

# Merryfield School of Pet Grooming

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## **Title Page and Mission Statement**

### **Title Page:**

**Catalog — Volume XII January, 2018**

**Merryfield School of Pet Grooming**

**5040 NE 13th Avenue**

**Oakland Park, Florida 33334**

**954-771-4030 Voice /// 954-493-8916 Fax /// Email: merryfld@live.com**

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

Merryfield School of Pet Grooming is Licensed by the Commission for Independent Education, Florida Department of Education, License # 3343. Additional information regarding this institution may be obtained by contacting the Commission at: 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 Toll Free Number (888)-224-6684

### **Mission Statement:**

The mission statement of Merryfield School of Pet Grooming is to provide quality, field specific education for the purpose of preparing students for careers in the field of Professional Pet Grooming. A positive environment and qualified faculty builds strong foundations supporting the aspirations of our students in achieving their occupational goals. The graduates have many different ways to execute their career choices.

Some of those options are:

- Mobile Pet Grooming Companies
- House-call Pet Grooming
- Salons
- Animal Hospitals
- Kennels
- Rescue Organizations
- Humane Societies
- Competitions

## Administration and Instructors



**Gregg Docktor, Director of Operations,** Admissions Director: He is a full time Administrator. He previously ran a dog grooming school that was licensed by the “Florida State Board of Independent Post Secondary Vocational Technical Trade and Business Schools.” It ran for approximately 15 years. Gregg also had a 3 store chain of grooming shops, “Just 4 Paws.” In addition, he also had a 3 store chain of Puppy stores called “Merryfield Kennels”. Gregg also owned and operated “Dr. Clayton Pet Specialties” along with his late father Norman and brother Lloyd. This was a product line that was distributed nationally to pet stores and large box retailers. Gregg grew up in the industry; his father was responsible for more than 250 retail pet outlets called “Docktor Pet Centers.”

Merryfield was established in 1961 by Dr. Robert A. Fields, along with his wife whose name was Merry, hence the name. In 1972, Norman, Gregg and Lloyd Docktor purchased the facility from the Fields. At that point it was in disrepair and needed a new direction. The sale of purebred puppies along with showing and breeding was the immediate direction pursued. In 1974, Norman tragically passed and Lloyd and Gregg continued operations. During this time period the company took off in many directions and always was a great source of joy to the owners. Again tragedy struck and Lloyd passed.

Gregg Docktor remained and in 2006 decided to restart the school after about a 20 year absence from teaching. The school was officially granted its license from the Florida Commission for Independent Education in June, 2006, License #3343.

It is interesting to note that every year since the re-emergence of the school; our students have come in either first, second or third place in the N.D.G.A.A. Career Start National Competitions in Orlando, Florida for the years 2007-2016. It is a testament to the teaching staff at the school and it is always wonderful to know that people outside of the school recognize our students’ abilities in this competitive forum.

See [www.merryfieldmotel.com](http://www.merryfieldmotel.com) for further information on current business activities that Gregg Docktor is engaged in. Mr. Docktor has been involved in the Pet industry for over 44 years at the location where the school is located.

**Latoya Boyd, Financial Aid Director** at Merryfield School of Pet Grooming, prides herself as motivated and results-oriented educator with diversified experience in business and financial education. She demonstrates proven ability to balance analytic and creative skills to develop strategic plans to support

evolving educational and business needs. During her tenure at institutions such as the University of Phoenix, Dade Medical College and several public institutions in South Florida, her well-developed interpersonal skills illustrated a proven ability to lead, motivate, and inspire cross-functional teams to meet/surpass objectives.

Latoya joined Merryfield with over 8 years of financial aid and school administrative experience. Her passion for education is illustrated by her own personal growth; she started her own financial aid consulting business and earned her MBA from the University of Phoenix. In addition, Latoya earned a Professional Human Resources Certificate from Barry University.

**Christopher Wallace, Registrar**, is the third generation of Greyhound Trainers. At the age of 16 Chris received his first license in the State of Florida as a Kennel Technician for the “Janie Carroll” Kennels. When he reached 18 years of age he received his Trainers License and took over management of their kennels. Under his guidance the kennel became one of the top 5 racing kennels at the Hollywood/Mardi Gras Casino and Dog Track.

He was promoted within that organization and was relocated to Oregon and managed a kennel and farm. There were over 200 racing dogs at that facility. While under his management, multiple Stake Races were won with purses reaching close to \$200,00. When the racing season ended in Oregon, Chris returned to South Florida. This is when he decided to refocus his career and joined forces with Merryfield Kennels. He started as a Kennel Technician and was quickly moved and promoted to Veterinary Technician over seeing 100 puppies under his direct care. Merryfield Kennels went through it’s own metamorphosis and stopped selling puppies. Chris stayed and helped to convert the facility into a Motel for Pets. He received his “Pet Care Technician” certification from the American Boarding Kennel Association.

Merryfield School of Pet Grooming re-started their famous school in 2006. He became much more involved with the school and was appointed “School Registrar” He maintains all of the student records, from student files, to grades and progress reports. He has been trained to use the FAME Freedom software and “TimeClock” software. Part of his responsibilities is to make sure that every student’s record are meticulously maintained and uploaded to the cloud for safe-keeping. He has been with Merryfield in various capacities for over 14 years.

**Michael Lamb, Instructor (Full Time) Certified Non-Sporting Breeds:** Started his career in 1976 and was taught his skills by Professional Dog Show Handlers. Michael is a Certified Groomer from the NDGAA. He has worked extensively with well known shop owners such as Terri Di Marino, Kathy Rose “Pets of Perfection” and “The Loving Touch” in Kendall Florida. Michael has participated in grooming competitions in Florida and has been appointed a Judge in grooming competitions in Florida, South Carolina and North Carolina for the NDGAA. He has given Seminars in “Show Handling and Presenting the Well Groomed Dog”. His Miniature Poodles have been shown at Westminster and he has previously received “Top Miniature Stud Dog of the Year” Awards (1990,1991). “Top Miniature Poodle of the Year” (2001,2002). In 2005, Michael bred “Champion Kyara the Intimidator” and was responsible for the “Top Non-Sporting All Breed Dog” in the USA. Michael is the breeder of over 10 “Multiple Top Producing Miniature Poodles” in the USA. He also produced a “Best by Exhibitor” at the Poodle Club of America (2010). He is one of the Top Miniature Poodle Breeders in The United States with over 175 A.K.C. champions to his credit, and his dogs have been shown in Spain and Japan.

**Irina “Pina” Pinkusevich, Instructor (Full Time): Certified Master Groomer (NDGAA),**

Irina “Pina” Pinkusevich immigrated from The Ukraine in 1989 with her parents at the age of 18. She studied at New York University where she graduated with a Bachelors Degree in Child Psychology. While studying at NYU she got a part time job bathing dogs at a local Grooming shop. She realized her passion in working with dogs & grooming & left behind her original career choice to become a full-time groomer. In the earlier part of her career, Irina worked as a Pet Stylist at some of the most high-end grooming salons in New York. By the time she left New York for South Florida in 2006, Irina was the owner of one of those establishments, Shear Delight.

Looking to improve her skills & expand her horizons, Irina entered the world of Competitive Grooming in 2006. In her competitive career Irina has won multiple BIS & Best All Around Groomer awards. She is a two time recipient of the Lynn Carver Award for the most Best All Around Groomer wins in 2008 & 2010. Irina was also honored to win the Liz Paul Memorial Award for the most Best in Show wins in 2010. She has been a member of GroomTeam USA from 2008 through 2011. Ranked number one in the nation 2008 & 2010, she competed in the World Championships on GroomTeam USA in 2009 & 2011 helping the U.S. team bring home the Gold & Silver medals respectively.

Irina is a National Certified Master Groomer (NCMG) with the National Dog Groomers Association of America. She is also a Certifier for their company. She has also served Professional Grooming Contest Show Judge for International Judges Association. Dedicated to improving the industry, Irina teaches at Merryfield School of Pet Grooming in Ft. Lauderdale, Florida. She travels the world educating through conferences & seminars. Irina is associated with Kiyara Poodles. Owned by Michael Lamb & Bill Jividen Jr., Kiyara, is one of the top miniature poodle kennels in the United States. With Kiyara, Irina has bred & co-owned numerous champion poodles.

**Joanne Marino, Instructor (Full Time): Certified Master Groomer NDGAA** has spent the last 35 years pursuing her passion of working with animals. From assisting veterinarians in Pennsylvania to patrolling for the Oklahoma Animal Control, Joanne has dedicated countless hours to the welfare of animals. She began grooming in 1971 and worked in several grooming shops; improving clientele and helping other groomers launch their new business. In 1989 Joanne came to Florida with her husband and two children and by 1990 she had started her own grooming business; Happy Tails, Inc., and achieved the title of Certified Master Groomer. Happy Tails prospered for 12 years. Even though she had a full-time job running her own busy grooming business, Joanne’s work continued in the community. She hosted “dog washes” every weekend out of her grooming shop, where faithful clients and neighborhood friends would bring their cats, dogs, and even horses for a good, weekly scrubbin’. Joanne ran the much anticipated “Strut Your Mutt” competition for the city of Coconut Creek for 5 consecutive years. Happy Tails, Inc. served as a host for the National Dog Groomers Association for several years as well, where handfuls of hopeful groomers would gather to test their skills in hopes of achieving the Certified Master Groomer title.

In 1990 Joanne began competition grooming. She entered classes for scissor work and creative styling every year, placing 1st, 2nd or 3rd in every class she entered. Over the years, Joanne gained the attention and respect of groomers nationwide. Joanne also made her name in the show world, where numerous dogs, ranging from Portuguese Water Dogs, Miniature and Standard Poodles, Tibetan Terriers, Golden Retrievers, Gordon Setters and Bouviers owed their championships and national rankings to her superior

grooming expertise. Joanne has loved every second of developing and utilizing her flair for grooming and is always willing to share her talents and tricks with anyone willing to learn.

**Louise “LuLu” Rodriguez** is New York City born & raised. She moved to Florida in 1987 where she worked in Import/Export Management & Compliance for 22 years. She made a career move in 2009, choosing to do something she truly loved: working with dogs. She enrolled in Merryfield School of Pet Grooming & studied under Irina Pinkusevich, Michael Lamb, & Joanne Marino. Today she is a National Certified Master Groomer with National Dog Groomer’s Association of America. Her specialties are Terriers, Sporting Dogs & Working Dogs. In addition to grooming, she works part time at Merryfield as a teacher’s assistant in Student Orientation.

