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# Le Plush Pet Grooming School

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CATALOG



*Volume 2*

*17077 Pines Blvd.*

*Pembroke Pines, FL 33027*

*T:954-213-3516*

*[www.leplushpetgroomingschool.com](http://www.leplushpetgroomingschool.com)*

# Le Plush Pet Grooming School

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Le Plush Pet Grooming School

## **Title Page and Mission Statement**

Catalog Volume I, January 2020

Le Plush Pet Grooming School

17077 Pines Blvd

Pembroke Pines, FL 33027

T: 954-213-3516

Email: [leplushpetgrooming@gmail.com](mailto:leplushpetgrooming@gmail.com)

Le Plush Pet Grooming is Licensed by the Commission for Independent Education, Florida Department of education, License Number #7658 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 is (888) 224-6684.

## **Mission Statement**

Le Plush Pet Grooming School is here to provide quality education and training in the Pet Grooming Industry. Our mission is for all students to graduate and be awarded with their Certificate Diploma in their new high demand career in making dogs look and feel wonderful. The student will have all the knowledge they need to have to be a successful Certified Pet Groomer Artist 101 and/or a successful Pet Groomers Artist Assistant 101. There are endless opportunities in the Pet Grooming Industry to owning your own business to getting hired as an employee in Salons, Mobile Grooming, or at any Vet Offices with great earning potential.

Le Plush Pet Grooming School

## Legal Control

Florida Profit Corporation  
LE PLUSH PET GROOMING SCHOOL. INC

### **Filing Information**

Document Number P20000001458  
Effective Date 01/01/2020

### **Principal Address**

17077 PINES BLVD  
PEMBROKE PINES, FL 33027

### **Mailing Address**

17077 PINES BLVD  
PEMBROKE PINES, FL 33027

### **Registered Agent Name & Address**

DIAZ, BETTY  
17077 PINES BLVD  
PEMBROKE PINES, FL 33027

### **Officer/Director Detail**

#### **Name & Address**

President

DIAZ, BETTY  
17077 PINES BLVD  
PEMBROKE PINES, FL 33027

## Faculty & Staff

Betty Diaz

School Director

Academic Advisement, Placement Advisor, Personal Advisement

Betty Diaz

Instructor

13 Years Pet Grooming Experience

Juan "Carlos" Diaz

Instructor

13 years Pet Grooming Experience

All Programs offered will be taught in English & Spanish

**The Spanish version of the program(s) will be held as a closed-cohort program thus becoming an intact group of students who will study and work together for a set period of time.**

**The English version of the program(s) will also be held as a closed-cohort program scheduled at different times and days not to cause any confusion between the two different language programs.**

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH  
MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED

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

### School Hours of Operation;

Theory Hours- Monday through Friday from 6PM-10PM

Lab Hours-Monday through Saturday From 9AM to 5:00PM

### Academics Calendar

Program Start dates: A student may start the first Monday of any month. If the Monday is a holiday the start date will be moved to Tuesday.

### School Holidays 2021-2022

#### 2021

- Memorial Day 5/31/21 Monday
- Independence Day 7/5/2021 Monday
- Labor Day 9/6/2021 Monday
- Columbus Day 10/11/2021 Monday
- Thanksgiving Day & 11/25/2020 & 11/26/2020 Thursday and Friday the day after
- Christmas Break 12/20/2021-12/31/2021 Monday - Friday

#### 2022

- New Year's Day. 01/3/2022, Monday
- Martin Luther King Jr. Day 01/17/2022, Monday
- President's Day. 02/21/2022, Monday
- Memorial Day. 05/30/2022, Monday
- Independence Day 07/04/2022, Monday
- Labor Day. 09/06/2022, Monday
- Columbus Day 10/01/2022, Monday
- Thanks Giving 11/24/22 & 11/25/22 Thursday & Friday
- Christmas Break 12/19/2022-12/30/2022

## **Admission & Procedure Requirements**

All Students must be 18 years of age or older. Must have a High school Diploma or GED Equivalent, must be able to stand for long periods at a time, must be able to bend and lift dogs. Student must not be allergic to dog fur. If student has a criminal background this might affect in getting hired if it is a hiring requirement. Le Plush Pet Grooming School does not discriminate against race, gender, age, or religion. Student must complete Admission Questionnaire and complete an interview with the School Director, upon acceptance into the program, the student may enroll.

