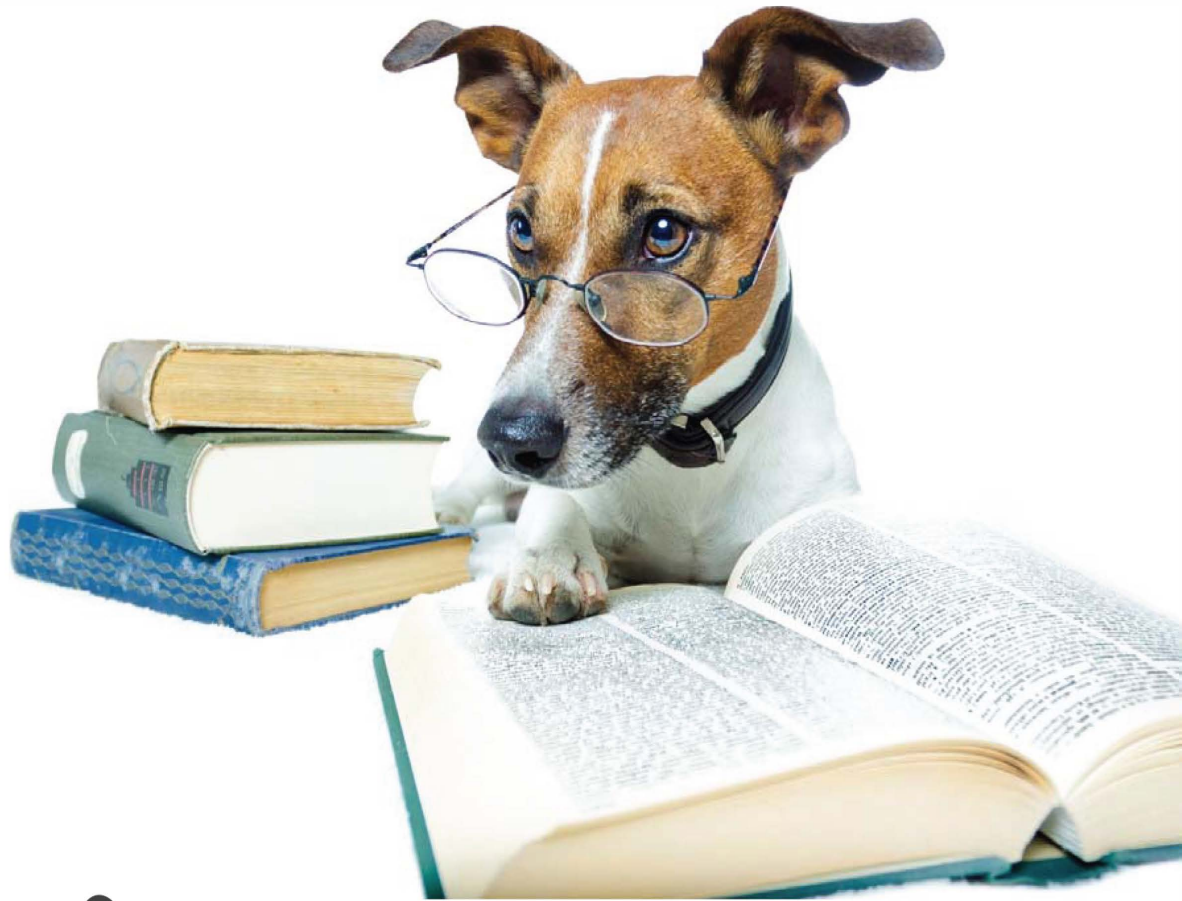


SCHOOL CATALOG

Volume XVIII 2024-2025



Pet's Playground

Pet Grming School

1294 N Federal Hwy
Pompano Beach, FL 33062
(954) 782-4994

www.petsplayground.edu

Updated July 2024

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Pets Playground Grooming School, Inc. is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is a recognized accrediting agency by the U.S. Department of Education.

Pets Playground Grooming School, Inc. is Licensed by the Commission for Independent Education, Florida Department of Education. Our License number is #2359.

Additional information regarding the institution may be obtained by contacting the Commission for Independent Education at:
 325 West Gaines Street
 Suite 1414
 Tallahassee, Florida 32399-0400
 Toll-free telephone number (888) 224-6684

MISSION STATEMENT

The mission is to incorporate the skills necessary for students to graduate prepared to seek initial employment in the pet-grooming industry. To meet this mission, Pet's Playground Grooming School follows the educational objectives:

- To educate students within an environment that fosters the interdependence between education, business, and paraprofessional enterprise.
- To recruit and retain highly qualified instructors who are effective in the classroom and familiar with pet-grooming techniques.
- To maintain a dynamic organizational model that is responsible to all of its constituencies.
- To offer sound training in each of its programs.
- To develop in students a professional attitude and awareness of contemporary pet grooming practices through exposure to pragmatic course content and to instructors engaged in pet-grooming practice.
- To graduate students who are competent in pet-grooming techniques and skills.
- To assist graduates in finding satisfying career positions.

HISTORY

Pet's Playground Grooming School, Inc. (PPGS) was established in 2000 in order to provide training and employable skills in the profession of pet grooming. PPGS provides an atmosphere necessary for a student to excel as an accomplished pet groomer.

The school was established by Lisa Silverman in answer to the need for trained pet groomers and the non-existence of grooming schools within South Florida. In 2012 Michelle Valle, a graduate of PPGS, purchased the school from Lisa Silverman and maintained the same level of dedication that was strived for in both educating the students and caring for the animals that are groomed at the school.

The current owners, Woody and Beth Whitcomb, have been in the pet grooming industry since 2015 and purchased the school in February 2020. The Whitcomb's continue to uphold the school's dedication to its students and aim to elevate this ever-growing industry. PPGS is accredited by the ACCSC, one of only two schools with this accreditation in the industry. ACCSC awarded PPGS with a School of Excellence distinction for 2018-2019.

PHILOSOPHY

The school believes that any person willing to apply themselves to the study of pet grooming can benefit from the training offered at our school. Pet grooming allows for job security anywhere in the world and is a resilient, recession-proof skilled trade.

DESCRIPTION OF SCHOOL FACILITIES

Our school in Pompano Beach, Florida consists of 1,650 square feet situated within the city limits, on the main Hwy US1 and only minutes from the beach. Buses are readily available, and the facility has ample parking for a maximum of 20 students as well as staff during any one class period.

Our location has 6 different rooms available for student training.

- Resource Room
- Hands on grooming classroom complete with grooming tables and dryers
- Kitchen area for student lunches
- Financial Aid Office
- Front Lobby with Retail Space

Classes will be explained verbally via lectures or book study, and can be demonstrated by video or instructors, in addition to actual hands-on training. Demonstrations and gradual hands-on participation has proven to be an effective means of teaching as well as maintaining student and pet safety. Our school is equipped to accommodate a maximum of 20 students. It is our goal to keep our class sizes small as well as an appropriate teacher to student ratio.

TRANSFER POLICY

PPGS does not accept transfer credits from other grooming institutions. PPGS has not entered into any articulation or transfer agreements with any other institutions.

