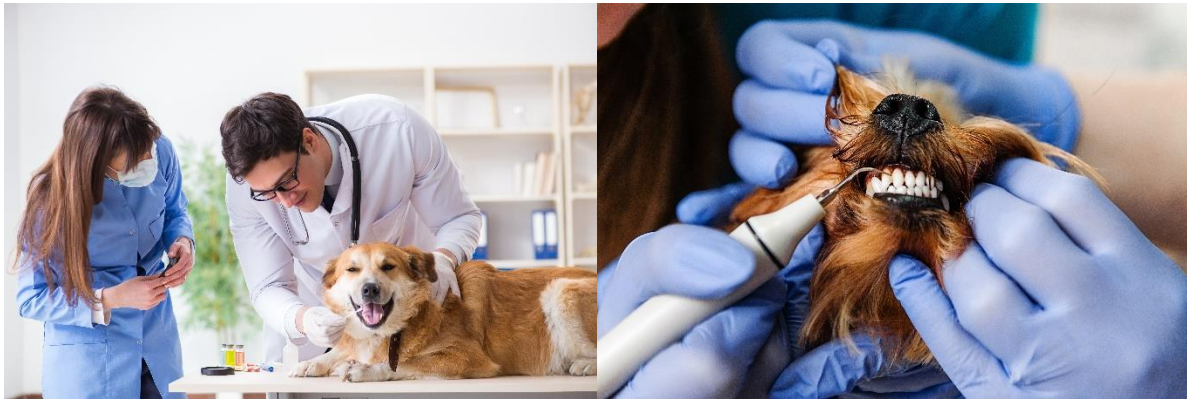


Merryfield Academy



5040 NE 13th Avenue
Oakland Park, FL 33334

www.merryfield.edu

954-771-4030

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Title Page and Mission Statement

Title Page:

Catalog - Volume XVIII

January 2023

Merryfield Academy

5040 NE 13th Avenue

Oakland Park, Florida 33334

954-771-4030 Voice /// 954-493-8916 Fax /// Email: info@merryfield.edu

Merryfield Academy 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. 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, P: 703.247.4212.

Merryfield Academy 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 Academy is to prepare our graduates with career focused training leading to employment opportunities. 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.

Administration and Instructors



Gregg Docktor, Director and Director of Admissions: Mr. Docktor 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 pet facility 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. 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 reorganize the pet facility and open the pet grooming school. The school was officially granted its license from the Florida Commission for Independent Education in June, 2006, License #3343. The accreditation with ACCSC was obtained in 2013.

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.

Aura Medina, Financial Aid Administrator, joined Merryfield Academy in January 2022. Aura comes with over 9 years of financial aid and administrative experience. She began her journey in higher education on 2013. Aura is self-driven and detail orientated with diversified experience in post secondary institutions. She demonstrates proven ability to process critical and creative skills as well as demonstrate highest levels of ethics and compliance to develop tactical strategies to support developing business requirements.

During her journey at several South Florida educational institutions, Aura has developed interpersonal communication skills, demonstrated leadership, problem solving and the ability to motivate and inspire others to exceed fortitudes. Aura continues to help students as the Financial Aid Administrator at

Merryfield Academy.

Christopher Wallace, Registrar and Student Services Coordinator, 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. 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 a manager position. Merryfield Kennels went through reorganization, and 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.

When Merryfield opened in 2006, Mr. Wallace became involved with the school and was hired as Registrar and Student Services Coordinator. He maintains all of the student records, from student files, to grades and progress reports. He helps students with finding career placement and assist with providing other student services. He has been trained to use the FAME Freedom software and “TimeClock” software. He has been with Merryfield for over 20 years.

Jessica Wallace, Instructor: Certified Master Groomer NDGAA has been a Nationally Certified Groomer since 2014 and is also a Merryfield Alumni. Jessica’s experiences range from working in an animal hospital as a veterinary technician to office manager for over nine years, grooming on a mobile truck and has been with the same grooming salon in Ft. Lauderdale for over eight years.

Jessica always strives to make the grooming experience as stress-free as possible. She believes it is a must to have a great deal of patience and trust, as well as the ability to read dogs’ body language. She takes pride in her work and is very much quality over quantity; humanity over vanity type of groomer. She keeps up to date on the latest grooming trends, equipment, and products by attending trade shows and continuing education seminars as often as possible.

Ashley Rumante: Ashley joined Merryfield in August 2022 and was also a graduate of Merryfield. Ashley has been grooming for many years and bring experience and working knowledge to help our students learn tremendously.

Natalie Benitez, Marlene Vasquez and Ali Perozo represent the rest of our dedicated instructional staff and all three are former graduates of Merryfield and have all been working in the field for many years.

Matt Runkle: Matt joined Merryfield in December 2021 and will head the Anesthetic Teeth Scaling program as the Program Chair and Lead Instructor. Matt has over 17 years of experience in the caring of animals and working with veterinarians in an animal hospital. His vast experience, coupled with his passion for training and teaching make him a great addition to the team.

