



**Texas Workforce Commission
Career Schools and Colleges
GROOMOLOGY INSTITUTE OF TEXAS**

Groomology Institute of Texas

**5920 So. Zarzamora St.
San Antonio, Texas. 78211**

Catalog 2025-2026 Volume I

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HISTORY

Robin Wilkins, the dedicated owner of Michelle's Pet Salon and founder of the forward-thinking Groomology Institute of Texas, began her grooming career within her family's business in San Antonio back in 1989. Over the years, she has transformed the once-small enterprise into a renowned grooming destination in Texas, now boasting a spacious 4000 square-foot facility and earning the esteemed distinction as the second largest salon in the U.S.

At the Groomology Institute of Texas (GIT), Robin has pioneered advancements in grooming education, establishing it as the sole school to offer NDGAA certification upon graduation. With over 35 years of grooming experience, she oversees a skilled team of 15 professionals who diligently tend to 80 to 100 pets daily. Robin's expertise extends beyond grooming, showcasing her adeptness in business management, client relations, and a steadfast commitment to sustainability.

Beyond her professional endeavors, Robin and her husband are active volunteers, generously contributing their time to youth organizations and fundraising initiatives for local scholarships. Affectionately dubbed the "social butterflies," they delight in shared passions such as hunting, travel, and camping adventures with their four cherished pets: Jolene the German Shorthaired Pointer, Loretta Lynn the Standard Poodle, Ralphie the Havanese, and Baybess the spirited Corgi mix.

Motivated by a genuine passion for excellence, Robin aspires to set a new standard in the grooming industry, ensuring pet parents feel assured entrusting their beloved companions to knowledgeable and compassionate stylists. Her vision encompasses a supportive community where newcomers flourish, and where the realms of grooming and competitive showcasing harmoniously converge.

In her role as President of the TPPGA, Robin is committed to guiding Texas pet stylists towards professionalism and elevated standards. Through her leadership, she seeks to uplift the industry, instilling a culture where every groomer upholds the highest levels of skill and care.

ACCREDITATION AND APPROVALS

Robin has many courses and certificates and has received awards as a professional pet stylist. She is Certified Through the National Dog Groomers Association, #TX17, President and Founding Board Member for the Texas Professional Pet Groomers Association, leading over 500 Texas Groomers towards State Regulation & Licensing. Robin is also contracted and the Ambassador for MDC Romani Clipper Vac Company where she travels and teaches grooming techniques and equipment usage.

FACILITIES AND EQUIPMENT

Construction was completed on the present GIT facility in April 2023, and classes will be provided at this location beginning September 2025. The 4000 square feet building is accessible to persons with disabilities and includes a classroom, a bathing & drying lab outfitted with up to date computers and monitors, and a Grooming lab modeled from professional working environments and supplied with standard tools and equipment of the industry. The rest of the building space is dedicated to the student break room and administrative offices.

Administration

Robin Wilkins, Owner, and Director

Faculty and Staff

Robin Wilkins Instructor

TUITION AND FEES

Tuition	8995.00
Registration	\$500.00
Books & Supplies	\$300.00
Grooming Kit	<u>\$995.00</u>
Total Cost	\$10,790

HOLIDAYS TO BE OBSERVED

New Year's Day.	Labor Day	Christmas Day
Martin Luther King Day	Veteran's Day	Day After Christmas
Good Friday	Thanksgiving Day	
Memorial Day.	Day After Thanksgiving	
Independence Day.	Christmas Eve	

ENROLLMENT PERIODS

Enrollment periods are the four calendar weeks prior to the first day of classes for each program term.

PROGRAM TERM DATES FOR 2025 – 2026

Fall 2025—September 2-March 26

November 11-June 4

Winter 2026— January 20- August 13 March 31- October 22

Summer 2026 — June 9- December 31 August 18- March 11

Fall 2026- October 27-May 20, 2027

DAILY CLASS SCHEDULE

Students will attend class Tuesday and Thursday from 9:00 am through 1:00 pm. The course runs approximately 30 weeks. Student's may take a ten-minute break at ten minutes before the hour.

OFFICE HOURS

Office hours are 9:00 AM to 2:00 PM Tuesday and Thursday by appointment, except for the days school will be closed. When classes are not in session, the office will be closed for lunch from 11:45 AM to 1:00 PM.

