



[www.capricollege.edu](http://www.capricollege.edu)

# STUDENT CATALOG

## **CEDAR RAPIDS CAMPUS**

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

## **DAVENPORT CAMPUS**

2540 E. 53<sup>RD</sup> Street  
Davenport, Iowa 52807  
(563) 388-6642

## **DUBUQUE CAMPUS**

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

## **Waterloo Campus – Branch of Dubuque Campus**

2323 Crossroads Blvd  
Waterloo, IA 50702  
(319) 234-2600

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\*\*\*The information contained in this catalog becomes effective on April 1, 2019. This publication and the policies contained herein supersede any and all prior publications of the Capri College Catalog and the Student Policies and Procedures Handbook. Please be advised that the policies contained in this catalog may be modified, rescinded, suspended or canceled at any point in time. In addition, new policies may be added without consent.

# Capri College

## A MESSAGE FROM THE PRESIDENT

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

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

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

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

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

Warmest regards

Charles B. Fiegen, President

### **CONSUMER INFORMATION DISCLOSURES:**

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

**<http://capricollege.edu/consumer-information/>**

## I. GENERAL INFORMATION

### Capri College Mission Statement

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

### Capri College Philosophy

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

### Capri College History

- 1966 Capri Cosmetology College, formerly Mr. Terry's University of Cosmetology, was Established on February 20, 1966 by Charles Fiegen and Edward Bisenius.
- 1969 Due to downtown urban renewal project, Capri Cosmetology College in Dubuque, Iowa relocated to the present location at 395 Main Street.
- 1977 Capri Cosmetology College was established in downtown Cedar Rapids, Iowa. This location was formerly Paris Beauty Academy.
- 1987 The former Stewart School of Hairstyling in Davenport, Iowa became the third Capri Cosmetology College.
- 1988 Capri became accredited by ACCSC to expand program offerings to students.
- 1992 Capri Cosmetology College changed to Capri College to reflect the ever developing and expanding program offerings.
- 1992 Capri launched the first Nail Technology program in Iowa
- 1992 Capri College introduced the Massage Therapy program
- 1995 Ed Bisenius retired and Chuck Fiegen became president and sole owner of Capri College
- 2001 Capri College introduced Esthetics to the list of program offerings
- 2004 Capri College - Cedar Rapids moved to it's current location on Cedar Rapids' West side.
- 2007 Capri College - Davenport moved to it's current location on the 53rd Street Corridor.
- 2008 Capri College - Dubuque restored the historic Main Street building to the original interior.
- 2014 Capri College - Waterloo was approved as a Branch Campus to the Dubuque Campus
- 2015 Capri College - Cedar Rapids and Dubuque were awarded ACCSC School of Excellence
- 2016 Capri College - Waterloo was awarded ACCSC School of Excellence
- 2016 Capri College celebrated "Creating Careers for 50 Years"

### Accreditation and Licensing

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

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

Iowa College Student Aid Commission  
475 SW 5th Street, Ste. D  
Des Moines, Iowa 50309-1920

## FACILITIES

### **Capri College - Dubuque, Iowa - Main School**

Capri College in Dubuque, Iowa is located at **395 Main Street**, centered in a richly historic downtown location, next to the Five Flags Civic Center. The campus is within walking distance of the 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. The Main Street entrance opens into a guest service reception area and a 3,500 square foot cosmetology student salon and spa. The first floor also includes a 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 practical classrooms, a student lounge, and a student resource center (library) including a 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 7,000 square foot building is connected to the main building internally and also has separate outside private access for Esthetics students and 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 protected public parking ramp is located directly across the street from the college for student, staff and customer parking convenience.

### **Capri College - Waterloo, Iowa - Branch of Dubuque Campus**

Capri College-Waterloo, Iowa opened in March of 2014. The Waterloo Capri is located at **2323 Crossroads Boulevard** which is ideally situated in the busy Crossroads Center Mall area, close to many big name department stores, including **Dillard's, Best Buy, and Walmart**. The college is also set amidst many new hotels that serve to accommodate guests for shopping and the nearby Isle of Capri Gambling Casino. Capri College Waterloo school is housed in a one story, independent strip mall complex which includes a fitness center, salon and Platos Closet. The main entrance opens into a large reception area and a 4,000 square foot cosmetology student salon and spa. The student salon and spa includes student stations, a retail center for hair, skin and nail products and college apparel. To the left of the entrance is a spa area for manicures and pedicures and private skin care rooms for esthetics services. The immediate right of the clinic floor houses the administrative and student support service offices for easy and open access for student and guest needs. Immediately next to the guest service reception desk is the admissions office. Large handicap accessible public restrooms are located in the rear of the clinical area. The Massage Therapy clinic and classroom area is adjacent to the cosmetology clinical area. The Massage Therapy area offers nine private treatment rooms for students and the public. The west side of the building offers two large cosmetology classrooms, a student lounge and restrooms. There is a well-lit parking lot for student and guest parking needs.

### **Capri College – Cedar Rapids, IA**

Capri College in Cedar Rapids, Iowa is located just off of Highway 30 (Edgewood Road Exit) on the southwest side of Cedar Rapids at **2945 Williams Parkway SW**. Capri College is located near several large commercial department stores (Walmart, Target, Kohls) and many popular dining and fast-food establishments. Capri College's (Cedar Rapids) building is a 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, 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 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 classrooms, and a student restroom. The private lower level of the loft area houses an additional practical classroom and individual treatment rooms for massage therapy and skin care services. A student library and computer lab, a locker area and student break room, and an entrance, exclusively for student use, completes the lower level of the west end of the campus. On the east side of the building is a private office area for faculty. For parking, there is a large private parking lot for students, clinic customers and staff surrounding the school.