Paul Soletto: Paul joined Merryfield in January 2022 and comes with over 15 years of experience as a veterinary assistant as well as anesthetic free teeth scaling. Paul was the lead instructor for the franchise “Healthy Smiles” teaching anesthetic free teeth scaling. Paul brings many years of experience in the veterinary as well as teeth scaling industry and is a great addition to the instructor team.

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 Academy 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

Monday Day Class 8:30 am – 2:30 pm

Wednesday Day Class 8:30 am – 2:30 pm

Friday Day Class 8:30 am – 3:30 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: Start dates vary by program and day and evening classes.

School Holidays and Program Start Dates

Memorial Day	05/29/2023 Monday
Independence Day	07/04/2023 Tuesday
Labor Day	09/04/2023 Monday
Thanksgiving	11/23-24/2023 Thursday - Friday
Christmas Break	12/22/2023-01/02/2024

Admission Requirements and Procedures

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. Acceptable proof of graduation can also be an Associate, Bachelor or Master degree. A copy of the diploma or transcripts showing graduation date must be on the document provided.

A foreign school's diploma will need to be translated and authenticated. There are several agencies that will perform this service for you. The cost of the required translations is the prospective student's responsibility. 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 is recognized by the pertinent state.

ABILITY TO BENEFIT ADMISSION POLICIES (ATB)

Ability to Benefit (ATB) admission is available on a limited basis for the following program: Professional Pet Grooming, Professional Pet Grooming with Anesthetic Free Teeth Scaling, Anesthetic Free Teeth Scaling. Students who are admitted to the School as ATB students will be required to attend academic advising and career coaching throughout their program.

An applicant who is not a high school graduate or has not passed the GED and is seeking admissions into an ATB eligible program must take and pass a two-part nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. The Wonderlic Basic Skills (WBST) minimum scores are:

Verbal: 200
Quantitative: 210

There are two distinct and different Ability to Benefits classifications. First, it will be determined if the applicant is eligible for the Grandfathering ATB classification. If the applicant is not eligible, **he/she will need to seek admissions through the Eligible Career Pathways Program – ATB student classification.**

Documentation Requirements for Grandfathering ATB Students

A student may qualify to be classified as an eligible ATB student if one (1) of the following two circumstances exists:

1. A student successfully completed either six credit units or 225 clock hours in a Title IV eligible program at a Title IV institution prior to July 1, 2012.
2. A student who attended or enrolled in an eligible program at any Title IV institution.

Prior ATB tests provided for eligibility purposes may not apply for enrollment purposes. For enrollment purposes, the applicant must either provide official results for the Wonderlic Basic Skills Test which meet the minimum score listed above or successfully re-test prior to enrollment.

The Accuplacer minimum scores are:

Reading:	233
Writing:	235
Arithmetic:	230

Documentation Requirements for Eligible Career Pathways Program ATB Students

A student who passes the Accuplacer Reading, Writing and Arithmetic Tests with the minimum scores may enroll in one of the Eligible Career Pathway Programs (ECPP). These include:

1. Enrollment into and participation in the Adult Education component of the ECPP;
2. Participation in academic advising throughout the ECPP;
3. Participation in Career Pathway Coaching throughout the ECPP.

Eligible Career Pathway Program (ECPP) ATB Program Requirements

Students enrolled into an ECPP will be concurrently (at the same time) enrolled in their vocational training program and the Adult Education program. The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The Adult Education Program will be offered on campus, in a computer lab and will have a facilitator present to support the students. The Adult Education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The Adult Education program is offered by an approved adult education provider and not by the College. The College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a condition of receiving a high school diploma or its equivalent.

ECPP Participation Advisement

A student who fails to participate in the adult education component of the ECPP program once within 14 consecutive days will receive an ECPP participation advisement. A student who fails to participate in the adult education component of the ECPP program once within 45 consecutive days will be placed on a “Withdrawal Warning”.

ECPP Withdrawal

A student who fails to participate in the adult education component of the ECPP program for a period of time as determined by the adult education provider, will be withdrawn from both the adult education component of the ECPP program and the vocational program.

Prior grooming industry experience is not necessary. 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 will review and sign the Enrollment Agreement and 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

Important Information Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Merryfield Academy 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 to Merryfield Academy

The credits you earn at other institutions is not currently accepted at Merryfield Academy, 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 Academy 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 current rate 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 Academy will retain records for at least five years 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 you're 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 Academy, a dedicated Veterans Affairs officer is available to assist you through the process.

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

VA Pending Payment Requirements

Merryfield Academy will allow an individual veteran to submit a certificate of eligibility for entitlement to education assistance under Chapter 31 or 33. Merryfield Academy requires that a copy of the students' Certificate of Eligibility (COE) is to be provided to the school. This certificate is provided by the Dept. of Veterans Affairs. This document is necessary whether you are a transfer student or using the benefit for the first time, Active Duty, Reservists, eligible dependents and spouses admitted to Merryfield Academy.

