

# Policies

## TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

Students may voluntarily withdraw at any time. In such cases, a letter to the Director from the student is required. Students may be dismissed for any infraction of the school rules or policies which are listed in the school catalog. The termination date for refund computation purposes is the last date of actual attendance by the student. Refunds of tuition are as follows:

### REFUND POLICY FOR FULL TIME ATTENDANCE

Paragon may retain Application and Entrance Fees, Tuition Deposit Registration/Termination Fee, Tool Kit Fee, plus:

- A. 25% of the total tuition if termination or withdrawal occurs up to completion of 10% of scheduled attendance.
- B. 50% of the total tuition if termination or withdrawal occurs after 10% but not more than 25% of scheduled attendance.
- C. 75% of the total tuition if termination or withdrawal occurs after 25% but not more than 50% of scheduled attendance.
- D. 100% of the total tuition if withdrawal or termination occurs after completion of more than 50% of scheduled attendance.

#### Basic Pet Stylist 600 Hours

1-60 Hours = 25%  
61-150 Hours = 50%  
151-300 Hours = 75%  
301-600 Hours =  
100%

#### Pet Groomer 240 Hours

1-24 Hours = 25%  
25-59 Hours = 50%  
60-120 Hours = 75%  
121-240 Hours =  
100%

#### Assistant Pet Stylist 80 Hours

1-8 Hours = 25%  
9-20 Hours = 50%  
21-40 Hours = 75%  
41-80 Hours = 100%

All refunds due the student shall be refunded by the school within 30 calendar days from the date of termination of enrollment at the school or upon receipt by the school of notification from the student of withdrawal from the school.

on campus

# PROGRAM CATALOG



a Melissa Verplank Enterprises Company

JULY 2018

[www.ParagonPetSchool.com](http://www.ParagonPetSchool.com)

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# Policies

## TERMINATION

Students are expected to maintain proper conduct or face possible termination.

1. Any type of dishonesty, including knowingly furnishing false information, or presenting documents of any kind with intent to mislead or defraud.
2. Theft or damage to school premises or property of a member of the school community on the school premises.
3. Failure to comply with directions of institutional officials acting in the performance of their duties.
4. Violation of the law on school premises in a way.
5. Disorderly conduct or lack of physical or emotional control that jeopardizes any person or animal.
6. Disregarding school policies.
7. Failure to maintain student loan payments.
8. Failure to maintain satisfactory progress.

## RE-INSTATEMENT

A student who has taken a leave of absence or been terminated for any reason that wishes to be re-instated, must notify the school in writing within two weeks of termination. Upon receipt, the Director will notify the student if/when re-instatement can occur. The student must rectify the reasons for termination before re-admittance. A \$200.00 re-instatement fee must be paid prior to readmittance.

## CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES

Tuition and fees paid by the applicant will be refunded if the applicant is rejected by the school before enrollment. An application fee of \$25.00 may be retained by the school if the application is denied. All tuition and fees will be refunded if requested in within 3 business days after signing a contract with the school. If cancellation occurs after the 3 business day period, but prior to commencement of classes, the \$25.00 application fee and the \$175.00 tuition deposit will be retained by the school and all other funds paid will be refunded. Notice of cancellation should be mailed registered or certified with receipt requested. Postmark on letter determines date of cancellation. **All refunds shall be returned within 30 days. Once the 3 business days have elapsed, the refund policy applies.**

# Policies

## **SATISFACTORY PROGRESS**

Students must maintain satisfactory progress to achieve the objectives of their chosen program and remain in school. If a student's GPA falls below 70% during any one marking period, the student will be placed on probation for one marking period. For students attending The Stylist Program, a report card will be issued every 200 clock hours. For students attending the Pet Groomer and Assistant Pet Stylist Programs, a summary of progress/advancement will be given. To maintain satisfactory progress, students must comply with the regulations for attendance, grades, leave of absence, make-up, terminations, and reinstatements. This precludes any extenuating circumstances, which at the discretion of the Director, are documented and maintained in the student's permanent file.

## **LEAVE OF ABSENCE**

The school recognizes that certain personal emergencies arise resulting in a need for a leave of absence. The student must request a leave of absence in writing. The request will be reviewed and granted at the discretion of the Director. A return date will be scheduled, based on space availability. Upon return, the student will be placed in class and continue his/her program by accumulating clock hours from his/her last day of attendance prior to the leave. A new scheduled end date will be assigned. Students are allowed only one leave during their training program. If a student does not return to school or requests a return date within 100 days of his/her last day of attendance, they will be terminated from their program.

