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Introduction

It is a new era for both the Kentucky Horseshoeing School and for farrier education in America. On January 4, 2010, KHS proudly opened the doors to their new campus near Lexington, Kentucky. Located on forty acres of rolling pasture, the modern Kentucky Horseshoeing School exceeds all expectations. The premiere campus is equipped with 23,000 square feet of state-of-the-art classrooms, shops and instructional areas. Combined with beautiful energy efficient modular dormitories, the Kentucky Horseshoeing School has become one of the leading farrier education facilities operating today.

Founded in 1978, the Kentucky Horseshoeing School continually focuses on primary and continuing education and draws upon the best of traditional practices; as well as the newest research to become the leading farrier education center in North America. Committed to advancing the farrier's craft and the heritage it was built upon; the Kentucky Horseshoeing School's goal is to educate our students to be the very best entry-level farriers in the country. Our curriculum, our staff, and our facilities continually evolve to reflect advanced shoeing methods and materials while utilizing the latest insights into balanced shoeing. Both working professional farriers and KHS students benefit from our educational programs. Our programs are designed to provide the farrier community with a thorough understanding of the current techniques and the latest skills required for ultimate hoof and leg health. In addition to practical
work experience, our instruction focuses upon understanding balanced shoeing through a combination of intense anatomy, physiology and biomechanical training.

Here in the “Horse Capital of the World”, we afford our students the opportunity to work on a wide variety of horse types and breeds. Additionally, our students are exposed to noted veterinarians, farriers and equine experts who frequently visit KHS as guest lecturers. Nevertheless, throughout North America and around the world, you will find KHS graduates working at the top of the farrier industry: shoeing world champions of all breeds and providing leadership within the farrier and equine communities.

KHS is conveniently located off I-75 at exit 97, nine miles south of Lexington, amid Kentucky's fabled Bluegrass Region. The abundant fertile soil nurtures horses of all breeds and explains why there are more Thoroughbred, and Saddlebred Farms concentrated here than anywhere in the world.

Notably, KHS is less than an hour's drive from many of the industry's star venues and events. To the north, lies Lexington, home of the Keeneland Race Course, the Red Mile Harness Track and the Kentucky Horse Park (site of the 2011 World Equestrian Games, the Rolex 3-Day Event, the U.S. Polo Open, and the Egyptian Event).

To the west, lies Louisville home of Churchill Downs, the legendary venue for the world-famous Kentucky Derby. Also, Louisville is well-known for the Kentucky State Fairgrounds which is the backdrop for the annual World Champion Horse Show.

Mission Statement
Our mission at Kentucky Horseshoeing School is to turn our students into qualified farrier apprentices. Through a balanced comprehensive format of classroom academics and shop experiences that provide the skills needed to be competitive in today’s horseshoeing industry; Kentucky Horseshoeing School is dedicated to perpetuating the art of the craft.

Institutional Vision
Kentucky Horseshoeing School equips students for success by developing competencies to support the pursuit of academic, career, social and personal goals. Graduates of KHS should understand and practice their responsibilities to their families, their fellow men and their communities by becoming effective and contributing citizens as well as responsible stewards of the craft. With this objective, our vision includes witnessing our graduates as they work productively in farriery all over the United States and around the world.

Institutional Goals
- Educate students to be the best farriers in the country.
- Bring each student's skill to the highest possible level.
- Provide access for educational opportunities.
- Promote student engagement in activities that enhance learning.
- Create opportunities for personal development, growth, leadership and civic responsibility.
• Build diverse and inclusive communities and model appreciation of differences.
• Advocate for and ensure students’ rights.
• Teach and encourage responsibility and develop effective life skills.
• Assist students with career services.

Institutional Philosophy
The Kentucky Horseshoeing School is committed to its 3-fold mission of primary farrier education, community outreach, and continuing education. The Kentucky Horseshoeing School is developing programs that bring students to safe shoeing standards as well as understanding the key core elements of our trade. We host educational clinics that teach a wide variety of shoe making techniques along with Pre-Certification workshops and American Farriers Association certifications. Community outreach plays a key role here at the Kentucky Horseshoeing School as local horse owners, trainers, and equine clubs entrust their horses to our students for safe trimming and shoeing.

Faculty and Staff
The faculty and staff members, through years of training and/or experience, are well qualified to serve our students in a professional manner. Instructors offer comprehensive coverage in theory and practical forge training and can teach in a manner that is easily understood.

License and Accreditation
KHS is approved by the Kentucky Commission on Proprietary Education, No. R-01296.

KHS is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). This commission is a recognized accrediting agency under the provision of Chapter 33, Title 33 U.S. Code and subsequent legislation, No M072302.

Memberships and Affiliations
Kentucky Association of Career Colleges and Schools (KACCS)
American Association of Professional Farriers (AAPF)
American Farriers Association (AFA)
Worshipful Company of Farriers (WCF)
Better Business Bureau
Chamber of Commerce

Facility
Classroom instruction and hands-on training at Kentucky Horseshoeing School is conducted in our state-of- the art instructional campus. Our custom-designed 23,000 square foot facility is comprised of three individual shops, two classrooms, a welding shop, administrative office area and lounge. These areas are designed to provide the optimum educational venue while assuring a safe environment.

The facility is outfitted with the latest equipment and visual learning aids, and students have wireless internet accessibility throughout the campus. KHS has four fully equipped work areas.
Each work area includes gas and coke forges, belt grinders, drill presses, knife sharpening stations and arc welding capabilities. There is ample room for shoeing horses with 14 cross-tie stations to contain horses for shoeing and there are thirty workstations equipped with anvils, vices and both propane and coal forges. This configuration allows each student to work his/her own forge station and enhances student safety. For further efficiency and ease of learning, beginning and advanced forging classes are held in separate shops.

The KHS dormitories on our Richmond Campus offer numerous options for both male and female students. Meals can be prepared in the large dormitory kitchen or purchased at local cafes and restaurants. In addition to the kitchen, the dormitories are equipped with a television, VCR, and a library of educational media for their use. It is recommended that students bring their own laptop or desktop computers for use during school.

A Resident Advisor resides on the KHS campus to oversee the students residing in the dormitories.

**Library**

To enhance their classroom and shop instruction, we have a full instructional library of print and video materials. These materials have been carefully selected by our staff and recommendations can be made for each student based on their individual needs. At KHS we have an on-site computer lab available to our students. We encourage students to use these facilities to watch additional instructional videos, review relevant print articles, and organize their homework as needed.

**Admissions**

Kentucky Horseshoeing School (KHS) offers all residents of its service area access to high-quality instruction that results in the growth of knowledge, skills, and critical thinking abilities necessary for success as an international or U.S. citizen. KHS values the diversity of its student population and provides a variety of educational opportunities at a reasonable cost. KHS incorporates multiple teaching and academic delivery strategies and student services. It calls upon students to accept responsibility for their individual growth and maximize their use of the many resources provided for them. KHS maintains an open-door policy of admission.

Administrative and Academic policies and procedures are the building blocks of all academic planning at Kentucky Horseshoeing School, Inc. All students are expected to be familiar with school policies. Knowing these policies and referencing them on a regular basis allows students, faculty, staff, and administrators the ability to operate under the same set of expectations as all parties work together to achieve the best possible student experience.

Exceptions to policy may be requested in writing and delivered to the Office of the Registrar using the Academic Request form. Requests for exceptions are to be clearly written and expected to include: a detailed explanation about why the student believes an exception is warranted, required appropriate signatures, and attached supporting documentation where applicable.
**Admissions Requirements**

All students must possess a high school diploma or General Education Development (GED) certificate or equivalent. KHS does accept online diplomas and admission is granted only to those individuals beyond the compulsory age of attendance for the State of Kentucky. Foreign Diplomas must be presented and translated into English and the student or prospective student is responsible for any fees incurred for the translation. Although no transfer credits from outside institutions are accepted, there is no previous experience required for admission. However, all relevant experience will be considered when class placements are made. Particularly, the student will be evaluated on a case-by-case basis; regarding his/her theoretical and practical knowledge and will placed accordingly.

The Department of Education requires students who receive Title IV funding to have a valid high school diploma. If a student is admitted and is found to have an invalid high school diploma or GED, the student must be dismissed from KHS immediately and all Title IV aid disbursed for the student must be returned to the Department of Education. The student can be readmitted only after providing a valid GED certificate. The student will only be eligible for qualifying federal aid, going forward, if a valid diploma or GED is submitted at the time of re-enrollment. The student will be responsible for all costs that were not Title IV eligible and all other costs that were incurred prior to re-enrollment due to his/her invalid diploma.