DEFINITION OF A CLOCK HOUR

Per Rule 6E-1.003(15), F.A.C, "Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor"

COURSE NUMBERING SYSTEM

PPGS measures the length of its programs in clock hours; and follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

LEGAL CONTROL

Pets Playground Grooming School, Inc. Woody Whitcomb, President

SCHOOL LEADERSHIP

Woody Whitcomb, President, Director, Owner

Responsibilities: Overall School Management, Financial Aid Administration, Academic Advisement, Personal Advisement

Education: M.B.A., Boston College; B.A., Northeastern University

Jana Martins, Head Instructor

Responsibilities: Curriculum/Educational Development, Operations Oversight

Education: Merryfield School of Pet Grooming (900-hour Program)

Certifications: AKC Salon S.A.F.E. Certified; Pet Professional First Aid & CPR

Helena Linder, School Administrator

Education: Kensington & Chelsea College, London

Responsibilities: Admissions and Enrollment, Placement Advisor, Operations Oversight, Client Services

INSTRUCTORS

Mirna Martinez, Instructor

Education: Pet's Playground Grooming School (Pet Stylist Program)

Certifications: Pet Professional First Aid & CPR

Jaime Cortez, Instructor

Education: Pet's Playground Grooming School (Pet Stylist Program)

Certifications: Terrier Groomer, Sporting Dog Groomer, Non-Sporting Dog Groomer (all from the National Dog Grooming Association of America)



GROOMING PROGRAMS

PRO GROOMER

Total Program/Clock Hours: 300 Hours

Prerequisite: High-School Diploma or Equivalent

Objective:

Pets Playground Grooming School's 300-hour Pro Groomer program empowers students to learn all the essential elements to quickly begin a paid, entry-level grooming career. Whether you're a lifelong artist seeking to channel your talents into a fulfilling career or just have a passion for working with animals, the Pro Groomer program will prepare you with the foundational breed knowledge, technical skills, and creative perspective critical to success in the workplace.

Program Description:

NG 101: 25 Hours

INTRODUCTION TO GROOMING AND PET SAFETY

NG 102: 50 Hours

PET HANDLING, BEHAVIOR, AND HEALTH

NG 103: 50 Hours

PRODUCT AND EQUIPMENT KNOWLEDGE

NG 104: 75 Hours

BATHING AND GROOMING TECHNIQUES

NG 105: 100 Hours

HANDS ON IN-CLASS GROOMING ON CLIENT PETS

body language and behaviors to better work with the animals in their care. Students also learn to recognize common health concerns and issues that groomer's encounter and how to address these issues with clients.

NG 103: PRODUCT AND EQUIPMENT KNOWLEDGE –
50 Hours

Students are educated in the products that are used while working with animals, from coat maintenance to sanitation. They are introduced to and begin practice with their equipment and tools.

NG 104: BATHING AND GROOMING TECHNIQUES –
75 Hours

Students begin bathing, drying, and preliminary preparations before haircuts. Instructors introduce students to proper bathing and drying techniques, expressing anal glands, and correct applications of medicated shampoos. Preliminary preparation, known as "prep work," includes shaving paw pads and sanitary areas, nail trimming and grinding, ear cleaning and plucking, dematting, fluff drying, etc.

NG 105: HANDS ON IN-CLASS GROOMING ON CLIENT
PETS – 100 Hours

Students practice the skills they have learned on client dogs. Hands on experience is an integral part of this curriculum and every student will be expected to take care of client pets. Students will be graded on several services that they complete to ensure consistency and quality of grooming is upheld.

PROGRAM CURRICULUM

Pro Groomer Program

NG 101: INTRODUCTION TO
GROOMING AND PET SAFETY –
25 Hours

Students gain an overview into the history and importance of the dog grooming industry. Topics include understanding pet and human safety while working with animals and an introduction into the safety equipment found both in this school and the industry.

NG 102: PET HANDLING,
BEHAVIOR, AND HEALTH – 50 Hours
Students will learn how to handle and take care of the pets in their care. They will learn how to interpret canine



PROFESSIONAL PET STYLIST

Total Program/Clock Hours: 600 Hours

Prerequisite: High-School Diploma or Equivalent

Objective:

The 600-hour Pet Stylist program ensures that students are fully prepared with the breed and technique expertise necessary to complete solo grooms on their first day of work in a salon. In addition to providing the same fundamentals students gain in the Pro Groomer program, the Pet Stylist program provides an enhanced curriculum that includes:

- Corrective grooming, the art of hand-stripping and other advanced techniques
- In-depth canine anatomy and breed-specific grooming
- Business operations and client relations strategies
- Entrepreneurship training and the “dos and don’ts” of opening a solo grooming enterprise

Program Description:

NG 101: 25 Hours

INTRODUCTION TO GROOMING AND PET SAFETY

NG 102: 50 Hours

PET HANDLING, BEHAVIOR, AND HEALTH

NG 103: 50 Hours

PRODUCT AND EQUIPMENT KNOWLEDGE

NG 104: 75 Hours

BATHING AND PET GROOMING TECHNIQUES

PG 101: 50 Hours

CLIENT RELATIONS AND SALON OPERATIONS

PG 102: 100 Hours

CORRECTIVE AND BREED SPECIFIC GROOMING

PG 103: 25 Hours

CANINE ANATOMY

PG 104: 50 Hours

BUSINESS OPERATIONS AND DOCUMENTATION

PG 105: 25 Hours

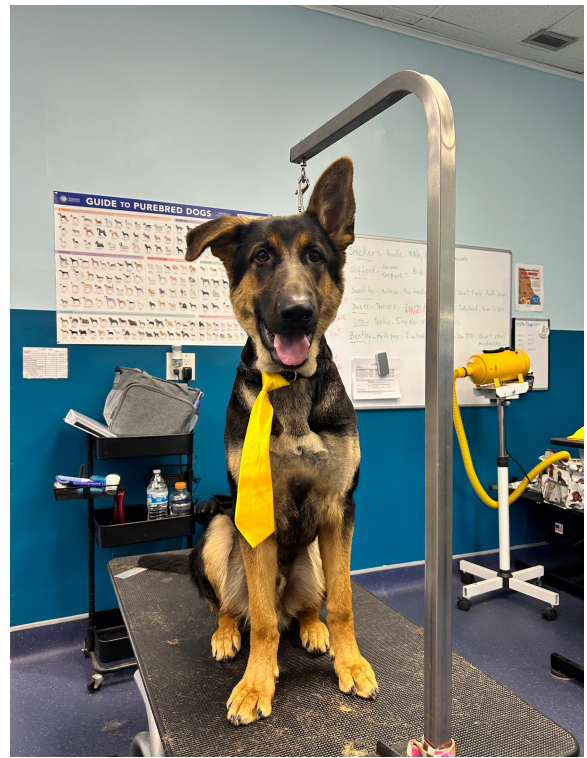
OPPORTUNITIES IN THE INDUSTRY

PG 106: 150 Hours

HANDS ON IN-CLASS GROOMING ON CLIENT PETS

PROGRAM CURRICULUM

Professional Pet Stylist Program



NG 101: INTRODUCTION TO GROOMING AND PET SAFETY (25 Hours)

Students gain an overview into the history and importance of the dog grooming industry. Topics include understanding pet and human safety while working with animals and an introduction into the safety equipment found both in this school and the industry.