## **Transfer of Credits**

It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. The transferability of credit you earn at Le Plush Pet Grooming School is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma you earn in as a Pet Groomer Artist 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. The acceptance or transferability of credit you earn at other institutions is not currently accepted at Le Plush Pet Grooming School, nor has it entered into any articulation or transfer agreements with other schools. Le Plush Pet Grooming School does not grant credit for prior experiential learning.

## Re-Admission & Denial Entry 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 determined 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. If the student in question for re-entry has difficulty lifting pets or standing, this may cause for further evaluation of the student's re-entry. The student must re-enroll within 6 months from the drop date in order to maintain the same tuition price. If it has been more than 6 months, and if the tuition has increased, the student will have to pay the difference in tuition cost.

## Attendance Policy

In order for students to making satisfactory academic progress towards our certificate program, absenteeism must be kept to a maximum of 5 days 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. 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. Student must **make up all hours of missed time to satisfy the 600-clock hour requirement for the Pet Groomer Artist 101 Program or the 300-clock hour requirement for the Pet Groomers Artist Assistant 101 program.**

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



## 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 of which requires Return Calculation.

1. Le Plush Pet Grooming School has a published LOA policy, which states that all requests for leave of absence must be submitted in writing, including reason for request to the Registrar or a designated administrative staff for approval.
2. An Approved leave of absence cannot exceed 180 days within a 12-month period.

## 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

## Complaint Handling Procedure

If a student has a complaint, we offer an open-door policy. The complaint will be handled accordingly and a complaint form will be completed and placed in the students file. The process to handle a student's grievance in the event that a student has a grievance with the school in regards to any event they must report it to the Director of the school in order to resolve the matter. The academic appeals or disciplinary actions are not handled in a capricious or arbitrary manner but instead given careful consideration by appropriate levels of the administration. If no resolution can be made by both parties then the student can appeal to the Commission for Independent Education (CIE). The CIE can be reached by telephone number (888) 224-6684 or Send Letter To: Commission for Independent Education 325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400, Or E-mail: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org), Or Fax: 850-245-3238 \_

## Description of School Campus

Le Plush Pet Grooming School is centrally located in West Pembroke Pines. It is close to I-75 Northbound and Southbound. It is a 1200 Square space store front, with a school office, with ample parking, a huge classroom, a Learning Resource Center, Restrooms, and Break Room. All Students will work on a hydraulic grooming table, have a work station, grooming tub, and different types of dryers.



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

The program length for the Pet Groomer Artist 101 is 600 clock hours which includes a 100-hour externship. The program length for the Pet Groomers Artist Assistant 101 is 300 clock hour which includes a 100-hour externship. A clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. The schedule for all programs are Monday through Friday from 6:00PM through 10:00PM (theory hours), then Lab hours will be from 9AM to 5PM Monday through Saturday. For the Pet Groomers Artist Assistant 101 program it should take 15 weeks approximately 3.8 months. For the Pet Groomer Artist 101 Program it should take 8 weeks approximately 2 mos. .

### **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

### **Program Objective**

The program objective is to teach all skills required to be a successful Pet Groomer and/or Pet Groomer's Assistant. The Pet Groomer Artist program will teach all dog grooming skills for the student to have a career in owning their own business or working for a salon, mobile grooming, or at a veterinary office. Being a Professional Pet Groomer is a person that has received the proper education and training to groom dogs in a safety manner and receive a Certificate Diploma from a licensed facility that teaches Dog Grooming. The Pet Groomer Artist Assistant will be taught all grooming skills needed to prepare the dog for the pet groomer, and proper bathing techniques. Being a Pet Groomers Assistant is a high demand job