LuLu often volunteers as Pina’s assistant & has traveled with her to most of the major national competitions in the United States. She has also traveled to Belgium where she assisted Pina as well as the other members of Groom Team USA in the 2009 World Competition. Recently she has entered the world of competitive grooming & has participated & placed in several shows including Fun in the Sun, Atlanta Pet Fair, Groomania, & Pet Stylists Supershow.

Determined to learn all she can regarding her profession, LuLu often attends continuing education seminars & lessons. She has volunteered to work with some of the top show handlers & has traveled throughout the country to be educated by some of the best in the industry. She is a member of the NDGAA, The Professional Cat Groomers Association of America, The Pet Stylists of Tennessee, & Creative Groomers Association. She is also active with her favorite breeds & is a member of the American Sealyham Terrier Club & the Newfoundland Club of Florida.

**Brigette Scalzetti, Jessica Wallace and Bill Jividen round out our staff**

## **A Note About The NDGAA and our National Certified Master Groomers (NCMG)**

In order for a Professional Pet Groomer to receive the highest levels of certification, they must study under a NCMG who has already achieved that level of certification. The Professional Groomer who is testing must pass a comprehensive practical test as well as a written examination. This testing, along with advanced training, is often available at various industry conferences and trade events throughout the year around the country. Merryfield School of Pet Grooming is a test site for the NDGAA.

# **Legal Control, School Hours of Operation, Academic Calendar, Program Start Dates and School Holidays**

## **Legal Control**

Merryfield School of Pet Grooming, Inc.  
Gregg Docktor, President

## **School Hours of Operation**

Monday Day Class	8:30 am – 2:30 pm
Wednesday Day Class	8:30 am – 2:30 pm
Friday Day Class	8:30 am – 2:30 pm
Monday Night Class	5:30 pm – 8:30 pm
Tuesday Night Class	5:30 pm – 8:30 pm
Wednesday Night Class	5:30 pm – 8:30 pm
Thursday Night Class	5:30 pm – 8:30 pm

## **Academic Calendar**

Program Start Dates: A student may start the first Monday of any month. If the Monday is a holiday, then the start date will be moved to the first Wednesday.

We mainstream all students.

## **School Holidays and Program Start Dates**

Memorial Day	05/28/2018 Monday
Independence Day	07/04/2018 Wednesday
Labor Day	09/03/2018 Monday
Thanksgiving	11/22-23/2018 Thur-Fri
Christmas Break	12/22/2018–01/02/2019

Students may start the first Monday of any month.



## **Admission Requirements and Procedures, Course Cancellation, Transfer of Credits, Re-Admission and Denial of Entry Policy**

All students must be 18 years of age; otherwise a parent or legal guardian must consent and register the student with the approval. Enrolling students must show proof of high school diplomas (can be from a foreign school if it is equivalent to a high school diploma) or GED. Home-schooled students are not considered to have a high school diploma, but are still eligible to receive FSA funds. All home-schooled students must show proof of his or her homeschooling self-certification that he or she has received state credential.

Prior grooming industry experience is not necessary. Merryfield School of Pet Grooming does not discriminate against race, gender, age or religion. If you have a criminal background, it may be an issue with some employers. They may do a background check, but it is not a standard procedure in the industry. There is physical work involved with this trade, which includes lifting and long standing and it may cause a restriction to those that have physical handicaps or limitations.

The procedure for enrollment requires an interview and an “Admissions Questionnaire” must be completed. Upon acceptance into the program, the student may enroll.

**It is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.**

### **Transfer Credits**

#### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at Merryfield School of Pet Grooming is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Professional Pet Grooming is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals.

#### **Transferability of Credits**

The acceptance or transferability of credit you earn at other institutions is not currently accepted at Merryfield School of Pet Grooming, nor has it entered into any articulation or transfer agreements with other schools.

## **Articulation Agreement**

This institution has not entered into any articulation or transfer agreement with any other institution

## **Credit for Prior Experiential Learning**

Merryfield School of Pet Grooming does not grant credit for prior experiential learning

## **Re-Admission Policy**

If a student drops out of the program and seeks to re-enter the school, the Director will evaluate the reason for the drop and determine if the student will be granted re-admission. The decision to re-admit a student is at the sole discretion of the school's director. If the re-admitted student was dismissed or dropped out of the program because he or she was a threat to the school, the students, or the school's personnel, he or she will not be re-admitted back in the program for safety reasons.

This will require resubmission of the Admissions Questionnaire. If the student in question for re-entry has difficulty lifting pets or standing, this may be cause for further evaluation of the student's re-entry.

The student must re-enroll within 6 months from the drop date in order to maintain the same tuition price. If it has been more than 6 months, and if the tuition has increased, the student will have to pay the difference in tuition costs.

## **Course Cancellation Policy and Denial of Entry Policy**

In the event of a course cancellation, credit will be given as soon as the school reopens.

Merryfield School of Pet Grooming will retain records for one year for any student that is denied entry.

## **Veteran's Educational Benefits**

We're here to help you. If you're a veteran or a dependent planning to use your VA entitlement to cover tuition expenses or to help with other costs as you attend school, we've implemented a system that will help guide you in submitting the correct paperwork to the school. We're also happy to answer your questions about everything from claiming your entitlements to finding your regional Veterans Affairs office to disability services. Students must complete at least 18 hours or more per week to be eligible for the VA benefits

## **Our Responsibility to You and to the Federal VA**

In addition to your military certified enrollment representative Merryfield School of Pet Grooming, a dedicated Veterans Affairs officer is available to assist you through the process.

Office to assist you. Collectively, our responsibilities include:

- Educating you on how your benefits will apply to the program you choose
- Answering questions to help you complete required forms
- Certifying your choices including any changes to your schedule
- Communicating and reporting your academic progress and graduation to the Federal VA
- Supporting and assisting you throughout your academic program

### **Your Responsibility as a Student Using VA Benefits**

- Completing the proper forms to allow the Federal VA
- Understanding how and when the school certifies your courses
- Understanding program eligibility for VA benefits and implications of course withdrawal-

## Attendance Policy and Make-Up Policy & Leave of Absence

In order for students to be making satisfactory academic progress towards our certificate program, absenteeism must be kept to a minimum to maintain specific grade averages and proceed through the program at a pace leading to completion in a specific time frame (one and one-half times the length of the program). Satisfactory progress is measured in clock hours.

Each week you are expected to sign in the attendance forecast sheet and clock in our attendance tracking time clock system. Students must circle the days and nights they will be attending class. We expect all students to adhere and honor your forecasted commitment. If students find that they must miss a class, they are expected to notify the school prior to the start of class or on the day of the absence. Graduation requires the completion of 600 clock hours and any missed time will extend the length of (months) of your program. Students must make up **all** hours missed to satisfy the 600 clock hour requirements.

Students that are absent for 14 consecutive days without an official written notice will be withdrawn/terminated from the program.

A clock hour is based on an actual hour of attendance, a 60 minute period with one hour of non-instructional time for lunch. The students will attend from 8:30am – 2:30pm, or 5:30pm-8:30pm, dependent upon the student's contracted schedule.

### Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's program of study. A leave of absence must meet certain conditions, for it not to be considered a withdrawal which requires Return Calculation.

1. Merryfield has a published LOA policy, which states that all requests for leave of absence must be submitted in writing, including reason for request to the Registrar or a designated administrative staff for approval.
2. An approved leave of absence cannot exceed 180 days within a 12-month period. 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.
3. If the student requesting LOA and is a Title IV loan recipient, it must be made clear prior to Merryfield 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.
4. 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.
5. Once the student returned from his or her LOA, the loan period will be extended and the graduation date will be updated.

Please note: Any "Leave of Absence" will shorten the "Grace Period" as to when your loan repayment will start. Loan repayments start 6 months after your graduation date.

Example: If you had to take a LOA for 30 days, your grace period to start repaying your loan would start in 5 months rather than 6 months.

## **International Students**

All international students are required to complete a minimum of 22 lab hours per week in any combination of the published schedule. All International students must have their High School Diplomas translated and authenticated by a recognized translation company prior to acceptance. International students must attend a minimum of 22 hours per week, and may accelerate their time if they choose to a maximum of 25 hours per week. The school will allow you 150% as a maximum time-frame, which is 10.25 months. If you go over the maximum time-frame allowed, the hourly school rate of \$18.00 per hour will be charged. There is a list of equipment\* and textbooks that are needed for the program. The equipment and textbooks are required to be purchased before the start of class.

## **Make Up Policy**

Students may make-up failed or missed course work with the permission of a school official. It is the student's responsibility to request make-up time, as well as to complete any assignments, exams or other work missed. Students may be allowed to attend an alternative schedule as long as the maximum time frame for completion has not been exceeded. For example, a daytime student may be allowed to attend a night-time schedule and a night-time student may be allowed to attend a day-time schedule. Student's requesting make-up time must first register a request with the school's Registrar.

## **Veteran's Attendance Policy**

Early departures, class cuts, tardies, etc., for any portion of a class will be considered as one absence. VA students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be re-certified for VA benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA Audit purposes.

## Description of School Campus



Merryfield School of Pet Grooming occupies approximately 9,300 square feet of dedicated lab space where teaching occurs. Within the lab there are professional grooming stations, raised tubs, dryers, and audio/visual aids. The Library/Resource area has video equipment and computers for further independent study. As needs come up, there is more space to accommodate national guest seminars. The student/teacher ratio is 12:1. If attendance goes over that threshold, there are instructors available to assist.

Merryfield Motel for Pets uses 6,700 square feet of the facility. The entire building sits on 1 acre in East Fort Lauderdale.

