



Consumer Information

Capri College – Cedar Rapids

Capri College – Davenport

Capri College – Dubuque



Consumer Information

The following report is the October 2014 Consumer Information and Disclosure report for:

Capri College
2945 Williams Parkway SW
Cedar Rapids, IA 52404

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2945 Williams Parkway SW
Cedar Rapids, Iowa 52404

Student Right to Know

July 2014

The following information is provided to you as a student or perspective student (before any financial commitment is made) of Capri College. Please contact our Admissions Department at (319) 364-1541 or toll free at (800) 397-0612 if you have additional questions regarding course specifications:

Student Right to Know

Cosmetology

Cosmetology Graduation Rate:

During the enrollment period of September 1, 2010 through August 31, 2011, 130 Students enrolled in Capri College COSMETOLOGY Program.

- Of the 130 Students who enrolled 85 (65%) successfully completed the program.
- Of the 130 students who enrolled 49 (38%) were “first-time full time certificate seeking” undergraduate students.
- Of the 85 students who successfully completed the program, 85 (100%) completed the program within 150% of the normal program length.
- Of the 49 **first-time, full-time, certificate seeking, undergraduate students (FTFT)** who enrolled, 31(63%) successfully completed the program.

Breakdown of Cosmetology Enrollment Statistics

Of the 49 FTFT who enrolled in COSMETOLOGY program:

- 31 of the 49 (63%) FTFT female students successfully completed the program.
- No male FTFT students were enrolled during this time.
- 30 of the 30 (100%) FTFT Caucasian students successfully completed the program.
- 1 of the 1 (100%) FTFT Asian students successfully completed the program.
- 22 of the 39 (56%) FTFT Pell Grant recipients successfully completed the program.
- 9 of the 10 (90%) FTFT students who received Stafford Loan (but no Federal Pell Grant) successfully completed the program.
- 0 of 0(0%) student who received no Pell or Stafford Loan successfully completed the program.

Cosmetology Employment Rate

Of enrollees during the period of September 1, 2010 through August 31, 2011, 85 COSMETOLOGY graduates were available for employment.

- 72 of the 85 (85%) cosmetology graduates were placed in related fields.
- 24 of 31 (77%) FTFT graduated students were placed in related fields.

Cosmetology Licensing Rate

Of enrollees during the period of September 1, 2010 through August 31, 2011,80 COSMETOLOGY graduates took the State Board Exam for licensure.

- 80 of the 80 (100%) cosmetology graduates successfully passed the state board exam and 80 out of 80 (100%) achieved state licensing.
- 27 of 31 (87%) FTFT graduated students successfully passed the state board exam and 27 out of 31 (87%) achieved state licensing.

Esthetics

RTK 7/14 Capri College Cedar Rapids, IA

Esthetics graduation rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 28 Students enrolled in Capri College ESTHETICS Program.

- Of the 28 Students who enrolled 25 (89%) successfully completed the program.
- Of the 28 students who enrolled 3 (11%) were “first-time full time certificate seeking” undergraduate students.
- Of the 25 students who successfully completed the program, 25 (100%) completed the program within 150% of the normal program length.
- Of the 3 **first-time, full-time, certificate seeking, undergraduate students (FTFT)** who enrolled, 3 (100%) successfully completed the program.

Breakdown of Enrollment Statistics for Esthetics

Of the 3 FTFT who enrolled in ESTHETICS:

- 3 of the 3 (100%) FTFT female students successfully completed the program.
- No male FTFT students were enrolled during this time.
- 0 of the 0 (0%) FTFT Pell Grant recipients successfully completed the program.
- 3 of the 3 (100%) FTFT students who received Stafford Loan (but no Federal Pell Grant) successfully completed the program.
- 0 of the 0 (0%) FTFT students received no Pell or Stafford Loan successfully completed the program.

Esthetics Employment Rate

Of enrollees during the period of September 1, 2011 through August 31, 2012, 25 ESTHETICS graduates were available for employment.

- 18 of the 25 (72%) of the Esthetics graduates were placed in related fields.
- 3 of 3 (100%) FTFT Esthetics graduates were placed in related fields.

Esthetics Licensing Rate

Of enrollees during the period of September 1, 2011 through August 31, 2012, 24 ESTHETICS graduates took the State Board Exam for licensure.

- 24 of the 24 (100%) Esthetics graduates successfully passed the state board exam and 24 out of 24 (100%) achieved state licensing.
- 3 of 3 (100%) FTFT Esthetics graduates successfully passed the state board exam and 3 out of 3 (100%) achieved state licensing.

Massage Therapy

Massage Therapy Graduation Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 20 students enrolled in Capri College MASSAGE THERAPY Program.

- Of the 20 Students who enrolled 14 (70%) successfully completed the program.
- Of the 20 students who enrolled 7 (35%) were “first-time full time certificate seeking” undergraduate students.

- Of the 14 students who successfully completed the program, 14 (100%) completed the program within 150% of the normal program length.
- Of the 7 **first-time, full-time, certificate seeking, undergraduate students (FTFT)** who enrolled, 6 (86%) successfully completed the program.

Breakdown of Enrollment Statistics for Massage Therapy

Of the 7 FTFT who enrolled in MASSAGE THERAPY:

- 6 of the 7 (86%) FTFT female students successfully completed the program.
- No male FTFT students were enrolled during this time.
- 6 of the 7 (86%) FTFT Caucasian students successfully completed the program.
- 3 of the 3 (100%) FTFT Federal Pell Grant recipients successfully graduated.
- 1 of the 2 (50%) FTFT students who received Stafford Loan (but no Federal Pell Grant) successfully graduated.
- 2 of the 2 (%) of the FTFT students received no Pell or Stafford Loan.

Massage Therapy Employment Rate

Of enrollees during the period of September 1, 2011 through August 31, 2012, 14 MASSAGE THERAPY graduates were available for employment.

- 12 of the 14 (86%) of the MASSAGE THERAPY graduates were placed in related fields.
- 4 of 6 (67%) FTFT graduated students were placed in related fields.

Massage Therapy Licensing Rate

Of enrolled during the period of September 1, 2011 through August 31, 2012, 14 MASSAGE THERAPY graduates took the State Board Exam for licensure.

- 14 of the 14 (100%) MASSAGE THERAPY graduates successfully passed the state board exam and 12 out of 14 (86%) achieved state licensing.
- 6 of the 6 (100%) FTFT MASSAGE THERAPY graduates successfully passed the state board exam and 4 out of 6 (67) achieved state licensing.

Nail Technology

Nail Technology graduation rate:

During the enrollment period of September 1, 2011 through August 31, 2012, We did not have Students enrolled NAIL TECHNOLOGY Program.

Cosmetology Arts & Science Instructor

Cosmetology Arts & Science Instructor Graduation Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 2 Student enrolled and graduated in Capri College COSMETOLOGY ARTS & SCIENCE INSTRUCTOR Program.

- Due to the pre-requisite of a Cosmetology License, there are never any “first time full time certificate seeking undergraduates enrolled in this program ever

Capri College Cosmetology Arts & Science Instructor Employment Rate

Of enrollees during the period of September 1, 2011 through August 31, 2012

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COSMETOLOGY ARTS & SCIENCE INSTRUCTOR 2 (100%) graduate was placed in the related field.

Capri College Cosmetology Arts & Science Instructor Licensing Rate

Of enrollees during the period of September 1, 2011 through August 31, 2012 COSMETOLOGY ARTS & SCIENCE INSTRUCTOR 2 (100%) graduate took and passed the State Board Exam for licensure.

Capri College IPEDS 2011 Retention Rate: 94% of the first-time full-time students who began their studies in the fall of 2012 returned in the fall of 2013.

Capri College Transfer-Out Rate: The school does not track transfer out rates.

Confidentiality of Student Records:

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 under 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 regards to academic progress, attendance, rule violations, loan repayment and job placement.

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 distance, 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 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 records,

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

Program Recognition/Accreditation: Capri College is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC). www.accsc.org The programs offered at Capri College are regulated by the Iowa State Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319. www.idph.state.ia.us Capri College is also recognized by the Iowa College Student Aid Commission (ICSAC). www.iowacollegeaid.gov

Financial Aid Availability: Capri College provides general Financial Assistance information regarding financial aid programs, application processing, and financial aid awarding. Financial Aid is available to all students who qualify.

Vaccination Policy: Capri College does not currently have any vaccination requirements.

Campus Safety & Security Report: 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.

Violence Against Women Act (VAWA):

Capri College provides programs regarding sexual assault, sexual assault risk reduction, sexual assault education, and sexual assault reporting process to civil authorities and college authorities. These programs are scheduled throughout the year for students and employees. Capri College's VAWA policy is available in our student catalog/handbook, in the Capri College Safety and Security Report and on our website www.capricollege.edu under "disclosure" tab. Filing a report with the college is confidential and will not obligate the victim to prosecute, nor will it subject the victim to scrutiny, negative repercussion, or judgmental opinions from the College. Sexual assault state-wide counseling opportunities can be found at the following website <http://www.state.ia.us/government/ag/map/map.html>

Employment Opportunities:

Cosmetologists: Cosmetologist licensed in the state of Iowa may find employment in a beauty salon, beauty school, beauty spa, beauty supply company or manufacturer, or in department store cosmetic counters. Many cosmetologists choose to own and operate their own salon business. Employment opportunities are posted on a job placement notification board within the school

Estheticians: Skin Care Specialists and Estheticians licensed in the state of Iowa may find employment in a beauty salon, a spa, a resort, a beauty school, a beauty supply company or manufacturer, as well as in department store cosmetic counters. Many estheticians choose to own and operate their own salon or spa business.

Massage Therapist: Massage Therapists may find employment in a massage therapy clinic, chiropractic office, physical therapy clinic, health spa, beauty salon, hospital, with an athletic team or sporting event, or may own and operate their own business or clinic. Employment opportunities are posted on a job board within the school.

Nail Technology: Nail Technologist licensed in the state of Iowa may find employment in beauty salons or nail salons, beauty schools, beauty spas, beauty supply companies and nail product manufacturers, as well as in department store cosmetic counter. Many nail technologists choose to be an independent contractor or own their own nail salon.

Cosmetology Arts and Science Instructors: CA & S Instructors licensed in the state of Iowa may find employment in beauty salons or nail salons, beauty schools, beauty spas, beauty supply companies and product manufacturers, be salon educators and platform presenters in all facets of the field of cosmetology.

Compensation:

Cosmetologist:

According to the United States Department of Labor, the national mean hourly wage for cosmetologists is \$13.24 per hour and with the mean annual wage of \$27,530. In comparison, Iowa's mean hourly wage for Cosmetologist is \$12.48 per hour with an annual mean wage \$25,950. For further details, log onto <http://www.bls.gov/oes/current/oes395012.htm> The most common forms of compensation for Cosmetologists is commission or standard hourly wages. The cosmetologist may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Esthetician: According to the United States Department of Labor, the national mean hourly wage for an esthetician is \$15.86 per hour and with the mean annual wage of \$32,990. In comparison, Iowa's mean hourly wage for an esthetician is \$13.05 per hour with an annual mean wage \$27,140. For further details, log onto <http://www.bls.gov/oes/current/oes395094.htm> The most

common forms of compensation for Estheticians is commission or standard hourly wages. The Esthetician may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Massage Therapist: According to the United States Department of Labor, the national mean hourly wage for a massage therapist is \$19.42 per hour and with the mean annual wage of \$40,400. In comparison, Iowa's mean hourly wage for a massage therapist is \$16.13 per hour with an annual mean wage \$33,550. For further details, log onto <http://www.bls.gov/oes/current/oes319011.htm> The most common forms of compensation for Massage Therapy employees are commission or standard hourly wages. The Massage Therapist may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Nail Technologist: According to the United States Department of Labor, the national mean hourly wage for nail technicians is \$10.48 per hour and with the mean annual wage of \$21,790. In comparison, Iowa's mean hourly wage for a nail technicians is \$14.18 per hour with an annual mean wage \$29,500. For further details, log onto, <http://www.bls.gov/oes/current/oes395092.htm> The most common forms of compensation for Nail Technicians is commission or standard hourly wages. The Nail Technician may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Cosmetology Arts & Science Instructor: According to the United States Department of Labor, the national mean hourly wage for Vocational Education teachers, post-secondary (Cosmetology Arts & Science Instructor) is \$25.33 per hour and with the mean annual wage of \$52,680. In comparison, Iowa's mean hourly wage for CA&S Instructor is \$21.75 per hour with an annual mean wage \$45,250. For further details, log onto. <http://www.bls.gov/oes/current/oes251194.htm> The most common form of compensation for Cosmetology Arts & Science Instructors is a standard hourly wage.

Physical Demands:

Cosmetology services require good physical stamina to allow standing for long periods of time. Use of hands and arms are necessary with precise finger dexterity essential. Use of sight and hearing senses are required. There is light lifting of 10 - 25 lbs, necessary for moving light equipment and supplies. Esthetics services require good physical stamina to allow standing for long periods of time. Use of hands and arms are necessary with precise finger dexterity essential. Use of sight and hearing senses are required. There is a

light lifting of 10 - 25 lbs, necessary for moving light equipment and supplies. Massage Therapy requires a strong physical stamina and ability to concentrate. Use of hands, arms and fingers are necessary for massage manipulations. Massage Therapists must develop hand and arm strength, as well as upper body and leg muscles to exercise good body mechanics to withstand the demand of massaging muscle tissue. Therapists must be able to stand for 1-2 hour increments of time. Light lifting (up to 25 lbs.) is required to assist clients on and off the massage table.

Nail Technicians must be able to sit and bend forward easily and for long periods of time. Use of hands and arms are necessary with precise finger dexterity essential. Use of sight and hearing senses are required. There is a light lifting of 10-25 lbs, necessary for moving light equipment and supplies. Cosmetology Arts & Science Instructors require standing and walking for extended periods of time. Good posture and a strong physical stamina are required. Use of hands and arms are necessary with particular detail to good small motor skills and finger dexterity. Communication and writing skills are important. A 10-20 lb. lifting requirement is necessary for moving light equipment and supplies.

Safety Requirements:

Cosmetology is considered a "personal service worker" occupation for OSHA. Therefore, cosmetologists must adhere to the safety regulations of the Center for Disease Control, as well as, the Iowa Department of Public Health Rules. Sterilization and sanitation of work area and equipment, plus knowledge of disease prevention that affect the personal service worker in today's society are necessary. Cosmetologists are required to wash hands before attending clients and to wear disposable gloves for certain services or particularly when potential of blood borne pathogens may be present. Contaminated trash and "sharps" must be disposed of properly. Sanitation and safety laws governing cosmetology in Iowa can be found in Iowa Code, Chapter 157 (Chapter 63). Also to be considered are possible allergies resulting from exposure to hair products and chemicals that a cosmetologist's hands are subjected to daily.

Esthetics is considered a "personal service worker" occupation for OSHA. Therefore, Estheticians must adhere to the safety regulations of the Center for Disease Control, as well as, the Iowa Department of Public Health Rules. Disinfection and sanitation of work area and equipment, plus knowledge of disease prevention that affect the personal service worker in today's society are necessary. Estheticians are required to wash hands before attending clients and to wear disposable gloves for services, particularly when potential of blood borne pathogens may be present. Contaminated trash and "sharps" must be disposed of in a rigid puncture proof container. Sanitation and safety laws governing cosmetology arts and sciences in Iowa can be found in Iowa Code, Chapter 157 (Chapter 63). Also to be considered are possible allergies resulting

from exposure to products and chemicals that an Esthetician's hands are subjected to daily.

Massage Therapists must be aware of the contraindications of massage that could pose a threat to the client. The therapist must also implement correct body mechanics to withstand the energy output and physical drain on the body worker. Sanitation of work area and equipment, as well as health issues and knowledge of disease prevention that affect the personal service worker, is addressed in detail in the program.

Nail Technicians are considered "personal service worker" occupations for OSHA. Therefore, Nail Technologists must adhere to the safety regulations of the Center for Disease Control, as well as, the Iowa Department of Public Health Rules. Sterilization and sanitation of work area and equipment, plus knowledge of disease prevention that affect the personal service worker are necessary. Nail Technicians are required to wash hands before attending clients and to wear disposable gloves for certain services or particularly when potential of blood borne pathogens may be present. Contaminated trash and "sharps" must be disposed of properly. Sanitation and safety laws governing cosmetology arts and sciences in Iowa can be found in Iowa Code, Chapter 157 (Chapter 63). Also to be considered are possible allergies resulting from exposure to nail products and chemicals that a Nail Technician's hands are subjected to daily.

Cosmetology Arts and Sciences Instructors fall under the same safety and sanitation guidelines as all other CA&S programs. Additionally CA&S instructor is required to educate their students in the areas specific to their program.

Licensing Fees and Requirements:

Cosmetology Arts & Science Practitioners in Iowa are licensed by the Iowa Department of Public Health / Professional Licensure. Graduates must pass a national licensing examination. At Capri College, the Iowa licensing exam is scheduled while the student is in his/her final term of training and the fee for the Iowa exam is included in the student's tuition. (Only one exam attempt is included. Should the student seek dual state licensure or fail the exam, the fee is the full responsibility of the student). CA & S students who successfully pass the state exam may then apply for licensure in the state of Iowa. The cost of initial licensure in Iowa is \$60.00 and is the responsibility of the graduate. The renewal fee for licensure in the state of Iowa is \$60 biennially (every 2-year period). In addition to the biennial renewal, all Cosmetology Arts and Science licenses require eight (8) hours of continuing education each biennium. These

licensing fees are applicable for Iowa Licensing only. Should the student seek licensure in any other state, the student must adhere to that state's licensing requirements and the cost of the out-of-state licensure and testing becomes the student's responsibility. Information on other states licensing requirements can be obtained from the college director.

Massage Therapists who wish to work in the state of Iowa must graduate from an Iowa State Board approved Massage Therapy School and pass a National Exam. There are several exam venues and the cost of the exam ranges from \$175 to \$225. At Capri College, the licensing exam is scheduled while the student is in his/her final term of training and the fee for the exam is included in the student's tuition. Any additional exam attempts, however, are the responsibility of the student. Students will be apprised of the exam locations in their area. Students who successfully pass the national exam may then apply or licensure in any state. The license application fee for Iowa is \$120. Renewal of a Massage Therapy license in the state of Iowa is \$120 every two years. 24 hours of Continuing Education is required for Iowa Massage Therapy biennial license renewal.

Cosmetology Arts & Science Instructor must be Iowa licensed cosmetologists or licensed in the discipline they will be teaching. Further, CA&S Instructors in the state of Iowa must complete a CA&S Instructor Program at a Cosmetology School or show proof of two years' experience in the field. The Iowa Cosmetology Board additionally requires proof of successful completion of a 16 hour Teaching Methodology course taken prior to application for licensure. Submission of an Iowa licensure application, proof of experience or teacher training program and passage of a national exam will meet the licensing requirements to teach in an Iowa school. The Cosmetology Arts & Science exam fee is \$55.00 and it consists of a written theory/practical exam. To renew a Cosmetology Arts and Sciences Instructor license in the state of Iowa is \$60 every biennial (2-year) period. Cosmetology Arts and Science Instructor licensing requires 16 hours of continuing education each biennium for license renewal; eight (8) hours must be specific to "teacher methodology".



Annual Security & Fire Safety Report

2945 Williams Parkway SW ~ Cedar Rapids, IA 52404

This information is required under Public Law 102.26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus and off premise campus activities. You may access this information on-line at <http://ope.ed.gov/security> or can be seen at <http://www.capricollege.edu> under "Consumer Information". A hard copy of this report may be requested from the Director's Office at Capri College by calling (319) 364-1541 ext. 203.

CRIME LOG:

	Capri College Campus			Public Property			TOTAL		
CRIMINAL OFFENSE	2	2	2	2	2	2	2	2	2
	0	0	0	0	0	0	0	0	0
	1	1	1	1	1	1	1	1	1
	1	2	3	1	2	3	1	2	3
<i>Murder</i>	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0
<i>Non-Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	1
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0
HATE CRIMES									
<i>Race</i>	0	0	0	0	0	0	0	0	0
<i>Religion</i>	0	0	0	0	0	0	0	0	0
<i>Sexual Orientation</i>	0	0	0	0	0	0	0	0	0
<i>Gender</i>	0	0	0	0	0	0	0	0	0
<i>Disability</i>	0	0	0	0	0	0	0	0	0
<i>Ethnicity / National Origin</i>	0	0	0	0	0	0	0	0	0
ARRESTS									
<i>Weapons Law Violations</i>	0	0	0	0	0	0	0	0	0
<i>Drug Abuse Violations</i>	0	0	0	0	0	0	0	0	0
<i>Liquor Violations</i>	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION									
<i>Weapons Law Violations</i>	0	0	0	0	0	0	0	0	0
<i>Drug Abuse Violations</i>	0	0	0	0	0	0	0	0	0
<i>Liquor Violations</i>	0	0	0	0	0	0	0	0	0
VAWA REPORTS									
<i>Domestic Violence</i>			0			0			0
<i>Dating Violence</i>			0			0			0
<i>Stalking</i>			0			0			0

The School Director of the college is the official responsible for preparing and disclosing this information which is provided by the local police.

Capri College is a small campus located on the corner of Williams Boulevard and Edgewood Road, at 2945 Williams Parkway SW in Cedar Rapids, Iowa. Due to strong police patrol in this area, there have been virtually no crime reports on Campus. There were no reported assaults on campus; there have been no reported rapes on campus; theft reports were negligible.

Parking Safety:

Capri College has a private parking lot allowing students to park for a minimal rate. The lot is owned and maintained by Capri College. While the lot is in close proximity to Capri College, Capri encourages a policy of walking in pairs after

dusk to the lot. Due to high majority of female students, Capri implements scheduled programs for students on topics of rape awareness, domestic abuse, drug and alcohol abuse, and self-defense. These classes are made available during the regular scheduled classes at a time students can attend.

Reporting and Procedures for Crime Related Offenses:

Robbery or theft, vandalism of property and harassment are addressed internally and police intervention may be utilized. Even though stealing is rare at Capri College, it is always a possibility within a large group. Students are advised not to bring large sums of cash to school or to leave valuables unattended or unlocked. Capri provides locked lockers for student’s personal belongings and the student has a locked vanity to store personal and professional items. Capri also has a printed policy discouraging borrowing and lending, as well as a “Code of Conduct” policy relating to dishonesty, verbal and physical abuse, harassment, etc. Students violating the “Code of Conduct” are suspended or terminated from school immediately.

Emergency Notification Procedures:

Capri College utilizes a microphone system to notify all students of any potential danger or announcements that may affect their safety in school. It is published in the Student Handbook that any non-school time announcements will be made over the radio and television stations. This is in regard to weather related situations, as well as student emergency issues. The City radio stations have an e-mail and text blast procedures that all students are encouraged to sign up for and Capri students are advised of this option at registration.

Emergency Response & Evacuation Personnel:

Emergency Announcers: Front Desk Personnel/School Director

Emergency Contact(s): School Director – Chris Fiegen

Assistant School Director – Laura Gordon

Alternative Emergency Contact(s): Owner: Matt Fiegen/Sara Fiegen-Hull

How to Report an Emergency:

Call 911 from a phone and calmly state:

- Your Name
- The address (including the building and room location of the emergency)
- The nature of the emergency (fire, chemical spill, intruder etc.)
- Whether injuries have occurred.
- Hazards present which may affect responding emergency personnel.
- A phone number near the scene where can be reached.

Timely Warning:

In the event of a situation that, in the judgment of the Capri College management, constitutes an on-going or continuing threat to the college community (either on or off campus) a “timely warning” will be issued through the local media and/or using the school PA system. Local media, phone messages, text messages, and/or e-mail will be used if possible and deemed necessary.

Evacuation Procedures:

Capri College has an evacuation procedure that is reviewed at orientation. Emergency and Fire evacuation routes are posted throughout the school. The PA system is used to verbally notify the students in case of an emergency and the school has a fire alarm system that is checked annually.

Designated Safe Area – Fire: Capri Parking Lot behind the building.**Building Evacuation Plan:**

Upon hearing the fire alarm or PA announcement, begin evacuation procedures:

- Keep yourself and others calm.
- Quickly proceed out of the building using the posted planned evacuation route.
- Check closed doors with the back of our hand to ensure it is cool before opening
- Close windows and doors as you leave
- Staff takes your Attendance sheet/student roster and a pen or pencil with you for a correct head count.
- Report immediately to the designated “safe area” located in Capri’s parking lot behind the building.
- Staff report attendance to School Management.
- Wait for instructions from emergency response and evacuation personnel.
- Do not re-enter the building until told it is safe to do so.

Planned Evacuation Route:

An evacuation procedure is reviewed the first day of class.

- **Upper Level Class Rooms:** Exit class room to right, use fire escape door and stairway to outside.
- **Upper Level Office Area:** Back staircase to side door
- **Main Level Clinic Area:** Front half of clinic use front door/Back half & lower level of clinic use back door.
- **Pedicure Area/Wax Rooms:** Back Emergency Exit (Door located in locker area)
- **Esthetics Class/Clinic Area:** Class: exit out massage classroom exit; Spa: exit out of staff side door.
- **Massage Therapy Clinic:** use fire escape exits in Spa hallway
- **Basement Locker Area:** use fire escape door (back student door)

If you discover Fire or see Smoke – DO NOT PANIC.**RACE**

Remove/Relocate individuals away from danger if possible without endangering your safety.

Activate Alarm – Call 911.

Confine/Contain fire and smoke by closing doors and windows.

Extinguish/Evacuate – Extinguish fire only if trained and fire is small, using the nearest fire extinguisher and evacuate by the nearest safe exit.

DO NOT RUN...Crawl if overwhelmed by smoke. If you hear the fire alarm or are informed of a fire...EVACUATE IMMEDIATELY!**Building Safety Systems:**

The building at 2945 Williams Parkway SW Cedar Rapids, Iowa 52404 has the following safety systems:

- **Fire Extinguishers**-Location of Extinguishers are identified with red “Fire Extinguisher” stickers and are hung around the building. Floor plan posters are hung near exits that show exactly where these extinguishers are located. This is reviewed upon hiring staff and yearly safety in-services. Students will be educated at orientation on their first day of class.
- **First Aid Kit**- For minor injuries not requiring medical attention, there is a First Aid Kit in the dispensary and class rooms.
- **Alarm System** - The school has an alarm system for fire and security. Fire pull stations are marked on the Floor Plan posters which are hung near the exits.

Severe Weather Plan:

Severe Weather included tornados, severe thunderstorms, uncommonly heavy snow storms and flooding.

Tornados/Severe Thunderstorms Watch:

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather service, when the weather conditions are such that a severe thunderstorm, a tornado or both, are more likely to develop and you should be prepared to move to a designated area.

If a tornado or a severe thunderstorm WATCH has been issued in an area that includes the campus:

- Monitor Local Emergency Alert Weather or the National Weather Service.
- Employees should be alerted to close all windows, inform students of building’s safe areas, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING.

Tornados/Severe Thunderstorms Warning:

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area. If a tornado or severe thunderstorm WARNING has been issued in an area which includes the campus:

- Move students and employees to safe area IMMEDIATELY
- Close classroom, laboratory, and/or office doors.
- Take attendance book with you.
- Remain in safe area until warning expires or until the all clear has been issued.

Designated Safe Area- Weather: Inner Hallways, Restrooms, Basement.

In the event if a severe snow storm or flooding, personnel and students will be notified of school closing by School Management. Such announcements will be made on the school PA system, local TV channels and on Capri College Facebook page. Students registered with the local media stations will receive weather alerts and closings via text messaging.

Hostage/Intruder Situation Plan:

If an intruder(s) enters the school with a weapon and threatens to shoot or injure persons, the primary concern must be the safety of the students, employees and guests. Individuals who take hostages are emotionally disturbed and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to carry out threats or become violent

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, this guideline should be followed:

School Director/Designee

- Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
- Initiate Action Secure Building
- Lock down building, and do not let any students that are not in class enter the building.
- Alert all rooms of the event.
- Educators lock your classroom doors and do not let student leave the classroom.
- Notify the School Director or Designee
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructors of law enforcement officials who will take over when they arrive on site.

Staff Responsibilities

- Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
- Keep your distance. Give the intruder(s) ample personal space.
- Do not attempt to deceive or threaten the intruder(s).
- Do not “buy into” the delusions of the intruder(s)
- Suggest marching the students and /or staff quietly out the back door. Back off if this approach angers the intruder(s).
- Constantly be alert and prepared for violence.

IF AN INTRUDER/ INDIVIDUAL(S) BEGINS FIRING A WEAPON(S) ON CAMPUS, THE FOLLOWING ACTIONS WILL BE TAKEN:

Initial Action, DUCK, COVER and HOLD if the intruder(s) open fire.

School Director/Designee Responsibilities:

- Inform staff supervising students in classrooms to initiate Action Duck, Cover, and Hold.
- Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
- Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
- Initiate student release procedures and/or evacuation procedures only if it becomes necessary.
- In classrooms, maintain Action Duck, Cover and Hold until the situation is resolved.
- In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate Action Drop, Cover and Hold; this should be done only when there is no chance for students to reach safer areas.

CAPRI COLLEGE SEXUAL ASSAULT AND REPORTING POLICY

A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Under Violence Against Women Act, (VAWA) colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel

As disclosed on the US Department of Education Jeanne Clery Campus Safety and Security Report, Capri College has zero sexual assaults reported to date. This may be attributed to our campuses being small, with no dormitories or housing and enrollments being predominately female. However, Capri College has implemented programs and protocol to educate and serve our students. These programs comply with the Violence Against Women Act. The policy for reporting sexual assault is included in the “Capri College Student Catalog/Handbook, and can also be found on-line on the “disclosure” tab at www.capricollege.edu. Also, included on this tab is the “Capri College Jeanne Clery Campus Security Report”, which is also updated and made available to each student in paper copy October 1. This report offers the campus sexual assault reports and crime statistics for three prior years.

The original Clery Act requires that colleges inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

1. Victims' option to, or NOT to, notify and seek assistance from law enforcement and campus authorities
2. Victims' right and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

Preventative safety measures in place at Capri College include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking, defined as conduct directed at a specific person that would cause a person to fear for his/her/other's safety, or suffer substantial emotional distress) domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at orientation, as well as scheduled programs for all students throughout the calendar year. The dates of these educational events are posted prior to the presentation date and announced to the student body. Student Support Services keeps on file a schedule of the programs, as well as a participant attendance roster. Other safety measures in place include a college issued "rape whistle" and a regime encouraging students to leave the building in groups and/or inform the college staff that they will be walking alone to their car. (this is particularly enforced for students on a later evening schedule). Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process of the College is available through Student Support Services or from the School Director.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault, whether it occurs on or off campus, should be reported directly to the Capri College School Director and/or Student Support Services.

Filing a police report with the college will not obligate the victim to prosecute, nor will it subject the victim (either student or employee) to scrutiny, negative repercussion or judgmental opinions from the College. The College will help file a police report, if requested. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim's confidentiality respected. *Capri College will use the preponderance-of-the-evidence standard of proof.* The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of Capri College to provide protective measures. The school has mandated protocol in place of reporting any and all sexual offenses to the School Director or Dean of Student Services. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The college is also obligated to comply with a student's request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or lab services.

As per VAWA, Capri College will ensure staff and school officials are provided with appropriate training on an annual basis. **Chris Fiegen, School Director; Laura Gordon, Asst. School Director; Sara Hollingshead, Student Support Services are assigned as VAWA training coordinators**

Various counseling options are available from the city POLICE DEPARTMENT. Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Programs in the city of the Capri Campus. See Student Services for a listing of services and phone numbers. Also, a listing of counseling opportunities can be found on student disclosure tab on the Capri College website at www.capricollege.edu and state-wide listings can be found at the following website. <http://www.state.ia.us/government/ag/map/map.html>.

Registered Sex Offenders Information:

Capri College asks for full disclosure of any prior misdemeanor (other than minor traffic violations) or felony on the enrollment application to advise students of potential state licensing denial. This information, including sex offender registry, is kept in student's confidential file. Beginning 2011, Capri College will retain the right to perform background checks on all applicants. Visit www.iowasexoffender.com for a list of local registered sex offenders.

Missing Student Notification & Procedure:

Students must call in all absences prior to starting time for each absence. If a student does not report an absence, Capri College will attempt to contact the student that day. Capri College requires each student to sign a release for an emergency contact in the event a student does not call in the absence and is unable to be reached.

Capri College Drug and Alcohol Policy:

The school maintains drug and alcohol education information that can be obtained from the Student Support Services or School Director. Capri College tracks the number of drug and alcohol related disciplinary actions, treatment referrals, and incidents reported by police.

**Capri College is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) All students and employees should refer to the booklet “Drug and Alcohol Prevention Program” for information concerning the campus policies and individual responsibilities required under this Act.*

GENERAL SECURITY INFORMATION:

- During school hours, notify the school director, Chris Fiegen and/or the Cedar Rapids Police Department immediately.
- If a crime occurs during non-school hours and no faculty or staff member is available, notify the City of Cedar Rapids Police Department immediately and the school director, Chris Fiegen, as soon as possible.
- The purpose and authority of campus security is limited to the premises and protecting the facility and student body. Incidents that go beyond the scope of campus security measures are referred to and investigated by the local law enforcement agency.
- All crimes that are reported will be maintained in the school director’s office and will be reported through this “Campus Security Report” disclosure or can be obtained at <http://ope.ed.gov/security>. All measures possible will be taken to protect the identity and privacy of the victim.
- All students have the opportunity to participate in campus security procedures and practices on orientation day and in scheduled assemblies.
- When walking to and from your car or home, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways.
- Do not carry large amounts of cash in or out of school.
- Always lock your car and remove all packages and any valuables. Park in a well-lit area.
- Do not leave personal property unattended in the classroom, student lounge, or clinic area.

Do not give out personal information, personal phone number or your address to clients.

REMEMBER: Preserving evidence for proof of a criminal offense is very important. Report any suspicious or uncomfortable situations to school personnel. If any client or customer of the college does or says anything inappropriate, report it immediately to the school director or any of the faculty or staff. Appropriate measures will be taken to assure the safety and peace of mind for the student.

WHERE TO GO FOR HELP:

Capri College provides education and prevention programs through the local office of Substance Abuse and various programs in the area. The director also has a directory of Alcoholic Anonymous meetings held near the college. The following local numbers may be used if needed in addition to contacting the School Director.

Ambulance, Fire, Law Enforcement	911
Aid To Women	319-364-8967
Area Substance Abuse Council	319-390-4611
Birthright	319-393-3251
Cedar Rapids Police Department	319-286-5491
Crisis Center	319-362-2174
Domestic Abuse	319-363-2093
Mercy Hospital	319-398-6011
National Suicide Hotline	800-273-8255
Poison Control Center	800-222-1222
Sexual Assault Intervention PR	319-363-5490
St. Luke’s Hospital	319-369-7211
Waypoint	319-365-1458

Location Emergency Contacts:

School Director –Chris Fiegen	319-364-1541 x 203
Assistant School Director – Laura Gordon	319-364-1541 x213
Student Support Services- Sara Hollingshead	319-364-1541 x206

Additional Consumer Information

Academic Programs, Facilities & Instructional Personnel

Academic Program

Cosmetology

2100-Clock Hour Program/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.

