CEDAR RAPIDS CAMPUS
2945 Williams Parkway SW
Cedar Rapids, Iowa 52404
(319) 364-1541

DAVENPORT CAMPUS
2540 E. 53rd Street
Davenport, Iowa 52807
(563) 388-6642

DUBUQUE CAMPUS
395 Main Street
Dubuque, Iowa 52001
(563) 588-2379

Waterloo Campus – Branch of Dubuque Campus
2323 Crossroads Blvd
Waterloo, IA 50702
(319) 234-2600

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Thank you for your interest in Capri College. Our career college offers specialized training in the fields of Cosmetology Arts & Sciences and Massage Therapy. This training provides rewarding career opportunities in the beauty and wellness fields.

Professionalism, respect, honesty and integrity are the cornerstones of our philosophy. Capri practices this ideology by maintaining honest and fair relationships with its staff, students, clients and colleagues.

A source of pride for Capri College is being accredited by the Accrediting Commission of Career Schools and Colleges. Being nationally “accredited” and recognized by the Federal Department of Education is an assurance for the student that all educational promises and programs are monitored and follow policies that are based on high integrity and honest business dealings. Schools that are not accredited have few guidelines or requirements of excellence to follow. That is why all top colleges and universities strive to be accredited and invest in their students and programs accordingly. Accredited schools undergo strict scrutiny by state and federal oversight to assure the student that the school is ethical, professional and reliable.

Capri takes great pride in training our instructional staff to meet the needs of each student. Our teaching staff is committed to selecting and developing instructional materials which will prepare our students to succeed in their chosen fields and which will meet the needs and expectations of future employers.

We look forward to introducing you to the exciting fields of Cosmetology Arts & Sciences and of Massage Therapy and we will do our very best to provide for you a challenging and rewarding educational experience.

Warmest regards

Charles B. Fiegen, President

***The information contained in this catalog becomes effective on July 1, 2015. This publication and the policies contained herein supersede any and all prior publications of the Capri College Catalog and the Student Policies and Procedures Handbook. Please be advised that the policies contained in this catalog may be modified, rescinded, suspended or canceled at any point in time. In addition, new policies may be added without consent.
I. GENERAL INFORMATION

Capri College Mission Statement
Our Mission is to provide the most comprehensive, hands-on education possible: To offer the knowledge and technical skills you need to be confident and successful.

Capri College Philosophy
The philosophy of Capri College is to train students to become qualified and employable in the fields of Cosmetology Arts & Sciences and Massage Therapy. Capri continuously strives to improve the curriculum by incorporating new techniques into the existing programs and requiring staff members to participate in professional advancement by attending educational conferences, continuing education seminars and in service training.

Capri College History
1966  Capri Cosmetology College, formerly Mr. Terry’s University of Cosmetology, was established on February 20, 1966 by Charles Fiegen and Edward Bisenius.
1969  Due to downtown urban renewal project, Capri Cosmetology College in Dubuque, Iowa relocated to the present location at 395 Main Street.
1977  Capri Cosmetology College was established in downtown Cedar Rapids, Iowa. This location was formerly Paris Beauty Academy.
1987  The former Stewart School of Hairstyling in Davenport, Iowa because the third Capri Cosmetology College.
1988  Capri became accredited by ACCSC to expand program offerings to students.
1992  Capri Cosmetology College name changed to Capri College to reflect the ever developing and expanding program offerings.
1992  Capri launched the first Nail Technology program in Iowa
1992  Capri College introduced the Massage Therapy program
1995  Ed Bisenius retired and Chuck Fiegen became president and sole owner of Capri College
2001  Capri College introduced Esthetics to the list of program offerings
2004  Capri College is Cedar Rapids moved to a new state of the art building on Cedar Rapids’ West side.
2007  Capri College in Davenport acquired a beautiful new facility on the busy and flourishing 53rd Street Corridor.
2008  Capri College in Dubuque renovated and restored the historic Main Street building to the original interior. The brick walls and wood interior re-establishes the integrity of the structure and creates a beautiful and Historic atmosphere.
2014  Capri College in Waterloo was approved as a Branch Campus to the Dubuque Campus

Accreditation and Licensing
Capri College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed with the U.S. Department of Education as a nationally recognized accrediting agency. The programs offered at Capri College are licensed or regulated by:

Iowa State Department of Public Health
Lucas State Office Building
Des Moines, Iowa 50319

Iowa College Student Aid Commission
430 East Grand Ave - Floor 3
Des Moines, Iowa 50309-1920
FACILITIES & EQUIPMENT

Capri College - Dubuque, Iowa - Main School
Capri College in Dubuque, Iowa is located at 395 Main Street, centered in a richly historic downtown location, next to the Five Flags Civic Center. The campus is within walking distance of the beautiful new Iowa Welcome Center, Grand Harbor Convention Center and Waterpark, National Mississippi River Museum, Grand River Center, Dubuque Museum of Art, and the new picturesque Mississippi River-walk and Plaza. Capri College Dubuque campus consists of a restored historic three story brick building and attached one story building that was added to accommodate the growing spa industry. The Main Street entrance opens into a large reception area and a 3,500 square foot cosmetology student salon and spa. The first floor also includes a diverse retail center for hair, skin and nail products, a spa area for manicures and pedicures and private skin care rooms for esthetics services. First floor also offers entrance to the administrative and admissions offices and public restrooms. The second floor consists of an additional 4,200 square feet, featuring three large classrooms, a fully equipped student lounge, and a student library and computer lab with high speed internet access. The faculty offices and corporate Financial Aid headquarters are located on second floor. The third floor is storage and reserved for future expansion. A large one story structure adjacent to the cosmetology building accommodates the Esthetics and Massage Therapy classrooms and private treatment rooms for quiet and personal spa services. This spacious 7,000 square foot building is connected to the main building internally and also has separate outside private access for massage therapy clients and students. The corporate administrative and accounting offices are also located in an area of this structure. A large well-lit weather insulated public parking ramp is located directly across the street from the college for student, staff and customer parking convenience.

Capri College - Waterloo, Iowa - Branch of Dubuque Campus
Capri College opened a location in Waterloo, Iowa in March of 2014. The Waterloo Capri is located at 2323 Crossroads Boulevard which is ideally situated in the busy Crossroads Center Mall area, along with many big name department stores, including Dillards, Best Buy, Walmart, and Gordmans. The college is also set amidst many new hotels that serve to accommodate guests for shopping and the nearby Isle of Capri Gambling Casino. Capri College Waterloo school is housed in a one story, independent strip mall complex which includes a fitness center and a daycare provider. The main entrance opens into a large reception area and a 4,000 square foot cosmetology student salon and spa. This includes student stations, a retail center for hair, skin and nail products and college apparel. To the left of the entrance is a spa area for manicures and pedicures and private skin care rooms for esthetics services. The immediate right of the clinic floor houses the administrative and student support service offices for easy and open access for our students and guests needs. Immediately next to the guest service reception desk is our admissions office and full-time admissions representative, ready and excited to assist you with the enrollment process and to honestly answer any questions. Large handicap accessible public restrooms are located adjacent to and in the rear of the clinical area. The future Massage Therapy clinic and classroom area is adjacent to the cosmetology clinical area, and equipped with a separate and private entrance and waiting area. The Massage Therapy area also offers 8 beautiful private treatment rooms for students and the public. The west side of the building offers two large cosmetology classrooms, a student lounge and restrooms. While the college offers a spacious area for our present educational needs, there is an attached area north of the building open for future expansion. For student and guest parking there is a large well-lit and maintained lot available for the entire strip mall.
Capri College – Cedar Rapids, IA
Capri College in Cedar Rapids, Iowa is located just off of Highway 30 (Edgewood Road Exit) on the southwest side of Cedar Rapids at 2945 Williams Parkway SW. Capri College sits amid large commercial department stores (Walmart, Target, Kohls) and many eclectic and popular chain restaurants. Capri College’s (Cedar Rapids) innovative building is a beautiful 20,000 square foot, tri-level educational facility and student salon and spa. The main floor opens up to a large retail center for hair, skin, nail and massage products, along with a busy point-of-sale and reception desk. On either side of this area are the admissions and administrative offices and the men’s and women’s restrooms. After check in at the desk you will be welcomed into the service area which is a massive urban retro 9000 square foot bi-level clinical area for massage, hair and beauty treatments. In addition, for added service, there are two separate and private spa service areas, one for hand and foot nail care and one for esthetics and skin care. The second level consists of a lofted area that encompasses five large experiential classrooms, and a student restroom. The private lower level of the loft area houses a large massage therapy practical classroom and individual treatment rooms for massage therapy and skin care services. A student library and computer lab, a locker area and student break room, and an entrance, exclusively for student use, completes the lower level of the west end of the campus. On the east side of the building is a private office area for faculty. For parking, there is a large private parking lot for students, clinic customers and staff surrounding the school.

Capri College - Davenport, Iowa
Capri College in Davenport, Iowa is conveniently located between Highway 61 & Interstate 74 at 2540 E. 53rd Street. The school is near the main thoroughfare of Jersey Ridge Road with neighboring businesses such as Rave Motion Picture, Old Navy, and a variety of great restaurants. This newly renovated, geothermal building is 20,000 square feet with natural light exposure and beautifully landscaped grounds. The main entrance opens into a welcoming reception area followed by a spacious 7,680 square foot cosmetology student salon and spa. Adjacent to the reception desk is the student library and computer lab offering high speed internet access. The faculty office, a cosmetology classroom, and spa area for manicure and pedicures are also on the main floor. A mezzanine area on the west side of the building is dedicated to administrative offices and two additional cosmetology classrooms. Auditorium seating with a capacity of 120 students is located in the northwest corner of the building. The restrooms, storage, and laundry facilities are located along the north wall of the clinic area. Directly across, shampoo bowls form a circle around an innovative circular dispensary. Ten large treatment rooms devoted to skin care and waxing are located to the east of the clinic area. Behind this is a large student lounge. On the east side of the building is the Massage Therapy department with its own private entrance and reception area. There are eight relaxing treatment rooms, instructor offices, student library, and two classrooms in this quiet 3,000 square foot professional setting. On the front and side of the building is plentiful client parking. Faculty and student parking are in the large private lot behind the building.
Capri College Kit and Equipment
Capri College uses professional equipment and supplies for instructional purposes. The student kit of equipment is complete with the tools and supplies needed while attending Capri and ultimately become part of the student’s personal equipment in their professional career. The kit is reviewed annually, and with the expertise of the Capri College Advisory Board, updates are made that are consistent with industry demands. Students are responsible for maintaining the full kit, text material and equipment required throughout the course. The student may purchase kit items from Capri or elsewhere, provided they are of comparable professional quality. Capri is not responsible for lost, loaned, stolen or broken equipment; therefore, borrowing equipment is discouraged. In additional to the extensive kit and text package provided to students, each cosmetology, esthetics and massage therapy student will be issued an electronic notebook to access on-line programs, research work and homework and for note-taking in class.