Covered veteran's that presented his or her copy of Certificate of Eligibility will be allowed to participate in our Pet Grooming program without any penalty as long as the certificate of eligibility for entitlement to educational assistance is submitted to our school no later than the first day of a course of education for which the student has indicated his or her wishes to use the student's entitlement for educational assistance. However, to qualify for this provision, student may be required to produce the VA Certificate of Eligibility (COE) by the first day of class, provide a written request to be certified; provide additional information needed to properly certify the enrollment as described in other institutional policies.

In accordance with Title 38 US Code 3679 subsection (e), Merryfield Academy adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 911 G.I. Bill (Ch. 33) or Vocational Rehabilitation & Employment (CH. 31) benefits, while payment to the Merryfield is pending from the VA. Merryfield will not:

Prevent any VA student's enrollment; assess any late penalty fee to the student account, require that the student secure alternative or additional funding; nor deny the student access to any for example; access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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

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. If you have reached 500 hours and are not ready for your externship, or your test dogs have not been completed, you must attend classes as scheduled.

Students who 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's LOA policy 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, tardiness, 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 an SAA Audit purposes.

Description of School Campus



Merryfield Academy occupies approximately 16,000 square feet of dedicated classroom and lab space where teaching occurs. Within the labs there are two grooming labs, one teeth scaling lab and one allied health labs, one massage lab suite. The Library/Resource area has videos, video equipment and electronic tablets available for further independent study. As needs come up, there is more space to accommodate various events such as guest seminars. The student/teacher ratio is 15:1. If attendance goes over that threshold, there are additional instructors available to assist. The entire building sits on 1 acre in East Fort Lauderdale.

Program Length and Definition of a Clock Hour

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 for the Professional Pet Grooming as well as the Professional Pet Grooming with Anesthetic Free Teeth Scaling. Day classes are held on Tuesday, Thursday and Friday from 8:30 am to 3:30 pm, including an hour lunch break for the Veterinary Assistant program. Night classes are held on Monday, Tuesday, Wednesday, and Thursday from 5:30 pm to 8:30 pm for all programs. It should take the day student 30 weeks to complete the program (Approx 8 months) for the Professional Pet Grooming program. It should take the day student 45 weeks to complete the program (Approx 11 months) for the Professional Pet Grooming with Anesthetic Free Teeth Scaling program. It should take the day student 36 weeks (Approx 9 months) for the Veterinary Assistant program. For the Professional Pet Grooming, the night student should take 36 weeks to complete the program (Approx. 9 Months). . For the Professional Pet Grooming with Anesthetic Free Teeth Scaling, the night student should take 53 weeks to complete the program (Approx. 13 Months). . For the Veterinary Assistant program, the night student should take 40 weeks to complete the program (Approx. 10 Months). However, the majority of our students take 2-3 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 of the number of weeks in your program. 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 Objectives

The objective of our programs is to prepare the student to enter into their chosen profession in an entry-level position within that field. All aspects of what we're teaching directly relates to the specific goals. Our institutional accrediting agency has approved and adopted these specific objectives. If and when there are any changes made, we will reflect those changes in our catalog.

Program Description

Professional Pet Grooming Campus – 600 Clock Hours - 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.

Professional Pet Grooming Hybrid – 600 Clock Hours - This program is designed to assist the student with obtaining the necessary skills to professionally groom dogs in a salon, mobile grooming, house call grooming, veterinary practice or other animal care settings. In order to teach the pet grooming skills, the program focuses on 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 first 550 hours of classroom, lab work in the school and online. The last 50 hours is an externship outside of the school. The student is placed in a real world setting such as veterinary practice, mobile grooming van, salon or in a house call grooming environment to apply its learned skills and improve upon them.

Professional Pet Grooming with Anesthetic Free Teeth Scaling - 900 Clock Hours -

This program is designed to assist the student with obtaining the necessary skills to professionally groom dogs in a salon, mobile grooming, house call grooming, veterinary practice or other animal care settings. In order to teach the pet grooming skills, the program focuses on 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 first 550 hours of classroom, lab work in the school and online. In addition, the student will learn the skills needed to perform anesthetic free teeth scaling on dogs and cats. Students will also learn how to properly chart a pet's teeth as well as tooth diseases, animal behavior, physiology and basic first aid on animals. The anesthetic teeth scaling part of the program will be covered in 300 hours of classroom, lab and online. The last 50 hours is an externship outside of the school. The student is placed in a real world setting such as veterinary practice, mobile grooming van, salon or in a house call grooming environment to apply its learned skills and improve upon them.