Any applicant involved in previous, current or pending disciplinary action at another school or postsecondary institution or criminal action is required to indicate this information on KHS’s application for admission. Students who indicate they are involved in prior, current or pending disciplinary or criminal actions may be placed in a pending admissions status until their individual circumstances have been reviewed, further documentation is provided if requested, KHS does not admit ability-to-benefit students.

Excessive physical strength is not required to become a successful farrier. However, a student must understand the physical demands necessary to learn and perform the proper techniques of trimming and shoeing a horse. In fact, proper fitness and the ability to work with hand tools are necessary components for any student to be successful throughout the rigorous curriculum at KHS. To that extent, a physical examination is required for attendance at KHS.

**Homeschooled students** are self-certified for eligibility purposes. KHS will only accept diplomas from state certified homeschool environments.

**International Students**

KHS welcomes international students but, he/she must provide proof of their immigration status and original documents must be presented. Diplomas submitted in a language other than English will be sent for Verification through an approved agency at the student’s expense. Consequently, this student will be placed in a pending admissions status until verification is complete. International students must meet the same educational requirements that exist for United States residents.
All students will be given assistance in planning a program of learning in accordance with their academic background and goals. Each student bears the ultimate responsibility for selecting a program of learning and for utilizing programs and services.

**Vaccination Policy**
Respectful of the rights and decisions of all parties concerning childhood vaccines, KHS does not require vaccination records for admittance.

**Transfer Credits**
Due to the nature of the training, and course materials covered at KHS, we do not accept any transfer credits from outside institutions.

**Recruitment of Students**
KHS does not recruit students who are currently admitted to or attending another school offering a similar program of study

**Non-Discrimination**
Persons who can benefit from KHS’s learning programs will be admitted on a space-available basis without regard to race, ethnic background, gender, age, religion, marital status, sexual orientation, political persuasion, or disability, except as prescribed by law. Kentucky Horseshoeing School reserves the right to refuse or revoke admission to individuals who pose a present or future safety risk to students, faculty and staff as well as campus visitors. All service members of the armed services will not be denied admissions based on reasons related to their service.

**Documentation Required for Admissions**
- Completed KHS application.
- Proof of High School Graduation. This can be a copy of the student’s valid high school diploma or an official high school transcript with the student’s graduation date, or a General Education Diploma, (GED).
- Personal Photo Identification. This can be a copy of the student’s driver’s license or passport.
- Completed medical physical report from a licensed physician.
- A completed and signed enrollment agreement.
- KHS $50.00 application fee.

**Validating High School Diplomas**
All students must have a verifiable high school diploma or G.E.D. certificate. All Diplomas must be presented in English. If translation of a diploma is required by KHS, the cost of translation will be the responsibility of the student. KHS does accept online diplomas or online GED’s. There is not an appeal process for any diplomas or GED’s that are not verifiable. Only Home School Diplomas that are recognized by the Department of Education or validated by the state validation agency are accepted at Kentucky Horseshoeing School.
Enrollment Procedures

- The applicant contacts KHS and schedules a personal interview and tour of the campus with an Admissions Representative.
- During the interview, the applicant will tour our facility and meet staff and students. Information concerning curriculum, books and tool kits, dress code and career investment payment plans, and Title IV aid will be shared.
- The applicant completes and submits the Application for Admission and a $50.00 one-time, non-refundable application fee via e-mail, mail or in person. Along with the application, the applicant submits the required essay.
- The applicant provides proof of identification (i.e., photo I.D.). In some instances, KHS can request more than one form of ID, including government-issued IDs.
- The applicant provides KHS a copy of his/her high school diploma or GED and if applicable, post-high school transcripts.
- Once a student’s application materials are received by the school administration, documents are reviewed, and the applicant is informed in writing or via e-mail if he/she is accepted.
- Upon acceptance, enrollment paperwork is mailed to the student. The information disseminated to the student includes: the student’s desired program information, the scheduled orientation date, tool order form, enrollment agreement, KHS catalog, accident waiver, media release, verification forms, roommate survey and the housing application and contract.
- Also, the packet disseminated to the applicant will include the date the enclosed documents must be completed and returned to the school; along with a handbook so the student will know the rules prior to arrival.
- If the applicant is not accepted, all fees paid will be refunded.
- The applicant declares a program of study.
- The applicant signs the enrollment agreement and pays the $500.00 tuition deposit.

The required $500.00 tuition deposit is fully refundable if requested within three days of signing the enrollment agreement but, before the first class. An applicant requesting cancellation more than three days after signing the enrollment agreement but prior to the first class, is entitled to a refund of all monies paid minus a tuition deposit of 15% of the contract price of the program. In no event may the school retain more than $150.00.

If the student has any questions throughout the admission/financial aid process, our office staff is responsive to phone calls and e-mails and available to answer any questions. Depending on which financial aid option the student qualifies for, KHS will work with the student to ensure the proper documents are completed in a timely manner to best meet the student’s needs.

Class Size
Classes are limited to a maximum number of 14 students and will be closed to enrollment when that number is reached. Enrollment is granted on a first-come first-serve basis; only to
applicants who have completed all admission requirements and enrollment procedures. Applicants who have not become enrolled in a class that has been closed have the option to register for a future class or be added to the admission waiting list.

**Housing**
A resident of housing at KHS must be enrolled and a student in good standing with KHS, Inc. Students can choose from the following resident options:
- Bunk Room (men only)
- Apartment
- Double Room
- Double Room with Single Occupancy
- Women’s Quad

**Deposit**- A damage deposit of $500.00 is required to be submitted along with the signed Housing Contract. After final inspection at the end of the housing contract, any damage assessed will be charged against the deposit. Any fines levied on the student during the contract period will be further levied against this deposit. When the student has incurred fines equal to 50% of the deposit, a second deposit of $250.00 will be required. However, the remaining balance of the damage deposit will be returned to the student within thirty (30) days of the end of the contract. If a key is lost and requires replacement or is not returned by the contract end date, a $50.00 fee will be charged.

The student is responsible for knowing and observing the policies governing conduct and procedures for dorm life as outlined in the *Student Handbook*.

**Academic**

**Class Schedule**
Typical Week:

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<tr>
<th>Monday:</th>
<th>8:00 a.m. - 5:00 p.m.</th>
<th>6:00 p.m. - 8:00 p.m. (not mandatory but, recommended)</th>
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</thead>
<tbody>
<tr>
<td>Tuesday:</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td></td>
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<tr>
<td>Wednesday:</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Thursday:</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td>6:00 p.m. - 8:00 p.m.</td>
</tr>
<tr>
<td>Friday:</td>
<td>8:00 a.m. - 5:00 p.m.</td>
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**Class Structure**
Maximum class size is 14 students.

**Clock Hour Description**
Kentucky Horseshoeing School’s programs are measured by clock hours. In addition, work outside the classroom (homework, etc.) is required for all programs offered at the school.
Satisfactory Academic Progress
Kentucky Horseshoeing School has established standards of Satisfactory Academic Progress (SAP) that apply consistently to all students. These standards are used to evaluate academic progress for all periods of all students’ enrollment; even those periods in which the student may not have received federal student aid. However, under extenuating circumstances, the School Executive Director may waive interim satisfactory standards for mitigating circumstances outside the control of the student. These circumstances outside the control of the student must be documented. No waivers will be permitted for graduation requirements, maximum time frame requirements, or leave of absences policies. Students will be evaluated for SAP after each evaluation period. The evaluation period for all students is twelve weeks. To be making Satisfactory Academic Progress, the student must meet the following standards.

- **Cumulative Grade Average.** At the time of evaluation, the student must have a cumulative grade point average of 72% minimally. However, a grade awarded Incomplete “I” or Withdraw “W” will not be calculated in Cumulative Grade Point Average (CGPA).

- **Maximum Time Frame.** A student is expected to complete his or her program within the 150% of the normally established time. The maximum timeframe is 150% of the published length of the program, measured in clock hours. A student failing to complete his or her program within 150% of the established time will be terminated. For example, in the 36-Week Career Track Program the program requires successful completion in 54 weeks or less (1.5 x 36). If at any point the school determines that a student cannot finish the program within the maximum time allowed, the student will be terminated from the program. When a student is awarded Incomplete “I” or Withdraw “W”, those clock hours will be counted for purposes of determining the Maximum Time Frame.

SAP Calculation
When coursework is repeated, only the highest grade will count in the Cumulative Grade Point Average (CGPA) calculation. However, all course hour attempts count for the purpose of determining Maximum Time Frame.