## Program Description

### Pet Groomer Artist 101

This program will teach students the art of pet grooming. It will consist of teaching different types of tools used to groom dogs, sanitation of those tools, teaching different types of dog products and their functions. Dog Safety, dog psychology and groomer safety, brushing, combing, bathing and drying. Preparing the dog with nail trims, ear care, private area cuts, shaving of pads, and finally preparing the dog with the cut to get into bathing, anal gland expression, drying, and finishing the dog's haircut as per the customer's request. We will teach different grooming techniques for different breeds and patterns along with different cuts using clippers, comb attachments, and different types of shears. There will be a 100-hour externship where you will be placed in a "Pet Groomer" position without pay it will be used to get hands on experience. A proficiency report is submitted by the salon/supervisor and grade sheets are still a part of this module. Upon completion of 600 hours, and completing the final test with a 75 or higher diploma is then awarded to the graduate.

## Program Curriculum

### **TOOL101 Dog Grooming Tools, Sanitation, and Grooming Products**     25 Theory Clock Hours

This course will teach the student all the dog grooming tools that they would need in order to complete a dog's haircut. We will also go over proper cleaning and disinfection of those tools. In addition, we will cover all different types of dog grooming products and their functions.

### **DPSY101 Dog Psychology and Behavior**     25 Theory Clock Hours

This course will teach the students how to interpret the dog's silence while on the grooming table. We will teach the students different types of dog behavior and reactions while grooming. This course will teach the student how to get the job done without hurting the dog and avoid getting a dog bite.

### **SAFE101 Dog Safety, Groomer Safety, Dog CPR**     25 Theory Clock Hours

In this course we will educate the student how to avoid a dog grooming accident or injury. In addition, we go over dog distress emergencies and how to perform CPR on the dog. The course will also cover different types dog restraints in order for the groomer not to be bitten.

### **BREED1 AKC Pure Dog Breed Groups**     25 Theory Clock Hours

This course will go over all 7 recognized American Kennel Club dog breed groups and go every dog breed expectation. The **American Kennel Club**, is a not-for-profit organization, is the nation's oldest, largest, and most esteemed purebred dog registry. The **AKC** Mission Statement: The **American Kennel Club** is dedicated to upholding the integrity of its Registry, promoting the sport of purebred dogs and breeding for type and function.

## Le Plush Pet Grooming School

### **CUST101 Customer Relations VS. Dog Coat Condition**

**15 Theory Clock Hours**

This course will go over customer expectation in getting their dog groomed and comparing their expectation as to the dog's coat current condition. Different types of dog coats and their conditions that they can come across and how to handle that condition with the customer.

### **BRUSH1 Brushing +Combing+ Dematting**

**35 Lab Clock Hours**

This course will go over the different types of coats curly, wavy, or straight with the corresponding brushes and combs to those coats. How to brush and comb the dogs correctly and safely. We will go over on how to work on matts (dog knots) and what tools to use and how to handle them.

### **PREP101 Nail Trim, Ear Care, Private Area Cuts, Pad Shaving** 50 Lab Clock Hours

This course will teach how to cut a dog's nails and how to grind them without hurting the dog. We will go over how to clean out the dog's ears and different dog ear conditions that can arise while having a dog to groom. We will teach the students how to shave the private areas and pads safely without hurting the dog.

### **RHG101 Dog Prep Haircuts Along with Patterns**

**100 Lab Clock Hours**

This course will teach the students how to prepare the dog for grooming. This will include all that is needed to do to a dog prior to getting it bathed. In addition, we will go over different types of dog breed haircuts and their specific patterns.

### **BTH101 Dog Bathing, Anal Gland Expression, Drying**

**100 Lab Clock Hours**

This course will show the students how to correctly bathe a dog, and how to express the anal glands while bathing. We will also teach the students the different types of dryers to use to dry a dog after bathing and how to dry a dog successfully.

### **FNSH101 Finishing Dog Haircuts**

**100 Lab Clock Hours**

This course will go over how to finish the dog's haircut, using different techniques how to finish the dog with different types of attachment combs and blending shears to give it that WOW look. At the end of the dog grooming, the dog will be happy and so will the owner.

### **EXTRN1 Externship Working in a "Groomers Position" Salon, Mobile, or Vets Office 100 Clock Externship Hours**

This is a 100-hour externship program working without any pay at a Grooming Salon, Mobile Grooming Van, or at a Vet's office to get the hands-on dog grooming experience.