Anesthetic Free Teeth Scaling - 300 Clock Hours - This program is designed for a Professional Pet Groomer or Veterinary assistant/technician that has at least one year experience. It is a program that allows the established groomer/vet assistant to broaden their scope of services and create another income stream opportunity to their existing practice. The student will learn the skills needed to perform anesthetic free teeth scaling on dogs and cats. Students will also learn how to properly chart a pet's teeth as well as tooth diseases, animal behavior, physiology and basic first aid on animals. The anesthetic teeth scaling part of the program will be covered in 300 hours of classroom, lab and online.

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 Outline and Descriptions

Professional Pet Grooming Program – 600 Clock Hours, Campus

PG 105 Grooming 500 hours, residential delivery

In this course, students will have numerous opportunities to practice on live dogs as well as model dogs to gain experience in properly handling of pets, performing grooming services and interaction with customers. Students will learn to perform all aspects of grooming including; customer relations, ear cleaning, nail cutting, pad cleaning, private area cleaning, clipping and scissoring.

PG 106 – Externship 100 hours, residential delivery

In this course, students will be assigned on an off-site business location to gain on-the-job experience, whereby students can apply the grooming skills learned.

Professional Pet Grooming Program – 600 Clock Hours, Hybrid Delivery

Course Description

PG 100 Intro to Pet Grooming Basics 30 hours, online or residential delivery

In this course, students will understand the fundamentals of bone structure, bathing, products, prep process and dematting of pets.

PG 101 Breed Recognition, Tools & Equipment 25 hours, online delivery

In this course, students will understand and be able to identify different breeds as well as identifying and using tools and equipment used for grooming.

PG 102 Handling of Pets 25 hours, online delivery

In this course, students will understand proper procedures on handling of pet for grooming which includes canines and felines.

PG 103 Understanding Coat Types 20 hours, online delivery

In this course, students will understand the different coat types including, drop coats, curly coats, double coats and hand stripping on different breeds of pets.

PG 104 Business of Grooming 25 hours, online delivery

In this course, students will understand the numerous avenues graduates can aspire in the grooming profession to include mobile grooming, house call grooming, salon grooming, super stores and subleasing spaces for independent grooming.

PG 105 Grooming 425 hours, residential delivery

In this course, students will have numerous opportunities to practice on live dogs as well as model dogs

to gain experience in properly handling of pets, performing grooming services and interaction with customers. Students will learn to perform all aspects of grooming including; customer relations, ear cleaning, nail cutting, pad cleaning, private area cleaning, clipping and scissoring.

PG 106 – Externship 50 hours, residential delivery

In this course, students will be assigned on an off-site business location to gain on-the-job experience, whereby students can apply the grooming skills learned.

Professional Pet Grooming Program with Anesthetic Free Teeth Scaling – 900 Clock Hours, Hybrid Delivery

Course Description

PG 100 Intro to Pet Grooming Basics 30 hours, online or residential delivery

In this course, students will understand the fundamentals of bone structure, bathing, products, prep process and dematting of pets.

PG 101 Breed Recognition, Tools & Equipment 25 hours, online delivery

In this course, students will understand and be able to identify different breeds as well as identifying and using tools and equipment used for grooming.

PG 102 Handling of Pets 25 hours, online delivery

In this course, students will understand proper procedures on handling of pet for grooming which includes canines and felines.

PG 103 Understanding Coat Types 20 hours, online delivery

In this course, students will understand the different coat types including, drop coats, curly coats, double coats and hand stripping on different breeds of pets.

PG 104 Business of Grooming 25 hours, online delivery

In this course, students will understand the numerous avenues graduates can aspire in the grooming profession to include mobile grooming, house call grooming, salon grooming, super stores and subleasing spaces for independent grooming.

PG 105 Grooming 425 hours, residential delivery

In this course, students will have numerous opportunities to practice on live dogs as well as model dogs to gain experience in properly handling of pets, performing grooming services and interaction with customers. Students will learn to perform all aspects of grooming including; customer relations, ear cleaning, nail cutting, pad cleaning, private area cleaning, clipping and scissoring.

TS 101 Anesthetic Free Teeth Scaling and Cleaning 160 hours, online and residential delivery

In this course, students will learn anatomy, charting, first aid, animal behavior, safety, swaddling techniques, use of tools and equipment, oral examination and home dental techniques. Student will be learn to perform the basics of teeth scaling and how to use tools and equipment properly.

TS102 Teeth Scaling and Cleaning Lab I 90 hours, residential delivery

In this course, students will have multiple opportunities to handle live pets and practice on properly swaddling pet for teeth scaling along with correctly charting each pet.

TS103 Teeth Scaling and Cleaning Lab II 50 hours, residential delivery

In this course, students will have numerous opportunities to handle more complicated pets such as older pets and larger pets practicing proper teeth scaling techniques to ensure each pet's teeth are scaled correctly.

PG 106 – Externship 50 hours at school approved facility

In this course, students will be assigned on an off-site business location to gain on-the-job experience, whereby students can apply the grooming skills learned.