A student will become ineligible to receive Title IV funds at the point where it becomes mathematically impossible for the student to complete the program within 150% of the maximum timeframe.

A student will be evaluated each twelve weeks at the end of each term and once the grades have been posted. The student’s SAP calculation is based on the number of clock hours required in the student’s program of study: 480 clock hours, 960 clock hours, and 1440 clock hours.

Financial Aid Status
Students who meet a cumulative grade percentage of 72% and a cumulative completion rate of 66.67% of their calculated hours at the time of evaluation are considered to be in Good Standing Status and; those that utilize financial aid are eligible.
The student that fails to meet SAP at the end of an evaluation period will be given an *Academic Probation / Financial Aid Warning (FAW)* status for the upcoming evaluation period. A student may only be placed on Academic Probation / FAW for a single consecutive term and will continue to be eligible for enrollment and financial aid throughout that period. When a student meets SAP after one term of Academic Probation / FAW he/she will be returned to Good Standing academically and will remain financial aid eligible. However, this student will continue to be monitored for progress.

When a student fails to regain SAP after one evaluation period of Academic Probation / FAW, he/she will be placed on *Academic Suspension / Financial Aid Suspension* for the following term. During the Academic / FA Suspension term, the student is no longer eligible to attend class or obtain financial aid.

For the student that wants to appeal the determination of Suspension he/she must do so in writing, by completing the *Satisfactory Academic Progress Appeal Form*. The form can be obtained from the administrative office. The reasons for the appeal must be the result of mitigating circumstances and include documentation to support the claim. Such appeals must be made within one week of the last day of the evaluation period. An appeal decision will be made within three business days of receiving the student’s appeal and the student will be notified of the decision. A copy of the appeal, supporting documentation, and the final determination will be kept in the student’s academic file.

If the appeal is granted, the student will be placed on Academic Probation /Financial Aid Warning for one term and aid will be reinstated. Appeal approvals do require the student to attain SAP by the next evaluation point. Failure to meet SAP by the next evaluation period will result in loss of financial aid eligibility and academic dismissal.

**Grading**

Tests and homework assignments are given according to individual course requirements disseminated in the course syllabus. Homework, forge work, and attendance is graded and included with test grades to determine course grades. Grade reports are issued each term, a term being 12 weeks in length. All grades are recorded on the following scale:

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<thead>
<tr>
<th>Percentile Grade</th>
<th>Letter Grade</th>
<th>Grade Point</th>
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<tbody>
<tr>
<td>92-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>82-91</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>72-81</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>Below 72</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td>0</td>
</tr>
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The overall coursework will be weighted as follows:
- Tests/Quizzes 15%
- Participation/Homework 5%
- Forging Assignments 20%
• Final Written Exams 20%
• Final Proficiency Exams 25%
• Final Live Shoeing 15%

Graduation Requirements - Students will need to achieve a cumulative 72% or higher to receive a Diploma from KHS.

All grades and missing assignments are available for viewing through our Student Web Portal.

**Homework**
Each student will be given access to a personal student portal at www.studentsupportal.com. It is the student’s responsibility to make up missed assignments according to their instructor’s requirements. It is up to each instructor to define their homework makeup policy. Homework assignments not completed at the end of each 12-week period will be given a zero (0). There are no exceptions. Exams: Tests and quizzes that are missed due to an Excused Absence can be made up. A student has 1-week after returning from an Excused Absence to make up any missed work. Tests and quizzes that are missed due to an Unexcused Absence cannot be made up, except for: Pasture Trim Proficiency and Clinching Proficiency.

A student must have two passing grades for the Pasture Trim Proficiency and the Clinching Proficiency. If after two attempts, a student fails to have two passing grades, he/she will be allowed one additional attempt to pass individual proficiencies. A student can access grades as they are available on-line through their personal student portal.

**Program Change**
When a student is currently enrolled in a program at KHS, he/she may change program enrollment during the first six (6) weeks of the program. A student can request to change his/her program of study by submitting request for Change of Status. *Change of Status Request* must list any addition/reduction to fees incurred by making this program change, a reason for change, and the date change is to take effect. Request must be signed by student and officer of KHS. When changing a program, the student must execute a new Enrollment Agreement to reflect the change. Students clock hours earned will transfer into new program enrollment, as applicable.

**Dropping a Program**
- A student can drop a course up to and including the final day of Week 2 of the course.
- A drop means the program is "erased" from your record so that the transcript will not show you attempted the course.
- A refund will be generated in accordance with KHS refund policies.

**Withdrawing from a Program**
When a student withdraws prior to the completion of a course he/she will receive a grade of “W”. The student re-entering will be required to complete the entire course from which they withdrew.

- The "W" mark does not impact your GPA but, will count toward Maximum Time Frame.
• A Withdraw means the program remains on the student’s academic record.
• A student can withdraw from his/her program in person at the Administrative Office or in writing.
• Withdrawing from a program can affect the student’s financial plan.

Incomplete Grade
The incomplete grade, “I” may be given as an option for the instructor when, because of extenuating circumstances the student is unable to complete the work within specified allowed time. Unless otherwise specified by the instructor, the student will have a mutually determined time to make up the incomplete; not to exceed 180 days within the 12-month period. When a student fails to complete the required coursework within the previously established time; the grade becomes an “F”.

Student Advising/ Tutoring
Students having academic or forging problems are encouraged to discuss them with their Instructor or the Director of Education. For those students who are having trouble and request assistance, tutors are available after-hours at an additional cost to the student.

Attendance/ Tardiness Policy
Students are expected to attend all classes, arriving on time and remaining in class until the end of the scheduled day. Students missing class will be docked accordingly. Student’s attendance will be reflected as a grade, not to exceed 10% in each course.

Students who miss two consecutive weeks (10 consecutive business days) may be terminated from the course, unless under documented circumstances which may be deemed exceptional. Students absent at the start of class will be considered tardy (late). Two-tardies constitutes an unexcused absence.

Students will have had to meet the appropriate attendance requirements for each program. Due to the thorough and extensive format of our program, it is imperative that students attend all lectures and demonstrations. If a student exceeds the maximum number of absences allowed, KHS reserves the right to dismiss the student. When a student’s absences exceed 10% of their total program time, student will be automatically dismissed.

Attendance will be taken daily by the instructor and recorded in the student record system. Once, attendance is posted to the administrative software for each course it becomes part of the student’s permanent record. Any student can monitor their attendance records for accuracy through the Student Portal. If a student petitions a change in attendance records, any change must be approved by supervising instructor or Campus Director.

To receive academic credit for a class from which a student was dropped due to lack of attendance, the student will be required to retake the class. Attendance reports will be run at the end of each grading period. Any student who fails to meet SAP in attendance will be notified in writing.
**Make-Up Work**

Classroom work missed during an excused absence may be made up through arrangements with the Instructor or Director of Education. Make-up work will not be authorized in the case of an unexcused absence. Class cuts are considered unexcused absences. Clock hours missed for an Excused Absence can be made up during designated times during open shop nights. Makeup work not completed at the end of each 12-week period will be given a zero (0).

**Excused Absences**

All absences will be dealt with on an individual basis. Documented excuse from licensed medical practitioner, death in the family, or natural disaster will constitute an excused absence. Lack of documentation will deem the absence NOT excused. In certain circumstance, an excused absence can be pre-approved at the discretion of KHS staff. Any student may obtain a “Request for Excused Absence Form” from the administration office.

**Ride-a-longs**

Approved Ride-a-longs do not constitute an absence.

**Unexcused Absences**

If a student exceeds the maximum number of absences allowed, KHS reserves the right to dismiss the student. When a student’s absences exceed 10% of their total program time, student will be automatically dismissed.

Absences will be allowed as follows:
- 12- week class -3 days absent
- 24- week program -5 days absent
- 36- week program -8 days absent

**Student Conduct**

To encourage an educational environment that is conducive to learning, the school expects reasonable and respectful conduct. Students are expected to be courteous always. Students at KHS are considered ADULTS and are given the respect due a well-behaved adult. All students are expected to conduct themselves in a workmanlike manner during class hours.

The Instructor will have and maintain complete control of the classroom or forge area training sessions at all times. The instructor’s authority will not be challenged or compromised in any situation. Students not conforming to this rule will be subject to disciplinary action by the Campus Administration.

School Administration, upon conference with the Instructor and/or student, may permanently dismiss any student whose conduct is deemed unacceptable.