### **Capri College - Davenport, Iowa**

Capri College in Davenport, Iowa is conveniently located between Highway 61 & Interstate 74 at **2540 E. 53<sup>rd</sup> Street**. The school is near the main thoroughfare of Jersey Ridge Road with neighboring businesses such as Walmart, Target, Cinemark, Old Navy, and a variety of great restaurants. The Davenport school is a 20,000 square foot, geothermic building, with natural light exposure and eco-friendly landscaped grounds. The main entrance opens into a spacious reception and retail area, that leads into a 7,680 square foot cosmetology student salon and spa. Adjacent to the reception desk is the student resource center that includes a computer lab with high speed internet access. The faculty office and a supplemental classroom 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. An auditorium, with a seating 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 easy accessibly product dispensary. Ten treatment rooms devoted to skin care and waxing are located to the east of the clinic area. There is a student lounge in the center back of the building. On the east side of the building is the 3,000 square foot Massage Therapy department with its own private entrance, reception area, treatment rooms, instructor offices, student library, and classrooms (2) all housed in a program devoted professional setting. On the front and side of the building is plentiful client parking. Faculty and student parking is available in a well-lit private lot behind the building.

## **EQUIPMENT**

### **Capri College Kit and Equipment**

Capri College uses professional equipment and supplies for instructional purposes. The student kit of equipment is complete with the tools and supplies needed while attending Capri and ultimately become part of the student's personal equipment in their professional career. The student is not to remove any of the equipment from the school without permission. The kit is reviewed annually, and with the expertise of the Capri College Advisory Board, updates are made that are consistent with industry demands. Students are responsible for maintaining the full kit, text material and equipment required throughout the course. The student may purchase kit items from Capri or elsewhere, provided they are of comparable professional quality. Capri is not responsible for lost, loaned, stolen or broken equipment; therefore, borrowing equipment is discouraged. In addition to the extensive kit and text package provided to students, each cosmetology, esthetics and massage therapy student will be issued an electronic tablet to access on-line programs, research projects, homework and for note-taking in class.

Books and equipment (kit) issued by the college will be billed over all periods of enrollment. If a student withdraws or is expelled before completion, a kit balance may be owed to the college. A student has the right to return any unused or returnable kit items within 20 days of withdrawal, and a pro-rata kit refund will be credited to the student account. Anything returned must be in good condition, electronics wiped clean with no ID or password associated.

### **Capri College Audio/Visual Equipment, Classroom Aids & Student Resource Center**

Capri College has an audiovisual library, front screen projectors, computerized instructional and interactive classroom aids, televisions, and DVD players available for students to enhance their learning experience in the classroom. Each student receives a textbook package as well as a personal electronic tablet in which they can access their programs curriculum for use in and out of the classroom to augment their knowledge and progress. The curriculum includes on-line instructional learning paths so that the students can access their day to day class work and homework assignments at any time. These learning paths are interactive with learning activities and enrichments as well as testing capabilities. The entire school is Wi-Fi accessible to students and customers alike. The Student Resource Center is readily available to students and is also equipped with computers, printers and high speed internet connection. The Student Resource Center also houses additional resources to stimulate and challenge the students personal educational development. Such resources include industry related books, magazines, DVD's, and audio tape recordings.

## II. ADMISSIONS POLICIES

### Admission

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

### Statement of Non Discrimination

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

### Admission Requirements

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

- Completed Capri College Enrollment Application with required addenda
- Submit verifiable proof of high school graduation or equivalency
- Participate in a full campus visit and pre-admissions interview
- Pay Application and Registration Fee

### Admission Procedure

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

1. Schedule and participate in a campus visit and complete a pre-admission interview with a Capri College representative.
2. Submit Capri College enrollment application with required addenda. (*as follows*)
  - \$50.00 Application Fee\*
  - Attach photocopy of driver's license or a government issued ID
  - Attach copy of high school diploma, completed high school transcript indicating graduation date or a copy of high school equivalency completion (GED/HiSET)
3. Submit \$100 Registration (Trial Period) Fee\*

\*Registration Fee is due within 30 days of application submission to assure placement in class. The Registration Fee is considered a payment toward total program cost. An applicant will have the opportunity to withdraw without penalty by notifying the school before midnight of the third business day following either the scheduled orientation, signing the enrollment agreement, making an initial payment, or a tour of the school facility and inspection of equipment, and will be issued a full refund of all monies paid. After the Admissions Procedures are completed the College will send a letter of acceptance. An applicant not accepted by the College is entitled to a refund of all money paid to the school.

### Payment Options

Prior to registration for classes at Capri College, the Office of Student Accounts / Financial Aid Office will contact the applicant to arrange a tuition payment plan.

### Campus Visits

Scheduled campus visits for facility tours and class observation, along with a career planning session with an admissions representative, may be made by appointment. This will give the prospective student an opportunity to observe the school, inspect equipment and address any concerns or questions about the career interest. A campus visit is required at least three days prior to starting a program at Capri. To schedule a campus visit please call the Capri College admissions office at the location of your choice.

### Class Registration / Orientation Session

Class Registration is held on the first day of class. Students will be notified by email of the date and time of their registration session. The school requires that students under legal age be accompanied by a parent or legal guardian. At this time, students will participate in an orientation for classes, all remaining financial obligations will be finalized and the Student Enrollment Agreement will be signed.