NG 102: PET HANDLING, BEHAVIOR, AND HEALTH (50 Hours)

Students learn how to handle and take care of client pets. They will learn how to interpret canine body language and behaviors to better work with the animals in their care. Students also learn to recognize common health concerns and issues that groomer’s encounter and how to address these issues with clients.

NG 103: PRODUCT AND EQUIPMENT KNOWLEDGE (50 Hours)

Students are educated in the products that are used while working with animals, from coat maintenance to sanitation. They are introduced to and begin to practice with their equipment and tools.

NG 104: BATHING AND GROOMING TECHNIQUES (75 Hours)

Students begin bathing, drying, and preliminary preparations before haircuts. Instructors introduce students to proper bathing and drying techniques, expressing anal glands, and correct applications of medicated shampoos. Preliminary preparation, known as “prep work,” includes shaving paw pads and sanitary areas, nail trimming and grinding, ear cleaning and plucking, dematting, fluff drying, etc.

GROOMING PROGRAMS

PG 101: CLIENT RELATIONS AND SALON OPERATIONS (50 Hours)

Students learn how to book appointments and create groomer schedules. Instructors provide coaching on professionally addressing clients while checking dogs in and out, discussing and interpreting requests, and flagging any incidents that occur.

PG 102: CORRECTIVE AND BREED SPECIFIC GROOMING (100 Hours)

Instructors teach when and where to use “Corrective Grooming” techniques to hide minor deformities and create a more flattering look on pets. Students will also learn about – and often be required to complete – breed specific grooming, such as traditional terrier patterns.

PG 103: CANINE ANATOMY (50 Hours)

Students learn about the the basic anatomy and characteristics of different breeds of dogs. Through the course, students gain an understanding of the importance of breed-specific healthcare and grooming practices, as well as learn the history and purpose behind breeding different dogs.

PG 104: BUSINESS OPERATIONS AND DOCUMENTATION (25 Hours)

Students will spend two days operating the front desk, answering phone calls, booking appointments, and checking clients in and out under instructor guidance. Students will also learn how to create and introduce liability waivers to clients.

PG 106: OPPORTUNITIES IN THE INDUSTRY (25 Hours)

Students will learn the advantages and disadvantages of grooming in all environments, including mobile units, private salons, corporate salons, veterinary offices, and in-home grooming. Students will cover pay rates for the industry and the pros and cons to being/employing a 1099 Independent Contractor vs a W2 Employee.

PG 106: HANDS-ON, IN-CLASS GROOMING ON CLIENT PETS (150 Hours)

Students practice the skills they have learned on client dogs. Hands on experience is an integral part of this curriculum and every student will be expected to take care of client pets. Students will be graded on several services that they complete to ensure consistency and quality of grooming is upheld.

We maintain strict guidelines for the handling of pets. We have a ZERO tolerance policy for animal abuse or neglect. Any student caught abusing an animal, defined as inflicting unnecessary pain, or sustained injury to an animal, will be considered for immediate expulsion in accordance with the refund policy.

PROGRAM TUITION

Pro Groomer Program – 300Hr

Tuition Cost.....	\$ 6,490.00
Registration Fee	\$ 100.00
Tools & Supplies (elective)	\$ 999.00
Tax on Tools & Supplies.....	\$ 69.93
TOTAL PROGRAM COST.....	\$7,658.93

*Please see list of tools and supplies to be included as part of above kit

Professional Pet Stylist Program – 600Hr

Tuition Cost.....	\$ 10,450.00
Registration Fee	\$ 100.00
Tools & Supplies (elective)	\$ 999.00
Tax on Tools & Supplies.....	\$ 69.93
TOTAL PROGRAM COST:.....	\$11,618.93

*Please see list of tools and supplies to be included as part of above kit

Students who have their own tools may choose to use their tools instead of buying the school kit. The tools must be approved by the instructor.

Pet’s Playground uses the following books as reference for instructional purposes:

- *Notes From the Grooming Table*, Author: Melissa Verplank – cost \$76.99
ISBN # 9780692658079
- *Theory of Five*, Author: Melissa Verplank – cost \$29.95
ISBN # 1732379718
- *The New Complete Dog Book, 22nd Edition*, by American Kennel Club - cost \$42.99
ISBN # 1621871738

All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion. A student who needs additional practice can purchase additional supplies, tools, or hours from the school. Each student is

responsible for his/her personal tools and supplies; they are not to be borrowed from the school unless approval from the instructor has been given.

PAYMENT SCHEDULE

\$100.00 Registration Fee, and 10% of Tuition Total is due at the time of signing the enrollment agreement. Payment Frequency will be agreed upon by the Student, the Financial Advisor, and the President.

ADMISSION REQUIREMENTS

Prospective applicants must be 18 years of age OR have a parent or legal guardian's consent to register as a student of PPGS. Enrolling students must provide proof of a High School Diploma or GED. Documents can be from a foreign country if they are equivalent to a High School Diploma or GED and can be provided in full. Foreign school diplomas must be translated and certified at the student's expense. Home-schooled students must show proof of their homeschooling self-certification proving that they have received state credential.

The school does not discriminate regarding race, color, creed, age, gender, sexuality, and/or religion. The training offered by the school does require physical ability. While we will not turn away someone handicapped or disabled, we will discourage enrollment if their limitations would keep them from completing the program and achieving a suitable career as a pet groomer.

Admissions and enrollment is done on a rolling basis. Prospective students can apply and enroll at any point during the year. Prior to enrollment the school requires an interview at the school campus with the director, tour of the facilities, and observing a class in operation. Admissions Enrollment Paperwork must be completed. Upon acceptance into the program, the student may enroll.

PROGRAM SCHEDULING AND TIMELINES

Expected graduation date and program length vary depending on the student's schedule.

300 Hour Program: Pro Groomer Program

Full Time Schedule: 5 days per week – 9:00a.m. to 3:00 p.m.
Approximately 10 weeks/2.5 months to complete program

Full Time Schedule: 3 days per week - 9:00 a.m. to 3:00 p.m.
Approximately 17 weeks/4 months to complete program

Part Time Schedule: 2 days per week - 9:00 a.m. to 3:00 p.m.
Approximately 25 weeks/6 months to complete program

600 Hour Program: Professional Pet Stylist Program

Half Time Schedule: 3 days per week - 9:00 a.m. to 3:00 p.m.
Approximately 34 weeks/8.5 months to complete program

Full Time Schedule: 4 days per week – 9:00 a.m. to 3:00 p.m.
Approximately 25 weeks/6 months to complete program

HOURS OF OPERATION

Classes are in session Monday through Friday
9:00 a.m. to 3:00 p.m.

Academic Calendar

A student may start the first day of any month in which their full time or part time schedule falls. If that day is a holiday, then the start date will be moved to the next day on which their scheduled day falls. A differing start date is permissible if approved by administration.





SCHOOL HOLIDAYS

This school follows holiday patterns similar to most Colleges and Universities. The following are the established holidays. Modifications may be declared at the discretion of the School Administrator.

- Independence Day.....07/04/2024
- Labor Day09/02/2024
- Thanksgiving Break.....11/28/2024 - 11/29/2024
- Christmas Break12/23/2024 - 01/01/2025
- Memorial Day05/26/2025

GRADUATION REQUIREMENTS

*A diploma is rewarded for each program to a student that has:

1. Successfully passed all required testing in the designated curriculum
2. Attended all class hours
3. Fulfilled all monetary obligations to the school

*No diploma will be issued without payment in full of any money due to PPGS.