Likewise, during free time, students are expected to respect and show regard for their fellow students and school properties; including the dormitories. Specific guidelines for conduct, identified in the Student Handbook provided to each student upon arrival.
Leave of Absence

A voluntary leave is defined as a student’s request to separate from the school for a brief period. A student is granted a “Leave of Absence” when it is temporarily impossible for them to continue to work toward his/her diploma. When unforeseen situations arise, the student will notify school administration and complete the “Leave of Absence Request Form”. Generally, a leave will be granted only in cases of exceptional or extenuating circumstances. This authorized “leave of absence” may not exceed 180 days within the 12-month period. There must be a reasonable expectation that the student will return from the leave of absence. When situations warrant, KHS may grant more than one leave of absence; if the combined “leaves” do not total more than 180 days within the 12-month period.

Some examples of legitimate reasons for which KHS will consider granting a leave are:

- Inability to be in attendance during any initial drop/add period.
- Pregnancy with childbirth imminent.
- Doctor-documented illness or health restrictions for a specified time.
- Documented family emergency.
- Jury Duty obligations.
- Other documented emergencies that may interfere with attendance.
- Military service requirements or obligations.

The Leave of Absence Request Form includes:

- The reasons why the student must interrupt his or her studies.
- The student should provide appropriate documentation from medical or military
- A plan including a timeline and deadlines for resuming and completing the work toward the diploma in a timely fashion.
- Student’s signature.
- Instructor approval or signature from a school administrator.

Coursework must be completed in accordance with the terms of the leave request. The student will not be required to pay any additional charges to the college for the leave period nor is the student eligible for any additional federal student aid until the student has completed all coursework requirements due prior to when the leave of absence was granted. The student will not be required to repeat any completed class time and coursework.

Once the Leave of Absence Form is completed and approved by school administrative personnel, notification will be made to the KHS Financial Aid Officer. Depending on when the form is submitted, the student may be entitled to a partial refund or no refund applied in accordance with the KHS Refund Policy.

Students on leave:

- Are not considered active students for enrollment purposes.
- Remain in good standing even though they are not registered for current coursework.
- Will not effect change to the student’s current standards of progress.
- Will extend the original program completion date.
• A student that has loans in deferment; the deferment will end.
• Must notify the Veterans Administration if the student is receiving military benefits.

Failure to return from an Approved Leave of Absence will have the following Consequences:

• A student that does not return to KHS after a planned leave will be considered to have
  withdrawn from the school from the time of the last day of attendance.
• A student that desires to return after the approved leave has expired; will be required to
  complete a new enrollment packet, application for financial assistance and attend new
  student orientation.

The Veterans Administration will be notified immediately if a student on a leave of absence is
receiving benefits.

**Re-Entrance Policy**

Students who have their training interrupted, and wish to return to school, will be reinstated at
the next available starting date. If interruption of training was the result of excessive
absenteeism or disciplinary action by the school, re-entrance will be at the sole discretion of the
Executive Directors and may involve a probationary period. All prior financial balances must be
satisfied, or satisfactory payment arrangements made prior to re-entry.

**Termination**

Notice of termination by the student must be in writing and transmitted to the school in person or
by regular first-class mail.

Notice of termination by the school will be in writing signed by a school official and will be either
hand delivered or mailed by regular first-class mail. Reasons for termination can be
unsatisfactory progress, nonpayment of tuition and/or fees as well as failure to comply with the
rules and regulations of the school.

**Graduation Requirements**

To graduate, a student must successfully complete 100% of the total required clock hours and
must obtain a cumulative average of 72%. The time for completion of the program shall not
exceed 1.5 times the normal clock hours required to complete the program. In all cases,
students are responsible for ensuring that they satisfy coursework and (forging application)
requirements necessary for graduation and must satisfy all financial obligations to the KHS.

**Financial**

**Financial Requirements**

Each student is provided with a signed copy of the Student Enrollment Agreement that
specifically states the terms of the student’s financial obligation in paying tuition to the school.

**Tuition Deposit**

The Tuition Deposit of $500.00 is required upon signing the Student Enrollment Agreement.
Tuition
Any individual financial arrangement must be made with the Financial Aid Office prior to the beginning of each term. All students are required to pay their tuition, fees and other course charges on or before the first day of each term.

If a student expects to receive federal, state, or other financial assistance but ultimately does not receive that assistance, the student is obligated to pay unpaid charges remaining for that period of enrollment.

Students are required to make prompt payment of tuition. Failure to do so will result in the following:

- Any student that has not paid the required tuition payment will receive an overdue notice. A copy of this notice will be placed in the student’s file.
- Any student that has not fulfilled his/her financial obligations within ten (10) days from the date of the overdue notice, may not be permitted to attend class until their financial arrangements have been satisfied or cleared by the school’s Executive Director.
- Accounts delinquent more than thirty (30) days will be handled by the Executive Director and may result in an interruption of the student’s training.
- KHS reserves the right to withhold official grades, official transcripts, diplomas and placement assistance if financial obligations have not been fulfilled.
- The school retains the right to affect changes in course tuition. Students will be notified at least 60 days in advance of any changes involving additional costs. Any tuition changes will become effective the first day of the term following the School’s written notification.

Financial Assistance
Finances are an important consideration when preparing for an education. Kentucky Horseshoeing School participates in several financial aid programs for eligible students. Financial aid advisors assist students in completing all applications for aid and each student’s financial arrangements are tailored to his/her desired program. All loans require repayment and grants and scholarships do not require repayment. KHS offers the following types of financial aid to students that qualify:

- Federal Pell Grants.
- Federal Subsidized Loans.
- Federal Unsubsidized loans.
- Federal Plus Loans.
- Alternative Educational Private Loans.
- Veterans Educational Benefits.
- Scholarships.

Rights and Responsibilities
Students who receive financial aid have a right and responsibility to understand the following:
• The student understands that financial aid awarded is for one academic year only, that future academic years will be packaged as I progress through school and that I must reapply for each award year by completing the Free Application for Federal Student Aid (FAFSA). Kentucky Horseshoeing School’s Postsecondary Education Identification Code (OPEID) # is 042396.

• The student must meet the eligibility requirements mandated by the institution and government, which include maintaining Satisfactory Academic Progress as defined by KHS.

• The student understands that the financial aid package may be adjusted because of changes in funding or other events unknown at this time.

• The student shall notify the Financial Aid Administrator in writing of any changes in my or my family’s financial situation as well as any aid that I receive from outside resources (other than those shown on the award letter), which may result in an adjustment to the financial aid awarded.

• The student is entitled to an explanation of the award process which includes but is not limited to; the financial aid budget, expected family contribution, and award packaging. Questions regarding any aspect of financial aid should be addressed to the Financial Aid Director.

Applying for Financial Aid
During the admissions process, applicants are given the opportunity to meet with a financial aid staff member who can provide all the necessary forms and instructions to apply for aid. Typically, the completion of the student’s FAFSA is the first step. Upon completion the Financial Aid Advisor will also review the applicant’s prior financial aid history and develop an estimated financial aid award package for the applicant.

Refund Policy
This refund policy applies to the stated program of instruction price attributable to each term.

Rejection
An applicant rejected by KHS shall be entitled to a full refund of all monies paid.

Withdrawal
Kentucky Horseshoeing School reserves the right to at any time require the withdrawal of any student. Any student determined to be unwilling to abide by school rules, regulations or policies may be dismissed and withdrawn from enrollment at KHS. Any student so dismissed may appeal his or her dismissal by filing a grievance in accordance with the School’s Policy.

Cancellation within Three Calendar Days
The applicant will receive a refund of all monies paid (excluding the non-refundable $50.00 application fee), if cancellation occurs within three calendar days of the date of signing the enrollment agreement and making the initial tuition deposit.
Cancellation after Three Calendar Days
The applicant will receive a refund of all monies paid in excess of the $50.00 Application Fee and 15% of the contract price not to exceed $150.00, when cancellation occurs after three calendar days of the date of signing the enrollment agreement, making the tuition deposit but; prior to the first day of class.

Refund Calculations
Refund calculations are made utilizing the pro rata refund policy and for students using Title IV funds, the Return of Title IV Funds Policy will be administered.

Pro Rata Refund Policy
The pro-rata refund policy applies to all student terminations by either the student or the school. A student who discontinues his/her studies prior to the end of the course for which he/she is obligated will receive a refund in accordance with the following schedule:

- If a student withdraws from the course on or before the first day of class, or fails to begin class, the refund shall equal the sum of all amounts paid for tuition or other instructional charges for the period of enrollment or to be paid by or on behalf of the student for the period of enrollment (This excludes the $50.00 enrollment fee). Also, once the student takes possession of his/her pre-ordered books and tools, that student is 100% responsible for the cost of those items.
- If after class has commenced and before expiration of 10% of the class for which he/she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend class, the refund shall equal 70% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.
- If after the expiration of 10% or more but less than 20% of the period of enrollment for which he/she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 45% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.
- If after the expiration of 20% or more but less than 30% of the period of enrollment for which he/she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 30% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.
- If after expiration of 30% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend class, the student will be obligated for 100% of the tuition, fees, and other charges assessed by the school.

