

In Pursuit of Excellence



Hands On Program Catalog





SCHOOL HISTORY

The Paragon School of Pet Grooming was licensed by the Michigan Department of Education in December, 1991. Its founder, Melissa Verplank, has over twenty years experience within the grooming industry. Ms. Verplank is a Certified Master Groomer, an international award winning pet stylist, a team member of GroomTeam USA, and a former Coordinator for GroomTeam USA. Currently she is a grooming contest judge, lecturer, author, and Founder of The Paragon School of Pet Grooming.

THE TRAINING

The curriculum has been designed to ensure that the students perform in a skillful, responsible, and professional manner and that their scope of knowledge creates highly qualified professionals. Under the direction and instruction of seasoned professionals, students acquire the techniques and skills necessary for competence in the field of professional pet grooming and styling.



Practical grooming applications and handling techniques are complemented by a structured self study program. These elements are the foundation of the course.

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



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Hands-On Pet Styling Training Programs

PET STYLIST

CAREER STYLING PROGRAM

600 Classroom Clock Hours

(No previous experience is necessary)

This is our most popular and flexible training program. You get to designate your own training hours! Please call for details...

Approximate Time To Complete This Program If You Were To Take:

40 Hours Per Week	15 Weeks to Complete
24 Hours Per Week	25 Weeks to Complete

Students concentrate on basic pet grooming of dogs and cats (cats optional), including brushing, combing, clipping nails, cleaning ears, bathing, drying techniques, clipping and scissor finishing techniques as well as proper pattern setting for various breeds. Emphasis is placed on perfecting grooming skills while concentrating on proper breed profile, increasing speed and efficiency while developing maximum grooming potential. The bulk of this training program is spent practicing and perfecting skills with pets under the guidance of trainers on the Paragon training room floor. PLUS! 40 hours of free training after graduation is available.

Application Fee: \$25.00
Entrance Exam: \$25.00
Workbooks & DVDs \$900.00
Tuition: \$5750.00

Tool Requirements listed on page 7



Hands-On Pet Styling Training Programs

THE FAST TRACK PROGRAM

Basic Pet Styling

240 Classroom Hours

(No previous experience is necessary)

Approximate Time To Complete This Program If You Were To Take:

40 Hours Per Week	6 Weeks to Complete
24 Hours Per Week	10 Weeks to Complete

This program was designed to fit the needs of highly motivated and confident individuals. Students concentrate on basic pet grooming and handling of dogs and cats, (cats optional) including brushing, combing, cutting nails, cleaning ears, preparatory clipping, bathing, drying and basic finishing techniques for various long-haired, short-haired and double coated breeds. Students are taught to properly groom the popular breeds of dogs and cats encountered in a typical grooming shop. Focus is on low maintenance clipper trims, basic head styling and foundation scissoring skills.

Level 1 - 120 hours

Students concentrate on basic pet grooming and handling of dogs and cats (cats optional), including brushing, combing, clipping nails, cleaning ears, preparatory clipping, bathing, drying, and basic finishing techniques for various long-haired, short-haired, and double coated breeds.

Level 2 - 120 hours

Students are taught to properly groom the popular breeds of dogs and cats (cats optional), encountered in a typical grooming shop. Focus is on low maintenance clipper trims, basic head styling and foundation scissoring skills. Trainers work with students to develop gentle and effective handling skills so students can win the trust and cooperation of pets in a professional setting.

Application Fee: \$25.00

Entrance Exam: \$25.00

Workbooks & DVDs \$900.00

Tuition: \$3125.00

Tool Requirements listed on page 7



Hands-On Pet Styling Training Programs

SKILL ENRICHMENT CLASSES

120 Classroom Hours

(Previous professional pet grooming experience required for this program, see more information in the admissions section.)

-Total Training Time-

3 Weeks: 40 Hours per Week

Students accepted into this program must have prior experience working as a professional pet stylist. This program is designed to accelerate the professional's set of skills and knowledge in a very short amount of time. Our goal is to help them become more proficient and skilled at all levels of professional pet styling for their personal satisfaction or to get them ready for the arena of contest grooming or certification testing.

Week 1

This week is a review of current technical styling skills and learning the safest and most effective ways to handle equipment and pets.