COURSE TIME HOURS

A course time is at least 55 minutes of instruction during a 60-minute period

ADMISSION REQUIREMENTS

Individuals applying for this course are required to:

- a. interview with the director.
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

At the current time GIT does not award credit for previous education, training or experience in pet grooming.

Transfer of Credit

Credits earned at GIT are not transferrable at the current time.

A student will need to contact all other schools to determine if GIT credits will transfer to those institutions.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed.

REFUND POLICY

1. The effective date of termination for refund purposes will be the earliest of the following:
 - a) the date of termination, if the student is terminated by the school;
 - b) the date of receipt of written notice from the student; or
2. If tuition and fees are collected in advance of entrance, and if the student does not enter school after expiration of the 72 hour cancellation privilege not more than \$500 will be refunded.
3. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
4. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12- month period following the date the student withdrew without payment of additional tuition for that portion of the course or program. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) an enrollee is not accepted by the school;
 - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

Professional Pet Stylist

Course Objective / Purpose

Groomology Institute of Texas introduces students to the fundamentals of Professional Pet Stylist Topics include safety protocols, breed recognition, basic grooming techniques, bathing and drying procedures, and customer service standards. Students will gain both theoretical knowledge and hands-on experience working with live models under instructor supervision.

COURSE OUTLINE

Subject #	Subject Title	Clock Hours
		Lec / Lab / Total
PPS101	Brusher Bather Course	8 / 72 / 80
PPS 102	Groom Tech	4 / 76 / 80
PPS 103	Pet Stylist	4 / 76 / 80
Total Hours	Professional Pet Stylist	16 / 224 / 240

PPS – 101

Subject Hours: 80 course time hours (08 hours lecture, 72 hours lab, 00 hours externship) 1.0 Semester Credit Hours

Prerequisites: None

Subject Description: Brusher Bather Course - introduces students to Breed Identification, Animal Behavior, Anatomy, Skin & Coat, Tool Identification, Product Usage, Safe Handling, Proper Positioning. Upon completion of this subject, students will be able to:

1. Identify Dog Breeds
2. Recognize Contagious & Non-Contagious diseases
3. Properly Prep, Bath & Dry Different types of Coats
4. Trim Toenails
5. Pluck & Clean Ears
6. Execute a Sanitary trim including trimming pads, tummy, rump & face on dogs
7. Properly Dashed Flat Coats & Double Coats
8. Check In Clients & Accept Payments along with scheduling appointments through software.

PPS – 102

Subject Hours: 80 course time hours (4 hours lecture, 76 hours lab) 1.0 Semester Credit Hours

Prerequisites: PPS - 101

Subject Description: Groom Tech - Grooming students will be able to execute:

- 1) Full Body trims on various breeds of dogs. Basic Head styling with the use of snapon comb attachments & scissors.

2) Properly use the Clipper Vac System in order to execute trimming & styling.

They will also be able to: 1) disassemble their clipper, 2) install and replace blade drives, 3) troubleshoot equipment problems, connect electric pumps to the shampoo mixing tanks, and 5) properly dilute products for usage

PPS - 103

Subject Hours: 80 course time hours (04 hours lecture, 72 hours lab) 1.0
Semester Credit Hours

Prerequisites: PPS - 102

Subject Description: Professional Pet Stylist - introduces students to the AKC Breed Standard Profiles & skills necessary to properly execute breed specific trims.

Students will learn to: 1) Set patterns on each breed as described by the American Kennel Club as a standard for the breed selected, 2) assess, prep & style according to the set standard 3) modify the style, when necessary, 4) Pricing, marketing and salon problem solving.

GRADING POLICY

A student's final grade for a subject will be compiled from a rubric scoring tool. A student must achieve a satisfactory score on the rubric

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum score of satisfactory on scoring rubric.

Progress will be evaluated at the end of classes for each level completed.

ACADEMIC PROBATION

A student who is not making satisfactory progress at any point as documented above at any point will be placed on academic probation for the next level of the course. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more level of the course. If a student on academic probation fails to achieve satisfactory progress for the first probationary level class (at the five week period), the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the course at the end of two successive subject levels will be terminated.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken,

terms of probation will be clearly indicated in the student's permanent file.

