



John Hlebaen, President/C.E.O

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Trails End School of Taxidermy

310 West Main Street

PO Box 127

Rice, MN 56367

Phone: (320)393-2825

Fax: (320)393-4737

jake2825@clearwire.net

www.trailsendschooloftaxidermy.com

INTRODUCTION

Have you always been interested in the fine art of taxidermy? Ever wonder how they do it, put an animal together after it has passed on? How is the smell taken out of a fish? How do the wings stay positioned on a bird in flight? How are the colors put back in a fish mount? All of these questions can be answered at Trails End School of Taxidermy, located in Rice, MN - 20 minutes North of St Cloud, MN on Hwy 10.

As a student at Trails End School of Taxidermy, you will gain hands-on instruction from some of the finest instructors the Midwest has to offer. Through demonstrations and discussion, you will learn the fundamentals needed to prepare you for developing a working knowledge of the art of taxidermy.

Trails End School of Taxidermy offers a variety of courses including; birds, small mammals, game heads, fish, scenery base design, and basic business instruction. Classes are held in the evening, three times per year, and run Monday through Friday for 12 weeks. Specialized courses are also offered at different times throughout the year. If the entire course is not what you are looking for, species specific classes are available. Day classes are also available, however, they are only held on the weekend. Please call for further information.

COURSE OUTLINE

Each student will mount; 2 birds, 3 gameheads, 4 fish, 1 life-size small mammal, and 3 scenery bases. **ALL SPECIMENS ARE PROVIDED BY TRAILS END SCHOOL OF TAXIDERMY.** Each mount is the students to take home with them at the completion of the course. For the experienced taxidermist, Trails End School of Taxidermy offers advanced, one week species specific intermediate courses.

Students will also receive instruction in basic business operations. Each student will leave with an understanding of how to set-up and run a shop. This includes; controlling overhead expenses, customer relations, basic bookkeeping, mount pricing, licensing, and various other day to day procedures.

If the entire course is not what the student is looking for, there is also the option of enrolling in individual courses. The tuition breakdown, and dates for these, is available by contacting Trails End School of Taxidermy.

Birds

35 hours are devoted to bird taxidermy. Students will skin and mount 2 birds, one pheasants and a duck (to be placed on a scenery base). The following procedures will be covered:

- Anatomy
- Skinning and fleshing
- Preserving
- Measurements
- Form selection
- Skin preparation
- Mounting
- Final preparation
- Painting with an airbrush
- Positioning on base/habitat

SCHOOL CALENDAR

Classes are held in the evening three times per year. The winter class starts the first week of January. The spring class starts the third week of March. The summer class starts the first week of June. There are no classes held in the fall. Each class is 12 weeks in length, Monday - Friday from 5:00 pm to 10:00 pm. The following is a list of dates that class is not in session:

New Years Day
Presidents Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day

Any time that class needs to be cancelled for a night that class will be made up at a later date.

FACILITIES

Trails End School of Taxidermy is located inside a fully equipped, working taxidermy studio. 1,800 square feet has been dedicated as classroom area. This includes eight individual student booths, paint booth, supply area, instructor demonstration area, walk-in freezer, and restroom.

HOUSING

Trails End School of Taxidermy does not have on-site housing at this time.

ATTENDANCE POLICY

Attendance is a crucial part of learning the art of taxidermy. If you're not in class, it is impossible to gain the knowledge needed to complete the course. If a student is not able to attend class due to health or emergency reasons, notice must be given as soon as possible. Without prior notice of an absence, the student will not be allowed to make-up that class. In the event of two (2) consecutive absences without prior notification, or a total of five (5) throughout the course length, a student will be dismissed.

STUDENT CONDUCT

Students of Trails End School of Taxidermy are responsible for following all of the rules and regulations that have been set forth. Failure to follow any of the rules and regulations may result in immediate dismissal. The rules and regulations are as follows:

1. All safety regulations must be observed and followed.
2. Physical and/or verbal assault against any student or instructor will not be tolerated.
3. Theft or damage of any property will not be allowed.
4. Students must refrain from using obscene or vulgar language.
5. Harassment of any form will not be tolerated.
6. Students will not be allowed to come to class intoxicated or under the influence of any controlled substance.
7. Students will not be allowed to have in their possession any controlled or illegal substances.
8. Stealing or falsifying information will not be tolerated.
9. Students must respect other students and do nothing that may interfere with their learning.
10. Students will not be allowed to do or participate in any activity that could bring harm to themselves or any other student.