## CAPRI COLLEGE TUITION SCHEDULE

Effective July 1, 2018 through June 30, 2019

The following tuition schedule does not include the required \$50 application fee, however the \$100 registration fee is considered a payment toward total program cost and deducted from below totals.

### COSMETOLOGY

|                                 | 1st Enrollment Period | 2nd Enrollment Period | 3rd Enrollment Period | Program Total   |
|---------------------------------|-----------------------|-----------------------|-----------------------|-----------------|
|                                 | 0-900 Hours           | 901-1800 Hours        | 1801-2100 Hours       | 2,100 Hours     |
| <b>Tuition</b>                  | <b>\$8,800</b>        | <b>\$6,826</b>        | <b>\$1,664</b>        | <b>\$17,290</b> |
| Insurance Liab/Accident         | \$10                  | \$10                  | \$0                   | \$20            |
| Activity/Test Fees              | \$50                  | \$50                  | \$0                   | \$100           |
| Lab Fees                        | \$220                 | \$150                 | \$0                   | \$370           |
| <b>Total Fees</b>               | <b>\$280</b>          | <b>\$210</b>          | <b>\$0</b>            | <b>\$490</b>    |
| <b>Textbooks</b>                | <b>\$645</b>          |                       |                       | <b>\$645</b>    |
| <b>Equipment &amp; Uniforms</b> | <b>\$1,520</b>        |                       |                       | <b>\$1,520</b>  |
| <b>Total at Program</b>         | <b>\$11,245</b>       | <b>\$7,036</b>        | <b>\$1,664</b>        | <b>\$19,945</b> |

### MASSAGE THERAPY

|                                 | Program Total   |
|---------------------------------|-----------------|
|                                 | 720 clock hours |
| <b>Tuition</b>                  | <b>\$7,925</b>  |
| Insurance Liab/Accident         | \$20            |
| Activity/Test Fees              | \$225           |
| Lab Fees                        | \$50            |
| <b>Total Fees</b>               | <b>\$295</b>    |
| <b>Textbooks</b>                | <b>\$475</b>    |
| <b>Equipment &amp; Uniforms</b> | <b>\$955</b>    |
| <b>Total at Program</b>         | <b>\$9,650</b>  |

### ESTHETICS

|                                 | Program Total   |
|---------------------------------|-----------------|
|                                 | 720 clock hours |
| <b>Tuition</b>                  | <b>\$8,600</b>  |
| Insurance Liab/Accident         | \$20            |
| Activity/Test Fees              | \$115           |
| Lab Fees                        | \$350           |
| <b>Total Fees</b>               | <b>\$485</b>    |
| <b>Textbooks</b>                | <b>\$375</b>    |
| <b>Equipment &amp; Uniforms</b> | <b>\$1,365</b>  |
| <b>Total at Program</b>         | <b>\$10,825</b> |

### NAIL TECHNOLOGY

|                                 | Program Total   |
|---------------------------------|-----------------|
|                                 | 360 clock hours |
| <b>Tuition</b>                  | <b>\$3,600</b>  |
| Insurance Liab/Accident         | \$20            |
| Activity/Test Fees              | \$100           |
| Lab Fees                        | \$50            |
| <b>Total Fees</b>               | <b>\$170</b>    |
| <b>Textbooks</b>                | <b>\$140</b>    |
| <b>Equipment &amp; Uniforms</b> | <b>\$440</b>    |
| <b>Total at Program</b>         | <b>\$4,350</b>  |

### COSMETOLOGY ARTS & SCIENCE INSTRUCTOR

|                                    | Program Total    |
|------------------------------------|------------------|
|                                    | 1000 clock hours |
| <b>Tuition</b>                     | <b>\$3,830</b>   |
| Insurance Liab/Accident            | \$20             |
| Activity/Test Fees                 | \$300            |
| <b>Total Fees</b>                  | <b>\$320</b>     |
| <b>Textbook &amp; Equip Rental</b> | <b>\$100</b>     |
| <b>Uniform</b>                     | <b>\$100</b>     |
| <b>Total at Program</b>            | <b>\$4,350</b>   |

### **Application/Trial Period Fee**

Applicants to the College pay a \$50 enrollment application fee\* and a \$100 registration fee\* to secure a place in the class. All students participate in a Two-Week Trial Period, after which a personal interview will be held between the student and a member of the college staff to evaluate the student's progress. If the College determines the student is not suited to the program (failing grades or attendance issues) or the student decides to discontinue training, the student shall be entitled to a refund of all monies paid, minus the \$100 registration fee\* and the \$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 trial period or will be charged published cost. Upon successful completion of the Two Week Trial Period, this registration fee will be reflected as tuition credit on the student's account. *\*This registration fee is considered a payment toward total program cost and is refundable upon request if the student does not start school. An applicant will have the opportunity to withdraw without penalty by notifying the school before midnight of the third business day following either the scheduled orientation, signing the enrollment agreement, making an initial payment, or a tour of the school facility and inspection of equipment, and will be issued a full refund of all monies paid.*

### **Capri Scholarship**

Applicants who wish to apply for a Capri College Scholarship, may request the application form from the Admissions department. The scholarship application and all required documentation must be submitted at least 30 days prior to the desired class start date to be reviewed by the Scholarship Committee. Scholarships are applied to the student's account in the following manner for the respective programs:

Cosmetology: 1/4 earned upon completion of 450 hours  
1/4 earned upon completion of 900 hours  
1/4 earned upon completion of 1350 hours  
1/4 earned upon completion of 1800 hours

Massage Therapy, Esthetics, Nail Technology and Instructor:  
1/2 earned at midpoint completion of hours  
1/2 earned upon graduation

### **Housing**

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

### **Americans with Disabilities ACT (ADA Policy)**

Capri College complies with the provisions of the Americans with Disabilities Act of 1990. If you require special accommodations due to a disability as defined by -ADA 1990, you must submit the required Capri College Enrollment Application along with a form outlining the disability and accommodations needed at least 30 days prior to your class start date. Since most states require specific ADA attestations for State Board exam administration, Capri, also requires that the applicant submit appropriate (and current) documentation from a healthcare provider attesting to the disability and specifying the accommodations to be provided. Capri College will offer reasonable accommodations that fall within the parameters of the state board and licensing guidelines.