Anesthetic Free Teeth Scaling – 300 Clock Hours, Hybrid Delivery

TS 101 Anesthetic Free Teeth Scaling and Cleaning 160 hours, online and residential delivery

In this course, students will learn anatomy, charting, first aid, animal behavior, safety, swaddling techniques, use of tools and equipment, oral examination and home dental techniques. Student will be learn to perform the basics of teeth scaling and how to use tools and equipment properly.

TS102 Teeth Scaling and Cleaning Lab I 90 hours, residential delivery

In this course, students will have multiple opportunities to handle live pets and practice on properly swaddling pet for teeth scaling along with correctly charting each pet.

TS103 Teeth Scaling and Cleaning Lab II 50 hours, residential delivery

In this course, students will have numerous opportunities to handle more complicated pets such as older pets and larger pets practicing proper teeth scaling techniques to ensure each pet's teeth are scaled correctly.

Graduation, Awarding of Diplomas and Transcripts

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.

Transcripts are available within 10 days of a request.

Completion Certificate

If a student has completed 900 hours (150% of maximum timeframe) 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/Prepper”.

Open Door Policy for Past Students

If a student attended Merryfield Academy, 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.

Grading Scale

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

GPA and CGPA Calculations

- The Grade Point Average (GPA) is calculated for all students.
- The GPA is calculated at the end of each course by dividing the grade points earned by the total credits attempted for that evaluation period.

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

To maintain eligibility for financial aid a student must meet standards of Satisfactory Academic Progress. Merryfield Academy publishes in its catalog, its policy on measuring Satisfactory Academic Progress. Our policy outlines the Quantitative Progress which is the clock hours achieved divided by the clock hours attempted and Qualitative Progress a measure using the student's cumulative grade point average (GPA). The minimum acceptable GPA is 2.0 which is applied to all programs and for all students

A student can complete his or her program in 150% of the allotted initial timeframe. For example, a program of 40 weeks in length, allows for 60 weeks in attempted weeks for completion. SAP standards must be the same for students not receiving financial aid. SAP must be verified for every new payment period prior to disbursing aid. If a student is not meeting the minimum requirement for satisfactory progress, the student will be placed on probation, but will continue to receive financial aid. Once a student is not meeting SAP and is placed in probationary status, the system automatically generates a form for the student to document their mitigating circumstances. The administrator will work with that student and assist with resolving any mitigating circumstances.

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. If a student's cumulative GPA is below a 2.0 at the evaluation point of 300 scheduled clock hours, if a student is not meeting the minimum requirement for satisfactory progress, the student will be placed on probation, but will continue to receive financial aid

Quantitative – Attendance is checked at each evaluation point. A student must have at least 67% attendance at the 300-clock hour evaluation period, If a student is not meeting the minimum requirement for satisfactory progress, the student will be placed on probation, but will continue to receive financial aid.

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

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 Veteran Affairs Students (VA)

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."

Non-Discrimination Policy

Merryfield Academy does not discriminate against any student or applicant or employee based on race, color, religion, national origin, gender, sexual orientation, age, political affiliation or belief, veteran status, pregnancy, marital status, ethnic background, or disability in the administration of its student admissions, financial aid and scholarships, career placement programs, access to its programs and activities, as well as in all other student-related services and educational programs.

Catalog and Policy Changes

This catalog and its contents are subject to change, as the school deems necessary and appropriate. Students will normally follow the requirements in effect at the time of their admission. However, the school reserves a right to make changes to its policies, procedures, program offering and curriculum. Possible changes include, but are not limited to, graduation requirements, admissions requirements, tuition, fees, curricula, and course content. The school will provide adequate notice of any change.

The Americans with Disabilities Act of 1990 – The Rehabilitation Act of 1973, Section 504

Merryfield recognizes and accepts its obligations under The Americans with Disabilities Act (ADA) of 1990 and The Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the school, provided such accommodation would not impose an unreasonable burden on the school or other students. Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed by the school's Director. No student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning the school for its alleged noncompliance with The Americans with Disabilities Act of 1990. The following individual is Merryfield Academy Section 504 Coordinator: Gregg Docktor, Director, contact info: 5040 NE 13th Avenue, Fort Lauderdale, Florida 33334
tel: 954-771-4030 or email at gregg@merryfield.edu.

Tuition, Fees, and Equipment Charges

Professional Pet Grooming – 600 Clock Hour Program

Tuition.....	\$10,800.00
Equipment and books*.....	\$1,500.00
<hr/>	
Total Cost.....	\$12,300.00

Professional Pet Grooming with Anesthetic Free Teeth Scaling – 900 Clock Hour Program

Tuition.....	\$15,300.00
Equipment and books*.....	\$2,250.00
<hr/>	
Total Cost.....	\$17,550.00

Anesthetic Free Teeth Scaling – 300 Clock Hour Program

Tuition.....	\$5,400.00
Equipment and books*.....	\$750.00
<hr/>	
Total Cost.....	\$6,150.00

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 are made.