Weeks 2 & 3

The focus is on enhancing current skills and acquiring new skills including: advanced clipper skills, hand scissoring, pattern setting, breed profile pet trimming techniques, handstripping, cat grooming, corrective grooming techniques, as well as speed and efficiency.

Application Fee: \$25.00

Entrance Exam: \$25.00

Tuition: \$1900.00

Tool Requirements listed on page 7



Hands-On Pet Styling Training Programs

BATHER/BRUSHER

Assistant Training – 80 Classroom Hours

(No previous experience is necessary)

-Total Training Time-

2 Weeks: 40 Hours

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

Application Fee: \$25.00

Entrance Exam: \$25.00

Workbooks & DVDs \$300.00

Tuition: \$1300.00

Tool Requirements listed on page 8



Required Tools for Training

This list of tools is for the following training programs:

CAREER STYLING PROGRAM

All Breed Pet Styling - 600 Classroom Clock Hours

THE FAST TRACK PROGRAM

Basic Pet Styling – 240 Classroom Hours

SKILL ENRICHMENT CLASSES

Advanced Training for Existing Professionals - 120 Classroom Clock hours

Items listed in this kit are the minimum requirements for these training programs. Students are not required to purchase their tools through Paragon however years of experience have allowed us to put together comprehensive kits with excellent pricing value

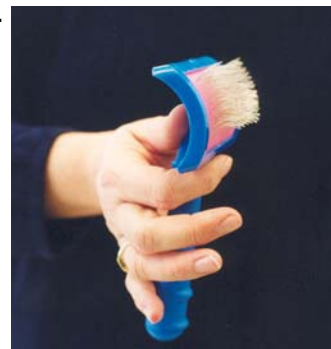
Required Tools: Cost: **\$700.00** plus MI sales tax.

Two Speed Professional Clipper	Thinning Shears
#40 Blade	Small Shears
#15 Blade	Straight Shear
#10 Blade	Curved Shear
#7F Blade	Hemostats
#5F Blade	Large Nail Trimmer
#4F Blade	Blade Coolant
#1 Guard Comb	Ear Powder
#1.5 Guard Comb	Ear Cleaner
#2 GuardComb	Cotton
Combination Comb	Kwik Stop
Wide Toothed Comb	Spray Disinfectant
Heavy Slicker Brush	Kennel Lead
Rubber Curry	Paragon Duffle Bag
	Paragon Smock

GROOMING SUPPLIES

All shampoo and special grooming products necessary for grooming the various breeds are available for the students' use and are included in the price of tuition.

Pets for student's assignments and instructions are supplied by the school.



Required Tools for Training

This list of tools is for the following training programs:

BATHER/BRUSHER PROGRAM

Assistant Training – 80 Classroom Clock Hours

Items listed in this kit are the minimum requirements for these training programs. Students are not required to purchase their tools through Paragon, however; years of experience allow us to put together comprehensive kits with excellent pricing value.

Required tools for Bather/Assistant Program: Cost **\$469.00** plus MI sales tax.

- | | |
|--|--------------------|
| Two Speed Professional Clipper #40 Blade | Kool Lube |
| Greyhound Comb | Spray Disinfectant |
| Wide Toothed Rake | Ear Powder |
| Heavy Slicker Brush | Ear Cleaner |
| Rubber Curry | Kwik Stop |
| Large Nail Trimmers | Lead |
| Small Shears | Paragon Smock |
| Thinning Shears | Paragon Duffle Bag |
| Hemostats | |



Required Text Books for All Training Programs

This list of text books required for all training programs:

CAREER STYLING PROGRAM

All Breed Pet Styling - 600 Classroom Clock Hours

THE FAST TRACK PROGRAM

Basic Pet Styling – 240 Classroom Hours

SKILL ENRICHMENT CLASSES

Advanced Training for Existing Professionals - 120 Classroom Clock hours

Note: Text books are not mandatory for this program but highly suggested

The books listed are minimum requirements for these training programs. Students are not required to purchase their text books through Paragon.

Text Books

Cesar's Way - Cesar Milan	\$13.95
Canine Terminology - Harold Spira	\$24.95
AKC Complete Dog Book - The American Kennel Club	\$32.95
Notes From the Grooming Table - Melissa Verplank	\$68.95
Theory of Five - Melissa Verplank	\$32.95
First Aid Booklet - John Stazko	\$14.95
TOTAL	\$188.70
Paragon Special Text Book Bundle Price	\$150.00



GROOMING SUPPLIES

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

STAFF

The staff and trainers are personally selected by Ms. Verplank for their individual talent and experience. Many of the Paragon Trainers are contest winning stylists and Certified Groomers or Certified Master Groomers through the International Pet Groomers Association voluntary testing organization (IPG).