## **Program Length and Definition of a Clock Hour, Program Objective, Program Description and Course Numbering System**

The program length is 600 clock hours including a 100 hour externship. A clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. Day classes are held on Monday, Wednesday and Friday from 8:30 am to 2:30 pm, including an hour lunch break. Night classes are held on Monday, Tuesday, Wednesday, and Thursday from 5:30 pm to 8:30 pm. It should take the day student 40 weeks to complete the program (Approx 10 months). The night student should take 50 weeks to complete the program (Approx. 12 Months). However, the majority of our students take 3 months longer to complete either the day or night class. A cash paying student may attend 15 hours or more a week, this is a student who is not accepting financial aid. International students must attend a minimum of 18 hours per week, and may accelerate their time if they choose. The school will allow you 150% as a maximum time-frame, which is 15 months, (DAY), 17.5 months (NIGHT) All cash paying students may accelerate the completion of their training by attending both schedules. If you go over the maximum time-frame allowed, the hourly school rate of \$18.00 per hour will be charged. There is a list of equipment\* and textbooks that are needed for the program. The equipment and textbooks are required to be purchased before the start of class.

### **Program Objective**

The objective of our program is to prepare the student to enter into a Professional Pet Grooming career. All aspects of what we're teaching directly relates to this specific goal. Our institutional governing body has approved and adopted the specific course objectives. If and when there are any changes made, we will reflect those changes in our catalog.

### **Program Description**

This program is comprehensive in design to assist the student with the necessary skills to professionally groom dogs in a salon, mobile grooming, house call grooming or in a Veterinary practice. In mastering the art of pet grooming, the program consists of working with grooming equipment, customer relations, bathing, hair drying, ear cleaning, combing, brushing, dematting, breed recognition, first aid, styling, diseases of the skin, perfection of scissor work which is covered in the 500 hours of lab work in the school. The last 100 hours is an externship outside of the school. The student is placed in a veterinary practice, mobile grooming van, salon or in a house call grooming environment.

### **Course Numbering System**

The course numbering system uses a five digit alpha numeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

## Course Descriptions for “Professional Pet Grooming”

### Program Instructional Outline

Please note that the sequence in our educational delivery is dependent on the available breeds that arrive daily for grooming. The number of hours for each Course Code may vary for each group as a result breed availability.

There are common core learning objectives/competencies for each type of pet groomed. In the first two weeks of attendance, the student’s time will be focused strictly with Prep work only. It is up to the Instructor(s) if the student needs more time to master this very important first step. Once accomplished, the student is tested in practical as well as written competencies. Once mastered the student starts to move through the different Course Codes.

Resources include:

- Daily appointments.
- Instructors also have personal resources of pets that are available when needed.
- Rescue organizations to groom their pets at no charge.
- Free grooming is also available to specific breeds that are needed for instructive purposes.

### **Common Core Learning Objectives:**

There are common core learning objectives/competencies for each module taught;

- Customer Relations
- Ear Cleaning
- Nail Cutting
- Pad cleaning (utilizing the electric clippers)
- Private Area Cleaning (using the electric clippers)
- Rough Clip Training, which means that if the pet is matted, you will shave off any hair that cannot be detangled without causing undue discomfort to the pet, and or removing the unnecessary hair according to the pattern or clip requirement.
- Brush out the pet to remove tangles before you bathe the pet. You must comb through the pet to check your brushing progress.
- Pet Bathing. There is no need to pre wet the pet, unless it is extremely dirty, the shampoo is already pre-diluted. Use tearless shampoo on the face. Rinse extremely well once this task is completed.
- Pet Drying to approximately 80-90% using a forced air dryer. Finish your drying with a stand dryer. Please note that for Poodles, curly coated breeds and drop coats force dry to only 50%. Your pet should be damp for a proper fluff dry. Fluff drying straightens the hair and in this process will remove any missed tangles missed during the pre bath brush out.
- Re-clipping finishes the setting of the pattern and now is the time to smooth out lines and to make sure your pattern is correct.
- Finish work is the last step which includes scissoring, blending, Thinning and any final procedure



that's needed to complete the grooming process.

*Textbook:* "Notes From the Grooming Table" Pages 20-60

### **Group Specific Learning Objectives**

Every student, prior to externship, is tested for competency in four areas. There are different techniques used in the learning process. It is subjective and the school utilizes certain parameters. There are many different shapes and sizes to the purebred and mix breed dogs.

Flexibility is used when performing the different individual haircuts. There are many different interpretations on how to best groom that pet that is before you. Your Instructors will ultimately make the best decision for each groomed pet. Our training is geared to these:

- Mixed Breeds
- Terrier Breeds
- Non-Sporting Breeds
- Drop Coat/Miscellaneous Breeds

### **DVD instruction**

- Students are required to summarize 5 videos per month for every month that they attend school after a student reaches the 300 mark. Theory/training videos are available either on site or on their home computers.

## Course Code PG 106: Externship Description -100 Hours

The student is placed in an actual grooming “job-like” environment for the last 100 hours. The externship, which is a part of the teaching program, is a non-paid placement. This offers an on-the-job experience, whereby the student can perform the grooming skills learned; including customer relations, time management, sales techniques, etc. A proficiency report is submitted by the salon/supervisor and grade sheets are still a part of this module. Upon completion of 600 hours, a diploma is then awarded to the graduate

\*Includes site evaluation by the Campus director.

### Student Grades

Hands on Learning, evaluated by instructor:	80% of Grade
Attendance	20% of Grade

Grading Scale	Grade Point Value
A 93-100	4
B 84-92	3
C 74-83	2
D 70-73	1
F 69-BELOW	0

## **Final Test and Completion of Course:**

In order to graduate, students must be able to complete a hands on, practical test on the following breeds, according to breed standards set forth by the N.D.G.A.A. (National Dog Groomer's Association of America)

### **Terrier Breed: (2 dogs)**

1. Long Legged Terrier (such as a Schnauzer, Kerry Blue or Soft Coated Wheaten Terrier).
2. Short Legged Terrier (such as a Scottie or a Westie)

### **Non-Sporting Breed: (2 dogs)**

3. Poodle, placed into a pattern such as a Lamb

4. Bichon Frise into a traditional groom

### **5. Drop Coat / Miscellaneous Breed: (1 dog)**

Mixed breed or, drop coat (such as a Lhasa Apso or Shih-Tzu) put into an appropriate style, such as Teddy bear or Panda clip.

This testing may be broken up and not required to be done at one time.

Dogs must be approved by instructors for testing, with sufficient hair growth (at least 8 weeks) in order to be considered eligible. Student will have 1 1/2 hours for a small dog, 2 hours for a medium dog and 2 1/2 hours for a large dog to complete the haircut. This excludes bathing and prepping. Grooming techniques shall be in compliance with NDGAA and Breed standards. Student will be graded on proficiency, ability to set pattern as well as ability to properly execute each haircut. Dog will be graded by an instructor in order to meet a passing grade. Incomplete dogs, improper brush outs, matts, tangles, improper basics such as long nails, dirty ears, pads, or privates will be considered automatic failure.

## **Completion Certificate**

If a student has completed 900 hours of instruction and cannot pass the 5 dog final test, a "Completion Certificate" will be given the understanding that full proficiency was not obtained, but could still enter the grooming industry as a "Bather/Preper".

## **Open Door Policy for Past Students**

If a student attended Merryfield School of Pet Grooming, graduated and/or received a "Completion Certificate" and has decided that they are not fully confident in any area, they may return to school for additional instruction at no additional charge.

## Student Grades

### Student Grades

Hands on Learning, evaluated by instructor:	60% of Grade
Written tests	20% of Grade
Attendance	20% of Grade

Grading Scale	Grade Point Value
A 93-100	4
B 84-92	3
C 74-83	2
D 70-73	1
F 69-BELOW	0

**The records of student progress are available upon request. Please see the Registrar for a copy**

## **Satisfactory Academic Progress (SAP) Policy**

### **SAP Clock Hour Policy**

Merryfield has an evaluation check point for all students once they have completed 150 hours, if the student does not meet SAP whether its qualitative or quantitative the student will be counseled 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 Satisfactory Academic Progress (SAP) 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 300 clock hours. The school will determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. At 300 completed clock hours, if a student is not meeting the SAP requirements 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 Process/Re-gaining Eligibility – Students has the option to submit an appeal to the School Director within 30 days based on mitigating circumstances such as illness, death in the family, etc. 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 satisfactory academic progress. If the school Director approves the appeal, the student will re-gain Title IV eligibility.

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

Qualitative -a student must maintain a cumulative GPA of 2.0 or better in order to remain in school and be considered in good academic standing at each evaluation point of 300 and 600 scheduled hours. The School Director may permit a student to retake a failed examination. A passing grade on the retaken examination would replace the original failed grade. The school maintains all student progress records.

Serious illness or injury to student or If the student's cumulative GPA is below a 2.0 at the evaluation point of 300 scheduled clock hours, the student will be placed on financial aid warning for the next evaluation period. The student must raise their cumulative GPA to a 2.0 or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the School Director if they want to remain in school. After a successful appeal the student will be placed on financial aid probation and will not be eligible for additional funding.

Quantitative – Attendance is checked at each evaluation point. A student must have at least 67% attendance at the 300 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 warning period, financial aid eligibility is terminated. The student must file an appeal with the School Director if they wish to remain in school. If the appeal is approved the student will be placed on financial aid probation and will not be eligible for any additional financial aid

The students must also complete the program within maximum timeframe. Maximum timeframe is 1.5 times the normal time frame required to complete the program. Normal time frame for full time students is 8 months and maximum timeframe is 12 months with each payment period no longer than 6 months. Part time students normally complete the program in 10 months with a maximum time frame of 15 months with each payment period no longer than 7.5 months.

If a student is not a Title IV recipient, and at the time of an SAP evaluation 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 counseled on the risks and consequences of reaching the maximum timeframe for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student.

Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Examples Mitigating Circumstances:

Immediate family member (parent, spouse, sibling, child) that required extended recovery time

Death of an immediate family member

Significant trauma in student's life that impaired the student's emotional and/or physical health

Withdrawal due to military service

Other unexpected circumstances beyond the control of the student

Voluntary Withdrawal

Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for re-admission to the School Director. If approved for re-admission 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.

The point in time that a student returns to school will depend on the previous class training that the school credits the student.

Note: Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus is not considered as extenuating for purposes of appealing suspension of financial aid.

## **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 or better each evaluation period.

A VA student whose CGPA falls below 2.0 at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be re-certified after the attaining a CGPA of 2.0

## **Family Education Rights and Privacy Act (FERPA)**

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

### **Access to Education Records**

Under FERPA, a school must afford an eligible student's the right to inspect and review his or her education records within 45 days following its receipt of a request. Student should submit to the registrar or head of academic department (or appropriate official) written request that identifies the record(s) he/she wishes to inspect. The school's official will make arrangement for access and notify the student of the time and place where the record may be inspected. If the school's official to whom the request was submitted does not maintain the academic records, that official shall advise the student of the correct official to whom the request should be addressed. 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.

