. This way you are able to spend more time with hands on and learning the grooming. Students can complete the 80 hour course by scheduling their class on week days or days in which they are able to attend. This may be just a Saturday class or a few days a week, that would be convenient to their job schedule. This would take longer than a two week period if you work a full time job. We do have some students that can only attend one day a week because of their work schedule.

Total Number of Hours: 80

64 Total hours of Hands on Grooming

16 Total hours of Theory

**Tuesday Class 10:00am-6:30pm, Theory**

**Wednesday Class 10:00am-6:30pm**

**Thursday Class 10:00am-6:30pm**

**Friday Class 10:00am-6:30pm**

**Saturday Class 10:00am-6:30pm**

Class time includes ½ hour lunch daily, this is not counted as clock hours. You will have 8 clock hours per day, and on some days it may be longer.

Each student may voluntarily help clean. Clean up time is also not included as clock hours.

Cancellation and Settlement Policy:

- An enrollment or registration contract signed by the student and/or a parent or guardian may be cancelled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full the registration or enrollment fee and any other charges paid plus any and all advanced tuition fees collected. Such refund shall be made no later than thirty days after cancellation.
- After five (5) days from the day the agreement was signed but before the school term starts the student will receive a full refund of all fees paid with the exception of the Registration Fee.
- Last day of student attendance will be considered the withdrawal date for refund calculations.
- Course must be completed within 6 months of your start date. No Refunds will be issued after that time.

Refund Policy:

The Diamond Cut Dog Grooming School uses the refund policy as established in the Ohio Administrative Rule 3332-1-10. Schools using federal financial aid must comply with federal financial aid policies.

50-300 Clock Hours per term, quarter or semester

- Clock Hours are based on the 80 hour course by percentage of the clock hours.
- A student who starts class and withdraws before the academic term is 15 % completed, will be obligated for 25% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed, will be obligated for 50% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% complete, but before the academic term is 40% completed, will be obligated for 75% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% completed, will not be entitled to a refund of the tuition and fees.

Complaint or Grievance Procedure:

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school.

Students first should direct a written complaint to the director of the school. If you like you may also direct any problem if no resolution in forthcoming to State Board of Career Colleges and Schools, 30 East Broad Street, 24<sup>th</sup> Floor Suite 2481, Columbus, OH 43215-3414, Phone: (614) 466-2752 or toll free 877-275-4219.

I acknowledge that I have received a College Catalog and agree with the school policies and procedures as stated.

I acknowledge that I have received and read a copy of this agreement.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_