GRADING

Students are graded during each program of study on a Pass/Fail system based on completion of assigned work, and the instructors' evaluation of the quality of grooms (including standard grooming practices for each breed, and overall ability to follow directions). Instructors grade students on each area throughout the program. If a student fails, the instructor will demonstrate the correct procedure and give the student an opportunity to improve on another dog in a later class.

Both written and hands-on examinations are given during and at the completion of the program. The examinations are graded according to the following schedule:

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - 59 or below

Student progress records are available upon request. See the Administrator for a copy.

FINANCIAL AID

The U.S. Department of Education awards more than \$120 billion a year in grants, work-study funds, and loans to more than 13 million students. Federal Student Aid can cover such expenses as tuition and fees, room and board, books and supplies, and transportation. Aid can help pay for other related expenses such as computer and dependent care. Thousands of schools across the country participate in the Federal Student Aid programs; ask the school Financial Aid Administrator for more detailed information.

Financial Aid at our school includes:

Grants – Financial Aid that doesn't have to be repaid unless you withdraw from the school and owe a refund.

Loans- Borrowed money for college or career schools, Loans must be repaid with interest. These types of aids are available for those that qualify.

FINANCING OPTIONS OR OTHER OPTIONS

BESIDES TITLE IV

Different from Title IV Loans, for those that qualify, the school offers in-house payment plans available to students who qualify. It is not a government sponsored entitlement. Eligibility for financing is solely at the discretion of the director. There is an obligation on the part of the borrower to repay the loan along with any and all interest. Information at the time of loan origination will be detailed. The school's refund policy complies with Fair Consumer Practices. Should the student be terminated or cancelled for any reason, all refunds will be made according to schedule.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords an eligible student (18 years or older or who attends a postsecondary institution) certain rights with respect to their education records. These rights are:

Access to Education Records

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school. A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific

events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record. Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records

in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter.

If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of

education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. "school official" is defined as a person employed by the school such as an administrator, supervisor, academic staff, researcher, counselor, disciplinary board, an attorney, support staff, or a company or party with whom



the school has contracted or outsourced institutional services or functions. FERPA also permits a school to disclose personally identifiable information from education records in connection with health or safety emergency and financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid awarded, or enforce the terms and conditions of the aid. The school shall provide an eligible student with a copy of the records that were released if requested by the student.

Annual Notification of Rights

Under FERPA, a school must annually notify eligible students in attendance of their rights under FERPA. The annual notification must include information regarding an eligible student's right to inspect and review his or her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with

FERPA. It must also inform eligible students of the school's definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify eligible students individually of their rights under FERPA. Rather, the school may provide the notice by any means likely to inform eligible students of their rights. Thus, the annual notification may be published by various means, including any of the following: in a schedule of classes; in a student handbook; in a calendar of school events; on the school's website (though this should not be the exclusive means of notification); in the student newspaper; and/or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

VERIFICATION

Verification is a process by which the school uses to confirm that the data reported on your FAFSA form is accurate. The school has the authority to contact you for documentation that supports the information reported.

Notification: If you're selected for verification, don't assume you're being accused of doing anything wrong. Some people are selected at random, and some schools verify all students FAFSA forms. All students will be informed in writing or verbally within 5 business days that they were selected for verification. The student will be given a list of required documents that the school will need for verification. Value printed on ISIR is 02 which means they elected to and use the IRS data retrieval tool; they will be considered verified and will only need to complete and submit the verification worksheet.

"What do I need to do?"

Students are allowed up to 30 days to present all verification documents requested by the financial aid office. Once the verification process is completed, the student will be awarded and notified in writing.

All newly enrolled students applying for Financial Aid must complete a Free Application for Federal Student Aid (FAFSA) prior to the start of the first class. Currently enrolled students who cross award years must complete new FAFSA prior to July 1. All required documentation must be submitted to the financial aid office within 30 business days of the initial request date. On case-by-case circumstances, the financial aid office may extend this time up to 10 business days.



RETURN OF TITLE IV FUNDS POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws. The R2T4 formula does not apply to student who have not begun attendance at the school. Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Director of the school. The notification may be in writing or orally. The date the notification is received from the student is the date they are withdrawing. The Director will begin the withdrawal process. For unofficial withdrawals a student's withdrawal date at a school is their last day of physical attendance. The date the school determines a student is no longer in school for unofficial withdrawal is determined after 14 days of non-attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans and withdrawals from the school. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first. If there

are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance will be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students due a refund:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

STUDENT SERVICES

Advising

The PPGS student services plan is designed to meet the educational and personal needs of each student. Activities within the plan include orientation to the school and programs, admissions assistance, maintenance of educational records, academic advising, financial aid assistance, placement assistance, and the grievance due process. These areas are discussed below:

Orientation

It is the goal of the orientation program to ensure all students are fully informed of program/school requirements and that they either meet or have the capabilities to meet the requirement of their program of study. Each new student is provided with proper orientation to acquaint him/her with the policies, functions, and personnel of the school. Information on the applicant's program of study is provided, including job prospects, working conditions, and employment requirements. A copy of the school catalog is provided to all prospective students.

Admissions Assistance

The admission policies are clearly stated and published in the school catalog. Prospective students are required to have a personal interview with an admissions representative. This personal interview helps to determine the prospective student's awareness of the pet grooming industry and suitability for a career in this field. Students must hold a high school diploma or the GED and must be able to accomplish the manual portions of the industry requirements.

Students with Special Needs

It is expected that all students will have the physical capacity to meet the industry requirements as professional pet-groomers. Students are asked about special needs they may have during the admissions process. Programmatic requirements are also discussed during this process. At times, students, who may be physically able to meet the occupational requirements of the program but otherwise have special needs, may enroll. The school is committed to meeting the needs of these students in a manner that is both confidential and conducive to providing an equivalent learning experience as that of other students. The school follows and is committed to maintaining compliance with all applicable laws including the Americans with Disabilities Act (ADA). Students are encouraged to understand their rights under applicable laws. More information may be found at the following resources:

U.S. Department of Justice's ADA Civil Rights Division
www.ada.gov
Voice (800) 514-0301
TTY (800) 514-0383

U. S. Department of Education Office for Civil Rights
www2.ed.gov/about/offices/list/ocr/know.html
Voice (800) 421-3481
TTY (800) 877-8339

Students should contact the School Administrator and provide documented verification of their special need. The type of services PPGS provides will depend on the needs of the individual student.

A sampling of these services can include:

- Specified test-taking facilitation
- Extended time on assignments
- Test proctoring
- Alternative learning strategies
- Physical accommodations
- Specialized academic advising
- Referral to external agencies, if warranted
- Assistive Technology

Students are encouraged to make their needs known as early as possible to provide the school time to understand the student's need and determine the reasonable accommodations it may provide.

Health and Wellness

First aid kits are available for minor accidents. School staff will not administer or suggest any medication to students except by specific written and signed medical authorization agreements. Upon enrollment students complete a Personal Data and Release Form, which provides essential accident and health emergency information. In case of sudden illness and/or accidents, the school will seek to contact the person[s] listed on this form. If the contact person[s] cannot be reached, or the

emergency appears to require immediate action, the school will summon the local medical emergency service for assistance. The sick or injured person[s] will be responsible for any financial obligations incurred. If hazardous weather conditions, such as hurricanes, occur during the school day, the Director may determine, based upon weather reports and/or visibility, that the students and faculty would be dismissed.

