

Well Animal Institute



Well Animal Institute

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Introduction

The **Well Animal Institute** (hereinafter referred to as the School) offers the finest technology and equipment for student training and is staffed with qualified, approved instructors.

The School is owned by Dr. Anna Norman and Cindy Lloyd. The officers of the school are Dr. Norman, President; Cindy Lloyd, Secretary.

Faculty Members

Dr. Norman
Cindy Lloyd

Programs/Courses Offered

Certificate Programs:

Anesthesia-Free Canine Dental Practitioner Including
How to Start Your First Business, 40 Hours
Occupational Objective: The graduate should be able to acquire an entry-level position in....

Information and ideas on how to start your own Teeth Cleaning business.

Program/Course Costs

<u>Tuition / Registration</u>		<u>Total Tuition/Fees + Books/Supplies + Equipment</u>
\$3800.00 \$0.00		\$3800.00 \$250.00 \$265.00

(Non-refundable & Subject to Cost Change)

See **Educational Services** for more details on Programs/Courses offered.

Class Schedule

Part-time Students: Self-paced – 90 days to complete. Total of 40 hours.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

- | | |
|------------------|---|
| New Year’s Eve | Labor Day |
| New Year’s Day | Thanksgiving Day & the Friday following |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. It is up to the individual to check the laws in their State, Providence or Country regarding Anesthesia-Free teeth cleaning.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. Must be at least 18 years of age. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test. The school does not administer the test, but will provide information on availability when requested.

It is understood that this is a physical job. The applicant should be in good health and physical condition and be able to sit for long periods of time on the floor.

Enrollment

Must send original signed forms to the office and pay for the course. You will then receive instructions on logging into the school. portal

Postponement of Start Date (Colorado students only.)

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

The Well Animal Institute dba K-9 Smiles does not offer employment assistance to graduates. We will provide information on marketing ideas for your new business. We make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. You will be required to check the laws in your state on whether you need to do this under veterinary supervision.

Attendance Requirements

The entire course must be completed in 90 days and your video sent to Well Animal Institute for grading.

Grading System

96 – 100 = A	Excellent
86 – 95 = B	Above Average
76 – 85 = C	Average
66 – 75 = D	Below Average
Under 66 = U	Unsatisfactory

Course is pass or fail on the following subjects: **Anatomy, Physiology, Tooth Disease, and Hand scaling**. The program will keep track of your time and grades. We recommend practicing on at least 10 dogs over the course of the 90 days.

The hands on portion of the course are critical to passing the course and receiving your certificate of completion. Students must send a video of themselves scaling one half of dogs mouth, uppers, lowers, outside and inside of the teeth and it will be graded and you must pass to receive their certificate of completion.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

The school is an Online Only School.

Educational Services

Program: Anesthesia-free canine dental practitioner including starting and marketing your own business.

Subject: Anesthesia-free teeth cleaning for dogs and cats

Previous Credits

The school does not accept credit from previous training or experience. The school does not guarantee transferability of its credits to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

Any complaint should be in writing to the school's director.

Student Complaints (Colorado students only.)

Student Complaints should be brought to the attention of the School Director to attempt resolution. Attempting to resolve any issue with the School first is strongly encouraged. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at higherred.colorado.gov/dpos or by requesting a complaint form at (303) 862-3001. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

Refund Policy (Colorado students only.)

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of the number of lessons completed. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lessons 1 - 2)	90% less cancellation charge
After 10% but within first 25% of program (Lessons 3 - 5)	75% less cancellation charge
After 25% but within first 50% of program (Lessons 6 - 10)	50% less cancellation charge
After 50% but within first 75% of program (Lessons 11 - 15)	25% less cancellation charge
After 75% (Lesson 16) [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract, as long as the student has not started the course.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the

date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.