

**VIRGINIA SCHOOL OF PET GROOMING
ENROLLMENT APPLICATION AND CONTRACT**

NAME (PRINT) -----DATE-----

ADDRESS----- DATE OF BIRTH -----

CITY-----STATE-----ZIP-----

SOC. SEC. NO. -----PHONE# -----CELL#-----

EMERGENCY CONTACT-----PHONE #-----

DO YOU HAVE ANY EXPERIENCE IN GROOMING? -----IF SO WHERE?-----

HOW LONG?-----WHAT HAVE YOU BEEN TRAINED TO DO?-----

PROGRAM TAKEN-----TOTAL WEEKS-----

STUDENT CLASSIFICATION: FULL TIME-----PART TIME-----DAYS-----

HOW DID YOU HEAR ABOUT THIS SCHOOL?-----

DO YOU HAVE ANY PHYSICAL PROBLEMS?-----IF YES, WHAT?-----

ARE YOU TAKING ANY MEDICATION?-----IF YES, WHAT TYPE?-----

DO YOU HAVE ANY ALLERGIES?-----IF YES, WHAT KIND?-----

DO YOU HAVE ANY PERSONAL HANDICAP THAT MIGHT CAUSE YOU NOT TO
UNDERSTAND WRITTEN LITERATURE, VIDEO TAPES OR VERBAL INSTRUCTIONS?-

IF SO WHAT ARE THEY? -----

DATE THAT YOU WOULD START CALSS -----

STUDENT'S/GAURDIAN SIGNATURE-----

DATE-----

VIRGINIA SCHOOL OF PET GROOMING
Student Enrollment Contract
(R-2-8-2013)

THIS STUDENT ENROLLMENT CONTRACT made this ____day of _____, 20____, by and between _____, a resident of _____, hereinafter called "Student," and Virginia School of Pet Grooming, of P&P Enterprises, Inc., a Virginia corporation with its principal place of business in Manassas, Virginia, hereinafter called "School."

Article 1: Terms of Student Enrollment

1.01. START DATE. The start date at which time this Student agrees to begin _____

1.02. PAYMENT OF TUITION AND FEE'S. The Student hereby agrees to pay \$4,800.00 for enrollment into the program. The Student understands that \$800.00 of the total amount will go towards equipment package and supplies and is non-refundable after the seven day cancellation period described in section 2.02 on page three.

1.03. DUTIES. By choosing to enroll, The Student agrees to groom up to three-hundred and fifty (350) pets. If this amount is not reached, review of your evaluations and grooming knowledge by the director and instructors will be the factors that will decide if your certificate will be issued or not. This amount is recommended in order to receive enough practical experience to gain the experience and confidence to be successful and is a requirement to complete the program. Student also agrees to abide by the **Student Handbook (Web site)**, the **Course Curriculum (Web site)**, the **Student Standards** and the **Work room Checklist** as set out on pages 6, 7 and 8 of this Contract.

1.04. ATTENDANCE. Student agrees to be present for every class unless he/she must miss due to illness or personal reasons. If missing class occurs the student will be required to make up that missed class time the first unscheduled Saturday. Dailey scheduling of assignments for students are carefully planned. Unexcused absences or same day call in for canceling class causes severe problems and will not be tolerated.

1.05. I understand that I will attend at least 2 Saturday practice class a month unless other arrangements have been made with the school. I also understand that it is mandatory that I will be in class on any and all scheduled holidays(weekdays and weekends), that the school is opened

Initial_____

Article 2: *Withdrawals and Refund Policy*

2.01. SCHOOL CANCELLATION. If the School closes, cancels, or discontinues a course or program, Student receives a full refund, less a \$100.00 enrollment fee.

2.02. CANCELLATION PERIOD. Students have a seven day cancellation period after the date of this Contract and before the start of the first day of class, during which they can decide to terminate the contract with no penalties, beyond the loss of a \$100.00 enrollment fee.

2.03. CANNOT ATTEND AT START DATE. If the Student cannot attend class at the stipulated start date, they can either attend school at a later date set by the Student and the School, or they can receive a refund less the \$100.00 enrollment fee and the portion of "Retention of Tuition" that is stated in section 2.05(if the time exceeds section 2.02), on this page. A check will be mailed to you as described in Section 2.06 under this Article.

2.04. WITHDRAWAL. Student must notify the school in writing of his/her intent to withdrawal and must indicate the reason for the termination. The writing must be sent by certified mail to 9471 Manassas Drive, Manassas Park, Virginia, 20111. For the purposes of this Article, the postmark date of this written notification will be used to determine the withdrawal date. This calculation applies to both full and part time Students.