## **MAKE-UP**

Any students not completing 90% of their hours by their scheduled end date for each level will be required to make up those hours after their scheduled end date for that level to graduate or receive a certificate. The student must arrange with the office to schedule a time (based on space availability) to make up these hours. There will be a \$20.00 per hour charge for these make up hours. Payment must be made prior to attendance for make-up hours.

# Training and History

The curriculum has been designed to ensure that the students perform in a skillful, responsible, and professional manner and that their scope of knowledge creates highly qualified professionals.

Under the direction and instruction of seasoned professionals, students acquire the techniques and skills necessary for competence in the field of professional pet grooming and styling. Practical grooming applications and handling techniques are complemented by a structured self-study program.

Fundamental to the method of instruction and content of the training is the student's capacity for growth. We realize that dog and cat grooming is an art that requires both talent and training. Students are encouraged to bring both creativity and individual expression to the grooming table. We believe that creativity, coupled with a love and respect for animals are the elements needed for a beneficial experience. There is more than one approach to pet grooming. However, Paragon students are taught to become competent in accordance with the standards set by international pet grooming associations and the American Kennel Club (AKC).

## **SCHOOL HISTORY**

The Paragon School of Pet Grooming was licensed by the Michigan Department of Education in December, 1992. Founder, Melissa Verplank, has over thirty years' experience within the grooming industry. Ms. Verplank is a Certified Master Groomer, an international award-winning pet stylist, and board member of GroomTeam USA. She is currently a grooming contest judge, lecturer, author, curriculum developer, and Founder of The Paragon School of Pet Grooming.

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**MV**  
MELISSA VERPLANK™

# Basic Pet Stylist Program

## 600 Classroom Clock Hours

Full and part time scheduling available.

### Approximate completion time:

15 weeks (based on 40 hours per week)

25 weeks (based on 24 hours per week)

### Our Most Comprehensive Course

Students can earn a Diploma with successful completion of this course.

Students concentrate on basic pet grooming of dogs, including brushing, combing, clipping nails, cleaning ears, bathing, drying techniques, clippering and scissor finishing techniques as well as proper pattern setting for various breeds. Emphasis is placed on perfecting grooming skills while concentrating on proper breed profile, increasing speed and efficiency while developing maximum grooming potential. The bulk of this training program is spent practicing and perfecting skills with pets under the guidance of trainers on the Paragon training room floor.

### 40 hours of free training after graduation is available.

**Tuition: \$6,550.00**

**Textbooks: \$185.00**

**Toolkit: \$875.00**

**Application Fee: \$25.00**

**Enrollment Fee: \$25.00**



# Enrollment

## ATTENDANCE

Attendance records are recorded daily and become a part of the student's permanent files. Students are expected to attend their scheduled classes and must complete a minimum of 90% of their scheduled hours to successfully complete their program. If absence hours exceed 8% of their scheduled hours during any one marking period, the student will be placed on probation for one marking period. Five tardies and/or leaving prior to the scheduled start and/or end of class equals one 8 hour absence. Students will be credited daily with the full number of hours listed on their enrollment agreement. Absenteeism, leaving early from class, and tardiness will be excused, *on a limited basis* and if written documentation regarding the absence is provided. Failure to comply with this policy may result in termination.

## GRADING

The grading system involves testing students in practical skill application, written tests, speed, and effort. These tests are developed for each training program to track a student's progress. If a student does not pass a practical skill test for a given level, s/he may repeat the practical testing on or before his/her scheduled end date for that level. Students may not proceed in practical skills training until successful completion of each practical skills test. If a written test is not completed by the end of the level, the student will earn a '0' for that test. Report cards are issued at the end of each level for the Stylist Program Students must maintain a 70% GPA to graduate. A summary or progress/advancement is given to each student

The following grading system is used to create report cards:

Written Test Grade	15% of Total Grade
Practical Skills Test Grade	60% of Total Grade
Effort / Sanitation Grade	15% of Total Grade
Attendance Grade	10% of Total Grade

## CERTIFICATES AND DIPLOMAS

At the completion of the Stylist Program, students earning 70-79% GPA earn a certificate of completion. Students earning 80% or higher GPA earn a diploma. Student in other programs can earn Certificate of Completion at the successful conclusion of their program. Presentation of certificates or diplomas is contingent upon full payment of all fees including tuition, tools, and education materials.