### **Amendment of Education Records**

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. The student should write to the school's official responsible for the record, clearly identifying the part(s) of the record he/she wishes to have changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

### **Disclosure of Education Records**

A school may not normally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, FERPA allows some exceptions and under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent. Exception to prior written consent allows disclosure to "school officials" with legitimate educational interest. A school official is defined as a person employed by the school such as an administrator, supervisor, academic staff, researcher, counselor, disciplinary board, an attorney or support staff and 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 the rights to inspect and review his/her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records and must define the terms "school official" and



“legitimate educational interest.”

## **Graduation and the Awarding of Diplomas**

A diploma will be given to each student who successfully completes the program and satisfies all requirements at graduation. Diplomas are awarded when the student successfully completes all units of the program. The tuition must be paid in full.

## Fees, Equipment and Charges

Tuition.....	\$10,800.00
Equipment and books*.....	\$1,200.00 (Effective 02/01/2018)
<hr/>	
Total Cost.....	\$12,000.00

### School's Rate is \$18.00 per Hour

Equipment should not be purchased until the student is approved for admission. Tuition is due in full on or before your start date, unless special financial arrangements were made.

### Equipment Purchases

Pell recipients may decline to participate in the way Merryfield School provides for obtaining your equipment and book. Students can buy their equipment and book from the school, or from outside vendors. Pell recipients, who want to purchase their equipment and book from an outside vendor, must notify Merryfield prior to start date. Merryfield will give the student a check to purchase the equipment on their own. There are internet sites like [www.petedge.com](http://www.petedge.com) or [www.groomerssmall.com](http://www.groomerssmall.com). There is also local distributor in Hallandale, FL, GMS Pet Supply. Your book can be purchased from the aforementioned sources as well as from [www.amazon.com](http://www.amazon.com). If you are qualified for Pell and receive your equipment from the school, it's called "Attend to own". Every student must attend at least 180 hours in the first payment period to earn his or her financial aid. Your equipment must be left at the school at the end of your class, which will be inspected. Once the student has completed at least 180 hours the student may take his or her equipment home. If you stop your education and no longer want to attend classes, and earned less than 180 hours within the first payment period, the school is required to complete a Return to Title IV calculation. If the student does not complete 180 hours, the school is required to return Pell, Subsidized and Unsubsidized loans received in the first payment period payment period.

### Attend to Own Your Equipment

All students who receive financial aid must attend at least 60% or 180 hours of their first payment period to be fully eligible for financial aid. Students will receive all of their equipment on orientation day. If a student decides to drop out of the program and intentionally takes the equipment with them and DOES NOT meet the 60% attendance policy, a police report will be filed for the felony charge of Grand Theft.

All non-recipients of Pell can buy his or her equipment and book from the school, or from an outside vendor. If you purchase equipment from the school, we have a payment plan available to students, it's called "Monthly pay to own" Your equipment must be left at the school at the end of your class, which will be inspected. If the student stop his or her education and no longer want to attend classes, they may pay balance and keep the equipment. If the student does pay the balance on the equipment, it will be forfeited back to the school.

Your used equipment is non-refundable for the following reasons:

There is no way to evaluate if the electric clippers are damaged by looking at them. If they were dropped, there may be concealed damage. The detachable blades do wear and become dull when used. They can also sustain damage, therefore making them unsuitable for return. There are other consumables in the equipment that you receive like Quick Stop, Kool Lube and ear powder. These items would not be full and could not be resold to another student. The shears could also have sustained concealed damage or wear making them unsuitable for resale to another student. Revised 05/06/2016 \* “Notes From the Grooming Table” ISBN Number: 978-0-692-65807-9 Suggested Retail price \$84.95 and “Introduction to the Foundations of Dog Grooming” ISBN Number 978-1-56502-110-5 Suggested Retail price \$39.99



## **Financial Aid and Other Financing**

### **Financial Aid**

The U.S. Department of Education awards about \$150 Billion a year in all types of Grants and Loans to more than 15 million students. Federal Student Aid covers such expenses as tuition and fees, room and board, books and supplies and transportation. Aid can also 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.

Federal Student aid at our school includes:

Grants — financial Aid that doesn't have to be repaid (unless, for example, you withdraw from the school and owe a refund)

Loans — borrowed money for college or career school; you must repay your loans, with interest.

These educational grants and loans are available for those that qualify.

When you apply for financial aid, the loans and their disclosures will be in writing, signed and dated.

### **Other Options besides Title IV**

A Part from Title IV Loans, for those that qualify, there are various financing plans available to qualifying students. An independent finance company is in contract with the school to provide financing to those students who qualify. It is not a government sponsored entitlement. Eligibility for the loan is solely at the discretion of the lender and the school has no influence on the loan application whatsoever. 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.

## Verification

Verification is a process by which certain data reported on the FAFSA is reviewed by the school for accuracy and completeness. It plays a vital role in ensuring that the correct amount of the Title IV funds is disbursed to each eligible student.

All students enrolled who were randomly selected for verification by the Central Processing System (CPS) and any other the institution has reason to believe that the application information is incorrect or contains conflicting information will be resolved.

Applications may be reviewed based on the DOE's current required data elements and any specific predetermined criteria set by the institution. Substantial supporting documentation must be obtained and circumstances carefully documented.

### **Notification:**

This process aims to confirm student's eligibility for financial aid, and all impacted students will be informed in writing or verbally within five business days that they were selected for verification.

### **What this means:**

**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.

### **Deadlines: Time periods**

All newly enrolled students must complete a Free Application for Federal Student Aid (FAFSA) prior to the start of the first class. Currently enrolled student 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 requested date. In cases of unusual circumstances, the financial aid office may extend this time to up to 10 business days.

### **Consequences if not submitted in a timely manner**

Any delay in obtaining relevant documentation may interrupt the awarding of financial aid and may result in student(s) paying all or part of tuition obligation out of pocket until awarding takes place. Students who did not complete verification within the required time-frame will be notified and considered to be a cash paying student; if payment is not received they will be pulled from class.

## **Method of Notification**

Students will be notified in person (verbally) or in writing that he or she have been selected for verification and will be given a list of all the required documents needed within 30 days. If students ISIR 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.

## Cancellation and Refunds

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within 3 business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid, with the exception of the used equipment purchased from the school or from outside vendors.
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 50% of the program will result in no refund.
6. The refund amount is calculated based on the student's last day of attendance (LDA).
7. Refunds shall be made within 30 days of the student's official withdrawal/termination date or receipt of cancellation.
8. Equipment purchased from an outside vendor or the school is not refundable by the school.
9. A student may be dismissed by the Director of Operations of the Merryfield School of Pet Grooming prior to completion of the program for any of, but not limited to, the following reasons:
  - A. Insufficient academic progress as outlined in the school's Satisfactory Progress Policy.
  - B. Failure to comply with rules outlined in the catalog covering Student Conduct.
  - C. Nonpayment of the tuition balance before the first day of class, unless other financial arrangements have been made.
  - D. Failure to successfully complete the program within the maximum time frame. Rev. 09/13



## Return To Title IV 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. If a student did not start or begin attendance at the school, the R2T4 formula does not apply. For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing. Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Director or the Registrar of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director or the Registrar will begin the withdrawal process. For unofficial withdrawals a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance. Any aid received post LDA and prior to Date of Determination (DOD) is aid that could have been disbursed

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 withdraws from the institution. 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 a post withdrawal disbursement. Post withdrawal disbursements will be made from the Pell grant funds first eligible. 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 Pell grant funds in excess of current educational costs will 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 the student.

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

Unsubsidized Direct Loan/Unsubsidized

Subsidized Direct Loan/Subsidized

Direct PLUS Loans (Parent)

Federal Pell Grant

Refunds will be made to the federal programs within 45 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

## **Termination Policy**

A student may be dismissed by the Director of Operations of the Merryfield School of Pet Grooming 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

## **Appeal Process**

Students may appeal any disciplinary action taken by the school to terminate their training. An appeal must be in writing, providing thorough explanation of events leading up to said action and why the student feels the action should be reversed. Appeals must be submitted within five days of the student's termination. Appeals received must be reviewed by school administration within 5-7 business days. Students will be notified of the school's decision promptly. The Director of Operations will render the final resolution on all appeals.

## **Refunds and Credit Balances**

Refunds are paid within 14 days by check or cash if the refunded amount is \$50.00 or less.

## **Employment Assistance, Student Services, Career Services, and Policies**

### **Job Placement**



When the student successfully completes the program, the school will assist the graduate with job placement at no additional charge. Please understand that this is not a job guarantee. There is not a direct or indirect guarantee implied. Graduates are not required to take a State examination in order to enter into the field of Professional Pet Grooming.

### **Student Services**

The school will provide a list of realtors who may assist with weekly/monthly apartment rentals. There are also extended stay hotels within a few miles of the school. Additional Services that are available includes; Help programs for students in need, NA & AA, Food Banks, Suicide Hotlines, Shelters, Gambling Anonymous. Please see the Student Services Coordinator/Registrar for any help that is needed.

### **Career Services**

Graduate Professional development opportunities are available which include preparations for competitions, trade shows and the extended use of the school's web-based portfolio site. If not immediately needed, future consultations at no charge are given for store set-up and design, site selections, mobile van selection assistance. Marketing assistance is also available to assist the new entrepreneur.

## **Library and Resource Center**

### **Copyright Infringement**

The school library /Resource Center consists of periodicals, books, Computers and DVDs that are related to our field. Students may see the Registrar for DVDs on many subjects. Special seminars are held in the Resource Center.

If something is directly copied from an article that you are researching, footnotes must added for identification.

## **Student Conduct and Leave of Absence Policies**

### **Student Conduct**

Students are expected to conduct and dress themselves in a professional manner at all times. Foul language, possession of un-prescribed drugs, alcoholic beverages and being disrespectful are all considered to be unsatisfactory conduct that may be grounds for dismissal. A student who conducts her/himself in a manner that's 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 along with prosecution.

### **Leave of Absence Policy**

A leave of absence (LOA) is a temporary interruption in a student's program of study. A leave of absence must meet certain conditions, for it not to be considered a withdrawal which requires Return Calculation.