School's Rate is \$17.00 an hour for Professional Pet Grooming with Anesthetic Free Teeth Scaling and \$18.00 per hour for Professional Pet Grooming and Anesthetic Free Teeth Scaling (for international students: if you go over the maximum time-frame allowed)

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. Your equipment should be left at the school at the end of your class. If you stop your education and no longer want to attend classes, the school is required to complete a Return to Title IV calculation.

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. "Notes from the Grooming Table 2nd Edition ISBN 978-0-692-65807-9. Suggested Retail price \$99.99 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

Apart 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 45 days of the student's official withdrawal/termination date or receipt of cancellation.
8. Equipment purchased from our school is non-refundable.
9. A student may be dismissed by the Director of the Merryfield Academy 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.

Official Withdrawal and Unofficial Withdrawal

A student may officially withdraw from the program by emailing or using US postal mail service and make it known that they no longer wish to continue the program. A student may unofficially withdraw by simply no longer attending class. Fourteen days from their last attending day will be considered their withdrawal date and the refund procedures will go into effect.

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 who began attendance 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 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 or 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 over-payment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The over-payment must be eliminated prior to offering a credit balance to the student.

Unearned funds are returned in the following order:

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.

Post Withdrawal Disbursement

PWD –Post withdrawal disbursement is when the title IV aid disbursed is less than the Title IV aid earned at the withdrawal date, and then the student may be eligible for a post withdrawal disbursement (PWD).

Merryfield will provide written notification to a student or parent within 45 days of the date of determination of withdrawal. The Financial aid administrator or the business office will email or mail to the student a letter necessitating the type(s) of loan and the amount of PWD that is being requested.

Options to Accept or Decline Post Withdrawal Disbursement (PWD)

A student or parent has the option to decline or give Merryfield the option to request a PWD on their behalf to pay for educational charges or institutional charges. The student or parent will also receive written guidance and information on re-paying any loans disbursed on their behalf to pay for their educational expenses. The student or parent must respond in writing within 30 days to Merryfield giving

us autonomy to request the PWD amount or ignore the letter and do nothing. Student or parent **may still** have additional obligations such as institutional charges that may still need to be resolved. Each student situation is different.

Post Withdrawal Disbursement (PWD) of Grant Funds

Post Withdrawal Disbursement for Grant funds requires no student confirmation. Grant funds may be applied directly to charges without student's authorization. Merryfield will disburse a PWD directly to a student as soon as possible, but no later than 45 calendar days after the date of determination; or disbursed as credit to the student's account within 180 days after the date of determination, with the exception that this is all based on the student's current Authorization form that is on file, unless for urgent situations as per student request.

Termination Policy

A student may be dismissed by the Director of the Merryfield Academy 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

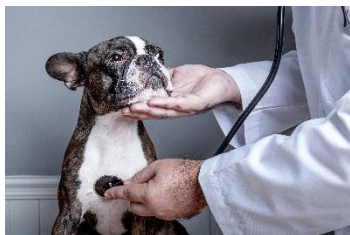
Appeal Process

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.

Returns and Credit Balances

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

Student Services and Policies



Student Services

The school does not provide housing but will provide a list of local realtors who may assist with weekly/monthly apartment rentals. There are also extended stay hotels within a few miles of the school. Students in need will be referred to the external resources such as NA & AA, Food Banks, Suicide Hotlines, Shelters, Gambling Anonymous. Please see the Student Services Coordinator/Registrar for any concern or assistance that might be needed.

Academic Coaching / Tutoring Availability

The instructional staff members are available to assist students with problems stemming from classroom experiences, the school program, or related areas such as time management, project completion strategies, study skills or practice techniques. All students are encouraged to seek tutoring from their instructor if they feel they need extra academic support during a course. Tutoring is available before or after classes and is based on tutor availability. Tutoring sessions may be held on campus or virtually, as appropriate.

Financial Aid Students Services

The Director of Financial Aid is prepared to advise students on questions regarding fees, tuition, FA eligibility, or other related topics within the knowledge of this department. Financial aid advising is based on individual student's needs.

Career Services/Placement Services

When the student successfully completes the program, the school will assist the graduate with job placement at no additional charge. Merryfield Academy does not guarantee employment to its graduates. The school, however, takes diligent efforts to assist its graduates in finding employment. Graduates are not required to take any state examination in order to enter into the field of Professional Pet Grooming. If you are completing this program in a language other the English, this may reduce the employability where English is required.

The Director and Student Services Coordinator meet with students during their program and are available to answer questions and assist students/graduates during their job search. Students are assisted with additional activities such as writing/revising resumes, contacting potential employers, follow up on job leads, and scheduling of actual interviews. No fee is charged to graduates or employers for use of this service

Additional graduate career services are available which include help with 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 at no charge to graduates.

Student Activities

Merryfield Academy provides students with a variety of activities throughout the year. Guest speakers are invited to the campus to speak to the student body about a variety of topics that may include career opportunities and self-development. Other events may include such things as contests, school sponsored events, holiday parties, food drives, community service activities, and career fairs.