<table>
<thead>
<tr>
<th>Percentage of Clock Hours Completed Compared to Total Program Clock Hours</th>
<th>Program Amount of Total Tuition Owed to the School</th>
<th>Percentage of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.01% - 9.9%</td>
<td>30%</td>
<td>70%</td>
</tr>
<tr>
<td>10% - 19.9%</td>
<td>45%</td>
<td>55%</td>
</tr>
<tr>
<td>20% - 29.9%</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>30% and over</td>
<td>100%</td>
<td>No Refund</td>
</tr>
</tbody>
</table>
Termination Date
The student’s last day of actual class attendance will be used as the termination date for refund calculation purposes.

Period of Refund
Refunds shall be made within 30 Calendar days of the date the student fails to enter school, return from an approved leave of absence or leaves the program. Any calculated refund due a student will automatically be credited towards any unpaid charges owed to the school. Refunds will be made to Federal Title IV funds within 45 calendar days of the date the student fails to enter school, return from an approved leave of absence or leaves the program. In all instances, the refund shall be based on and computed from the last day of attendance. Likewise, any monies due from the student will be required to be paid or have approved payment arrangements made within 30 days of the last date of attendance.

Tools and Books
Tools and books may not be returned to the school unless said books and tools can be reissued as new. In the event a student withdraws, takes a leave of absence or is terminated from the school, textbooks and tools will not be returned for refund unless the textbooks are in such condition that they may be returned to the publishing company or tools may be returned to the supplier unused. Textbooks or other items with any marks or damage or removed from their original packaging will not be considered for refund purposes.

Return of Title IV Funds Policy
Those students using Title IV funds will adhere to the following:

If a student discontinues his or her studies prior to completing 60% of the course for which he/she received Title IV financial aid funds, federal regulations require that KHS and/or the student return Title IV funds which have not been earned for that course. Generally, Title IV funds are earned at the same percentage as the percentage of the course which was completed as of the student’s last date of attendance.

Unearned funds must be returned even if such a return results in a balance due to KHS from the student for tuition, fees or other charges which had originally been paid by those Title IV funds. In some circumstances, a student may receive a post-disbursement of Title IV funds for which the student was eligible on or before his or her last date of attendance.

The Return to Title IV Funds formulas as required by the Reauthorization of the Higher Education Act of 1998 provides a return of unearned Title IV aid. If the student received financial assistance in the form of Pell Grant, Federal Subsidized or Unsubsidized Loan or Federal Plus loans and withdrew before completing 60% of the payment period for which the student was charged. Title IV funds will be returned within 45 days from the date of determination. Refunds will be made in the following order:

1. To Federal Unsubsidized Loans.
2. To Federal Subsidized Loans.
3. To Federal PLUS Loans.
4. To Federal Pell Grants.
5. Veterans Administration.
6. Private Loan.
7. The student.

If federal regulations require a student to return unearned Title IV funds, such funds are to be returned to the appropriate source in the order listed above, except that Title IV overpayments due to the federal loan programs are to be made in accordance with the terms of the promissory note. Students who are required to return unearned Title IV funds and who do not do so may lose eligibility for subsequent financial aid.

**Veterans Administration Refund Procedure**
The refund policy for a student enrolled under the Veterans Administration is in accordance with the standard Refund Policy of KHS.

**Other Administrative Policies and Procedures**

Kentucky Horseshoeing School (KHS) offers all residents of its service area access to high-quality instruction that results in the growth of knowledge, skills, and critical thinking abilities necessary for success as an international or U.S. citizen. KHS values the diversity of its student population and provides a variety of educational opportunities at a reasonable cost. KHS incorporates multiple teaching and academic delivery strategies and student services. It calls upon students to accept responsibility for their individual growth and maximize their use of the many resources provided for them. KHS maintains an open-door policy of admission.

Administrative and Academic policies and procedures are the building blocks of all academic planning at Kentucky Horseshoeing School, Inc. All students are expected to be familiar with school policies. Knowing these policies and referencing them on a regular basis allows students, faculty, staff, and administrators the ability to operate under the same set of expectations as all parties work together to achieve the best possible student experience.

Exceptions to policy may be requested in writing and delivered to the Office of the Registrar using the Academic Request form. Requests for exceptions are to be clearly written and expected to include a detailed explanation about why the student believes an exception is warranted, required appropriate signatures, and attached supporting documentation where applicable.

**Family Educational Rights and Privacy Act (FERPA)**
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain right with respect to their children’s education records. These rights transfer to the
student when he or she reaches the age of 18 or attends a school beyond high school level. Students to whom the rights have transferred are “eligible students”. KHS requires written permission from an eligible student to release personally identifiable information from that student’s education record. However, FERPA does allow our school to release information to these parties:

- School officials
- Other educational institutions
- Specified officials for audit, or evaluation, or accreditation purposes
- Appropriate parties in connection with financial aid to the student
- State or local authorities

**Transcript Requests**
Transcripts can be requested in the office. The first transcript is complimentary. Additional transcripts can be ordered for a nominal fee.

**Student Behavior and Discipline**
When a school or classroom rule is not followed, the student will receive consequence. A violation of the rules applies but, is not limited to: theft of property, breaking shop or dormitory rules, criminal behavior or falsifying academic materials. The consequences for such actions are as follows:

- Loss of school privileges
- Suspension
- Expulsion
- Referral to law enforcement official

Please note: Students enrolled at KHS are considered a student not a farrier and are therefore; not eligible to receive payment or gifts of any type for hoof care services while enrolled at KHS. If it is found that any student receives such payments or gifts, KHS reserves the right to dismiss said student.

**Instructor/Student Relationships**
Romantic relationships between staff and students are to be avoided. If any such relationship develops between a KHS employee and a student, KHS reserves the right to take appropriate action, including but not limited to dismissal.

**Student Obligation**
Students have an obligation to inform school personnel of potential danger or threats, along with any information they may have pertaining to criminal behavior on the KHS campus.

**Code of Computing Conduct**
Unauthorized distribution of copyrighted material, including unauthorized peer- to-peer sharing, and the use of KHS information and its technology systems will subject students to KHS disciplinary actions and may subject students to civil and criminal liabilities and penalties of federal copyright laws.
Students do not have access to the following KHS computers:
- Admissions
- Educators
- Financial Aid Office
- Owners

A student may be terminated from KHS for the following reasons:
- Tampering or disabling a KHS computer.
- On a KHS computer they do not have access to.
- On a KHS computer without permission.
- Removing information from a KHS computer by print or illegally downloading, moving or deleting information from a KHS computer.
- Distributing KHS copyrighted material in any form with unauthorized persons or companies.

An Employee may be subject to termination from KHS for the following reasons:
- Unauthorized use of KHS copyrighted material.
- Tampering or disabling a KHS computer.
- Removing information from a KHS computer by print or illegally downloading.
- Moving or deleting information from a KHS computer.
- Distributing KHS copyrighted material in any form with unauthorized persons or companies.

In addition, any student or employee participating in previously named offenses may be subject to criminal penalties resulting in prosecution. This above-mentioned list is not all-inclusive and the student and employee need to be aware of possible severe sanctions if found to be violating the copyright policies.

Copyright infringement is the act of pursuing, without KHS permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute any copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. An alternative to copyright infringement is to purchase information legally. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Section 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information please see the Web site of the U.S. Copyright office at www.copyright.gov.

**Bullying**
Bullying by a student or groups of students against another student or staff member with the intent to harass, ridicule, humiliate, intimidate, or harm the other student/staff member through
overt, repeated acts or gestures are forbidden. These acts include but are not limited to: verbal, written, telephonic (including text messaging), and electronic or computer (email, web page, blog, etc.) communications, offensive physical acts, and are strictly prohibited.

**Habitual Offender**

A habitual offender is a student who chronically exhibits disruptive behavior that interferes with an educational function or school purpose. For instance, the student continues to choose inappropriate behaviors regardless of repeated discipline interventions. The consequence for the habitual offender could be suspension for up to 10 days and/or a recommendation for expulsion. For more specific details regarding policies regarding bullying and/or harassment, please see the Consumer Information document available on our website or in the administration office.