Esthetics

720- Clock Hour Program/32Weeks

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.

Massage Therapy Program

720-Clock Hour Program/32 Weeks

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.

Nail Technology

360-Clock Hour Program/16 weeks

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.

Instructor of Cosmetology Arts & Science

1000-Clock Hour Program/32 weeks

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.

Facilities

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.

Instructional Personnel

<i>Instructor Name</i>	<i>Program</i>
Audrey Beadle	Cosmetology/Cosmetology Instructor/Esthetics Director
Abbie Bowen	Cosmetology/Cosmetology Instructor
Jennifer Crowley	Cosmetology/Cosmetology Instructor
Danielle Ellis	Cosmetology/Instructor Assistant
Tara Gavin-Hiatt	Cosmetology/Cosmetology Instructor
Sara Hoover	Cosmetology/Cosmetology Instructor
Samantha Ieronimo	Cosmetology/Cosmetology Instructor
Ariel Makepeace	Cosmetology/Cosmetology Instructor/Esthetics
Angela McCullough	Cosmetology/Cosmetology Instructor
Liz Micka	Cosmetology/Instructor Assistant
Katie Miner	Cosmetology/Cosmetology Instructor
Malenda Rogness	Cosmetology/Cosmetology Instructor
Patty Russo	Cosmetology/Cosmetology Instructor
Carol Sebetka	Cosmetology/Cosmetology Instructor
Tabitha VanKerckvoorde	Esthetics/Esthetics Instructor Assistant/Nail Technology
Adrienne Vezina	Cosmetology/Cosmetology Instructor
William Ryder	Massage Therapy
Christe Davis	Massage Therapy
Jeanne Thomas-Dietsch	Massage Therapy Director
Kirsten Swain	Massage Therapy

Accreditation & Licensing of Institution

Accreditation:

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 regulated by the:

Iowa State Department of Public Health

Lucas State Office Building, Des Moines, Iowa 50319.

Licensing Fees and Requirements: 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.

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

- 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
- Infringement of copyright laws, illegal downloading, and/or peer to peer file sharing will not be tolerated. Students will be subject to standard Capri College disciplinary measures, as well as, any local, state or federal punishment

Copyright and Peer-to-Peer File Sharing

Copyright Infringement

Capri College will not tolerate any infringement of copyright laws or illegal downloading, including peer to peer file sharing. Student will be subject to standard Capri College disciplinary measures, as well as, any local, state or federal punishment.

Course Schedule Information

Cosmetology Schedule:

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.

Theory, Instructor Demonstration and Lecture 570 Clock Hours

Demonstration 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- approximately 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. Saturdays 8:00 a.m. – 3:00 p.m. Evening hours of attendance is 12:00 p.m. – 8:00 p.m. Each location has a schedule of classes and hours that are available upon request.

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.

Esthetics Schedule:

Theory (Core Life Sciences) 150 Clock Hours

Core Life Sciences include: 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 120 Clock Hours

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 450 Clock Hours

Includes all applied practical and 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.

Massage Therapy 720 Clock Hours

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 the various 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 clinical 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 Participation and Corporate Outreach

Massage Therapy Course Format

	Term I	Term II	Clock Hours
Anatomy	60 hours	45 hours	105 hours
Pathology	30 hours	30 hours	60 hours
Kinesiology	60 hours	15 hours	75 hours
Theory of Massage	30 hours	-	30 hours
Fundamentals of Massage	135 hours	-	135 hours
Massage Therapy II	-	60 hours	60 hours
Adjunct Therapies	45 hours	30 hours	75 hours

Business Class	-	30 hours	30 hours
Clinic/Lab Assignment	-	150 hours	150 hours
Totals	360 hours	360 hours	720 hours

Massage Therapy Course Schedule: Massage Therapy Students attend school 24 hours per week for 32 weeks (two sixteen (16) week terms) attaining 720 Clock Hours. Contact your Capri College Admissions Department for the specific schedule.

Clinical rotations included nights and Saturdays. Each location has a schedule of classes and hours that are available upon request.

Nail Technology Curriculum

Theory (Core Life Sciences)- 150 Clock Hours

Core Life Sciences include: 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.

Demonstration, Application and Lectures - 60 Clock Hours

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

Supervised Practical Instruction- 150 Clock Hours

Clinic/Lab and applied practical instruction of Nail Technology.

Nail Technology Course Format

Term I

Theory of Nail Technology I, Natural Nail Care, Nail Enhancements, Communication, and Nail Business Skills. 180 Clock Hours

Term II

Theory of Nail Technology II, Advanced Nail Enhancements, Communication, Applied Practical Instruction, and Supervised Clinic/Lab. 180 (360) Clock Hours

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.

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 Life 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.

Capri College School Hours of operation:

Student schedules vary based on start date. Students are scheduled to attend 40 hours a week unless arranged otherwise with administrative staff.

Monday 12:00 pm – 8:00 pm
Tuesday 8:30 am – 4:30 pm (8:00pm)
Wednesday 8:30 am – 4:30 pm
Thursday 8:30 am – 8:00 pm
Friday 8:30 am – 4:30 pm
Saturday 8:15 am – 3:00 pm

Diversity of Student Body

Percentage of undergraduate enrollment: (Fall 2012).

90%	White
1%	Black or African American
1%	Asian
3%	Hispanic/Latino
2%	Two or more races
2%	American Indian or Alaska Native
97%	Female
3%	Male
70%	Age 24 and under
30%	Age 25 & over

*Report by College Navigator: Fall 2012

<http://nces.ed.gov/collegenavigator/?q=capri-college&s=IA&id=153083#enrolmt>

FERPA (Student Records)

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 under an applicable program of the U.S. Department of Education.

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 distance, 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 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 records, 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;

Notice to Enrolled Students of Availability of Consumer Information

Students receive an orientation checklist during their first week of school notifying where the consumer information is found both electronically and hard copy. The checklist is below.



Revised March 2014 - EF

Registration/Orientation Check List

Student Name _____ Start Date _____

Please read the statements below and **initial** all areas as they apply.

- _____ 1. I have participated in a complete tour of Capri's facilities and equipment.
- _____ 2. Prior to Registration, Capri College Admissions emailed the website link and PDF electronic copy of the Capri College Catalog/Student Policy Handbook. I have been advised to read and review. In the admissions process, I was informed that I can request a hard copy. I have read the catalog and agree to follow said policies. http://capricollege.edu/pdf/Capri_College_Student_Catalog_March4_2014.pdf.
- _____ 3. Prior to Registration, Capri College Admissions emailed the website link and PDF electronic copy of the Capri College Consumer Information. I have been advised to read and review. In the admissions process, I was informed that I can request a hard copy. www.capricollege.edu/Consumerinformation.pdf
- _____ 4. I have been given a copy of the Capri College Drug and Alcohol Policy, found also in the Consumer Information document received prior to Registration. I have read the policy and agree to follow said policies.
- _____ 5. I have received a copy of the Capri College Annual Security Report (which includes safety measures and general security information- found also in the Consumer Information document) prior to Registration.
- _____ 6. Prior to Registration, Capri College Admissions emailed the website link and PDF electronic copy of the Student Right to Know which includes disclosure of Capri College's completion, graduation, and licensing rates for the program for which I have enrolled. I have been advised to read and review. In the admissions process, I was informed that I can request a hard copy.
- _____ 7. I understand and agree to the attendance policy stated in the Capri Catalog/Student Policy Handbook which limits absences to 10% of scheduled hours, and I have made arrangements to meet the demands of this schedule. I understand that falling below the 10% absence may result in termination of my training.
- _____ 8. I have received a clear description of the approved uniform that I am required to wear during my attendance at Capri College.
- _____ 9. Prior to Registration, Capri College Admissions emailed me a PDF electronic copy of the Enrollment Agreement and was advised to read and review. In the admissions process, I was informed that I can request a hard copy.
- _____ 10. I have read, signed, and received a copy of my Enrollment Agreement and have been given Voter registration.
- _____ 11. I request permission to attend extended hours beyond the normal hours per day that I may deem necessary to achieve my graduation from Capri College (Iowa Code 157, Chapter 61).
- _____ 12. I have been advised that my full acceptance to Capri College will not occur until I have successfully completed my Two Week trial period and have participated in an interview at that time determining my continuation in the program. Equipment will not be issued until I have been fully accepted.
- _____ 13. I give Capri College permission to text my cell phone to alert me of school closings, delays, cancellations and for future graduate placement purposes, industry surveys, etc... Please provide cell phone number and provider.
_____ Provider _____
- _____ 14. I am aware that I will participate in a Financial Planning Interview & Information Session within the first Three weeks of school.

Student Signature

Date

Personal Responsible for Providing Consumer Information

Abigail Degenhardt can be reached at marketing@capricollege.com.

Services and Facilities for Students with Disabilities

Statement of Non-Discrimination:

Capri College does not discriminate on the basis of race, color, age, gender, marital status, sexual orientation, veteran status, ethnicity, place of origin, religious creed, or mental or physical disability.

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.

Student Services

Housing and Parking

Capri College does not provide housing for enrolled students. However, there are rental facilities in the area to serve the student population. Capri College has a private parking lot allowing students to park.

Licensing

Information and counseling regarding professional licensure in Iowa and other states are available to the student upon request. Capri College has included the cost of the Iowa licensing exam in your tuition. This exam cost is different per program and does not include the individual state licensing fee. If the student opts to test in another state, only the amount of the Iowa exam fee will be compensated. Some states may require additional fees and specific state testing for out of state applicants. These fees are the responsibility of the graduate.

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. To obtain an academic transcript send \$10.00 with a written request to:

Capri College Corporate Office

P.O. Box 873

Dubuque, IA 52004-0873

Phone: (563)588-8085 or toll free 1-800-728-7222

The student's account must be paid in full prior to release of the transcript.

Placement Assistance

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

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.

Textbook Pricing and Equipment List

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 list and equipment required throughout the course. The student may purchase the 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. **Cost per individual item subject to change, but totals remain constant for published period.**

Cosmetology Kit

	#	STU COST	MANUFACTURER
Shampoo Cape nylon	1	\$9.83	Marianna 8150
Shampoo Cape Nylon ultimate	1	\$16.00	Marianna item 08592
Kids Cape	1	\$6.26	Marianna 8240
Capri Binder	1	\$23.15	Jet Business
Capri Bag	1	\$8.85	Jet Business
Case	1	\$51.85	Jet Business
Plastic pick	1	\$1.05	Marianna
Manicure Kit stainless	1	\$23.15	Marianna
Hand Mirror	1	\$2.23	Marianna
Wide Tooth Comb #1780	1	\$0.54	Marianna
Bone Combs #364	2	\$0.97	Marianna
Dual Purpose Comb/Lift #1002	1	\$0.34	Marianna
Pin Tail Comb #344	1	\$0.39	Marianna
Round Metal Cylander med	1	\$3.13	Marianna
Round Metal Cylander lg	1	\$3.84	Marianna
Vent Brush #V118	1	\$1.05	Marianna
Duck Bill Clips	1	\$1.18	Marianna
Butterfly Clamps	1	\$1.20	Marianna
Comb-out Cape	1	\$5.74	Marianna
Spray Bottle	1	\$3.49	Marianna
Disinfectant Bottle	1	\$1.18	Marianna
Color Kit (bottle, bowl & brush)	1	\$6.24	Marianna
Mannequin Clamp w/ exten	1	\$13.41	Marianna
Rectangle Weft	1	\$21.36	Marianna
Female Mannequin (14112)	1	\$75.07	mrs american
Female Mannequin (14901)	1	\$57.19	mrs suzie kin
Female Mannequin (14901)	1	\$57.19	mrs suzie kin
Female Mannequin (14116)	1	\$32.09	mrs lori kin
Shears and thinning w/ case	1	\$8.85	Fromm
Shear Holster	1	\$194.88	Shark fin/headlux
Clipper / Trimmer Combo	1	\$9.39	marianna 01158
Blow Dryer ceramic ionic	1	\$96.54	Wahl 08478 815.625.6525 julie in professional div.

Ceramic Marcel Iron 3/4"	1	\$60.79	Helen of Troy
Ceramic Curl Iron 1.25"	1	\$44.70	marianna 02338
Ceramic Flat Iron	1	\$39.33	marianna 02363
Razor & blades	1	\$43.80	china
lanyard	1	\$38.44	Kissaki Shears/headlux
rape whistle	1	\$3.58	Jet Business
iPad	1	\$1.79	Jet Business
KIT SUB TOTAL	1	\$329.00	Apple
w/tax		\$1,299.07	w/tax
BOOKS		\$1,390.00	
Salon Fundamentals			
Exam prep book	1	\$119.05	pivot point
Study guide	1	\$38.75	pivot point
Nuts and Bolts 4 book set	1	\$62.05	pivot point
Capri College Handouts	1	\$348.08	Nuts and Bolts
BOOKS SUB TOTAL	1	\$32.28	
w/tax		\$600.22	
		\$645.00	
UNIFORMS 2 lab 5 t-shirt			
UNIFORM SUB TOTAL	1	\$121.49	student cost of t is \$12, \$25 for lab
w/tax		\$121.49	w/tax
		\$130.00	
TOTAL COS. KIT / inc. tax			
		\$2,165.00	

Esthetics Kit

	STU.COST	ITEM #
Splinter Tweezers	\$4.54	07299
Wire Extractor tool	\$10.70	07285
Scissors	\$6.08	01147
Soft Side Traveler Case	\$26.09	12553
Hand Mirror- Black	\$2.23	08301
Slant Tweezers	\$19.94	07320
Capri Padded portfolio	\$21.48	Jet
Capri Bag	\$6.08	Jet
SB Airbrush Kit	\$423.37	
Deluxe Studio Set 22pc. Brush Set	\$53.81	Set 502

4 oz Brush Cleaner	\$7.62	BC04
Eclipse Concealer Palette	\$24.56	827 MED
32 Lip Palette	\$29.17	856 SM
10 Piece Blush Palette	\$24.56	
ultimate palette 252	\$38.41	
Zero Loose Powder	\$18.47	
Lip Pencil in Natural	\$10.01	
Eye Pencil Taupe	\$10.01	
Eye Pencil Black	\$10.01	
Pencil Sharpener	\$3.08	
Palette Knife	\$11.55	
Stainless Steel Palette	\$10.78	
Black Cake Eyeliner	\$11.55	
Mascara Brush	\$10.78	
bt-vision	\$67.74	
iPad	\$329.00	
TOTAL EQUIPMENT		
w/tax	\$1,275.00	
Milady's / Estheticians / ebook with hard book	\$245.62	978-1-4283-1892-2
Dermologica	\$28.14	978-1-4354-8020-9
Skin Disease Diagnosis and Treatment	\$76.70	978-0-323-07700-2
TOTAL BOOKS	\$350.47	
w/tax	\$375.00	
UNIFORMS		
Uniform/Lab (2)	\$48.06	
t shirts (3)	\$36.05	
TOTAL UNIFORMS	\$84.11	
w/tax	\$90.00	
TOTAL	\$1,740.00	

Massage Therapy Kit

	Student Cost	Manufacturer
Massage Table w/ face cradle	\$360.98	Earthlite
Bolster	\$24.69	Earthlite
Thermophore	\$57.05	Battle Creek
Table Carry Case	\$31.82	Desert

Lotion Holster	\$14.22	Biotone
iPad	\$329.00	Apple
TOTAL	\$817.76	
	\$875.00	<i>w/tax</i>
TEXTBOOKS		
A&P	\$144.54	McGraw-Hill
		978-0-07-337815-2 Hard cover
Pathology	\$71.69	Lippencott
		978-1-60831-910-7
Theory & Practice of Therapeutic Massage	\$98.29	Milady
		978-1-4354-8524-2
T&P of TM Workbook	\$45.10	Milady
		978-1-4354-8525-9
First Aid Certification Book	\$16.13	NCR
		978-0-073519951
Trail Guide	\$50.88	Lippencott
		978-0-9826634-0-4
Trail Guide handbook	\$17.29	Allied / McGraw
		978-0-9826634-1-2
TOTAL	\$443.93	
	\$475.00	<i>w/tax</i>
UNIFORMS		
(2) Polo Shirts	\$37.10	
(3) t shirts	\$37.67	
TOTAL	\$74.77	
	\$80.00	<i>w/tax</i>
Total w/tax	\$1,430.00	

Nail Technology Kit

Acrylic Nail Tip Slicer	\$ 13.28	070455
Hindostone	\$1.65	07349
Stork Scissor	\$ 9.03	07282
Marbalizing Tools	\$ 2.74	070501
Plastic Pump with Lockable Lid 8oz	\$ 3.32	07182
Capri bag	\$ 6.60	

On the Go Kit Clarite Only	\$ 333.92	SK 140
Star Nail Nail Art Brush Set	\$ 20.02	134001
Curette	\$ 5.49	011472
White Scrub Brush	\$ 0.58	011479
Lucite Gel Brush	\$ 8.33	106509
.5oz Glass Dropper (2)	\$ 3.97	300002
Total Equipment	\$ 400.00	
Nail Technology Text	\$58.82	
Nail Technology State Board Book	\$32.51	
Total Textbooks	\$140.00	
UNIFORM		
Name Tag	\$0.80	
Uniform	\$33.40	
Total Uniform	\$40.00	
TOTAL NAIL TECHNOLOGY KIT	\$580.00	

Tuition

Cosmetology Tuition:

Tuition/Student License Fee	\$17,280.00
Books and Equipment	\$2,165.00 (tax included)
Total Program	\$19,445.00

Massage Therapy Tuition:

Tuition/Student License Fee	\$7,720.00
Books and Equipment	\$1,430.00 ('''tax included)
Total Program	\$9,150.00

Esthetics Tuition:

Tuition/Student license	\$7,835.00
Books and Supplies	\$1,740.00 (tax included)
Total Program	\$9,575.00

Nail Technology Tuition:

Tuition/Student License	\$3,770.00
Books and Supplies	\$580.00 (tax included)
Total Program	\$4,350.00

Cosmetology Arts & Science Instructor:

Tuition/Student License	\$3,920.00
Books and Supplies	\$300.00 (tax included)
Total Program	\$4,350.00

Transfer Credit Policy

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. Test out Fee: \$200

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. Test out Fee: \$200

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.

Verification Requirements

Any financial aid applicant selected for verification by the U.S. Depart. of Education or Capri College, must submit appropriate documentation within two weeks of verification selection. Extension will be granted for extenuating circumstances. Upon completion of verification, financial aid will be awarded to eligible students.

Voter Registration Forms

Voter Registration Forms are handing out to students during orientation.

Also readily available in our Student Services office. See "Registration/Orientation Checklist".

Financial Aid

Code of Conduct of Educational Loans

Iowa Code Section 261E.2 and Title 34 of the Code of Federal Regulations, Section 601.21, require the development, administration, and enforcement of a code of conduct governing educational loan activities. Our officers, employees, trustees and agents, and other organizations associated with Capri College, agree to the provisions of this Code of Conduct and will refrain from:

- Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services, materials, or items of a nominal value.
- Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
- Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
- Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
- Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.
- Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.
- Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.
- Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.

This institution is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the financial aid staff will consider each student's individual needs.

A comprehensive Code of Conduct detailing permissible and impermissible activities is available at the Iowa College Student Aid Commission web site, www.iowacollegeaid.gov

Entrance Counseling – Direct Loans

It is the policy of Capri College to award financial aid as follows:

1. **Grant Aid** - PELL and FSEOG are the priority aid awarded, awarded to most needy students. Grant Aid being a type of aid not required to be repaid. It is the policy of Capri to award FSEOG only if the student's need exceeds the total PELL and other available aid plus \$1,000.00 in self help (employment or loan). The FSEOG award will be \$100.00 to \$1,000.00 per academic year. Due to limited funds, FSEOG awards are for first academic year only, with priority to PELL recipients. If a student would have a PELL credit, it would be released for purchase of books within 7 days.
2. **Student Loan** - Direct Stafford Student Loan (STAF), and the PLUS Loans are self help financial aids that are repaid after graduation (STAF) or during school (PLUS). It is expected students will contribute toward their educational cost in self help which may include loans. Students who apply for a loan must first apply for FPELL and FSEOG grant aid.

LOAN HISTORY ON LINE : www.nslds.ed.gov/nslds_SA Borrower loan history is accessible to authorized guarantee agencies, lenders and colleges.

3. **Other Student Resources** - Estimated Family Contribution (EFC), JTPA, Voc Rehab, Scholarships, Grant and Loan are subtracted from the cost of attendance to assure that a student is not being over awarded more aid than education cost. * **Students must inform the College of additional funding not included on their award letter.**

FINANCIAL AID REFUND POLICY

Whenever a student terminates, the amount of funds to be returned to the Title IV Program is calculated according to section 485(f) 970 of the regulations, with priority in the following order:

1. **DIRECT Loan - UNSUB/SUB Stafford, PLUS-Parent Loan**
 2. **PELL Grant/FSEOG**
 3. **Other Funding Agency**
 4. **Student**
- IF ALL AID IS EARNED, THE COLLEGE WILL REFUND ANY CREDIT BALANCE IN THE FOLLOWING ORDER:**

1 STAFFORD STUDENT LOAN, PLUS-PARENT LOAN

2. ALTERNATIVE LOAN 3. OTHER AGENCY 4. STUDENT

I authorize the college to use financial aid refund to reduce my Title IV loan debt. I understand I may rescind this order of refund when all aid is earned, upon written request.

The amount of financial aid earned is based on the hours scheduled; it is not equal to tuition earnings. A STUDENT FUNDED WITH

FINANCIAL AID, WHO DOES NOT COMPLETE THE PROGRAM, MAY STILL OWE THE COLLEGE MONEY AT THE TIME OF WITHDRAWAL.

STUDENTS RESPONSIBILITIES & RIGHTS

1. Capri College practices no discrimination on basis of sex, race, creed, religion, financial status or country, area of origin or residence.

Satisfactory Academic and Attendance Progress (SAP) for financial aid eligibility is evaluated at the end of each term, payment period of your class.

SAP must be maintained for all students, regardless of whether they are receiving Federal financial aid or not. Termination may result if student does not meet SAP minimums

A). Academic Qualitative Standard - You will be given a percentage grade. The minimum grade considered satisfactory is 75%.

B) Attendance Quantative Standard - Satisfactory progress for attendance is considered to be completion of the required courses for each period by the scheduled completion date. In rare cases, an exception to the requirement would be an approved waiver. Attendance below 80% of scheduled time is unsatisfactory. Students must graduate in maximum time of 1.5 of course length. Approved Leave of Absences are excluded in this time frame.

2. 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.

3. 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 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.

4. Readmission Policy for Satisfactory Progress Students may be eligible

for readmission following Unsatisfactory Progress dismissal from school after a waiting period of six months.

5. Reinstatement of Aid: Students 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 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..

6. Capri provides eligible students or in the case of a minor, their parents, the right to review the student's own education records to seek disclosure of the information and to limit the disclosure of the information to another person. Academic and hourly transfer information is provided upon full payment to

date of the student account. Transcript fee is \$ 10.00.

7. Students receiving financial aid are required to pay their direct educational costs as per enrollment agreement, before receiving financial aid for related costs of education, such as living expenses.

8. Regulations also stipulate cash disbursements to the student not exceed the living costs for the period of enrollment. While it is a rare situation

are available to disburse awards to the student for living costs, the monthly student budget estimated will be multiplied by the months of enrollment and compared with the aid funds disbursed. If excess funds have been disbursed, you will be billed for this amount and required to restore the funds to the aid programs. Until such overpayments are restored, you would not be eligible for financial aid at any other institution.

9. Any financial aid applicant selected for **verification** by the U.S. Dept. of Education or Capri, must submit appropriate documentation within two weeks of verification selection. Extension will be granted for extenuating circumstances. Upon completion of verification, financial aid will be awarded to eligible students.

10. As a student receiving student loans, I verify with my signature below that I have had pre-loan counseling from the college concerning the loan repayment obligations, deferments and forbearance. I also understand I will be required to participate in an exit interview before graduation. I HAVE RECEIVED CONSUMER & "RIGHT TO KNOW" INFORMATION FROM THE COLLEGE. I UNDERSTAND DISSATISFACTION, OR NONRECEIPT OF EDUCATIONAL SERVICES DOES NOT EXCUSE ME FROM LOAN REPAYMENT OBLIGATIONS.

11. Students with personal/family hardship, or medical may request a leave

of absence. A leave must be requested in writing. Students may take leave for two weeks, up to six months for extreme need.

12. I give Capri permission to maintain and budget monthly, financial aid monies beyond the direct costs of tuition and fees for subsequent charges and/or monthly living expenses. When my account is paid in full, resulting in an account credit balance, I may request to receive these remaining funds in a lump sum. **I acknowledge I may rescind this permission at anytime.**

13. I acknowledge the credit to account system of Capri and give the college permission to credit all eligible Title IV awards to my account and I will receive a receipt of this credit transaction. I understand aid is paid at the start of each term, providing I am making Satisfactory Progress.

14. **Federal Law** indicates any student on financial aid, who incurs a drug conviction of possession or drug sales, will immediately lose financial aid. I agree, that should I qualify for additional PELL Grant funds or scholarships, not determined at the time of loan filing, that I will use these funds to reduce my student loans. This is in my best interest, as it will reduce my monthly loan payments and interest. **I understand I can rescind this at any time.**

I have read, understand, and received a copy of this award policy.

Name _____ Date _____

Exit Counseling Title IV Loan Programs

Capri College Financial Aid Exit Interview

Date: _____ Student Name: _____

Loan Servicer: _____

Loan Amount: _____

Approximate Monthly Payment: _____

Your first payment will be due approximately 6 months after you graduate or your last day attended.

For loan servicer contact information, see attached sheet. This is who you will be making payments to.

This guide explains what you need to know about repayment of your Stafford student loan, including grace period, deferments, and your rights and responsibilities as a student borrower in repayment. The Master Promissory Note may include multiple loans under one note. Like any other debt, a student loan debt is a serious financial, moral, and legal obligation. You need to plan your living expenses carefully based on your potential starting income and budget accordingly. Don't let your student loan come as a surprise six months down the road. You will need to prioritize your debts, and student loans should be at the top. This might mean the postponement of a new car, home, or wanted vacation. The repayment of your student loan can result in a long-term benefit for you and your family. You will have to demonstrate good credit on these loans so you can obtain future credit for car, business, and mortgage loans. Dissatisfaction with, or non-receipt of, the educational services being offered by the school does not excuse

borrowers from repayment of their student loan. Please refer to the Direct Loan Exit booklet for additional detailed information.

Grace Period

The stage between graduation and the beginning of repayment is called the "grace period". This begins immediately after you cease at least halftime enrollment status. During this period, no payments are required. A grace period is six months. If you return to school on at least a halftime basis before your grace period expires, you can again postpone repayment and be eligible for another full grace period. If you've already used your grace period on prior student loans, your repayment will begin immediately! During this grace period, you will be receiving information from your loan servicer regarding the repayment of your loan. It is very important to keep in contact with them. You will receive a payment schedule and payment due dates. If payments are too high or too low, contact your loan servicer right away; do not wait until they are due. Remember: Your loans are due when your grace period expires whether or not you've heard from your loan servicer. The purpose of your grace period is to give you time to establish yourself financially. During this time you should be actively seeking employment, accumulating savings, or making other plans.

Repayment Chart

Use this chart to get an idea of the approximate monthly student loan payments you can expect to face depending on how much you borrow. Repayment begins 6 months after you are out of school. Approximate Monthly Repayment Schedule is attached.

Deferments

Under certain conditions, you may defer (postpone) repayment of your student loan for a period of time. Deferments are not automatic; if you believe you are eligible, contact your loan servicer.

The following conditions may warrant a deferment:

- Periods during which the borrower is pursuing at least a halftime course of instruction as determined by an eligible institution; you must file a deferment at that institution and send it to your loan servicer.
- Periods during which the borrower is pursuing a course of study under a graduate fellowship program.
- Periods during which the borrower is pursuing rehabilitation or a training program for disabled individuals approved by the Secretary.
- Up to three years during periods in which the borrower is seeking and unable to find full-time employment; and
- Up to three years for periods in which the loan servicer determines, under regulations prescribed by the Department of Education, that the borrower has experienced or will experience an economic hardship.

Loan Consolidation

Phone: 1 (800) 557-7392

www.loanconsolidation.ed.gov

What Are My Responsibilities?

When you complete the loan application and sign the Promissory Note, you promise to repay the amount borrowed. You are responsible for repaying the entire amount of the loan and any accrued interest in full and on time. You must keep your lender informed of any address, phone or name changes.

You should contact your lender immediately after graduation with your new address. It is not your school's responsibility to give them a correct address. You must contact them no later than 90 days prior to the end of your grace period. If you are eligible for a deferment, it is your responsibility to notify your lender and complete any documentation needed.

What Are My Rights?

As a borrower you also have rights which are listed below:

- The lender (Direct Loan) must provide a copy of the disclosure statement no later than the time the loan is disbursed. The lender will return the original application and promissory note upon payment in full.
- You will make a minimum payment of \$600 per calendar year. This could result in a repayment schedule of less than five years.
- You may, at your option, prepay without penalty, all or part of your student loan and interest.
- If you are eligible, you have the right to a deferment of a loan repayment. During an eligible deferment period, the government will pay your interest.
- Your loan obligation will be canceled if you become totally and permanently disabled or deceased.
- If you are willing, but financially unable to make payments according to the repayment schedule, you may ask for a temporary forbearance from your lender. You must file a forbearance form.
- If your loan is sold or being serviced, you have the right to be notified.
- If you fail to meet your obligations your loan could become delinquent or in default.

Why Should I Pay?

Not only are you legally obligated to pay back your student loans, but by doing so you are making it possible for other students to attend school with the help of student loans. **This is a government obligation.**

What If I Don't Repay?

If you fail to make a scheduled payment and have not made any previous arrangements with your loan servicer, your loan will become delinquent. It is your responsibility to contact your loan servicer if you can't make a payment, and to make every effort to keep your student loan account current. If you are experiencing personal or financial hardship, your lender may be willing to adjust your repayment schedule.

If the situation is not remedied to the loan servicer's satisfaction, your student loan will go through a "due diligence" process in which your lender will make every effort to work with you to make your account current. If no cooperation is received, you will be notified that your loan is being turned over to the state agency and your loan is now in default. When payment is 270 days delinquent, it will default!

Once your loan has been placed in default, the state agency can demand payment in full, file legal (suit) action, garnish wages, or bank accounts, attach property, and can withhold your state and federal income tax refund checks for payment until the loan is paid in full.

A default will be reported to the credit bureau and to the school for which you borrowed the money to attend. Once the school has received notification of default, it will be noted in your file and you cannot receive any future financial assistance at any college. If a transcript is requested by another school, it will be noted on the transcript that you have defaulted on a previous loan.

Your future credit may be damaged or denied for car loans, home mortgages, or business loans due to a default on a student loan. It is good to check your credit history and view all of your student loan information at this free website: www.annualcreditreport.com

OMBUDSMAN Student Loan Office: This agency is available to field specific questions on issues concerning student loans.

You do have a PLUS (parent) loan in the amount of \$_____ with payments approximately.

Counseling, Financial Literacy , or Debt

Lender Assistance in Preparing Educational Counseling, Financial Literacy, or Debt Management Materials.

Direct Loan Servicing (ACS)	PO BOX 5609	Greenville , TX 75403-5609	www.dl.edu.gov	(800) 848-0979
Fed Loan Servicing (PHEAA)	PO BOX 69184	Harrisburg, PA 17106-9184	www.myfedloan.org	(800) 655-3813
Great Lakes-Student Loans	2401 International Lane	Madison, WI	www.mygreatlakes.org	(800) 236-4300
Nelnet – Nelnet Student Loan	PO BOX 82565	Lincoln, NE 68501-2565	www.nelnetloanservice.com	(800) 369-0872
Sallie Mae (Making Loan Payments)	PO BOX 9635	Wilkes-Barre, PA 18773-9635	www.salliemae.com	(800) 722-1300

Sallie Mae	PO BOX 740351	Atlanta, GA 30374-0351		
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Penalties for Drug Violations

Drug Violation-Financial Aid Eligibility

- Federal Law prohibits illegal drug possession or sale.
- A student who is convicted of either offense, while receiving Federal Financial aid, will lose Federal Financial Aid eligibility, as follows:

1. Possession of Illegal Drug

- Possession conviction results in loss of Federal Aid for 1 year from date of conviction.
- Two possession convictions results in 2 years from conviction date.

2. Sale of Illegal Drug

- Conviction of the Sale of illegal drugs results in loss of Federal Aid for 2 years from date of conviction.

A student may reinstate Federal Financial Aid eligibility upon documented successful completion of an acceptable drug rehabilitation program, which includes at least two unannounced drug tests, and:

- The program is qualified to receive funds from federal, state or local government or from a federally or state licensed insurance company.
- OR
- Be administered or recognized by a Federal, State or local government agency or court, or federally or state-licensed hospital, health clinic or medical doctor.

Official Withdrawal and Refund Policies

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:

<u>Program:</u>	<u>Evaluation Period</u>
Cosmetology:	1) 0-525 Hours; 2) 526-1050 Hours;
	3) 1051-1575 Hours; 4) 1576-2100 Hours
Massage Therapy:	1) 0-360 Hours; 2) 361-720 Hours
Esthetics:	1) 0-360 Hours; 2) 361-720 Hours

Nail Technology 1) 0-180 Hours; 2) 181-360 Hours
Instructor of CA&S1) 0-500 Hours; 2) 501-1000 Hours

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 (less the initial enrollment application fee). 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, supersede 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.*

The published fees, textbooks, uniform and equipment are not included in the pro-rata refund.

All refunds will be made within 30 days of termination. All above examples assume tuition for term is paid in full. Refunds are net of amount unpaid for current school term.

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 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.

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.

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

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.

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.

Special Cases: In the case of illness or disabling accident, death in the immediate family, or other extenuating circumstances that make it impractical to complete the program, the college will make a settlement which is reasonable and fair to both parties. The student must request consideration in writing within thirty (30) days of the last date attended by the student.

Weather-Related Closings

Notice of school closings due to snow or other natural disasters will be aired on local radio stations in the city where Capri College is located. In the event of school closing due to inclement weather, the school will schedule make-up

days in an auxiliary term or in the final term thereby extending the student's graduation date by as many 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 is permanently closed and no longer offering instruction after the student has enrolled, the student shall be entitled to a pro rata refund of tuition.

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.