- A. Merryfield has a published LOA policy, which states that all requests for leave of absence must be submitted in writing, including reason for request to the Director of Education or a designated administrative staff for approval.
- B. An approved leave of absence cannot exceed 180 days within a 12-month period and no additional institutional charges will be assessed.
- C. If the student requesting LOA is a Title IV loan recipient, it must be made clear prior to Merryfield 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.
- D. 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.
- E. Once the student returned from his or her LOA, the loan period will be extended and the graduation date will be updated.

## **Drugs and Alcohol Prevention Policy**

### **APPLICABILITY**

This policy is relevant to members of Merryfield School including all students, faculty, staff and all visitors, contractors and guests to Merryfield facility and events. This policy complements other Merryfield related policies and regulations, including those pertaining to use of Alcoholic Beverages and Narcotics.

This policy is to edify and to prevent harm due to alcohol or illegal drug use. It's intent is to promote the growth of student personal accountability by facilitating conditions of order and safety. Our Students are expected to act responsibly while enjoying the autonomy that comes with Merryfield's School.

### **POLICY**

#### **General Policy Statement**

Merryfield School of Pet Grooming is devoted to providing an environment that is free of the abuse of and illegal use and possession of controlled substances. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or on Merryfield School owned or controlled property or facilities or at Merryfield's School sponsored events. No employee or student is to report to work, class, or any of Merryfield's activity while under the influence of illegal drugs or alcohol. The possession and use of controlled drugs by members of Merryfield school community must at all times be in accordance with the provisions of federal and state law. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and "designer drugs"), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances are prohibited unless authorized by law.

#### **Health Risks**

The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to health. The use of marijuana (cannabis) may cause impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration. Marijuana use also may cause lung damage, paranoia, and possible psychosis. The use of narcotics, depressants, stimulants, and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage. Additional risks associated with the use of drugs include impaired academic or work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with supervisors, co-workers, friends and others; vandalism, theft and murder; sexual assault and other unplanned sexual relationships; spouse and child abuse; sexually transmitted diseases; and unusual or inappropriate risk taking which may result in physical or emotional injury or death.

#### **Alcohol and health risks**

Alcohol is a depressant drug that is absorbed into the bloodstream and transmitted to all parts of the body, most significantly affecting the brain. It is classified as a psychoactive drug because of its effects on the mind and the behavior.

The impact of alcohol varies among individuals, but even moderate doses reduce physical coordination and mental alertness, making certain activities dangerous. Larger doses of alcohol cause staggering, slurred speech and slowed reaction time. Even larger doses can cause mood swings, memory blackouts, unconsciousness and even death. Health risks involved with long-term heavy drinking include: addiction, liver damage, heart disease, circulatory problems, peptic ulcers, various forms of cancer and irreversible brain damage. High risk drinking also known as “binge drinking” is defined as an occasion in which the drinker consumes five or more drinks at one sitting. This behavior is a significant concern when one consider that alcohol overdoses is a medical emergency. Despite a national minimum drinking age of 21, alcohol remains the most widely used drug among American college students. As a result, alcohol abuse is a contributing factor in many campus problems. Recent national campus statistics published by the American College Health Association reveal that alcohol is involved in:

- Approximately 66% of all violent behavior
- Approximately 75% of all suicide attempts
- Approximately 90% of all reported “date rape” incidents
- Approximately 50% of all traffic fatalities in which victims were between 16-24 years of age

Approximately 30% of all academic difficulties

Students and employees can receive individual consultation sessions, assessment and counseling or be referred to community providers or agencies for assistance in dealing with drug abuse by calling the

2-1-1 Broward Assistance Help Line at 954-537-0211 or TDD 954-390-0942. The Broward Assistance Help Line is free and confidential to all students and Staff at Merryfield School.

## Sanctions

Violations of the policies and laws described herein by an employee or student are grounds for disciplinary action up to and including termination or expulsion in accordance with applicable to the school and the Florida Board of Governors regulations and/or collective bargaining agreements. Such disciplinary actions also may include reprimand or suspension. Student organizations may also be sanctioned for violation of these policies and laws. Sanctions may range from written reprimand to revocation of recognition as a student organization. Additionally, a violation may be reason for evaluation and treatment of a drug-use disorder or referral for prosecution consistent with local, state, and federal criminal law. Disciplinary action by Merryfield Administrative board does not preclude the possibility of criminal charges against a student or employee. The filing of criminal charges similarly does not preclude action by the School. Employees, students, contractors or members of the public who exhibit behaviors consistent with drug-use disorder or who behave in any manner inconsistent with this policy may be denied access to Merryfield School events and shows.

**Resources and Outreach Programs are listed below:**

**Hotlines**

<b>Alcoholics Anonymous</b>	<b>954-967-6755 or 866-517-9997</b>
<b>Cocaine Hotline</b>	<b>877-456-3313</b>
<b>AIDS Hotline</b>	<b>800-352-2437</b>
<b>Suicide Hotline</b>	<b>1-877-968-8454</b>
<b>Drug And Alcohol Rehabilitation Centers</b>	<b>866-421-6242</b>
<b>Alternatives</b>	<b>561-998-0866</b>
<b>Life Skills</b>	<b>800-749-7149</b>

**FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A  
CONTROLLED SUBSTANCE**

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceed 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

**21 U.S.C. 853(a)(2) and 881(a)(7)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

**21 U.S.C. 881(a)(4)**

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled



substance.

**21 U.S.C. 844a**

Civil fine of up to \$10,000 (pending adoption of final regulations).

**21 U.S.C. 853a**

**Florida Laws Regarding Alcohol and Drugs**

The following information is taken from selected Florida statutes concerning alcohol and drug abuse.

FSS 562.11 (1) It is unlawful for any person under the age of 21 years to have in his/her possession an alcoholic beverage. The penalty for violating this section can include a period of imprisonment not exceeding 60 days and a fine of \$500.

FSS 562.11 (2) It is unlawful for any person to misrepresent or misstate his age or the age of any other person for the purpose of inducing anyone to sell, give or serve any alcohol beverage to a person less than 21 years of age. The penalty for violating this section can include a period of imprisonment not exceeding 60 days and a fine of \$500.

FSS 316.193 A person is guilty of the offense of driving under the influence of alcohol if he/she is driving or in actual physical control of a vehicle and has a blood alcohol level of 0.08 or more. The penalty for the first offense can include six months' imprisonment, impoundment of vehicle, \$500 fine, one year of probation and suspension of driver's license. The penalties for repeat violations and offenses involving vehicle accidents are considerably more severe.

## Campus Security

Merryfield works hard to assure that you are safe and learn through its Department of Campus Safety and Security, which also has cooperative relationships with the City of Oakland Park and Fort Lauderdale Police Department.

Merryfield is a secure campus with a 24-hour security force and two monitored entrances (at the front, back and all side entrances). Everyone entering school must have their ID badge, and you need to register all guests in advance.

### **Parking & driving rules**

Yes, you can bring your car. Students are free to park anywhere on Merryfield premises. Students can park at one of several parking spots on Merryfield premises.

Emergency phones are located in the class rooms and are conveniently located at the front desk in case of an emergency.

**Lightning Strike Precautions** – South Florida is the lightning capital of the world, but not to worry. The City of Oakland Park and City of Fort Lauderdale has a system for detecting and warning about lightning in the area, so you have time to get inside safely.

### **CRISIS PLAN**

Merryfield has a standing Crisis Management Team that actively monitors, measures and enhances the school's emergency response capabilities and infrastructure. This team is comprised of administrators, staff and faculty representing virtually every area of school, including the Director's Office, Security Personnel, and among many others.

Merryfield team utilizes a comprehensive, three-part Crisis Management Plan, to guide the school's response to threats ranging from hurricanes to epidemic outbreaks. This plan, which was built specifically for the Merryfield School, is continually updated to assure the crisis team is armed with the best information to assure the safety and security of its students, employees and facilities.

### **Communication is the key**

Merryfield has gone to great lengths to ensure the safety of its students and staff, while being mindful to maintain the collegiate environment that makes our school a home away from home for our students, and our employees. Should an emergency occur on the campus, the security personnel is able to articulate emergency information to the entire campus via a campus-wide voice alert intercom system. At the same time, the school's crisis response team utilizes an emergency text system to alert and update students, faculty and staff of any campus events that may affect them or the school's calendar (such as tropical weather-related closings). This system allows the school to issue updates and alerts via the appropriate combination of social media, e-mail, voice and text messages.

## **Everyone has a role to play**

One of the main tenets of the plan is that every member of the Merryfield School has a role to play when it comes to safety. One small thing that every student and employee can do is keep their emergency contact information up-to-date. That information can be updated at the front office at any time. All students and staff are able to include up to four phone numbers (including numbers for parents and or friends).

## **Hurricane Plan**

Florida's hurricane season is from June 1 until Nov. 30. Merryfield has a complete hurricane preparedness plan which is continually updated and is put into action by the team of Merryfield leaders representing every aspect of the school.

Leading up to, during and after a storm, we keep our students, families, staff and faculty well-informed of the condition of the school, if and when classes will be cancelled and when we scheduled to return to regular operation.

Parents, students and employees who want updated information on our preparations before a storm and school's conditions during and after a storm should utilize the resources listed below.

## **Campus Alert System**

In the event of a hurricane or an emergency, Merryfield uses an automated alert system to send a detailed voice, e-mail and text messages to students, faculty and staff. Therefore, it's important for students and employees to keep their contact information updated at all times. Students and employees should ensure that the front office have their correct contact information at all times, by using the contact information form located at the front office.

## **Hurricane Hotline**

In addition to the campus alert system, live and recorded information is available by Merryfield social Network (Facebook) or by calling Merryfield School main line at 954-771-4030 or our on call security personnel at **786-973-3475**. During normal business hours (Monday-Friday, from 8:30a.m -10:00 p.m.) students and parents can call this number and ask for Chris Wallace residence life to get updated information. If the school loses local phone service due to a major storm, students can use Merryfield social media network to get updated information.