Capri College Audio/Visual Equipment
Capri College has an audiovisual library, front screen projectors, Apple TV, computerized classroom aids, televisions, and DVD players. The curriculum includes extensive DVD, video and audio recordings to help students in make-up work and stimulate and challenge their personal educational enhancement. The entire school is Wi-Fi accessible and the Student Resource Center is readily available to students and is also equipped with computers, printers and high speed internet connection.
II. ADMISSIONS POLICIES

Admission
A prospective student will only be admitted to Capri College if it is determined the student is capable of successfully completing and benefiting from the training. Capri College reserves the right to deny admission to any person that the school feels would be denied licensure and procuring employment in the field of study.

Statement of Non Discrimination
Capri College does not discriminate on the basis of age, race, color, ethnicity, national origin, gender, marital status, veteran status, sexual orientation, religious creed, or disability.

Admission Requirements
The following requirements must be met for admission to Capri College:

• High School Diploma or GED
• 2.0 GPA or higher from high school or college*
• Completed Capri College Enrollment Application with required addenda:
  • Campus visit and pre-admissions interview

Admission Procedure
To apply for admission at Capri College, a prospective student must:

1. Schedule and participate in a campus visit and successfully complete a pre-admission interview with a Capri College representative.
2. Submit Capri College application with required addenda. (as follows)
   o $50.00 non-refundable Application Fee
   o Attach photocopy of driver’s license or a government issued ID
   o Attach copy of high school diploma or general equivalency (GED) completion certificate.
   o Submit high school or college transcript(s)
     *The transcript is used to evidence a cumulative 2.0 grade point average or its equivalent. If below 2.0, a waiver of compliance may be submitted by applicant: To apply for the policy waiver the applicant must:
       • Request the policy waiver in writing citing circumstances or hardship
       • Submit two letters of recommendation from individuals who can evidence the applicant’s ability to meet the training goals and succeed in the program. The letters must be from employers, teachers/counselors or professionals who can attest to the applicant’s aptitude, reliability and character. The recommendation letters may NOT be from a relative of the applicant.
3. Submit $100 Registration (Trial Period) Fee
   o Registration Fee is due within 30 days of application submission to assure placement in class and participation in the Capri College Two Week Trial Period. The Registration Fee is refundable, upon written request, if admission is withdrawn prior to starting or if admission is denied.

After the Admissions Procedures are completed the College will send a letter of acceptance. An applicant not accepted by the College is entitled to a refund of all money paid to the school.

Payment Options
The individual who has been accepted as a student at Capri College pays tuition and fees at registration. Information regarding payment plans may be obtained from the Financial Aid or Admissions departments.
Campus Visits
Scheduled campus visits for facility tours and class observation, along with a career planning session with an admissions representative, may be made by appointment. This will give the prospective student an opportunity to observe the school, inspect equipment and address any concerns or questions about the career interest. A campus visit is required at least three days prior to starting a program at Capri. To schedule a campus visit please call the Capri College admissions office at the location of your choice.

Class Registration / Orientation Session
Class Registration is held prior to class starting date. Students will be notified by letter or electronic messaging of the date and time of their registration session. The school requires that students under legal age be accompanied by a parent or legal guardian. At this time, students will participate in an orientation for classes, all remaining financial obligations will be finalized and the Student Enrollment Agreement will be signed.

Registration Fee
Applicants to the College pay a $100 registration fee to secure a place in the class. This fee is refundable, upon written request, if the student does not start or discontinues within three business days after signing the enrollment agreement. In the event the student discontinues training during the Two Week Trial Period, this fee will be retained by the school for administrative costs. All other tuition monies paid will be refunded to the student. Upon successful completion of the Two Week Trial Period, this fee will be reflected as tuition credit on the student’s account. After the second week of class, the “Minimum Cancellation and Settlement Policy” applies to a student who terminates her/his enrollment.

Housing
Capri College does not provide housing for enrolled students. However, there are rental facilities in the area to serve the student population.

Americans with Disabilities ACT (ADA Policy)
Capri College complies with the provisions of the Americans with Disabilities Act of 1990. If you require special accommodations due to a disability as defined by -ADA 1990, you must submit the required Capri College application form along with a form outlining the disability and accommodations needed. Since most states require specific ADA attestations for State Board exam administration, Capri, also requires that the applicant submit appropriate (and current) documentation from a healthcare provider attesting to the disability and specifying the accommodations to be provided. Capri College will offer reasonable accommodations that fall within the parameters of the state board and licensing guidelines.

Legal History / Disclosure
Capri College asks for full disclosure of any prior felony(s) or misdemeanor(s) (other than minor traffic violations) on the enrollment application. This information is used to advise students of licensing complications or potential denial of state licensure. Capri College reserves the right to confirm any information submitted or to complete a background check on any applicant. We reserve the right to deny or terminate any student giving false information. The above information, including sex offender status, is kept in a student confidential file.

YOUR RIGHT TO KNOW: For information about Capri College graduation rates, the median debt of students who completed the program and other important information, please visit our website at:

http://capricollege.edu/Consumerinformation.pdf
Two Week Trial Period
Capri College requires our students to participate in a Two Week Trial Period prior to full acceptance to the program. This allows prospective students to participate in classes, meet with teachers and get a feel for the environment at Capri College. If during that two week period, he/she determines not to continue with training, the student withdraws with no additional tuition commitment. Capri College will retain the initial application fee and the $100 Registration Fee to cover administrative costs; all other monies paid to Capri College will be refunded to the student. The student who discontinues must return any equipment or books that were issued or will be charged accordingly for those items. The Two Week Trial Period also allows Capri College to assess the student’s aptitude to determine if the student is capable of successfully completing and benefiting from the program. At the end of the two week trial, a personal interview will be held between the student and a member of the College instructional staff to evaluate the student’s training progress. Specific areas that will be evaluated during the Trial Period are:

1. **Ability/Skill:** The initial weeks of training are very intense with many new skills learned daily. The student must demonstrate the ability to learn the technical skills necessary to be successful in their chosen career field. Students must maintain a 75% average.

2. **Academics:** Capri College must ascertain whether the student will be able to successfully pass the written State Exam to attain licensure in their field. Therefore, students must commit to their education by devoting time outside of school studying/preparing for tests. A 75% average must be maintained during this basic phase of training, as well as throughout program.

3. **Attendance:** Each day of class is a pre-requisite for the class that follows, therefore, attendance is essential for successful passing of the Trial Period and for eventual course success. Perfect attendance is expected during the Two Week Trial Period. Any days missed during the Trial Period will be factored into the decision of whether to allow the student to continue training at this time.

4. **Attitude:** Being in the classroom on time and commitment to the topic and demonstration is a priority. Students being disruptive in class, disturb the classroom learning environment, use inappropriate language, engage in unapproved or untimely cell phone activity or are disrespectful to other students or instructional staff will not be allowed to continue with the training at Capri College.
Transfer Students / Transfer Credit
At a minimum, 25% of the hours/credits required for graduation from Capri College programs must be completed at Capri College (the school awarding the degree.) Transfer students must pay a $100 Transfer Fee which is inclusive of any skill or assessment testing.

Cosmetology Arts and Sciences: Students with credit for previous cosmetology arts & sciences training must meet all the following requirements for transferring hours or credits:
1. Complete all Capri College admissions requirements and procedures
2. Obtain transcript(s) from previous Cosmetology Arts & Science training
3. Meet with School Director and Curriculum Director to determine the amount of clock hours transferable and the classes needed for graduation from Capri College program. The following criteria will be used to determine acceptance and amount of transfer hours that will be accepted by Capri College:
   a) the previous school hours must have been accrued within the past 24 months
   b) the student must have accrued more than 525 clock hours (25% of total program) from the previous school.
   c) the student must have demonstrated 90% attendance in previous school
   d) the student must have received a “C” or equivalent letter grade for all transfer classes
   e) the transfer student must participate in a Capri College Skill & Aptitude Assessment relative to their respective program.

A determination will be made by Capri’s Curriculum Director and School Director as to the number of hours that will be accepted from previous training program. Since the student will be granted a diploma stating successful program completion and graduation from Capri College, the amount of transfer hours will be based on ultimately meeting all of Capri College academic and skill level expectations.

Students with training from other cosmetology arts and science schools who transfer into any of Capri College cosmetology arts and science programs with less than 25% of the total course hours will pay full tuition. Students transferring with 25% or more of the program hours or credits completed will have the tuition calculated proportionately based on the remaining hours needed for completion. Fees, books and equipment are charged according to the items needed by an incoming transfer student.

*Core Life Science Transfer: The State of Iowa allows for transfer of core life science credit (150 clock hours) from one successfully completed Iowa Cosmetology Arts and Science program into the second Cosmetology Arts and Science program.

Massage Therapy: Students from other massage therapy programs or other health care educational facilities who may want to transfer credits or contact hours into Capri’s Massage Therapy program may opt to test out of portions of the Anatomy and Physiology classes. Students who transfer in A & P credits are still considered full time and must attend all other classes to be considered a graduate of Capri College of Massage Therapy. There is no tuition reduction for this option.
II. PROGRAMS OF STUDY

COSMETOLOGY  2100 Clock Hours
CIP Code:  12.0401 Cosmetology / Cosmetologist General  Length:  62 Weeks

The cosmetology course includes basic introduction into all phases of cosmetology, including public relations, communications, business management and cosmetology law.

The cosmetology field offers entry level occupations as salon stylist or owner, makeup and skin care technician, manicurist, hair consultant or product or sales representative.

The nature of this field is to serve the cosmetology needs of the general public.

Cosmetology Curriculum

Theory (including Core Life Sciences)  165 Clock Hours
Core Life Sciences include theoretical lecture on the topics of: Human Anatomy & Physiology, Bacteriology, Infection Control Practices, Basic Chemistry, Matter, Elements, Basic Electricity, Safety, Hygiene and Grooming, Professional Ethics, Public Relations, State and Federal Laws and Administrative Rules.

Instructor Demonstration, Application and Lectures  570 Clock Hours
Demonstration, Application and Lecture includes: Haircutting, Hair Design, Permanent Waving, Hair Coloring, Chemical Relaxing, Chemical Reformation, Thermal Styling, Manicuring, Pedicuring, Artificial Nails, Skin Care, Make up, Sanitation & Disinfection, Business/Salon Management, Public Relations, & Client Communications

Supervised Practical Instruction / Clinic.  1365 Clock Hours
Includes all Applied Practical and Clinical Instruction of Cosmetology Arts & Sciences, including mentoring.

Cosmetology Course Format

Term I - 525 Clock Hours
Basic Training - Skills and Service Orientation: Intro to Cosmetology

Term II - 525 (1050) Clock Hours
Skill Development  Designer Level: Client Experience

Term III - 525 (1575) Clock Hours
Speed and Skill Refinement – Advanced Designer Level: Client Development

Term IV - 525 (2100) Clock Hours
Career Preparation – Master Designer Level: Salon & Employment Readiness

Cosmetology Course Schedule:
Daytime hours of attendance: 8:30 a.m. – 4:30 p.m. Evening hours of attendance: 12:00 p.m.– 8:00 p.m.
Saturday Hours: 8:00 a.m.– 3:00 p.m. (1:30 Summertime hours)
Students attend introductory Cosmetology training (Basic Training) Tues. - Fri. from 8:30 to 4:30 for 10 weeks. Following successful completion of “Basics” the student will be assigned a schedule that includes evening hours and/or Saturdays. Check with the admissions representative for a specific schedule of classes and hours for the class and location of your choice.
The massage therapy program is designed to train the student in all aspects of Swedish and Deep Tissue Massage. Students will be required to learn massage strokes, understand the various body systems and how to palpate muscles to perform the art of massage.