Library and Learning Resource Center

The school Library/Learning Resource Center contains books and DVDs, that are related to the grooming field. Students may obtain a list of DVDs and books from the Director. Copyright Infringement: Students who copy articles or words exactly from a book or publication must add footnotes in their research for identification.

List of resources available upon request of actively enrolled students

GRADUATE SERVICES

Graduate Services efforts will include developing employment opportunities for graduate employment. The development of employment opportunities shall not be limited geographically. *This is not a job guarantee.* All means of communication shall be employed to develop potential employer sites. To provide these services, the school will ensure that the following procedures are utilized:

- interview prospective graduates
- set employment interviews for graduates
- conduct mock employment interviews
- maintain records of placement
- maintain records of job sites and employers
- maintain an employer portfolio on each student for one year after graduation
- develop employment sites geographically to accommodate the student's home location
- secure employment verification documents

CAREER SERVICES

Each student shall be interviewed no later than three weeks prior to graduation. At this time, the student will present a resume and living portfolio. Both resume and portfolio are permitted to be presented digitally and/or physically in paper form.

Employer Data File

All employer contacts relative to the student will be logged in the appropriate section of the school's student data management software or an alternate data base. A hard copy of employer contacts will also be maintained.

Each month, the School Administrator will review a detailed list of all placements for the month and year to date.

Placement and Graduation will be reviewed and evaluated monthly. The school will use the ACCSC G&E report as its tool. Placement and Follow-up. Employer surveys, student surveys, and graduate surveys are the primary method of assessing

student, graduate, and employer satisfaction, as well as to follow-up on graduate placements. Phone contacts with graduates or other correspondence may be used from time to time. These are mailed periodically, and a hard copy file is maintained.

Placement Tracking

Written Employment Verification documents are maintained by the school Director to support all placement data. The institution strives to maintain a placement rate of 85% or better, but does not guarantee employment upon graduation. The assessment of performance is done annually through the accrediting commission annual report and the Placement Report data collected monthly.

At least once each year, the Advisory Committee, faculty and staff will be provided with placement and completion information via a faculty meeting and staff meeting.

Placement Reporting

Reports shall include the following and other reports as required:

- ACCSC Cohort graduate tracking - monthly
- IPEDS survey data - quarterly
- State Licensing Agency reports –annually
- Graduate and Employer Surveys – monthly as dictated by graduate population
- Student Surveys which shall be conducted on a regular basis.

Method of Recording Advising Contacts:

Note that documentation of activities may be maintained by hardcopy format in the individual student file.

Assessment and Effectiveness

On an annual basis, management shall file a formal Annual Report to the Commission. On a monthly basis, management will compile an outcomes data report and publish it in comparative form with ACCSC Standards. The monthly report is used as a trend report as well as a management tool. Negative trends will require some action plan to address and improve those trends.

On a monthly basis a report is generated that details all the advising activity related to other student issues. Student surveys will also be used to assess the effectiveness of all student services on a monthly basis Data and information on placement performance and student satisfaction will be provided to the PAC(s) on at least an annual basis for review and comment.

RULES & REGULATIONS

Attendance Policy

Job readiness and professionalism are vital considerations when course grades are figured. All students are expected to conduct themselves in a professional manner by contacting the school and advising their instructors of an absence prior to the start of classes. Regular class attendance is required of all students. Promptness and dependability are qualities that are very

important in all occupations. Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the instructor and turned over to the School Administrator before the end of the class day. Early departures, tardiness, and class cuts will be recorded in actual hours. Attendance records are maintained by the School Administrator as part of the student's permanent academic record.

Any student attending a course on either the Full Time or Half Time schedule will be withdrawn from their program immediately if he or she does not attend course(s) within a 14 calendar day period. For students in need of extended time due to unforeseen circumstances arrangements can be made with the School Administrator and the student can be placed on a temporary Leave of Absence.

All students must complete 100% of the scheduled hours to receive their diploma. Make-up hour days will be made available to students weekly. The student works with the instructors on an individual basis to complete all make-up assignments and all time missed within the time period set forth by the instructor. Attention to make-up assignments will help avoid the possibility of incomplete status or course failure. Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by school's Director on a weekly basis with a focus on those who have been absent for 10% of a scheduled course. Students will be notified by phone and/or via e-mail if their attendance is in danger of violating attendance requirements.

Students may appeal the school actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, and military duty, death of a family member, court appearance, or jury duty.

Tardiness

Students arriving after attendance has been taken are considered late and will be marked absent unless the instructor considers the reason for tardiness is legitimate. All class time missed in excess of 15 minutes must be made up by the student prior to graduation.

Conduct

Students are expected to always conduct themselves in a professional manner. Possession of non-prescription drugs, alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the school, staff or other students will be terminated. Theft of property from the school or other students is grounds for immediate dismissal. PPGS reserves the right to request a student to show the content of their carrier or bag as part of a random search for items that have come up missing.



Make-up Work

Students who have been absent for any reason are required to make up any missed classes before proceeding to the next program of study. A student may make up missed time by attending another class in session or at the discretion of the instructor. Those students who need to make up classes must see the School Administrator first.

Grades/Certification

A student who fails the final exam may be allowed additional classes, up to a maximum 50 hours at no charge per agreement of the Director. Students will then have an opportunity to retake the exam. If the student fails to achieve a passing grade the second time, he/she will speak to the Director as to the advisability of continuing and that if he/she decides to continue, a diploma may not be awarded. Beyond additional bonus hours, a student may elect to continue with additional hours at a rate of \$15 per clock hour. This non-refundable fee will not guarantee the student's ability to complete the program.

Leave of Absence

The school does offer a Leave of Absence Policy. Students must see the school School Administrator with a completed written request form for a signature of approval before the leave will be granted. A leave of absence must meet certain conditions, for it not to be considered a withdrawal which requires Return Calculation.

The leave time period and the reason for leave must be clearly defined on the request form. The leave of absence will not begin until School Administrator receives and completed "Leave of Absence" form from the student. In certain cases when a leave of absence form cannot be filled out prior to the leave, before the student can continue classes the student must see the School Administrator for the proper documentation to be completed. A leave of absence period may not exceed 180 days within any 12-month period. Students will be automatically withdrawn from the school if they fail to return from a leave of absence as illustrated on the request form. Additionally, upon the student's withdrawal from the school, any unused tuition will be refunded in accordance with the school's refund policy. If the student requesting LOA is a Title IV loan recipient, it must be made clear prior to PPGS granting LOA. The effects of failure to return from leave will have on the student's loan repayment terms, which impact the expiration of the student's grace period. A student that has been granted leave of absence is not considered to have withdrawn, and upon return within the approved timing, continues to earn financial aid previously awarded for the period. Once the student returned from his or her LOA, the loan period will be extended, and the graduation date will be updated. Students successfully returning from the LOA must check in with the School Administrator so classes can be scheduled upon the return of the student and a return calculation can be completed.

Re-Entry

A student that has canceled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. A student that was terminated for any reason must have an interview with the Director and show cause why he/she should be re-instated. The decision of the Director is final.

