



DOG GROOMING ACADEMY OF INDIANAPOLIS

15310 HERRIMAN BLVD, NOBLESVILLE, IN 46060 317.316.8200

www.doggroomingacademy.net

INFORMATION GUIDE

This institution is regulated by:

Indiana Department of Workforce Development Office for Career and Technical Schools

10 N Senate Avenue, Suite SE 308 Indianapolis IN 46204

OCTS@dwd.in.gov

<http://www.in.gov/dwd/2731.htm>



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Noblesville, IN 46060

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Thank you for your interest in the Dog Grooming Academy of Indianapolis. Our purpose is to educate students in becoming a Professional Dog Groomer.

Please review the following information on how we operate, our policies, instructors and program. Costs, expectations, length of the classes and costs are included in this document. If you have additional questions after reviewing the information, feel free to reach out.

Best of luck to you!

Regards,

Brian Cottrell Owner/Operator

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PROFESSIONAL DOG GROOMING CLASS

Our purpose is to instruct our students how to become a Professional Dog Groomer. Subjects covered in class which include classroom and hands-on instruction;

Bathing, brushing, combing, nail clipping, scissor work, drying techniques, ear care, anal glands expressing, behavior, first aid, CPR and proper sanitation of a workstation and facility.

Also, we will instruct and demonstrate how a Professional Dog Groomer conducts themselves. This includes how to work with co-workers and the dogs and also how to conduct themselves around the owners.

Bathing – quality of bath, nails, brushing out and appearance.

Grooming – quality of the groom that includes how well dogs are brushed out, clipped, eyes and potty patch trim.

2025 CLASS DAYS AND TIMES

Class Dates and Times:

Classes are from 8:30 AM – 12:30 PM on Monday, Tuesday and Thursday.

8:30 AM – 12:30 PM – MONDAY, TUESDAY AND THURSDAY

June 1st - August 12th

August 14th - October 28th

October 30th - January 20th, 2026

(Due to possible unforeseen circumstances, class may need to be extended past the stated end date).

Day and Evening classes during the weekdays are 12-week programs (36 days) with a total of 144 hours of instruction.

INSTRUCTORS

Director of Instruction – Pam Casey, NCDG

Certified Master Groomer

22 years of Professional Grooming Experience

9 years instructing students

Mgr. of Pawsitive Partners Dog Training

Owner/Professional Dog Groomer – Indy K9 Groom

Lead Instructor – Kidra Muwallif

Completed Dog Grooming Certification at Animal Arts Academy

15 years of Professional Grooming experience

Owner/Operator – Barks & Bows Pet Spa

TOOL KIT

High-quality tools are essential for producing a well-groomed dog. We provide these tools. We source the tools and provide a great value to professional groomers.

Tool Kit includes;

Metal tooth comb - coarse and fine

Slicker brush - small and large

Undercoat rake

Curry brush

Flea comb

Grooming noose

Slip lead

Quick stop

Blade cooling spray

Nail clippers - small and large

Dremel for nails

Hemostats

Grooming smock

Grooming equipment bag

Notes From The Grooming Table - 2 edition books

7.5" shears - straight, curved and thinning shears

Grooming clippers

Grooming blades - 40, 30, 10, 7, 5 and 4

Grooming blade guards

Please specify whether you are left or right-handed. Left-handed tools may require an additional fee. A Tool Kit upgrade is available and can be discussed if the student requests. No refunds on the Tool Kit. Kit must be purchased through the Dog Grooming Academy of Indianapolis.

TUITION AND FEES

Tuition \$5,700

Tuition Tool Kit 1,200

Program and Tool Kit Total \$6,900

We accept Cash, Check or Credit Card for payment. Credit cards will incur a 3% convenience fee.

We do not offer in-house financing.

CANCELLATION AND REFUND

Students may cancel the agreement, with no penalties, within 6 days of the date the Enrollment Agreement is signed. Once classes start, the Dog Grooming Academy of Indianapolis will refund a pro-rated portion of the Tuition based upon how many classes the student attended. After 60% of the classes have been completed, the Academy will retain the entire Tuition. No refunds will be made for the Tool Kits.

CODE OF CONDUCT

We expect all to act as professional groomers at all times

Each student is expected to dress appropriately. This includes no open-toe shoes, shorts, shirts that are cut off above the waistline and pants should be worn, on or above, the waist

Treat other students and the instructors with respect Cell phone use is prohibited

Being on-time and showing up for all of the classes is very important. Students shall be on time and if unable to do so, must call the facility or cell phone of the instructor to inform of your tardiness or inability to attend class

No chewing gum

No children or guests allowed in the school area

Missed classes will not be made up unless arranged ahead of time with the school Attendance during test sessions are mandatory

Students are expected to keep their tools and their work station clean and sanitary, during and after the class session. Sweeping of floors, mopping, laundry and cleaning of the bathing tubs are required of the students.

School equipment shall be cleaned and treated in the proper manner

CERTIFICATE OF GRADUATION

Satisfactory completion of all written and hands-on tests will be awarded a Certificate of Graduation.

HOW TO APPLY

If interested in applying to the school, we require that you fill out an Application for Admission form. We can forward prospective students a copy upon request.

REFUND POLICY

Refund Policy: The following refund policy is required by the Indiana Department of Workforce Development, Office for Career and Technical Schools, and is set forth verbatim as a binding part of this Application:

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows: 1. A student is entitled to a full refund if one (1) or more of the following criteria are met:

- (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>.

Exception for Tools & Equipment: Tools & Equipment (estimated cost of \$1,100.00 as noted above) are purchased new by Applicant/Student and are non-refundable and non-returnable. Therefore, notwithstanding any other provision of this Application, Applicant/Student shall not be entitled to any refund of the costs of Tools & Equipment, but may keep all Tools & Equipment purchased.

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