The massage therapy field offers entry level employment opportunities in health care facilities, chiropractic offices, physical fitness spas and cosmetology salons, as well as providing the entrepreneur the opportunity to open and operate a massage therapy clinic.

The nature of this course is to serve the health, relaxation and wellness needs of the public.

**Massage Therapy Curriculum**

**Human Anatomy and Physiology** - A study of the body’s eleven systems and their functions.

**Pathology** - A study of the diseases of the human body and their indications or contraindications to massage.

**Kinesiology** – The study of “human movement”. A deep understanding of how muscles function in the human body is critical to the clinical reasoning and client assessment process as well as the application of massage and bodywork techniques.

**Theory of Massage Therapy** - This course encompasses the theoretical aspects of the massage therapy profession. It includes the history of massage, health, hygiene and sanitary practices, scope of practice issues, laws, ethics, endangerment sites, as well as the indications and contraindications of massage.

**Massage/Bodywork Practice and Assessment** – Practical hands-on classes of Swedish Massage, massage manipulations and palpations, client consultation, draping, body mechanics, and contraindications of massage are detailed in classes in Term I. The second term provides a comprehensive overview of Deep Tissue Massage, Thai Massage, and a research project.

**Adjunct Therapies** - include some accessory disciplines of massage, including but not limited to; Aromatherapy, Spa Therapies, Reflexology, CPR & First Aid, Sports Massage Chair/Corporate Massage, Pregnancy Massage and Traditional Chinese Modalities.

**Business** - Business Management and Career Planning,

**Massage Clinic / Lab** – Involves Clinical hands-on Participation and Corporate Outreach Programs.

### Massage Therapy Course Format

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TERM I</th>
<th>TERM II</th>
<th>TOTAL CLOCK HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>60 hours</td>
<td>45 hours</td>
<td>105 Clock Hours</td>
</tr>
<tr>
<td>Pathology</td>
<td>30 hours</td>
<td>30 hours</td>
<td>60 Clock Hours</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>60 hours</td>
<td>15 hours</td>
<td>75 Clock Hours</td>
</tr>
<tr>
<td>Theory of Massage</td>
<td>30 hours</td>
<td></td>
<td>30 Clock Hours</td>
</tr>
<tr>
<td>Fundamentals of Massage</td>
<td>135 hours</td>
<td></td>
<td>135 Clock Hours</td>
</tr>
<tr>
<td>Massage Therapy II / Deep Tissue</td>
<td>60 hours</td>
<td></td>
<td>60 Clock Hours</td>
</tr>
<tr>
<td>Adjunct Therapies</td>
<td>45 hours</td>
<td>30 hours</td>
<td>75 Clock Hours</td>
</tr>
<tr>
<td>Business of Massage</td>
<td>30 hours</td>
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<td>30 Clock Hours</td>
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<tr>
<td>Clinic / Lab Assignment</td>
<td>150 hours</td>
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</tr>
<tr>
<td><strong>TOTAL CLOCK HOURS</strong></td>
<td>360 hours</td>
<td>360 hours</td>
<td>720 Clock Hours</td>
</tr>
</tbody>
</table>

**Massage Therapy Course Schedule:**

Daytime hours of attendance: 9:00 a.m. – 3:30 p.m.
Evening hours of attendance: 12:30 p.m. – 8:00 p.m.
Saturdays: 8:00 a.m. – 2:00 p.m.

Clinical rotations includes nights and Saturdays. Each location has a schedule of classes and hours that are available upon request.
The esthetics course is designed to train students in all aspects of skin care and make-up. Students will be instructed in preventative as well as restorative skin care techniques. Capri College’s systematic instruction consists of lecture, classroom training and practical experience in a clinical setting.

The esthetics field offers entry level occupations such as skin care specialist, make-up consultant, esthetician, salon or spa employee or owner, manufacturer’s representative, or product sales consultant.

The nature of this field is to serve the skin care and make-up needs of the general public.

**Esthetics Curriculum**

**Theory (Core Life Sciences)**


**Instructor Demonstration, Application and Lectures**

History of Skin Care, Histology of the Skin, Dermatology, Esthetic Procedures, Ingredient and Product Analysis, Nutrition and Health of the Skin, Skin Analysis, Client Consultation, Client Preparation and Draping, Skin Cleansing, Professional Massage, Mask Therapy, Facial Treatments, Machine and Apparatus for Professional Skin Care, Removal of Unwanted Hair, Enemies of the Skin, Aging Skin, Cosmetic Surgery, Esthetics, Aromatherapy, Make-up, Color Theory, Business, Management, and Sales.

**Supervised Practical Instruction**

Includes all applied practical and clinical instruction of Esthetics.

**Esthetics Course Format**

Term I - 360 Clock Hours
Theory, Demonstration, Practical Classroom and Introductory Clinical Application

Term II - 360 (720) Clock Hours
Advanced Skin Treatments, Practical Application and Supervised Clinic/Lab

**Esthetics Course Schedule**

Esthetics students will attend school 24 hours per week for 32 weeks (two sixteen week terms) to attain 720 Clock Hours. Contact the Capri College Admissions Department for the specific schedule for your location.
The nail technology course is designed to train students in all aspects of manicuring, pedicuring and professional nail application. Capri College’s systematic instruction consists of classroom training and practical experience in a clinical setting.

The nail technology field offers entry level occupations such as nail technologist, manicurist, pedicurist, design specialist, manufacturer representative, sales consultant or nail salon owner.

The nature of this field is to serve the manicuring, pedicuring and artificial nail needs of the general public.

Nail Technology Curriculum

**Theory (including Core Life Sciences)**

- Human Anatomy & Physiology
- Bacteriology
- Infection Control Practices
- Basic Chemistry
- Matter, Elements
- Basic Electricity
- Safety, Hygiene and Grooming
- Professional Ethics
- Public Relations
- State and Federal Laws and Administrative Rules.

**Instructor Demonstration, Application and Lectures**

- Manicuring, Pedicuring, Nail Disorders and Diseases
- Nail Enhancements
- Sculptured Nails, Wraps, Fiber-glass, Gels
- Repairs and Fills, Superfluous Hair Removal
- Massage, Business / Salon Management
- Public Relations
- Client Communications
- Sales.

**Supervised Practical Instruction**

- Clinic/Lab and applied practical instruction of Nail Technology.

Nail Technology Course Format

**Term I - 180 Clock hours**

- Theory of Nail Technology I
- Natural Nail Care
- Nail Enhancements
- Communication
- Nail Business Skills.

**Term II - 180 (360) Clock Hours**

- Theory of Nail Technology II
- Advanced Nail Enhancements
- Communication
- Applied Practical Instruction
- Supervised Clinic/Lab.

Nail Technology Course Schedule

Nail Technology students attend school 24-28 hours per week. Daytime and evening schedules are available and hours and days vary, depending on location. Contact your Capri College Admissions Department for the specific schedule.
This cosmetology arts and science instructor course is designed to develop cosmetology arts and science course graduates as instructors in their related field. Capri College’s systematic teacher development program consists of presenting and implementing teaching methodology, presentation skills, teaching psychology, classroom management, evaluation and testing techniques, and general skill enhancement.

Upon successful completion of the Cosmetology Arts and Science Instructor Program, the student may be qualified for an entry level position as a cosmetology, nail technology, or esthetics instructor, salon educational director, manager or a platform artist demonstrating the skills and products associated with cosmetology arts and sciences.

The nature of this field is to instruct, evaluate, and share knowledge regarding the skills and services of the cosmetology arts and science industry.

**CA&S Instructor Curriculum**

*Theory and Practice of Teaching (Includes Core Life Science transfer) …………………...310 hours*

Fundamentals of Teaching Student Teacher Relationships, Basic Teaching Methods, Presentation Skill Development, Classroom Management, Lesson Planning, Curriculum Development, Student Learning Principles, Evaluation Methods and Procedures, and Teacher Training Workshops

*Applied Practical Skill Application…………………………………………………………… 690 hours*

Supervised Classroom Experiences, Supervised Clinical/Lab Experiences, Theoretical and Lecture Assignments, Evaluation and Advising.

**CA&S Instructor Course Format**

Term I - 500 Clock Hours/16 Weeks

Introduction to Teaching/Teacher Workshop “Teaching the Teacher to Teach”.
Supervised Classroom Teaching, Presentation Skills and Assistant Teaching, Lecture and Theoretical Presentations and Testing Procedures

Term II - 500 (1000) Clock Hours/16 Weeks

Team Classroom Teaching and Evaluations, Supervised Clinical Teaching and Evaluations, Customer Relations, Interviewing and Advising Students, Testing and Salon Field Experience.

**CA&S Instructor Course Schedule**

Schedules for each student instructor are set up independently and are based on clinical field schedules. A typical teacher training schedule will involve 24-32 clock hours a week (Monday through Saturday) Student Instructors must also maintain a minimum schedule in the salon to account for salon/spa experience. Cosmetology Arts and Science Student Instructors meet weekly with their Senior Advisor for evaluations and class planning.
IV. ACADEMIC POLICIES & PROCEDURES

Clock Hour Definition
One (1) Clock Hour = Sixty (60) minutes

Grading Procedure
Grades are given in the following areas:
*Theory Lecture quizzes and tests
*Clinical / Lab Experiences
*Practical classroom assignments
*Attendance / Participation

The following grading system is used in all courses at Capri College:
- Satisfactory (S)……80 -100%
- Needs Improvement (N)……75 - 79%
- Unsatisfactory (U)……74% or below
- Failure (F)……..0%

*A failure grade (0) will be given if a student fails to complete or submit their work

Capri College students must maintain a 75% minimum “Satisfactory” Grade Evaluation for satisfactory progress reporting

Retake Exams
Students who do not attain a 75% on a written exam may retake the exam but must do so within two weeks of the initial exam administration. Only one retake per exam will be allowed. If the student passes the retake exam, the exam score will be the minimum passing grade of 75%. If the student fails the second attempt, the second exam score will be recorded. If the student does not retake the test within the two week time frame and has not made prior arrangements for consideration, the student will receive the original unsatisfactory grade. In order to successfully complete the course, students must maintain a minimum passing grade of 75%.

Make Up Work
It is the student’s responsibility to make up all work missed due to absence or tardiness. Arrangements for make-up work must be made the first day the student returns to school following an absence. All make up work is due within two weeks of the absence unless specific arrangements are made between the student, the instructor and/or Student Support Services. Failure to turn in makeup work within the two week time frame will result in a zero (0) (Failure) for the class. It is imperative that students meet with their advisor or Student Support Services to make up all classes/exams missed due to absences as ALL classes/tests must be attempted in order to graduate. As with “retake” exams, students must maintain a minimum passing grade of 75% average to successfully pass the course. Continued missed classes and disregard for the training process could result in termination from school.