Returning of Title IV Requirements

If a student withdraws, Federal Law determines the amount of Title IV Federal Financial Aid the students earns, based on the scheduled hours in the respective payment period of the aid. Up to the 60% point in the payment period, a pro rata scheduled is used to determine the amount of Title IV funds at the time of withdrawal. After the 60% point-in-time for the payment period, student has earned 100% of the funds he/she was scheduled to receive during the period.

Treatment Of Title IV Funds When A Student Withdraws From a Clock-Hour Program			
Student Name: _____		Social Security Number: _____	
Date Form Completed: _____		Date of School's Determination: _____	
Period Used For Calculation: _____	Payment Period: _____	Period of Enrollment: _____	That Student Withdraw: _____
<small>Monetary amounts should be on dollars and cents (rounded to the nearest penny). When calculating percentages, round to three decimal places (for example, .408 = .408, or 40.8%)</small>			
STEP 1: Student's Title IV Aid Information			
Title IV Grant Programs			
1. Pell Grant	Amount Disbursed	Amount Not Disbursed	E. Total Title IV aid disbursed for the period A. _____ + B. _____ = E. \$ _____
2. Academic Competitiveness Grant	_____	_____	
3. National SMART Grant	_____	_____	
4. FSEOG	_____	_____	
5. TEACH GRANT	_____	_____	
Title IV Loan Programs			
6. Unsubsidized FFEL/Direct Stafford Loan	Not Awarded/Disbursed	Not Awarded That Could Have Been Disbursed	G. Total Title IV aid disbursed and that could have been disbursed for the period A. _____ + B. _____ = G. \$ _____
7. Subsidized FFEL/Direct Stafford Loan	_____	_____	
8. Perkins Loan	_____	_____	
9. FFEL/Direct PLUS (Graduate Student) 10. FFEL/Direct PLUS (Parent)	_____	_____	
STEP 2: Percentage of Title IV Aid Earned		STEP 3: Amount of Title IV Aid Earned by the Student	
Start date: _____	Scheduled end date: _____	Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G). #DIV/0! x _____ = I. \$ #DIV/0!	
Date of withdrawal: _____		Step 4: Title IV Aid to be Disbursed or Returned	
K. Determine the percentage of the period completed: Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period. Scheduled hours to complete _____ + Total hours in payment period _____ = #DIV/0! If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3. If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.		J. Post-withdrawal disbursement: From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement. Stop here, and enter the amount in Box I on Page 3 (Post-withdrawal disbursement tracking sheet). S. _____ - E. \$ _____ = J. \$ _____	
H. #DIV/0!		K. Title IV aid to be returned From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned. E. \$ _____ - I. \$ _____ = K. \$ #DIV/0!	

State Grant Assistance

Iowa Cosmetology Tuition Grant Awarding

Iowa Residency Requirement

- FAFSA filing deadline is June 30th.
- State Awards are generally made by October 15th of Award Year.
- After selecting students in the ICSAC EFC range or 0 – 5,000 – Priority is given to non-PELL Grand student.
- EFC Range
- Filed appropriate year FAFSA by July 1st Deadline.
- Iowa Resident
- 1st Academic Year Student has preference.
- Student currently enrolled as full time.
- Student enrolled in a COSMETOLOGY field course.
- Student is making satisfactory progress in the course.

Median Debt Current & Previous

Cedar Rapids -- Disclosure Information - Dept of Education Disclosure Requirements

<i>Standard Occupation Codes</i>			<u>Median</u>	<u>Median</u>	<u>Median</u>
<u>Award Year</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>Title IV Loan Debt</u>	<u>Private Loan Debt</u>	<u>Institutional Loan Debt</u>
2012-2013	Cosmetology 12.0401	Cosmetology 39-5012	\$12,000	0	0
2012-2013	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,287	0	0
2012-2013	Esthetics 12.0409	Esthetics 39-5094	\$4,400	0	0
2012-2013	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
<u>Award Year</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>Title IV Loan Debt</u>	<u>Private Loan Debt</u>	<u>Institutional Loan Debt</u>
2011-2012	Cosmetology 12.0401	Cosmetology 39-5012	\$10,382	0	0
2011-2012	Massage Therapy 51.3501	Massage Therapy 31-9011	\$6,864	0	0
2011-2012	Esthetics 12.0409	Esthetics 39-5094	\$4,400	0	0
2011-2012	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
<u>Award Year</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>Title IV Loan Debt</u>	<u>Private Loan Debt</u>	<u>Institutional Loan Debt</u>
2010-2011	Cosmetology 12.0401	Cosmetology 39-5012	\$10,710	0	0
2010-2011	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,500	0	0
2009-2010	Esthetics 12.0409	Esthetics 39-5094	\$7,517	0	0
2010-2011	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
<u>Award Year</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>Title IV Loan Debt</u>	<u>Private Loan Debt</u>	<u>Institutional Loan Debt</u>
2009-2010	Cosmetology 12.0401	Cosmetology 39-5012	\$10,512	0	0
2009-2010	Massage Therapy 51.3501	Massage Therapy 31-9011	\$6,092	0	0
2009-2010	Esthetics 12.0409	Esthetics 39-5094	\$5,474	0	0
2009-2010	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
<u>Award Year</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>Title IV Loan Debt</u>	<u>Private Loan Debt</u>	<u>Institutional Loan Debt</u>
2008-2009	Cosmetology 12.0401	Cosmetology 39-5012	\$7,922	0	0
2008-2009	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,474	0	0
2008-2009	Esthetics 12.0409	Esthetics 39-5094	\$4,087	0	0
2008-2009	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0

Loan Debt July 1, 2012-June 30,2013

General Information

Financial Aid Staff

Linda Schwinn - Financial Aid Director

Julie Rettenberger - Financial Aid Assistant Director

Angie Carlson - Financial Aid Associate Director

Rachel Lahey – Financial Aid Advisor

Address:

Capri College Financial Aid Office

PO Box 873 - 395 Main Street

Dubuque, IA 52004-0873

Phone:

(563) 588-8085

(800) 728-7222

FAX:

(563) 588-1988

Net Price Calculator

Net price calculator link is available at:

<http://capricollege.edu/net-price-calculator-page.html>

Financial Aid Application

Financial Aid Application

Please fill out the front and back of this form and return to:

5/12



Capri Financial Aid Office
P.O. Box 873
Dubuque, IA 52004-0873

School Use Box:
L ___ C ___ D ___ / ___

Today's Date: _____

FAFSA School Codes

CR: 014390

DAV: 007717

DBQ: 007588

I have already completed my FAFSA on _____ (date)

I expect to complete my FAFSA by _____ (date)

1. Name _____ Birthdate _____
Address _____ SSN _____
City, State Zip _____

Home Phone _____ Driver's License # _____

Cell Phone _____ State of Issuance _____

Gender: Male Female

United States Citizen: Yes No If no, what is your visa type and endorsement? _____

Race: Asian Black

Caucasian (White) Native American (Indian)

Hispanic Other (please specify) _____

2. Have you previously attended college, business school, trade or technical school, or other college? Yes No
If yes, please complete the following.

Name of school _____ Name of school _____

City, State _____ City, State _____

Dates Attended _____ to _____ Dates Attended _____ to _____

Did you receive Financial Aid? Yes No Did you receive Financial Aid? Yes No

Degree granted? Yes No Degree granted? Yes No

Type of Degree _____ Type of Degree _____

3. Applicant's marital status:
Single Engaged Married Divorced Separated Widowed

4. Do you have any dependents? Yes No If yes, list their ages _____

5. Parents marital status:
Single Engaged Married Divorced Separated Widowed

6. Where will you be living while attending school?
With Parents On own

One way distance from your address to Capri while attending school, if driving: _____ miles

7. Will you receive any of the following benefits while attending school? Yes No (If yes, please explain below)

Social Security benefits \$ _____/month Child support \$ _____/month

Unemployment compensation \$ _____/month JTPA \$ _____/month

Vocational Rehabilitation \$ _____/month Welfare/Public Assistance \$ _____/month

Veteran's Educational Benefits \$ _____/month Other \$ _____/month

8. Will you be working while attending Capri? Yes No Estimated Earnings per month \$ _____

Please complete reverse side

Enter the requested information for two (2) adults with different addresses. Preferred references are parents, guardians, and adult relatives (A parent should be your first reference). The people you list may be contacted and should know where to reach you at all times. If parents are deceased, use another reference in their place and state their relationship to you.

Parent's Name _____ Name _____
Address _____ Address _____
City, State Zip _____ City, State Zip _____
Parent's Phone (____) _____-_____ Phone (____) _____-_____
Relationship _____

Statement of Educational Purpose

I certify that I will use any money I receive under Title IV Financial Aid (loans, grants, and work study) only for expenses related to my study at Capri College.

I understand all loan proceeds such as Stafford (student) and Plus (parent) loans must be repaid.

In addition, I promise to be held responsible for the repayment of any money received by inadvertent over-awarding. I will repay these ineligible funds to the proper financial aid source.

I further understand the amount of any repayment is based on regulations published by the Secretary of Education.

I certify that I am not required to be registered with Selective Service because:

- I am female.
- I am in the Armed Services on active duty (does not apply to members of the Army Reserves and National Guard who are not on active duty).
- I have not reached my 18th birthday.
- I was born before the required date.
- I am a permanent resident of the Trust Territory of the Pacific Islands.
- I am a citizen of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

Or
 I certify that I am registered with the Selective Service.

I certify that, as a condition to receive Federal or State Financial Aid funds, I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of enrollment covered by Financial Aid funds awarded to me.

I also verify all financial information to determine my Financial Aid eligibility is true and correct for myself, and parent or spouse if applicable.

I also verify that I have not borrowed in excess of the annual accumulative limits of Stafford (student) loan.

I certify that I am **NOT** in default or owe a refund at any institution of post-secondary education for a Federal Student loan, Plus (parent) loan, Pell or FSEOG grants, or College Work Study.

Signed _____ Date _____
Student

Signed _____ Date _____
Parent (if applying for a Plus loan)

Financial Aid Brochure Information



2014/2015

Federal Finance Assistance Programs



Capri College Locations

2945 Williams Parkway SW
Cedar Rapids, IA 52404
319-364-1541
1-800-397-0612
FAFSA School Code # 014390

2540 East 53rd St.
Davenport, IA 52807
563-388-6442
800-728-1336
FAFSA School Code # 007717

395 Main--PO Box 873
Dubuque, IA 52004-0873
563-588-2379
800-728-0712
FAFSA School Code # 007588

Branch Campus
2323 Cross Roads Blvd
Waterloo, IA 50701
319-234-2400
855-702-2774
FAFSA School Code # 007588

Upon enrollment at Capri College, Financial Aid Forms will be mailed, if the student has indicated they plan to use financial aid as a means of tuition payment.

FINANCIAL AID OFFICE
395 Main St.
PO Box 873
Dubuque, IA 52004-0873

563-588-8085
1-800-728-7222

FAX 563-688-1988

Capri Website:
CapriCollege.edu

FEDERAL PELL GRANTS

PELL Grants are financial assistance awarded to qualifying undergraduate students. Apply using the Free Application for Federal Student Aid-FAFSA, directly through Capri College. Award range is \$402.00 to \$730.00 per academic year, according to need. Grants do not require repayment. **Note:** Courses less than a full academic year have reduced grant eligibility.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY

Grants are need-based financial aid awarded to qualified students. Priority is given to PELL qualifying students. These grants are \$100-\$1,000 per year. There is no repayment on grants.

SCHOLARSHIPS

SCHOLARSHIPS ARE FORMS OF AID AWARDED FROM CAPRI AND VARIOUS ORGANIZATIONS. THESE DO REQUIRE A SEPARATE APPLICATION FUNDING AND QUALIFICATIONS VARY.

CAPRI ALSO OFFERS MANY INTERNAL SCHOLARSHIPS FROM \$100-\$2,000. PROSPECTIVE STUDENTS MAY CALL THE CAPRI ADMISSIONS OFFICE TO RECEIVE THE APPLICATIONS FOR THESE SCHOLARSHIPS.

ADDITIONALLY, MANY CIVIC AND PRIVATE ORGANIZATIONS OFFER SCHOLARSHIPS. CONTACT EITHER YOUR HIGH SCHOOL COUNSELOR OR CAPRI FOR INFORMATION ON AVAILABLE SCHOLARSHIPS.

FEDERAL DIRECT STAFFORD LOANS

Stafford Loans are available to students at variable low interest rates from the U.S. Department of Education. Qualified borrowers may receive up to \$5,000 for the 1st academic year of their undergraduate study and up to \$8,000 for the 2nd academic year. Independent students may also be eligible for additional unsubsidized loan up to the remaining need, not to exceed \$4,000 per academic year. Repayment begins six months after the student graduates from high school. Stafford Loan interest is set by Congress. **Interest rate** for Stafford loans are set annually, based on T-bill rates + add on. 4.66 % is current rate for disbursements through 6/30/15.

Subsidized or Unsubsidized eligibility is based on family income.
***Subsidized** Means the federal government will pay the interest while the student is in school at least full time. Eligibility based on family income and prior years of Subsidized eligibility used.

***Unsubsidized** Loans earn interest as loan is disbursed.

Note: Courses less than a full academic year have reduced loan eligibility.

BORROWER LOAN HISTORY IS AVAILABLE ON LINE: www.fafsa.ed.gov/loans/SL.

Borrower loan information at NSLDS is accessible only to authorized guaranty agencies, lenders and colleges.

LOANS REQUIRE REPAYMENT.

FEDERAL DIRECT PLUS LOANS

PLUS Loans are available to parents of dependent students at 7.21% interest rate from the U.S. Department of Education. Parents may borrow up to the need determined by the financial aid office, less either add the student receives. PLUS Loan repayment begins during the 2nd term of your course. PLUS-Parent borrowers must pass a credit worthiness evaluation by Direct Loan processing center.

Stafford & PLUS Loan Application: Student and parent must complete respective loan applications.

Capri Colleges participate in the **Win D. Ford Direct Loan Program.** Once you qualify for a Stafford or PLUS Loan, Capri will mail loan forms to you. Borrower's rights and responsibilities, loan repayment and deferment information will be reviewed during orientation, and again as you leave Capri College. **Receiving a student loan is an important financial responsibility.** Capri wants to be sure you understand all loan information.

LOANS REQUIRE REPAYMENT.

Scholarship Form



Cedar Rapids
 2945 Williams Parkway S.W.
 Cedar Rapids, IA 52404
 319.364.1541
 800.397.0612

Davenport
 2540 E. 53rd St.
 Davenport, IA 52807
 563.388.6642
 800.728.1336

Dubuque
 395 Main St.
 Dubuque, IA 52001
 563.588.2379
 800.728.0712

Waterloo
 2323 Crossroads Blvd
 Waterloo, IA 50702
 319.234.2600
 855.702.2774

capricollege.edu



Personal Data

Name: _____
 Phone: _____
 Address: _____
 City, State, Zip: _____
 Email: _____
 Program: _____
 Start Date: _____

High School Students Only

High School: _____
 City: _____ State: _____
 Guidance Counselor: _____
 Graduation Date: _____

SCHOLARSHIP OBJECTIVE

- To provide the industry with future leaders who possess outstanding skills along with strong moral values.
- To provide financial assistance to students that have proven his or her commitment to education and/or community.

Scholarships are forms of financial assistance awarded from any of the following:

- Capri College Admissions
- Professional Associations
- Civic & Community Organizations
- High School Scholarship Programs
- Church Affiliated Scholarships

Contact Capri College Admissions Office, the local high school, or local civic organizations for more information on current scholarship availability.

APPLICATION DEADLINE:

(Please indicate Traditional or Non-Traditional student)

- Traditional Scholarship** (High School Seniors only)
 Deadline: March 31st
- Non-Traditional Scholarship** (General)
 Deadline: **Applications due 30 days prior to start date.**

Please indicate the Capri scholarship for which you are applying. **You may only apply for one.**

_____ Academic Scholarship _____ Community Scholarship

ACADEMIC SCHOLARSHIP

- Complete scholarship application form and indicate scholarship for which you are applying.
- Provide a copy of high school or college transcript; must have a minimum cumulative GPA of 3.00 on a 4.00 scale.
- Submit two professional letters of recommendation: One from an employer, teacher, or counselor and one letter from a professional in the field to which you are applying. References may not be related to the applicant.
- Provide references' name, address, phone, email, employment information and relation to applicant.
- Submit a typed essay describing why you have chosen this industry and how you will use your knowledge, talents and values to be an effective leader in our school and industry.
- Submit a separate list of past and present participation in school activities, community, church, clubs, programs, etc. Submit in resume form and include dates.
- Submit a separate statement explaining how your education and experiences have prepared you for this career.

COMMUNITY SCHOLARSHIP

- Complete scholarship application form and indicate scholarship for which you are applying.
- Provide a copy of high school or college transcripts.
- Submit two professional letters of recommendation: One from a leader or representative of an organization in which you have done volunteer work and one letter from a professional in the field to which you are applying. References may not be related to the applicant.
- Provide references' names, address, phone, email, employment information and relation to applicant.
- Submit a typed essay describing why you have chosen this industry and how you will use your knowledge, talents and values to be an effective leader in our school and industry.
- Submit a separate list of past and present participation in school activities, community, church, clubs, programs, etc. Submit in resume form and include dates.
- Provide documentation of your volunteerism, involvement and contributions to the community. (Pictures, awards, recognition certificates, etc.)
- Submit a separate statement including how your volunteer experiences and other life experiences have prepared you for this career.

Scholarship payments will be divided equally and distributed at the completion of each enrollment period. The student must complete all hours in each enrollment period in order to retain the scholarship credit.

REFERENCE INFORMATION

Professional Reference

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____
 Email: _____
 Relationship to Applicant:
 Employer Industry Representative
 Counselor Teacher
 Other _____

Professional Reference

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____
 Email: _____
 Relationship to Applicant:
 Employer Industry Representative
 Counselor Teacher
 Other _____



Consumer Information

The following report is the October 2014 Consumer Information and Disclosure report for:

Capri College
2540 E. 53rd Street
Davenport, IA 52807

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2540 E. 53rd Street
Davenport, Iowa 52807

Student Right to Know

July 2014

The following information is provided to you as a student or perspective student (before any financial commitment is made) of Capri College. Please contact our Admissions Department at (563) 388-6642 or toll free at (800) 728-1336 if you have additional questions regarding course specifications:

Student Right to Know

Cosmetology

Capri College Cosmetology Graduation Rate:

During the enrollment period of September 1, 2010 through August 31, 2011, 100 Students enrolled in Capri College Cosmetology Program.

- Of the 100 Students who enrolled 69 (69 %) successfully completed the program.
- Of the 100 students who enrolled 55(55 %) were first-time, full-time, certificate seeking undergraduate students.
- Of the 69 students who successfully completed the program, 69 (100%) completed the program within 150% of the normal program length.
- Of the 55 **first-time, full-time certificate seeking undergraduate students (FTFT)** who enrolled, 37 (67%) successfully completed the program.

Breakdown of Cosmetology Enrollment Statistics

Of the 55 first -time, full-time, certificate seeking undergraduate students who enrolled in the Cosmetology program:

- 36 of the 54 (67%) FTFT female students successfully completed the program.
- 1 of the 1 (100%) FTFT male students successfully completed the program.
- 33 of the 49 (67%) FTFT Caucasian students successfully completed the program.
- 3 of the 3 (100%) FTFT Black/African American students successfully completed the program.
- 0 of the 2 (0%) FTFT Hispanic students successfully completed the program
- 1 of the 1 (100%) FTFT Native Hawaiian/Pacific Islander students successfully completed the program.
- 30 of the 45 (67%) FTFT Pell Grant recipients successfully completed the program.
- 7 of the 9 (78%) FTFT students who received Stafford Loan (but no Federal Pell Grant) successfully completed the program.
- 0 of the 1 (0%) FTFT students who received no Pell or Stafford Loan successfully completed the program.

Capri College Cosmetology Employment Rate:

Of enrollees during the enrollment period of September 1, 2010 through August 31, 2011, 69 Cosmetology graduates were available for employment.

- 61 of the 69 (88%) cosmetology graduates were placed in related fields.
- 35 of 37 (95%) FTFT graduated students were placed in related fields.

Capri College Cosmetology Licensing Rate:

Of enrollees during the enrollment period of September 1, 2010 through August 31, 2011, 69 Cosmetology graduates took the State Board Exam for licensure.

- 69 of the 69 (100%) cosmetology graduates successfully passed the state board exam and 69 out of 69 (100%) achieved state licensing.
- 37 of 37 (100%) FTFT graduated students successfully passed the state board exam and 37 out of 37 (100%) achieved state licensing.

Esthetics

Capri College Esthetics Graduation Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 21 Students enrolled in the Capri College Esthetics Program.

- Of the 21 Students who enrolled 21 (100%) successfully completed the program.
- Of the 21 students who enrolled 6 (29%) were first-time, full-time, certificate seeking undergraduate students.
- Of the 21 students who successfully completed the program, 21 (100%) completed the program within 150% of the normal program length.
- Of the 6 **first-time, full-time certificate seeking undergraduate students (FTFT)** who enrolled, 6 (100%) successfully completed the program.

Breakdown of Enrollment Statistics for Esthetics

Of the 6 first-time, full-time, certificate seeking (FTFT) undergraduate students who enrolled in Esthetics:

- 6 of the 6 (100%) FTFT female students successfully completed the program.
- No male FTFT students were enrolled during this time.
- 4 of the 4 (100%) FTFT Caucasian students successfully completed the program.
- 2 of the 2 (100%) FTFT Hispanic students successfully completed the program.
- 4 of the 4 (100%) FTFT Pell Grant recipients successfully completed the program.
- 2 of the 2 (100%) FTFT students who received Stafford Loan (but no Federal Pell Grant) successfully completed the program.
- 0 of the 0 (0%) FTFT students who received no Pell or Stafford Loan successfully completed the program.

Capri College Esthetics Employment Rate:

Of enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 21 Esthetics graduates were available for employment.

- 14 of the 21 (67%) Esthetics graduates were placed in related fields.
- 2 of the 6 (33%) FTFT Esthetics graduates were placed in related fields.

Capri College Esthetics Licensing Rate:

Of the enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 15 Esthetics graduates took the State Board Exam for licensure.

- 14 of the 15 (93%) Esthetics graduates successfully passed the state board exam and 14 out of 15 (93%) achieved state licensing.
- 4 of 6 (67%) FTFT Esthetics graduates successfully passed the state board exam and 3 out of 6 (50%) achieved state licensing.

Massage Therapy

Capri College Massage Therapy Graduation Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 19 Students enrolled in the Capri College Massage Therapy Program.

- Of the 19 Students who enrolled 15 (79%) successfully completed the program.
- Of the 19 students who enrolled 10 (53%) were first-time, full-time, certificate seeking undergraduate students.
- Of the 15 students who successfully completed the program, 15 (100%) completed the program within 150% of the normal program length.
- Of the 10 **first-time, full-time, certificate seeking undergraduate students (FTFT)** who enrolled, 8 (80%) successfully completed the program.

Breakdown Of Enrollment Statistics For Massage Therapy

Of the 10 first-time, full-time, certificate seeking undergraduate students who enrolled in Massage Therapy:

- 7 of the 9 (78%) FTFT female students successfully completed the program.
- 1 of the 1 (100%) FTFT male students successfully completed the program.
- 7 of the 9 (78%) FTFT Caucasian students successfully completed the program.
- 1 of the 1 (100%) FTFT Hispanic students successfully completed the program.
- 6 of the 7 (86%) FTFT Federal Pell Grant recipients successfully completed the program.
- 2 of the 3 (67%) FTFT students who received Stafford Loan (but no Federal Pell Grant) successfully graduated.
- 0 of the 0 (0%) FTFT students who received no Pell or Stafford Loan successfully completed the program.

Capri College Massage Therapy Employment Rate:

Of the enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 15 Massage Therapy graduates were available for employment.

- 14 of the 15 (93%) Massage Therapy graduates were placed in related fields.
- 8 of the 8 (100%) FTFT graduated students were placed in related fields.

Capri College Massage Therapy Licensing Rate:

Of the enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 15 Massage Therapy graduates took the State Board Exam for licensure.

- 15 of the 15 (100%) Massage Therapy graduates successfully passed the state board exam and 15 out of 15 (100%) achieved state licensing.
- 8 of the 8 (100%) FTFT Massage Therapy graduates successfully passed the state board exam and 8 out of 8 (100%) achieved state licensing.

Nail Technology

Capri College Nail Technology Graduation Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 8 Students enrolled in the Capri College Nail Technology Program.

- Of the 8 Students who enrolled 7 (88%) successfully completed the program.
- Of the 8 students who enrolled 3 (38%) were first-time, full-time, certificate seeking undergraduate students.
- Of the 7 students who successfully completed the program, 7 (100%) completed the program within 150% of the normal program length.
- Of the 3 **first-time, full-time, certificate seeking undergraduate students (FTFT)** who enrolled, 3 (100%) successfully completed the program.

Breakdown Of Enrollment Statistics For Nail Technology

Of the 3 first-time, full-time, certificate seeking undergraduate students who enrolled in Nail Technology:

- 3 of the 3 (100%) FTFT female students successfully completed the program.
- 2 of the 2 (100%) FTFT Caucasian students successfully completed the program.
- 1 of the 1 (100%) FTFT Black/African American students successfully completed the program.
- 0 of the 0 (0%) FTFT Federal Pell Grant recipients successfully completed the program.
- 0 of the 0 (0%) FTFT students who received Stafford Loan (but no Federal Pell Grant) successfully graduated.
- 3 of the 3 (100%) FTFT students who received no Pell or Stafford Loan successfully completed the program.

Capri College Nail Technology Employment Rate:

Of the enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 7 Nail Technology graduates were available for employment.

- 5 of the 7 (71%) Nail Technology graduates were placed in related fields.
- 2 of the 3 (67%) FTFT graduated students were placed in related fields.

Capri College Nail Technology Licensing Rate:

Of the enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 7 Nail Technology graduates took the State Board Exam for licensure.

- 7 of the 7 (100%) Nail Technology graduates successfully passed the state board exam and 6 out of 7 (86%) achieved state licensing.
- 3 of the 3 (100%) FTFT Nail Technology graduates successfully passed the state board exam and 3 out of 3 (100%) achieved state licensing.

Cosmetology Arts & Science Instructor

Capri College Cosmetology Arts & Science Instructor Graduation Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 1 Student enrolled in the Capri College Cosmetology Arts & Science Instructor Program and successfully completed the program (100%).

- Due to the pre-requisite of a Cosmetology License, there are never any first-time, full-time, certificate seeking undergraduates enrolled in this program ever.

Capri College Cosmetology Arts & Science Instructor Employment Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, the COSMETOLOGY ARTS & SCIENCE INSTRUCTOR program had 1 graduate available for employment and was placed in related field (100%).

Capri College Cosmetology Arts & Science Instructor Licensing Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, the COSMETOLOGY ARTS & SCIENCE INSTRUCTOR program had 1 graduate take the State Board Exam for licensure and achieved state licensing (100%).

Capri College IPEDS 2012 Retention Rate: 88% of the first-time full-time students who began their studies in the fall of 2012 returned in the fall of 2013.

Capri College Transfer-Out Rate: The school does not track transfer out rates.

Confidentiality of Student Records:

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 under 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 regards to academic progress, attendance, rule violations, loan repayment and job placement.

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 distance, it is impossible for parents or eligible students to review the records. Schools may charge for copies (Capri College charges a \$10 fee).
- Parents or eligible students have the right to request that 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 records, 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;

Program Recognition/Accreditation: Capri College is accredited by The Accrediting Commission for Career Schools and Colleges (ACCSC).

www.accsc.org The programs offered at Capri College are regulated by the Iowa State Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319. www.idph.state.ia.us Capri is also recognized by the Iowa College Student Aid Commission (ICSAC). www.iowacollegeaid.gov

Financial Aid Availability: Capri College provides general Financial Assistance information regarding financial aid programs, application processing, and financial aid awarding. Financial Aid is available to all students who qualify.

Vaccination Policy: Capri College does not currently have any vaccination requirements.

Campus Safety & Security Report: 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.

Violence Against Women Act: Capri College provides programs regarding sexual assault, sexual assault risk reduction, sexual assault education, and sexual assault reporting process to civil authorities and college authorities. These programs are scheduled throughout the year for students and employees. Capri College's VAWA policy is available in our student catalog/handbook, in the Capri College Safety and Security Report and on our website www.capricollege.edu under "disclosure" tab. Filing a report with the college is confidential and will not obligate the victim to prosecute, nor will it subject the victim to scrutiny, negative repercussion, or judgmental opinions from the College. Sexual assault state-wide counseling opportunities can be found at the following website <http://www.state.ia.us/government/ag/map/map.html>

Employment Opportunities:

Cosmetologists: Cosmetologists licensed in the state of Iowa may find employment in a beauty salon, beauty school, beauty spa, beauty supply company or manufacturer, or in department store cosmetic counters. Many cosmetologists choose to own and operate their own salon business. Employment opportunities are posted on a job placement notification board within the school

Estheticians: Skin Care Specialists and Estheticians licensed in the state of Iowa may find employment in a beauty salon, a spa, a resort, a beauty school, a beauty supply company or manufacturer, as well as in department store cosmetic counters. Many estheticians choose to own and operate their own salon or spa business.

Massage Therapist: Massage Therapists may find employment in a massage therapy clinic, chiropractic office, physical therapy clinic, health spa, beauty salon, hospital, with an athletic team or sporting event, or may own and operate their own business or clinic. Employment opportunities are posted on a job board within the school.

Nail Technology: Nail Technologists licensed in the state of Iowa may find employment in beauty salons or nail salons, beauty schools, beauty spas, beauty supply companies and nail product manufacturers, as well as in department store cosmetic counter. Many nail technologists choose to be an independent contractor or own their own nail salon.

Cosmetology Arts and Science Instructors: CA&S Instructors licensed in the state of Iowa may find employment in beauty salons or nail salons, beauty

schools, beauty spas, beauty supply companies and product manufacturers, be salon educators and platform presenters in all facets of the field of cosmetology.

Compensation:

Cosmetologist: According to the United States Department of Labor, the national mean hourly wage for Cosmetologist is \$13.24 per hour with the mean annual wage of \$27,530. In comparison, Iowa's mean hourly wage for Cosmetologists is \$12.48 per hour with the annual mean wage of \$25,950. For further details, log onto <http://www.bls.gov/oes/current/oes395012.htm>. The most common forms of compensation for Cosmetologists is commission or standard hourly wages. The cosmetologist may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Esthetician: According to the United States Department of Labor, the national mean hourly wage for Esthetician is \$15.86 per hour with the mean annual wage of \$32,990. In comparison, Iowa's mean hourly wage for Esthetician is \$13.05 per hour with the annual mean wage of \$27,140. For further details, log onto <http://www.bls.gov/oes/current/oes395094.htm>. The most common forms of compensation for Estheticians is commission or standard hourly wages. The Esthetician may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Massage Therapist: According to the United States Department of Labor, the national mean hourly wage for Massage Therapists is \$19.42 per hour with the mean annual wage of \$40,400. In comparison, Iowa's mean hourly wage for Massage Therapists is \$16.13 per hour with the annual mean wage of \$33,550. For further details, log onto <http://www.bls.gov/oes/current/oes319011.htm>. The most common forms of compensation for Massage Therapists is commission or standard hourly wages. The Massage Therapist may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Nail Technologist: According to the United States Department of Labor, the national mean hourly wage for Nail Technicians is \$10.48 per hour with the mean annual wage of \$21,790. In comparison, Iowa's mean hourly wage for Nail Technicians is \$14.18 per hour with the annual mean wage of \$29,500. For further details, log onto, <http://www.bls.gov/oes/current/oes395092.htm>. The most common forms of compensation for Nail Technicians is commission or standard hourly wages. The Nail Technician may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Cosmetology Arts & Science Instructor: According to the United States Department of Labor, the national mean hourly wage for Vocational Education

Teachers, Postsecondary (Cosmetology Arts & Science Instructors) is \$25.33 per hour with the mean annual wage of \$52,680. In comparison, Iowa's mean hourly wage for CA&S Instructors is \$21.75 per hour with the annual mean wage of \$45,250. For further details, log onto <http://www.bls.gov/oes/current/oes251194.htm>. The most common form of compensation for Cosmetology Arts & Science Instructors is a standard hourly wage.

Physical Demands:

Cosmetology services require good physical stamina to allow standing for long periods of time. Use of hands and arms are necessary with precise finger dexterity essential. Use of sight and hearing senses are required. There is light lifting of 10 - 25 lbs, necessary for moving light equipment and supplies. Esthetics services require good physical stamina to allow standing for long periods of time. Use of hands and arms are necessary with precise finger dexterity essential. Use of sight and hearing senses are required. There is a light lifting of 10 - 25 lbs, necessary for moving light equipment and supplies. Massage Therapy requires a strong physical stamina and ability to concentrate. Use of hands, arms and fingers are necessary for massage manipulations. Massage Therapists must develop hand and arm strength, as well as upper body and leg muscles to exercise good body mechanics to withstand the demand of massaging muscle tissue. Therapists must be able to stand for 1-2 hour increments of time. Light lifting (up to 25 lbs.) is required to assist clients on and off the massage table. Nail Technicians must be able to sit and bend forward easily and for long periods of time. Use of hands and arms are necessary with precise finger dexterity essential. Use of sight and hearing senses are required. There is a light lifting of 10-25 lbs, necessary for moving light equipment and supplies. Cosmetology Arts & Science Instructors require standing and walking for extended periods of time. Good posture and a strong physical stamina is required. Use of hands and arms are necessary with particular detail to good small motor skills and finger dexterity. Communication and writing skills are important. A 10-20 lb. lifting requirement is necessary for moving light equipment and supplies.