Grievance & Disciplinary Policies

In the event that a student has a grievance with the school regarding any aspect of the program that they are in, they may work with the Director in order to resolve the matter to the satisfaction of both parties. If a student grievance is unable to be resolved by both parties, then a student may appeal to the Commission for Independent Education (CIE). The CIE can be reached toll-free at: (888) 224-6684. Address: 325 West

Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

STANDARD OF SATISFACTORY ACADEMIC PROGRESS

PPGS has an evaluation check point for students once they have completed 75 clock hours for the Pro Groomer program or 150 clock hours for the Professional Pet Stylist program, if the student is not meeting SAP whether qualitative or quantitative the student will be counselled, and all the SAP requirements will be reviewed to ensure the student understands the importance of Title IV aid and eligibility requirements. A student's academic progress in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies



to all students regardless of whether they are receiving Title IV funds. SAP is measured at 150 for Pro Groomer and 300 for Professional Pet Stylist. The school will determine if the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. If the student does not meet SAP whether qualitative or quantitative the student's Title IV will be terminated and they would no

longer receive Title IV funds. Any student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the school Director for evaluation. If the school Director approves the appeal, the student will re-gain Title IV eligibility.

Appeal

Students have the option to submit an appeal to the Director once they are notified of their probation status. Once they are notified they will have 30 days to file an appeal. The appeal from the student must state why they did not meet SAP, and what now will allow them to meet SAP. If the director approves the appeal the student will regain Title IV eligibility.

There are two SAP requirements. One is quantitative and one is qualitative.

QUANTITATIVE

Each student's attendance is checked at each evaluation point. A student must have at least 67% attendance at the 75 (Pro Groomer) and 150 (Professional Pet Stylist) clock hour evaluation period, or the student will be placed on financial aid warning for the next evaluation period. If the student fails to meet the 67% attendance by the end of the next evaluation period (SAP), 150 (Pro Groomer) 300 (Professional Pet Stylist) financial aid eligibility is terminated for not meeting SAP. If the student wishes to appeal the decision of the termination, the appeal from the student must state why they did not meet SAP, and what has changed that would now allow them to meet SAP. If the school Director approves the appeal, the student will regain Title IV eligibility.

QUALITATIVE

A student must maintain a cumulative GPA of 2.0 or better to remain in the program and be considered in good academic standing at each evaluation point of 75/150 (Pro Groomer) and 150/300 (Professional Pet Stylist) scheduled hours. The Director may permit a student to retake a failed examination. A passing grade on a retake will replace the original failed exam. All progress records are maintained by the school. If a student's cumulative GPA is below a 2.0 at the SAP evaluation point of 150 (Pro Groomer) 300 (Professional Pet Stylist) clock hours, the student's financial aid will be terminated. The student must raise their cumulative GPA to a 2.0 or better. Any student that wishes to remain in school must appeal the unsatisfactory progress status, the appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet SAP. If the school Director approves the appeal, the student will re-gain Title IV eligibility.

MAXIMUM TIME FRAME

A student must complete the program within the maximum timeframe. The maximum time frame in which a student may

complete their program of study is the period of time in which it takes the student to attempt 150% of the academic hours contained in his or her educational program. If a student is not a Title IV recipient, and at the SAP evaluation the student is not meeting the minimum standards of 67% attendance and a cumulative GPA of 2.0 or better, they will be placed on academic probation. The student will be advised on the risks and consequences of reaching the maximum timeframe for the program completion. Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Examples of Circumstances include:

- Death of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Immediate family member that require extended recovery time
- Withdrawal due to military service
- Other unexpected circumstances beyond the control of the student
- Voluntary withdrawal

Students who voluntarily withdrawal from the school or who were terminated for reasons other than failure to maintain SAP may apply for re-admission to the Director. If approved the student must sign a new enrollment agreement and will start in the next scheduled start date and will return in the same status as prior to withdrawal or termination. This point will depend on the previous class training the school credits the student. Circumstances such as working while attending school, financial issues related to bills, travel to campus/car maintenance is not considered extenuating for purposes of appealing suspension of financial aid.

Termination Policy

A student may be dismissed by the Director of PPGS prior to completion of the program for any of, but not limited to, the following reasons:

1. Insufficient academic progress as outlined in the school's Satisfactory Progress Policy.
2. Failure to comply with rules outlined in the catalog covering Student Conduct.
3. Nonpayment of the tuition balance before the first day of class.
4. Fourteen consecutive days of absence without written notice to the school.
5. Failure to successfully complete the program within the maximum time frame.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT

INTRODUCTION

PPGS is committed to enhancing awareness of safety and criminal offenses that may arise on its campus and surrounding areas and thus provides an annual report of crime statistics and policies and programs designed to provide a campus environment that is as safe and secure as possible. In compliance with the Jeanne Clery Act, the school provides this annual report to all students, faculty, and to all others who request it. The annual report includes criminal activity reported to the Pompano Beach Police Department as having occurred on campus, incidents reported to a campus security authority and disciplinary activity referred to the School Administrator as requested by the Act. Statistics are submitted to the School Administrator, who is responsible for preparation of the annual report. The School Administrator also annually requests others within the school community who have provided information for the report regarding policies and programs pertaining to campus safety to review the material to ensure its accuracy.

SECURITY POLICIES AND PROCEDURES

If a security situation becomes imminent either on or off premises and the Director believes it to be a serious threat a warning will be issued throughout the school. The school will also utilize its warning system to notify all students and faculty.

Emergency Notifications can come from faculty, students, or local emergency responders. Any of these members will notify the director and may initiate the warning system. The PPGS warning system includes text messaging, phone and voicemail, social media, and web alerts.

Please call 911 for cases of suspicious persons, or any criminal activity. An incident report shall be completed for each incident. Please notify the School Administrator at (954) 782-4994 for emergency incidents, AFTER the proper fire, rescue or police department has been notified.

Please notify building maintenance for repairs, locked doors, lost keys down the elevator shaft, etc.
The number is (954) 782-4994.

All classroom and office buildings are locked after business or classroom hours. In addition, classrooms are to be locked after each class session is completed to prevent unauthorized entry. All classroom and office buildings remain locked over weekends unless special events have been scheduled. Parking on the PPGS campus is available in the parking lot in the front of the main building. Faculty, staff, and students may

not park in spaces directly in front of any store fronts between the hours of 8:00 AM to 5:00 PM Monday through Friday. The school does not issue nor require parking permits.

CRIME ON CAMPUS

Reporting Policies and Procedures

PPGS has been fortunate in that it has experienced a very low incidence of crime, especially violent crime. This can be attributed to the diligence of the school community in its effort to ensure a safe place in which to work and live. Yet, some crime may occur.

How To Report A Crime

It is the policy of PPGS that all crimes, suspicious circumstances, or conditions that pose a threat to safety or security of community members or guests of the school be reported immediately to a faculty member. In the event of an emergency, please call 911 in addition to notifying a faculty member.

CONFIDENTIAL REPORTING

While the school strongly encourages the reporting of all crimes, it is understood that the welfare and choice of a victim of crime comes first. It is a policy and/or practice of staff personnel to encourage the victim to seek a counselor and to encourage counselors to inform victims and witnesses to report crimes on a voluntary confidential basis for inclusion in the school's annual crime report when the counselor deems it appropriate.

