



1440 S. Byrne Rd. Toledo, OH 43614
 Ph. (567) 202 1529/ Fax. (419) 873 5994
 E- Mail: admission@ToledoInstitute.org

ENROLLMENT AGREEMENT

Enrollee's Name: (last) _____ (first) _____ (MI) _____.

Home Address: _____

Telephone: _____ Social Security Number _____

E-Mail: _____

I am hereby enrolling in the following certification program by Toledo Pet Farm and my enrollment is subject to the terms and conditions stated in this enrollment agreement. Upon completion of the program the certification will be awarded by Toledo Pet Farm. Upon graduation from the 'Certified Pet Bather/ Groomer' program, continuation of my training at Toledo Career Institute is subject to my acceptance in its Certificate in Pet Styling program and additional tuition and fees.

Course Name: Certified Pet Bather/ Brusher **Start Date:** _____

Course Length: 80 Clock Hours. This program is normally completed over 7 calendar weeks.

Tuition and Fees

Registration fees (one time)	\$ 90.00	Due with application.
Fees for equipment kit (one time)	\$ 450.00	Due prior to start of program.
Book/ laboratory fees	-	(included in tuition)
Course: BB-101: Pet Bathing/ Brushing	\$ 910.00	Due prior to start of classes
TOTAL PROJECTED COST AT CURRENT TUITION AND FEE RATES: \$ 1450.00		

- a. Registration fees must be paid along with the application and enrollment agreement.
- b. If applicant is accepted to the program, the applicant will be granted conditional admission until fees for equipment kit and books have been paid in full. Admission shall only be confirmed after these fees have been paid.
- c. Tuition must be paid in full prior to start of classes for each course unless a payment plan is made available to the student. Additional fees apply if a payment plan is selected.
- d. If student requires additional hours (beyond the regular offerings of the program) to make-up missed classes, or to improve academic performance, the student will pay a fee of \$25 per hour with a minimum of 4 hours. The required amount of additional hours will be based upon an individualized plan developed by the student and the instructor.
- e. Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

Cancellation and Settlement Policy

This enrollment agreement may be cancelled within five calendar days after the date of signing provided the institute is notified of the cancellation in writing (via certified mail or in person). If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for tuition and refundable fees shall be made in accordance to the following provisions:

- (i) No refund for kits/ books shall be made if used in any form by the student.
- (ii) If a student withdraws before the first class and after the 5-day cancellation period, no refund for registration fees shall be made. Tuition will be refunded in full.
- (iii) A student who starts class and withdraws before the course is 25% (20 clock hours) completed will be charged 50% of the tuition and refundable fees plus the full registration fee.
- (iv) A student who starts class and withdraws after the academic term is 25% completed will not be entitled to any refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity.

Complaint or Grievance Procedure

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

<p>I acknowledge that I have received a school catalog and agree with the school policies and procedures stated. I acknowledge that I have received and read a copy of this enrollment agreement.</p>	
<p>Applicant's Signature: _____</p>	<p>Date: _____</p>
<p>Parent or Guardian (if applicable): _____</p>	<p>Date: _____</p>

School Representative: _____ **Date:** _____

MAILING ADDRESS:

Pet Grooming School
1440 S. Byrne Rd.
Toledo, OH 43615

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