**Total 600 Hours**

## Program Description

### Pet Groomers Artist Assistant 101

This program will consist of getting the dog ready to be completed by a Pet Groomer. The skills that will be taught is all related to tools to get the job done, proper sanitation of tools, combing, brushing. Preparing the dog for the groomer with brushing, combing, nail trimming, ear care, private area cuts, shaving pads, and finally preparing the dog with the specified haircut. Also, they will learn how to properly bathe a dog, anal gland expression, and different drying techniques. There will be a 100-hour externship as a "Pet Groomer's Assistant" position without pay it will be used to get hands on experience. A proficiency report is submitted by the salon/supervisor and grade sheets are still a part of this module. Upon completion of 300 hours, and passing the final test with a grade of 75 or higher a Certificate of Completion Diploma will be awarded.

## Program Curriculum

### **TOOL101 Dog Grooming Tools, Sanitation, and Grooming Products** 12.5 Theory Clock Hours

This course will teach the student all the dog grooming tools that they would need in order to complete a dog's haircut. We will also go over proper cleaning and disinfection of those tools. In addition, we will cover all different types of dog grooming products and their functions.

### **DPSY101 Dog Psychology and Behavior** 12.5 Theory Clock Hours

This course will teach the students how to interpret the dog's silence while on the grooming table. We will teach the students different types of dog behavior and reactions while grooming. This course will teach the student how to get the job done without hurting the dog and avoid getting a dog bite.

### **SAFE101 Dog Safety, Groomer Safety, Dog CPR** 12.5 Theory Clock Hours

In this course we will educate the student how to avoid a dog grooming accident or injury. In addition, we go over dog distress emergencies and how to perform CPR on the dog. The course will also cover different types dog restraints in order for the groomer not to be bitten.

### **BRUSH1 Brushing +Combing+ Dematting** 12.5 Lab Clock Hours

This course will go over the different types of coats curly, wavy, or straight with the corresponding brushes and combs to those coats. How to brush and comb the dogs correctly and safely. We will go over on how to work on matts (dog knots) and what tools to use and how to handle them.

**PREP101 Nail Trim, Ear Care, Private Area Cuts, Pad Shaving 50 Lab Clock Hours**

This course will teach how to cut a dog's nails and how to grind them without hurting the dog. We will go over how to clean out the dog's ears and different dog ear conditions that can arise while having a dog to groom. We will teach the students how to shave the private areas and pads safely without hurting the dog.

**RHG101 Dog Prep Haircuts Along with Patterns 50 Lab Clock Hours**

This course will teach the students how to prepare the dog for grooming. This will include all that is needed to do to a dog prior to getting it bathed. In addition, we will go over different types of dog breed haircuts and their specific patterns.

**BTH101 Dog Bathing, Anal Gland Expression, Drying 50 Lab Clock Hours**

This course will show the students how to correctly bathe a dog, and how to express the anal glands while bathing. We will also teach the students the different types of dryers to use to dry a dog after bathing and how to dry a dog successfully.

**Total 300 Hours**

## Satisfactory Academic Progress

### (SAP) Policy

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 30 weeks in length, allows for 45 weeks in attempted weeks for completion. If a student is not meeting the minimum requirement for satisfactory progress, the student will be placed on probation. 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 the student and assist with resolving any mitigating circumstances.

There are two SAP requirements. One is a 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.

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.

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.



## Grades

### Student Grades

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

Attendance; 20% of Grade

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

## Financial Aid

There is no financial available aid at this time.

**Payment plans are available**

## **Final Test and Completion of Course: for the Pet Groomer Artist 101**

In order to graduate, students must be able to complete a hands on, practical test of 5 Dogs of the following breeds. At passing all 5 breeds with a C grade or higher along with completion of the 600 hours a Certificate of Completion Diploma for Pet Groomer Artist 101 will be issued.