The rules set forth above have been created to provide a safe environment so that every student may have the opportunity to obtain a quality education. Trails End School of Taxidermy may, at any time it deems necessary, add to or edit any of the rules and regulations as it sees fit.

COMPLAINT PROCEDURE

If, at any time, a student would like to file a complaint in regards to another student, instructor, etc. it is necessary to file such a complaint in writing. Any complaints that might be filed will be kept confidential. An investigation into the complaint will be conducted and disciplinary measures will be taken accordingly.

PREVIOUS CREDIT TRANSFER

Because the art of taxidermy allows for a wide variety of techniques, it is the goal of Trails End School of Taxidermy to offer an opportunity for its students to complete the course with the skills needed to advance in the field. Due to the way the course is structured, however, any previous credits or training are non-transferable.

ENROLLMENT

Class size is limited to eight students per session. Applications for enrollment will be accepted any time prior to the first day of class. If the session preferred is filled, notice will be given and the applicant will be put on a waiting list for that session should anyone cancel their enrollment. If no openings come available the applicant may choose to enroll in another session or receive a refund of their deposit. Early registration is strongly recommended.

To register, please complete the application and return to Trails End School of Taxidermy with a deposit of \$1,000.00. This deposit will be applied, in its entirety, to the tuition cost. The remaining tuition is due the first day of class. All of the supplies needed throughout the session are provided by Trails End School of Taxidermy.

TUITION

The \$5,950.00 cost of tuition includes: a (1) year membership to the taxidermy association of choice, a (1) year subscription to "BREAKTHROUGH" magazine, one of the premier magazines in taxidermy, and the specimens needed to complete the course along with the forms that each specimen will be mounted on. All of the tools needed throughout the class are provided by Trails End School of Taxidermy. These supplies are not, however, the students property to take with them upon completion of class. You will get to keep and take home the airbrush you will use in class.

The only materials that students need to supply are: a pencil, notebook, and a video camera (this is not required, but is STRONGLY suggested).

BUYER'S RIGHT TO CANCEL

INSTRUCTORS

Our list of instructors is constantly increasing. At Trails End School of Taxidermy we strive to acquire the best taxidermy instructors in their field. These instructors have won various state, national, and world titles.

John Lind	ND	Small Mammals/Fish
Steve Silseth	ND	Fish
Michelle Hlebaen	MN	Business/Birds
Bill Yox	NY	Whitetails
Mike Pendzimas	MN	Whitetails/Birds
Jim Slocum	MN	Birds/Small Mammals/Whitetails
Jim Willard	MN	Whitetails
Pat Grimes	MN	Small Mammals/Bear
John Hlebaen (Owner)	MN	Bear/Scenery Bases

We are adding top quality instructors to our instructor list as they become available.

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, **then a complete refund is given regardless whether the program has started.**

If a student gives written notice of cancellation after five business days of the execution of the contract or day on which the student is accepted, but before start of program by the school, **then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student.**

If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, **then the student is assessed pro rata portion of tuition, fees, and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed \$100.00).**

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to the date of delivery of the notice of acceptance: and if delivered by mail, the postmark date of the letter of acceptance.

Game head

40 hours are devoted to deer taxidermy. Students will flesh and mount two game head mounts. The following procedures will be covered:

- Anatomy
- Measurements and form selection
- Hide preparation for tanning, including turning of the ears, and splitting the eyes, nose, and lips.
- Placement of antlers/horns on form
- Setting eyes
- Form alteration
- Repair of damage/holes to hide
- Mounting on form
- Final preparation/grooming
- Painting with an airbrush

Bear

20 hours will be devoted to bear taxidermy. Students will flesh and mount 1 open-mouth black bear. The open-mouth pose will give students the experience needed for doing other open-mouth specimens. The following procedures will be covered:

- Anatomy
- Measurements and form selection
- Hide preparation for tanning, including turning of the ears, and splitting the eyes, nose, and lips
- Setting eyes
- Repair of damage/holes to hide
- Mounting on form
- Final preparation/grooming
- Painting with an airbrush

Application for Enrollment

Name: _____,
(Last) (First)

Address: _____,
(Street) (City) (State)

Phone: () _____ E-mail: _____

Emergency Contact: _____,() _____
(Name) (Phone)

Current Experience, if any (ex: fleshing, skinning, airbrush, etc.): _____

Course: _____,
(Entire/Specimen Specific) (January/March/June) (Year)

Specimens You Want to Provide (if any): _____

Taxidermy Course length is approximately 300 instructional hours.