## **SAFETY STATISTICS**

### **Crime Statistics**

The Student Right to Know Act and Campus Security Act of the Higher Education Amendment of 1992 require institutions to publish campus policies and statistics relating to campus safety and security. In compliance with this act, the following information is provided to you. If you have any questions concerning this material, please contact us @ [merryfld@live.com](mailto:merryfld@live.com)

**Merryfield School Crime/Incident log Sheet**

<b>Crime Report</b>								
<b>CRIMES</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>0000</b>	<b>0000</b>	<b>0000</b>
Murder	0	0	0	0	0			
Manslaughter	0	0	0	0	0			
Sex Offense, Forcible	0	0	0	0	0			
Sex Offense, Non-Forcible	0	0	0	0	0			
Robbery	0	0	0	0	0			
Aggravated Assault	0	0	0	0	0			
Burglary	0	0	0	0	0			
Arson	0	0	0	0	0			
Motor vehicle theft	0	0	0	0	0			
Hate Crimes	0	0	0	0	0			
<b>ARRESTS</b>								
Alcohol Violations	0	0	0	0	0			
Drug Violations	0	0	0	0	0			
Weapons Violations	0	0	0	0	0			
<b>REFERRALS</b>								
Alcohol Violations	0	0	0	0	0			
Drug Violations	0	0	0	0	0			
Weapons Violations	0	0	0	0	0			

**HATE CRIMES**

Merryfield School will report any allegations of hate crimes by any student or faculty or guest. Hate crimes are defined as crimes that manifest evidence of prejudice on race, religion, sexual orientation, ethnicity, gender or disability. The reporting of Hate Crimes as well as subsequent investigation and prosecution of perpetrators may act as deterrent. This involvement also helps to keep the public informed about the scope of the problem.

## **Jeanne Clery Disclosure Act**

### **Policy for Reporting the Annual Disclosure of Crime Statistics**

Merryfield School of Pet Grooming provides annual crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These statistics include what happened in and around Merryfield School premises and law enforcement agencies in areas surrounding Merryfield School.

### **Timely Warnings**

In the event that a situation arises, either on or off premises, in the judgment of the Chief Operating office of the school, establishes a serious threat, a school wide – “timely warning” will be issued. Notices will be posted in each class room and hall ways. The warning will be issued through the Merryfield’s school’s Intercom system and text capability system to students, faculty and staff.

Anyone with information, which they believe may constitute the issuance of a timely warning, should report the circumstances to Merryfield School’s front office or to our security personnel’s at **786-973-3475** or **954-234-3934**

On a yearly basis, notification will be given to all enrolled students, faculty and staff that provide the web link to access this report. Hard copies of the report may also be obtained at Merryfield front Office located at 5040 NE 13 Ave. Oakland Park, Florida 33334 or by contacting Merryfield security personnel’s at 954-234-3934. All future employees may obtain a copy from Merryfield’s front office or Merryfield security personnel. Attendees at new employee and student orientation receive a copy of this report.

### **Warnings and Evacuation Procedures:**

#### **Emergency Notification**

It is the student or staff of Merryfield School to immediately notify the Security Personnel(s) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on Merryfield School premises, unless issuing a notification will compromise efforts to contain the emergency.

Merryfield personnel(s) are the first responders (Merryfield Security personnel(s)) are the ones who confirm the existence of an emergency in the event or threat with a call being received through the aforementioned security personnel(s) number. However, in the event that Merryfield Security personnels are not yet at the scene of the emergency event or threat, or, confirmation may occur from local emergency responders (i.e. City/County Departments or Fire Rescue) or a member of Merryfield security personnel group. This member will notify Merryfield Security personnel /or may initiate appropriate Merryfield Automated Alert System.

Merryfield School Automated Alert System includes the school’s intercom, text messaging, office phone

voice mail, use of social media, and web alerts.

The following criteria are evaluated to determine if activation of Merryfield Alert System is warranted and which components will be utilized:

- Type of emergency event and its impact or potential impact on life safety (death, serious injury, minor injury).
- Impact to Merryfield facility
- Potential for the emergency event to worsen or spread.

These elements will determine the urgency with which the message needs to be disseminated (minutes, hours, days) and the affected groups and audiences to be alerted. Suitable notification tools will be employed to notify Merryfield students and staff. Alert content includes the following: Merryfield Alert in beginning of message, a brief description of the incident, and actions to be taken. Depending on the system used, it can also indicate targeted populations and where to seek additional information and updates. The following individuals are authorized to determine whether an alert message should be launched:

- Security Personnel
- Chief Executive Officer
- Full testing of Merryfield Alert system components occurs at least three times a year. This testing is normally scheduled for the first Monday of the months of February, June and September. These tests are announced to staff of Merryfield School, key external partners, local emergency management officials. Merryfield may undergo unannounced daily testing and evacuation/fire drills

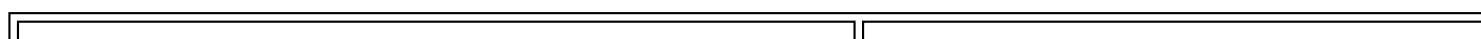
**Evacuation:**

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Merryfield School, evacuation drills are used as a way to educate and train students and staff on fire safety issues specific to the building. During the drill, students and staff 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of the building about the evacuation procedures during the drills, the process also provides the school an additional opportunity to test the operation of fire alarm system components. Evacuation drills are conducted at least once a year and are normally unannounced. Students and Faculty be accessed at the front office or from the aforementioned security personnel's listed.

These action procedures will include directives for individuals with disabilities and those who may be aiding them in an emergency events or threats that warrant evacuation.

**Reporting crime:**

To contact Merryfield security personnel, call (786-973-3475). Any suspicious activity, or person seen in the parking lots or loitering around vehicles, inside buildings should be reported to the police department. In addition, you may report a non-emergency crime to the following areas:



1. Administration/Merryfield front office	954-771-4030
2. Security Personnel	786-973-3475

IN CASE OF EMERGENCY CALL, 911

### **Confidential Reporting Procedures**

If you are the victim of a crime and are unsure if you want to pursue action with Merryfield Security personnel(s) or the criminal justice system, you may still make a confidential report. The staff or students may report the crime to the Chief Executive officer and may be told of the details of the incident in confidence. The objective of confidential reporting is to comply with your wish to keep the matter confidential, while taking steps to ensure your future safety and the safety of others. With such information, Merryfield can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger.

### **Crime Reporting**

Merryfield School of Pet Grooming reassures any eye witness or victim to any crime to promptly report the incident to the police. Police reports are public records under state law, Merryfield security personnel cannot hold reports of crime in confidence; however, state law protects the identity of the victims of sex crimes. Confidential reporting for purposes of inclusion in the annual disclosure of crime statistics can be reported to the Victim Advocate and/or the Chief of Police, and no police report will be taken.

Merryfield School personnel are available to answer your calls from 6am-11pm (786-973-3475). This number is available in the orientation packets and at the back of the students ID badge. IN CASE OF EMERGENCY CALL 911. In response to a call, Merryfield will take the required action to address your needs. Non-emergency calls, such as to obtain information on reporting, victim rights and confidential reporting, may also be directed to the school's security personnel.

(786-973-3475/954-234-3934). Merryfield security personnel work in conjunction with the Broward County Sheriff's Office.

Incident reports are forwarded to the Administrative office for evaluation and possible action. Merryfield personnel will investigate a report when it is deemed suitable. Further information obtained via the investigation also will be forwarded to the Administrative office for review. All occurrences will be evaluated and investigated on an individual basis. If there is a potentially dangerous threat to Merryfield School, appropriate warnings will be given through the appropriate means.

Crimes should be reported to the Merryfield security personnel to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### **Missing Persons Procedures**

The proper personnel should be contacted no later than 24 hours after the time the student is determined

missing. This person will be the emergency contact designated.

If a student does not return to class after a break and is thought to be missing, Merryfield security Personnel should be contacted. Merryfield security will make contact with the said student and make the determination of whether the student has been missing and for how long. Should the student be determined to be missing for 24 hours or more, the designated individual(s) listed on the student's contact records along with the police department will be notified.

### **Sexual Assaults**

Merryfield School of Pet Grooming upholds a sexual harassment free environment and will ensure that any sexual assault victims are afforded compassionate consideration. Our security personnel(s) are trained individuals with specialized training in the investigation of sex crimes. Areas discussed are Merryfield School mission and policy, sensitivity to the needs and feelings of the victim, support resources, and investigative methods.

- \*Merryfield School will treat you with courtesy, compassion, respect and empathy.
- \*Merryfield security personnel will act thoughtfully, without prejudging or placing blame, will consider each case seriously regardless of your gender, and will thoroughly investigate each case.
- \*The department will notify you of services offered on and off Merryfield School premises.
- \*Pertinent information such as name and ascertaining information will be withheld from the public and press in agreement with the Florida Public Records Law.

Often times sexual assaults are committed by someone the victim is familiar with or knows. Stranger assaults do happen, but not nearly as frequently as an assault by an acquaintance. Since 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 Merryfield School's security or other law enforcement agencies about a sexual battery or other crime, you may contact the school directly at (954) 771-4030. You may report a sexual assault confidentially to Merryfield students delegates and still receive assistance.

IN CASE OF EMERGENCY, CALL 911 or Merryfield security Personnel at 786-973-3475

### **Policy**

Merryfield officials and students conduct an annual safety tour of the campus.

### **Campus Police Authority and Jurisdiction**



The Broward County Sheriff's Office have complete police authority to apprehend and arrest anyone involved in illegal acts on Merryfield's school premises and areas immediately adjacent to the school.

Major offenses may involve joint investigative efforts with other local and state law enforcement agencies. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at county, state and federal court levels.

### **Crime Prevention Programs**

At orientations during the course of the year, students and their parents are offered information on police services, property safety, personal safety and sexual assault prevention by members of Merryfield security personnel(s) Department. Similar information is presented to all new employees. Crime prevention programs and sexual assault prevention programs are offered on a continual basis during the year by law enforcement officials and other on campus groups. Programs address topics as theft, personal safety, relationship and domestic violence, cyber stalking and stalking, bias-based crimes, traffic safety, sexual assault and other important crime avoidance topics. In addition to these programs, Merryfield School of Pet Grooming created Safety Month, a month of activities at Merryfield School in which the school devotes specific attention to issues related to safety and security.

Crime victims frequently experience a myriad of feelings. The Victim Advocate Unit in Fort Lauderdale services program offers resources and referrals to assist victims in managing and understanding the emotions and physical reactions. Victims often need help changing from victim to survivor.

Sometimes victims are reluctant to report crimes or are not sure whether what occurred is a crime.