After the mid point of a level (five weeks) has elapsed, a student whose enrollment was terminated for unsatisfactory progress may re-enroll in a subsequent term in the next 12 calendar months. Such re-enrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

***Incomplete:** An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

REMEDIAL WORK AND REPEATED COURSES

GIT does not offer remedial work, but may allow a student to redo incomplete assignments and lab work. When a level is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study. Should a student need to repeat a level the cost will be assessed at \$150.00 per session of a level. A retesting fee will be assigned at \$300.00.

ATTENDANCE POLICY AND MAKE-UP WORK

Students are expected to attend all lectures and labs, and be punctual in attending classes. Instructors will maintain a positive record of attendance for the classes. A tardy is defined as arriving in the classroom after the designated time for the beginning of the class or for the continuation of class after breaks. Five tardies to class will be counted as one absence. All tests missed due to the absence of a student must be taken on the first day of attendance after the student's absence.

Make-Up Work

Make up work must be approved by the instructor.

Make- up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within two weeks of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

Note:

A student who misses more than 10% (24 hours) of class hours will be placed on attendance probation with conditions stipulated by the school director. Enrollment in the program will be *terminated for a student who is absent for more than 20% (48) of the class hours of the program. A student whose enrollment was terminated due to unsatisfactory attendance may re-enroll on attendance probation in a subsequent term in the next 12 calendar months. Such re-enrollment does not circumvent the approved refund policy. If the reenrolled student on attendance probation is absent for more than 20% (48 hours) of the class hours, the student's enrollment in the program will be *terminated, and the student will not be readmitted to the program.

*GIT will not terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.

Leave of Absence

GIT does not allow leave of absence at the current time.

STUDENT CONDUCT EXPECTATIONS

Students on the GIT campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others.
3. Non-compliance with the directives of school faculty and staff
4. Violation of written policies, rules, or procedures
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission
6. Damage to property or destruction of property
7. Creation of unsafe conditions; for themselves, others or pets
8. Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat
9. Hurting others, threatening others, or engaging in behavior that may result in harm to others.
10. Selling, consuming, and/or possessing alcoholic beverages
11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics.
12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building
13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when a submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

- a. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or

- b. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Re-enrollment after Dismissal for Violation of Student Conduct Expectations

After one, two-week term has elapsed, a student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of law enforcement officials will have one opportunity for re-enrollment in a subsequent term in the next 12 calendar months.

GRADUATION REQUIREMENTS

A Certificate of Achievement as a Professional Pet Stylist will be awarded to each student who completes all the subjects of the course of study and maintains at least a satisfactory score for each level.

A student who has completed the course of study but does not meet course completion requirements can contact the director for one opportunity to repeat subject classes with unsatisfactory grades in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was originally enrolled. There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and fees.

PLACEMENT SERVICES

GIT may offer job placement assistance if available, at no charge, for all students who are awarded the Certificate of Achievement as a Professional Pet Stylist.

While the GIT team takes great pride in the GIT graduates working in the pet grooming field in this community and beyond, neither the school, its administration, or any faculty or staff member can guarantee employment.

STUDENT COMPLAINTS

(Grievance Procedure)

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal written complaint.

Notification of Complaint to the Texas Workforce Commission

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-3100

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at texasworkforce.org/careerschools.

Notification of Complaint to the Accrediting Agency

A student may also file a written complaint with the American Association for the Accreditation of Small Technical Schools. Complaints to the Association must be in writing. They should be sent to:

AASTS
Attention: Director
1791 Constitution Avenue
Oak Grove, Louisiana 71263
(318) 413-7035

READMISSION

Timelines and conditions for re-enrollment are described under the following titles of this catalog: Attendance Policy, Grading Policy/Incomplete, Course Completion Requirements, Academic Probation, and Student Conduct Expectations. Students wishing to be readmitted and enrolled should contact the school registrar (210-445-2249).

If the student enrolls to repeat a subject that is no longer offered, the school director will select an appropriate substitute subject for the student to meet that part of the program requirement.

True and Correct Statement

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Robin Wilkins, Director and Owner