**Student Complaint Grievance Policies and Procedure**

The complaint procedure is designed to assist students who have perception of unfair and/or unlawful treatment. If possible, a complaint of unfair and/or unlawful treatment formally charged by a student against a KHS employee, regarding the application of KHS rules, policies, procedures, and regulations, should be resolved without initiating the formal procedure. This procedure does not supersede the policies set forth for grievances of discrimination, harassment, or grade appeals.

Please note that it is generally beneficial to the student to discuss the problem with KHS personnel prior to filing a formal complaint. KHS personnel are available to advise students. Students should not hesitate to submit their complaint where directed in order to set up a meeting with a faculty member, campus director, or any other KHS staff person.

A complaint should be raised and resolved as quickly as possible. Within ten (10) business days following either the event which preceded the complaint, or within ten (10) business days of the time when the student reasonably should have gained knowledge of the issue and received contact from the KHS employee involved. A business day is defined as a Monday through Friday when KHS is open. Ideally, an attempt should be made to resolve the complaint informally.

The first step is for the student to meet with the KHS employee involved. If the matter cannot be resolved, the student may file a written complaint within ten (10) business days following the verbal response from the KHS employee involved. The written complaint should be presented to the employee involved. The written complaint should contain the following: A complete description of the complaint; any supporting documents; and, the redress (desired outcome) sought.

A complete set of records should be assembled and maintained by the student. The person receiving the written complaint has ten (10) business days to reply to the student in writing. If the student is not satisfied with the response from KHS, he or she may appeal to the KHS Facilities Director within ten (10) business days after the initial finding. The Director will discuss
the complaint with all concerned parties and adjudicate the issue within ten (10) business days after receipt of the correspondence. This decision will be final.

**General Guidelines for Grievance**

If a student does not feel that the school has adequately addressed a complaint of concern, the student may consider contacting the Kentucky State Board of Proprietary Education. To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed “Form to File a Complaint” (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at www.kcpe.ky.gov.

Schools accredited by the ACCSC must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response.

This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at www.accsc.org.

**Appeal Procedures Reinstatement**

Reinstatement of financial aid is never automatic. A student must apply for re-determination of aid eligibility by completing a KHS Academic Appeal form. A student may use the appeal process to petition any financial aid action that the law allows. Appeals are made through the Financial Aid Office, on the official form and will require the following:

- An explanation and documentation regarding why the student failed to make Standards of Academic Progress (SAP).
- A statement including documentation as to what has changed in the student’s situation that would allow the student to meet SAP in future terms.

All appeals are referred to an Appeal Committee. Students will be allowed one appeal after failing SAP minimums.

**Drug and Alcohol Abuse Prevention Program**

Kentucky Horseshoeing School (KHS) prohibits the illegal and irresponsible use of alcohol and other drugs. KHS will strictly enforce federal, state, and local laws, as well as its own alcohol and drug policies and procedures which support these laws. It is the responsibility of every member of KHS to know the risks associated with the use and abuse of alcohol and other drugs and to assist KHS in creating an environment which promotes health-enhancing attitudes and activities.
The possession or use of drugs or alcohol is strictly forbidden on KHS premises or during any activities conducted off-campus. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Students who need counseling assistance for drug or alcohol dependency should contact the Program Director or Student Resource Center for referrals. All referrals will be kept confidential. Information on drug abuse prevention is available at KHS for all students and employees.

The primary goal of students at KHS is to achieve academic excellence. Illegal use of alcohol and other drugs will not be tolerated. Also, irresponsible use of alcohol by persons of legal age will not be excused. At no time will KHS allow possession, use, and/or distribution of an illegal drug. Any Student, employee, or guest must adhere to federal, state and local laws and regulations. KHS will impose disciplinary action against any student, employee or guest that violates these standards of conduct. Any such conduct may result in suspension, termination of employment, or completion of a drug or alcohol rehabilitation program.

Brochures are available in the Student Resource Center and the Human Resources Department. Information on Drug Awareness programs, counseling, treatment, and other related services are available through: The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP. Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact this organization.

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This documentation will be submitted in writing to the Campus Executive Director who will determine the action to be taken. If the Campus Administration and involved faculty feel the evidence is compelling and indicates violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The Campus Executive Director, or Campus Director and involved faculty will decide what type of follow-up is needed, based on the outcome of this conference.

If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be immediately removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, the Director of Education (or Campus Executive Director/Campus Director in his/her absence) will be informed and will determine what actions need to be taken. Screening for drugs or alcohol will be required. The student will have to give consent for such testing and authorization for results to be made available to KHS.

KHS reserves the right to conduct urinalysis drug screening in the case of reasonable suspicion of alcohol or drug use.
Voter Registration
The US Department of Education requires that each student be provided with a link to register to vote locally, if desired. If you desire to vote while living in Kentucky, please visit https://vrsws.sos.ky.gov/ovrweb/

Student Services

Kentucky Horseshoeing School offers a variety of student services to support students in their college experience and to successfully reach their educational goals. These services include:

General Student Assistance
• Coping Skills.
• Employment Assistance.
• Housing.
• Tool Ordering.
• Medical Referrals.
• Academic Assistance.

Tutoring Services
For those needing additional help with either his/her practical or theoretical skills, tutoring is available after-hours at an additional cost to the student.

Advising and Mental Health Services for Currently Enrolled Students
Many college students entering KHS face academic pressures, financial struggles, family difficulties, and other personal issues or mental health challenges. For this student options for support and/or counseling may be necessary. Currently enrolled students in need of counseling should contact the Administrative Office.

KHS has a list of qualified, licensed counselors available off campus. For additional information, please speak with your instructor or inquire in the KHS Administration offices.

Student Assistance Program Protocol
The 2006 National College Health Assessment reports almost 44% of college and university students reported a level of depression during some point of the year such that they found it “difficult” to function. In the face of academic pressures, financial struggles, and other factors, college students need options for counseling and support. Regarding personal counseling and mental health services at KHS, KHS recommends to faculty and staff the following practices:

• Acknowledge but, do not stigmatize mental health problems.
• Encourage students to seek help and make suicide prevention, intervention, and postvention a high priority.
• Maintain student confidentiality
• Understand that seeking mental health is voluntary based on the student’s preferences and needs.

KHS recommends that a student be referred to the *Student Assistance Program* if the student is exhibiting signs of depression, social alienation, drugs and alcohol, anger management, issues related to low self-esteem, eating disorders, sleep disorders, mood changes, anxiety, grief, or suicidal ideation or expression. A Student seeking assistance will be referred to licensed local practitioners by the Campus Director. The Campus Director located in our administrative office, is the first point of contact for all faculty referrals for the student in need of *Student Assistance Services*. If not available, please contact the Education Director, Mitch Taylor, (859) 575-4063.

**Medical Referrals**
In the event of illness or injury, a comprehensive listing of professional medical practitioners is available upon request in the administration office.

**Media Check-Out Procedures**
KHS has a complete library of educational media, with a focus primarily on the subject matter specific to our curriculum. Our students are encouraged to check out additional reference materials for educational support while on campus. Reference materials are easy to check out but are not to be taken from the premises. There is a sign out sheet at the front desk that can be accessed by asking a member of staff. Students identify by control number, the reference materials they wish to view and log that information along with their name and date on the sign out sheet. There is no specific time limit for materials being checked out, but students must return the materials they have checked out before they are able to check out another item.

**Career Placement Services / Farrier Apprenticeship Placement Services**
KHS provides an active placement assistance program without additional charge, for all graduates who desire apprenticeship assistance and so communicate their request with the School. Employment opportunities may require relocation.

**Law Prohibits any School from Guaranteeing a Job**
However, we do feel a strong responsibility for placement and will assist in every way possible. The success of the placement program will be greatly influence by student attendance, overall attitude and academic records. The placement assistance program will include but not be limited to:

- Class instruction in job searching techniques and interviewing techniques.
- Assistance in preparation of applications letters and resumes.
- Assistance in establishing job interviews.

Career Services is dedicated to empowering students and alumni to make quality career and educational decisions leading to professional success. Career Services provides the opportunity to:

- Learn about yourself, the work world, and how to prepare for it.
• Facilitate career exploration and help identify your values, interests, and abilities.
• Acquire job search tactics.
• Share job postings from industry employers.

KHS strongly believes that working apprenticeships provide the best means for farriers to complete their education. That’s why placing our top graduates in working internships has always been our goal. Apprenticeships not only allow our students to extend their education under a trained master; they also allow students to obtain valuable first-hand experience and learn what is involved in successfully operating a working farrier service. Apprenticeships include paid compensation, with salaries negotiated on an individual basis.