Safety Requirements:

Cosmetology is considered a "personal service worker" occupation for OSHA. Therefore, cosmetologists must adhere to the safety regulations of the Center for Disease Control, as well as, the Iowa Department of Public Health Rules. Sterilization and sanitation of work area and equipment, plus knowledge of disease prevention that affect the personal service worker in today's society are necessary. Cosmetologists are required to wash hands before attending clients

and to wear disposable gloves for certain services or particularly when potential of blood borne pathogens may be present. Contaminated trash and "sharps" must be disposed of properly. Sanitation and safety laws governing cosmetology in Iowa can be found in Iowa Code, Chapter 157 (Chapter 63). Also to be considered are possible allergies resulting from exposure to hair products and chemicals that a cosmetologist's hands are subjected to daily. Esthetics is considered a "personal service worker" occupation for OSHA. Therefore, Estheticians must adhere to the safety regulations of the Center for Disease Control, as well as the Iowa Department of Public Health Rules. Disinfection and sanitation of work area and equipment, plus knowledge of disease prevention that affect the personal service worker in today's society are necessary. Estheticians are required to wash hands before attending clients and to wear disposable gloves for services, particularly when potential of blood borne pathogens may be present. Contaminated trash and "sharps" must be disposed of in a rigid puncture proof container. Sanitation and safety laws governing cosmetology arts & sciences in Iowa can be found in Iowa Code, Chapter 157 (Chapter 63). Also to be considered are possible allergies resulting from exposure to products and chemicals that an Estheticians hands are subjected to daily. Massage Therapists must be aware of the contraindications of massage that could pose a threat to the client. The therapist must also implement correct body mechanics to withstand the energy output and physical drain on the body worker. Sanitation of work area and equipment, as well as health issues and knowledge of disease prevention that affect the personal service worker, is addressed in detail in the program. Nail Technicians are considered "personal service worker" occupations for OSHA. Therefore, Nail Technicians must adhere to the safety regulations of the Center for Disease Control, as well as the Iowa Department of Public Health Rules. Sterilization and sanitation of work area and equipment, plus knowledge of disease prevention that affect the personal service worker are necessary. Nail Technicians are required to wash hands before attending clients and to wear disposable gloves for certain services or particularly when potential of blood borne pathogens may be present. Contaminated trash and "sharps" must be disposed of properly. Sanitation and safety laws governing cosmetology arts and sciences in Iowa can be found in Iowa Code, Chapter 157 (Chapter 63). Also to be considered are possible allergies resulting from exposure to nail products and chemicals that a Nail Technicians hands are subjected to daily. Cosmetology Arts & Science Instructors fall under the same safety and sanitation guidelines as all other CA&S programs. Additionally CA&S Instructors are required to educate their students in the areas specific to their program.

Licensing Fees and Requirements:

Cosmetology Arts & Science Practitioners in Iowa are licensed by the Iowa Department of Public Health / Professional Licensure. Graduates must pass a national licensing examination. At Capri College, the Iowa licensing exam is scheduled while the student is in his/her final term of training and the fee for the Iowa exam is included in the student's tuition. (Only one exam attempt is included. Should the student seek dual state licensure or fail the exam, the fee is the full responsibility of the student). CA&S students who successfully pass the state exam may then apply for licensure in the state of Iowa. The cost of initial licensure in the state of Iowa is \$60.00 and is the responsibility of the graduate. The renewal fee for licensure in the state of Iowa is \$60 biennially (every 2-year period). In addition to the biennial renewal, all Cosmetology Arts and Science licenses require eight (8) hours of continuing education each biennium. These licensing fees are applicable for Iowa Licensing only. Should the student seek licensure in any other state, the student must adhere to that state's licensing requirements and the cost of the out-of-state licensure and testing becomes the student's responsibility. Information on other states licensing requirements can be obtained from the college director.

Massage Therapists who wish to work in the state of Iowa must graduate from an Iowa State Board approved Massage Therapy School and pass a National Exam. There are several available exam venues and the cost of the exam ranges from \$175 to \$225. At Capri College, the licensing exam is scheduled while the student is in his/her final term of training and the fee for the exam is included in

the student's tuition. Any additional exam attempts, however, are the responsibility of the student. Students will be apprised of the exam locations in their area. Students who successfully pass the national exam may then apply or licensure in any state. The license application fee for Iowa is \$120. Renewal of a Massage Therapy license in the state of Iowa is \$120 every two years. 24 hours of Continuing Education is required for Iowa Massage Therapy biennial license renewal.

Cosmetology Arts and Sciences Instructors must be Iowa licensed cosmetologists or licensed in the discipline they will be teaching. Further, CA&S Instructors in the state of Iowa must complete a CA&S Instructor Program at a Cosmetology School or show proof of two year's experience in the field. The Iowa Cosmetology Board additionally requires proof of successful completion of a 16 hour Teaching Methodology course taken prior to application for licensure. Submission of an Iowa licensure application, proof of experience or teacher training program and passage of a national exam will meet the licensing requirements to teach in an Iowa school. The Cosmetology Arts & Science exam fee is \$55.00 and it consists of a written theory/practical exam. To renew a Cosmetology Arts and Sciences Instructor license in the state of Iowa is \$60 every biennial (2-year) period. Cosmetology Arts and Science Instructor licensing requires 16 hours of continuing education each biennium for license renewal; eight (8) hours must be specific to "teacher methodology".



Annual Security & Fire Safety Report

2540 E. 53rd Street ~ Davenport, IA 52807

This information is required under Public Law 102.26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus and off premise campus activities. You may access this information on-line at <http://ope.ed.gov/security> or can be seen at <http://www.capricollege.edu> under "Consumer Information". A hard copy of this report may be requested from the Director's Office at Capri College by calling (563) 366-6642 ext. 203.

Crime Log:

	Capri College Campus			Public Property			TOTAL		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
CRIMINAL OFFENSE	2011	2012	2013	2011	2012	2013	2011	2012	2013
<i>Murder</i>	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0
<i>Non-Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	1	0	0	0	0	0	1	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0
HATE CRIMES									
<i>Race</i>	0	0	0	0	0	0	0	0	0
<i>Religion</i>	0	0	0	0	0	0	0	0	0
<i>Sexual Orientation</i>	0	0	0	0	0	0	0	0	0
<i>Gender</i>	0	0	0	0	0	0	0	0	0
<i>Disability</i>	0	0	0	0	0	0	0	0	0
<i>Ethnicity / National Origin</i>	0	0	0	0	0	0	0	0	0
ARRESTS									
<i>Weapons Law Violations</i>	0	0	0	0	0	0	0	0	0
<i>Drug Abuse Violations</i>	0	0	0	0	0	0	0	0	0
<i>Liquor Violations</i>	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION									
<i>Weapons Law Violations</i>	0	0	0	0	0	0	0	0	0
<i>Drug Abuse Violations</i>	0	0	0	0	0	0	0	0	0
<i>Liquor Violations</i>	0	0	0	0	0	0	0	0	0
VAWA REPORTS									
<i>Domestic Violence</i>			0			0			0
<i>Dating Violence</i>			0			0			0
<i>Stalking</i>			0			0			0

The School Director of the college is the official responsible for preparing and disclosing this information which is provided by the local police.

Capri College is a small campus located on East 53rd Street in Davenport, Iowa. This street is highly traveled with many businesses around our campus. Due to strong police patrol in the area, there have been minimal crimes reported on campus.

PARKING SAFETY:

Capri College has a private parking lot for students and staff that is close and well lit. Capri encourages a policy of walking in pairs after dusk to the lot. Due to a high majority of female students, Capri implements scheduled programs for students on topics of rape awareness, physical and domestic abuse, drug and alcohol abuse, and self-defense. These classes are made available during the regular scheduled classes at a time when all students are required to attend at least once per academic year.

REPORTING AND PROCEDURES FOR CRIME RELATED OFFENSES:

Robbery or theft, vandalism of property and harassment are addressed internally and police intervention may be utilized. Even though stealing is rare at Capri College, it is always a possibility within a large group. Students are advised not to bring large sums of cash to school or to leave valuables unattended or unlocked. Capri provides locked lockers for student’s personal belongings and the student has a locked vanity to store personal and professional items. Capri also has a printed policy discouraging borrowing and lending, as well as a “Code of Conduct” policy relating to dishonesty, verbal and physical abuse, harassment, etc. Students violating the “Code of Conduct” are suspended or terminated from school immediately.

EMERGENCY NOTIFICATION PROCEDURES:

Capri College utilizes a microphone system to notify all students of any potential danger or announcements that may affect their safety in school. It is published in the Student Handbook that any non-school time announcements will be made over the radio and television stations. This is in regard to weather related situations, as well as student emergency issues. The City radio stations have e-mail and text blast procedures that all students are encouraged to sign up for and Capri students are advised of this option at registration.

Emergency Response & Evacuation Personnel:

Emergency Announcers: Front Desk Personnel / School Director

Emergency Contact(s): School Director – Melody Sawvell

Student Services Director – Sheila Hermsen

Alternative Emergency Contact(s): Owners – Matt Fiegen / Sara Fiegen-Hull

How To Report an Emergency:

Call 911 from a phone and calmly state:

- Your name
- The address (including the building and room location of the emergency)
- The nature of the emergency (fire, chemical spill, intruder, etc.)
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel

- A phone number near the scene where you can be reached.

Timely Warning:

In the event of a situation that, in the judgment of the Capri College management, constitutes an on-going or continuing threat to the college community (either on or off campus) a “timely warning” will be issued through the local media and/or using the school PA system. Local media, phone messages, text messages, and/or e-mail will be used if possible and deemed necessary.

EVACUATION PROCEDURES:

Capri College has an evacuation procedure that is reviewed at orientation. Emergency and Fire evacuation routes are posted throughout the school. The PA system is used to verbally notify the students in case of an emergency and the school has a fire alarm and sprinkler system that is checked annually.

Designated Safe Area – Fire: Capri Parking Lot behind the building.

Building Evacuation Plan:

Upon hearing the fire alarm or PA announcement, begin evacuation procedures:

- Keep yourself and others calm.
- Quickly proceed to nearest exit, using the posted planned evacuation route.
- Check closed doors with the back of your hand to ensure it is cool before opening.
- Close windows and doors as you leave.
- Staff, take your attendance sheet/student roster and a pen or pencil with you for a correct head count.
- Report immediately to the designated “safe area” located in Capri’s parking lot behind the building.
- Staff report attendance to school management.
- Wait for instructions from emergency response and evacuation personnel.
- Do not re-enter the building until told it is safe to do so.

Planned Evacuation Route:

An evacuation procedure is reviewed the first day of class.

- **Upper Level:** Evacuate to the staircase by front desk and exit front door.
- **Main Level –** Classroom L3, Auditorium, and Spa clinic area to exit out the back door. Remaining Clinic area and Student Breakroom to exit out breakroom back door.
- **Staff Office, Student Library and Reception area:** to exit out front door.
- **Massage Therapy Department –** to exit out their back classroom door.
- **Esthetics Department –** to exit out front door by makeup counter.

If you discover Fire or see Smoke – DO NOT PANIC.

RACE =

Remove/Relocate individuals away from danger if possible without

endangering your safety.

Active Alarm – Call 911.

Confine/Contain fire and smoke by closing doors and windows.

Extinguish/Evacuate – Extinguish fire only if trained and fire is small, using the nearest fire extinguisher and evacuate by the nearest safe exit.

DO NOT RUN... CRAWL if overwhelmed by smoke. If you hear the fire alarm, or are informed of a fire...EVACUATE IMMEDIATELY!

BUILDING SAFETY SYSTEMS:

The building at 2540 E. 53rd Street Davenport, Iowa 52807 has the following safety systems:

Fire Extinguishers-Location of Extinguishers are identified with red “Fire Extinguisher” stickers and are hung around the building. Floor plan posters are hung near exits that show exactly where these extinguishers are located. This is reviewed upon hiring staff and yearly safety in-services. Students will be educated at orientation.

First Aid Kit- For minor injuries not requiring medical attention, a First Aid Kit is located in the school’s dispensary.

Alarm System - The school has an alarm system for fire and security. Fire pull Stations are marked on the Floor Plan posters which are hung near the exits.

Sprinkler System – In the event of a fire, Capri is equipped with a sprinkler system throughout the facility.

SEVERE WEATHER PLAN:

Severe Weather includes tornados, severe thunderstorms, uncommonly heavy snow storms and flooding.

Tornados/Severe Thunderstorms Watch:

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather service, when the weather conditions are such that a severe thunderstorm, a tornado or both, are more likely to develop and you should be prepared to move to a designated area.

If a tornado or a severe thunderstorm WATCH has been issued in an area that includes the campus:

- Monitor Local Emergency Alert Weather or the National Weather Service.
- Employees should be alerted to close all windows, inform students of building’s safe areas, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING.

Tornados/Severe Thunderstorms Warning:

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

If a tornado or severe thunderstorm WARNING has been issued in an area which includes the campus:

- Move students and employees to safe area IMMEDIATELY
- Close classroom, laboratory, and/or office doors.
- Staff, take your attendance sheet/student roster and a pen or pencil with you for a correct head count.
- Remain in safe area until warning expires or until the all clear has been issued.

In the event of a severe snow storm or flooding, employees and students will be notified of school closings by school management. Such announcements will be made on the school PA system, local TV channels and on Capri College Facebook Page. Students registered with local media stations will receive weather alerts and closings via text messaging.

Designated Safe Area- Weather: Inner hallways, restrooms, staff hallway & office, spa area and classroom L3 are designated safe areas.

HOSTAGE/INTRUDER SITUATION PLAN:

If an intruder(s) enters the school with a weapon and threatens to shoot or injure persons, the primary concern must be the safety of the students, employees and guests. Individuals who take hostages are emotionally disturbed and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to carry out threats or become violent

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, this guideline should be followed:

School Director/Designee

- Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
- Initiate Action Secure Building
 - Lock down building, and do not let any students that are not in class enter the building.
 - Alert all rooms of the event.
 - Educators lock your classroom doors and do not let student leave the classroom.
- Notify the School Director or Designee
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff Responsibilities

- Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
- Keep your distance. Give the intruder(s) ample personal space.
- Do not attempt to deceive or threaten the intruder(s).
- Do not “buy into” the delusions of the intruder(s)
- Suggest marching the students and /or staff quietly out the back door. Back off if this approach angers the intruder(s).
- Constantly be alert and prepared for violence.

IF AN INTRUDER/ INDIVIDUAL(S) BEGINS FIRING A WEAPON(S) ON CAMPUS, THE FOLLOWING ACTIONS WILL BE TAKEN:

Initial Action, DUCK, COVER and HOLD if the intruder(s) open fire.

School Director/Designee Responsibilities:

- Inform staff supervising students in classrooms to initiate Action... Duck, Cover, and Hold.
- Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
- Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
- Initiate student release procedures and/or evacuation procedures only if it becomes necessary.
- In classrooms, maintain Action... Duck, Cover and Hold until the situation is resolved.
- In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate Action Drop, Cover and Hold; this should be done only when there is no chance for students to reach safer areas.

CAPRI COLLEGE SEXUAL ASSAULT AND REPORTING POLICY:

A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Under Violence Against Women Act, (VAWA) colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel

As disclosed on the US Department of Education Jeanne Clery Campus Safety and Security Report, Capri College has zero sexual assaults reported to date. This may be attributed to our campuses being small, with no dormitories or housing and enrollments being predominately female. However, Capri College has implemented programs and protocol to educate and serve our students. These programs comply with the Violence Against Women Act. The policy for reporting sexual assault is included in the “Capri College Student Catalog/Handbook, and can also be found on-line on the “disclosure” tab at www.capricollege.edu. Also, included on this tab is the “Capri College Jeanne Clery Campus Security Report”, which is also updated and made available to each students in paper copy October 1. This report offers the campus sexual assault reports and crime statistics for three prior years.

The original Clery Act requires that colleges inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

1. Victims’ option to, or NOT to, notify and seek assistance from law enforcement and campus authorities
2. Victims’ right and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

Preventative safety measures in place at Capri College include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking, defined as conduct directed at a specific person that would cause a person to fear for his/her/other’s safety, or suffer substantial emotional distress) domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at orientation, as well as scheduled programs for all students throughout the calendar year. The dates of these educational events are posted prior to the presentation date and announced to the student body. Student Support Services keeps on file a schedule of the programs, as well as a participant attendance roster. Other safety measures in place include a college issued “rape whistle” and a regime encouraging students to leave the building in groups and/or inform the college staff that they will be walking alone to their car. (this is particularly enforced for students on a later evening schedule). Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process of the College is available through Student Support Services or from the School Director.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault, whether it occurs on or off campus, should be reported directly to the Capri College School Director and/or Student Support Services. **Filing a police report with the college will not obligate the victim to prosecute, nor will it subject the**

victim (either student or employee) to scrutiny, negative repercussion or judgmental opinions from the College. The College will help file a police report, if requested. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim’s confidentiality respected. *Capri College will use the preponderance-of-the-evidence standard of proof.* The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of Capri College to provide protective measures. The school has mandated protocol in place of reporting any and all sexual offenses to the School Director or Dean of Student Services. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The college is also obligated to comply with a student’s request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or lab services.

As per VAWA, Capri College will ensure staff and school officials are provided with appropriate training on an annual basis. **Melody Sawvell, School Director; Sheila Hermsen, Student Support Services; Sarah Kisner, Admissions Director are assigned as VAWA training coordinators.**

Various counseling options are available from the city POLICE DEPARTMENT. Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Programs in the city of the Capri Campus. See Student Services for a listing of services and phone numbers. Also, a listing of counseling opportunities can be found on student disclosure tab on the Capri College website at www.capricollege.edu and state-wide listings can be found at the following website. <http://www.state.ia.us/government/ag/map/map.html>.

REGISTERED SEX OFFENDERS INFORMATION:

Capri College asks for full disclosure of any prior misdemeanor (other than minor traffic violations) or felony on the enrollment application to advise students of potential state licensing denial. This information, including sex offender registry, is kept in student’s confidential file. Beginning 2011, Capri College will retain the

right to perform background checks on all applicants. Visit www.iowasexoffender.com for a list of local registered sex offenders.

MISSING STUDENT NOTIFICATION & PROCEDURE:

Students must call in all absences prior to starting time for each absence. If a student does not report an absence, Capri College will attempt to contact the student that day. Capri College requires each student to sign a release for an emergency contact in the event a student does not call in the absence and is unable to be reached.

CAPRI COLLEGE DRUG AND ALCOHOL POLICY:

The school maintains drug and alcohol education information that can be obtained from the Student Support Services or School Director. Capri College tracks the number of drug and alcohol related disciplinary actions, treatment referrals, and incidents reported by police.

**Capri College is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) All students and employees should refer to the booklet "Drug and Alcohol Prevention Program" for information concerning the campus policies and individual responsibilities required under this Act.*

Location Emergency Contacts:

School Director – Melody Sawvell	563-388-6642 x 203
Student Services Director – SheilaHermesen	563-388-6642 x 204

GENERAL SECURITY INFORMATION:

- During school hours, notify the school director, Melody Sawvell and/or the Davenport Police Department immediately.
- If a crime occurs during non-school hours and no faculty or staff member is available, notify the City of Davenport Police Department immediately and the school director, Melody Sawvell, as soon as possible.
- The purpose and authority of campus security is limited to the premises and protecting the facility and student body. Incidents that go beyond the scope of campus security measures are referred to and investigated by the local law enforcement agency.
- All crimes that are reported will be maintained in the school director's office and will be reported through this "Campus Security Report" disclosure. All measures possible will be taken to protect the identity and privacy of the victim.
- All students have the opportunity to participate in campus security procedures and practices on orientation day and in scheduled assemblies.
- When walking to and from your car or home, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways.
- Do not carry large amounts of cash in or out of school.

- Always lock your car and remove all packages and any valuables. Park in a well-lit area.
- Do not leave personal property unattended in the classroom, student lounge, or clinic area.
- Do not give out personal information, personal phone number or your address to clients.

REMEMBER: Preserving evidence for proof of a criminal offense is very important. Report any suspicious or uncomfortable situations to school personnel. If any client or customer of the college does or says anything inappropriate, report it immediately to the school director or any of the faculty or staff. Appropriate measures will be taken to assure the safety and peace of mind for the student.

ADDITIONAL RESOURCES:

Capri College provides education and prevention programs. The following local numbers may be used if needed.

Davenport Police Department	563-326-7778
Domestic Abuse	563-322-1200
Sexual Assault (Family Resources)	309-797-6534
Pregnancy Counseling	563-445-0557
Substance Abuse Center	563-322-2667
National Suicide Hotline	800-273-8255
Poison Control Center	800-222-1222

Additional Consumer Information

Academic Programs, Facilities & Instructional Personnel

Academic Program

Cosmetology

2100-Clock Hour Program/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.

Esthetics

720- Clock Hour Program/32Weeks

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.

Massage Therapy Program

720-Clock Hour Program/32 Weeks

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.

Nail Technology

360-Clock Hour Program/16 weeks

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.

Instructor of Cosmetology Arts & Science

1000-Clock Hour Program/32 weeks

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.

Facilities

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, geothermic 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

Instructional Personnel

<i>INSTRUCTOR NAME</i>	<i>PROGRAM (Credential)</i>
Amy Bailey	Cosmetology/ Nail Technology/ Esthetics/ Cosmetology Arts & Science Instructor
Heather Caldwell	Cosmetology / CA&S Instructor
Traci Morris	Cosmetology / CA&S Instructor
Stephanie Roessler	Cosmetology / CA&S Instructor
Nicole Seams	Cosmetology / CA&S Instructor
Elyssa Shontz	Cosmetology / CA&S Instructor
Dedra Smith	Cosmetology / CA&S Instructor
Joan Sours	Cosmetology / CA&S Instructor
Lyndsey Sullivan	Cosmetology / CA&S Instructor
Meeghan Westbrook	Cosmetology / CA&S Instructor
Billie Woods	Cosmetology /CA&S Instructor
Sandy Worrall	Cosmetology /CA&S Instructor
Michelle Bequeaith	Massage Therapy
Dr. Brooke Lee	Massage Therapy/AA in Fine Arts/BA in Art Education/DC in Chiropractic
Janelle Thistle	Massage Therapy/Cosmetology
Carol VenHorst	Massage Therapy/Associates Degree in Business

Accreditation & Licensing of Institution

Accreditation:

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 regulated by the:

Iowa State Department of Public Health

Lucas State Office Building, Des Moines, Iowa 50319.

Licensing Fees and Requirements: 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.

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
- 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
- Infringement of copyright laws, illegal downloading, and/or peer to peer file sharing will not be tolerated. Students will be subject to standard Capri College disciplinary measures, as well as, any local, state or federal punishment

Copyright and Peer-to-Peer File Sharing

Copyright Infringement

Capri College will not tolerate any infringement of copyright laws or illegal downloading, including peer to peer file sharing. Student will be subject to standard Capri College disciplinary measures, as well as, any local, state or federal punishment.

Course Schedule Information

Cosmetology Schedule:

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.

Theory, Instructor Demonstration and Lecture 570 Clock Hours

Demonstration 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- approximately 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. Saturdays 8:00 a.m. – 3:00 p.m. Evening hours of attendance is 12:00 p.m. – 8:00 p.m. Each location has a schedule of classes and hours that are available upon request.

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.

Esthetics Schedule:

Theory (Core Life Sciences)

150 Clock Hours

Core Life Sciences include: 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 120 Clock Hours

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

450 Clock Hours

Includes all applied practical and 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.

Massage Therapy 720 Clock Hours

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 the various 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 clinical 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 Participation and Corporate Outreach

Massage Therapy Course Format

	Term I	Term II	Clock Hours
Anatomy	60 hours	45 hours	105 hours
Pathology	30 hours	30 hours	60 hours
Kinesiology	60 hours	15 hours	75 hours
Theory of Massage	30 hours	-	30 hours
Fundamentals of Massage	135 hours	-	135 hours
Massage Therapy II	-	60 hours	60 hours
Adjunct Therapies	45 hours	30 hours	75 hours
Business Class	-	30 hours	30 hours
Clinic/Lab Assignment	-	150 hours	150 hours
Totals	360 hours	360 hours	720 hours

Massage Therapy Course Schedule: Massage Therapy Students attend school 24 hours per week for 32 weeks (two sixteen (16) week terms) attaining 720 Clock Hours. Contact your Capri College Admissions Department for the specific schedule.

Clinical rotations included nights and Saturdays. Each location has a schedule of classes and hours that are available upon request.

Nail Technology Curriculum

Theory (Core Life Sciences)- 150 Clock Hours

Core Life Sciences include: 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.

Demonstration, Application and Lectures - 60 Clock Hours

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

Supervised Practical Instruction- 150 Clock Hours

Clinic/Lab and applied practical instruction of Nail Technology.

Nail Technology Course Format

Term I

Theory of Nail Technology I, Natural Nail Care, Nail Enhancements, Communication, and Nail Business Skills. 180 Clock Hours

Term II

Theory of Nail Technology II, Advanced Nail Enhancements, Communication, Applied Practical Instruction, and Supervised Clinic/Lab. 180 (360) Clock Hours

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.

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 Life 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.

Capri College School Hours of operation:

Student schedules vary based on start date. Students are scheduled to attend
40 hours a week unless arranged otherwise with administrative staff.

Monday	12:00 pm – 8:00 pm
Tuesday	8:30 am – 4:30 pm (8:00pm)
Wednesday	8:30 am – 4:30 pm
Thursday	8:30 am – 8:00 pm
Friday	8:30 am – 4:30 pm
Saturday	8:15 am – 3:00 pm

Diversity of Student Body

Percentage of undergraduate enrollment: (Fall 2012).

83%	White
6%	Black or African American
8%	Hispanic/Latino
1%	Asian
1%	Native Hawaiian/Other Pacific Islander
1%	Racially unknown
98%	Female
2%	Male
66%	Age 24 and under
34%	Age 25 & over

*Report by College Navigator: Fall 2012

<http://nces.ed.gov/collegenavigator/?q=capri+college&s=IA&id=154448#enrolmt>

FERPA (Student Records)

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 under an applicable program of the U.S.
Department of Education.

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 distance, 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 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 records, 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;

Notice to Enrolled Students of Availability of Consumer Information

Students receive an orientation checklist during their first week of school notifying where the consumer information is found both electronically and hard copy. The checklist is below.



Revised March 2014 - EF

Registration/Orientation Check List

Student Name _____ Start Date _____

Please read the statements below and **initial** all areas as they apply.

- _____ 1. I have participated in a complete tour of Capri's facilities and equipment.
- _____ 2. Prior to Registration, Capri College Admissions emailed the website link and PDF electronic copy of the Capri College Catalog/Student Policy Handbook. I have been advised to read and review. In the admissions process, I was informed that I can request a hard copy. I have read the catalog and agree to follow said policies. http://capricollege.edu/pdf/Capri_College_Student_Catalog_March4_2014.pdf.
- _____ 3. Prior to Registration, Capri College Admissions emailed the website link and PDF electronic copy of the Capri College Consumer Information. I have been advised to read and review. In the admissions process, I was informed that I can request a hard copy. www.capricollege.edu/Consumerinformation.pdf
- _____ 4. I have been given a copy of the Capri College Drug and Alcohol Policy, found also in the Consumer Information document received prior to Registration. I have read the policy and agree to follow said policies.
- _____ 5. I have received a copy of the Capri College Annual Security Report (which includes safety measures and general security information- found also in the Consumer Information document) prior to Registration.
- _____ 6. Prior to Registration, Capri College Admissions emailed the website link and PDF electronic copy of the Student Right to Know which includes disclosure of Capri College's completion, graduation, and licensing rates for the program for which I have enrolled. I have been advised to read and review. In the admissions process, I was informed that I can request a hard copy.
- _____ 7. I understand and agree to the attendance policy stated in the Capri Catalog/Student Policy Handbook which limits absences to 10% of scheduled hours, and I have made arrangements to meet the demands of this schedule. I understand that falling below the 10% absence may result in termination of my training.
- _____ 8. I have received a clear description of the approved uniform that I am required to wear during my attendance at Capri College.
- _____ 9. Prior to Registration, Capri College Admissions emailed me a PDF electronic copy of the Enrollment Agreement and was advised to read and review. In the admissions process, I was informed that I can request a hard copy.
- _____ 10. I have read, signed, and received a copy of my Enrollment Agreement and have been given Voter registration.
- _____ 11. I request permission to attend extended hours beyond the normal hours per day that I may deem necessary to achieve my graduation from Capri College (Iowa Code 157, Chapter 61).
- _____ 12. I have been advised that my full acceptance to Capri College will not occur until I have successfully completed my Two Week trial period and have participated in an interview at that time determining my continuation in the program. Equipment will not be issued until I have been fully accepted.
- _____ 13. I give Capri College permission to text my cell phone to alert me of school closings, delays, cancellations and for future graduate placement purposes, industry surveys, etc... Please provide cell phone number and provider.
_____ Provider _____
- _____ 14. I am aware that I will participate in a Financial Planning Interview & Information Session within the first Three weeks of school.

Student Signature

Date

Personal Responsible for Providing Consumer Information

Abigail Degenhardt can be reached at marketing@capricollege.com.

Services and Facilities for Students with Disabilities

Statement of Non-Discrimination:

Capri College does not discriminate on the basis of race, color, age, gender, marital status, sexual orientation, veteran status, ethnicity, place of origin, religious creed, or mental or physical disability.

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.

Student Services

Housing and Parking

Capri College does not provide housing for enrolled students. However, there are rental facilities in the area to serve the student population. Capri College has a private parking lot allowing students to park.

Licensing

Information and counseling regarding professional licensure in Iowa and other states are available to the student upon request. Capri College has included the cost of the Iowa licensing exam in your tuition. This exam cost is different per program and does not include the individual state licensing fee. If the student opts to test in another state, only the amount of the Iowa exam fee will be compensated. Some states may require additional fees and specific state testing for out of state applicants. These fees are the responsibility of the graduate.

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. To obtain an academic transcript send \$10.00 with a written request to:

Capri College Corporate Office
P.O. Box 873

Dubuque, IA 52004-0873

Phone: (563)588-8085 or toll free 1-800-728-7222

The student's account must be paid in full prior to release of the transcript.

Placement Assistance

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

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.

Textbook Pricing and Equipment List

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 list and equipment required throughout the

course. The student may purchase the 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. **Cost per individual item subject to change, but totals remain constant for published period.**

Cosmetology Kit

	#	STU COST	MANUFACTURER
Shampoo Cape nylon	1	\$9.83	Marianna 8150
Shampoo Cape Nylon ultimate	1	\$16.00	Marianna item 08592
Kids Cape	1	\$6.26	Marianna 8240
Capri Binder	1	\$23.15	Jet Business
Capri Bag	1	\$8.85	Jet Business
Case	1	\$51.85	Jet Business
Plastic pick	1	\$1.05	Marianna
Manicure Kit stainless	1	\$23.15	Marianna
Hand Mirror	1	\$2.23	Marianna
Wide Tooth Comb #1780	1	\$0.54	Marianna
Bone Combs #364	2	\$0.97	Marianna
Dual Purpose Comb/Lift #1002	1	\$0.34	Marianna
Pin Tail Comb #344	1	\$0.39	Marianna
Round Metal Cylander med	1	\$3.13	Marianna
Round Metal Cylander lg	1	\$3.84	Marianna
Vent Brush #V118	1	\$1.05	Marianna
Duck Bill Clips	1	\$1.18	Marianna
Butterfly Clamps	1	\$1.20	Marianna
Comb-out Cape	1	\$5.74	Marianna
Spray Bottle	1	\$3.49	Marianna
Disinfectant Bottle	1	\$1.18	Marianna
Color Kit (bottle, bowl & brush)	1	\$6.24	Marianna
Mannequin Clamp w/ exten	1	\$13.41	Marianna
Rectangle Weft	1	\$21.36	Marianna
Female Mannequin (14112)	1	\$75.07	mrs american
Female Mannequin (14901)	1	\$57.19	mrs suzie kin
Female Mannequin (14901)	1	\$57.19	mrs suzie kin
Female Mannequin (14116)	1	\$32.09	mrs lori kin
Shears and thinning w/ case	1	\$8.85	Fromm
Shear Holster	1	\$194.88	Shark fin/headlux

Clipper / Trimmer Combo	1	\$9.39	marianna 01158
Blow Dryer ceramic ionic	1	\$96.54	Wahl 08478 815.625.6525 julie in professional div.
Ceramic Marcel Iron 3/4"	1	\$60.79	Helen of Troy
Ceramic Curl Iron 1.25"	1	\$44.70	marianna 02338
Ceramic Flat Iron	1	\$39.33	marianna 02363
Razor & blades	1	\$43.80	china
lanyard	1	\$38.44	Kissaki Shears/headlux
rape whistle	1	\$3.58	Jet Business
iPad	1	\$1.79	Jet Business
KIT SUB TOTAL	1	\$329.00	Apple
w/tax		\$1,299.07	w/tax
BOOKS		\$1,390.00	
Salon Fundamentals			
Exam prep book	1	\$119.05	pivot point
Study guide	1	\$38.75	pivot point
Nuts and Bolts 4 book set	1	\$62.05	pivot point
Capri College Handouts	1	\$348.08	Nuts and Bolts
BOOKS SUB TOTAL	1	\$32.28	
w/tax		\$600.22	
		\$645.00	
UNIFORMS 2 lab 5 t-shirt			
UNIFORM SUB TOTAL	1	\$121.49	student cost of t is \$12, \$25 for lab
w/tax		\$121.49	w/tax
		\$130.00	
TOTAL COS. KIT / inc. tax			
		\$2,165.00	

Esthetics Kit

	STU.COST	ITEM #
Splinter Tweezers	\$4.54	07299
Wire Extractor tool	\$10.70	07285
Scissors	\$6.08	01147
Soft Side Traveler Case	\$26.09	12553
Hand Mirror- Black	\$2.23	08301
Slant Tweezers	\$19.94	07320
Capri Padded portfolio	\$21.48	Jet

Capri Bag	\$6.08	Jet
SB Airbrush Kit	\$423.37	
Deluxe Studio Set 22pc. Brush Set	\$53.81	Set 502
4 oz Brush Cleaner	\$7.62	BC04
Eclipse Concealer Palette	\$24.56	827 MED
32 Lip Palette	\$29.17	856 SM
10 Piece Blush Palette	\$24.56	
ultimate palette 252	\$38.41	
Zero Loose Powder	\$18.47	
Lip Pencil in Natural	\$10.01	
Eye Pencil Taupe	\$10.01	
Eye Pencil Black	\$10.01	
Pencil Sharpener	\$3.08	
Palette Knife	\$11.55	
Stainless Steel Palette	\$10.78	
Black Cake Eyeliner	\$11.55	
Mascara Brush	\$10.78	
bt-vision	\$67.74	
iPad	\$329.00	
TOTAL EQUIPMENT		
w/tax	\$1,275.00	
Milady's / Estheticians / ebook with hard book	\$245.62	978-1-4283-1892-2
Dermologica	\$28.14	978-1-4354-8020-9
Skin Disease Diagnosis and Treatment	\$76.70	978-0-323-07700-2
TOTAL BOOKS	\$350.47	
w/tax	\$375.00	
UNIFORMS		
Uniform/Lab (2)	\$48.06	
t shirts (3)	\$36.05	
TOTAL UNIFORMS	\$84.11	
w/tax	\$90.00	
TOTAL	\$1,740.00	

Massage Therapy Kit

	Student Cost	Manufacturer
Massage Table w/ face cradle	\$360.98	Earthlite

Bolster	\$24.69	Earthlite
Thermophore	\$57.05	Battle Creek
Table Carry Case	\$31.82	Desert
Lotion Holster	\$14.22	Biotone
iPad	\$329.00	Apple
TOTAL	\$817.76	
	\$875.00	w/tax
TEXTBOOKS		
A&P	\$144.54	McGraw-Hill
		978-0-07-337815-2 Hard cover
Pathology	\$71.69	Lippencott
		978-1-60831-910-7
Theory & Practice of Therapeutic Massage	\$98.29	Milady
		978-1-4354-8524-2
T&P of TM Workbook	\$45.10	Milady
		978-1-4354-8525-9
First Aid Certification Book	\$16.13	NCR
		978-0-073519951
Trail Guide	\$50.88	Lippencott
		978-0-9826634-0-4
Trail Guide handbook	\$17.29	Allied / McGraw
		978-0-9826634-1-2
TOTAL	\$443.93	
	\$475.00	w/tax
UNIFORMS		
(2) Polo Shirts	\$37.10	
(3) t shirts	\$37.67	
TOTAL	\$74.77	
	\$80.00	w/tax
Total w/tax	\$1,430.00	

Nail Technology Kit

Acrylic Nail Tip Slicer	\$ 13.28	070455
Hindostone	\$1.65	07349
Stork Scissor	\$ 9.03	07282

Marbalizing Tools	\$ 2.74	070501
Plastic Pump with Lockable Lid 8oz	\$ 3.32	07182
Capri bag	\$ 6.60	
On the Go Kit Clarite Only	\$ 333.92	SK 140
Star Nail Nail Art Brush Set	\$ 20.02	134001
Curette	\$ 5.49	011472
White Scrub Brush	\$ 0.58	011479
Lucite Gel Brush	\$ 8.33	106509
.5oz Glass Dropper (2)	\$ 3.97	300002
Total Equipment	\$ 400.00	
Nail Technology Text	\$58.82	
Nail Technology State Board Book	\$32.51	
Total Textbooks	\$140.00	
UNIFORM		
Name Tag	\$0.80	
Uniform	\$33.40	
Total Uniform	\$40.00	
TOTAL NAIL TECHNOLOGY KIT	\$580.00	

Tuition

Cosmetology Tuition:

Tuition/Student License Fee	\$17,280.00
Books and Equipment	\$2,165.00 (tax included)
Total Program	\$19,445.00

Massage Therapy Tuition:

Tuition/Student License Fee	\$7,720.00
Books and Equipment	\$1,430.00 ("tax included)
Total Program	\$9,150.00

Esthetics Tuition:

Tuition/Student license	\$7,835.00
Books and Supplies	\$1,740.00 (tax included)
Total Program	\$9,575.00

Nail Technology Tuition:

Tuition/Student License	\$3,770.00
Books and Supplies	\$580.00 (tax included)
Total Program	\$4,350.00

Cosmetology Arts & Science Instructor:

Tuition/Student License	\$3,920.00
Books and Supplies	\$300.00 (tax included)
Total Program	\$4,350.00

Transfer Credit Policy

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. Test out Fee: \$200

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. Test out Fee: \$200

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.