Progress Reports
Students will be kept apprised of their progress weekly at Advisory Meetings. Students will receive written reports at the end of each evaluation period/term. This report will be used for Satisfactory Progress determination and will include written theory exam scores, class grades, clinic requirements and attendance percentage. Students not meeting satisfactory progress will be subject to course failure or termination from school and/or loss of financial aid.
**Class Size**
To ensure that a student has opportunity for maximum participation and personal attention, the individual class sizes at Capri College are limited to a maximum of 30 students. The state of Iowa code requires an average student/instructor ratio of 15 to 1, however, Federal Department of Education, as reported on College Navigator, shows Capri College to have an instructor/student ratio average of 11/12 to 1.

**Parental / Spouse / Guardian Notification**
It is the policy of Capri College that parents / spouses / legal guardians / references of our students may be contacted concerning progress reports, attendance records, policy abuse, job placement, loan repayment, and/or other information that may affect student professional development, as deemed necessary by the college. Students assign permission to this effect by signing the enrollment agreement in which this policy is outlined. Note: An adult student may (in writing) retract or deny permission of this notification as per FERPA (Family Educational Rights and Privacy Act).

**Graduation Requirements**
Each student must satisfy all required academic and financial obligations, including but not limited to the following:
1. Proficiency in academic and technical skills, indicated by an overall grade average of 75% or above in written tests, practical clinic and class work and on final exams.
2. Completion of all requirements for the course, along with written tests, classroom assignments and clinical requirements
3. Completion of state mandated clock hours specific to the program
4. Participation in an exit interview conducted by a college staff member*
5. Payment in full of any and all accounts or outstanding debts with Capri College

*All students must complete a school exit interview, and any student receiving Financial Aid must complete a Financial Aid exit interview.

**Diploma Award**
Upon successful completion of the above graduation requirements, the student will be issued a diploma from Capri College.
V. SATISFACTORY PROGRESS

Satisfactory Progress
Satisfactory Academic Progress is required for all students actively enrolled at Capri College in order to maintain enrollment and eligibility for Title IV Financial Aid Funding. Satisfactory Progress must be maintained by all students, regardless of whether or not they are receiving Federal financial aid. Capri College maintains a file on each student throughout the program to verify Satisfactory Progress. Termination may result if student does not meet SAP minimums.

Evaluation Periods for Satisfactory Progress
Satisfactory Progress evaluation periods are scheduled at the midpoint and end of each academic year. SAP evaluations are completed and signed at the end of each evaluation period. In order to maintain SAP, a student must achieve the following:

A). Academic (Qualitative) Standard – Students will be given a percentage grade for academic progress. The minimum grade considered satisfactory is 75%.

B) Attendance (Quantitative) Standard - Satisfactory progress for attendance is considered to be completion of the required hours/courses for each period by the scheduled completion date. Attendance below 80% of scheduled time is unsatisfactory. Department of Education requires that all students must graduate in maximum time of 1.5 of course length. Approved Leaves of Absence are excluded in this time frame. The following schedule is the time frame for Satisfactory Progress Evaluations by program:

COSMETOLOGY… 2100 HOURS
Evaluation Periods: 525 Clock Hours / 1050 Clock Hours / 1575 Clock Hours / 2100 Clock Hours

ESTHETICS….720 HOURS
Evaluation Periods: 360 Clock Hours / 720 Clock Hours

MASSAGE THERAPY… 720 HOURS
Evaluation Periods: 360 Clock Hours / 720 Clock Hours

NAIL TECHNOLOGY… 360 HOURS
Evaluation Periods: 180 Clock Hours / 360 Clock Hours

INSTRUCTOR OF COSMETOLOGY ARTS AND SCIENCES…..1000 HOURS
Evaluation Periods: 250 Clock Hours / 500 Clock Hours / 750 Clock Hours / 1000 Clock Hours

Unsatisfactory Status
In accordance with the US Department of Education regulations, termination of financial aid may result when the student is not maintaining Satisfactory Progress. If a student is not meeting Satisfactory Progress, the student will be put on “Warning Status” for the next term. If at the end of the subsequent term, the student still does not meet “Satisfactory Progress”, he/she will be placed on “Probation Status” and lose Financial Aid Eligibility. This may also result in termination from the course.

Satisfactory Academic Progress: Any student who fails to maintain Satisfactory Academic Progress, outlined in School Catalog and determined at evaluation periods, may be terminated and lose financial aid eligibility (if applicable).
Appeals Process
Students who can demonstrate legitimate and/or extenuating reasons for not maintaining Satisfactory Progress may appeal (in writing) their loss of financial aid eligibility and/or enrollment termination. Situations such as extreme illness, death of a family member, natural disaster, or other documented events could warrant an appeal. If an appeal is granted, guidelines for the evaluation period will be established for the student by the school. These guidelines will consist of additional study time, practical assignments, extra scheduled hours or other related activities. During this time the student will remain eligible for Financial Aid. At the end next evaluation period it will be re-evaluated whether the student will continue training and be eligible for further financial aid. In extreme cases, the school may waive policies for students who demonstrate special consideration. Request for waiver consideration may be submitted in writing by the student, along with any supporting documentation.

Readmission Policy for Satisfactory Progress
Students may be eligible for readmission to the college following Unsatisfactory Progress dismissal from school after a waiting period of six months. Students may write an appeal to request special consideration of the six month waiting period.

Reinstatement of Aid
Students who were dismissed based on unsatisfactory status may be readmitted for a defined period of time on a probationary status. The students will be allowed to work toward satisfactory progress before being reinstated for financial aid. Eligibility will be determined based on an interview between the Financial Aid Director and the student. Students must maintain satisfactory progress during the reinstatement period in order to maintain enrollment and continued eligibility of financial aid.
VI. ATTENDANCE POLICIES

Attendance Policies
The state of Iowa requires recorded attendance of all scheduled hours; therefore, good attendance is essential. The student will realize the benefits of good attendance through good grades, a timely graduation, and enhanced job opportunities. If success is to be achieved, self-discipline in work habits is necessary.

All students must attend regularly scheduled classes and clinic. **Capri College does not differentiate “approved or unapproved absences” in terms of attaining hours.** If you are not in attendance on a scheduled day or part of a day, for any reason, you are considered absent.

Attendance Percentage Expectation
As stated in each program description, the State of Iowa requires specific hour attendance in each program in cosmetology arts and science and massage therapy. Capri College encourages 100% attendance from the students, however, we realize sickness and emergencies arise. Therefore, we strive for a reasonable attendance percentage of 90% or above. (This equates to an average of less than two days absence per month)

Students are kept abreast of their attendance status through weekly posting of hours. Rewards and “perks” are awarded to students who maintain above 90% attendance consistently. If a student falls below 90% attendance they must take immediate steps to make up the time to re-establish the 90% expectation. In the event the student attendance would drop to 80% (or below), he/she will be immediately placed on attendance probation. The probation time allows up to 60 days (two months) for students to demonstrate “noticeable” improvement in their attendance percentage. Students will be given every opportunity to bring their attendance average back up through scheduled make up time, make up assignments, waivers or appeal process. If the student fails to meet the 60 day attendance probation requirements or a pattern of superfluous absences continues, the student will be subject to suspension and/or possible termination from school. (Capri management and staff realize that occasionally “unfortunate” circumstances beyond the students control can occur. In this event, students may use the appeal process or request in writing a “policy waiver” specifically outlining the hardship or reason for the low percentage of attendance.) This waiver and hardship will be addressed and followed up by the School Director and/or Capri College Student Support Services.

Professional Conduct Violations
**Professional Conduct Violations** are written notifications for violations of attendance or school policies. **PCV’s** issued for (but not limited to) excessive absences, Saturday and/or evening absences, habitual or excessive tardiness, failure to notify the school of absences, and abuse of lunch and break times. PCV’s may be issued also for areas listed on the Student Code of Conduct.

Students are allowed a series of Professional Conduct Violations during their entire enrollment.

SEVEN PCV’s = Interview and written positive course of action
EIGHT PVC’s = Probation and re-affirm positive course of action
NINE PVC’s = Zero tolerance contract for prescribed period of time
TEN PVC’s = Termination

*A student has the opportunity to ”erase” a violation by demonstrating four consecutive weeks of perfect attendance or by volunteering and participating in select community service projects. This must be pre-approved by the school director/student support service coordinator.*

Accurate Time Recording
Abuse or cheating on time recording is considered a violation of the Student Code of Conduct and will result in Disciplinary Action, Probation, Suspension and/or Termination. Students may not have another student “clock them in or out”. This is considered as a breach of honesty from both students involved, and both will be subject to disciplinary action and may result in suspension or termination from school.
**Absence Notification**

If a student is going to be absent or tardy, the student, a parent, or spouse is required to call Capri College prior to the scheduled starting time. (recommended that you call 30 minutes prior to start time) Calling before scheduled start time allows the College to notify and change clinic appointments in a timely manner and also informs classroom instructors of the student’s absence prior to class commencing. Failure to report absences is unprofessional, disrespectful and considered one of the most egregious violations in a service industry; therefore, total disregard of this process will be addressed quickly and strictly. Failure to call in an absence in considered a “no call/no show” will result in suspension or termination from Capri College. Realizing students may “oversleep” or have travel complications and fail to call in the tardy or absence in a timely manner will be addressed through a process of notices. Students will not be penalized for a late absence call in if the call is received within a half-hour after their normal clock-in time. This applies only if the late reporting is OCCASSIONAL and does not indicate a pattern of disregard. Continued failure to notify the school of an absence in a timely manner will result in a Professional Conduct Violation. The phone system records exact timing of calls, therefore, specific call-in times are kept for student records.

*Due to privacy issues and accuracy of information, students may not have another student call in for them or report another’s absence.*

*If an absence is pre-planned, due to a special event, students are asked to submit a written request at least 24 hours in advance. If the RTO is not submitted 24 hours in advance it will be considered unexcused.*

**Tardy Policy:**

Students are considered tardy when they are not in attendance at the start of the scheduled class or clinic, but arrive after class or clinic commences. If a student is going to be tardy, he/she is expected to call prior to start time. More than two hours late will be considered absent in the calculation. Habitual tardiness/lateness is unprofessional and will result in a Professional Conduct Violation. Capri College realizes students may occasionally “oversleep” or have travel complications and may be unable to notify the school prior to start time. Therefore we have a special “grace period” on infrequent tardiness. Students will not be penalized for a late call in if the call is received within a half-hour after their normal clock-in time. This applies only if the late reporting is OCCASSIONAL and does not indicate a pattern of disregard. Students who know in advance they will be tardy due to appointments or commitments, may submit proper documentation for a waiver for the late arrival.

**Leaving Prior to Dismissal Time:**

If a student must leave school at any point in the day, he/she must submit a Request for Time-Off (RTO) to the reception desk or Student Services. Leaving school early without pre-notice or pre-approval, is considered an unreported absence and will be subject to a PCV. Repeated offenses will result in Disciplinary Action, Probation, Suspension and/or Termination from school.