Library and Resource Center

The school library /Resource Center is located in the building consists of periodicals, books, computer stations and DVDs that are related to our field. Students may see the Registrar for any assistance with the library operations and may consult with the Program Chair or their faculty for any context related questions. Special seminars are held in the Resource Center.

Academic Honesty/Plagiarism

The school seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student for that class. Any source used by a student must be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader.

Student Conduct Disciplinary Decisions/Sanctions

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.

Disciplinary Decisions/Sanctions

- ♦ When a student has been found responsible for violating the School's policy or has entered a response of no contest, a sanction will be imposed by Merryfield Academy. Any sanction(s) set in the procedures of this Handbook may be imposed by the School.
- ♦ Educational Sanctions- is a required occasion for the student to develop a knowledge base designed to help him/her make more informed choices in the future.
- ♦ **Disciplinary Warning:** lasting for a period of 1-2 payment periods
- ♦ **Strict Disciplinary Probation:** lasting for 1-2 payment periods
- ♦ **Final Disciplinary Probation:** lasting until a student graduates or otherwise separates from Merryfield
- ♦ **Suspension:** A complete separation from the school.
- ♦ **Expulsion:** perpetual discharge from the school with no future re-admission
- ♦ **Restitution:** the monetary repayment of the cost of an item that was taken or damaged by the student found from another individual.
- ♦ **Administrative Charge:** paid to Merryfield in order to offset any costs accrued by the School in the investigation and adjudication of a student conduct case.
- ♦ **Fine:** paid to the School and serving as a deterrent to similar future violations

Unless the Director of the School determines otherwise, all sanctions of Suspension or Expulsion may be effective as of the date of the advancing occurrence, even where the student has attended classes and /or taken examination during the Student Conduct Proceedings.

Appeals

Once a decision has been reached on the sanctions related to a case, that case can be appealed by the accuser, defendant, or by the School. Only one appeal per case can be submitted and will be considered.

Grounds for an Appeal. Appeal will be considered for two reasons:

- a). Procedural error in the investigation or hearing of a case;
- b). The sanction received is not appropriate for the nature of the violation.

Drugs and Alcohol Prevention Policy

APPLICABILITY

This policy is relevant to members of Merryfield 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.

POLICY

General Policy Statement

Merryfield Academy 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 owned or controlled property or facilities or at Merryfield's 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.

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 events and shows.

Resources and Outreach Programs are listed below:

Hotlines

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

**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 should their name 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.

Emergency Preparedness Plan

Merryfield has an Emergency Preparedness Plan which is discussed with students upon enrolment and with faculty and staff during regular meetings. The Plan outlines school's emergency response capabilities and infrastructure. The Plan guides the school's response to threats ranging from hurricanes to epidemic outbreaks. This Plan is continually updated to assure the students and employees have access to the most current information to assure the safety and security of our 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 school 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 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 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 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 @ info@merryfield.edu

Merryfield School Crime/Incident log Sheet

Crime Report									
CRIMES	2013	2014	2015	2016	2017	2018	2019	2020	2021
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense, Forcible	0	0	0	0	0	0	0	0	0
Sex Offense, Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
ARRESTS									
Alcohol	0	0	0	0	0	0	0	0	0
Violations	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
REFERRALS									
Alcohol Violations	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

HATE CRIMES

Merryfield 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 Academy 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 premises and law enforcement agencies in areas surrounding Merryfield.

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 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’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’s 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 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 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 personnel 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 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, 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, 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 school personnel(s) or the criminal justice system, you may still make a confidential report. The staff or students may report the crime to the Director or designee 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 Academy 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 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, 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 Academy 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 mission and policy, sensitivity to the needs and feelings of the victim, support resources, and investigative methods.

*Merryfield 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 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'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 created Safety Month, a month of activities at Merryfield 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 <https://offender.fdle.state.fl.us/offender/sops/search.jsf>

and accessing the Florida Department of Law Enforcement Sexual Offenders database. Sexual offenders are required to register in the state of Florida, Merryfield 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 Academy Violence against Woman Policy

Merryfield Academy 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/Title IX Coordinator

Chris Wallace 786-973-3475

Gregg Docktor 954-771-4030

Director of Financial Aid 954-771-4030

Title IX Coordinator:

Gregg Docktor, Director

Merryfield Academy

5040 NE 13th Avenue

Fort Lauderdale, Florida 33334

954-771-4030

Email: gregg@merryfield.edu

How to File a Complaint

Merryfield 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, Title IX Coordinator and /or Administrative/Staff Employees and Faculty.

Title IX Policy Statement

Title IX of the Education Amendments of 1972 (“Title IX”) protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance.

Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Merryfield Academy not only complies with the letter of Title IX’s requirements, but also endorses the law’s intent and spirit. Merryfield is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment. The purpose of this policy is to ensure that Merryfield’s policies are applied and interpreted in ways consistent with Title IX and other applicable law. It is the policy of Merryfield to provide educational, preventative and training programs regarding sexual or gender based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual’s ability to participate in or benefit from our program; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the school.