SCHOOL HOURS

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

Morning sessions run from 8:30am – 12:30pm, Monday through Friday

Afternoon sessions run from 1:30pm – 5:30pm, Monday through Friday

The Paragon School is closed on the following holidays: Memorial Day weekend, 4th of July, Labor Day weekend, and Thanksgiving weekend. There will be a school recess between Christmas and New Years. The school may be closed for various industry-related seminars and shows, bad weather, or other non-scheduled holidays.

FACILITY

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



ADMISSION

No previous experience is necessary for the 600 clock hour Pet Styling Career Track Program, the 240 Fast Track Program or the 80 hour Bather Assistant Programs. Previous professional experience is necessary for the 120 clock hour Skill Enrichment Classes, and a special enrollment questionnaire must be completed prior to entering this training program. Applicants must have a genuine concern and affection for animals. The minimum age for acceptance is 18 or be a high school graduate. All students must successfully pass the Entrance Exam prior to starting any Paragon grooming program. Professional pet grooming is a physical active profession. To excel in this profession, a prospective student needs to stay mentally focused, stand all day, and have good dexterity with their hands and arms, and lift up to forty pounds with relative ease.

TO ENROLL

The Paragon School will contact the applicant after receiving the application. An entrance packet along with a school catalog, an enrollment agreement, and loan contracts (if education is financed over an extended period of time) and entrance exam (if student declines the option of the online exam) will be sent to the applicant. The applicant should review all materials, and call the school with any questions. Complete the entire packet and send it to The Paragon School along with a \$200.00 tuition deposit/entrance exam fee. The Paragon School will contact the applicant to confirm a start date.

APPLY

Submit the completed Application Form with a \$25.00 Application Fee and successfully pass the) Entrance Exam with a score of 80% or higher. (\$25.00 Entrance Exam Fee.)

The Admissions Department will review each candidate's application and contact them to schedule a personal interview, or telephone interview for out-of-town applicants, prior to acceptance. The school reserves the right to accept or decline an application for enrollment. You may apply on-line at www.paragonpetschool.com.



TUITION POLICIES

Payments can be made by cash, check, Visa, Discover, MasterCard, or American Express. If you are paying for tuition and tools without a student loan, all funds must be paid in full by 50% completion of your training program. Students may apply for loans by a private service through the school. These loans can cover up to the full tuition less the application fee, entrance exam fee, toolkit, and tuition deposit. Finance charges vary based on the type of loan taken by the individual students. Eligible students may also apply for funding through local, state, and federal government agencies.

PLACEMENT

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

HOUSING

Housing is made available to students through local hotels, apartments neighboring the school, or with long term grooming clients who offer boarding accommodations in their private homes. Our admissions office can assist you in fulfilling your housing needs while enrolled at The Paragon School.

CLASS SCHEDULES

Classes are scheduled on an individual basis and may be set up from 24 to 40 hours per week, based on four-hour increments. Part time attendance is 24 to 32 hours or less per week. Full time attendance is over 32 hours per week. Students are allowed to change their schedule, based on space availability. Please note, there is a \$100.00 fee, payable in advance for any changes in a student's schedule after the commencement of class. The student must request changes in writing. If the school is closed for bad weather or an unscheduled seminar, show or holiday, the student's scheduled end date will be changed.



ATTENDANCE

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

GRADING

The grading system involves testing students in a number of different areas: practical skill application, written tests, speed, and effort. Practical skill advancement tests and a series of written tests are developed for each training program to track a student's progress. If a student does not pass a practical skill test for a given level, he/she may repeat the practical testing on or before his/her scheduled end date for that level. Students may not move ahead in their practical skills training until successful completion of each practical skills test. If a written test is not completed by the end of the level, the student will receive a '0' for that test. Report cards are issued at the end of each level for the 600 clock hour program and a student must maintain a 70% GPA in order to graduate. A summary or progress/advancement is given to students enrolled in the 80, 120, and 240 clock hour programs.