Verification Requirements

Any financial aid applicant selected for verification by the U.S. Depart. of Education or Capri College, must submit appropriate documentation within two weeks of verification selection. Extension will be granted for extenuating circumstances. Upon completion of verification, financial aid will be awarded to eligible students.

Voter Registration Forms

Voter Registration Forms are handing out to students during orientation. Also readily available in our Student Services office. See "Registration/Orientation Checklist".

Financial Aid

Code of Conduct of Educational Loans

Iowa Code Section 261E.2 and Title 34 of the Code of Federal Regulations, Section 601.21, require the development, administration, and enforcement of a code of conduct governing educational loan activities. Our officers, employees, trustees and agents, and other organizations associated with Capri College, agree to the provisions of this Code of Conduct and will refrain from:

- Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services, materials, or items of a nominal value.
- Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
- Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
- Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
- Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.
- Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.
- Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.
- Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.

This institution is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the financial aid staff will consider each student's individual needs.

A comprehensive Code of Conduct detailing permissible and impermissible activities is available at the Iowa College Student Aid Commission web site, www.iowacollegeaid.gov

Entrance Counseling – Direct Loans

It is the policy of Capri College to award financial aid as follows:

1. **Grant Aid** - PELL and FSEOG are the priority aid awarded, awarded to most needy students. Grant Aid being a type of aid not required to be repaid. It is the policy of Capri to award FSEOG only if the student's need exceeds the total PELL and other available aid plus \$1,000.00 in self help (employment or loan). The FSEOG award will be \$100.00 to \$1,000.00 per academic year. Due to limited funds, FSEOG awards are for first academic year only, with priority to PELL recipients. If a student would have a PELL credit, it would be released for purchase of books within 7 days.

2. **Student Loan** - Direct Stafford Student Loan (STAF), and the PLUS Loans are self help financial aids that are repaid after graduation (STAF) or during school (PLUS). It is expected students will contribute toward their educational cost in self help which may include loans. Students who apply for a loan must first apply for FPELL and FSEOG grant aid.

LOAN HISTORY ON LINE : www.nslds.ed.gov/nslds_SA Borrower loan history is accessible to authorized guarantee agencies, lenders and colleges.

3. **Other Student Resources** - Estimated Family Contribution (EFC), JTPA, Voc Rehab, Scholarships, Grant and Loan are subtracted from the cost of attendance to assure that a student is not being over awarded more aid than education cost. * **Students must inform the College of additional funding not included on their award letter.**

FINANCIAL AID REFUND POLICY

Whenever a student terminates, the amount of funds to be returned to the Title IV Program is calculated according to section 485(f) 970 of the regulations, with priority in the following order:

**1. DIRECT Loan - UNSUB/SUB Stafford, PLUS-Parent Loan
2. PELL Grant/FSEOG 3. Other Funding Agency 4. Student
IF ALL AID IS EARNED, THE COLLEGE WILL REFUND ANY
CREDIT BALANCE IN THE FOLLOWING ORDER:**

1 STAFFORD STUDENT LOAN, PLUS-PARENT LOAN

2. ALTERNATIVE LOAN 3. OTHER AGENCY 4. STUDENT

I authorize the college to use financial aid refund to reduce my Title IV loan debt. I understand I may rescind this order of refund when all aid is

earned, upon written request.

The amount of financial aid earned is based on the hours scheduled; it is not equal to tuition earnings. A STUDENT FUNDED WITH FINANCIAL AID, WHO DOES NOT COMPLETE THE PROGRAM, MAY STILL OWE THE COLLEGE MONEY AT THE TIME OF WITHDRAWAL.

STUDENTS RESPONSIBILITIES & RIGHTS

1. Capri College practices no discrimination on basis of sex, race, creed, religion, financial status or country, area of origin or residence.

Satisfactory Academic and Attendance Progress (SAP) for financial aid eligibility is evaluated at the end of each term, payment period of your class.

SAP must be maintained for all students, regardless of whether they are receiving Federal financial aid or not. Termination may result if student does not meet SAP minimums

A). Academic Qualitative Standard - You will be given a percentage grade. The minimum grade considered satisfactory is 75%.

B) Attendance Quantative Standard - Satisfactory progress for attendance is considered to be completion of the required courses for each period by the scheduled completion date. In rare cases, an exception to the requirement would be an approved waiver. Attendance below 80% of scheduled time is unsatisfactory. Students must graduate in maximum time of 1.5 of course length. Approved Leave of Absences are excluded in this time frame.

2. 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.

3. 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 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.

4. Readmission Policy for Satisfactory Progress Students may be eligible for readmission following Unsatisfactory Progress dismissal from school after a waiting period of six months.

5. Reinstatement of Aid: Students 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 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.

6. Capri provides eligible students or in the case of a minor, their parents, the right to review the student's own education records to seek disclosure of the information and to limit the disclosure of the information to another person. Academic and hourly transfer information is provided upon full payment to

date of the student account. Transcript fee is \$ 10.00.

7. Students receiving financial aid are required to pay their direct educational costs as per enrollment agreement, before receiving financial aid for related costs of education, such as living expenses.

8. Regulations also stipulate cash disbursements to the student not exceed the living costs for the period of enrollment. While it is a rare situation funds

are available to disburse awards to the student for living costs, the monthly student budget estimated will be multiplied by the months of enrollment and compared with the aid funds disbursed. If excess funds have been disbursed, you will be billed for this amount and required to restore the funds to the aid programs. Until such overpayments are restored, you would not be eligible for financial aid at any other institution.

9. Any financial aid applicant selected for **verification** by the U.S. Dept. of Education or Capri, must submit appropriate documentation within two weeks of verification selection. Extension will be granted for extenuating circumstances. Upon completion of verification, financial aid will be awarded to eligible students.

10. As a student receiving student loans, I verify with my signature below that I have had pre-loan counseling from the college concerning the loan repayment obligations, deferments and forbearance. I also understand I will be required to participate in an exit interview before graduation. I HAVE RECEIVED CONSUMER & "RIGHT TO KNOW" INFORMATION FROM THE COLLEGE. I UNDERSTAND DISSATISFACTION, OR NONRECEIPT OF EDUCATIONAL SERVICES DOES NOT EXCUSE ME FROM LOAN REPAYMENT OBLIGATIONS.

11. Students with personal/family hardship, or medical may request a

leave of absence. A leave must be requested in writing. Students may take leave for two weeks, up to six months for extreme need.

12. I give Capri permission to maintain and budget monthly, financial aid monies beyond the direct costs of tuition and fees for subsequent charges and/or monthly living expenses. When my account is paid in full, resulting in an account credit balance, I may request to receive these remaining funds in a lump sum. **I acknowledge I may rescind this permission at anytime.**

13. I acknowledge the credit to account system of Capri and give the college permission to credit all eligible Title IV awards to my account and I will receive a receipt of this credit transaction. I understand aid is paid at the start of each term, providing I am making Satisfactory Progress.

14. **Federal Law** indicates any student on financial aid, who incurs a drug conviction of possession or drug sales, will immediately lose financial aid. I agree, that should I qualify for additional PELL Grant funds or scholarships, not determined at the time of loan filing, that I will use these funds to reduce my student loans. This is in my best interest, as it will reduce my monthly loan payments and interest. **I understand I can rescind this at any time.**

I have read, understand, and received a copy of this award policy.

Name _____ Date _____

Exit Counseling Title IV Loan Programs Capri College Financial Aid Exit Interview

Date: _____ Student Name: _____

Loan Servicer: _____

Loan Amount: _____

Approximate Monthly Payment: _____

Your first payment will be due approximately 6 months after you graduate or your last day attended.

For loan servicer contact information, see attached sheet. This is who you will be making payments to.

This guide explains what you need to know about repayment of your Stafford student loan, including grace period, deferments, and your rights and responsibilities as a student borrower in repayment. The Master Promissory Note may include multiple loans under one note. Like any other debt, a student loan debt is a serious financial, moral, and legal obligation. You need to plan your living expenses carefully based on your potential starting income and budget accordingly. Don't let your student loan come as a surprise six months down the road. You will need to prioritize your debts, and student loans should be at the top. This might mean the postponement of a new car, home, or wanted vacation. The repayment of your student loan can result in a long-term benefit for you and your family. You will have to demonstrate good credit on these loans so you can obtain future credit for

car, business, and mortgage loans. Dissatisfaction with, or non-receipt of, the educational services being offered by the school does not excuse borrowers from repayment of their student loan. Please refer to the Direct Loan Exit booklet for additional detailed information.

Grace Period

The stage between graduation and the beginning of repayment is called the "grace period". This begins immediately after you cease at least halftime enrollment status. During this period, no payments are required. A grace period is six months. If you return to school on at least a halftime basis before your grace period expires, you can again postpone repayment and be eligible for another full grace period. If you've already used your grace period on prior student loans, your repayment will begin immediately! During this grace period, you will be receiving information from your loan servicer regarding the repayment of your loan. It is very important to keep in contact with them. You will receive a payment schedule and payment due dates. If payments are too high or too low, contact your loan servicer right away; do not wait until they are due. Remember: Your loans are due when your grace period expires whether or not you've heard from your loan servicer. The purpose of your grace period is to give you time to establish yourself financially. During this time you should be actively seeking employment, accumulating savings, or making other plans.

Repayment Chart

Use this chart to get an idea of the approximate monthly student loan payments you can expect to face depending on how much you borrow. Repayment begins 6 months after you are out of school. Approximate Monthly Repayment Schedule is attached.

Deferments

Under certain conditions, you may defer (postpone) repayment of your student loan for a period of time. Deferments are not automatic; if you believe you are eligible, contact your loan servicer.

The following conditions may warrant a deferment:

- Periods during which the borrower is pursuing at least a halftime course of instruction as determined by an eligible institution; you must file a deferment at that institution and send it to your loan servicer.
- Periods during which the borrower is pursuing a course of study under a graduate fellowship program.
- Periods during which the borrower is pursuing rehabilitation or a training program for disabled individuals approved by the Secretary.
- Up to three years during periods in which the borrower is seeking and unable to find full-time employment; and
- Up to three years for periods in which the loan servicer determines, under regulations prescribed by the Department of Education, that the borrower has experienced or will experience an economic hardship.

Loan Consolidation

Phone: 1 (800) 557-7392

www.loanconsolidation.ed.gov

What Are My Responsibilities?

When you complete the loan application and sign the Promissory Note, you promise to repay the amount borrowed. You are responsible for repaying the entire amount of the loan and any accrued interest in full and on time. You must keep your lender informed of any address, phone or name changes. You should contact your lender immediately after graduation with your new address. It is not your school's responsibility to give them a correct address. You must contact them no later than 90 days prior to the end of your grace period. If you are eligible for a deferment, it is your responsibility to notify your lender and complete any documentation needed.

What Are My Rights?

As a borrower you also have rights which are listed below:

- The lender (Direct Loan) must provide a copy of the disclosure statement no later than the time the loan is disbursed. The lender will return the original application and promissory note upon payment in full.
- You will make a minimum payment of \$600 per calendar year. This could result in a repayment schedule of less than five years.
- You may, at your option, prepay without penalty, all or part of your student loan and interest.
- If you are eligible, you have the right to a deferment of a loan repayment. During an eligible deferment period, the government will pay your interest.
- Your loan obligation will be canceled if you become totally and permanently disabled or deceased.
- If you are willing, but financially unable to make payments according to the repayment schedule, you may ask for a temporary forbearance from your lender. You must file a forbearance form.
- If your loan is sold or being serviced, you have the right to be notified.
- If you fail to meet your obligations your loan could become delinquent or in default.

Why Should I Pay?

Not only are you legally obligated to pay back your student loans, but by doing so you are making it possible for other students to attend school with the help of student loans. **This is a government obligation.**

What If I Don't Repay?

If you fail to make a scheduled payment and have not made any previous arrangements with your loan servicer, your loan will become delinquent. It is your responsibility to contact your loan servicer if you can't make a payment, and to make every effort to keep your student loan account current.

If you are experiencing personal or financial hardship, your lender may be willing to adjust your repayment schedule.

If the situation is not remedied to the loan servicer's satisfaction, your student loan will go through a "due diligence" process in which your lender will make every effort to work with you to make your account current. If no cooperation is received, you will be notified that your loan is being turned over to the state agency and your loan is now in default. When payment is 270 days delinquent, it will default!

Once your loan has been placed in default, the state agency can demand payment in full, file legal (suit) action, garnish wages, or bank accounts, attach property, and can withhold your state and federal income tax refund checks for payment until the loan is paid in full.

A default will be reported to the credit bureau and to the school for which you borrowed the money to attend. Once the school has received notification of default, it will be noted in your file and you cannot receive any future financial assistance at any college. If a transcript is requested by another school, it will be noted on the transcript that you have defaulted on a previous loan.

Your future credit may be damaged or denied for car loans, home mortgages, or business loans due to a default on a student loan. It is good to check your credit history and view all of your student loan information at this free website: www.annualcreditreport.com

OMBUDSMAN Student Loan Office: This agency is available to field specific questions on issues concerning student loans. You do have a PLUS (parent) loan in the amount of \$_____ with payments approximately.

Counseling, Financial Literacy , or Debt

Lender Assistance in Preparing Educational Counseling, Financial Literacy, or Debt Management Materials.

Direct Loan Servicing (ACS)	PO BOX 5609	Greenville , TX 75403-5609	www.dl.edu.gov	(800) 848-0979
Fed Loan Servicing (PHEAA)	PO BOX 69184	Harrisburg, PA 17106-9184	www.myfedloan.org	(800) 655-3813
Great Lakes-Student Loans	2401 International Lane	Madison, WI	www.mygreatlakes.org	(800) 236-4300
Nelnet – Nelnet Student	PO BOX 82565	Lincoln, NE 68501-2565	www.nelnetloanservices.com	(800) 369-0872

Loan				
Sallie Mae (Making Loan Payments)	PO BOX 9635	Wilkes- Barre, PA 18773-9635	www.salliemae.com	(800) 722- 1300
Sallie Mae	PO BOX 740351	Atlanta, GA 30374-0351		

Penalties for Drug Violations

Drug Violation-Financial Aid Eligibility

- Federal Law prohibits illegal drug possession or sale.
- A student who is convicted of either offense, while receiving Federal Financial aid, will lose Federal Financial Aid eligibility, as follows:

1. Possession of Illegal Drug

- Possession conviction results in loss of Federal Aid for 1 year from date of conviction.
- Two possession convictions results in 2 years from conviction date.

2. Sale of Illegal Drug

- Conviction of the Sale of illegal drugs results in loss of Federal Aid for 2 years from date of conviction.

A student may reinstate Federal Financial Aid eligibility upon documented successful completion of an acceptable drug rehabilitation program, which includes at least two unannounced drug tests, and:

- The program is qualified to receive funds from federal, state or local government or from a federally or state licensed insurance company.
OR
- Be administered or recognized by a Federal, State or local government agency or court, or federally or state-licensed hospital, health clinic or medical doctor.

Official Withdrawal and Refund Policies

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:

<u>Program:</u>	<u>Evaluation Period</u>
Cosmetology: 1) 0-525 Hours;	2) 526-1050 Hours;
3) 1051-1575 Hours;	4) 1576-2100 Hours
Massage Therapy: 1) 0-360 Hours;	2) 361-720 Hours
Esthetics: 1) 0-360 Hours;	2) 361-720 Hours
Nail Technology 1) 0-180 Hours;	2) 181-360 Hours
Instructor of CA&S1) 0-500 Hours;	2) 501-1000 Hours

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 (less the initial enrollment application fee). 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, supersede 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.*

The published fees, textbooks, uniform and equipment are not included in the pro-rata refund.

All refunds will be made within 30 days of termination. All above examples assume tuition for term is paid in full. Refunds are net of amount unpaid for

current school term.

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.

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.

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

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.

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.

Special Cases: In the case of illness or disabling accident, death in the immediate family, or other extenuating circumstances that make it impractical to complete the program, the college will make a settlement which is reasonable and fair to both parties. The student must request consideration in writing within thirty (30) days of the last date attended by the student.

period, student has earned 100% of the funds he/she was scheduled to receive during the period.

Weather-Related Closings

Notice of school closings due to snow or other natural disasters will be aired on local radio stations in the city where Capri College is located. In the event of school closing due to inclement weather, the school will schedule make-up days in an auxiliary term or in the final term thereby extending the student's graduation date by as many 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 is permanently closed and no longer offering instruction after the student has enrolled, the student shall be entitled to a pro rata refund of tuition.

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.

Returning of Title IV Requirements

If a student withdraws, Federal Law determines the amount of Title IV Federal Financial Aid the students earns, based on the scheduled hours in the respective payment period of the aid. Up to the 60% point in the payment period, a pro rata scheduled is used to determine the amount of Title IV funds at the time of withdrawal. After the 60% point-in-time for the payment

Treatment Of Title IV Funds When A Student Withdraws From a Clock-Hour Program			
Student Name: _____		Social Security Number: _____	
Date Form Completed: _____		Date of School's Determination: _____	
Period Used For Calculation: _____	Payment Period: _____	Period of Enrollment: _____	That Student Withdraw: _____
<small>Monetary amounts should be in dollars and cents (rounded to the nearest penny). (When calculating percentages, round to three decimal places. (For example, .488 = .488, or 48.8%.)</small>			
STEP 1: Student's Title IV Aid Information			
Title IV Grant Programs		Amount Disbursed	Amount That Could Have Been Disbursed
1. Pell Grant			
2. Academic Competitiveness Grant			
3. National SMART Grant			
4. FSEOG			
5. TEACH GRANT			
		A. \$	C. \$
Title IV Loan Programs		Not Amount Disbursed	Not Amount That Could Have Been Disbursed
6. Unsubsidized FFEL/Direct Stafford Loan			
7. Subsidized FFEL/Direct Stafford Loan			
8. Perkins Loan			
9. FFEL/Direct PLUS (Graduate Student)			
10. FFEL/Direct PLUS (Parent)			
		B. \$	D. \$
		E. Total Title IV aid disbursed for the period	
		F. Total Title IV grant aid disbursed and that could have been disbursed for the period	
		G. Total Title IV aid disbursed and that could have been disbursed for the period	
		H. \$	
STEP 2: Percentage of Title IV Aid Earned		STEP 3: Amount of Title IV Aid Earned by the Student	
Start date: _____	Scheduled end date: _____	Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).	
Date of withdrawal: _____		#DIV/0!	x _____ = [E. \$ #DIV/0!]
I. Determine the percentage of the period completed:		Step 4: Title IV Aid to be Disbursed or Returned	
Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.		If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).	
_____ ÷ _____ = #DIV/0!		If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).	
#Scheduled hours to complete	Total hours in payment period	If the amounts in Box I and Box E are equal, STOP. No further action is necessary.	
		J. Post-withdrawal disbursement	
		From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.	
		Stop here, and enter the amount in Box I on Page 3 (Post-withdrawal disbursement tracking sheet).	
		K. Title IV aid to be returned	
		From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.	
		L. \$	
		M. \$	

State Grant Assistance

Iowa Cosmetology Tuition Grant Awarding

Iowa Residency Requirement

- FAFSA filing deadline is June 30th.
- State Awards are generally made by October 15th of Award Year.
- After selecting students in the ICSAC EFC range or 0 – 5,000 – Priority is given to non-PELL Grand student.
- EFC Range
- Filed appropriate year FAFSA by July 1st Deadline.
- Iowa Resident
- 1st Academic Year Student has preference.
- Student currently enrolled as full time.
- Student enrolled in a COSMETOLOGY field course.
- Student is making satisfactory progress in the course.

Median Debt Current & Previous

DAVENPORT-- Disclosure Information - Dept of Education Disclosure Requirements

Award Year	CIP Code	SOC Code	Median		
			Median Title IV Loan Debt	Private Loan Debt	Institutional Loan Debt
2012-2013	Cosmetology 12.0401	Cosmetology 39-5012	\$11,450	0	0
2012-2013	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,806	0	0
2012-2013	Ethelics 12.0409	Ethelics 39-5094	\$4,919	0	0
2012-2013	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
Award Year	CIP Code	SOC Code	Median Title IV Loan Debt	Private Loan Debt	Institutional Loan Debt
2011-2012	Cosmetology 12.0401	Cosmetology 39-5012	\$9,806	0	0
2011-2012	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,066	0	0
2011-2012	Ethelics 12.0409	Ethelics 39-5094	\$5,500	0	0
2011-2012	COS Instructor 12.0413	COS Instructor 39-5012	N/A	N/A	0
Award Year	CIP Code	SOC Code	Title IV Loan Debt	Private Loan Debt	Institutional Loan Debt
2010-2011	Cosmetology 12.0401	Cosmetology 39-5012	\$10,861	0	0
2010-2011	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,500	0	0
2010-2011	Ethelics 12.0409	Ethelics 39-5094	\$5,285	0	0
2010-2011	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
Award Year	CIP Code	SOC Code	Title IV Loan Debt	Private Loan Debt	Institutional Loan Debt
2009-2010	Cosmetology 12.0401	Cosmetology 39-5012	\$10,817	0	0
2009-2010	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,474	0	0
2009-2010	Ethelics 12.0409	Ethelics 39-5094	\$3,542	0	0
2009-2010	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
Award Year	CIP Code	SOC Code	Median Title IV Loan Debt	Private Loan Debt	Institutional Loan Debt
2008-2009	Cosmetology 12.0401	Cosmetology 39-5012	\$7,922	0	0
2008-2009	Massage Therapy 51.3501	Massage Therapy 31-9011	\$6,196	0	0
2008-2009	Ethelics 12.0409	Ethelics 39-5094	\$3,980	0	0
2008-2009	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0

Loan Debt July 1, 2012- June 30, 2013 course completers

General Information

Financial Aid Staff

Linda Schwinn - Financial Aid Director

Julie Rettenberger - Financial Aid Assistant Director

Angie Carlson - Financial Aid Associate Director

Rachel Lahey – Financial Aid Advisor

Address:

Capri College Financial Aid Office

PO Box 873 - 395 Main Street

Dubuque, IA 52004-0873

Phone:

(563) 588-8085

(800) 728-7222

FAX:

(563) 588-1988

Net Price Calculator

Net price calculator link is available at:

<http://capricollege.edu/net-price-calculator-page.html>

Financial Aid Application

Financial Aid Application

Please fill out the front and back of this form and return to:

5/12



Capri Financial Aid Office
P.O. Box 873
Dubuque, IA 52004-0873

School Use Box: L _ C _ D _ / _

Today's Date: _____

FAFSA School Codes

CR: 014390

DAV: 007717

DBG: 007588

I have already completed my FAFSA on _____ (date)

I expect to complete my FAFSA by _____ (date)

1. Name _____ Birthdate _____

Address _____ SSN _____

City, State Zip _____

Home Phone _____ Driver's License # _____

Cell Phone _____ State of Issuance _____

Gender: Male Female

United States Citizen: Yes No If no, what is your visa type and endorsement? _____

Race: Asian Black

Caucasian (White) Native American (Indian)

Hispanic Other (please specify) _____

2. Have you previously attended college, business school, trade or technical school, or other college? Yes No

If yes, please complete the following.

Name of school _____ Name of school _____

City, State _____ City, State _____

Dates Attended _____ to _____ Dates Attended _____ to _____

Did you receive Financial Aid? Yes No Did you receive Financial Aid? Yes No

Degree granted? Yes No Degree granted? Yes No

Type of Degree _____ Type of Degree _____

3. Applicant's marital status:

Single Engaged Married Divorced Separated Widowed

4. Do you have any dependents? Yes No If yes, list their ages _____

5. Parents marital status:

Single Engaged Married Divorced Separated Widowed

6. Where will you be living while attending school?

With Parents On own

One way distance from your address to Capri while attending school, if driving: _____ miles

7. Will you receive any of the following benefits while attending school? Yes No (If yes, please explain below)

Social Security benefits \$ _____/month Child support \$ _____/month

Unemployment compensation \$ _____/month JTPA \$ _____/month

Vocational Rehabilitation \$ _____/month Welfare/Public Assistance \$ _____/month

Veteran's Educational Benefits \$ _____/month Other \$ _____/month

8. Will you be working while attending Capri? Yes No Estimated Earnings per month \$ _____

Please complete reverse side

Enter the requested information for two (2) adults with different addresses. Preferred references are parents, guardians, and adult relatives (A parent should be your first reference). The people you list may be contacted and should know where to reach you at all times. If parents are deceased, use another reference in their place and state their relationship to you.

Parent's Name _____	Name _____
Address _____	Address _____
City, State Zip _____	City, State Zip _____
Parent's Phone (____) _____-_____	Phone (____) _____-_____
	Relationship _____

Statement of Educational Purpose

I certify that I will use any money I receive under Title IV Financial Aid (loans, grants, and work study) only for expenses related to my study at Capri College.

I understand all loan proceeds such as Stafford (student) and Plus (parent) loans must be repaid.

In addition, I promise to be held responsible for the repayment of any money received by inadvertent over-awarding. I will repay these ineligible funds to the proper financial aid source.

I further understand the amount of any repayment is based on regulations published by the Secretary of Education.

I certify that I am not required to be registered with Selective Service because:

- I am female.
- I am in the Armed Services on active duty (does not apply to members of the Army Reserves and National Guard who are not on active duty).
- I have not reached my 18th birthday.
- I was born before the required date.
- I am a permanent resident of the Trust Territory of the Pacific Islands.
- I am a citizen of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

Or

- I certify that I am registered with the Selective Service.

I certify that, as a condition to receive Federal or State Financial Aid funds, I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of enrollment covered by Financial Aid funds awarded to me.

I also verify all financial information to determine my Financial Aid eligibility is true and correct for myself, and parent or spouse if applicable.

I also verify that I have not borrowed in excess of the annual accumulative limits of Stafford (student) loan.

I certify that I am **NOT** in default or owe a refund at any institution of post-secondary education for a Federal Student loan, Plus (parent) loan, Pell or FSEOG grants, or College Work Study.

Signed _____ Date _____
Student

Signed _____ Date _____
Parent (if applying for a Plus loan)

Financial Aid Brochure Information



2014/2015

Federal Finance Assistance Programs



Capri College Locations

2945 Williams Parkway SW
Cedar Rapids, IA 52404
319-364-1541
1-800-397-0612
FAFSA School Code # 014390

2540 East 53rd St.
Davenport, IA 52807
563-388-6442
800-728-1336
FAFSA School Code # 007717

395 Main--PO Box 873
Dubuque, IA 52004-0873
563-588-2379
800-728-0712
FAFSA School Code # 007588

Branch Campus
2323 Cross Roads Blvd
Waterloo, IA 50701
319-234-2400
855-702-2774
FAFSA School Code # 007588

Upon enrollment at Capri College, Financial Aid Forms will be mailed, if the student has indicated they plan to use financial aid as a means of tuition payment.

FINANCIAL AID OFFICE
395 Main St.
PO Box 873
Dubuque, IA 52004-0873

563-588-8085
1-800-728-7222

FAX 563-688-1988

Capri Website:
CapriCollege.edu

FEDERAL PELL GRANTS

PELL Grants are financial assistance awarded to qualifying undergraduate students. Apply using the Free Application for Federal Student Aid-FAFSA, directly through Capri College. Award range is \$402.00 to \$730.00 per academic year, according to need. Grants do not require repayment. **Note:** Grants less than a full academic year have reduced grant eligibility.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY

Grants are need-based financial aid awarded to qualified students. Priority is given to PELL qualifying students. These grants are \$100-\$1,000 per year. There is no repayment on grants.

SCHOLARSHIPS

SCHOLARSHIPS ARE FORMS OF AID AWARDED FROM CAPRI AND VARIOUS ORGANIZATIONS. THESE DO REQUIRE A SEPARATE APPLICATION FUNDING AND QUALIFICATIONS VARY.

CAPRI ALSO OFFERS MANY INTERNAL SCHOLARSHIPS FROM \$100-\$2,000. PROSPECTIVE STUDENTS MAY CALL THE CAPRI ADMISSIONS OFFICE TO RECEIVE THE APPLICATIONS FOR THESE SCHOLARSHIPS.

ADDITIONALLY, MANY CIVIC AND PRIVATE ORGANIZATIONS OFFER SCHOLARSHIPS. CONTACT EITHER YOUR HIGH SCHOOL COUNSELOR OR CAPRI FOR INFORMATION ON AVAILABLE SCHOLARSHIPS.

FEDERAL DIRECT STAFFORD LOANS

Stafford Loans are available to students at variable low interest rates from the U.S. Department of Education. Qualified borrowers may receive up to \$5,000 for the 1st academic year of their undergraduate study and up to \$8,500 for the 2nd academic year. Independent students may also be eligible for additional unsubsidized loan up to the remaining need, not to exceed \$4,000 per academic year. Repayment begins six months after the student graduates from high school. Stafford Loan interest is set by Congress. **Interest rate** for Stafford loans are set annually, based on T-bill rates + add on. 4.66 % is current rate for disbursements through 6/30/15.

Subsidized or Unsubsidized eligibility is based on family income.
***Subsidized** Means the federal government will pay the interest while the student is in school at least full time. Eligibility based on family income and prior years of Subsidized eligibility used.

***Unsubsidized** Loans earn interest as loan is disbursed.

Note: Courses less than a full academic year have reduced loan eligibility.

BORROWER LOAN HISTORY IS AVAILABLE ON LINE: www.fafsa.ed.gov/loans/SL.

Borrower loan information at NSLDS is accessible only to authorized guaranty agencies, lenders and colleges.

LOANS REQUIRE REPAYMENT.

FEDERAL DIRECT PLUS LOANS

PLUS Loans are available to parents of dependent students at 7.21% interest rate from the U.S. Department of Education. Parents may borrow up to the need determined by the financial aid office, less either add the student receives. PLUS Loan repayment begins during the 2nd term of your course. PLUS-Parent borrowers must pass a credit worthiness evaluation by Direct Loan processing center.

Stafford & PLUS Loan Application: Student and parent must complete respective loan applications.

Capri Colleges participate in the **Win D. Ford Direct Loan Program.** Once you qualify for a Stafford or PLUS Loan, Capri will mail loan forms to you. Borrower's rights and responsibilities, loan repayment and deferment information will be reviewed during orientation, and again as you leave Capri College. **Receiving a student loan is an important financial responsibility.** Capri wants to be sure you understand all loan information.

LOANS REQUIRE REPAYMENT.

Scholarship Form



Cedar Rapids
 2945 Williams Parkway S.W.
 Cedar Rapids, IA 52404
 319.364.1541
 800.397.0612

Davenport
 2540 E. 53rd St.
 Davenport, IA 52807
 563.388.6642
 800.728.1336

Dubuque
 395 Main St.
 Dubuque, IA 52001
 563.588.2379
 800.728.0712

Waterloo
 2323 Crossroads Blvd
 Waterloo, IA 50702
 319.234.2600
 855.702.2774

capricollege.edu



Personal Data

Name: _____
 Phone: _____
 Address: _____
 City, State, Zip: _____
 Email: _____
 Program: _____
 Start Date: _____

High School Students Only

High School: _____
 City: _____ State: _____
 Guidance Counselor: _____
 Graduation Date: _____

SCHOLARSHIP OBJECTIVE

- To provide the industry with future leaders who possess outstanding skills along with strong moral values.
- To provide financial assistance to students that have proven his or her commitment to education and/or community.

Scholarships are forms of financial assistance awarded from any of the following:

- Capri College Admissions
- Professional Associations
- Civic & Community Organizations
- High School Scholarship Programs
- Church Affiliated Scholarships

Contact Capri College Admissions Office, the local high school, or local civic organizations for more information on current scholarship availability.

APPLICATION DEADLINE:

(Please indicate Traditional or Non-Traditional student)

- Traditional Scholarship** (High School Seniors only)
 Deadline: March 31st
- Non-Traditional Scholarship** (General)
 Deadline: **Applications due 30 days prior to start date.**

Please indicate the Capri scholarship for which you are applying. **You may only apply for one.**

_____ Academic Scholarship _____ Community Scholarship

ACADEMIC SCHOLARSHIP

- Complete scholarship application form and indicate scholarship for which you are applying.
- Provide a copy of high school or college transcript; must have a minimum cumulative GPA of 3.00 on a 4.00 scale.
- Submit two professional letters of recommendation: One from an employer, teacher, or counselor and one letter from a professional in the field to which you are applying. References may not be related to the applicant.
- Provide references' name, address, phone, email, employment information and relation to applicant.
- Submit a typed essay describing why you have chosen this industry and how you will use your knowledge, talents and values to be an effective leader in our school and industry.
- Submit a separate list of past and present participation in school activities, community, church, clubs, programs, etc. Submit in resume form and include dates.
- Submit a separate statement explaining how your education and experiences have prepared you for this career.