Many students who have completed farrier apprenticeships have been able to launch their professional farrier career at the upper reaches of the earnings scale. While KHS cannot guarantee a paid apprenticeship to all graduates, we will make every effort to place qualified graduates of our 24 and 36-week classes in a qualified position. Students who desire job placement assistance need to work with the KHS administration for this service.

**Employment Verification**

Eligible students will begin seeking job placement during their final term. The Student must be within positive SAP status to be eligible for placement. A student will obtain written evaluation from any externship he/she participated in. Once job placement is secure, the student must submit a signed statement of employment; complete with personal contact information, employer contact information, employment dates and compensation. KHS will make every effort to get written verification of employment from employer by mail and email. However, once all attempts to acquire written verification have been exhausted, the school will obtain verbal confirmation of a student’s placement. KHS will follow-up, either through email and verbally if necessary, at 120 days post-graduation.

When a student is to become self-employed, a signed statement is obtained from the student indicating:

- Graduates name and contact information.
- Attestation that self-employment is within the trainee’s field and therefor aligned with training goals.
- Attestation that the graduate is earning training-related income.
- No licensure is required for this trade in the United States.

**Retention and Student Success**

Kentucky Horseshoeing School is committed to aiding students to help them achieve their educational goals. The Student Evaluation system is designed to identify students who are having difficulty at any point during the term. Once identified, the KHS Staff will link the student with an instructor who can provide timely feedback and initiate measures to increase the likelihood of the student’s success. While strong efforts are made to provide intervention within the first six to eight weeks of the term, a student may be referred at any time. KHS’s Student Evaluation system is based on the premise that all stakeholders (faculty, staff, and
administrators) are working together as a team in an involved, proactive and supportive manner to increase student retention and success. Student evaluations work to enhance the experience of KHS’s faculty and students. It is not intended to replace the necessity of faculty/student interaction. It is designed to be used when additional resources are needed after faculty intervention.

**COURSES**

**Twelve-Week Farrier Survey Course**

This course is designed for those who want to trim and shoe their own sound horses. Individuals will receive training in fundamental horseshoeing skills using factory made shoes. Farrier training is a process; and one that takes time and dedication. In 12 weeks, students will be well-grounded in the basics of trimming and flat-shoeing their own horses. This course will be a prerequisite for those who want to shoe horses for the general public. It is not, however, intended to train an individual to enter the field as a practicing farrier.

The student will learn to assess and maintain basic equine hoof health through study of fundamental farrier principals. A basic level comprehension of limb anatomy, foot dynamics, conformation, gaits, and foot lameness will be attained. The student will know how to use and maintain farrier tools, how to trim sound horses in balance, and how to shape and nail ready-made shoes with the use of a forge. In addition, the student will attain working level skills in forging common modifications on factory shoes.

Basic forging instruction may also be included if the student has completed the necessary prerequisites. The course covers proper horse handling as well as intermediate anatomy and physiology, equine biomechanics and basic shoe modifications.

Students in this course are responsible for assigned readings and homework. If possible, it is suggested that each student bring their own laptop or comparable computer as some homework will be required using a computer.

*This course is a-vocational and not designed for career training. It is neither accredited by the ACCSC or approved for Federal Financial Aid*

<table>
<thead>
<tr>
<th><em>Twelve-Week Farrier Survey Course Outline</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
</tr>
<tr>
<td>Cadaver Leg Trimming</td>
</tr>
<tr>
<td>Live Horse Trimming</td>
</tr>
<tr>
<td>Demonstrations</td>
</tr>
<tr>
<td>Shop Forging</td>
</tr>
<tr>
<td>Shoeing Horses</td>
</tr>
<tr>
<td>Individual Practice Time in Forge</td>
</tr>
<tr>
<td>Review</td>
</tr>
<tr>
<td>Examination</td>
</tr>
<tr>
<td><strong>Total Clock Hours</strong></td>
</tr>
</tbody>
</table>
Twenty-Four-Week Intermediate Farrier Program
The 24-week course is our minimum recommended training for entry-level farriers. It introduces the student to the study of anatomy, physiology, biomechanics, equine movement, and will provide an understanding of conformation and its effect on the developmental phases of young stock and the adult working athlete. Through this study, students will learn to trim and shoe horses and to achieve and maintain limb and foot balance. This course provides instruction beyond basic shoeing of sound horses with ready-made shoes. Here, students gain a working knowledge of shoe building including, remedial and therapeutic shoes. In addition to learning how to use the tools of the trade, students learn to make a variety of farrier tools. Particularly forging tools; which then enhance the instructional experience by coordinating the skills gained both in forging and welding.

The student will become proficient in the health and maintenance of the equine hoof. They will be taken beyond the elements of basic shoeing to gain an intermediate level understanding of the anatomy, physiology, biomechanics, form, and function of the equine limb. Proficiency will be gained in fitting, nailing and finishing horseshoes, general blacksmithing, tool making, keg shoes, shoe making, and shoeing with handmade shoes.

Students in this course are responsible for assigned readings and homework. It is recommended that each student bring their own laptop or comparable computer as some homework will be required using a computer.

24-Week Intermediate Farrier Program Outline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture/Class</td>
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<tr>
<td>Cadaver Leg Trimming</td>
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<td>Live Horse Trimming</td>
<td>232</td>
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<tr>
<td>Demonstrations</td>
<td>40</td>
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<tr>
<td>Shop Forging</td>
<td>208</td>
</tr>
<tr>
<td>Shoeing Feet and Horses</td>
<td>235</td>
</tr>
<tr>
<td>Forging Practice</td>
<td>125</td>
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<tr>
<td>Review</td>
<td>12</td>
</tr>
<tr>
<td>Examination</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Clock Hours</strong></td>
<td><strong>960</strong></td>
</tr>
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</table>


Thirty-Six-Week Career Track Program

Research in the field of vocational education has shown, without question, that there is a direct correlation between the amount of time spent training in a formal educational situation and the level of success achieved by the individual trainee. More education = More success. The feedback we receive from former students, horse owners and practicing professional farriers, supports that notion. Therefore, we have developed what we feel is the premier farrier training program available in America. This program includes classroom theory, hands-on practical training, and a structured externship program which, combined, give the student the maximum chance for success as an entry-level farrier.

This professional farrier program is a performance- based curriculum designed for those students with high expectations. In addition to mastering the skills in the Twenty-Four Week Program, the Thirty-Six Week student will gain an understanding of advanced anatomy, biomechanics, lameness, and pathology, modern materials (use of adhesives, urethanes, non-ferris shoe appliances, gas welding and brazing, mig welding, and tool making), personal health strategies, advanced business strategies, critical thinking strategies, farrier/vet relations, public speaking, and breed and sport specific shoeing techniques. During this program you will also learn how to interpret radiographs and to communicate with owners and veterinarians in a professional manner while formulating your treatment strategies. In this process you will learn communication and business skills that are critical to your business success.

This covers classroom instruction plus lab and workshop instruction. Students achieving a rank of High Distinction in this program have will be invited into our National Farrier Training Program (NFTP). The NFTP adds structured, paid apprenticeships coordinated with an American Farriers Association Certified Farrier or Certified Journeyman Farrier. Please see National Farrier Training Program below.

### 36-Week Career Track Farrier Program Outline

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>125</td>
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<tr>
<td>Cadaver Leg Trimming</td>
<td>14</td>
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<tr>
<td>Live Horse Trimming</td>
<td>370</td>
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<tr>
<td>Demonstrations</td>
<td>76</td>
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<tr>
<td>Shop Forging</td>
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<tr>
<td>Shoewing Feet and Horses</td>
<td>381</td>
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<tr>
<td>Forging Practice</td>
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<td>Review</td>
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<td>Examination</td>
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<td><strong>Total Clock Hours</strong></td>
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</table>


National Farrier Training Program (NFTP)

Students who are invited into the NFTP are required to complete the Thirty-Six Week Career Track Program. Because each student placed in an Internship carries with them the recommendation and reputation of KHS, it is our mission to ensure that the student receives the most comprehensive and extensive training possible. This program is designed specifically to prepare the student for that purpose.

Upon successful achievement of the ranking of “high distinction” students are invited to continue with a paid apprenticeship. The apprenticeship involves assisting a well-qualified and experienced farrier within the USA. Students shall reside with or close to the farrier’s origin of business and serve as an apprentice for a minimum period of One (1) Year. During this time, students will adhere to the demands of the supervising farrier and will be evaluated regarding specific criteria. Evaluations are formally conducted on a quarterly basis using an online survey designed to assess all practical skill developments.