**Lunches and Breaks**

Lunch time consists of one thirty (30) minute period of time per day. Classroom and clinical activities (appointment scheduling) determine appropriate lunch times and students will be assigned a scheduled lunch time by the instructor or receptionist. When scheduled on clinic, students are asked to clear specific lunch times and notify the receptionist if they are leaving the college premises. Over-running lunch times and being late for class or appointments will result in disciplinary action. Breaks, (small 10 minute mid-morning or mid-afternoon respite from class or clinic) is part of the scheduled attendance time and therefore regulated by the college as to where, when and how long breaks may be taken. Consequently, students may not leave the college premise while on break. Abuse of this policy will subject the student to disciplinary action, including Probation, Suspension or Termination.
Saturday/Evening Exclusive Attendance Criterion
Saturdays and evenings hours are mandatory and essential to the Cosmetology Arts and Science and Massage Therapy service industries and therefore those times are required attendance for students. Saturdays and evenings are vital to your future employer and we have committed to train and develop dependable employees and to instill a mindful work ethic in our students. Therefore, students who record more than THREE Saturday/Evening absences throughout their training will be given a Professional Conduct Violation for each Saturday or scheduled evening missed. In the event the student shows flagrant disregard for these mandated clinic times, the student will be subject to disciplinary action, which will included Probation, Suspension or Termination from the program.

Weather Closings
Notice of school closings due to snow or natural disasters will be aired on local radio stations and/or television stations in the city and surrounding areas of all Capri locations. Capri College also subscribes to a text-blasting announcement via the local radio stations. Student will be given specific information on this process at orientation. Closings will also be posted on the school’s Facebook page and voicemail system.

Leaves of Absence
Temporary interruptions in the student’s program due to medical or personal reasons may be allowed through the process of a Leave of Absence. The U.S. Department of Education has imposed strict regulations that limit leaves of absences to less than 180 calendar days during any one twelve month period. The allowable timeframe for an approved Leave of Absence may range from one week to six months (180 calendar days). Capri College requires student submit medical (or extreme hardship) documentation if the Leave of Absence is over fourteen (14) days. The Leave of Absence request must be submitted in writing, dated, along with start and end date of the requested leave, signed by the student (unless emergency prohibits) and approved by the School Director/Student Support Services. If an extension to the initial Leave of Absence is needed, the student must contact the school and resubmit the time of the needed extension in writing. In the event that a student has already taken a leave of absence of 180 days and is then faced with another emergency, the federal regulations require that the student officially terminate from school. As per Department of Education requirements, if a student does not resume attendance at the institution at or before the end of a leave of absence the institution must treat the student as a withdrawal and enact cancellation.

“Key” for Disciplinary Procedure
Professional Conduct Violations: Written notification for violations of attendance or school policies.
Disciplinary Action: A form of discipline to curb the continued disregard for school policy
Probation: A written contract negotiated between the student and Capri to chart a positive course of action within a specific time frame. Continued abuse of the policy while on probation will result in Suspension or Termination. Probation can range from 1 to 3 months.
In-School Suspension: The “in-school” suspension has specific time frames and specific guidelines that must be completed and thereby demonstrate improvement in behavior. Students given an in-school suspension are required to attend all class and clinic assignments but will be given specific non-client assignments to work on while suspended. In-school suspension students will not be allowed to participate in discounted student services or use the friends and family benefit. In-School Suspension may last from one (1) week to (3) weeks
Out-Of-School Suspension: Disregard to student policy, attendance and performance may result in an out of school suspension. This suspension can last from 2 weeks to 2 months. The student must commit in writing a plan to assure policy compliance before being allowed to return to classes.
Termination: Termination will result when all efforts to demonstrate improvement have been exhausted and students are unable to comply with the policies. Students who are terminated from Capri College may be eligible for readmission to the college after a period of six months. Students may write an appeal to request special consideration of the six month waiting period.
VII. DRESS CODE

Dress Code
Capri College students demonstrate their professional knowledge through their own personal appearance. The image presented must reflect traditional professional ideals through attire, hairstyle and hair color, grooming, actions and mannerisms. Therefore Capri enforces a professional dress code that prepares students for all areas of employment in a variety of business environments. Students not following the dress code will not be permitted to stay in school that day. If for some physiological or sociological reason the student cannot adhere to the dress code, the student may apply for a waiver from a specific requirement. This waiver must be documented in writing in the student’s file.

Cosmetology Arts and Science Uniforms
All Capri students are responsible for the neatness and cleanliness of their uniform.
Lab Jackets: Cosmetology Arts and Science students are issued a lab jacket(s) and/or apron(s). These must be worn at all times to identify “student” to the public.
Name Tags: All students will be issued identification badges which are to be worn at all times while in school. If an identification badge is lost, students inform the student services coordinator and must replace the badge on the same day.
Slacks/Pants: Students are required to wear professional, appropriately fitting, conservative BLACK slacks/pants.
Shirts: Students will receive BLACK Capri T-shirts as part of their uniform.
Shoes: Black low-heeled, closed toe, comfortable shoes must be worn with nude or black hosiery or trouser socks.
Hair: To be a professional stylist, skin care specialist, makeup artist or nail technician one must portray an image that reflects a confident and fashion forward image that looks their best and reflects the beauty industry. Hair must be styled, if a ponytail is worn, it must be curled, styled, and current. Female students must wear makeup every day and it should be checked and re-applied throughout the day when necessary. Polish may be worn, but chipped polish must be removed. Male students must be clean shaven or have a professionally trimmed beard, mustache and sideburns.

Massage Therapy Uniforms
Students will be issued Massage Therapy imprinted shirts. Professional looking black slacks/pants and black low heeled, closed toe shoes with black or nude socks or hose are are to be worn. Due to the substantial amount of stretching in Massage Therapy, it is recommended that the slacks/pants be comfortable and constructed of a stretchy fabric.

General
Tattoos, jewelry and/or fashion accessories must be of a non-controversial design and may not attract undue attention or cause offense or negative response from the public we serve.

Personal Hygiene
Due to the close personal contact students have with the public, daily showers or baths are required. Additionally, the use of deodorant, antiperspirant, cologne and breath mints and breath fresheners are essential. Gum chewing is prohibited. Foods that affect breath negatively should be avoided when serving the public. Special care must be observed by students who smoke (breath mints, hand washing, and neutralizing body and clothing sprays should be used).
VIII. GENERAL POLICIES

Classroom Policies (This list is for guidance only and not limited to the following):
Our goal is to provide a classroom with a learning environment for all students. Classroom activities and lessons are designed to help the student prepare their career through skill development and successful passing of the state licensing exam. To remain in compliance, the following policies are to be adhered to:

- A student arriving late to class will not be allowed to enter until after the next break so as not to interrupt the learning environment for students who arrived on time. Break times are determined by the Instructor.
- No chewing gum, eating, smoking or drinking (except water) in the classroom. Any container other than a clear water bottle is prohibited.
- Talking out of turn, swearing or profanity, sleeping, feet on desk or being disrespectful is unacceptable. Students will be asked to cease the behavior or leave the classroom.
- Students are expected to come to class prepared with textbooks, writing utensils, paper and the appropriate equipment for the lesson.
- Students must attend class appropriately dressed in uniform. (Cosmetology students must come to school with hair and make-up suitable to the career and Capri College dress code.
- Coats, purses, cell phones and all other items not needed for class must be left in the student’s locker.
- All students are required to participate in classroom practical application; i.e. being a model for makeup etc. Refusing to participate, sleeping in class, or being physically unable to participate will result in clocking out and being sent home.

Clinic Floor Policies (This list is for guidance only and not limited to the following):
Our goal is to provide a work environment that closely simulates a salon/clinic situation. The objective is to help the students perfect their technical skills, client communication, and to develop good working habits. Some procedures for clinic operation are governed by federal and state agencies. To remain in compliance, the following policies are to be adhered to:

- All services performed must have a consultation with an instructor before beginning. All steps to a chemical service must be checked by an instructor. All clients must be checked by an instructor at the end of each service.
- Students are responsible for cleaning and sanitizing work area, linens and tools.
- Students are all assigned a general sanitation for end-of-day clean-up
- Chewing gum, eating, smoking or drinking on the clinic floor is prohibited. (State Law)
- When students are not working with a client while on the clinic floor are expected to be working on practical skills. If students are not productively practicing such skills or studying, they will be instructed to clock out and go home for the remainder of that day.
- Refusal to participate or provide scheduled clinical services or appointments will result in students clocking out and being sent home. (unexcused absence)
- For safety reasons, cosmetology students and clients are not allowed to bring in personal hair care products. Only professional products provided by the school are used with the exception of a physician’s prescription.
- Students may receive clinic services at a reduced rate, and in some instances free, on designated days and times based on the respective school policy.
- Instructors are only allowed to perform services on clients or students for demonstration purposes.
- Students must properly sanitize hands before and after all services.
- Appointments are not to be changed or exchanged without an instructor’s permission.
- Clinic and Client records are to be accurately completed and maintained for each guest.
- Students are to have all equipment in good order at all times.
- Work stations must be cleaned every day.
• Students are not to swear, use profanity, or hold conversations with each other when servicing clients. The client should have your undivided attention.
• Students may NOT leave a client unattended for any reason, particularly during a chemical service.
• Problems with clients should be immediately referred to an instructor.
• Students are expected to be in compliance with all dress code rules.
• Students are not to have their cell phones on their person while servicing clients.
• Wash hands thoroughly before each service.
• Students must charge for all services performed.
• Guests, family and friends are not allowed to socially visit, or lounge with the student unless they are receiving services.

Assigned Sanitations & Dispensary Duties
Students are required to complete a daily sanitation procedure. These small assignments and tasks satisfy a portion of the State Board of Health requirements referencing sanitation. Students are also assigned laundry detail for towels or sheets and dispensary duty to sanitize instruments and equipment and to dispense products. These responsibilities are included in the sanitation and disinfection sections of the curriculum. This requirement does not include employee provided janitorial activities.

Reception Desk
The reception desk is the hub of activity at Capri College. To maintain order, accuracy and efficiency at the desk, the following guidelines have been established:
* Students must have permission from the receptionist to be at the reception desk
* Students may not alter clinic appointments without instructor permission
* Students may not loiter at or near the reception desk.

Telephone Usage / Messages
Due to the large number of incoming calls on the main business lines, students may not use the business telephone (land line) for either out-going or incoming calls. Only emergency phone calls from parents, spouses or children may be received through the business line. Capri College requests that students ask their family and friends to refrain from calling the school and/or personal cell phones unless it is extremely urgent or an emergency.

Mobile (Cellular) Phones
Mobile phones are a disruption to class and clinic environment. Students will not be allowed to have cell phone activity during either class and/or clinic....includes texting and reading text messages and cell phone internet communication. Phones must be turned OFF, silenced or stored when engaged in clinic or classroom activities. Further, each school has a designated area for breaks and cell phone usage. Mobile phone activity, including, but not limited to: conversations, photographing, text messaging or retrieving voice mail messages must be confined to only those areas. Disregard of this policy will result in: 1st offense will result in a warning; 2nd and subsequent offenses will result in confiscation of the cell phone for the duration of the day. Continued disregard of this policy will result in the student being dismissed from class, suspension and possible termination from school.
Copyright & Peer-to-Peer File Sharing:
Capri College will not tolerate any infringement of copyright laws or illegal downloading; including peer-to-peer file sharing. Students will be subject to standard Capri College disciplinary measures, as well as, any local, state or federal punishment.