COMMUNITY SCHOLARSHIP

- Complete scholarship application form and indicate scholarship for which you are applying.
- Provide a copy of high school or college transcripts.
- Submit two professional letters of recommendation: One from a leader or representative of an organization in which you have done volunteer work and one letter from a professional in the field to which you are applying. References may not be related to the applicant.
- Provide references' names, address, phone, email, employment information and relation to applicant.
- Submit a typed essay describing why you have chosen this industry and how you will use your knowledge, talents and values to be an effective leader in our school and industry.
- Submit a separate list of past and present participation in school activities, community, church, clubs, programs, etc. Submit in resume form and include dates.
- Provide documentation of your volunteerism, involvement and contributions to the community. (Pictures, awards, recognition certificates, etc.)
- Submit a separate statement including how your volunteer experiences and other life experiences have prepared you for this career.

Scholarship payments will be divided equally and distributed at the completion of each enrollment period. The student must complete all hours in each enrollment period in order to retain the scholarship credit.

REFERENCE INFORMATION

Professional Reference

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____
 Email: _____
 Relationship to Applicant:
 Employer Industry Representative
 Counselor Teacher
 Other _____

Professional Reference

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____
 Email: _____
 Relationship to Applicant:
 Employer Industry Representative
 Counselor Teacher
 Other _____



Consumer Information

The following report is the October 2014 Consumer Information and Disclosure report for:

Capri College
395 Main Street
Dubuque, IA 52001

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hair
skin
massage
nails

395 Main Street
Dubuque, Iowa 52001

Student Right to Know

July 2014

The following information is provided to you as a student or perspective student (before any financial commitment is made) of Capri College. Please contact our Admissions Department at (563) 588-2379 or toll free at (800) 728-0712 if you have additional questions regarding course specifications:

Student Right to Know

Cosmetology

Cosmetology Graduation Rate:

During the enrollment period of September 1, 2010 through August 31, 2011, 99 Students enrolled in Capri College Cosmetology Program.

- Of the 99 Students who enrolled 54 (55 %) successfully completed the program.
- Of the 99 students who enrolled 54 (55 %) were first-time, full-time, certificate seeking undergraduate students.
- Of the 54 students who successfully completed the program, 54 (100%) completed the program within 150% of the normal program length.
- Of the 54 **first-time, full-time, certificate seeking, undergraduate students (FTFT)** who enrolled, 23 (43%) successfully completed the program.

Breakdown of Cosmetology Enrollment Statistics

Of the 54 FTFT students who enrolled in Cosmetology program:

- 23 of the 23 (100%) FTFT female students successfully completed the program.
- 0 of 0 (100%) FTFT male students successfully completed the program.
- 22 of the 23 (96%) FTFT Caucasian students successfully completed the program.
- 0 of 0 (100%) FTFT Black/African American students successfully completed the program.
- 1 of 1 (100%) FTFT Hispanic students successfully completed the program.
- 0 of 0 (100%) FTFT Asian students successfully completed the program.
- 18 of the 45 (40%) FTFT Pell Grant recipients successfully completed the program.
- 2 of the 5 (40%) FTFT students who received Stafford Loan (but no Federal Pell Grant) successfully completed the program.
- 2 of the 3 (67%) FTFT students who received no Pell or Stafford Loan successfully completed the program.

Capri College Cosmetology Employment Rate

Of enrollees during the enrollment period of September 1, 2010 through August 31, 2011, 54 COSMETOLOGY graduates were available for employment.

- 51 of the 54 (94%) cosmetology graduates were placed in related fields.
- 21 of 23 (91%) FTFT graduated students were placed in related fields.

Capri College Cosmetology Licensing Rate

Of enrollees during the enrollment period of September 1, 2010 through August 31, 2011, 54 Cosmetology graduates took the State Board Exam for licensure.

- 54 of the 54 (100%) cosmetology graduates successfully passed the state board exam and 54 out of 54 (100%) achieved state licensing.
- 23 of 23 (100%) FTFT graduated students successfully passed the state board exam and 23 out of 23 (100%) achieved state licensing.

Esthetics

Capri College Esthetics graduation rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 6 students enrolled in Capri College Esthetics Program.

- Of the 6 students who enrolled 6 (100%) successfully completed the program.
- Of the 6 students who enrolled 3 (50%) were **first-time, full-time, certificate seeking undergraduate students.**
- Of the 6 students who successfully completed the program, 6 (100%) completed the program within 150% of the normal program length.
- Of the 3 **first-time, full-time, certificate seeking, undergraduate students (FTFT)** who enrolled, 3 (100%) successfully completed the program.

Breakdown of Enrollment Statistics for Esthetics

Of the 3 FTFT who enrolled in ESTHETICS:

- 3 of the 3 (100%) FTFT female students successfully completed the program.
- No male FTFT students were enrolled during this time.
- 3 of the 3 (100%) FTFT Caucasian students successfully completed the program.
- 2 of the 2 (100%) FTFT Pell Grant recipients successfully completed the program.
- 1 of the 1 (100%) FTFT students who received Stafford Loan (but no Federal Pell Grant) successfully completed the program.
- 0 of the 0 (0%) FTFT students received no Pell or Stafford Loan.

Capri College Esthetics Employment Rate

Of enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 5 Esthetics graduates were available for employment.

- 3 of the 5 (60%) of the Esthetics graduates were placed in related fields
- 0 of 3 (0%) FTFT Esthetics graduates were placed in related fields

Capri College Esthetics Licensing Rate

Of the enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 5 Esthetics graduates took the State Board Exam for licensure.

- 3 of the 5 (60%) Esthetics graduates successfully passed the state board exam and 3 out of 5 (60%) achieved state licensing.
- 0 of 3 (0%) FTFT Esthetics graduates successfully passed the state board exam and 0 out of 3 (0%) achieved state licensing.

Massage Therapy

Capri College Massage Therapy Graduation Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 21 Students enrolled in Capri College Massage Therapy Program.

- Of the 21 Students who enrolled 20 (95%) successfully completed the program.
- Of the 21 students who enrolled 4 (19%) were first-time, full-time, certificate seeking undergraduate students.
- Of the 20 students who successfully completed the program, 20 (100%) completed the program within 150% of the normal program length.
- Of the 4 **first-time, full-time, certificate seeking, undergraduate students (FTFT)** who enrolled, 4 (100%) successfully completed the program.

Breakdown of Enrollment Statistics for Massage Therapy

Of the 4 **FTFT** certificate seeking undergraduate students who enrolled in Massage Therapy:

- 4 of the 4 (100%) FTFT female students successfully completed the program.
- 0 of the 0 (100%) FTFT male students successfully completed the program.
- 2 of the 2 (100%) FTFT Caucasian students successfully completed the program.
- 2 of the 2 (0%) FTFT Black/African American students successfully completed the program.
- 0 of the 0 (0%) FTFT Hispanic students successfully completed the program.
- 3 of the 3 (100%) FTFT Federal Pell Grant recipients successfully graduated.
- 1 of the 1 (100%) FTFT students who received Stafford Loan (but no Federal Pell Grant) successfully completed the program.
- 0 of the 0 (100%) FTFT students who received no Pell or Stafford Loan successfully completed the program.

Capri College Massage Therapy Employment Rate

Of the enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 20 Massage graduates were available for employment.

- 13 of the 20 (65%) of the Massage Therapy graduates were placed in related fields.
- 4 of 4 (100%) FTFT graduated students were placed in related fields.

Capri College Massage Therapy Licensing Rate

Of the enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 20 Massage Therapy graduates took the State Board Exam for licensure.

- 20 of the 20 (100%) Massage Therapy graduates successfully passed the state board exam and 13 out of 20 (65%) achieved state licensing.
- 4 of 4 (100%) FTFT Massage Therapy graduates successfully passed the state board exam and 2 out of 4 (50 %) achieved state licensing.

Nail Technology

Capri College Nail Technology Graduation Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 1 Nail Technology Student(s) enrolled in Capri College Nail Technology Program.

- Of the 1 student who enrolled 1 (100%) successfully completed the program.
- Of the 1 student who enrolled 0 (0%) were first-time, full-time, certificate seeking undergraduate students.
- Of the 1 student who successfully completed the program, 1 (100%) completed the program within 150% of the normal program length.

Breakdown of Enrollment Statistics for NAIL TECHNOLOGY

- None of the students who enrolled in Nail Technology were FTFTDCS. A pre-requisite for our Nail Technology program is that the student has a diploma from Cosmetology, Esthetics, or Massage Therapy. None of Capri College Nail Technology students receive Title 4 Financial Aid.

Capri College Nail Technology Employment Rate

Of the enrollees during the enrollment period of September 1, 2010 through August 31, 2011, 4 Nail Technology graduates were available for employment.

- 5 of 7 (71%) of the NAIL TECHNOLOGY graduates were placed in related fields.
- There were no FTFT NT graduates

Capri College Nail Technology Licensing Rate

Of the enrollees during the enrollment period of September 1, 2011 through August 31, 2012, 1 NAIL TECHNOLOGY graduates took the State Board Exam for licensure.

- 1 of the 1 (100%) NAIL TECHNOLOGY graduates successfully passed the state board exam and 1 of the 1 (100%) graduates achieved state licensing.

Cosmetology Arts & Science Instructor

Cosmetology Arts & Science Instructor Graduation Rate:

During the enrollment period of September 1, 2011 through August 31, 2012, 2 Students enrolled in Capri College COSMETOLOGY ARTS & SCIENCE INSTRUCTOR Program.

• Due to the pre-requisite of a Cosmetology License, there is never a “first time full time certificate seeking undergraduate enrolled in this program.

Capri College Cosmetology Arts & Science Instructor Employment Rate

During the enrollment period of September 1, 2011 through August 31, 2012, 1 COSMETOLOGY ARTS & SCIENCE INSTRUCTOR graduate was available for employment.

- 1 of 1 (100%) COSMETOLOGY ARTS AND SCIENCE INSTRUCTOR graduates were placed in the field

Capri College Cosmetology Arts & Science Instructor Licensing Rate

During the enrollment period of September 1, 2011 through August 31, 2012:

- 1 of 1 (100%) COSMETOLOGY ARTS & SCIENCE INSTRUCTOR graduates passed the State Board Exam for licensure
- 1 of 1 (100%) COSMETOLOGY ARTS & SCIENCE INSTRUCTOR graduates received Iowa Licensure

Capri College IPEDS 2012 Retention Rate: 80 % of the first-time full-time students who began their studies in the fall of 2011 returned in the fall of 2012.

Capri College Transfer-Out Rate: The school does not track transfer out rates.

Confidentiality of Student Records:

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 under 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 regards to academic progress, attendance, rule violations, loan repayment and job placement. 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 distance, 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 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 records, 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;

Program Recognition /Accreditation: Capri College is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC). www.accsc.org. The programs offered at Capri College are regulated by the Iowa State Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319. www.idph.state.ia.us Capri College is also recognized by Iowa College Student Aid Commission (ICSAC) www.iowacollegeaid.gov

Financial Aid Availability: Capri College provides general Financial Assistance information regarding financial aid programs, application processing, and financial aid awarding. Financial Aid is available to all students who qualify.

Vaccination Policy: Capri College does not have any vaccination requirements.

Campus Safety and Security Report: 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.

Violence Against Women Act (VAWA):

Capri College provides programs regarding sexual assault, sexual assault risk reduction, sexual assault education, and sexual assault reporting process to civil authorities and college authorities. These programs are scheduled throughout the year for students and employees. Capri College's VAWA policy is available in our student catalog/handbook, in the Capri College Safety and Security Report and on our website www.capricollege.edu under "disclosure" tab. Filing a report with the college is confidential and will not obligate the victim to prosecute, nor will it subject the victim to scrutiny, negative repercussion, or judgmental opinions from the College. Sexual assault state-wide counseling opportunities can be found at the following website <http://www.state.ia.us/government/ag/map/map.html>

Employment Opportunities:

Cosmetologists: Cosmetologists licensed in the state of Iowa may find employment in a beauty salon, beauty school, beauty spa, beauty supply company or manufacturer, or in department store cosmetic counters. Many cosmetologists choose to own and operate their own salon business. Employment opportunities are posted on a job placement notification board within the school

Estheticians Skin Care Specialists and Estheticians licensed in the state of Iowa may find employment in a beauty salon, a spa, a resort, a beauty school, a beauty supply company or manufacturer, as well as in department store cosmetic counters. Many estheticians choose to own and operate their own salon or spa business.

Massage Therapist: Massage Therapists may find employment in a massage therapy clinic, chiropractic office, physical therapy clinic, health spa, beauty salon, hospital, with an athletic team or sporting event, or may own and operate their own business or clinic. Employment opportunities are posted on a job board within the school.

Nail Technology: Nail Technologists licensed in the state of Iowa may find employment in beauty salons or nail salons, beauty schools, beauty spas, beauty supply companies and nail product manufacturers, as well as in department store cosmetic counter. Many nail technologists choose to be an independent contractor or own their own nail salon.

Cosmetology Arts and Science Instructors: CA&S Instructors licensed in the state of Iowa may find employment in beauty salons or nail salons, beauty schools, beauty spas, beauty supply companies and product manufacturers, be salon educators and platform presenters in all facets of the field of cosmetology.

Compensation:

Cosmetologist:

According to the United States Department of Labor, the national mean hourly wage for Cosmetologists is \$13.24 per hour with the mean annual wage of \$27,530. In comparison, Iowa's mean hourly wage for Cosmetologist is \$12.48 per hour with an annual mean wage of \$25,950. For further details, log onto <http://www.bls.gov/oes/current/oes395012.htm>. The most common forms of compensation for Cosmetology Arts and Science employees are commission or standard hourly wages. The cosmetologist may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Esthetician:

According to the United States Department of Labor, the national mean hourly wage for Estheticians is \$15.86 per hour with the mean annual wage of \$32,990. In comparison, Iowa's mean hourly wage for Estheticians is \$13.05 per hour with an annual mean wage of \$27,140. For further details log onto

<http://www.bls.gov/oes/current/oes395094.htm> The most common forms of compensation for Esthetician employees are commission or standard hourly wages. The Esthetician may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Massage Therapist:

According to the United States Department of Labor, the national mean hourly wage for Massage Therapists is \$19.42 per hour with the mean annual wage of \$40,400. In comparison, Iowa's mean hourly wage for Massage Therapists is \$16.13 per hour with an annual mean wage of \$33,550. For further details, log onto <http://www.bls.gov/oes/current/oes319011.htm>. The most common form of compensation for Massage Therapy employees is commission or standard hourly wages. The Massage Therapist may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Nail Technologist:

According to the United States Department of Labor, the national mean hourly wage for Nail Technicians is \$10.48 per hour with the mean annual wage of \$21,790. In comparison, Iowa's mean hourly wage for Nail Technicians is \$14.18 per hour with an annual mean wage of \$29,500. For further details, log onto <http://www.bls.gov/oes/current/oes395092.htm>. The most common forms of compensation for Nail Technologist employees are commission or standard hourly wages. The Nail Technologist may also opt for independent contracting status. In all instances, compensation will increase as skill, speed, and clientele development progresses, making potential income unlimited.

Cosmetology Instructor:

According to the United States Department of Labor, the national mean hourly wage for Vocational Education Teachers, Post-secondary (Cosmetology Arts and Sciences Instructors) is \$25.33 per hour with the mean annual wage of \$52,680. In comparison, Iowa's mean hourly wage for CA&S Instructors is \$21.75 per hour with an annual mean wage of \$45,250. For further details, log onto <http://www.bls.gov/oes/current/oes251194.htm>. The most common form of compensation for Cosmetology Arts and Science Instructors is the standard hourly wage.

Physical Demands:

Cosmetology services require good physical stamina to allow standing for long periods of time. Use of hands and arms are necessary with precise finger dexterity essential. Use of sight and hearing senses are required. There is light lifting of 10 - 25 lbs. necessary for moving light equipment and supplies.

Esthetics services require good physical stamina to allow standing for long periods of time. Use of hands and arms are necessary with precise finger dexterity essential. Use of sight and hearing senses are required. There is a

light lifting of 10 - 25 lbs, necessary for moving light equipment and supplies. Massage Therapy requires a strong physical stamina and ability to concentrate. Use of hands, arms and fingers are necessary for massage manipulations. Massage Therapists must develop hand and arm strength, as well as upper body and leg muscles to exercise good body mechanics to withstand the demand of massaging muscle tissue. Therapists must be able to stand for 1-2 hour increments of time. Light lifting (up to 25 lbs.) is required to assist clients on and off the massage table.

Nail Technicians must be able to sit and bend forward easily and for long periods of time. Use of hands and arms are necessary with precise finger dexterity essential. Use of sight and hearing senses are required. There is a light lifting of 10-25 lbs. necessary for moving light equipment and supplies. Cosmetology Arts and Science Instructors services require standing and walking for extended periods of time. Good posture and a strong physical stamina is required. Use of hands and arms are necessary with particular detail to good small motor skills and finger dexterity. Communication and writing skills are important. A 10-20 lb. lifting requirement is necessary for moving light equipment and supplies.

Safety Requirements:

Cosmetology is considered a "personal service worker" occupation for OSHA. Therefore, cosmetologists must adhere to the safety regulations of the Center for Disease Control, as well as, the Iowa Department of Public Health rules. Sterilization and sanitation of work area and equipment, plus knowledge of disease prevention that affect the personal service worker in today's society are necessary. Cosmetologists are required to wash hands before attending clients and to wear disposable gloves for certain services or particularly when potential of blood borne pathogens may be present. Contaminated trash and "sharps" must be disposed of properly. Sanitation and safety laws governing cosmetology in Iowa can be found in Iowa Code, Chapter 157 (Chapter 63). Also to be considered are possible allergies resulting from exposure to hair products and chemicals that a cosmetologist's hands are subjected to daily.

Esthetics is considered a "personal service worker" occupation for OSHA. Therefore, Estheticians must adhere to the safety regulations of the Center for Disease Control as well as, the Iowa Department of Public Health rules. Disinfection and sanitation of work area and equipment, plus knowledge of disease prevention that affect the personal service worker in today's society are necessary. Estheticians are required to wash hands before attending clients and to wear disposable gloves for services, particularly when potential of blood borne pathogens may be present. Contaminated trash and "sharps" must be disposed of in a rigid puncture proof container. Sanitation and safety laws governing cosmetology arts and sciences in Iowa can be found in Iowa Code, Chapter 157 (Chapter 63). Also to be considered are possible allergies resulting

from exposure to products and chemicals that an Estheticians hands are subjected to daily.

Massage Therapists must be aware of the contraindications of massage that could pose a threat to the client. The therapist must also implement correct body mechanics to withstand the energy output and physical drain on the body worker. Sanitation of work area and equipment, as well as health issues and knowledge of disease prevention that affect the personal service worker, is addressed in detail in the program.

Nail Technicians are considered "personal service worker" occupations for OSHA. Therefore, Nail Technologists must adhere to the safety regulations of the Center for Disease Control, as well as the Iowa Department of Public Health rules. Sterilization and sanitation of work area and equipment, plus knowledge of disease prevention that affect the personal service worker are necessary. Nail Technicians are required to wash hands before attending clients and to wear disposable gloves for certain services or particularly when potential of blood borne pathogens may be present. Contaminated trash and "sharps" must be disposed of properly. Sanitation and safety laws governing cosmetology arts and sciences in Iowa can be found in Iowa Code, Chapter 157 (Chapter 63). Also to be considered are possible allergies resulting from exposure to nail products and chemicals that a Nail Technologist's hands are subjected to daily.

Cosmetology Arts and Science Instructors fall under the same safety and sanitation guidelines as all other CA&S programs. Additionally CA&S Instructors must educate their students in safety and sanitation rules specific to their program.

Licensing Fees and Requirements:

Cosmetology Arts & Science practitioners in Iowa are licensed by the Iowa Department of Public Health / Professional Licensure. Graduates must pass a national licensing examination. At Capri College, the Iowa licensing exam is scheduled while the student is in his/her final term of training and the fee for the Iowa exam is included in the student's tuition. (Only one exam attempt is included. Should the student seek dual state licensure or fail the exam, the fee is the full responsibility of the student). Cosmetology Arts and Science students who successfully pass the state exam may then apply for licensure in the state of Iowa. The cost of initial licensure in Iowa is \$60.00 and is the responsibility of the graduate. The renewal fee for licensure in the state of Iowa is \$60 biennially (every 2-year period). In addition to the biennial renewal, all Cosmetology Arts and Science licenses require eight (8) hours of continuing education each biennium. These licensing fees are applicable for Iowa Licensing only. Should the student seek licensure in any other state, the student must adhere to that state's licensing requirements and the cost of the out-of-state licensure and testing becomes the student's responsibility. Information on other states licensing requirements can be obtained from the college director.

Massage Therapists who wish to work in the state of Iowa must graduate from an Iowa State Board approved Massage Therapy School and pass a National Exam. There are several available exam venues and the cost of the exam ranges from \$175 to \$225. At Capri College, the licensing exam is scheduled while the student is in his/her final term of training and the fee for the exam is included in the student's tuition. Any additional exam attempts, however, are the responsibility of the student. Students will be apprised of the exam locations in their area. Students who successfully pass the national exam may then apply or licensure in any state. The license application fee for Iowa is \$120. Renewal of a Massage Therapy license in the state of Iowa is \$120 every two years. 24 hours of Continuing Education is required for Iowa Massage Therapy biennial license renewal.

Cosmetology Arts and Sciences Instructors must be Iowa licensed cosmetologists or licensed in the discipline they will be teaching. Further, CA&S Instructors in the state of Iowa must complete a CA&S Instructor Program at a Cosmetology School or show proof of two year's experience in the field. The Iowa Cosmetology Board additionally requires proof of successful completion of a 16 hour Teaching Methodology course taken prior to application for licensure. Submission of an Iowa licensure application, proof of experience or teacher training program and passage of a national exam will meet the licensing requirements to teach in an Iowa school. The Cosmetology Arts & Science exam fee is \$55.00 and it consists of a written theory/practical exam. To renew a Cosmetology Arts and Sciences Instructor license in the state of Iowa is \$60 every biennial (2-year) period. Cosmetology Arts and Science Instructor licensing requires 16 hours of continuing education each biennium for license renewal; eight (8) hours must be specific to "teacher methodology".



Annual Security & Fire Safety Report

395 Main Street ~ Dubuque, IA 52001

This information is required under Public Law 102.26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus and off premise campus activities. You may access this information on-line at <http://ope.ed.gov/security> or can be seen at <http://www.capricollege.edu> under "Consumer Information". A hard copy of this report may be requested from the Director's Office at Capri College by calling (563) 588-2379 ext. 311.

Revised October 2014

Crime Log:

CRIMINAL OFFENSE	Capri College Campus			Public Property			TOTAL		
	2010	2011	2012	2010	2011	2012	2010	2011	2012
	0	0	0	0	0	0	0	0	0
<i>Murder</i>	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0
<i>Non-Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	3	0	0	3	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0
HATE CRIMES									
<i>Race</i>	0	0	0	0	0	0	0	0	0
<i>Religion</i>	0	0	0	0	0	0	0	0	0
<i>Sexual Orientation</i>	0	0	0	0	0	0	0	0	0
<i>Gender</i>	0	0	0	0	0	0	0	0	0
<i>Disability</i>	0	0	0	0	0	0	0	0	0
<i>Ethnicity / National Origin</i>	0	0	0	0	0	0	0	0	0
ARRESTS									
<i>Weapons Law Violations</i>	0	0	0	0	0	0	0	0	0
<i>Drug Abuse Violations</i>	0	0	0	0	0	0	0	0	0
<i>Liquor Violations</i>	0	0	0	6	0	0	6	0	0
DISCIPLINARY ACTION									
<i>Weapons Law Violations</i>	0	0	0	0	0	0	0	0	0
<i>Drug Abuse Violations</i>	0	0	0	0	0	0	0	0	0
<i>Liquor Violations</i>	0	0	0	0	0	0	0	0	0
VAWA REPORTS									
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0

The School Director of the college is the official responsible for preparing and disclosing this information which is provided by the local police.

Capri College is a small campus located in the heart of downtown Dubuque, Iowa. The building is located at 395 Main Street, which is in the historic and tourist area of Dubuque. Due to strong police patrol in the area, there have been minimal crimes reported on campus.

Parking Safety:

There is a multi-level parking ramp across the street from Capri College. The lot is owned and maintained by the city of Dubuque. While the lot is close proximity to Capri College, Capri encourages a policy of walking in pairs after dusk to the lot. Due to high majority of female students, Capri implements scheduled programs for students on topics of rape awareness, physical and domestic abuse, drug and alcohol abuse, and self-defense. These classes are made available e during the regular scheduled classes at a time when all students are required to attend at least once per academic year.

Reporting and Procedures for Crime Related Offenses:

Robbery or theft, vandalism of property and harassment are addressed internally and police intervention may be utilized. Even though stealing is rare at Capri College, it is always a possibility within a large group. Students are advised not to bring large sums of cash to school or to leave valuables unattended or unlocked. Capri provides locked lockers for student's personal belongings and the student has a locked vanity to store personal and professional items. Capri also has a printed policy discouraging borrowing and lending, as well as a "Code of Conduct" policy relating to dishonesty, verbal and physical abuse, harassment, etc. Students violating the "Code of Conduct" are suspended or terminated from school immediately.

Emergency Notification Procedures:

Capri College utilizes a microphone system to notify all students of any potential danger or announcements that may affect their safety in school. It is published in the Student Handbook that any non-school time announcements will be made over the radio and television stations. This is in regard to weather related situations, as well as student emergency issues. The City radio stations have e-mail and text blast procedures that all students are encouraged to sign up for and Capri students are advised of this option at registration.

Emergency Response & Evacuation Personnel:

Emergency Announcers: Front Desk Personnel/School Director

Emergency Contact(s): School Director – Lois Leytem

Assistant School Director – Meggan Dobson

Alternative Emergency Contact(s): Owners – Matt Fiegen/Sara Fiegen-Hull

How To Report an Emergency:

Call 911 from a phone & calmly state:

- Your Name
- The address (including the building and room location of the emergency)
- The nature of the emergency-fire, chemical spill, etc.

- Whether injuries have occurred.
- Hazards present, which may affect responding emergency personnel.
- A phone number near the scene where can be reached.

Timely Warning:

In the event of a situation that, in the judgment of the Capri College management, constitutes an on-going or continuing threat to the college community (either on or off campus) a “timely warning” will be issued through local media and/or using the school PA system. Local media, phone messages, text messages, and/or e-mail will be used if possible and deemed necessary.

Evacuation Procedures:

Capri College has an evacuation procedure that is reviewed at orientation. Emergency and Fire evacuation routes are posted throughout the school. The PA system is used to verbally notify the students in case of an emergency and the school has a fire alarm and sprinkler system that is checked annually.

Designated Safe Area – Fire: Shot Tower Parking Lot located directly behind the building.

Building Evacuation:

Upon hearing the fire alarm or PA announcement, begin evacuation procedures:

- Keep yourself and others calm.
- Quickly proceed to nearest exit, using the posted planned evacuation route.
- Check closed doors with the back of our hand to ensure it is cool before opening
- Close windows and doors as you leave
- Staff, take your attendance sheet/student roster and a pen or pencil with you for a correct head count.
- Report immediately to the designated “safe area” located in Capri’s parking lot behind the building.
- Staff report attendance to school management.
- Wait for instructions from emergency response and evacuation personnel.
- Do not re-enter the building until told it is safe to do so.

Planned Evacuation Route:

An evacuation procedure is reviewed the first day of class.

Second Floor – Cosmetology Classrooms to evacuate by fire escape on building north side. A second and third evacuation route for students is the break area, Learning Resource Center, and staff offices are available at the front of the building (east side) and back of the building (west side)

Main Level – Cosmetology Clinic evacuation is through the front and back exits located on the east and west side and are clearly marked as fire exits. The Nail Classroom/Clinic has an exit readily available on the west wall and is clearly lighted. The Esthetics Classroom/Clinic has two exits clearly identified located at the front of the building (east) and through the back break room area (west). Massage Therapy

Classroom has a clearly lit exit through their break area which is located on the west side of the building. The Massage Therapy clinic area will have evacuation exit in the front of the building (east) and the back break room area. (west)

If you discover Fire or see Smoke – DO NOT PANIC.

RACE

Remove/Relocate individuals away from danger if possible without endangering your safety.

Active Alarm – Call 911.

Confine/Contain fire and smoke by closing doors and windows.

Extinguish/Evacuate – Extinguish fire only if trained and fire is small, using the nearest fire extinguisher and evacuate by the nearest safe exit.

DO NOT RUN... CRAWL if overwhelmed by smoke. If you hear the fire alarm or are informed of a fire...EVACUATE IMMEDIATELY!

Building Safety Systems:

The building 395 Main Street, Dubuque, Iowa 52001 has the following safety systems:

Fire Extinguishers-Location of Extinguishers are identified with red “Fire Extinguisher” stickers and are hung around the building. Floor plan posters are hung near exits that show exactly where these extinguishers are located.

This is reviewed upon hiring staff and yearly safety in-services. Students will be educated at orientation.

First Aid Kit- For minor injuries not requiring medical attention, a First Aid Kit is located in the dispensary and in class rooms.

Alarm System - The school has an alarm system for fire and security. Fire pull stations are marked on the Floor Plan posters which are hung near the exits.

SEVERE WEATHER PLAN:

Severe Weather included tornados, severe thunderstorms, uncommonly heavy snow storms and flooding.

Tornados/Severe Thunderstorms Watch:

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather service, when the weather conditions are such that a severe thunderstorm, a tornado or both, are more likely to develop and you should be prepared to move to a designated area.

If a tornado or a severe thunderstorm WATCH has been issued in an area that includes the campus:

- Monitor Local Emergency Alert Weather or the National Weather Service.
- Employees should be alerted to close all windows, inform students of building’s safe areas, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING.

Tornados/Severe Thunderstorms Warning:

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

If a tornado or severe thunderstorm WARNING has been issued in an area which includes the campus:

- Move students and employees to safe area IMMEDIATELY
- Close classroom, laboratory, and/or office doors.
- Educators move your students to designated safe areas and take attendance book with you.
- Remain in safe area until warning expires or until the all clear has been issued.

In the event if a severe snow storm or flooding, personnel and students will be notified of school closing by School Management. Such announcements will be made on the school PA system, local TV channels and on Capri College Facebook Page. Students registered with the local media stations will receive weather alerts and closings via text messaging

Designated Safe Area- Weather: Lower level and basement/locker area, along with inner hallways, restrooms, Esthetics clinic, are designated safe areas.

Hostage/Intruder Situation Plan:

If an intruder(s) enters the school with a weapon and threatens to shoot or injure persons, the primary concern must be the safety of the students, employees and guests. Individuals who take hostages are emotionally disturbed and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to carry out threats or become violent

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, this guideline should be followed:

School Director/Designee

- Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
- Initiate Action Secure Building
 - Lock down building, and do not let any students that are not in class enter the building.
 - Alert all rooms of the event.
 - Educators lock your classroom doors and do not let student leave the classroom.
- Notify the School Director or Designee

- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructors of law enforcement officials who will take over when they arrive on site.

Staff Responsibilities

- Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
- Keep your distance. Give the intruder(s) ample personal space.
- Do not attempt to deceive or threaten the intruder(s).
- Do not “buy into” the delusions of the intruder(s)
- Suggest marching the students and /or staff quietly out the back door. Back off if this approach angers the intruder(s).
- Constantly be alert and prepared for violence.

IF AN INTRUDER/ INDIVIDUAL(S) BEGINS FIRING A WEAPON(S) ON CAMPUS, THE FOLLOWING ACTIONS WILL BE TAKEN:

Initial Action, DUCK, COVER and HOLD if the intruder(s) open fire.

School Director/Designee Responsibilities:

- Inform staff supervising students in classrooms to initiate Action Duck, Cover, and Hold.
- Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
- Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
- Initiate student release procedures and/or evacuation procedures only if it becomes necessary.
- In classrooms, maintain Action Duck, Cover and Hold until the situation is resolved.
- In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate Action Drop, Cover and Hold; this should be done only when there is no chance for students to reach safer areas.

CAPRI COLLEGE SEXUAL ASSAULT AND REPORTING POLICY

A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Under Violence Against Women Act, (VAWA) colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates

- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel

As disclosed on the US Department of Education Jeanne Clery Campus Safety and Security Report, Capri College has zero sexual assaults reported to date. This may be attributed to our campuses being small, with no dormitories or housing and enrollments being predominately female. However, Capri College has implemented programs and protocol to educate and serve our students. These programs comply with the Violence Against Women Act. The policy for reporting sexual assault is included in the “Capri College Student Catalog/Handbook, and can also be found on-line on the “disclosure” tab at www.capricollege.edu. Also, included on this tab is the “Capri College Jeanne Clery Campus Security Report”, which is also updated and made available to each students in paper copy October 1. This report offers the campus sexual assault reports and crime statistics for three prior years.

The original Clery Act requires that colleges inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

1. Victims’ option to, or NOT to, notify and seek assistance from law enforcement and campus authorities
2. Victims’ right and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

Preventative safety measures in place at Capri College include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking, defined as conduct directed at a specific person that would cause a person to fear for his/her/other’s safety, or suffer substantial emotional distress) domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at orientation, as well as scheduled programs for all students throughout the calendar year. The dates of these educational events are posted prior to the presentation date and announced to the student body. Student Support Services keeps on file a schedule of the programs, as well as a participant attendance roster. Other safety measures in place include a college issued “rape whistle” and a regime encouraging students to leave the building in groups and/or inform the college staff that they will be walking alone to their car. (this is particularly enforced for students on a later evening schedule). Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process of the College is available through Student Support Services or from the School Director.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault, whether it occurs on or off campus, should be reported directly to the Capri College School Director and/or Student Support Services. **Filing a police report with the college will not obligate the victim to prosecute, nor will it subject the victim (either student or employee) to scrutiny, negative repercussion or judgmental opinions from the College.** The College will help file a police report, if requested. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim’s confidentiality respected. *Capri College will use the preponderance-of-the-evidence standard of proof.* The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of Capri College to provide protective measures. The school has mandated protocol in place of reporting any and all sexual offenses to the School Director or Dean of Student Services. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The college is also obligated to comply with a student’s request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or lab services.