### **Legal History / Disclosure**

Capri College asks for full disclosure of any prior felony(s) or misdemeanor(s) (other than minor traffic violations) on the enrollment application. This information is used, in part, to advise students of licensing complications or potential denial of state licensure. Capri College reserves the right to confirm any information submitted or to complete a background check on any applicant. Based on that information Capri may deny enrollment or terminate any student withholding criminal or pertinent legal information and/or giving false information. Notwithstanding, Capri College may deny enrollment to any applicant with a criminal background that we feel may pose a safety concern to our students, staff and customers. The above information, including sex offender status, is kept in a confidential file.

## **Two Week Trial Period**

Capri College requires our students to participate in a Two Week Trial Period prior to full acceptance to the program. This allows prospective students to participate in classes, meet with teachers and get a feel for the environment at Capri College. If during that two week period, student determines not to continue with training, the student may withdraw with no tuition commitment (other than the application fee and registration fee). An applicant will have the opportunity to withdraw without penalty by notifying the school before midnight of the third business day following either the scheduled orientation, signing the enrollment agreement, making an initial payment, or a tour of the school facility and inspection of equipment, and will be issued a full refund of all monies paid. The student who discontinues must return any equipment or books that were issued or will be charged accordingly for those items. The Two Week Trial Period also allows Capri College to assess the student's aptitude to determine if the student is capable of successfully completing and benefiting from the program. At the end of the two week trial, a personal interview will be held between the student and a member of the College instructional staff to evaluate the student's training progress. Specific areas that will be evaluated during the Trial Period are:

1. **Ability/Skill:** The initial weeks of training are very intense with many new skills learned daily. The student must demonstrate the ability to learn the technical skills necessary to be successful in their chosen career field. Students must maintain a 75% average.
2. **Academics:** Capri College must ascertain whether the student will be able to successfully pass the written State Exam to attain licensure in their field. Therefore, students must commit to their education by devoting time outside of school studying/preparing for tests. A 75% average must be maintained during this basic phase of training, as well as throughout the program.
3. **Attendance:** Each day of class is a pre-requisite for the class that follows, therefore, attendance is essential for successful passing of the Trial Period and for eventual course success. Perfect attendance is expected during the Two Week Trial Period. Any days missed during the Trial Period will be factored into the decision of whether to allow the student to continue training at this time.
4. **Attitude:** Being in the classroom on time and commitment to the topic and demonstration is a priority. Students being disruptive in class, disturb the classroom learning environment, use inappropriate language, engage in unapproved or untimely cell phone activity or are disrespectful to other students or instructional staff will not be allowed to continue with the training at Capri College.

## **Training Understanding**

I understand that the training offered includes supervised, practical education with clients who pay the school a discounted price, that I will not be compensated for this practice nor any associated sanitation practices (laundry, dispensing of products, etc.) and that I am not an employee of the school. I understand my tuition cost would be significantly higher without this practice and waive any claim for compensation for this reason.

### **Transfer Students / Transfer Credit**

At a minimum, 25% of the hours/credits required for graduation from Capri College programs must be completed at Capri College.

### **Transfer Policy**

Students with credit for previous cosmetology arts & sciences or massage training must meet all the following requirements for transferring hours or credits:

1. Complete all Capri College admissions requirements and procedures
2. Submit transcript(s) from previous school(s)
3. Meet with School Director and Program Director to determine the amount of clock hours transferable and the classes needed for graduation from Capri Colleges program. It may be required for the transfer student to participate in a Capri College Skill & Aptitude Assessment relative to their respective program.

A determination will be made by Capri College as to the number of hours that will be accepted from previous training programs. 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 ultimately on meeting all of Capri College academic and skill level expectations.

Core Life Science Transfer: The State of Iowa allows for transfer of core life science credit (up to 150 clock hours) from one successfully completed Iowa Cosmetology Arts and Science program into the second. This not include Massage Therapy training.

Students transferring into a Capri College program will have tuition calculated proportionately based on the remaining hours needed for completion, and will be charged a rate of: \$9 per hour needed for Cosmetology, \$11.50 for Massage, \$12.50 for Esthetics, \$11 for Nail Technology, and \$5 for Instructor Training. Fees, books and equipment are charged according to the items needed by an incoming transfer student (need not be purchased from the school).

### **Non-Accredited Short Classes**

Capri College occasionally offers short classes, usually up to 4 hours. Subjects include: Iowa law, Airbrush Make-up, Hair Extensions, etc. These classes do not fall within our institutional scope of accreditation (ACCSC) and are required to be paid for with personal payments.