POLICE RESPONSE

Upon notification, a faculty member will respond to the scene and, if applicable, conduct an investigation into the alleged incident, restore and maintain peace and order, and take appropriate action within the scope of their duties. Faculty report all serious on-campus crimes to the Pompano Police Department and provide records of all pertinent information to assist in the investigation.

All members of the school community are urged to lend their support, both in reporting of crimes, suspicious circumstances, or fires, and by practicing preventive measures to reduce crime and promote safety. The ability of faculty members or Pompano Police officers to be in all places at all times is impossible; but the eyes of the campus community are many and are needed in order to maintain a safe campus environment. We all share in the responsibility for a safe campus, so please REPORT IMMEDIATELY any crime, suspected crime, or suspicious circumstance.

REMEMBER: When reporting an incident to a faculty member or the Pompano Beach Police, provide accurate and prompt information. Remain calm and stay on the line with the dispatcher. Be prepared to provide the information requested, such as your name, your location, and an accurate description of the circumstances involved.

NON-EMERGENCY - DIAL (954) 764-4357
EMERGENCY - DIAL 911

As appropriate, when crimes covered by this Act are reported to a faculty member or from the Pompano Beach Police Department, the School Administrator will be advised of the reported offense. The Director will, when appropriate, issue a "Safety Alert." Such alerts are intended to notify members of the school community of possible safety concerns.

SEXUAL HARRASSMENT

PPGS upholds a sexual harassment free environment and will ensure that any sexual assault victims are afforded compassionate consideration.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment
Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual
Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Other unlawful harassment is verbal or physical conduct that denigrates or shows hostility towards an individual because of that individual's race, color, religion, gender, national origin, age, or disability when it has the purpose or effect of unreasonably interfering with an individual's work performance; or creating an intimidating or hostile environment.

Sexual assaults are often times committed by someone the victim is familiar with or knows. However, stranger assaults do happen. Legislation passed in 2007, victims will no longer be required to report a sexual battery in order to have a forensic sexual assault exam that is paid for by victim compensation. Victims now have an official right to have a supporter present during the exam. In order for police to collect evidence of the assault, it is best if you do not bathe, shower, douche, brush your teeth, urinate, defecate, change, or launder clothing or bedding. Clothing and/or bedding may be taken as evidence. You will receive a physical exam, and pictures will be taken as evidence. If you wish assistance in notifying PPGS security or other law enforcement about sexual battery or other crimes, you may contact the school directly at 954-782-4994. All reports are confidential. IN CASE OF EMERGENCY DIAL 911.

If you suspect that a person is being abused or has been sexually assaulted or stalked speak out and be an advocate for preventing sexual violence.

If you have been a victim

- 1) Get to a safe place
- 2) Report the situation to someone in a position of authority or the police department immediately
- 3) Request assistance for safety
- 4) Preserve all evidence of the offense
- 5) Obtain an order of protection or a no contact order
- 6) Take advantage of services available such as counseling.

Sexual Assault Response Team
Woody Whitcomb (407) 810-0453
Helena Linder (954) 782-4994

HOW TO FILE A COMPLAINT

PPGS encourages anyone who suffers a crime to report it immediately. A formal or written complaint can be done directly with the school's director, or any faculty member.

HATE CRIMES

PPGS will report any allegations of hate crimes by faculty, students, or guests. Hate crimes are crimes that manifest evidence of prejudice on race, religion, sexual orientation, ethnicity, gender, or disability. We encourage anyone who thinks they have been a victim of a hate crime to report it immediately.

CRIME STATISTICS COLLECTION AND COMPILATION

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act - Public Law 105 - 244 Section 668.41 (b) & (c); 668.46 (c) (1) - (4) (f), PPGS annually provides to matriculated students and employees of the university, information relating to crime statistics and security measures. This information is also provided to any prospective student and employee upon request.

Crime Statistics Collection

For the purpose of collecting and reporting of campus crime statistics in accordance with the Clery Act, as indicated herein, all alleged on-campus crimes reported to the Pompano Beach Police Department as having occurred on or adjacent to campus are included in the Campus Crime Statistical Report. In addition, the following officials of the school have been identified as a "campus security authority"* and alleged crimes reported to these individuals will also be included in the campus crime report:

"Director, faculty member."

Also included herein are all crimes as specified in the Clery Act reported by the Pompano Beach Police Department to PPGS. Excluded under the regulations of the Clery Act for reporting

crimes are pastoral and professional counselors employed by PPGS.

The Campus Crime Report follows UCR standards and definitions of crimes. NOTE: A formal police report need not be made for crime incidents to be included in the annual report. All other crime statistics and disciplinary referrals, as defined by the Clery Act, are reported to faculty members throughout the year and are compiled and distributed annually by the Director of Students in compliance with this federal law. If faculty members or the Pompano Beach Police Department, upon further investigation of the alleged crime, concludes that the allegations reported are not substantiated by the facts or comply with the law, the alleged crime will not be included in the Campus Crime Statistical Report.

Crimes reported to faculty members are distributed in a monthly statistical report, which is submitted to the university community through its respective academic and administrative department heads. This report reflects all criminal incidents reported.

Where To Get Crime Data

The Campus Crime Report and departmental information, as well as other useful information and crime prevention tips, may be obtained at the Directors office.

Timely Warnings

In compliance with the Clery Act, Schools are required to make timely warnings to the campus community of incidents reported to the campus police or to a faculty member as having occurred on campus that pose a threat to the community. Attempts are made to obtain information from off-campus locations when possible. The school distributes notices within 24-48 hours after information is received by alerting students.

Campus Crime Report

The following report is composed of on-campus incidents reported to faculty members in the indicated categories by calendar year. Note: This report reflects changes in reporting requirements, as amended in 2016.

Crime Statistics-Criminal Offenses

Pet’s Playground Grooming School

Reporting Period: Jan 01, 2020 to Dec 31, 2022

On Campus	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offense	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny/Theft Offense	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor Law Violation	0	0	0
Arrests for Drug Abuse Violation	0	0	0
Arrests for Weapon Violation	0	0	0
Hate Crime	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

Non-Campus Buildings	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offense	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny/Theft Offense	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor Law Violation	0	0	0
Arrests for Drug Abuse Violation	0	0	0
Arrests for Weapon Violation	0	0	0
Hate Crime	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

Public Access Property	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offense	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny/Theft Offense	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor Law Violation	0	0	0
Arrests for Drug Abuse Violation	0	0	0
Arrests for Weapon Violation	0	0	0
Hate Crime	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

Non-Police	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offense	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny/Theft Offense	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor Law Violation	0	0	0
Arrests for Drug Abuse Violation	0	0	0
Arrests for Weapon Violation	0	0	0
Hate Crime	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

Drugs and Alcohol Policy

In compliance with the Drug Free Schools and Communities Act of 1989, Public Law 101-226, PPGS publishes and disseminates the following information regarding the use of illicit drugs and the abuse of alcohol: School policy and sanction, federal and state laws applicable to such use, health risks, and on-campus and community education, counseling, and treatment resources. This policy is related to all members of PPGS including all students, faculty, staff, and all visitors, contractors and guest to the school.