IN CASE OF EMERGENCY, CALL 911 or Victim Advocate Unit 954-765-4133

**Sex Offender Registration Information** in Fort Lauderdale and Oakland Park and surrounding areas.

Information concerning registered sex offenders may be obtained by visiting <http://offender.fdle.state.fl.us/offender/homepage.do>

and accessing the Florida Department of Law Enforcement Sexual Offenders database. Sexual offenders are required to register in the state of Florida, Merryfield School is to be provided with notice if an offender is employed or is a student.

### **Crime Statistics**

The following link provides the tables for the crime statistics: for both the City of Fort Lauderdale and the City of Oakland Park

<http://www.city-data.com/crime/crime-Oakland-Park-Florida.html>

All students will be given a copy of this policy at orientation.

<http://www.neighborhoodscout.com/fl/fort-lauderdale/crime/>

Florida Department of Law Enforcement Toll-free number 1-888-357-7332 for TTY Accessibility  
1-877-414-7234

**Additional Resources provided to students and Staff in crisis**

Telephone Index listing all agencies and programs alphabetically:

A Missing Child	954-763-1288
Agency for Workforce UI office	800-204-2418
Alcoholic Anonymous	954-462-0265
BARC(see Broward Addiction Recovery CTR)	954-765-4200
Bay view Center for Mental health	954-888-7999
Start Program	954-966-4442
Fast-track	954-518-4072
Community Action Agency	954-357-5025
Family Counseling	754-322-3153
Student Support Services	754-322-3153
Suicide Prevention	754-321-2564
Senior and Disabled Passes	954-357-6788
Specialty Care center	954-463-7313
Broward Outreach Centers	954-926-7417/954-979-6365
Community Action Agency	954-357-5025
Walk-In Mobile Crisis Response Team	954-463-0911
Narcotics Anonymous	888-524-1777
Sexual Assault Treatment Center	954-357-5775
Victim Advocate Unit	954-765-4133
Truancy Intervention Program	954-831-8592

Students and staff can visit the Administrative office for additional resources if needed

**VAWA Violence Against Women Act**

The Violence Against Women Act (VAWA) is a federal law enacted in 1994 to improve the criminal justice and community-based responses to domestic violence, dating violence, sexual assault, and stalking. The reauthorization of VAWA (2000, 2005, and 2013), VAWA’s SaVE Act along with Jeanne Clery Act, have worked together to improve the safety of college campuses and enhance the outlook for abuse victims.

**Merryfield School of Pet Grooming Violence against Woman Policy**

Merryfield School of Pet Grooming is committed to maintaining a safe and secure work and academic environment, free of any form of sexual misconduct, including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence against Women Act shall constitute grounds for disciplinary action, up to and including dismissal from the School.

## **Sexual Violence defined**

### **Relationship Violence**

Relationship Violence includes Domestic Violence and Dating Violence. Domestic violence consists of abusive behavior that is used by an intimate partner to gain or maintain power and control over the intimate party and can take the form of assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, false imprisonment or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Dating violence is violence committed by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

### **Sexual Assault**

Sexual Assault is defined as non-consensual, oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object. It also includes non-consensual sexual touching (fondling) or intentional contact with the breasts, buttocks, groin, or genitals.

### **Stalking**

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

### **Consent**

Consent is defined as intelligent, knowing, and voluntary agreement to engage in specific activity and shall not be construed to include submission obtained by force, intimidation, threat, blackmail, extortion, or any other method of coercion. Giving in is not the same as giving consent.

### **How to recognize and Avoid Abusive Behavior Such As:**

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name calling
- Consistently accusing partner of infidelity
- Kicking, holding, slapping, or scratching
- Use of verbal/abusive comments
  
- Forcible sex

### **Safe and Positive options for Bystander Intervention**

OFFER SUPPORT if you suspect that the person is being abused or has been sexually assaulted or

stalked.

SPEAK OUT against all forms of sexual violence.

BE AN ADVOCATE for preventing sexual violence.

MODEL the behavior that values respect for others and promotes positive pro-social behavior.

### **What to do if confronted?**

If you have been subjected to sexual violence, domestic violence, sexual assault, and/or stalking:

1. Get to a safe place
2. Report the situation to someone in a position of authority or the police department immediately
3. Preserve all evidence of the offense
4. Request assistance for personal safety
5. Obtain order of protection or a no contact order
6. Take advantage of the services available through the University, i.e., Counseling Center, Faculty & Staff Assistance Program (FSAP), Sexual Assault Response Team (SART)
7. Request to speak anonymously with a member of SART or submit an anonymous report through 'Cane Watch

### **The following offices are available to assist you:**

Contact Phone

Sexual Assault Treatment Center

Family Counseling

School Director's Office/Administration

Security Personnel 954-357-5775

754-322-3153

954-771-4030

786-973-3475

### **Sexual Assault Response Team**

Chris Wallace 786-973-3475

Gregg Docktor 954-771-4030

Office of financial Aid 954-771-4030

### **How to file a Complaint**

Merryfield School provides two avenues for filing a complaint: an informal (verbal) procedure and a formal (written) procedure which can be done directly to the school's Director, Administrative/Professional Employees and Faculty.

## Ethnic Diversity of the Student Body

Diversity is a multidimensional, all-encompassing concept that recognizes and embraces the richness of human differences. As a practical matter, it is important that Merryfield School define this term with sufficient clarity, given the inherent obscurity of the term and the frequently mis-informed discussions that surround it.

The term “diversity” is not a code for race, ethnicity, or gender by themselves. While Merryfield school board’s concept of diversification may include these factors, it is far more inclusive, surrounding significant qualities and capabilities that can influence learning in and out of the classroom.

Merryfield School’s Workplace Equity and Performance seeks to embrace diversity and strengthen our community across local, national and global settings. In an educational institution, the diversity of experience, of opinion and of culture background not only enrich our quest for knowledge, they are vital to our success.

Merryfield recognizes the significance of honoring differences year-round by creating a comprehensive environment that fosters appreciation and respect for the varied celebrations related to holidays and other events.

The graph below shows the Enrollment Ethnic Distribution and the male and female population.

### Ethnic Breakdown

65% Hispanic

30% White

5% Other

### Gender Population

90% Female

10% Male

## **We The People**

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.

### **Constitution Day Events**

On September 17, 1787, the delegates to the Constitutional Convention met for the last time to sign the document they had created. Merryfield encourages all Americans to observe this important day in our nation's history by attending the events at our school or their local area. Merryfield celebrates Constitution Day through activities and learning, and demonstrations of our Love for the United States of America and the Blessings of Freedom Our Founding Fathers secured for us.

## **Voter's Registration**

### **Who Can Register to Vote**

In order to register to vote in Florida, you must:

Be a Citizen of the United States of America (a lawful permanent resident is not a U.S. citizen);

Be a Florida resident; be 18 years old (you may pre-register to vote if you are 16 years old, but you cannot vote until you are 18 years old).

Not now be adjudicated mentally incapacitated with respect to voting in Florida or any other state without having the right to vote restored;

Not have been convicted of a felony without your civil rights having been restored, and provide your current and valid Florida driver's license number or Florida identification card number.

If you do not have a Florida driver's license number or a Florida identification card number then you must provide the last four digits of your Social Security Number.

If you do not have any of these items, you must write "none" in the box or field.

How to apply to register to vote

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

Click on the aforementioned link and you can register on the website or print and complete the Voter Registration Application.

## **Extracurricular Activities**

### **Professional Events/ Competitions**

There are many Voluntary certifications and extracurricular activities available to Professional Pet Groomers. Such as:

NDGAA- National Dog Groomers Association of America

IPG- International Professional Groomers

ISCC- International Society of Canine Cosmetologists

PCGAA- Professional Cat Groomers Association of America

The school provides assistance in the preparation for competition or certification in these events.

### **Field Experiences, other than externships.**

From time to time alumni, who are Mobile Pet Groomers, will visit the school. Students are encouraged to visit with them and to evaluate what they did for their own future possibilities.

### **Other activities.**

Dog Shows- Instructors are always campaigning their show dogs. Students are always invited to see the excitement in this forum.

The school is an NDGAA certification test site. The testing and certifications are normally held each year between March and June.

CPR , First aid Petsaver programs are offered to the providers at no charge to have their 8-hour programs held in the school resource center.

### **Volunteer**

There are many pet rescues in the area and students are encouraged to help. A pet that looks pretty is always more adoptable. See the Student Services coordinator/Registrar for a list of the local shelters and rescue organizations.



## **Student Grievance Policy**

Students are encouraged to voice their grievance with the school in writing to the school director. We will make every attempt to rectify legitimate problems. 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](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting, Gregg Docktor, Director/Owner or online at [www.accsc.org](http://www.accsc.org).

You may also seek further assistance by contacting:

Commission for Independent Education Executive Director

325 West Gaines Street Suite 1414 Tallahassee, FL 32399-0400

(850) 245-3200 or toll free (888) 224-6684

## Course Code PG 101: 500 Hours

This description represents the types of pets that may come to our school and in turn what will be appropriately taught. The following description includes core competencies plus the learning objectives: Preparation work (core competency)

American Cocker Spaniel, English Cocker Spaniel, English Springer Spaniel, Golden Retriever, etc.

- Customer Relations
- Ear Cleaning
- Nail Cutting
- Pad cleaning (utilizing the electric clippers)
- Private Area Cleaning (using the electric clippers)
- Rough Clip Training, which means that if the pet is matted, you will shave off any hair that cannot be detangled without causing undue discomfort to the pet, and or removing the unnecessary hair according to the pattern or clip requirement.
- Brush out the pet to remove tangles before you bathe the pet. You must comb through the pet to check your brushing progress.
- Pet Bathing. There is no need to pre-wet the pet unless it is extremely dirty, the shampoo is already pre-diluted. Use tearless shampoo on the face. Rinse extremely well once this task is completed.
- Pet Drying to approximately 80-90% using a forced air dryer. Finish your drying with a stand dryer. Please note that for Poodles, curly coated breeds and drop coats force dry to only 50%. Your pet should be damp for a proper fluff dry. Fluff drying straightens the hair and in this process will remove any missed tangles missed during the pre-bath brush out.
- Re-clipping finishes the setting of the pattern and now is the time to smooth out lines and to make sure your pattern is correct.
- Finish work is the last step which includes scissoring, blending, Thinning and any final procedure that's needed to complete the grooming process.