### III. PROGRAMS OF STUDY

#### **COSMETOLOGY**

**2100 Clock Hours**

**CIP Code: 12.0401 Cosmetology / Cosmetologist General**

**Length: 62 Weeks**

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

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

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

#### **Cosmetology Curriculum**

##### ***Theory (including Core Life Sciences)***

***165 Clock Hours***

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

##### ***Instructor Demonstration, Application and Lectures***

***570 Clock Hours***

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

##### ***Supervised Practical Instruction / Clinic.***

***1365 Clock Hours***

Includes all Applied Practical and Clinical Instruction of Cosmetology Arts & Sciences, including mentoring.

#### **Cosmetology Course Format**

##### **Term I: 1-450 Clock Hours**

Basic Training / Skills and Service Orientation / Intro to Cosmetology

##### **Term II: 451-900 Clock Hours**

Skill Development / Designer Level / Client Experience

##### **Term III: 901-1350 Clock Hours**

Speed and Skill Refinement / Advanced Designer Level / Client Development

##### **Term IV: 1351-1800 Clock Hours**

Advanced Skill Training / Master Designer Level

##### **Term V: 1801-2100 Clock Hours**

State Board & Career Preparation / Salon & Employment Readiness

#### **Cosmetology Course Schedule:**

Daytime hours of attendance: 8:30 a.m. – 4:30 p.m. Evening hours of attendance: 12:00 p.m.– 8:00 p.m.

Saturday Hours: 8:00 a.m.– 1:30 p.m. (Saturday hours may be adjusted seasonally and by location.)

Students attend introductory Cosmetology training (Basic Training) 4 days a week from 8:30 to 4:30 for 9 weeks.

Following successful completion of “Basics” the student will be assigned a schedule that includes evening hours and/or Saturdays. Contact the Admissions Department for the specific schedule for your location.

**MASSAGE THERAPY**  
**CIP Code: 51.3501 Massage Therapy**

**720 Clock Hours**  
**Length: 30 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.

**Massage Therapy Curriculum**

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

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

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

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

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

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

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

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

**Massage Therapy Course Format**

| SUBJECT                                | TERM I           | TERM II          | TOTAL CLOCK HOURS      |
|--|------------------|------------------|------------------------|
| Anatomy & Physiology                   | 60 hours         | 40 hours         | 100 Clock Hours        |
| Pathology                              | 25 hours         | 25 hours         | 50 Clock Hours         |
| Kinesiology                            | 60 hours         | 15 hours         | 75 Clock Hours         |
| Theory of Massage                      | 30 hours         |                  | 30 Clock Hours         |
| Fundamentals of Massage                | 170 hours        |                  | 170 Clock Hours        |
| Massage Therapy II / Adjunct Therapies | 15 hours         | 75 hours         | 90 Clock Hours         |
| Business of Massage                    |                  | 30 hours         | 30 Clock Hours         |
| Clinic / Lab Assignment                |                  | 175 hours        | 175 Clock Hours        |
| <b>TOTAL CLOCK HOURS</b>               | <b>360 hours</b> | <b>360 hours</b> | <b>720 Clock Hours</b> |

**Massage Therapy Course Schedule:**

Massage Therapy students attend school 28 hours per week. Schedules vary by location and may include evenings and Saturdays. Contact the Admissions Department for the specific schedule for your location.

**ESTHETICS**  
**CIP Code: 12.0409 Esthetician**

**720 Clock Hours**  
**Length: 32 Weeks**

The esthetics course is designed to train students in all aspects of skin care and make-up. Students will be instructed in preventative as well as restorative skin care techniques. Capri College's systematic instruction consists of lecture, classroom training and practical experience in a clinical setting.

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

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

**Esthetics Curriculum**

***Theory (Core Life Sciences).....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.....150 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.....420 Clock Hours***

Includes all applied practical and clinical instruction of Esthetics.

**Esthetics Course Format**

Term I: 1-360 Clock Hours

Theory, Demonstration, Practical Classroom and Introductory Clinical Application

Term II: 361-720 Clock Hours

Advanced Skin Treatments, Practical Application Supervised Clinic/Lab

**Esthetics Course Schedule**

Esthetic students attend school anywhere from 21—28 hours per week. Schedules vary by location and may include evenings and Saturdays. Contact the Admissions Department for the specific schedule for your location.

**NAIL TECHNOLOGY**  
**CIP Code: 12.0410 Nail Technician**

**360 Clock Hour**  
**Length: 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.

**Nail Technology Curriculum**

***Theory (including 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.....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: 1-180 Clock hours**

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

**Term II: 181-360 Clock Hours**

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

**Nail Technology Course Schedule :**

Nail Technology students attend school anywhere from 21—28 hours per week. Schedules vary by location and may include evenings and Saturdays. Contact the Admissions Department for the specific schedule for your location.



**INSTRUCTOR OF COSMETOLOGY ARTS & SCIENCES**  
**CIP Code: 12.0413 Cosmetology, Barber/ Instructor**

**1000 Clock Hours**  
**Length: 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.

**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: 1-500 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: 501-1000 Clock Hours/16 Weeks

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

**CA&S Instructor Course Schedule**

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

## IV. ACADEMIC POLICIES & PROCEDURES

### Clock Hour Definition

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

### Grading Procedure

Grades are given in the following areas:

- \*Theory Lecture quizzes and tests
- \*Practical classroom assignments
- \*Clinical / Lab Experiences
- \*Attendance / Participation

The following grading system is used in all courses at Capri College:

|                   |                      |
|-------------------|----------------------|
| Satisfactory      | (S).....86 — 100%    |
| Needs Improvement | (N).....75 — 85%     |
| Unsatisfactory    | (U).....74% or below |
| Failure           | (F).....0%           |

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

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

### Progress Reports

Students will be kept apprised of their progress weekly at Advisory Meetings. Students will receive written reports at the end of each evaluation period/term. This report will be used for Satisfactory Progress determination and will include written theory exam scores, class grades, clinic requirements and attendance percentage. Students not meeting satisfactory progress will be subject to course failure, loss of financial aid and/or termination from school.