*Penalties for violation of copyright laws (infringement) can be either civil or criminal. Criminal penalties for first time offenders can be up to five years in prison and up to $250,000 in fines. Civil penalties can include legal fees and thousands of dollars in damages. Each song has a minimum penalty of $750.00. For additional information, please visit the U.S. Copyright Office website at www.copyright.gov.*

Photography or Electronic Photo Imaging Communications
Video and still photography, without permission of the participant or permission from Capri College, may be subject to disciplinary action. This is to protect Capri College, its students and employees from libel or bullying charges. Photos used for portfolio, client before and after shots, etc. must have the permission of the person in the photo. Pictures posted on social webpages must be removed immediately if requested by the subject or the school.

Social Network Sites:
Social Network Sites (i.e. Facebook, Twitter, Instagram, etc.) are effective ways of communicating with fellow students, potential clients and employers. While Capri College encourages communication on these sites, it is advisable to remember that your comments, language and opinions should maintain a respectful and mature level that would represent a professional and refined image. Comments posted that could be considered slanderous, harassing, or demeaning or projects a distorted image of Capri College, students, staff or clients will not be tolerated. Comments that disrespect or show negative disregard for school image, as well as, disparaging, ill-mannered or hostile comments about the college, another student, instructors, staff or client will NOT be tolerated and will be mandated to be removed. Additionally, private or public apologies may be required, and the student posting the inappropriate comment will face disciplinary action, including suspension or termination from school. Legal action may also ensue as a result of slanderous comments.

Smoking / Inhalant Policies
The State of Iowa prohibits smoking in buildings and outside within 100 feet of an entrance. Capri has an outside designated smoking area that falls within these guidelines. For purposes of clarity and monitoring, smoking rules are applied to all forms of inhalants, including smokeless cigarettes, imitation nicotine or other inhalant products. These products and devices are to be kept out sight, in as much as any tobacco product.
Student Code of Conduct
Capri College represents honesty and integrity to the beauty and wellness industries and to the community. These philosophies are the basis of our business ethics and our commitment to educational excellence. Respect and adherence to these philosophies are demanded of all staff and students. It is important to the school that the conduct of all students be governed by a set of rules and that these rules are enforced. Accordingly, violation of any of the following “Code of Conduct” issues will result minimally in disciplinary action. However, because many of the major points outlined below also carry a civil penalty, violation may result in suspension or termination from Capri College.
* abuse or disregard for the policies stated in this handbook, including attendance.
* conduct which disrupts the teaching or administrative activities of the college or which interferes with the rights of other members of the college community
* dishonesty (cheating)
* theft, stealing, or damage of college property or property on campus belonging to any member of the college community
* unauthorized entry to or use of college property or facilities
* failure to comply with the college regulations or with the directions of college officials acting within the scope of their duties
* discrimination of any kind toward any staff, student or client
* harassment of any nature, including sexual harassment, of any person (staff, student, or client) on campus or at college functions
** "bullying" of fellow students, Capri clients or employees will not be tolerated. This includes abuses that are verbal, physical; involve electronic devices (internet or social networking pages, cell phones, photography, video or text messaging).
* physical or verbal abuse of any person on campus (staff, student, or client) or at college functions
* repeated or uncontrolled use of foul or offensive language
* concealed weapons, guns, firearms, explosives or dangerous chemicals, etc. are not allowed on school premise, on college owned or controlled property or at college sponsored activities, this includes lunch and break time. Any infraction will be immediately turned over to local police and possible charges will be filed
* unauthorized video or photography shot on school property
* use, possession or distribution of alcohol or illegal drugs etc. while on college premise, on college owned or controlled property or at college sponsored activities, including lunch and break time, will not be tolerated. Age legality will not be factored. *see drug and alcohol policy
* engaging in unlawful conduct
* failure to notify school official if any observed or known violation of the Student Code of Conduct, including, but not limited to alcohol or drug use, theft, vandalism or destruction of school or college community property, or infringement of any of the above conduct guidelines. Students who are aware of circumstances surrounding any of the above violations and knowingly withhold information will be subjected to disciplinary action including suspension or termination
* Unauthorized video or photography shot on school property
Policy Waiver, Deferment or Appeal Process
Under extenuating circumstances, where policy compliance is deemed impossible, a policy waiver, deferment, or appeal process will be considered by the school director or staff.

Policy waiver, deferments or appeals are considered when a student requests special consideration in reference to a specific policy violation. The waiver, deferment or appeal is based on the situation and continued performance of the student. To insure fairness in all situations concerning policy compliance the following criteria have been established:
*the waiver, deferment or appeal must be put in writing by the student
*the waiver, deferment or appeal decision is determined by the school director/staff
*the circumstance must present an undue hardship or involve extenuating circumstances for the student
*the student must meet with a school official to establish a future course of action

Terms of Dismissal:
A student may be dismissed for:

- Violating the Student Code of Conduct;
- Disregard of the established policies outlined in this catalog, including infractions of the attendance policies;
- Failing to maintain Satisfactory Progress

Student Complaint and Grievance Procedure
To insure that the student is given consideration to channel grievances or concerns, Capri has developed the following methods of intervention: advisory programs; problem solving forms; written (documented) advising forms; periodic interviews with school officials; and student council/leadership. These methods give the students an opportunity to work with the administration and staff to develop a healthy, creative atmosphere for both personal and professional growth. If a student has a complaint or concern that cannot be resolved by above mentioned methods, the student should contact the School Director.

If all above attempts fail to reach resolution, the student may contact the Capri College corporate office in Dubuque for arbitration. All concerns brought forth to this level must contain written documentation and all prior contacts and actions taken to resolve the problem.

If complaint/dispute/grievance cannot be resolved between student and school (including any employee, officer, owner, or agent), the student and school agree, by signing Handbook Acknowledgement, that they voluntarily and irrevocably elect arbitration as the remedy for any unresolved dispute they may have and waive any rights they may have to bring a lawsuit in any state of federal court. Student and school further agree to be bound by binding arbitration before a single, neutral arbitrator under the Federal Arbitration Act. Student also agrees they may only act on their own behalf, and not in relation to complaints of other students.

Schools accredited by the Accrediting Commission of Career Schools and Colleges 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
Phone (703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the school director or student services or online at www.accsc.org.
IX. MINIMUM CANCELLATION AND SETTLEMENT POLICY

The minimum cancellation and settlement policy is to assure that each applicant/student is provided a fair and equitable refund when eligible.

Rejection: If the candidate’s application for enrollment (prior to start date) is rejected by the college the applicant is entitled to a full refund of all monies paid.

Enrollment Period: Enrollment Periods are equal time segments based on the specific clock hours for that program. The following chart defines each enrollment period/term according to program length:

<table>
<thead>
<tr>
<th>Program</th>
<th>Evaluation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1) 0-525 Hours;</td>
</tr>
<tr>
<td></td>
<td>2) 526-1050 Hours;</td>
</tr>
<tr>
<td></td>
<td>3) 1051-1575 Hours;</td>
</tr>
<tr>
<td></td>
<td>4) 1576-2100 Hours;</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>1) 0-360 Hours;</td>
</tr>
<tr>
<td></td>
<td>2) 361-720 Hours</td>
</tr>
<tr>
<td>Esthetics</td>
<td>1) 0-360 Hours;</td>
</tr>
<tr>
<td></td>
<td>2) 361-720 Hours</td>
</tr>
<tr>
<td>Nail Technology</td>
<td>1) 0-180 Hours;</td>
</tr>
<tr>
<td></td>
<td>2) 181-360 Hours</td>
</tr>
<tr>
<td>Instructor of CA&amp;S</td>
<td>1) 0-500 Hours;</td>
</tr>
<tr>
<td></td>
<td>2) 501-1000 Hours</td>
</tr>
</tbody>
</table>

Cancellation Procedures: Capri College requires the student (or parent or guardian of a minor student) to give written notice of cancellation or withdrawal to the school director.

Cancellation computation is determined by the number of scheduled hours between the start dates of the Enrollment Period to the date of official notice of withdrawal from the student. The postmark on written notification; or the date on received/confirmed email; or the date said information is delivered in writing to the school administrator in person will determine the official withdrawal date. If a student does not notify the school of extended absences or notify the school in writing of withdrawal, after the 14th day of absence, the school will expel the student from school using the last recorded day of attendance for refund computation purposes.

Termination: Termination may result if a student violates the student code of conduct, policies of Capri College, or if he/she does not maintain satisfactory academic or attendance progress as outlined in the student handbook/catalog.

Withdrawal Date: The withdrawal date for refund computation purposes is the date the student officially notifies the school of withdrawal. When the college enacts termination, the last physical day of attendance will be used for refund calculations.

CAPRI COLLEGE TUITION REFUND POLICY:

◆ Cancellation Within Three Business Days: An applicant who has not visited the school prior to enrollment will have the opportunity to withdraw without penalty before midnight of the third business day following either the scheduled orientation or a tour of the school facility and inspection of equipment. Any student who withdraws by mailing or delivering a written notice of cancellation to Capri College before midnight of the third business day after signing the enrollment agreement will be entitled to a full refund of all money paid. Refunds will follow the published refund procedures.

◆ Withdrawal or Dismissal within the First Two Weeks of Classes: Upon the completion of the trial period a personal interview will be held between the student and a member of the College staff to evaluate the student’s progress, grades, attendance, and the student’s commitment to continue training. If the college determines the student is not suited to the program (failing grades or attendance), or the student decides to discontinue, the student’s training shall be terminated and the student shall be entitled to a refund of all monies paid minus a $100 registration fee and $50 enrollment application fee, which shall be retained by the school. In either circumstance, the student must return all textbooks, handouts, and equipment issued during the first two weeks, in good condition, or will be charged published cost.
Withdrawal Or Dismissal After the Trial Period (Two Weeks), But Prior To 60% Of The Scheduled Enrollment Period: A student who withdraws or is dismissed from Capri College after the Trial Period (first two weeks of training), but prior to 60% of the scheduled enrollment period, will be charged any fees, equipment, textbook, and uniform costs associated with the enrollment period. Additionally, students will be charged 10% of tuition assessed during enrollment period, as well as the ratio of scheduled hours (up to the date of official withdrawal), divided by 60% of the scheduled hours in the enrollment period, multiplied by 90% of the published tuition for the enrollment period (Iowa code 714.23 (a) below, if applicable, supersedes this section in regards to tuition refunds to Iowa resident students).

If, at any time, an Iowa resident student terminates a postsecondary educational program due to the student’s physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student’s spouse’s employment to another city (student must request either in writing and provide professional, verifiable documentation), the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of remaining scheduled hours in the term to the total number of scheduled hours in the term.

Withdrawal or Dismissal After 60% Of Scheduled Enrollment Period: A student who withdraws or is dismissed from Capri College after 60% of the scheduled term is not eligible for any refund (except in specific cases addressed in Iowa Code 714.23 (b), summarized below).

For each Capri College location specifically: If the cohort default rate for students under the Stafford Loan Program as reported by the United States Department of Education for the most recent federal fiscal year is more than one hundred ten percent of the national average cohort default rate of all schools for the same federal fiscal year or six percent, whichever is higher, Iowa resident students who terminate will receive a refund of tuition charges in an amount that is not less than ninety percent of the amount of tuition charged to the student multiplied by the ratio of the remaining number of scheduled hours in the term to the total number of scheduled hours in the term.

Program Changes: College reserves the right to change or modify the program content, equipment, materials or staff as deemed necessary.