- 1) Miniature Schnauzer
- 2) Cocker Spaniel
- 3) Poodle in a pattern cut
- 4) Yorkshire Pet Trim
- 5) Shih Tzu Pet Trim

## **Final Test and Completion of Course: for the Pet Groomers Artist Assistant 101**

In order to graduate, students must be able to complete the preparation, bathing, and drying of 5 dogs of the following breeds. At passing all 5 breeds with a C grade or higher along with completion of the 300 hours a Certificate of Completion Diploma Pet Groomer Artist Assistant will be issued.

- 1) Miniature Schnauzer
- 2) Cocker Spaniel
- 3) Poodle in a pattern cut
- 4) Yorkshire Pet Trim
- 5) Shih Tzu Pet Trim

**Program Cost**  
**Pet Groomer Artist 101**

Tuition 7400  
Non-Refundable 100  
Registration Fee  
Books & Supplies 1775  
Any Other Costs 0  
Total Program Cost 9275

School's Rate is \$18 per hour

Since the books and supplies are part of the tuition they will not be purchased until the student is approved for admission and tuition is paid in full on or before start date.

**Program Cost**  
**Pet Groomers Artist Assistant 101**

Tuition 3285  
Non-Refundable 100  
Registration Fee  
Books & Supplies 1015  
Any Other Costs 0  
Total Program Cost 4,400

School Rate is \$18 per hour

Since the books and supplies are part of the tuition they will not be purchased until the student is approved for admission and tuition is paid in full on or before start date.



## REFUND POLICY

### CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, through 40% 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 more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

## **TERMINATION POLICY**

1. The school Director can terminate a student from the school if the student is absent for more than 14 consecutive days.
2. If the Student has insufficient academic progress.
3. If the student fails to comply with any/or all rules and regulations of the school.
4. Non-Payment of the tuition
5. Failure to complete the program within the maximum timeframe outlined in the catalog.

## **Student Advisement Assistance**

When the student successfully completes the program(s), the school will assist the graduate with job placement at no additional charge. We also provide the student with the following advisement programs; personal, financial, and career. Please understand that this is not a job guarantee. There is not a direct or indirect guarantee implied. Graduated are not required to take a State examination in order to enter into the field of Pet Grooming or Pet Groomers Assistant.

## Learning Resource Center

**All Students have easy access to all items listed in the Learning Resource Center.**

The Learning Resource Center consists of a 32 inch television with access to youtube videos, a DVD player, An AKC Dog Breed ID Poster, the  
Following books:

Notes from the grooming table published by Melissa Verplank Published in 2016,

All Breed Dog Grooming Guide by Sam Kohl published in 2012,

Complete Guide to Asian Style Grooming and Instructional DVD published by Riza Wisnom,

The AKC Complete Dog Book 20<sup>th</sup> Edition,

Scissoring: Theory & Techniques DVD By Jodi Murphy,

Volume 32: Carding & Handstripping For Pets DVD by Jodi Murphy,

The Art and Magic of Creative Dog Grooming Book by Sally Liddick published 2012

Theory of Five Book 2<sup>nd</sup> edition by Melissa Verplank published in 2019

## **Student Conduct Disciplinary Decisions/Sanctions**

### **Student Conduct**

Students are expected to conduct and dress in their school uniforms. Foul language, possession of unprescribed 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 Le Plush Pet Grooming School. Any sanction(s) set in the procedures of this catalog may be imposed by the School.
- Educational Sanctions: Is a required occasion for the student to develop a knowledge base
- Disciplinary Warning: lasting for a week
- Strict Disciplinary: Last for 2 weeks
- Final Disciplinary Probation: lasting until a student graduates or otherwise separates from Le Plush Pet Grooming School.
- Suspension: A complete separation from the school.
- Expulsion: Perpetual discharge from the school with no future re-admission



## Le Plush Pet Grooming School

- 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 Le Plush Pet Grooming School in order to offset any costs accrued by the School in the investigation and adjunction 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:**

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

## **Campus Security**

Le Plush Pet Grooming School works hard to assure you are safe and learn through its Department of Campus Safety and security, which also has a cooperative relationship with the City of Pembroke Pines Police Department.

Le Plush Pet Grooming School campus has a 24-hour monitoring camera security at the front and the back entrances and throughout the school.