### Retake Exams

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

### Make Up Work

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

### Class Size

To ensure that a student has opportunity for maximum participation and personal attention, the individual class sizes at Capri College are limited to a maximum of 30 students. The state of Iowa code requires an average student/instructor ratio of 15 to 1.

## **GRADUATION REQUIREMENTS**

Each student must satisfy all required academic and financial obligations, including but not limited to the following:

- 1) Proficiency in academic and technical skills, indicated by an overall grade avg. of 75% or above in written, practical and clinical class work;
- 2) Completion of all requirements for the course, including all written tests, classroom assignments, and clinic requirements\*
- 3) Completion of clock hours specific to the program;
- 4) Participate in an exit interview with a college staff member\*\*
- 5) Payment in full of any and all accounts with the college.

*\*Capri College reserves the right to require students to pass licensing exam to receive completion certificate, in circumstances where early testing is allowed while student is still in attendance.*

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

## **CREDENTIAL AWARD**

Upon successful completion of the graduation requirements, the student will be issued a diploma from Capri College.

## V. SATISFACTORY PROGRESS POLICY

### Satisfactory Progress

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

### Evaluation Periods for Satisfactory Progress

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

- A). Academic (Qualitative) Standard – Students will be given a percentage grade for academic progress. ***The minimum grade considered satisfactory is 75%.*** Incompletes are counted as hours attempted in the GPA calculation.
- B) Attendance (Quantitative) Standard - Satisfactory progress for attendance is considered to be completion of the required hours/courses for each period by the scheduled completion date. ***Attendance below 80% of scheduled time is unsatisfactory.*** Department of Education requires that all students must graduate in maximum time of 1.5 of course length. Approved Leaves of Absence are excluded in this time frame. The following schedule is the time frame for Satisfactory Progress Evaluations by program:

### **COSMETOLOGY... 2100 HOURS**

Evaluation Periods: 450 Clock Hours / 900 Clock Hours / 1350 Clock Hours / 1800 Clock Hours / 1950 Clock Hours / 2100 Clock Hours

### **ESTHETICS....720 HOURS**

Evaluation Periods: 360 Clock Hours / 720 Clock Hours

### **MASSAGE THERAPY... 720 HOURS**

Evaluation Periods: 360 Clock Hours / 720 Clock Hours

### **NAIL TECHNOLOGY... 360 HOURS**

Evaluation Periods: 180 Clock Hours / 360 Clock Hours

### **INSTRUCTOR OF COSMETOLOGY ARTS AND SCIENCES.....1000 HOURS**

Evaluation Periods: 250 Clock Hours / 500 Clock Hours / 750 Clock Hours / 1000 Clock Hours

### **TRANSFER STUDENTS**

Capri College will consider accepted transfer hours as both attempted and completed (100% attendance) and will exclude consideration of grades at previous schools for SAP purposes.

### **Satisfactory Academic Progress**

Any student who fails to maintain Satisfactory Academic Progress, outlined in School Catalog and determined at evaluation periods, may be terminated and lose financial aid eligibility (if applicable).

Attendance for all enrollment periods (including summer) is included in the maximum timeframes to complete 150% of the published program length. Changes in major, pursuit of a second degree, and remedial courses do not apply to our institution and thus do not have any effect on SAP.

### **Unsatisfactory Status**

In accordance with the US Department of Education regulations, termination of financial aid may result when the student is not maintaining Satisfactory Progress. If a student is not meeting Satisfactory Progress, the student will be put on “Warning Status” for the next term. If at the end of the subsequent term, the student still does not meet “Satisfactory Progress”, he/she will be placed on “Probation Status” and lose Financial Aid Eligibility. This may also result in termination from the course. A student must be able to graduate from a program within 150% of the published program length.

### **Appeals Process**

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

### **Readmission Policy for Satisfactory Progress**

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

### **Reinstatement of Aid**

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

## VI. ATTENDANCE POLICIES

### Attendance Policies

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

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

### Attendance Percentage Expectation

As stated in each program description, the State of Iowa requires specific hour attendance in each program in cosmetology arts and science and massage therapy. Capri College encourages 100% attendance from the students, however, we realize sickness and emergencies arise. Therefore, we strive for a reasonable attendance percentage of 90% or above. (This equates to an average of less than two days absence per month). Students are kept abreast of their attendance status through weekly posting of hours. If a student falls below 90% attendance they must take immediate steps to make up the time to re-establish the 90% expectation. In the event the student attendance would drop to 85% (or below), he/she will be immediately placed on attendance supervision. The supervision time allows up to 60 days (two months) for students to demonstrate “noticeable” improvement in their attendance percentage. Students will be given every opportunity to bring their attendance average back up through scheduled make up time, make up assignments, waivers or appeal process. If the student fails to meet the 60 day attendance supervision requirements or a pattern of superfluous absences continues, the student will be subject to Zero Tolerance contract and possible termination from school. (Capri management and staff realize that occasionally “unfortunate” circumstances beyond the students control can occur. In this event, students may use the appeal process or request in writing a “policy waiver” specifically outlining the hardship or reason for the low percentage of attendance.) This waiver and hardship will be addressed and followed up by the School Director and/or Capri College Student Support Services.