As per VAWA, Capri College will ensure staff and school officials are provided with appropriate training on an annual basis. **Lois Leytem, School Director; Meggan Dobson, Asst. School Director; Angela Carlson, FA Director, and Jessica Schick, Student Support Services are assigned as VAWA training coordinators**

Various counseling options are available from the city POLICE DEPARTMENT. Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Programs in the city of the Capri Campus. See Student Services for a listing of services and phone numbers. Also, a listing of counseling opportunities can be found on student disclosure tab on the Capri College website at www.capricollege.edu and state-wide listings can be found at the following website. <http://www.state.ia.us/government/ag/map/map.html>.

Registered Sex Offenders Information:

Capri College asks for full disclosure of any prior misdemeanor (other than minor traffic violations) or felony on the enrollment application to advise students of potential state licensing denial. This information, including sex offender registry, is kept in student’s confidential file. Beginning 2011, Capri College will retain the right to perform background checks on all applicants. Visit www.iowasexoffender.com for a list of local registered sex offenders.

Missing Student Notification & Procedure:

Students must call in all absences prior to starting time for each absence. If a student does not report an absence, Capri College will attempt to contact the student that day. Capri College requires each student to sign a release for an emergency contact in the event a student does not call in the absence and is unable to be reached.

Capri College Drug and Alcohol Policy:

The school maintains drug and alcohol education information that can be obtained from the Student Support Services or School Director. Capri College tracks the number of drug and alcohol related disciplinary actions, treatment referrals, and incidents reported by police.

**Capri College is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) All students and employees should refer to the booklet “Drug and Alcohol Prevention Program” for information concerning the campus policies and individual responsibilities required under this Act.*

HELP NUMBERS:

Below are area HELP AGENCIES w/ free access to students

- Dubuque Police Department.....(563)589-4467*
- Domestic Abuse.....(563)588-0048*
- Sexual Assault (Riverview Center).....(563)557-0310*
- Pregnancy Counseling.....(563)569-8595*
- Clarity Clinic.....(563)556-5250*
- Hillcrest Family Services.....(563)582-0145*
- Substance Abuse Center.....(563)582-3784*
- Crescent Health Center.....(563)690-2850*
- Suicide Prevention Service.....(563)273-8255*

GENERAL SECURITY INFORMATION:

- During school hours, notify the school director, Lois Leytem and/or the Dubuque Police Department immediately.
- If a crime occurs during non-school hours and no faculty or staff member is available, notify the City of Cedar Rapids Police Department immediately and the school director, Lois Leytem, as soon as possible.
- The purpose and authority of campus security is limited to the premises and protecting the facility and student body. Incidents that go beyond the scope of

campus security measures are referred to and investigated by the local law enforcement agency.

- All crimes that are reported will be maintained in the school director’s office and will be reported through this “Campus Security Report” disclosure or can be obtained at <http://ope.ed.gov/security>. All measures possible will be taken to protect the identity and privacy of the victim.
 - All students have the opportunity to participate in campus security procedures and practices on orientation day and in scheduled assemblies.
 - When walking to and from your car or home, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways.
 - Do not carry large amounts of cash in or out of school.
 - Always lock your car and remove all packages and any valuables. Park in a well-lit area.
 - Do not leave personal property unattended in the classroom, student lounge, or clinic area.
- Do not give out personal information, personal phone number or your address to clients.

REMEMBER: Preserving evidence for proof of a criminal offense is very important. Report any suspicious or uncomfortable situations to school personnel. If any client or customer of the college does or says anything inappropriate, report it immediately to the school director or any of the faculty or staff. Appropriate measures will be taken to assure the safety and peace of mind for the student.

Location Emergency Contacts:

- | | |
|---------------------------------------|--------------------|
| School Director –Loie Leytem | 563-588-2379 x 311 |
| Asst. School Director – Meggan Dobson | 563-588-2379 x 326 |
| Student Services Director- | 563-588-2379 x 325 |

Additional Consumer Information

Academic Programs, Facilities & Instructional Personnel

Academic Program

Cosmetology

2100-Clock Hour Program/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.

Esthetics

720- Clock Hour Program/32Weeks

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.

Massage Therapy Program

720-Clock Hour Program/32 Weeks

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.

Nail Technology

360-Clock Hour Program/16 weeks

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.

Instructor of Cosmetology Arts & Science

1000-Clock Hour Program/32 weeks

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.

Facilities

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.

Instructional Personnel

Instructor Name	Program (Credential)
Diana Bonifas	Cosmetology/ Cosmetology Arts & Science Instructor
Meggan Dobson	Cosmetology/ CA&S Instructor
Teri Gonner	Cosmetology/ CA&S Instructor
Heather Haxmeier	Cosmetology/ CA&S Instructor/Esthetics
Mallorie Hubanks	Cosmetology/ CA&S Instructor
Corinne Hurst	Cosmetology/CA&S Instructor
Teresa Kunkel	Cosmetology/ CA&S Instructor
Jessica Schick	Cosmetology/Nail; Diploma
Samantha Schroeder	Cosmetology/ CA&S Instructor
Stacy Schuster	Cosmetology/ CA&S Instructor/Esthetics/ Nail Technology
Trudy Theisen	Cosmetology/ CA&S Instructor
Sarah Blindert	Massage Therapy; Diploma/Esthetics
Tracy Fischer	BS Biology-Secondary Education/ MT A&P
Carmen Henny	Massage Therapy; Diploma
Josh Miller	BS Applied Geography/Massage Therapy
Kristi Norman	BS Education/ Massage Therapy
Darla West	Massage Therapy; Diploma

Accreditation & Licensing of Institution

Accreditation:

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 regulated by the:

Iowa State Department of Public Health

Lucas State Office Building, Des Moines, Iowa 50319.

Licensing Fees and Requirements: 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.

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
- 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
- Infringement of copyright laws, illegal downloading, and/or peer to peer file sharing will not be tolerated. Students will be subject to standard Capri College disciplinary measures, as well as, any local, state or federal punishment

Copyright and Peer-to-Peer File Sharing

Copyright Infringement

Capri College will not tolerate any infringement of copyright laws or illegal downloading, including peer to peer file sharing. Student will be subject to standard Capri College disciplinary measures, as well as, any local, state or federal punishment.

Course Schedule Information

Cosmetology Schedule:

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.

Theory, Instructor Demonstration and Lecture 570 Clock Hours

Demonstration 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- approximately 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. Saturdays 8:00 a.m. – 3:00 p.m. Evening hours of attendance is 12:00 p.m. – 8:00 p.m. Each location has a schedule of classes and hours that are available upon request.

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.

Esthetics Schedule:

Theory (Core Life Sciences) 150 Clock Hours

Core Life Sciences include: 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 120 Clock Hours

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 450 Clock Hours

Includes all applied practical and 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.

Massage Therapy 720 Clock Hours

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 the various 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 clinical 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 Participation and Corporate Outreach

Massage Therapy Course Format

	Term I	Term II	Clock Hours
Anatomy	60 hours	45 hours	105 hours
Pathology	30 hours	30 hours	60 hours
Kinesiology	60 hours	15 hours	75 hours
Theory of Massage	30 hours	-	30 hours
Fundamentals of Massage	135 hours	-	135 hours
Massage Therapy II	-	60 hours	60 hours
Adjunct Therapies	45 hours	30 hours	75 hours
Business Class	-	30 hours	30 hours
Clinic/Lab Assignment	-	150 hours	150 hours
Totals	360 hours	360 hours	720 hours

Massage Therapy Course Schedule: Massage Therapy Students attend school 24 hours per week for 32 weeks (two sixteen (16) week terms) attaining 720 Clock Hours. Contact your Capri College Admissions Department for the specific schedule.

Clinical rotations included nights and Saturdays. Each location has a schedule of classes and hours that are available upon request.

Nail Technology Curriculum

Theory (Core Life Sciences)- 150 Clock Hours

Core Life Sciences include: 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.

Demonstration, Application and Lectures - 60 Clock Hours

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

Supervised Practical Instruction- 150 Clock Hours

Clinic/Lab and applied practical instruction of Nail Technology.

Nail Technology Course Format

Term I

Theory of Nail Technology I, Natural Nail Care, Nail Enhancements, Communication, and Nail Business Skills. 180 Clock Hours

Term II

Theory of Nail Technology II, Advanced Nail Enhancements, Communication, Applied Practical Instruction, and Supervised Clinic/Lab. 180 (360) Clock Hours

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.

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 Life 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.

Capri College School Hours of operation:

Student schedules vary based on start date. Students are scheduled to attend
40 hours a week unless arranged otherwise with administrative staff.

Monday	12:00 pm – 8:00 pm
Tuesday	8:30 am – 4:30 pm (8:00pm)
Wednesday	8:30 am – 4:30 pm
Thursday	8:30 am – 8:00 pm
Friday	8:30 am – 4:30 pm
Saturday	8:15 am – 3:00 pm

Diversity of Student Body

Percentage of undergraduate enrollment: (Fall 2012).

94%	White
3%	Black or African American
2%	Hispanic/Latino
1%	Asian
97%	Female
3%	Male
74%	Age 24 and under
26%	Age 25 & over

*Report by College Navigator: Fall 2012

<http://nces.ed.gov/collegenavigator/?q=capri+college&s=IA&id=153074#enrolmt>

FERPA (Student Records)

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 under an applicable program of the U.S.
Department of Education.

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 distance, 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 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 records, 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;

Notice to Enrolled Students of Availability of Consumer Information

Students receive an orientation checklist during their first week of school notifying where the consumer information is found both electronically and hard copy. The checklist is below.



Revised March 2014 - EF

Registration/Orientation Check List

Student Name _____ Start Date _____

Please read the statements below and **initial** all areas as they apply.

- _____ 1. I have participated in a complete tour of Capri's facilities and equipment.
- _____ 2. Prior to Registration, Capri College Admissions emailed the website link and PDF electronic copy of the Capri College Catalog/Student Policy Handbook. I have been advised to read and review. In the admissions process, I was informed that I can request a hard copy. I have read the catalog and agree to follow said policies. http://capricollege.edu/pdf/Capri_College_Student_Catalog_March4_2014.pdf.
- _____ 3. Prior to Registration, Capri College Admissions emailed the website link and PDF electronic copy of the Capri College Consumer Information. I have been advised to read and review. In the admissions process, I was informed that I can request a hard copy. www.capricollege.edu/Consumerinformation.pdf
- _____ 4. I have been given a copy of the Capri College Drug and Alcohol Policy, found also in the Consumer Information document received prior to Registration. I have read the policy and agree to follow said policies.
- _____ 5. I have received a copy of the Capri College Annual Security Report (which includes safety measures and general security information- found also in the Consumer Information document) prior to Registration.
- _____ 6. Prior to Registration, Capri College Admissions emailed the website link and PDF electronic copy of the Student Right to Know which includes disclosure of Capri College's completion, graduation, and licensing rates for the program for which I have enrolled. I have been advised to read and review. In the admissions process, I was informed that I can request a hard copy.
- _____ 7. I understand and agree to the attendance policy stated in the Capri Catalog/Student Policy Handbook which limits absences to 10% of scheduled hours, and I have made arrangements to meet the demands of this schedule. I understand that falling below the 10% absence may result in termination of my training.
- _____ 8. I have received a clear description of the approved uniform that I am required to wear during my attendance at Capri College.
- _____ 9. Prior to Registration, Capri College Admissions emailed me a PDF electronic copy of the Enrollment Agreement and was advised to read and review. In the admissions process, I was informed that I can request a hard copy.
- _____ 10. I have read, signed, and received a copy of my Enrollment Agreement and have been given Voter registration.
- _____ 11. I request permission to attend extended hours beyond the normal hours per day that I may deem necessary to achieve my graduation from Capri College (Iowa Code 157, Chapter 61).
- _____ 12. I have been advised that my full acceptance to Capri College will not occur until I have successfully completed my Two Week trial period and have participated in an interview at that time determining my continuation in the program. Equipment will not be issued until I have been fully accepted.
- _____ 13. I give Capri College permission to text my cell phone to alert me of school closings, delays, cancellations and for future graduate placement purposes, industry surveys, etc... Please provide cell phone number and provider.
_____ Provider _____
- _____ 14. I am aware that I will participate in a Financial Planning Interview & Information Session within the first Three weeks of school.

Student Signature _____

Date _____

Personal Responsible for Providing Consumer Information

Abigail Degenhardt can be reached at marketing@capricollege.com.

Services and Facilities for Students with Disabilities

Statement of Non-Discrimination:

Capri College does not discriminate on the basis of race, color, age, gender, marital status, sexual orientation, veteran status, ethnicity, place of origin, religious creed, or mental or physical disability.

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.

Student Services

Housing and Parking

Capri College does not provide housing for enrolled students. However, there are rental facilities in the area to serve the student population. There is a multi-level parking ramp across the street from Capri College. The lot is owned and maintained by the City of Dubuque as requires a fee.

Licensing

Information and counseling regarding professional licensure in Iowa and other states are available to the student upon request. Capri College has included the cost of the Iowa licensing exam in your tuition. This exam cost is different per program and does not include the individual state licensing fee. If the student opts to test in another state, only the amount of the Iowa exam fee will be compensated. Some states may require additional fees and specific state testing for out of state applicants. These fees are the responsibility of the graduate.

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. To obtain an academic transcript send \$10.00 with a written request to:

Capri College Corporate Office
P.O. Box 873
Dubuque, IA 52004-0873

Phone: (563)588-8085 or toll free 1-800-728-7222

The student's account must be paid in full prior to release of the transcript.

Placement Assistance

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

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.

Textbook Pricing and Equipment List

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 list and equipment required throughout the course. The student may purchase the 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. **Cost per individual item subject to change, but totals remain constant for published period.**

Cosmetology Kit

	#	STU COST	MANUFACTURER
Shampoo Cape nylon	1	\$9.83	Marianna 8150
Shampoo Cape Nylon ultimate	1	\$16.00	Marianna item 08592
Kids Cape	1	\$6.26	Marianna 8240
Capri Binder	1	\$23.15	Jet Business
Capri Bag	1	\$8.85	Jet Business
Case	1	\$51.85	Jet Business
Plastic pick	1	\$1.05	Marianna
Manicure Kit stainless	1	\$23.15	Marianna
Hand Mirror	1	\$2.23	Marianna
Wide Tooth Comb #1780	1	\$0.54	Marianna
Bone Combs #364	2	\$0.97	Marianna
Dual Purpose Comb/Lift #1002	1	\$0.34	Marianna
Pin Tail Comb #344	1	\$0.39	Marianna
Round Metal Cylander med	1	\$3.13	Marianna
Round Metal Cylander lg	1	\$3.84	Marianna
Vent Brush #V118	1	\$1.05	Marianna
Duck Bill Clips	1	\$1.18	Marianna
Butterfly Clamps	1	\$1.20	Marianna
Comb-out Cape	1	\$5.74	Marianna
Spray Bottle	1	\$3.49	Marianna
Disinfectant Bottle	1	\$1.18	Marianna
Color Kit (bottle, bowl & brush)	1	\$6.24	Marianna
Mannequin Clamp w/ exten	1	\$13.41	Marianna
Rectangle Weft	1	\$21.36	Marianna
Female Mannequin (14112)	1	\$75.07	mrs american
Female Mannequin (14901)	1	\$57.19	mrs suzie kin
Female Mannequin (14901)	1	\$57.19	mrs suzie kin
Female Mannequin (14116)	1	\$32.09	mrs lori kin
Shears and thinning w/ case	1	\$8.85	Fromm
Shear Holster	1	\$194.88	Shark fin/headlux
Clipper / Trimmer Combo	1	\$9.39	marianna 01158

Blow Dryer ceramic ionic	1	\$96.54	Wahl 08478 815.625.6525 julie in professional div.
Ceramic Marcel Iron 3/4"	1	\$60.79	Helen of Troy
Ceramic Curl Iron 1.25"	1	\$44.70	marianna 02338
Ceramic Flat Iron	1	\$39.33	marianna 02363
Razor & blades	1	\$43.80	china
lanyard	1	\$38.44	Kissaki Shears/headlux
rape whistle	1	\$3.58	Jet Business
iPad	1	\$1.79	Jet Business
KIT SUB TOTAL	1	\$329.00	Apple
w/tax		\$1,299.07	w/tax
BOOKS		\$1,390.00	
Salon Fundamentals			
Exam prep book	1	\$119.05	pivot point
Study guide	1	\$38.75	pivot point
Nuts and Bolts 4 book set	1	\$62.05	pivot point
Capri College Handouts	1	\$348.08	Nuts and Bolts
BOOKS SUB TOTAL	1	\$32.28	
w/tax		\$600.22	
		\$645.00	
UNIFORMS 2 lab 5 t-shirt			
UNIFORM SUB TOTAL	1	\$121.49	student cost of t is \$12, \$25 for lab
w/tax		\$121.49	w/tax
		\$130.00	
TOTAL COS. KIT / inc. tax			
		\$2,165.00	

Esthetics Kit

	STU.COST	ITEM #
Splinter Tweezers	\$4.54	07299
Wire Extractor tool	\$10.70	07285
Scissors	\$6.08	01147
Soft Side Traveler Case	\$26.09	12553
Hand Mirror- Black	\$2.23	08301
Slant Tweezers	\$19.94	07320
Capri Padded portfolio	\$21.48	Jet
Capri Bag	\$6.08	Jet

SB Airbrush Kit	\$423.37	
Deluxe Studio Set 22pc. Brush Set	\$53.81	Set 502
4 oz Brush Cleaner	\$7.62	BC04
Eclipse Concealer Palette	\$24.56	827 MED
32 Lip Palette	\$29.17	856 SM
10 Piece Blush Palette	\$24.56	
ultimate palette 252	\$38.41	
Zero Loose Powder	\$18.47	
Lip Pencil in Natural	\$10.01	
Eye Pencil Taupe	\$10.01	
Eye Pencil Black	\$10.01	
Pencil Sharpener	\$3.08	
Palette Knife	\$11.55	
Stainless Steel Palette	\$10.78	
Black Cake Eyeliner	\$11.55	
Mascara Brush	\$10.78	
bt-vision	\$67.74	
iPad	\$329.00	
TOTAL EQUIPMENT		
w/tax	\$1,275.00	
Milady's / Estheticians / ebook with hard book	\$245.62	978-1-4283-1892-2
Dermologica	\$28.14	978-1-4354-8020-9
Skin Disease Diagnosis and Treatment	\$76.70	978-0-323-07700-2
TOTAL BOOKS	\$350.47	
w/tax	\$375.00	
UNIFORMS		
Uniform/Lab (2)	\$48.06	
t shirts (3)	\$36.05	
TOTAL UNIFORMS	\$84.11	
w/tax	\$90.00	
TOTAL	\$1,740.00	

Massage Therapy Kit

	Student Cost	Manufacturer
Massage Table w/ face cradle	\$360.98	Earthlite
Bolster	\$24.69	Earthlite

Thermophore	\$57.05	Battle Creek
Table Carry Case	\$31.82	Desert
Lotion Holster	\$14.22	Biotone
iPad	\$329.00	Apple
TOTAL	\$817.76	
	\$875.00	<i>w/tax</i>
TEXTBOOKS		
A&P	\$144.54	McGraw-Hill
		978-0-07-337815-2 Hard cover
Pathology	\$71.69	Lippencott
		978-1-60831-910-7
Theory & Practice of Therapeutic Massage	\$98.29	Milady
		978-1-4354-8524-2
T&P of TM Workbook	\$45.10	Milady
		978-1-4354-8525-9
First Aid Certification Book	\$16.13	NCR
		978-0-073519951
Trail Guide	\$50.88	Lippencott
		978-0-9826634-0-4
Trail Guide handbook	\$17.29	Allied / McGraw
		978-0-9826634-1-2
TOTAL	\$443.93	
	\$475.00	<i>w/tax</i>
UNIFORMS		
(2) Polo Shirts	\$37.10	
(3) t shirts	\$37.67	
TOTAL	\$74.77	
	\$80.00	<i>w/tax</i>
Total w/tax	\$1,430.00	

Nail Technology Kit

Acrylic Nail Tip Slicer	\$ 13.28	070455
Hindostone	\$1.65	07349
Stork Scissor	\$ 9.03	07282
Marbalizing Tools	\$ 2.74	070501

Plastic Pump with Lockable Lid 8oz	\$ 3.32	07182
Capri bag	\$ 6.60	
On the Go Kit Clarite Only	\$ 333.92	SK 140
Star Nail Nail Art Brush Set	\$ 20.02	134001
Curette	\$ 5.49	011472
White Scrub Brush	\$ 0.58	011479
Lucite Gel Brush	\$ 8.33	106509
.5oz Glass Dropper (2)	\$ 3.97	300002
Total Equipment	\$ 400.00	
Nail Technology Text	\$58.82	
Nail Technology State Board Book	\$32.51	
Total Textbooks	\$140.00	
UNIFORM		
Name Tag	\$0.80	
Uniform	\$33.40	
Total Uniform	\$40.00	
TOTAL NAIL TECHNOLOGY KIT	\$580.00	

Tuition

Cosmetology Tuition:

Tuition/Student License Fee	\$17,280.00
Books and Equipment	\$2,165.00 (tax included)
Total Program	\$19,445.00

Massage Therapy Tuition:

Tuition/Student License Fee	\$7,720.00
Books and Equipment	\$1,430.00 (''tax included)
Total Program	\$9,150.00

Esthetics Tuition:

Tuition/Student license	\$7,835.00
Books and Supplies	\$1,740.00 (tax included)
Total Program	\$9,575.00

Nail Technology Tuition:

Tuition/Student License	\$3,770.00
Books and Supplies	\$580.00 (tax included)
Total Program	\$4,350.00

Cosmetology Arts & Science Instructor:

Tuition/Student License	\$3,920.00
Books and Supplies	\$300.00 (tax included)
Total Program	\$4,350.00

Transfer Credit Policy

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. Test out Fee: \$200

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. Test out Fee: \$200

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.

Verification Requirements

Any financial aid applicant selected for verification by the U.S. Depart. of Education or Capri College, must submit appropriate documentation within two weeks of verification selection. Extension will be granted for extenuating circumstances. Upon completion of verification, financial aid will be awarded to eligible students.

Voter Registration Forms

Voter Registration Forms are handing out to students during orientation.

Also readily available in our Student Services office. See "Registration/Orientation Checklist".

Financial Aid

Code of Conduct of Educational Loans

Iowa Code Section 261E.2 and Title 34 of the Code of Federal Regulations, Section 601.21, require the development, administration, and enforcement of a code of conduct governing educational loan activities. Our officers, employees, trustees and agents, and other organizations associated with Capri College, agree to the provisions of this Code of Conduct and will refrain from:

- Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services, materials, or items of a nominal value.
- Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
- Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
- Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
- Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.
- Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.
- Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.
- Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.

This institution is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the financial aid staff will consider each student's individual needs.

A comprehensive Code of Conduct detailing permissible and impermissible activities is available at the Iowa College Student Aid Commission web site, www.iowacollegeaid.gov

Entrance Counseling – Direct Loans

It is the policy of Capri College to award financial aid as follows:

1. **Grant Aid** - PELL and FSEOG are the priority aid awarded, awarded to most needy students. Grant Aid being a type of aid not required to be repaid. It is the policy of Capri to award FSEOG only if the student's need exceeds the total PELL and other available aid plus \$1,000.00 in self help (employment or loan). The FSEOG award will be \$100.00 to \$1,000.00 per academic year. Due to limited funds, FSEOG awards are for first academic year only, with priority to PELL recipients. If a student would have a PELL credit, it would be released for purchase of books within 7 days.
2. **Student Loan** - Direct Stafford Student Loan (STAF), and the PLUS Loans are self help financial aids that are repaid after graduation (STAF) or during school (PLUS). It is expected students will contribute toward their educational cost in self help which may include loans. Students who apply for a loan must first apply for FPELL and FSEOG grant aid.

LOAN HISTORY ON LINE : www.nslds.ed.gov/nslds_SA Borrower loan history is accessible to authorized guarantee agencies, lenders and colleges.

3. **Other Student Resources** - Estimated Family Contribution (EFC), JTPA, Voc Rehab, Scholarships, Grant and Loan are subtracted from the cost of attendance to assure that a student is not being over awarded more aid than education cost. * **Students must inform the College of additional funding not included on their award letter.**

FINANCIAL AID REFUND POLICY

Whenever a student terminates, the amount of funds to be returned to the Title IV Program is calculated according to section 485(f) 970 of the regulations, with priority in the following order:

1. **DIRECT Loan - UNSUB/SUB Stafford, PLUS-Parent Loan**
 2. **PELL Grant/FSEOG**
 3. **Other Funding Agency**
 4. **Student**
- IF ALL AID IS EARNED, THE COLLEGE WILL REFUND ANY CREDIT BALANCE IN THE FOLLOWING ORDER:**

1 STAFFORD STUDENT LOAN, PLUS-PARENT LOAN

2. ALTERNATIVE LOAN 3. OTHER AGENCY 4. STUDENT

I authorize the college to use financial aid refund to reduce my Title IV loan debt. I understand I may rescind this order of refund when all aid is earned, upon written request.

The amount of financial aid earned is based on the hours scheduled; it is not equal to tuition earnings. A STUDENT FUNDED WITH

FINANCIAL AID, WHO DOES NOT COMPLETE THE PROGRAM, MAY STILL OWE THE COLLEGE MONEY AT THE TIME OF WITHDRAWAL.

STUDENTS RESPONSIBILITIES & RIGHTS

1. Capri College practices no discrimination on basis of sex, race, creed, religion, financial status or country, area of origin or residence.

Satisfactory Academic and Attendance Progress (SAP) for financial aid eligibility is evaluated at the end of each term, payment period of your class.

SAP must be maintained for all students, regardless of whether they are receiving Federal financial aid or not. Termination may result if student does not meet SAP minimums

A). Academic Qualitative Standard - You will be given a percentage grade. The minimum grade considered satisfactory is 75%.

B) Attendance Quantative Standard - Satisfactory progress for attendance is considered to be completion of the required courses for each period by the scheduled completion date. In rare cases, an exception to the requirement would be an approved waiver. Attendance below 80% of scheduled time is unsatisfactory. Students must graduate in maximum time of 1.5 of course length. Approved Leave of Absences are excluded in this time frame.

2. 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.

3. 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 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.

4. Readmission Policy for Satisfactory Progress Students may be eligible

for readmission following Unsatisfactory Progress dismissal from school after a waiting period of six months.

5. Reinstatement of Aid: Students 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 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..

6. Capri provides eligible students or in the case of a minor, their parents, the right to review the student's own education records to seek disclosure of the information and to limit the disclosure of the information to another person. Academic and hourly transfer information is provided upon full payment to

date of the student account. Transcript fee is \$ 10.00.

7. Students receiving financial aid are required to pay their direct educational costs as per enrollment agreement, before receiving financial aid for related costs of education, such as living expenses.

8. Regulations also stipulate cash disbursements to the student not exceed the living costs for the period of enrollment. While it is a rare situation

are available to disburse awards to the student for living costs, the monthly student budget estimated will be multiplied by the months of enrollment and compared with the aid funds disbursed. If excess funds have been disbursed, you will be billed for this amount and required to restore the funds to the aid programs. Until such overpayments are restored, you would not be eligible for financial aid at any other institution.

9. Any financial aid applicant selected for **verification** by the U.S. Dept. of Education or Capri, must submit appropriate documentation within two weeks of verification selection. Extension will be granted for extenuating circumstances. Upon completion of verification, financial aid will be awarded to eligible students.

10. As a student receiving student loans, I verify with my signature below that I have had pre-loan counseling from the college concerning the loan repayment obligations, deferments and forbearance. I also understand I will be required to participate in an exit interview before graduation. I HAVE RECEIVED CONSUMER & "RIGHT TO KNOW" INFORMATION FROM THE COLLEGE. I UNDERSTAND DISSATISFACTION, OR NONRECEIPT OF EDUCATIONAL SERVICES DOES NOT EXCUSE ME FROM LOAN REPAYMENT OBLIGATIONS.

11. Students with personal/family hardship, or medical may request a leave

of absence. A leave must be requested in writing. Students may take leave for two weeks, up to six months for extreme need.

12. I give Capri permission to maintain and budget monthly, financial aid monies beyond the direct costs of tuition and fees for subsequent charges and/or monthly living expenses. When my account is paid in full, resulting in an account credit balance, I may request to receive these remaining funds in a lump sum. **I acknowledge I may rescind this permission at anytime.**

13. I acknowledge the credit to account system of Capri and give the college permission to credit all eligible Title IV awards to my account and I will receive a receipt of this credit transaction. I understand aid is paid at the start of each term, providing I am making Satisfactory Progress.

14. **Federal Law** indicates any student on financial aid, who incurs a drug conviction of possession or drug sales, will immediately lose financial aid. I agree, that should I qualify for additional PELL Grant funds or scholarships, not determined at the time of loan filing, that I will use these funds to reduce my student loans. This is in my best interest, as it will reduce my monthly loan payments and interest. **I understand I can rescind this at any time.**

I have read, understand, and received a copy of this award policy.

Name _____ Date _____

Exit Counseling Title IV Loan Programs

Capri College Financial Aid Exit Interview

Date: _____ Student Name: _____

Loan Servicer: _____

Loan Amount: _____

Approximate Monthly Payment: _____

Your first payment will be due approximately 6 months after you graduate or your last day attended.

For loan servicer contact information, see attached sheet. This is who you will be making payments to.

This guide explains what you need to know about repayment of your Stafford student loan, including grace period, deferments, and your rights and responsibilities as a student borrower in repayment. The Master Promissory Note may include multiple loans under one note. Like any other debt, a student loan debt is a serious financial, moral, and legal obligation. You need to plan your living expenses carefully based on your potential starting income and budget accordingly. Don't let your student loan come as a surprise six months down the road. You will need to prioritize your debts, and student loans should be at the top. This might mean the postponement of a new car, home, or wanted vacation. The repayment of your student loan can result in a long-term benefit for you and your family. You will have to demonstrate good credit on these loans so you can obtain future credit for car, business, and mortgage loans. Dissatisfaction with, or non-receipt of, the educational services being offered by the school does not excuse

borrowers from repayment of their student loan. Please refer to the Direct Loan Exit booklet for additional detailed information.

Grace Period

The stage between graduation and the beginning of repayment is called the "grace period". This begins immediately after you cease at least halftime enrollment status. During this period, no payments are required. A grace period is six months. If you return to school on at least a halftime basis before your grace period expires, you can again postpone repayment and be eligible for another full grace period. If you've already used your grace period on prior student loans, your repayment will begin immediately! During this grace period, you will be receiving information from your loan servicer regarding the repayment of your loan. It is very important to keep in contact with them. You will receive a payment schedule and payment due dates. If payments are too high or too low, contact your loan servicer right away; do not wait until they are due. Remember: Your loans are due when your grace period expires whether or not you've heard from your loan servicer. The purpose of your grace period is to give you time to establish yourself financially. During this time you should be actively seeking employment, accumulating savings, or making other plans.

Repayment Chart

Use this chart to get an idea of the approximate monthly student loan payments you can expect to face depending on how much you borrow. Repayment begins 6 months after you are out of school. Approximate Monthly Repayment Schedule is attached.

Deferments

Under certain conditions, you may defer (postpone) repayment of your student loan for a period of time. Deferments are not automatic; if you believe you are eligible, contact your loan servicer.

The following conditions may warrant a deferment:

- Periods during which the borrower is pursuing at least a halftime course of instruction as determined by an eligible institution; you must file a deferment at that institution and send it to your loan servicer.
- Periods during which the borrower is pursuing a course of study under a graduate fellowship program.
- Periods during which the borrower is pursuing rehabilitation or a training program for disabled individuals approved by the Secretary.
- Up to three years during periods in which the borrower is seeking and unable to find full-time employment; and
- Up to three years for periods in which the loan servicer determines, under regulations prescribed by the Department of Education, that the borrower has experienced or will experience an economic hardship.

Loan Consolidation

Phone: 1 (800) 557-7392

www.loanconsolidation.ed.gov

What Are My Responsibilities?

When you complete the loan application and sign the Promissory Note, you promise to repay the amount borrowed. You are responsible for repaying the entire amount of the loan and any accrued interest in full and on time. You must keep your lender informed of any address, phone or name changes.

You should contact your lender immediately after graduation with your new address. It is not your school's responsibility to give them a correct address. You must contact them no later than 90 days prior to the end of your grace period. If you are eligible for a deferment, it is your responsibility to notify your lender and complete any documentation needed.

What Are My Rights?

As a borrower you also have rights which are listed below:

- The lender (Direct Loan) must provide a copy of the disclosure statement no later than the time the loan is disbursed. The lender will return the original application and promissory note upon payment in full.
- You will make a minimum payment of \$600 per calendar year. This could result in a repayment schedule of less than five years.
- You may, at your option, prepay without penalty, all or part of your student loan and interest.
- If you are eligible, you have the right to a deferment of a loan repayment. During an eligible deferment period, the government will pay your interest.
- Your loan obligation will be canceled if you become totally and permanently disabled or deceased.
- If you are willing, but financially unable to make payments according to the repayment schedule, you may ask for a temporary forbearance from your lender. You must file a forbearance form.
- If your loan is sold or being serviced, you have the right to be notified.
- If you fail to meet your obligations your loan could become delinquent or in default.

Why Should I Pay?

Not only are you legally obligated to pay back your student loans, but by doing so you are making it possible for other students to attend school with the help of student loans. **This is a government obligation.**

What If I Don't Repay?

If you fail to make a scheduled payment and have not made any previous arrangements with your loan servicer, your loan will become delinquent. It is your responsibility to contact your loan servicer if you can't make a payment, and to make every effort to keep your student loan account current. If you are experiencing personal or financial hardship, your lender may be willing to adjust your repayment schedule.

If the situation is not remedied to the loan servicer's satisfaction, your student loan will go through a "due diligence" process in which your lender will make every effort to work with you to make your account current. If no cooperation is received, you will be notified that your loan is being turned over to the state agency and your loan is now in default. When payment is 270 days delinquent, it will default!

Once your loan has been placed in default, the state agency can demand payment in full, file legal (suit) action, garnish wages, or bank accounts, attach property, and can withhold your state and federal income tax refund checks for payment until the loan is paid in full.

A default will be reported to the credit bureau and to the school for which you borrowed the money to attend. Once the school has received notification of default, it will be noted in your file and you cannot receive any future financial assistance at any college. If a transcript is requested by another school, it will be noted on the transcript that you have defaulted on a previous loan.

Your future credit may be damaged or denied for car loans, home mortgages, or business loans due to a default on a student loan. It is good to check your credit history and view all of your student loan information at this free website: www.annualcreditreport.com

OMBUDSMAN Student Loan Office: This agency is available to field specific questions on issues concerning student loans.

You do have a PLUS (parent) loan in the amount of \$_____ with payments approximately.

Counseling, Financial Literacy , or Debt

Lender Assistance in Preparing Educational Counseling, Financial Literacy, or Debt Management Materials.