### **Specific to this group:**

- Prep Work-Clean lines, Correct Product used
- Overall Appearance- Prep, Bred Profile, Balance
- Head-English and Springer: Clipper Work, Parallel Plains, Ears
- Head- American Cocker: Crown, Clipper Work, Ears
- Body Work-English and Springers: Clipped Pattern, Natural Back Pattern, Tools, Technique
- Body Work-American Cocker: Clipped and Blending, Natural Back, Carding Technique
- Feet- English and Springer Spaniel: Technique, Cat feet Knuckled
- Feet American Cocker: Bevels, Symmetry
- Rear- Proper Angulations
- Front- Proper Angulations

*Text Book:* "Notes from the Grooming Table" Table Pages 78-140

*Text Book:* "The Complete Dog Book Official Publication by the AKC" Pages 73-167

All books are available in the school library. Supplemental instructional materials are available in the front office.

## **Short Legged (West Highland White Terrier, Scottish Terrier, Cairn Terriers, Sealyham Terrier**

Long-Legged (Schnauzer, Kerry Blue Terrier, Soft-Coated Wheaten Terrier)

### **Specific to this Group:**

- Prep work- Clean Lines, Correct product usage,
- Overall appearance- Breed profile, Balance
- Body Clipped-Correct blade or snap on used for proper length of coat, Scissoring Technique
- Body Hand Stripped- Tools used, length and texture left correctly
- Legs and feet scissored- Proper size and balance, Technique
- Legs and Feet Stripped- Size, Technique
- Front and Rear Assembly- proper angulation
- Head- correct to breed profile

*Text Book:* “Notes from the Grooming Table” Table Pages 240-336

*Text Book:* “The Complete Dog Book Official Publication by the AKC” Pages 353-437

All books are available in the school library. Supplemental instructional materials are available in the front office.

## **Poodles, placed in a lamb cut, Bichon Frise**

### **Specific to this Group:**

- Prep- Fluff, cleanliness, condition of coat
- Overall Appearance- breed profile, balance
- Technique- correct snap-on comb used for the correct length of coat (size and blade), scissoring technique
- Front Assembly- proper angulation
- Rear Assembly-proper angulation
- Feet- Bichon size, shape
- Head and Neck-Bichon Shape, balance, blending
- Top Knot and Neck-Poodle size, shape, blending, and placement

*Text Book:* “Notes from the Grooming Table” Table Pages 390-426

*Text Book:* “The Complete Dog Book Official Publication by the AKC” Pages 523-571

All books are available in the school library. Supplemental instructional materials are available in the front office.

**Mixed breed or drop coats such as Lhasa Apso, or Shih Tzu put into a Teddy Bear or a Panda Clip, Maltese, Yorkshire Terriers, Affenpinschers, Brussels Griffons, etc.**

**Specific to this Group:**

- Prep- Fluff, Cleanliness, Condition of coat, Dematting
- Overall appearance- Breed profile, balance
- Technique-Right snap-on used for correct length of coat, scissoring technique
- Front assembly-Proper angulation
- Rear assembly-Proper angulation
- Feet-Size, shape
- Head and Neck-Shape, balance, blending

*Text Book:* “Notes from the Grooming Table” Table Pages 482-490

*Text Book:* “The Complete Dog Book Official Publication by the AKC” Pages 103,113,122, 470,513,516,519,552,604,610,645

All books are available in the school library. Supplemental instructional materials are available in the front office.

**Student Grades**

Hands on Learning, evaluated by instructor: 80% of Grade

Attendance 20% of Grade

<b>Grading Scale</b>	<b>Grade Point Value</b>
A 93-100	4
B 84-92	3
C 74-83	2
D 70-73	1
F 69-BELOW	0

In addition, we instruct our students about cat grooming and this is a minor area of study because cat grooming is not as popular as dog grooming. However, we don't want to leave out this area because if a pet owner has dogs and long haired cats we want to ensure that our graduates can accomplish any task at hand.

# Graduation & Employment Charts

ACCSC Graduation and Employment Chart																			
School #:	3343	Name of School:	Merryfield School of Pet Grooming										Report Date:	July-17					
City:	Oakland Park	St:	FL	Zip:	33334		Phone:	954-771-4030		Email:	Merryfld@live.com								
Program Title:	Pet Grooming										Program Length in Months:	10							
Beginning Date of 12 Month Reporting Period:					Jan-15					Ending Date of 12 Month Reporting Period:					Dec-15				
Please See the Glossary Tab (below) for a Line-By-Line Reference to All Terms Used in this Chart																			
1	Class Start Date (month/year)	Jan.15	Feb.15	Mar.15	Apr.15	May.15	June.15	July.15	Aug.15	Sept.15	Oct.15	Nov.15	Dec.15	TOTAL	%	%=			
2	Number Started	4	4	6	6	6	4	6	8	7	4	6	9	70	100%				
3	Transfers to Another Program													0		3/2			
4	Transfers from Another Program													0	0%	4/2			
5	Total Starts plus/minus Transfers	4	4	6	6	6	4	6	8	7	4	6	9	70	100%				
6	Unavailable for Graduation													0	0%	0/5			
7	Students Available for Graduation	4	4	6	6	6	4	6	8	7	4	6	9	70	100%	7/5			
8	Withdrawn/Terminated Students	1	1	2	2	2	1	4	4	3	0	0	3	23	33%	8/5			
9	Graduates within 150% of Program Length	3	3	4	4	4	3	2	4	4	4	6	6	47	67%	9/7			
10	<b>GRADUATION RATE</b>	75%	75%	67%	67%	67%	75%	33%	50%	57%	100%	100%	67%	67%		9/7			
11	Graduates - Further Education													0	0%	11/9			
12	Graduates - Unavailable for Employment													0	0%	12/9			
13	Graduates - Available for Employment	3	3	4	4	4	3	2	4	4	4	6	6	47	100%	13/9			
14	Graduates - Employed in Field	3	3	2	4	4	3	2	4	4	4	6	6	45	96%	14/9			
15	<b>EMPLOYMENT RATE</b>	100%	100%	50%	100%	100%	100%	100%	100%	100%	100%	100%	100%	96%		14/13			
16	Graduates - Unrelated Occupations													0	0%	16/13			
17	Graduates - Unemployed													0	0%	17/13			
18	Graduates - Unknown			2										2	4%	18/13			
If there is a value other than zero in any of these fields, then there is an error in the data:																			
Checking Calculation of Graduates		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Checking Calculation of Available for Employment		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Checking Placement Accountability		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
19	Non-Graduated Students Who Obtained Training Related Employment				1				1					2	3%	19/5			
20	Employment Rate with Non-Graduated Students Who Obtained Training Related Employment	100%	100%	50%	100%	100%	100%	100%	100%	100%	100%	100%	100%	96%					
If the value is greater than zero in any of these fields, then there is an error in the data:																			
Checking Calculation of Non-Graduated Students		-1	-1	-2	-1	-2	-1	-4	-3	-3	0	0	-3	-21					

### ACCSC Graduation and Employment Chart

School #:  Name of School:  Report Date:

City:  St:  Zip:  Phone:  Email:

Program Title:  Program Length in Months:

Beginning Date of 12 Month Reporting Period:  Ending Date of 12 Month Reporting Period:

**Please See the Glossary Tab (below) for a Line-By-Line Reference to All Terms Used in this Chart**

1	Class Start Date (month/year)	Oct.14	Nov.14	Dec.14	Jan.15	Feb.15	Mar.15	Apr.15	May.15	June.15	July.15	Aug.15	Sept.15	TOTAL	%	%=>
2	Number Started	6	7	0	4	4	6	6	6	4	6	8	7	64	100%	
3	Transfers to Another Program													0		3/2
4	Transfers from Another Program													0	0%	4/2
5	Total Starts plus/minus Transfers	6	7	0	4	4	6	6	6	4	6	8	7	64	100%	
6	Unavailable for Graduation													0	0%	6/5
7	Students Available for Graduation	6	7	0	4	4	6	6	6	4	6	8	7	64	100%	7/5
8	Withdrawn/Terminated Students	1	2	0	1	1	2	2	2	1	4	4	3	23	36%	8/5
9	Graduates within 150% of Program Length	5	5	0	3	3	4	4	4	3	2	4	4	41	64%	9/7
10	<b>GRADUATION RATE</b>	83%	71%	#####	75%	75%	67%	67%	67%	75%	33%	50%	57%	64%		9/7
11	Graduates - Further Education													0	0%	11/9
12	Graduates - Unavailable for Employment													0	0%	12/9
13	Graduates - Available for Employment	5	5	0	3	3	4	4	4	3	2	4	4	41	100%	13/9
14	Graduates - Employed in Field	5	5	0	3	3	2	4	4	3	2	4	4	39	95%	14/9
15	<b>EMPLOYMENT RATE</b>	100%	100%	#DIV/0!	100%	100%	50%	100%	100%	100%	100%	100%	100%	95%		14/13
16	Graduates - Unrelated Occupations													0	0%	16/13
17	Graduates - Unemployed													0	0%	17/13
18	Graduates - Unknown					2								2	5%	18/13

If there is a value other than zero in any of these fields, then there is an error in the data:																
Checking Calculation of Graduates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Checking Calculation of Available for Employment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Checking Placement Accountability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

19	Non-Graduated Students Who Obtained Training Related Employment								1				1		2	3%	19/5
20	<b>Employment Rate with Non-Graduated Students Who Obtained Training Related Employment</b>	100%	100%	#####	100%	100%	50%	100%	100%	100%	100%	100%	100%	95%			

If the value is greater than zero in any of these fields, then there is an error in the data:																
Checking Calculation of Non-Graduated Students	-1	-2	0	-1	-1	-2	-1	-2	-1	-4	-3	-3	-21			

## Retention Rates for 07/01/2015–06/30/2016

Total Students 120

Beginning Enrollment 55

New Starts 65

Re-Entries 0

Ending Enrollment 61

Graduates 41

Drops 19

Overall Retention Percentage 85%

## **Retention Rates for 07/01/2016–06/30/2017**

Total Students 118

Beginning Enrollment 59

New Starts 59

Re-Entries 0

Ending Enrollment 55

Graduates 43

Drops 21

Overall Retention Percentage 83%