### Absence Notification

If a student is going to be absent or tardy, the student, a parent, or spouse is required to call Capri College prior to the scheduled starting time. (recommended that you call 30 minutes prior to start time) Calling before scheduled start time allows the College to notify and change clinic appointments in a timely manner and inform classroom instructors of the student’s absence prior to class commencing. Failure to report absences is unprofessional, disrespectful and considered one of the most egregious violations in a service industry; therefore, total disregard of this process will be addressed quickly and strictly. Failure to call in an absence is considered a “no call/no show” and will immediately result in a write up in the student file. Continued failure to notify the school of an absence in a timely manner will result in attendance supervision, and if not corrected, termination from school. The phone system records exact timing of calls, therefore, specific call-in times are kept for student records.

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

*\*If an absence is pre-planned, due to a special event, students are asked to submit a written request at least 24 hours in advance. This is a professional courtesy and is part of employment readiness expectation.*

### **Tardy Policy**

Students are considered tardy when they are not in attendance at the start of the scheduled class or clinic, but arrive after class or clinic commences. If a student is going to be tardy, he/she is expected to call prior to start time. More than two hours late will be considered absent in the calculation. Habitual tardiness/lateness is unprofessional and will result in a disciplinary write-up in the students file. Repeated offenses may result in Disciplinary Action, Attendance Supervision, or Termination from school. Students who know in advance they will be tardy due to appointments or commitments, may submit proper documentation for a waiver for the late arrival.

### **Leaving Prior to Dismissal Time**

Students are required to submit a Request for Time-Off (RTO) to the reception desk or Student Services at least one day in advance if they need to leave school early for any reason. Leaving school early without pre-notice (at least one day in advance), or pre-approval is considered an unreported absence and will be subject to a disciplinary write up in the student file. Repeated offenses may result in Disciplinary Action, Attendance Supervision or Termination from school.

### **Lunches and Breaks**

Lunch time consists of one thirty (30) minute period of time per day. Classroom and clinical activities (appointment scheduling) determine appropriate lunch times and students will be assigned a scheduled lunch time by the instructor or receptionist. When scheduled on clinic, students will receive clear specific lunch times and must notify the receptionist/clinic staff if they are leaving the college premises. Over-running lunch times and being late for class or appointments will result in disciplinary action. Breaks, (small 10 minute mid-morning or mid-afternoon) is part of the scheduled attendance time and therefore regulated by the college as to where, when and how long breaks may be taken. Consequently, students may not leave the college premise while on break. Abuse of this policy will subject the student to Disciplinary Action, Attendance Supervision, or Termination from school.

### **Accurate Time Recording**

Abuse or cheating on time recording is considered a violation of the Student Code of Conduct and will result in Disciplinary Action, Attendance Supervision or Termination from school. Students may not have another student "clock them in or out". This is considered as a breach of honesty from both students involved, and both will be subject to Disciplinary Action and may result in Termination from school. Students are required to monitor their hours throughout the program. Student Services will post the students weekly attended hours and it is the responsibility of each student to notify Student Services within two weeks if there are any discrepancies.

### **Saturday/Evening Exclusive & Class Day Attendance Criterion**

Saturdays and evening hours as well as scheduled class days are mandatory and essential to the Cosmetology Arts and Science and Massage Therapy service industries and therefore those times are required attendance for students. Saturdays and evenings are vital to your future employer and we have committed to train and develop dependable employees and to instill a mindful work ethic in our students. Class days also are a vital part of your education and each class day is a pre-requisite for the class that follows. Excessive days missed (a maximum of 5), Saturdays/Evenings or Class Days, will result in Disciplinary Action, Attendance Supervision and may result in Termination from school.

### **Weather Delays and Closings**

Notice of school delays and closings due to snow or natural disasters will be aired on local media stations in the city and surrounding areas of all Capri locations. Students will be given specific information on weather closings at orientation. Closings will also be posted on the school's Facebook page.

## **Leaves of Absence**

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

## **Attendance Waiver**

Students may request an Attendance Waiver due to extenuating circumstances. The form may be obtained from the Student Services Department and should be submitted immediately for processing.

## **“Key” for Disciplinary Procedure**

Students that violate the attendance guidelines and school policies will receive notification and will sign a written course of action to improve in this area.

Disciplinary Action: A meeting and formal write-up in the student file with a positive course of action outlined.

Attendance Supervision: Following the above Disciplinary Action steps, the student will sign a written contract to chart a positive course of action within a specific time frame. Supervision can range from 1 to 2 months.

Zero Tolerance: When a student fails to meet the requirements under Attendance Supervision, they will sign a written contract and be placed on Zero Tolerance for a period of 1 to 2 months.

Termination: Termination will result when all efforts to demonstrate improvement have been exhausted and the student is unable to comply with the policies. Students who are terminated from Capri College may be eligible for readmission upon submitting a written request to the School Director.



## VII. DRESS CODE

### **Dress Code**

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

### **Cosmetology Arts and Science Uniforms**

All Capri students are responsible for the neatness and cleanliness of their uniform.

**Lab Jackets:** Cosmetology Arts and Science students are issued a lab jacket(s) and/or apron(s). These must be worn at all times to identify "student" to the public.

**Name Tags:** All students will be issued identification badges which are to be worn at all times while in school. If an identification badge is lost, students must replace the badge immediately through the student services office.

**Slacks/Pants:** Students are required to wear professional, appropriately fitting, conservative BLACK slacks/pants. If leggings are worn, the lab jacket must be worn to cover backside.