# Enrollment

## TUITION POLICIES

Payments can be made by cash, check, or credit card. If paying for tuition without a student loan, all funds must be paid in full according to the payment schedule provided for the program. Students may apply for tuition financing through Paragon. These loans can cover the full tuition cost (minus the application fee, entrance assignment fee, and tuition deposit). Finance charges will vary. Eligible students may also apply for funding through local and state government agencies.

## PLACEMENT

Graduates are offered placement assistance at no additional charge. This assistance is available throughout their careers. Although employment is not guaranteed, a comprehensive list of local and national job opportunities is maintained at the school. Placement assistance is offered on a personal basis and every effort is made to give each student the special attention needed to aid him/her in securing employment in a position which best suits his/her career objectives.

## HOUSING

Housing options are available to students through local hotels and apartments, or with host families. The Admissions Packet contains housing options for each student to pursue independently.

## CLASS SCHEDULES

Classes are scheduled on an individual basis as determined by the Admission Department. Schedules are based on 24 to 40 hours per week in four-hour session increments. Part time attendance is 24 to 32 hours or less per week. Full time attendance is over 32 hours per week. Schedule changes are permitted based on availability. A \$200.00 fee, payable in advance, for any changes in a schedule after commencement of class. The student must request changes in writing. If the school is closed for bad weather, an unscheduled seminar, show, or holiday, the student's scheduled end date will be changed.

# Pet Groomer Program

## 240 Classroom Clock Hours

Full and part time scheduling available.

## Approximate completion time:

6 weeks (based on 40 hours per week)

10 weeks (based on 24 hours per week)

## Move Quickly into Your New Profession

Students can earn a Certificate with successful completion of this course.

This program is designed to offer students with no professional grooming experience, an avenue to enter the market in a relatively short period of time. Students concentrate on basic pet grooming and handling of dogs, including brushing, combing, clipping nails, cleaning ears, preparatory clipping, bathing, drying, and basic finishing techniques for various long-haired, short-haired, and double-coated breeds. Upon successful completion of this program, students will be able to work competently at the approved level with minimal supervision.

**Tuition: \$3,925.00**

**Textbooks: \$185.00**

**Toolkit: \$875.00**

**Application Fee: \$25.00**

**Enrollment Fee: \$25.00**



# Assistant Pet Stylist Program

## 80 Classroom Clock Hours

Full time scheduling available.

## Approximate completion time:

2 weeks (based on 40 hours per week)

## Learn the Basics Needed for Any Salon

Students can earn a Certificate with successful completion of this course.

This program is designed to offer students with no professional grooming experience, an avenue to enter the market in a relatively short period of time. Students concentrate on basic preliminary grooming skills and handling of dogs, including brushing, combing, clipping nails, cleaning ears, preparatory clipping, bathing, drying, and basic finishing techniques for various long-haired, short-haired, and double-coated breeds. Upon successful completion of this program, students will be able to work competently at the approved level with minimal supervision.

**Tuition: \$2,000.00**

**Textbooks: \$185.00**

**Toolkit: \$545.00**

**Application Fee: \$25.00**

**Enrollment Fee: \$25.00**



# Admissions

## ADMISSION

No previous experience is necessary. A special entrance assignment must be completed prior to entering this training program. Applicants must have a genuine concern and affection for animals. The minimum age for acceptance is 18 or be a high school graduate. Professional pet grooming is a physically active profession. To excel, a prospective student needs to stay mentally focused, be able to stand all day, have good dexterity with their hands and arms, and lift up to forty pounds with relative ease.

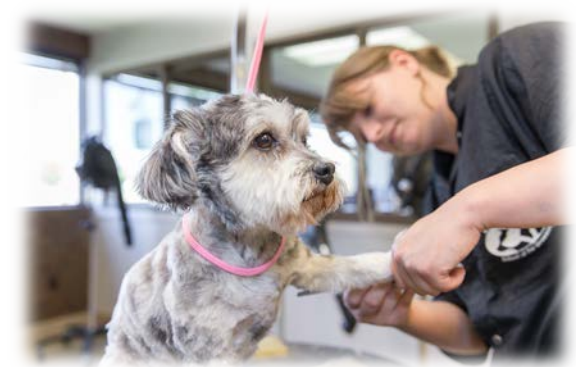
## APPLY

Submit a completed Application Form and \$25.00 Application Fee, complete the entrance assignment, and submit the \$25.00 Entrance Fee.