Upon completion of all duties of the apprenticeship survey categories, students have the option of returning to KHS to complete advanced NFTP certification examinations. The students who successfully complete the requirements for the NFTP are a select few. It takes dedication to craft and a true personal commitment. Those select few are now practicing at the top of the farrier chain, with success far-outreaching most long-practicing farriers. Once complete, your name will be added to the permanent display at KHS as one of the few select who have achieved this standard. You can see the names of these few at the Kentucky Horseshoeing School.

Farrier Independent Studies: A KHS Exclusive

KHS strongly believes that farrier education and professional development is a life-long endeavor, and we invite working farriers to contact us to discuss a curriculum designed to meet their specific needs.

We often arrange individual plans of study for farriers desiring to hone their skills for certification, to develop a fuller understanding of anatomy and/or mechanics, to learn more about specialty and/or therapeutic shoeing, and any number of other, specific needs.

Feel free to contact us concerning your needs, and we will develop a course designed specifically for you.

Academic Expectations

Theoretical

Lectures will be presented on a whiteboard or with PowerPoints which include high quality pictures and up to date information on the industry; students will participate in dissections, view high speed videos of horses on Poly-track Surfaces, and learn from the following books:
KHS Workbook, Taylor, Mitch, CJF, AWCF The Principals of Farriery, Colles & Ware The Principles of Horseshoeing (P3), Butler, Doug Dr., and Butler, Jacob. The Horse Conformation Handbook. Smith Thomas, Heather. Adam’s Lameness in Horses. 5th Ed., Stashak, Ted.

Gathering information from several diverse sources will give students a more solid understanding of the profession. In addition, students will be given written tests on the material covered to ensure they have retained everything that is taught. If students have trouble taking tests, accommodations can be made for them. Class sizes are limited to 14 to ensure students receive the one-on-one attention they need. Instructors are receptive to questions and are willing to help in any way possible. Furthermore, if students need additional help outside of class, our instructors can provide tutoring. Also, group projects will be utilized for students to collaborate on material. Homework (such as in the form of worksheets) will be assigned for students to demonstrate the information taught in the classroom. The Learning Resource Center (LRC) outfitted with a full complement of electronic and internet-based learning materials and is available for student use 24-hours a day.

Due to limited availability of many of our print materials, the print library is open to students during normal school hours. Our librarian can assist in locating proper research materials. You can also access electronic versions of research documents in the LRC located in the dormitory facility. A complete, searchable database of all on-site research materials is available from the Administrative Office.

**Practical**

Students will begin with an introduction on all their tools and how to use them. Demonstrations will be done on cadaver legs first and students will be able to practice on them until they are competent enough to work on live horses. They are required to pass out trimming on a cadaver leg by the end of their first week and, beginning in their second week, they will go out trimming to local farms on Monday and Tuesday of each week. Students continue to go out trimming throughout their program to keep that skill sharp.

Forging demonstrations will instruct the student on the safety, use, and creation of shoes in the forge. The student will then be given time to practice what was taught. At the end of every week, a forging assignment will be due, allowing the student to demonstrate that they have fully retained the material. Again, Instructors will be present in the shops to aide students whenever they have a problem or question.
Tuition and Fees

Twelve-Week Farrier Survey Course

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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
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<td>Lab Fee</td>
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Twenty-Four Week Intermediate Farrier Program

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Thirty-Six-Week Career Track Farrier Program

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<tr>
<th></th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

An application fee of $50.00 is required. Upon acceptance, a deposit of $500.00 is due to secure student’s place in program. Tuition prices are subject to change. Current prices cannot be guaranteed for unpaid tuition.

Financial assistance is available for qualified students. Contact the Kentucky Horseshoeing School for more information. If completing a FAFSA application, the Kentucky Horseshoeing School code is 042396.

Materials and Tools

A complete farrier tool kit is necessary to ensure proper instruction and learning for each student at KHS. The recommended list of tools is below. KHS recommends that students outfit themselves with the appropriate tools when they arrive at the school. For that purpose, the staff at KHS has assembled a quality tool kit for each student. It is not required that students purchase their tools from KHS, however, each of these tools has been selected to ensure the best quality available and is offered at a student discount from our supplier. With proper care and maintenance, these tools will provide many years of useful service.

Students who already possess their own tools may supplement their kit upon arrival. KHS staff members will help you evaluate and select the additional tools and equipment you will need. If you wish to purchase your tools through KHS, please contact the admissions office at KHS for complete tool pricing and availability.
## Tools Required for the 12, 24, and 36 Week Programs

<table>
<thead>
<tr>
<th>Tool</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoeing Box</td>
<td>Hoof Dividers</td>
</tr>
<tr>
<td>Shoeing Apron</td>
<td>Clincher</td>
</tr>
<tr>
<td>Driving Hammer</td>
<td>Clinch Block</td>
</tr>
<tr>
<td>Push Gouge</td>
<td>Steel Rule</td>
</tr>
<tr>
<td>Shoe Pull Offs</td>
<td>Anvil Devil</td>
</tr>
<tr>
<td>Hoof Knife</td>
<td>Sanding Blocks (2)</td>
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<tr>
<td>Nippers</td>
<td>Pritchel</td>
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<tr>
<td>Rasp (2)</td>
<td>Cityhead Drift</td>
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<tr>
<td>Drift Rasp Handles (2)</td>
<td>E-Head Punch</td>
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<tr>
<td>Crease Nail Pullers</td>
<td>Creaser</td>
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<tr>
<td>6” Round File</td>
<td>Bob Punch</td>
</tr>
<tr>
<td>Pee Wee Tape – 6’</td>
<td>Hot Cut</td>
</tr>
<tr>
<td>Clinch Cutter</td>
<td>Rounding Hammer</td>
</tr>
<tr>
<td>Safety Glasses</td>
<td>5/6 Tongs</td>
</tr>
<tr>
<td>T-Square</td>
<td>3/8 Tongs</td>
</tr>
<tr>
<td>Sure Weld</td>
<td>1/2 Tongs</td>
</tr>
<tr>
<td>Butcher Bock Brush</td>
<td>1/4 Tongs</td>
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<td>Flux</td>
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## Academic Calendar 2018

<table>
<thead>
<tr>
<th>Class Start</th>
<th>12-Week Graduation</th>
<th>24-Week Graduation</th>
<th>36-Week Graduation</th>
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<tbody>
<tr>
<td>January 8, 2018</td>
<td>March 29, 2018</td>
<td>June 21, 2018</td>
<td>September 27, 2018</td>
</tr>
<tr>
<td>April 2, 2017</td>
<td>June 21, 2018</td>
<td>September 27, 2018</td>
<td>December 20, 2018</td>
</tr>
<tr>
<td>July 7, 2018</td>
<td>September 27, 2018</td>
<td>December 20, 2018</td>
<td>March 28, 2019</td>
</tr>
<tr>
<td>October 1, 2017</td>
<td>December 20, 2018</td>
<td>March 28, 2019</td>
<td>June 20, 2019</td>
</tr>
</tbody>
</table>

### 2018 Breaks
- June 25-July 6
- November 21-23 – Thanksgiving Break
- December 24 - January 5, 2019

### 2018 Holidays
- January 15 – Martin Luther King, Jr. Day
- May 4 – Kentucky Oaks Day
- May 28 – Memorial Day
- September 3 – Labor Day

## Academic Calendar 2019

<table>
<thead>
<tr>
<th>Class Start</th>
<th>12-Week Graduation</th>
<th>24-Week Graduation</th>
<th>36-Week Graduation</th>
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<tbody>
<tr>
<td>January 7, 2019</td>
<td>March 28, 2019</td>
<td>June 20, 2019</td>
<td>September 26, 2019</td>
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<tr>
<td>April 1, 2019</td>
<td>June 20, 2019</td>
<td>September 26, 2019</td>
<td>December 19, 2019</td>
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<td>July 8, 2019</td>
<td>September 26, 2019</td>
<td>December 19, 2019</td>
<td>March 26, 2019</td>
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<tr>
<td>September 30, 2019</td>
<td>December 19, 2019</td>
<td>March 26, 2020</td>
<td>June 18, 2020</td>
</tr>
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### 2019 Breaks
- June 24 - July 6
- November 27 - 29 – Thanksgiving Break
- December 23, 2019 - January 8, 2020

### 2019 Holidays
- January 21– Martin Luther King, Jr. Day
- May 4 – Kentucky Oaks Day
- May 28 – Memorial Day
- September 3 – Labor Day