

# **WELL ANIMAL INSTITUTE CATALOG**



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## Introduction

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

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

## Faculty Members

Dr. Turie Norman, DVM

Cindy Lloyd

## Programs/Courses Offered

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### Diploma/Certificate Programs:

Program A, 40 Hours                      Course Anesthesia-free Canine Dental Practitioner  
Occupational Objective:              The graduate should be able to acquire an entry-level position in Anesthesia-free teeth cleaning.

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## Program/Course Costs 2010

	<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees</u>	+	<u>Equipment</u>
Program A:	\$1650.	\$100	\$1,650.		\$350.00

(See Educational Services for more details on Programs/Courses offered.) None at this time.

Remainder of tuition: Cost, less the 100.00 deposit is due 30 days prior to the start of class. In our welcome letter we will tell you how to order the book from Amazon.com, The equipment fee of \$350.00 will be due the first day of class when you receive your starter equipment package. Equipment is an estimate of what it costs to purchase the supplies, it may vary.

Make check's payable to Well Animal Institute LLP and mail to: 15986 Delta Ct, Brighton, CO 80603  
For Credit Card call: 303 554 7141 Phone is for Healing Touch Veterinary explain what you would like to do.

## Class Schedule

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Full time Students:              Monday through Friday 8:00am – 4:30pm with one-half hour lunch break

Refer to our web site for class schedule. Class enrollment is 4 weeks prior to the start date. 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.

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Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. 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 approved by the Colorado Department of Higher Education. The school does not administer the test, but will provide information on availability when requested. [It should be understood that this is a physical job. The applicant should be in good health and physical condition and able to sit for long periods of time on the floor.](#)

## Enrollment

Prospective students may enroll up to two week prior to the class date. Late enrollments will be accepted. [A minimum of 2 students must attend to conduct the course.](#)

## Postponement of Start Date

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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

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[The Well Animal Institute 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.

## Attendance Requirements

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Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 95% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 20%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

### **Progress Policy**

11 Students must maintain an 85% grade point average. The student may be terminated if the teachers feel he/she is not making satisfactory progress during the course. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

### **Grading System**

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

12 The hands on portion of the course is critical to passing the course and receiving your certification. Students will receive daily feed back during the course as to their progress.

### **Conduct Policy**

13 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**

11 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.

13 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**

14 The school classes are held at: Golden Rescue for the first day of class, then various locations- you will attend our clinics scheduled for the week. You will need a rental car in order to get around to all the clinics.

Our Boulder address listed in the catalog is for mailing only.

### **Educational Services**

15 Program: Anesthesia-free canine dental practitioner program

The Well Animal Institute LLP

Course: Anesthesia-free canine dental practitioner class  
 Subject: Anesthesia-free teeth cleaning for dogs  
 Occupational Objective: To learn anesthesia-free canine dental techniques  
 Tuition: \$1650.  
 Length of Program **5 consecutive 8 hour days**  
 Type of Instruction: Residential (classroom)

### Previous Credits

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

### Student Grievance Procedure

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Any complaint should be in writing to the schools Director.

### Student Complaints

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Student Complaints should be brought to the attention of the School Director to attempt resolution. 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 [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos) or by requesting a complaint form at (303) 866-2723. 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

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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 as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [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.
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
  - d. 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.



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