The following grading system is used to create report cards:

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

CERTIFICATES and DIPLOMAS

At the completion of the 600 clock hour Pet Styling Career Track Program, students who have attained a 70% to 79% grade average will receive a certificate of completion. Students attaining an 80% grade average or higher will receive a diploma. Students in all other programs will be granted a Certificate of Completion at the successful conclusion of the training program. Presentation of certificates or diplomas is continent upon fees being paid in full, including tuition, tools, and supplies.



SATISFACTORY PROGRESS

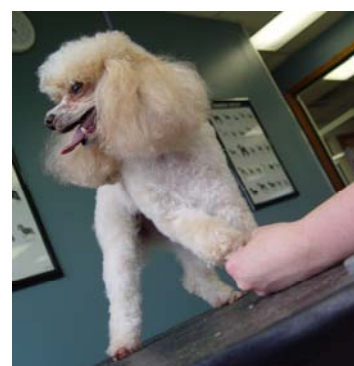
Students must maintain satisfactory progress in order to achieve the objectives of their chosen program and remain in school. If a student's GPA falls below 70% during any one marking period the student will be placed on probation for one marking period. For students attending the 600 clock hour program a report card will be issued every 200 clock hours. For students attending the 80, 120, and 240 clock hours programs, a summary of progress/advancement will be given. To maintain satisfactory progress, students must comply with the following regulations: attendance, grades, leave of absence, make-ups, terminations, and re-instatements. This precludes any extenuating circumstances, which at the discretion of the Director, are documented and maintained in the student's permanent file.

LEAVE OF ABSENCE

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

MAKE-UP

Any students not completing 90% of their hours by their scheduled end date for each level will be required to make up those hours after their scheduled end date for that level in order to graduate or receive a certificate. The student must make arrangements with the office to schedule a time (based on space availability) to make up these hours. There will be a \$15.00 per hour charge for these make up hours. Payment must be made prior to attendance for make up hours.



TERMINATION

Students are expected to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below, may result in termination.

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

RE-INSTATEMENT

Should a student who has been terminated for any reason, wish to be re-instated, he/she must notify the school in writing within two weeks after termination. Upon receipt of this notification, the Director will notify the student as to if and when re-instatement can occur. The school will require the student to rectify the reasons for termination before re-admittance. A \$100.00 re-instatement fee must be paid prior to re-admittance.

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid, including entrance exam fee, by the applicant shall be refunded if requested in within 3 business days after signing a contract with the school. If cancellation occurs after the 3 business day period, but prior to commencement of classes, the \$25.00 application fee and the \$175.00 tuition deposit will be retained by the school and all other funds paid will be refunded. Notice of cancellation should be mailed registered or certified with return receipt requested.

Postmark on letter or date of telegram determines date of cancellation. All refunds shall be returned within 30 days. Once the 3 business days have elapsed, our refund policy will apply.



TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

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

REFUND POLICY

For Full Time Attendance:

School may retain the Application Fee, Tuition Deposit (Registration/Termination Fee) Tool Kit Fee and Housing Fee, plus:

- A. 10% of the total tuition if termination or withdraw occurs in the first week of scheduled attendance.
 - B. 20% of the total tuition if termination or withdraw occurs in the second or third week of scheduled attendance.
 - C. 45% of the total tuition if termination or withdraw occurs after the third week but prior to the completion of 25% of scheduled attendance.
 - D. 75% of the total tuition if termination or withdraw occurs after 25% but not more than 50% of scheduled attendance.
- 100% of the total tuition if termination or withdraw occurs after completion of more than 50% of scheduled attendance.

For Part Time Attendance:

School may retain the Application Fee, Tuition Deposit (Registration/Termination Fee) Tool Kit Fee and Housing Fee, plus:

- A. 10% of the total tuition if termination or withdraw occurs in the first 25 hours of scheduled attendance.
- B. 20% of the total tuition if termination or withdraw occurs between 26 and 75 hours of scheduled attendance.
- C. After 75 hours of scheduled attendance, the amount the school retains shall be calculated on the same basis as for full-time attendance.

All refunds due to the student shall be refunded within 30 calendar days from the date of termination or withdraw of enrollment from the Paragon training program.

Students wishing to file a complaint with the State of Michigan about their education may do so at: www.michiganps.net



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The Paragon School of Pet Grooming supports affirmative action and equal opportunity. It does not discriminate in educational programs or employment in any policies, practices or procedures.

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