2.05. RETENTION OF TUITION. If a Student does choose to withdrawal from class, the School retains a percentage of the \$4000.00 tuition cost and the \$800.00 supply and equipment package and the \$100.00 enrollment fee. To determine the time of withdrawal date goes as follows: Refunds will be calculated from the first day of class to the day the school receives the certified letter that you have withdrawn from school a) If the date occurs during the first four weeks then twenty-five percent (**25%**) of tuition is retained by the School; b) If the date occurs in the second four weeks, then fifty percent (**50%**) of tuition is retained by the school; c) If the date occurs in the third fourth week of the course, then seventy-five (**75%**) is retained by the school; d) If the date occurs after the completion of the third fourth weeks of the course, then the School retains one-hundred percent (**100%**) of tuition.

2.06. REFUND BALANCE. If after determining the retained tuition pursuant to paragraph 2.05 and deducting any additional expenses or cost (if a refund still exists), the balance will be mailed within 45 business days from the date that school receives the certified withdraw letter in the amount as calculated in section 2.05 above.

2.07. MAKE UP DAYS. Students are schedule for specific training lesions. If a student misses class they will he held to Article 1.04 on page 2. The missed day must be made up within 5 days of the absence. **If the student misses more than 4 classes the student is subject to being withdrawn from school.**

Initial_____

Article 3: Termination

3.01. STUDENT BREACH OF CONTRACT. If Student does not perform the duties as stipulated in Article 1, Student is in breach of contract and can be terminated from the program.

3.02. AGGRESSIVE BEHAVIOR. Aggressive or abusive handling of any animal is not allowed and will be grounds for immediate termination from the program. This behavior includes striking, shouting, or the use of excessive foul language. Abusive or derogatory language used in relation to another student, staff member, or client will not be tolerated and may also result in termination from the program.

Article 4: Disclaimers

4.01. REPAIRS. Student will be responsible for any repair or replacement costs for damage done to equipment through their own negligence or recklessness.

4.02. INJURIES TO STUDENTS. Student will not hold any of the businesses affiliated with P&P Enterprises, Inc. accountable for any liability or medical costs incurred during time of enrollment in the program due to the nature of working with pets. These injuries include, but are not limited to, bites, cuts, and muscle strain.

4.03. INJURIES TO PETS. Student will be held individually responsible for any injuries they have caused to the pets due to **negligence** (not following proper safety procedures) in the course of their education. Student will pay any veterinary expenses for these animals and lost grooming charges due to giving the client a refund or credit.

Article 5: Non-Disclosure

5.01. CONFIDENTIALITY. Student acknowledges that during their association with this Corporation, the Student may be brought into contact with Corporation's confidential business plans, methods of operations, compensation methods and formulas, patient information and identities, performance standards, pricing policies, marketing strategies, records, trade secrets, contracts and other information about the Corporation's operations and business of a confidential nature. Therefore, during the term of Student's enrollment in the program and anytime thereafter, the Student shall not in any manner, directly or indirectly, disclose or divulge to any person or other entity or use for any purpose any such Confidential Information, except as required by law. Upon completion of this course the Student shall not retain and shall immediately return to Corporation all Confidential Information including, but not limited to, any patient/customers records or other related information. Confidential Information shall not include the instructions received or any information already in public domain or that becomes available to the public through no breach of this Agreement

Initial_____

5.02. SAVING PROVISION. If any provision of this Article is held by a court of competent jurisdiction to be unenforceable due to an excessive time period, geographic area, or restricted activity, the restrictive covenant shall be reformed to comply with the time period, geographic area, or restricted activity that would be held enforceable.

Article 6: Provisions

6.01. ATTORNEY’S FEES. Student shall be responsible for all reasonable attorney and court fees arising out of Student’s breach of the Contract.

6.02. JURISDICTION. This Contract shall be construed and interpreted according to the laws of the Commonwealth of Virginia and shall be binding upon the parties hereto, their heirs, legates, successors, assigns, and personal representatives, as applicable.

6.03. I must meet all attendance and any outstanding financial obligations to the School in order to receive my diploma.

I have read and understand the attached STUDENT STANDARDS document and realize that under Article 3 of this contract any of my actions against those stipulated standards of behavior could result in my termination from the program and I would then be in breach of this Contract.

This Contract shall inure to the benefit of and are binding upon the parties hereto, their successors and assigns, and shall constitute the entire Contract between the parties, and no variance or modification thereof shall be valid and enforceable except by another agreement in writing, executed by both parties.

STUDENT’S SIGNATURE

DATE

GUARDIAN’S SIGNATURE (if under 18)

DATE

DIRECTOR’S SIGNATURE

DATE