PPGS provides a drug-free school as required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, and defined at 34 CFR Part 85, Sections 85.605 and 85.610. PPGS employees and students may not unlawfully manufacture, possess, use, dispense, or distribute illicit drugs and alcohol on PPGS property, or as a part of its off-campus student activities. Every employee and student must follow this rule. Any employee who violates this policy will be disciplined, suspended, or released. Any student who violates this policy will be disciplined, suspended, or expelled.

PPGS students and employees are subject to all local, state, and federal laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities. The school will assist any law enforcement agency that is investigating drug or alcohol law violations involving PPGS employees or students.

Florida has adopted the Uniform Controlled Substances Act known as the A Florida Comprehensive Drug Abuse Prevention and Control Act (Fla. Statute 893.01 to 893.165). The following list of criminal penalties for drug and alcohol abuse is not exhaustive. Note well that there may be other provisions of local, Florida, and federal statutes related to drug and alcohol that are not included here.

There are increased penalties under Florida law to sell, manufacture, or deliver, or possess with intent to sell, manufacture, or deliver a controlled substance in, on, or within 200 feet of the real property of a public or private school. It is an offense for any person 18 years of age or older to deliver any controlled substance to a person under the age of 18. The Federal Controlled Substances Act also forbids many of the same acts or missions forbidden by Florida Law (see 21 U.S.C. 841 et seq.). The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension or dismissal of students, faculty members, administrators, and other employees.

Alcohol and Drug Counseling, Treatment Referral, and Rehabilitation Programs

The following resources are available for PPGS students, faculty and staff in need of alcohol and/or drug abuse services:

Hotlines

Alcoholics Anonymous	954-967-6755 or 866-517-9997
Cocaine Hotline	877-456-3313
AIDS Hotline	800-352-2437
Suicide Hotline	877-968-8454
Drug and Alcohol Rehab Center.....	866-421-6242
Alternative	561-998-0866
Life Skills	800-749-7149

Campus Security

PPGS actively promotes crime prevention education through programming, printed literature, and by direct access to its community members. Our school and all staff work diligently to ensure the safety of its students and faculty through cooperative relationships with the City of Pompano Beach and Broward County Sheriff Department. All students and faculty will be updated via an emergency text system to alert and update them. Students and faculty will be alerted to such events that may affect them or the school's calendar (weather, emergency related closings). The PPGS campus is a secure campus.

Parking

Students are free to park in the parking lot, however not in front of store fronts.

Emergency Phones

Phones are located in the front desk, and classrooms in case of emergency.

Dial 911 in case of emergency

and faculty up to date on anything that may affect them or the school's schedule. The system utilizes updates using texts, emails, social media, and voice messages. It is important that all faculty members and students keep their emergency contact information up to date. This information may be updated at any time using the emergency contact form located at the front desk. Hurricane Plan – Hurricane season in Florida is June 1, thru November 30. PPGS has a comprehensive hurricane plan that is periodically updated and put into action by the appropriate team members. Throughout every stage of the storm, we will keep all faculty and students informed of the school's schedule and when classes will resume. Students may call PPGS at 954-782-4994 for updated information. If the phone system goes down students and faculty can also utilize the PPGS social media network to get updated information.

Constitution Day

Constitution Day commemorates the formation and signing of the U.S. Constitution by thirty-nine brave men on September 17, 1787, recognizing all who are born in the U.S. or by naturalization,

have become citizens.

On September 17, 1787, the delegates to the Constitutional Convention met for the last time to sign the document they had created. We encourage all Americans to observe this important day in our nation's history by attending local events in your local area. PPGS celebrates Constitution Day through activities and learning and demonstration of our Love for the United States of American and the Blessings of Freedom Our Founding Fathers secured for us.



Crisis Plans

PPGS has a system in place that includes a team that works together to monitor and further improve the quality of the school's emergency response system. The team includes the Director, School Administrator, the instructors, and all other faculty. To ensure the safety and security of PPGS students, faculty, and facilities the team is prepared to respond to threats ranging from Hurricanes to State of Emergencies.

Campus Alert - Should a threat become eminent the team will utilize an emergency text system to alert and keep students

Voter's Registration

To register to vote in Florida, you must:

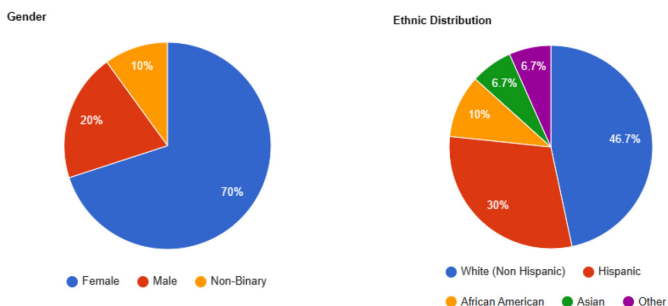
1. Be a Citizen of the United States of America (A lawful permanent resident, commonly referred to as a "green card holder," does not have the right to register or vote in Florida)
2. Be a Florida resident
3. Be at least 18 years old (You may pre-register to vote if you are 16 years old)
4. Not have been adjudicated mentally incapacitated with respect to voting in Florida or any other state without having the right to vote restored.
5. Not have been convicted of a felony without your civil rights having been restored.

To apply to register to vote go to:

<http://election.dos.state.fl.us/voter-registration/voter-reg.shtml#voterApp>

Ethnic Diversity

PPGS values the diversity of its student body, which adds complexity to student learning and student experience. The Graph Below shows the Enrollment Ethnic Distribution and the Male and Female Population.



Copyright Infringement

The school Resource Center consists of periodicals, books, computers, and DVDs that are related to the field of grooming. If something is directly copied from an article that you are researching, footnotes must be added for identification. Potential consequences for plagiarism on schoolwork include, and are not limited to, repeating the assignment for a lower score, immediate failure on assignment, suspension from class, and repeated attempts could result immediate and permanent expulsion or termination from the program.



CANCELLATION AND REFUND POLICY

1. If a student wishes to cancel or withdraw, he or she must do so in person or by certified mail to the Director of the school.
2. All funds will be refunded if the applicant is not accepted by the school or if the student cancels within (3) three business days after signing the enrollment agreement and making the initial payment.
3. Cancellations after the (3) third business day, but prior to the first day of class, will result in a refund of all monies paid, with the exception of equipment and enrollment fee.
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a pro-rated refund computed on the numbers of hours completed to the total program hours.
5. No refund will be given for Cancellation after completing 50% of the program.
6. Refund amounts are calculated based on the student's last day of attendance.
7. There will be a termination or withdrawal fee of one hundred dollars (\$100), in addition to the school retaining the enrollment fee. Amount shall be deducted from the amount of tuition refunded to the student.
8. Refunds shall be made within 30 days of the student's official withdrawal/termination date or receipt of cancellation. The last day of physical attendance shall become the "withdrawal date"
9. Termination will occur if the student is absent for fourteen (14) consecutive days.
10. A student may be dismissed by the Director of PPGS prior to the completion of the program for the following reasons:
 - a. Insufficient academic progress as outlined in the schools SAP policy.
 - b. Failure to comply with the rules and regulations of PPGS outlined in the catalog.
 - c. Nonpayment of tuition.
 - d. Failure to successfully complete the program within the maximum time frame outlined in the catalog.

We look forward to seeing you on campus!