Military Deployment: Iowa Administrative Code 261.9(1)g provides military students the following: If a student who is a member of the military or the spouse of a member of the military (if the member has a dependent child) is deployed (ordered to state military service or federal service or duty) and must discontinue enrollment, the student will be entitled to a either a full refund of the current term or may arrange to complete the current term and/or return following deployment to complete the course. The student must submit deployment papers to the college to enact this refund.

V.A. Program: The refund procedure outlined by the V.A. Policies applies to all students enrolled at Capri College under the V.A. Program and supersedes any refund policies outlined in the enrollment agreement for the students who qualify. The V.A. Policy specifically requires that a student’s VA benefits may be interrupted and/or the student’s enrollment may be cancelled if they are absent for more than 14 consecutive days.

Course Cancellations: If a course is cancelled subsequent to a student’s enrollment, the school shall provide a pro rata tuition refund to the student.

School Permanently Closing: If the school permanently closes and no longer offers instruction after the student has enrolled, the student shall be entitled to a pro rata tuition refund.
Refund Procedures: Capri College will make any refund required under the above refund conditions within thirty (30) calendar days after the school dismisses the student or receives notice of withdrawal. Refund calculations are based on tuition only. Because of the pre-packaged nature of the kit of equipment and text books, refunds do not include books, equipment or uniforms. Students who withdraw from school with a tuition balance owed will not be allowed to remove textbooks/equipment kit until the balance is paid. Capri College will not be held liable or responsible for unclaimed items more than thirty (30) days after the students’ enrollment ceases.

Collection Policy: If the student has a balance owed to Capri College at the time of withdrawal, the student must make payment in full within 30 days of withdrawal. Added costs incurred to collect a delinquent account will be added to student’s balance. In the event it become necessary for Capri College to incur collection costs or institute suit to collect any amount due under this agreement, the undersigned promises to be responsible for charges incurred, to pay all additional costs, charges collection fees and expenses, including reasonable attorneys’ fees and costs, if incurred for collection or otherwise and submits jurisdiction and venue either in Dubuque County, Linn County, or Scott County, Iowa. By signing the enrollment agreement, the student thus allows the school to release any data provided the school to a collection service.

Title IV Repayment Allocation: The Department of Education Higher Education Amendments of 1998, section 484B prescribe the amount of Title IV HEA program assistance a student has earned as of the time he or she ceases attendance. The amount of Title IV earned is based on the percent of time the student spent in academic attendance; it has no relation to the incurred institution charges during the enrollment period. Refund and repayment amounts must be distributed according to a specific order of priority prescribed in the law and regulations. The school’s refund or repayment allocation may not deviate from the prescribed order. Refunds on behalf of Student Financial Aid recipients must be distributed in following order:
1) Direct Loans - Unsubsidized Stafford Loans/ Subsidized Stafford Loans/ PLUS Parent Loans;
2) Federal Pell Grants/ FSEOGs;
3) Other Third Party Funding Agencies
4) The Student.
If all Aid is earned, the college will refund any credit balance in the following order:
1) Direct Loans - Stafford Student Loan / PLUS Parent Loan;
2) Alternative Loans;
3) The Student
If all Financial Aid is earned, the student may rescind this order if requested in writing.

Post Withdrawal Disbursement (PWD): If a student receives less Title IV aid than earned, a Post withdrawal disbursement is calculated and applied to the student account, with priority to refund grant funds. Within 10 days of withdrawal, borrower is notified of eligible loan funds. In the case of loan disbursements, notice and written confirmation from student or parent borrower is required before making a post withdrawal disbursement of loan funds. Written confirmation response must be received from borrower within 14 days of mailing. Any funds earned beyond tuition and fees will be disbursed directly to student within 14 days. Post Withdrawal disbursement amount is determined by Title IV aid earned, it does not relate to incurred school charges. Minimum Cancellation and Settlement Policy.

Third Party Funding Agencies: I understand information regarding any applicable third party funding agency refund or return of funds policies are included with student award letter information, and may also be obtained from our Financial Aid Office, 1.800.728.7222.

◊ In the event of additional funding through Pell Grant, Scholarships or any other such funds awarded that may not have been determined at the time of filing for student loans; the student agrees to use these funds to reduce the student loan obligation. While this recommendation may be rescinded by the student, the college encourages this practice as it will reduce the student’s monthly loan payment and interest earned following graduation. The student signs the contract to this effect.
X: STUDENT SERVICES

Students receive many benefits while attending Capri College. Below are listed just a few of the benefits that are available to students while in school:

**Academic Advising**
Term and Program Advisors meet with students to review attendance, clinical and academic progress. Students also participate in a scheduled mid-term and end of term interview for progress review and grade status.

**Testing Accommodations**
Accommodations for testing may be available for students who need additional time or reading assistance with written tests. Accommodations for any disability must be determined before the student starts class. Applicants (potential students) must fill out Capri College Disability Accommodation Request form and submit it during the admissions process. Disabilities requiring supplementary assists will be directed to predetermined start dates. The testing service for licensure in the state of Iowa requires medical documentation of any disabilities that require special accommodations for the state board exam.

**State Licensing Requirements / Fees**
Information and counseling regarding professional licensure in Iowa and other states are available to the student upon request. Capri College provides the National testing fee for the Iowa Cosmetology Arts and Sciences State Board Exam and also for the National Exam for Massage Therapy. This is the exam fee only and does not include the Iowa state licensing fee. If the student opts to license in another state the cost of that state’s exam and licensing fee is the responsibility of the student/graduate. Each state has its own licensing requirements and some states may require additional fees and specific state testing for licensure.

**Student Support Services**
There is a “Student Support Services” coordinator available full time for students to address or confide in any personal problems concerning home, school, finances, friends, etc.; or school related concerns, such as grades, attendance, instructors, classmates, etc. The Student Support Services Coordinator will assist or offer confidential and an unbiased support to these issues that may affect your success as a student.

**Class Advisors**
Each student will have an “Advisor” that meets with students as an assigned group at least once per week. This advisor is available to help the student with any school or personal concerns that affect their grades, attendance or well-being. The advisor may direct the student to the school director or Student Support Services if this seems the most expedient and advantageous direction.

**WiFi / Internet / Student Resource Center**
Capri College has WiFi internet access throughout the campus for students and guests to access the internet on their iPad (issued to students through Capri) and personal computers. Additionally the Student Resource Center has computers, printers and high speed internet access for students research projects and assignments. The SRC also has a traditional library with industry related reference books, periodicals, electronic media (tapes, DVD’s etc.) and electronic communication sites for research projects.

**Employment Advisory Services**
Capri College offers employment advisory services for its students and graduates. Specifically, Capri College offers career preparation classes, resume and portfolio preparation, salon and jobsite tours, mock interviews and ongoing posting of job openings. Student referrals are not based on direct contact with employers. Capri College assumes no responsibility for, nor does it guarantee, employment of its students/graduates.
**Information Release**
With the signing of the enrollment agreement the student gives Capri College permission and rights to use his/her name and photo on any and all marketing media, including Facebook, to promote the school and student functions, as well as any student achievements. The student further agrees that Capri College may disclose my name and clinic schedules to clients for the purpose of scheduling client services.

**Lockers and Vanities**
Lockers (and vanities for Cosmetology Students) will be assigned to students for storage of equipment and personal effects. While these and other safety measures are in place for student safety and security, Capri College is not responsible for any lost or stolen items or equipment. That stated, the lockers and vanities are the property of the college and in the event of necessity, for the safety and protection of all students, staff and guests, the college reserves the right to search lockers, vanities and their contents at any time without student notification or consent.

**Student Leadership Committee**
Students may volunteer for community projects and also participate in many community or school activities as part of the Student Leadership Committee. Additionally, these students act as the “student governing board” and help keep management and instructional staff abreast of student needs.

**Student Social Events and Career Outreach Activities**
Students will have the opportunity to participate in off-campus activities, social events and field trips periodically throughout their training. Events such as picnics, holiday parties, movies, graduations, industry trade shows, salon or business tours, guest presenters, etc. are scheduled intermittently throughout the year.

**Student Spa Service Benefits**
Students in the Cosmetology Arts and Science programs and also the Massage Therapy Program are able to participate in the services of their training. All programs have access to the services of their sister service providers, either by free services within their own program, or at a reduced rate for services outside their own area of study.

- **Personal hair and spa services**: Cosmetology Arts and Sciences Students have the opportunity for free or greatly discounted hair and skin care services at scheduled times throughout their training. Massage Therapy Students participate in frequent massage and spa services within their schedule. Each Capri location has procedures and guidelines for this benefit and students must follow this protocol. See School Director for specifics. (Students who are not actively attending, such as being on a leave of absence or a suspension, may not receive discounted hair or spa services).
- **Retail Products**: Students receive up to a 50% discount on most home care products.
- **Friends & Family Discount**: Students can list two family members or friends to receive discounted prices for services performed by the student while they are in school.
- **Capri Rewards**: Students in the CA&S programs receive monthly awards, inner school competition prizes, and various rewards for exceptional attendance and outstanding performance. Students will be advised of these activities monthly.
- **All programs have internal policies that allow for cross servicing. See your school director for specifics.**

**Financial Assistance**
Financial assistance in the form of loans, grants, scholarships and tuition payment plans are available for those who qualify. For further information or questions, contact Capri College Corporate Financial Aid Office by phone at 563-588-8085 or 1-800-728-7222 or e-mail finaid@capricollege.com.
Financial Aid Records
Financial Aid record/transcript will be furnished upon written request. Please direct your request to:
Capri College Financial Aid Office
P.O. Box 873
Dubuque, IA 52004-0873
Phone: 563-588-8085 or toll-free 1-800-728-7222
E-mail: finaid@capricollege.com

Office of Student Accounts
Student tuition accounts, tuition payments, academic transcripts, and enrollment verifications for insurance or
are handled through the Corporate Registrar’s Office. Academic transcripts are available upon written request
and must include a $10.00 processing fee. To obtain an academic transcript contact the address below. The
student account must be paid in full prior to release of an academic transcript.
Capri College Office of Student Accounts.
P.O. Box 873
Dubuque, Iowa 52004 0873
Phone: 563-588-8085 or toll free at 1-800-728 7222
E-mail: finaid@capricollege.com

Student Records
All student records are on file in the school administrative office. A permanent student record includes, at a
minimum, records of date of entry and departure, program of study, course credits, hours and grades.
Capri College provides privacy and protection concerning information in student files in accordance with The
Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). This is a Federal
law that protects the privacy of student education records. The law applies to all schools that receive funds un-
der an applicable program of the U.S. Department of Education. Students sign an enrollment agreement which
includes a disclaimer to release academic and attendance records, the student gives Capri College the right to
contact parent/spouse/legal guardian and/or references, regarding any issue the school feels appropriate in re-
ards to academic progress, attendance, rule violations, loan repayment and job placement. In accordance with
FERPA, this permission may be withdrawn at any time with written notice of an adult student.
FERPA gives parents certain rights 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 the high school level. Students to
whom the rights have transferred are “eligible students.”
• Parents or eligible students have the right to inspect and review the student’s education records maintained
by the school. Schools are not required to provide copies of records unless, for reasons such as great dis-
tance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for
copies (Capri College charges a $10 fee).
• Parents or eligible students have the right to request that a school correct records which they believe to be
inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then
has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the
parent or eligible student has the right to place a statement with the record setting forth his or her view about
the contested information.
• Generally, Capri College must have written permission from the parent or eligible student in order to release
any information from a student’s education record. However, FERPA allows schools to disclose those rec-
ords, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
Campus Security and Fire Safety Report and Jeanne Cleary Campus Security Disclosure Act:
Capri College has on file the Campus Crime Report filed with the Federal Department of Education.
Capri College also has a written policy for crime reporting that is available on-line at
www.capricollege.edu/consumerinformation.pdf and is also included in the orientation packet.