Direct Loan Servicing (ACS)	PO BOX 5609	Greenville , TX 75403-5609	www.dl.edu.gov	(800) 848-0979
Fed Loan Servicing (PHEAA)	PO BOX 69184	Harrisburg, PA 17106-9184	www.myfedloan.org	(800) 655-3813
Great Lakes-Student Loans	2401 International Lane	Madison, WI	www.mygreatlakes.org	(800) 236-4300
Nelnet – Nelnet Student Loan	PO BOX 82565	Lincoln, NE 68501-2565	www.nelnetloanservices.com	(800) 369-0872
Sallie Mae	PO BOX	Wilkes-	www.salliemae.com	(800) 722-

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, supersede 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.*

The published fees, textbooks, uniform and equipment are not included in the pro-rata refund.

All refunds will be made within 30 days of termination. All above examples assume tuition for term is paid in full. Refunds are net of amount unpaid for current school term.

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.

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.

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

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.

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.

Special Cases: In the case of illness or disabling accident, death in the immediate family, or other extenuating circumstances that make it impractical to complete the program, the college will make a settlement which is reasonable and fair to both parties. The student must request consideration in writing within thirty (30) days of the last date attended by the student.

Weather-Related Closings

Notice of school closings due to snow or other natural disasters will be aired on local radio stations in the city where Capri College is located. In the event of school closing due to inclement weather, the school will schedule make-up days in an auxiliary term or in the final term thereby extending the student's graduation date by as many 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 is permanently closed and no longer offering instruction after the student has enrolled, the student shall be entitled to a pro rata refund of tuition.

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.

Returning of Title IV Requirements

If a student withdraws, Federal Law determines the amount of Title IV Federal Financial Aid the students earns, based on the scheduled hours in the respective payment period of the aid. Up to the 60% point in the payment period, a pro rata scheduled is used to determine the amount of Title IV funds at the time of withdrawal. After the 60% point-in-time for the payment period, student has earned 100% of the funds he/she was scheduled to receive during the period.

Treatment Of Title IV Funds When A Student Withdraws From a Clock-Hour Program			
Student Name: _____		Social Security Number: _____	
Date Form Completed: _____		Date of School's Determination: _____	
Period Used For Calculation: _____	Payment Period: _____	Period of Enrollment: _____	That Student Withdraw: _____
<small>Monetary amounts should be in dollars and cents (rounded to the nearest penny). When calculating percentages, round to three decimal places (for example, .466 = .466 or 46.6%).</small>			
STEP 1: Student's Title IV Aid Information			
Title IV Grant Programs			
1. Pell Grant	Amount Disbursed	Amount Not Available For Disbursement	E. Total Title IV aid disbursed for the period = E. \$ _____
2. Academic Competitiveness Grant			
3. National SMART Grant			
4. FSEOG			
5. TEACH GRANT	A. _____	C. _____	
Title IV Loan Programs			
6. Unsubsidized FFEL/Direct Stafford Loan	Not Amount Disbursed	Not Amount That Could Have Been Disbursed	G. Total Title IV aid disbursed and that could have been disbursed for the period = G. \$ _____
7. Subsidized FFEL/Direct Stafford Loan			
8. Perkins Loan			
9. FFEL/Direct PLUS (Graduate Student) 10. FFEL/Direct PLUS (Parent)	B. _____	D. _____	
STEP 2: Percentage of Title IV Aid Earned			
Start date: _____	Scheduled end date: _____	Date of withdrawal: _____	
K. Determine the percentage of the period completed: Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period. $\frac{\text{Clock hours to complete}}{\text{Total hours in payment period}} = \text{\#DIV/0!}$			
H. \#DIV/0!			
STEP 3: Amount of Title IV Aid Earned by the Student			
Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G). $\text{\#DIV/0!} \times \text{\#DIV/0!} = \text{\$} \text{\#DIV/0!}$			
STEP 4: Title IV Aid to be Disbursed or Returned			
I. If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J). If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K). If the amounts in Box I and Box E are equal, STOP. No further action is necessary.			
J. Post-withdrawal disbursement: From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement. Stop here, and enter the amount in Box I on Page 3 (Post-withdrawal disbursement tracking sheet). $\text{\$} - \text{\$} = \text{\$} \text{\#DIV/0!}$			
K. Title IV aid to be returned: From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned. $\text{\$} - \text{\$} = \text{\$} \text{\#DIV/0!}$			
L. $\text{\$} \text{\#DIV/0!}$			

State Grant Assistance

Iowa Cosmetology Tuition Grant Awarding

Iowa Residency Requirement

- FAFSA filing deadline is June 30th.
- State Awards are generally made by October 15th of Award Year.
- After selecting students in the ICSAC EFC range or 0 – 5,000 – Priority is given to non-PELL Grand student.
- EFC Range
- Filed appropriate year FAFSA by July 1st Deadline.
- Iowa Resident
- 1st Academic Year Student has preference.
- Student currently enrolled as full time.
- Student enrolled in a COSMETOLOGY field course.
- Student is making satisfactory progress in the course.

Median Debt Current & Previous

DUBUQUE - Disclosure Information - Dept of Education Disclosure Requirements

Award Year	CIP Code	SOC Code	Median Title IV Loan Debt	Median Private Loan Debt	Median Institutional Loan Debt
2012-2013	Cosmetology 12.0401	Cosmetology 39-5012	\$10,869	0	0
2012-2013	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,610	0	0
2012-2013	Esthetics 12.0409	Esthetics 39-5094	\$5,388	0	0
2012-2013	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
2011-2012	Cosmetology 12.0401	Cosmetology 39-5012	\$10,189	0	0
2011-2012	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,400	0	0
2011-2012	Esthetics 12.0409	Esthetics 39-5094	\$4,290	0	0
2011-2012	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
2010-2011	Cosmetology 12.0401	Cosmetology 39-5012	\$9,624	0	0
2010-2011	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,728	0	0
2010-2011	Esthetics 12.0409	Esthetics 39-5094	\$5,500	0	0
2010-2011	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
2009-2010	Cosmetology 12.0401	Cosmetology 39-5012	\$10,378	0	0
2009-2010	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,474	0	0
2009-2010	Esthetics 12.0409	Esthetics 39-5094	\$4,727	0	0
2009-2010	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0
2008-2009	Cosmetology 12.0401	Cosmetology 39-5012	\$7,092	0	0
2008-2009	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,023	0	0
2008-2009	Esthetics 12.0409	Esthetics 39-5094	\$4,321	0	0
2008-2009	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0

Loan Debt as per Annual Award Year July 1, 2012 - June 30, 2013 of course completers.

General Information

Financial Aid Staff

Linda Schwinn - Financial Aid Director
 Julie Rettenberger - Financial Aid Assistant Director
 Angie Carlson - Financial Aid Associate Director
 Rachel Lahey – Financial Aid Advisor

Address:

Capri College Financial Aid Office
 PO Box 873 - 395 Main Street
 Dubuque, IA 52004-0873

Phone:

(563) 588-8085
 (800) 728-7222

FAX:

(563) 588-1988

Net Price Calculator

Net price calculator link is available at:

<http://capricollege.edu/net-price-calculator-page.html>

Financial Aid Application

Financial Aid Application

Please fill out the front and back of this form and return to:

5/12



Capri Financial Aid Office
P.O. Box 873
Dubuque, IA 52004-0873

School Use Box:
L__C__D__/_/___

Today's Date: _____

FAFSA School Codes

CR: 014390

I have already completed my FAFSA on _____ (date)

DAV: 007717

I expect to complete my FAFSA by _____ (date)

DBQ: 007588

1. Name _____ Birthdate _____
Address _____ SSN _____
City, State Zip _____

Home Phone _____ Driver's License # _____

Cell Phone _____ State of Issuance _____

Gender: Male Female

United States Citizen: Yes No If no, what is your visa type and endorsement? _____

Race: Asian Black

Caucasian (White) Native American (Indian)

Hispanic Other (please specify) _____

2. Have you previously attended college, business school, trade or technical school, or other college? Yes No

If yes, please complete the following.

Name of school _____ Name of school _____

City, State _____ City, State _____

Dates Attended _____ to _____ Dates Attended _____ to _____

Did you receive Financial Aid? Yes No Did you receive Financial Aid? Yes No

Degree granted? Yes No Degree granted? Yes No

Type of Degree _____ Type of Degree _____

3. Applicant's marital status:

Single Engaged Married Divorced Separated Widowed

4. Do you have any dependents? Yes No If yes, list their ages _____

5. Parents marital status:

Single Engaged Married Divorced Separated Widowed

6. Where will you be living while attending school?

With Parents On own

One way distance from your address to Capri while attending school, if driving: ____miles

7. Will you receive any of the following benefits while attending school? Yes No (If yes, please explain below)

Social Security benefits \$_____/month Child support \$_____/month

Unemployment compensation \$_____/month JTPA \$_____/month

Vocational Rehabilitation \$_____/month Welfare/Public Assistance \$_____/month

Veteran's Educational Benefits \$_____/month Other \$_____/month

8. Will you be working while attending Capri? Yes No Estimated Earnings per month \$_____

Please complete reverse side

Enter the requested information for two (2) adults with different addresses. Preferred references are parents, guardians, and adult relatives (A parent should be your first reference). The people you list may be contacted and should know where to reach you at all times. If parents are deceased, use another reference in their place and state their relationship to you.

Parent's Name _____ Name _____
Address _____ Address _____
City, State Zip _____ City, State Zip _____
Parent's Phone (____)____-_____ Phone (____)____-_____
Relationship _____

Statement of Educational Purpose

I certify that I will use any money I receive under Title IV Financial Aid (loans, grants, and work study) only for expenses related to my study at Capri College.

I understand all loan proceeds such as Stafford (student) and Plus (parent) loans must be repaid.

In addition, I promise to be held responsible for the repayment of any money received by inadvertent over-awarding. I will repay these ineligible funds to the proper financial aid source.

I further understand the amount of any repayment is based on regulations published by the Secretary of Education.

I certify that I am not required to be registered with Selective Service because:

- I am female.
- I am in the Armed Services on active duty (does not apply to members of the Army Reserves and National Guard who are not on active duty).
- I have not reached my 18th birthday.
- I was born before the required date.
- I am a permanent resident of the Trust Territory of the Pacific Islands.
- I am a citizen of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

Or

- I certify that I am registered with the Selective Service.

I certify that, as a condition to receive Federal or State Financial Aid funds, I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of enrollment covered by Financial Aid funds awarded to me.

I also verify all financial information to determine my Financial Aid eligibility is true and correct for myself, and parent or spouse if applicable.

I also verify that I have not borrowed in excess of the annual accumulative limits of Stafford (student) loan.

I certify that I am **NOT** in default or owe a refund at any institution of post-secondary education for a Federal Student loan, Plus (parent) loan, Pell or FSEOG grants, or College Work Study.

Signed _____ Date _____
Student

Signed _____ Date _____
Parent (if applying for a Plus loan)

Financial Aid Brochure Information



2014/2015

Federal Finance Assistance Programs



Capri College
Financial Aid Office
563-588-8085
1-800-728-7222

Capri College Locations

2945 Williams Parkway SW
Cedar Rapids, IA 52404
319-364-1541
1-800-397-0612
FAFSA School Code # 014390

2540 East 53rd St.
Davenport, IA 52807
563-388-6442
800-728-1336
FAFSA School Code # 007717

395 Main--PO Box 873
Dubuque, IA 52004-0873
563-588-2379
800-728-0712
FAFSA School Code # 007588

Branch Campus
2323 Cross Roads Blvd
Waterloo, IA 50701
319-234-2400
855-702-2774
FAFSA School Code # 007588

Upon enrollment at Capri College, Financial Aid Forms will be mailed, if the student has indicated they plan to use financial aid as a means of tuition payment.

FINANCIAL AID OFFICE
395 Main St.
PO Box 873
Dubuque, IA 52004-0873

563-588-8085
1-800-728-7222

FAX 563-688-1988

Capri Website:
CapriCollege.edu

FEDERAL PELL GRANTS

PELL Grants are financial assistance awarded to qualifying undergraduate students. Apply using the Free Application for Federal Student Aid-FAFSA, directly through Capri College. Award range is \$402.00 to \$730.00 per academic year, according to need. Grants do not require repayment. **Note:** Courses less than a full academic year have reduced grant eligibility.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY

Grants are need-based financial aid awarded to qualified students. Priority is given to PELL qualifying students. These grants are \$100-\$1,000 per year. There is no repayment on grants.

SCHOLARSHIPS

SCHOLARSHIPS ARE FORMS OF AID AWARDED FROM CAPRI AND VARIOUS ORGANIZATIONS. THESE DO REQUIRE A SEPARATE APPLICATION FUNDING AND QUALIFICATIONS VARY.

CAPRI ALSO OFFERS MANY INTERNAL SCHOLARSHIPS FROM \$100-\$2,000. PROSPECTIVE STUDENTS MAY CALL THE CAPRI ADMISSIONS OFFICE TO RECEIVE THE APPLICATIONS FOR THESE SCHOLARSHIPS.

ADDITIONALLY, MANY CIVIC AND PRIVATE ORGANIZATIONS OFFER SCHOLARSHIPS. CONTACT EITHER YOUR HIGH SCHOOL COUNSELOR OR CAPRI FOR INFORMATION ON AVAILABLE SCHOLARSHIPS.

FEDERAL DIRECT STAFFORD LOANS

Stafford Loans are available to students at variable low interest rates from the U.S. Department of Education. Qualified borrowers may receive up to \$5,000 for the 1st academic year of their undergraduate study and up to \$8,000 for the 2nd academic year. Independent students may also be eligible for additional unsubsidized loan up to the remaining need, not to exceed \$4,000 per academic year. Repayment begins six months after the student graduates from high school. Stafford Loan interest is set by Congress. **Interest rate** for Stafford loans are set annually, based on T-bill rates + add on. 4.66 % is current rate for disbursements through 6/30/15.

Subsidized or Unsubsidized eligibility is based on family income.
***Subsidized** Means the federal government will pay the interest while the student is in school at least full time. Eligibility based on family income and prior years of Subsidized eligibility used.

***Unsubsidized** Loans earn interest as loan is disbursed.

Note: Courses less than a full academic year have reduced loan eligibility.

BORROWER LOAN HISTORY IS AVAILABLE ON LINE: www.fafsa.ed.gov/loans/SL.

Borrower loan information at NSLDS is accessible only to authorized guaranty agencies, lenders and colleges.

LOANS REQUIRE REPAYMENT.

FEDERAL DIRECT PLUS LOANS

PLUS Loans are available to parents of dependent students at 7.21% interest rate from the U.S. Department of Education. Parents may borrow up to the need determined by the financial aid office, less either add the student receives. PLUS Loan repayment begins during the 2nd term of your course. PLUS-Parent borrowers must pass a credit worthiness evaluation by Direct Loan processing center.

Stafford & PLUS Loan Application: Student and parent must complete respective loan applications.

Capri Colleges participate in the **Win D. Ford Direct Loan Program.** Once you qualify for a Stafford or PLUS Loan, Capri will mail loan forms to you. Borrower's rights and responsibilities, loan repayment and deferment information will be reviewed during orientation, and again as you leave Capri College. **Receiving a student loan is an important financial responsibility.** Capri wants to be sure you understand all loan information.

LOANS REQUIRE REPAYMENT.

Scholarship Form



Cedar Rapids
 2945 Williams Parkway S.W.
 Cedar Rapids, IA 52404
 319.364.1541
 800.397.0612

Davenport
 2540 E. 53rd St.
 Davenport, IA 52807
 563.388.6642
 800.728.1336

Dubuque
 395 Main St.
 Dubuque, IA 52001
 563.588.2379
 800.728.0712

Waterloo
 2323 Crossroads Blvd
 Waterloo, IA 50702
 319.234.2600
 855.702.2774

capricollege.edu



Personal Data

Name: _____
 Phone: _____
 Address: _____
 City, State, Zip: _____
 Email: _____
 Program: _____
 Start Date: _____

High School Students Only

High School: _____
 City: _____ State: _____
 Guidance Counselor: _____
 Graduation Date: _____

SCHOLARSHIP OBJECTIVE

- To provide the industry with future leaders who possess outstanding skills along with strong moral values.
- To provide financial assistance to students that have proven his or her commitment to education and/or community.

Scholarships are forms of financial assistance awarded from any of the following:

- Capri College Admissions
- Professional Associations
- Civic & Community Organizations
- High School Scholarship Programs
- Church Affiliated Scholarships

Contact Capri College Admissions Office, the local high school, or local civic organizations for more information on current scholarship availability.

APPLICATION DEADLINE:

(Please indicate Traditional or Non-Traditional student)

- Traditional Scholarship** (High School Seniors only)
 Deadline: March 31st
- Non-Traditional Scholarship** (General)
 Deadline: **Applications due 30 days prior to start date.**

Please indicate the Capri scholarship for which you are applying. **You may only apply for one.**

_____ Academic Scholarship _____ Community Scholarship

ACADEMIC SCHOLARSHIP

- Complete scholarship application form and indicate scholarship for which you are applying.
- Provide a copy of high school or college transcript; must have a minimum cumulative GPA of 3.00 on a 4.00 scale.
- Submit two professional letters of recommendation: One from an employer, teacher, or counselor and one letter from a professional in the field to which you are applying. References may not be related to the applicant.
- Provide references' name, address, phone, email, employment information and relation to applicant.
- Submit a typed essay describing why you have chosen this industry and how you will use your knowledge, talents and values to be an effective leader in our school and industry.
- Submit a separate list of past and present participation in school activities, community, church, clubs, programs, etc. Submit in resume form and include dates.
- Submit a separate statement explaining how your education and experiences have prepared you for this career.

COMMUNITY SCHOLARSHIP

- Complete scholarship application form and indicate scholarship for which you are applying.
- Provide a copy of high school or college transcripts.
- Submit two professional letters of recommendation: One from a leader or representative of an organization in which you have done volunteer work and one letter from a professional in the field to which you are applying. References may not be related to the applicant.
- Provide references' names, address, phone, email, employment information and relation to applicant.
- Submit a typed essay describing why you have chosen this industry and how you will use your knowledge, talents and values to be an effective leader in our school and industry.
- Submit a separate list of past and present participation in school activities, community, church, clubs, programs, etc. Submit in resume form and include dates.
- Provide documentation of your volunteerism, involvement and contributions to the community. (Pictures, awards, recognition certificates, etc.)
- Submit a separate statement including how your volunteer experiences and other life experiences have prepared you for this career.

Scholarship payments will be divided equally and distributed at the completion of each enrollment period. The student must complete all hours in each enrollment period in order to retain the scholarship credit.

REFERENCE INFORMATION

Professional Reference

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____
 Email: _____
 Relationship to Applicant:
 Employer Industry Representative
 Counselor Teacher
 Other

Professional Reference

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____
 Email: _____
 Relationship to Applicant:
 Employer Industry Representative
 Counselor Teacher
 Other



Annual Security & Fire Safety Report

2323 Crossroads Blvd ~ Waterloo, IA 50702

This information is required under Public Law 102.26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus and off premise campus activities. You may access this information on-line at <http://ope.ed.gov/security> or can be seen at <http://www.capricollege.edu> under "Consumer Information". A hard copy of this report may be requested from the Director's Office at Capri College by calling (319) 234 -2600 ext. 102.

Revised October 2014

CRIME LOG: Not applicable for Capri College Waterloo

	Capri College Campus			Public Property			TOTAL		
CRIMINAL OFFENSE	2	2	2	2	2	2	2	2	2
	0	0	0	0	0	0	0	0	0
	1	1	1	1	1	1	1	1	1
	1	2	3	1	2	3	1	2	3
<i>Murder</i>	-	-	-	-	-	-	-	-	-
<i>Negligent Manslaughter</i>	-	-	-	-	-	-	-	-	-
<i>Forcible Sex Offenses</i>	-	-	-	-	-	-	-	-	-
<i>Non-Forcible Sex Offenses</i>	-	-	-	-	-	-	-	-	-
<i>Robbery</i>	-	-	-	-	-	-	-	-	-
<i>Aggravated Assault</i>	-	-	-	-	-	-	-	-	-
<i>Burglary</i>	-	-	-	-	-	-	-	-	-
<i>Motor Vehicle Theft</i>	-	-	-	-	-	-	-	-	-
<i>Arson</i>	-	-	-	-	-	-	-	-	-
HATE CRIMES									
<i>Race</i>	-	-	-	-	-	-	-	-	-
<i>Religion</i>	-	-	-	-	-	-	-	-	-
<i>Sexual Orientation</i>	-	-	-	-	-	-	-	-	-
<i>Gender</i>	-	-	-	-	-	-	-	-	-
<i>Disability</i>	-	-	-	-	-	-	-	-	-
<i>Ethnicity / National Origin</i>	-	-	-	-	-	-	-	-	-
ARRESTS									
<i>Weapons Law Violations</i>	-	-	-	-	-	-	-	-	-
<i>Drug Abuse Violations</i>	-	-	-	-	-	-	-	-	-

<i>Liquor Violations</i>	-	-	-	-	-	-	-	-	-
DISCIPLINARY ACTION									
<i>Weapons Law Violations</i>	-	-	-	-	-	-	-	-	-
<i>Drug Abuse Violations</i>	-	-	-	-	-	-	-	-	-
<i>Liquor Violations</i>	-	-	-	-	-	-	-	-	-
VAWA REPORT									
<i>Domestic Violence</i>	-	-	-	-	-	-	-	-	-
<i>Dating Violence</i>	-	-	-	-	-	-	-	-	-
<i>Stalking</i>	-	-	-	-	-	-	-	-	-

The School Director of the college is the official responsible for preparing and disclosing this information which is provided by the local police.

Capri College is a small campus located in Waterloo, Iowa. The building is located at 2323 Crossroads Blvd, which is next to Crossroads Mall, several other shopping centers and restaurants. Due to strong police patrol in the area, there have been minimal crimes reported on campus.

Parking Safety:

There is a well-lit parking lot in front of and behind Capri College. The lot is owned and maintained by the owners of the building Capri College occupies. While the lot is in close proximity to Capri College, Capri encourages a policy of walking in pairs after dusk to the lot. Due to high majority of female students, Capri implements scheduled programs for students on topics of rape awareness, physical and domestic abuse, drug and alcohol abuse, and self-defense. These classes are made available during the regular scheduled classes at a time when all students are required to attend at least once per academic year.

Reporting and Procedures for Crime Related Offenses:

Robbery or theft, vandalism of property and harassment are addressed internally and police intervention may be utilized. Even though stealing is rare at Capri College, it is always a possibility within a large group. Students are advised not to bring large sums of cash to school or to leave valuables unattended or unlocked. Capri provides locked lockers for student’s personal belongings and the student has a locked vanity to store personal and professional items. Capri also has a printed policy

discouraging borrowing and lending, as well as a “Code of Conduct” policy relating to dishonesty, verbal and physical abuse, harassment, etc. Students violating the “Code of Conduct” are suspended or terminated from school immediately.

Emergency Notification Procedures:

Capri College utilizes a microphone system to notify all students of any potential danger or announcements that may affect their safety in school. It is published in the Student Handbook that any non-school time announcements will be made over the radio and television stations. This is in regard to weather related situations, as well as student emergency issues. The City radio stations have e-mail and text blast procedures that all students are encouraged to sign up for and Capri students are advised of this option at registration.

Emergency Response & Evacuation Personnel:

Emergency Announcers: Front Desk Personnel/School Director

Emergency Contact(s): School Director – Trish Villarreal

Emergency Contact(s): Admissions Director- Shawn Bobst

Alternative Emergency Contact(s): Owners – Matt Fiegen/Sara Fiegen-Hull

How To Report an Emergency:

Call 911 from a phone and calmly state:

- Your Name
- The address (including the building and room location of the emergency)
- The nature of the emergency-fire, chemical spill, etc.
- Whether injuries have occurred.
- Hazards present, which may affect responding emergency personnel.
- A phone number near the scene where can be reached.

Timely Warning:

In the event of a situation that, in the judgment of the Capri College management, constitutes an on-going or continuing threat to the college community “either on or off campus” a “timely warning” will be issued through the local media and using the in school PA system. Local media, phone messages, text messages, and/or e-mail will be used if possible and deemed necessary.

Evacuation Procedures:

Capri College has an evacuation procedure that is reviewed at orientation.

Emergency and Fire evacuation routes are posted throughout the school. The PA system is used to verbally notify the students in case of an emergency and the school has a fire alarm and sprinkler system that is checked annually.

Designated Safe Area – Fire: Capri Parking Lot in front of the building.

Building Evacuation:

Upon hearing the fire alarm or PA announcement, begin evacuation procedures:

- Keep yourself and others calm.
- Quickly proceed to nearest exit, using the posted planned evacuation route.
- Check closed doors with the back of our hand to ensure it is cool before opening
- Close windows and doors as you leave
- Staff take your Attendance sheet/student roster and a pen or pencil with you for a correct head count.
- Report immediately to the designated “safe area” located in Capri’s parking lot behind the building.
- Staff report attendance to School Management.
- Wait for instructions from emergency response and evacuation personnel.
- Do not re-enter the building until told it is safe to do so.

Planned Evacuation Route:

Cosmetology Clinic/Classroom evacuation is through the front and back exits and are clearly marked as fire exits. The Esthetics and Massage Therapy Classroom/Clinic have two exits clearly identified and located at the front of the building.

If you discover Fire or see Smoke – DO NOT PANIC.

RACE = Remove/Relocate individuals away from danger if possible without endangering your safety.

Active Alarm – Call 911.

Confine/Contain fire and smoke by closing doors and windows.

Extinguish/Evacuate – Extinguish fire only if trained and fire is small, using the nearest fire extinguisher and evacuate by the nearest safe exit.

DO NOT RUN... crawl if overwhelmed by smoke. If you hear the fire alarm or are informed of a fire... EVACUATE IMMEDIATELY!

Building Safety Systems:

The building 2323 Crossroads Blvd, Waterloo, Iowa 50702 has the following safety systems:

Fire Extinguishers-Location of Extinguishers are identified with red “Fire

Extinguisher” stickers and are hung around the building. Floor plan posters are hung near exits that show exactly where these extinguishers are located. This is reviewed upon hiring staff and yearly safety in-services. Students will be educated at orientation.

First Aid Kit- For minor injuries not requiring medical attention. A First Aid Kit in the school dispensary.

Alarm System - The school has a fire alarm system. Fire pull stations are marked on the Floor Plan posters which are hung near the exits.

Sprinkler System- Capri College Waterloo has been supplied with a sprinkler system through out the campus.

Severe Weather Plan:

Severe Weather includes Tornadoes, Thunderstorms, Snow Storms and Flooding.

Tornadoes/Severe Thunderstorms Watch:

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather service, when the weather conditions are such that a severe thunderstorm, a tornado or both, are more likely to develop and you should be prepared to move to a designated area.

If a tornado or a severe thunderstorm WATCH has been issued in an area that includes the campus:

- Monitor Local Emergency Alert Weather or the National Weather Service.
- Co-workers should be alerted to close all windows, inform students of building's safe areas, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING.

Tornados/Severe Thunderstorms Warning:

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

If a tornado or severe thunderstorm WARNING has been issued in an area which includes the campus:

- Move students and co-workers to safe area IMMEDIATELY
- Close classroom, laboratory, and/or office doors.
- Educators move your students to designated safe areas and take attendance book with you.
- Remain in safe area until warning expires or until the all clear has been issued.

Designated Safe Area- Weather: Along the inner hallway, clinic restrooms and Classroom #1 and #2, are designated safe areas.

In the event if a severe snow storm or flooding, personnel and students will be notified of school closing by the School Management. Such announcements will be made on school PA systems, local TV channels and on Capri College Facebook. Students registered with the local TV Stations will receive text messages.

Hostage/Intruder Situation Plan:

If an intruder(s) enters the school with a weapon and threatens to shoot or injure persons, the primary concern must be the safety of the students, employees and

guests. Individuals who take hostages are emotionally disturbed and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to carry out threats or become violent

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, this guideline should be followed:

School Director/Designee

- Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
- Initiate Action Secure Building
 - Lock down building, and do not let any students that are not in class to enter the building.
 - Alert all rooms of the event.
 - Educators lock your classroom doors and do not let students leave the classroom.
- Notify the School Director or Designee
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff Responsibilities

- Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
- Keep your distance. Give the intruder(s) ample personal space.
- Do not attempt to deceive or threaten the intruder(s).
- Do not "buy into" the delusions of the intruder(s)
- Suggest marching the students and /or staff quietly out the back door. Back off if this approach angers the intruder(s).
- Constantly be alert and prepared for violence.

IF AN INTRUDER/ INDIVIDUAL(S) BEGINS FIRING A WEAPON(S) ON CAMPUS, THE FOLLOWING ACTIONS WILL BE TAKEN:

Initial Action, DUCK, COVER and HOLD if the intruder(s) open fire.

School Director/Designee Responsibilities:

- Inform staff supervising students in classrooms to initiate Action Duck, Cover, and Hold.
- Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
- Work in coordination with supervisors of law enforcement agencies until the situation is resolved.

- Initiate student release procedures and/or evacuation procedures only if it becomes necessary.
- In classrooms, maintain Action Duck, Cover and Hold until the situation is resolved.
- In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate Action Drop, Cover and Hold; this should be done only when there is no chance for students to reach safer areas.

CAPRI COLLEGE SEXUAL ASSAULT AND REPORTING POLICY

A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Under Violence Against Women Act, (VAWA) colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel

As disclosed on the US Department of Education Jeanne Clery Campus Safety and Security Report, Capri College has zero sexual assaults reported to date. This may be attributed to our campuses being small, with no dormitories or housing and enrollments being predominately female. However, Capri College has implemented programs and protocol to educate and serve our students. These programs comply with the Violence Against Women Act. The policy for reporting sexual assault is included in the "Capri College Student Catalog/Handbook, and can also be found on-line on the "disclosure" tab at www.capricollege.edu. Also, included on this tab is the "Capri College Jeanne Clery Campus Security Report", which is also updated and made available to each students in paper copy October 1. This report offers the campus sexual assault reports and crime statistics for three prior years.

The original Clery Act requires that colleges inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

1. Victims' option to, or NOT to, notify and seek assistance from law enforcement and campus authorities
2. Victims' right and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

Preventative safety measures in place at Capri College include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking, defined as conduct directed at a specific person that would cause a person to fear for his/her/other's safety, or suffer substantial emotional distress) domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at orientation, as well as scheduled programs for all students throughout the calendar year. The dates of these educational events are posted prior to the presentation date and announced to the student body. Student Support Services keeps on file a schedule of the programs, as well as a participant attendance roster. Other safety measures in place include a college issued "rape whistle" and a regime encouraging students to leave the building in groups and/or inform the college staff that they will be walking alone to their car. (this is particularly enforced for students on a later evening schedule). Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process of the College is available through Student Support Services or from the School Director.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault, whether it occurs on or off campus, should be reported directly to the Capri College School Director and/or Student Support Services. **Filing a police report with the college will not obligate the victim to prosecute, nor will it subject the victim (either student or employee) to scrutiny, negative repercussion or judgmental opinions from the College.** The College will help file a police report, if requested. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim's confidentiality respected. *Capri College will use the preponderance-of-the-evidence standard of proof.* The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of Capri College to provide protective measures. The school has mandated protocol in place of reporting any and all sexual offenses to the School Director or Dean of Student Services. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The college is also obligated to

comply with a student's request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or lab services.

As per VAWA, Capri College will ensure staff and school officials are provided with appropriate training on an annual basis. **Trish Villarreal, School Director; Maddy Seaborn, Educational Director are assigned as VAWA training coordinators.**

Various counseling options are available from the city POLICE DEPARTMENT. Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Programs in the city of the Capri Campus. See Student Services for a listing of services and phone numbers. Also, a listing of counseling opportunities can be found on student disclosure tab on the Capri College website at www.capricollege.edu and state-wide listings can be found at the following website. <http://www.state.ia.us/government/ag/map/map.html>.

Registered Sex Offenders Information:

Capri College asks for full disclosure of any prior misdemeanor (other than minor traffic violations) or felony on the enrollment application to advise students of potential state licensing denial. This information, including sex offender registry, is kept in student's confidential file. Beginning 2011, Capri College will retain the right to perform background checks on all applicants. Visit www.iowasexoffender.com for a list of local registered sex offenders.

Missing Student Notification & Procedure:

Students must call in all absences prior to starting time for each absence. If a student does not report an absence, Capri College will attempt to contact the student that day. Capri College requires each student to sign a release for an emergency contact in the event a student does not call in the absence and is unable to be reached.

Capri College Drug and Alcohol Policy:

The school maintains drug and alcohol education information that can be obtained from the Student Support Services or School Director. Capri College tracks the number of drug and alcohol related disciplinary actions, treatment referrals, and incidents reported by police.

**Capri College is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) All students and employees should refer to the booklet "Drug and Alcohol Prevention Program" for information concerning the campus policies and individual responsibilities required under this Act.*

WHERE TO GO FOR HELP:

Below are area help agencies that are free access to students.
Waterloo Police Department (319)291-4340
Domestic Abuse (800)942-0333

Sexual Assault (319)335-6000 or (800)228-1625
Pregnancy Counseling (319)277-3333
Substance Abuse Center (319)235-6571
Suicide Prevention Service (800)332-4224

All students and employees should refer to the booklet "Drug and Alcohol Prevention Program" for information concerning the campus policies and individual responsibilities required under this act.

Location Emergency Contact:

School Director –Trish Villarreal 319-234-2600 x 102
Admissions Director - Shawn Bobst 319-234-2600 x 103

GENERAL SECURITY INFORMATION:

- During school hours, notify the school director, Trish Villarreal and/or the Waterloo Police Department immediately.
 - If a crime occurs during non-school hours and no faculty or staff member is available, notify the Waterloo Police Department immediately and the school director, Trish Villarreal, as soon as possible.
 - The purpose and authority of campus security is limited to the premises and protecting the facility and student body. Incidents that go beyond the scope of campus security measures are referred to and investigated by the local law enforcement agency.
 - All crimes that are reported will be maintained in the school director's office and will be reported through this "Campus Security Report" disclosure or can be obtained at <http://ope.ed.gov/security>. All measures possible will be taken to protect the identity and privacy of the victim.
 - All students have the opportunity to participate in campus security procedures and practices on orientation day and in scheduled assemblies.
 - When walking to and from your car or home, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways.
 - Do not carry large amounts of cash in or out of school.
 - Always lock your car and remove all packages and any valuables. Park in a well-lit area.
 - Do not leave personal property unattended in the classroom, student lounge, or clinic area.
- Do not give out personal information, personal phone number or your address to clients.

REMEMBER: Preserving evidence for proof of a criminal offense is very important.

Report any suspicious or uncomfortable situations to school personnel. If any client or customer of the college does or says anything inappropriate, report it immediately to the school director or any of the faculty or staff. Appropriate measures will be taken to assure the safety and peace of mind for the student.