Merryfield Academy prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law to the extent prohibited by law.

RESPONSIBILITIES OF THE TITLE IX OFFICER

The Title IX Coordinator oversees implementation and enforcement of the Title IX policy, which includes primary responsibility for coordinating the school’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. The school’s Title IX Coordinator is identified below and may be contacted with questions about this policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the school’s educational programs or activities in compliance with Title IX.

Title IX Coordinator:
Gregg Docktor, Director
Merryfield Academy
5040 NE 13th Avenue
Fort Lauderdale, Florida 33334
954-771-4030
Email: gregg@merryfield.edu

Individuals may also contact the U.S. Department of Education’s Office for Civil Rights with Title IX questions.

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 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 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.

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](#)

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
Email: complaints@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.

You may also seek assistance from the state licensing agency by contacting the Florida Commission for Independent Education:

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

Graduation & Employment Charts as Reported in Merryfield Academy Most Recent Annual Report to ACCSC

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)	Jan.20	Feb.20	Mar.20	Apr.20	May.20	June.20	July.20	Aug.20	Sept.20	Oct.20	Nov.20	Dec.20	TOTAL	%	%=
2	Number Started	4	5	1	3	3	1	9	6	7	5	4	0	48	100%	
3	Transfers to Another Program/Cohort													0		3/2
4	Transfers from Another Program/Cohort													0	0%	4/2
5	Total Starts plus/minus Transfers	4	5	1	3	3	1	9	6	7	5	4	0	48	100%	
6	Unavailable for Graduation													0	0%	6/5
7	Students Available for Graduation	4	5	1	3	3	1	9	6	7	5	4	0	48	100%	7/5
8	Withdrawn/Terminated Students	2	1		2	1	1	5	2	1	3	2		20	42%	8/5
9	Graduates within 150% of Program Length	2	4	1	1	2	0	4	4	6	2	2	0	28	58%	9/7
10	GRADUATION RATE	50%	80%	100%	33%	67%	0%	44%	67%	86%	40%	50%	#####	58%		9/7
11	Graduates - Further Education													0	0%	11/9
12	Graduates - Unavailable for Employment													0	0%	12/9
13	Graduates - Available for Employment	2	4	1	1	2	0	4	4	6	2	2	0	28	100%	13/9
14	Graduates - Employed in Field	2	4	1	1	2		4	4	6	1	2		27	96%	14/9
15	EMPLOYMENT RATE	100%	100%	100%	100%	100%	#####	100%	100%	100%	50%	100%	#####	96%		14/13
16	Graduates - Unrelated Occupations													0	0%	16/13
17	Graduates - Unemployed													0	0%	17/13
18	Graduates - Unknown										1			1	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	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													0	0%	19/5
20	Employment Rate with Non-Graduated Students Who Obtained Training Related Employment	100%	100%	100%	100%	100%	#####	100%	100%	100%	50%	100%	#####	96%		

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.19	Nov.19	Dec.19	Jan.20	Feb.20	Mar.20	Apr.20	May.20	June.20	July.20	Aug.20	Sept.20	TOTAL	%	%=>
2	Number Started	4	2	0	3	3	3	3	0	4	4	3	4	33	100%	
3	Transfers to Another Program/Cohort													0		3/2
4	Transfers from Another Program/Cohort													0	0%	4/2
5	Total Starts plus/minus Transfers	4	2	0	3	3	3	3	0	4	4	3	4	33	100%	
6	Unavailable for Graduation													0	0%	6/5
7	Students Available for Graduation	4	2	0	3	3	3	3	0	4	4	3	4	33	100%	7/5
8	Withdrawn/Terminated Students	3	1		1	2	1						2	10	30%	8/5
9	Graduates within 150% of Program Length	1	1	0	2	1	2	3	0	4	4	3	2	23	70%	9/7
10	GRADUATION RATE	25%	50%	#####	67%	33%	67%	100%	#####	100%	100%	100%	50%	70%		9/7
11	Graduates - Further Education													0	0%	11/9
12	Graduates - Unavailable for Employment													0	0%	12/9
13	Graduates - Available for Employment	1	1	0	2	1	2	3	0	4	4	3	2	23	100%	13/9
14	Graduates - Employed in Field	1	1		2	1	2	3		3	4	3	2	22	96%	14/9
15	EMPLOYMENT RATE	100%	100%	#####	100%	100%	100%	100%	#####	75%	100%	100%	100%	96%		14/13
16	Graduates - Unrelated Occupations													0	0%	16/13
17	Graduates - Unemployed													0	0%	17/13
18	Graduates - Unknown									1				1	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	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													0	0%	19/5
20	Employment Rate with Non-Graduated Students Who Obtained Training Related Employment	100%	100%	#####	100%	100%	100%	100%	#####	75%	100%	100%	100%	96%		

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