Title IX Disclosure:
Scope of Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on
sex in education programs and activities in federally funded schools at all levels.
Title IX protects students, employees, applicants for admission and employment, and other persons
from all forms of sex discrimination, including discrimination based on gender identity or failure to
conform to stereotypical notions of masculinity or femininity. All students (as well as other persons)
at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender
identity, part- or full-time status, disability, race, or national origin—in all aspects of a recipient’s ed-
ucational programs and activities. Capri College has a written policy for Title IX regulations, proce-
dures and reporting that is available on-line at www.capricollege.edu/consumerinformation.pdf

Violence Against Women Act (VAWA):
Capri College has on file the VAWA Report filed with the Federal Department of Education. Capri
College also has a written policy for Title IX (VAWA) regulations, procedures and reporting that is
available on-line at www.capricollege.edu/consumerinformation.pdf and is also included in the new
student orientation packet and reviewed with students and staff once a year.
CAPRI COLLEGE PROGRAM START AND ENDING DATES
2015-2016

COSMETOLOGY

<table>
<thead>
<tr>
<th>START DATES</th>
<th>ENDING DATES</th>
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<tr>
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</tr>
<tr>
<td>October 27, 2015</td>
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ESTHETICS

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<th>START DATES</th>
<th>ENDING DATES</th>
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<tr>
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<td>January 18, 2016</td>
<td>August 27, 2016</td>
</tr>
<tr>
<td></td>
<td>July 18, 2016</td>
<td>January 25, 2017</td>
</tr>
</tbody>
</table>

MASSAGE THERAPY

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>START DATES</th>
<th>ENDING DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Rapids</td>
<td>July 20, 2015</td>
<td>February 13, 2016</td>
</tr>
<tr>
<td></td>
<td>January 18, 2016</td>
<td>August 13, 2016</td>
</tr>
<tr>
<td></td>
<td>July 18, 2016</td>
<td>February 11, 2017</td>
</tr>
<tr>
<td>Davenport</td>
<td>September 14, 2015</td>
<td>April 9, 2016</td>
</tr>
<tr>
<td></td>
<td>March 21, 2016</td>
<td>October 15, 2016</td>
</tr>
<tr>
<td></td>
<td>September 12, 2016</td>
<td>April 8, 2017</td>
</tr>
<tr>
<td>Dubuque</td>
<td>July 20, 2015</td>
<td>February 13, 2016</td>
</tr>
<tr>
<td></td>
<td>October 26, 2015</td>
<td>May 21, 2016</td>
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<td>October 15, 2016</td>
</tr>
<tr>
<td></td>
<td>July 18, 2016</td>
<td>February 11, 2017</td>
</tr>
<tr>
<td>Waterloo</td>
<td>October 19, 2015</td>
<td>May 14, 2016</td>
</tr>
<tr>
<td></td>
<td>April 18, 2016</td>
<td>November 12, 2016</td>
</tr>
<tr>
<td></td>
<td>October 25, 2016</td>
<td>May 20, 2017</td>
</tr>
</tbody>
</table>

NAIL TECHNOLOGY

Contact the Capri Campus for Nail Technology Start Dates and Schedule

COSMETOLOGY ARTS & SCIENCE INSTRUCTOR

Contact the Capri College Campus for Cosmetology Arts & Sciences Instructor Start Dates and Schedules

Capri College reserves the right to establish and fulfill course start dates based on minimum enrollment requirements. Contact the school prior to starting classes for final registration details.
## CAPRI COLLEGE
### BREAK & HOLIDAY SCHEDULE

**July 2015 through January 2017**

<table>
<thead>
<tr>
<th>Break</th>
<th>Days</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day “Summer” Break</td>
<td>Fri, Sat</td>
<td>July 3 &amp; 4, 2015</td>
</tr>
<tr>
<td>Labor Day “End of Summer” Break</td>
<td>Mon, Tues</td>
<td>September 7 &amp; 8, 2015</td>
</tr>
<tr>
<td>Thanksgiving Holiday Break</td>
<td>Thurs, Fri, Sat</td>
<td>November 26, 27 &amp; 28, 2015</td>
</tr>
<tr>
<td>Winter Holiday Break</td>
<td>Thurs, Fri, Sat</td>
<td>December 24, 25 &amp; 26, 2015</td>
</tr>
<tr>
<td>New Year’s Holiday</td>
<td>Fri, Sat</td>
<td>January 1 &amp; 2, 2016</td>
</tr>
<tr>
<td>Memorial Day “Spring” Break</td>
<td>Mon, Tues</td>
<td>May 30 &amp; 31, 2016</td>
</tr>
<tr>
<td>Independence Day “Summer” Break</td>
<td>Mon, Tues</td>
<td>July 4 &amp; 5, 2016</td>
</tr>
<tr>
<td>Labor Day “End of Summer” Break</td>
<td>Mon, Tues</td>
<td>September 5 &amp; 6, 2016</td>
</tr>
<tr>
<td>Thanksgiving Holiday Break</td>
<td>Thurs, Fri, Sat</td>
<td>November 24, 25 &amp; 26, 2016</td>
</tr>
<tr>
<td>Winter Holiday Break</td>
<td>Sat, Sun, Mon</td>
<td>December 24, 25 &amp; 26, 2016</td>
</tr>
<tr>
<td>New Year’s Holiday</td>
<td>Sun, Mon</td>
<td>January 1 &amp; 2, 2017</td>
</tr>
<tr>
<td>Memorial Day “Spring” Break</td>
<td>Mon, Tues</td>
<td>May 29 &amp; 30, 2017</td>
</tr>
</tbody>
</table>
# CAPRI COLLEGE TUITION SCHEDULE

**Effective JULY 1, 2015 through JUNE 30, 2016**

## COSMETOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Term</th>
<th>2nd Term</th>
<th>3rd Term</th>
<th>4th Term</th>
<th>Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>$4,500.00</td>
<td>$4,190.00</td>
<td>$4,000.00</td>
<td>$3,600.00</td>
<td>$16,290.00</td>
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<tr>
<td><strong>Insurance: Liab/Accid</strong></td>
<td>$10.00</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>Activity/Test Fees</strong></td>
<td>$50.00</td>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Classroom Lab Fee</strong></td>
<td>$300.00</td>
<td>150.00</td>
<td>150.00</td>
<td>150.00</td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Total Fees</strong></td>
<td>$360.00</td>
<td>$210.00</td>
<td>$210.00</td>
<td>$210.00</td>
<td>$990.00</td>
</tr>
<tr>
<td><strong>Textbooks</strong></td>
<td>$645.00</td>
<td>$645.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Kit of Equipment</strong></td>
<td>$1,390.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Uniforms</strong></td>
<td>$130.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL @ Term</strong></td>
<td>$7,025.00</td>
<td>$4,400.00</td>
<td>$4,210.00</td>
<td>$3,810.00</td>
<td>$19,445.00</td>
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</table>

## MASSAGE THERAPY

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Term</th>
<th>2nd Term</th>
<th>Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>$4,150.00</td>
<td>$3,275.00</td>
<td>$7,425.00</td>
</tr>
<tr>
<td><strong>Insurance: Liab/Accid</strong></td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Activity/Test Fees</strong></td>
<td>$50.00</td>
<td>$175.00</td>
<td>$225.00</td>
</tr>
<tr>
<td><strong>Lab Fee</strong></td>
<td>$25.00</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Total Fees</strong></td>
<td>$85.00</td>
<td>$210.00</td>
<td>$295.00</td>
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<td><strong>Kit of Equipment</strong></td>
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<tr>
<td><strong>Textbooks</strong></td>
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<td>$475.00</td>
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<tr>
<td><strong>Uniforms</strong></td>
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<tr>
<td><strong>TOTAL @ Term</strong></td>
<td>$5,665.00</td>
<td>$3,485.00</td>
<td>$9,150.00</td>
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</table>

## ESTHETICS

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Term</th>
<th>2nd Term</th>
<th>Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>$4,075.00</td>
<td>$3,275.00</td>
<td>$7,350.00</td>
</tr>
<tr>
<td><strong>Insurance: Liab/Accid</strong></td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Activity/Test Fees</strong></td>
<td>$40.00</td>
<td>$75.00</td>
<td>$115.00</td>
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<tr>
<td><strong>Lab Fee</strong></td>
<td>$300.00</td>
<td>$50.00</td>
<td>$350.00</td>
</tr>
<tr>
<td><strong>Total Fees</strong></td>
<td>$350.00</td>
<td>$135.00</td>
<td>$485.00</td>
</tr>
<tr>
<td><strong>Kit of Equipment</strong></td>
<td>$1,275.00</td>
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<td>$1,275.00</td>
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<tr>
<td><strong>Textbooks</strong></td>
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<td>$375.00</td>
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<tr>
<td><strong>Uniforms</strong></td>
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<td><strong>TOTAL @ Term</strong></td>
<td>$6,165.00</td>
<td>$3,410.00</td>
<td>$9,575.00</td>
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## NAIL TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Term</th>
<th>2nd Term</th>
<th>Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>$1,800.00</td>
<td>$1,800.00</td>
<td>$3,600.00</td>
</tr>
<tr>
<td><strong>Insurance: Liab/Accid</strong></td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Activity/Test Fees</strong></td>
<td>$50.00</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Lab Fee</strong></td>
<td>$25.00</td>
<td>$25.00</td>
<td>$50.00</td>
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<tr>
<td><strong>Total Fees</strong></td>
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<tr>
<td><strong>Kit of Equipment</strong></td>
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<td>$400.00</td>
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<tr>
<td><strong>Textbooks</strong></td>
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<td>$140.00</td>
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<tr>
<td><strong>Uniforms</strong></td>
<td>$40.00</td>
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<td>$40.00</td>
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<tr>
<td><strong>TOTAL @ Term</strong></td>
<td>$2,465.00</td>
<td>$1,885.00</td>
<td>$4,350.00</td>
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</table>

## COSMETOLOGY ARTS & SCIENCE INSTRUCTOR

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Term</th>
<th>2nd Term</th>
<th>Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>$1,800.00</td>
<td>$1,800.00</td>
<td>$3,600.00</td>
</tr>
<tr>
<td><strong>Insurance: Liab/Accid</strong></td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Activity/Test Fees</strong></td>
<td>$150.00</td>
<td>$150.00</td>
<td>$300.00</td>
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<tr>
<td><strong>Total Fees</strong></td>
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<td>$320.00</td>
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<tr>
<td><strong>Textbooks</strong></td>
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<td>$130.00</td>
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<tr>
<td><strong>Uniforms</strong></td>
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<td></td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>TOTAL @ Term</strong></td>
<td>$2,390.00</td>
<td>$1,960.00</td>
<td>$4,350.00</td>
</tr>
</tbody>
</table>