Please enclose a check or money order in the amount of \$1000.00 with your application. This will guarantee your spot in the class. The remainder of \$4950.00 will be due at the start of class. No deposit required if using the self loan program.

This is a legally binding contract, upon written acceptance, unless cancelled pursuant to the enclosed Buyer's Right to Cancel.

**Please send completed application along with your deposit to:
Trails End School of Taxidermy
PO Box 127
Rice, MN 56367**

Then all tuition, fees and other charges, except 15 percent of the

total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student.

If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, **then the student is assessed pro rata portion of tuition, fees, and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed \$100.00).**

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to the date of delivery of the notice of acceptance: and if delivered by mail, the postmark date of the letter of acceptance.

Trails End School of Taxidermy is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The educational programs may not meet the needs of every student or employer.

*Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108*

Fish

90 hours will be devoted to fish taxidermy. Students will skin and mount 4 wall-mount fish (one of which will be positioned on a scenery base), as well as develop the skills necessary for completing pedestal mounts. The following procedures will be covered:

- Anatomy
- Drawing patterns for carving body
- Skinning and fleshing
- Preserving
- Mounting/casting heads
- Setting eyes
- Carding fins
- Correct use of epoxy
- Finish work
- Painting using an airbrush
- Positioning on a base/habitat

Small Mammal

20 hours will be devoted to life-size taxidermy. Each student will skin, flesh, and mount a small mammal. This mount will then be placed on a scenery base. The following procedures will be covered:

- Anatomy
- Measurement and form selection
- Skinning and hide preparation for tannery, including turning of the ears, and splitting the eyes, nose, and lips
- Setting eyes
- Repair of damage/holes to hide
- Mounting on form
- Final preparation/grooming
- Painting using an airbrush
- Positioning on base/habitat

Basic Business Operations

10 hours will be spent covering basic business functions. Each student will be given basic instruction in business operations. With a general understanding of day to day operations, students will leave knowing what to expect if they decide to turn their hobby into something more. The following items will be covered:

- Basic bookkeeping skills
- Pricing mounts
- Customer service
- Licensing
- Advertising
- Controlling overhead expenses
- Collections

Habitats

25 hours will be spent creating habitat bases. The three types of habitats that will be completed are: underwater, pond setting, and field setting. Each base will then be incorporated into one of the mounts.

Discussion/Demonstration

10 hours will be spent discussing Taxidermy and the law and Getting licensed by the DNR and USFW, as well as a general overview of the field. Each student will leave with a subscription to Breakthrough magazine, one of the premier magazines in taxidermy. You will also get a one year membership to a Taxidermy Guild or Association of your choice. Demonstrations on the various techniques will be performed allowing students the opportunity to video-tape the procedures so that they will have information readily available to them at the completion of the course for reference. A demonstration will be given on each specimen that the student will be completing throughout the course. (45 hours). 5 hours will be spent touring the tannery and viewing demonstrations.

Upon satisfactory completion of the entire taxidermy course, 300 hours of class time, each student will receive a certificate of completion.

GRADING POLICY

It is the policy of Trails End School of Taxidermy to provide its students with a non-competitive atmosphere. The course is set up on the pass/fail system. Each student's progress is assessed by the individual instructors. The instructors will, upon completion, evaluate each piece and provide the students with a critique. Because each student will progress at different rates, these critiques will enable the students to improve upon the areas that are needed. At Trails End School of Taxidermy we feel that any student who makes an effort should be able to leave the class with a certificate of completion. This certificate shows that the student has been instructed in the areas necessary to advance in his/her taxidermy career. If any student chooses not to make an effort, that student will not receive a certificate. If, in the future, he/she should like to re-take the course they may do so. However, the full tuition amount will be charged.

REFUND POLICY

BUYER'S RIGHT TO CANCEL

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, **then a complete refund is given regardless whether the program has started.**

If a student gives written notice of cancellation after five business days of the execution of the contract or day on which the student is accepted,