## ENROLLMENT

The Admissions Department will review each candidate's application and entrance assignment. The school reserves the right to accept or decline any applicant. Applications may be submitted through the mail or online. If a student is accepted into the program, an admissions packet containing an enrollment contract, schedule, and loan contracts (if applicable) will be sent to the applicant. The applicant must review all materials and call the school with any questions.

All contracts must be signed and returned to The Paragon School of Pet Grooming. A \$175.00 tuition deposit is required.



# Staff and Facilities

## STAFF

The staff and trainers are personally selected for their individual talent and experience. Many of the Paragon Trainers are contest winning stylists and/or Certified Groomers or Certified Master Groomers through voluntary testing organizations.

## SCHOOL HOURS

Classes are conducted Monday through Friday. All class sessions are in four hour time blocks.

Morning sessions 8:30 am – 12:30 pm Monday through Friday  
Afternoon sessions 1:30 pm – 5:30 pm Monday through Friday

The Paragon School is closed on the following holidays: Memorial Day weekend, 4th of July, Labor Day weekend, and Thanksgiving weekend. There will be a school recess between Christmas and New Year's.

The school may be closed for various industry-related seminars and shows, bad weather, or other non-scheduled holidays.

## FACILITY

The Paragon School is housed in a 5,000-square foot contemporary building just outside of Grand Rapids, Michigan. The school is fully air conditioned and includes a reception area, administrative offices, student lounge/study area, practical skills hall, and holding areas. The school is equipped with modern grooming stations with a hydraulic table for each student as well as state of the art equipment.



# Required Tools for Training

**All tools and tool payments are required by the first day of class.**

## TOOLKITS

Items listed in this kit are the minimum requirements for **The Basic Pet Stylist and Pet Groomer Programs**. Students are not required to purchase their tools through Paragon, however years of experience have allowed us to put together comprehensive kits with excellent pricing value.

**Required Tools: Cost: \$875.00 plus MI sales tax.**

Two Speed Professional Clipper w/ #10 Blade	Thinning Shears
#40 Blade	Small Detail Shears
#30 Blade	Straight Shears
#15 Blade	Curved Shears
#7F Blade	Hemostats
#5F Blade	Large Nail Trimmer
#4F Blade	Blade Coolant
Attach-on Guard Comb Kit	Ear Powder
Combination Comb	Ear Cleaner
Wide Toothed Comb	Kwik Stop
Medium Slicker Brush	Spray Disinfectant
Rubber Curry	
Kennel Lead and Loop	
Ear Protection	
Grooming Mask	

\*Left handed shears are available at market price.

## GROOMING SUPPLIES

All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition. Pets for student assignments and instructions are supplied by the school.

# Required Tools for Training

All tools and tool payments are required by the first day of class.

## TOOLKITS

Items listed in this kit are the minimum requirements for **Assistant Pet Stylist Program**. Students are not required to purchase their tools through Paragon, however years of experience have allowed us to put together comprehensive kits with excellent pricing value.

**Required Tools: Cost: \$545.00 plus MI sales tax.**

- |  |                      |
|--|----------------------|
| Two Speed Professional Clipper<br>w/ #10 Blade | Guard Comb Kit       |
| #30 Blade                                      | Hemostats            |
| #40 Blade                                      | Large Nail Trimmer   |
| Combination Comb                               | Blade Coolant        |
| Wide Toothed Comb                              | Ear Powder           |
| Medium Slicker Brush                           | Ear Cleaner          |
| Rubber Curry                                   | Kwik Stop            |
| Thinning Shears                                | Spray Disinfectant   |
| Small Detail Shears                            | Kennel Lead and Loop |
| Ear Protection                                 |                      |
| Grooming Mask                                  |                      |

## GROOMING SUPPLIES

All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition. Pets for student assignments and instructions are supplied by the school.



# Education Materials

All tools and tool payments are required by the first day of class.

## TEXTBOOKS

Items listed in this kit are the minimum requirements for **The Basic Pet Stylist and Pet Groomer Programs**. Students are not required to purchase their tools through Paragon, however years of experience have allowed us to put together comprehensive kits with excellent pricing value.

**Required Textbooks: Cost: \$185.00 plus MI sales tax.**

- |  |                          |
|--|--------------------------|
| Canine Terminology                                     | Harold Spira             |
| The New Complete Dog Book                              | The American Kennel Club |
| Notes from the Grooming Table                          | Melissa Verplank         |
| Notes Pocket Pal                                       | Melissa Verplank         |
| Theory of 5  | Melissa Verplank         |
| Groomer's Guide to Pet First Aid,<br>Injuries & Health | Boyd Harrell, DVM        |