**Shirts:** Students will receive BLACK Capri T-shirts as part of their uniform.

**Shoes:** Any color low-heeled, closed toe, comfortable shoes must be worn.

**Hair:** To be a professional stylist, skin care specialist, makeup artist or nail technician one must look their best and portray a confident and fashion forward image that reflects the beauty industry. Hair must be styled, if a ponytail is worn, it must be curled, styled, and current.

Female students must wear makeup every day and it should be checked and re-applied throughout the day when necessary. Polish may be worn, but chipped polish must be removed. Male students must be clean shaven or have a professionally trimmed beard, mustache and sideburns.

### **Massage Therapy Uniforms**

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

### **General**

Solid black cardigans are allowed without any writing and plain black long sleeve tops may be worn under Capri uniform T-shirts. Hooded tops are not allowed at all. Tattoos, jewelry and/or fashion accessories must be of a non-controversial design and may not attract undue attention or cause offense or negative response from the public we serve.

### **Personal Hygiene**

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

### **Smoking / Inhalant Policies**

The State of Iowa prohibits smoking in buildings and outside within 100 feet of an entrance. Capri has an outside designated smoking area that falls within these guidelines. For purposes of clarity and monitoring, smoking rules are applied to all forms of inhalants, including smokeless cigarettes, imitation nicotine or other inhalant products. These products/devices are to be kept out sight, in as much as any tobacco product.

## VIII. GENERAL POLICIES

### Training Understanding

I understand the training offered includes supervised, practical education with clients who pay the school a discounted price, that I will not be compensated for this practice nor any associated sanitation practices (laundry, dispensing of products, etc.) and that I am not an employee of the school. I understand my tuition cost would be significantly higher without this practice and waive any claim for compensation for this reason.

### Assigned Sanitations & Dispensary Duties

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

### Reception Desk

The reception desk is the hub of activity at Capri College. To maintain order, accuracy and efficiency at the desk, the following guidelines have been established:

- \*Students must have permission from the receptionist to be at the reception desk
- \*Students may not alter clinic appointments without instructor permission
- \*Students may not loiter at or near the reception desk.

### Telephone Usage / Messages

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

### Mobile (Cellular) Phones

Mobile phones are a disruption to the class and clinic environment. Students will not be allowed to have cell phone activity during either class and/or clinic....**includes texting and reading text messages and cell phone internet communication. Phones must be turned OFF, silenced or stored when engaged in clinic or classroom activities.** Further, each school has a designated area for breaks and cell phone usage. Mobile phone activity, including, but not limited to: conversations, photographing, text messaging or retrieving voice mail messages must be confined to only those areas. Disregard of this policy: 1st offense will result in a warning; continued disregard of this policy will result in the student being dismissed from class/clinic, Attendance Supervision and possible Termination from school.

### Photography or Electronic Photo Imaging Communications

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

### Social Networking Policies

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

**Classroom Policies** (This list is for guidance only and not limited to the following):

Our goal is to provide a classroom with a learning environment for all students. Classroom activities and lessons are designed to help the student prepare their career through skill development and successful passing of the state licensing exam. To remain in compliance, the following policies are to be adhered to:

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

**Clinic Floor Policies** (This list is for guidance only and not limited to the following):

Our goal is to provide a work environment that closely simulates a salon/clinic situation. The objective is to help the students perfect their technical skills, client communication, and to develop good working habits. Some procedures for clinic operation are governed by federal and state agencies. To remain in compliance, the following policies are to be adhered to:

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

## **Student Code of Conduct**

Capri College represents honesty and integrity to the beauty and wellness industries and to the community. These philosophies are the basis of our business ethics and our commitment to educational excellence. Respect and adherence to these philosophies are demanded of all staff and students. It is important to the school that the conduct of all students be governed by a set of rules and that these rules are enforced. Accordingly, violation of any of the following “Code of Conduct” issues will result minimally in Disciplinary Action. However, because many of the major points outlined below also carry a civil penalty, violation may result in 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 & 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 at <http://capricollege.edu/consumer-information/>
- 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
- Unprofessional public behavior before/during/after school while in Capri College uniform

## **Policy Waiver, Deferment or Appeal Process**

Under extenuating circumstances, where policy compliance is deemed impossible, a policy waiver, deferment, or appeal process will be considered by the school director or staff.

Policy waiver, deferments or appeals are considered when a student requests special consideration in reference to a specific policy violation. The waiver, deferment or appeal is based on the situation and continued performance of the student. To ensure fairness in all situations concerning policy compliance the following criteria have been established:

- the waiver, deferment or appeal must be put in writing by the student
- the waiver, deferment or appeal decision is determined by the school director/staff
- the circumstance must present an undue hardship or involve extenuating circumstances for the student
- the student must meet with a school official to establish a future course of action

## **Terms of Dismissal**

A student may be dismissed for:

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

## **Student Complaint and Grievance Procedure**

To ensure that the student is given consideration to channel grievances or concerns, Capri has developed the following methods of intervention: advisory programs; problem solving forms; written (documented) advising forms; periodic interviews with school officials; and student council/leadership. These methods give the students an opportunity to work with the administration and staff to develop a healthy, creative atmosphere for both personal and professional growth. If a student has a complaint or concern that cannot be resolved by above mentioned methods, the student should contact the School Director. A formal documentation of the complaint/grievance will be made and signed by both the student and the School Director with the plan of action or the outcome. This will be placed in the student's file. If all above attempts fail to reach resolution, the student may contact the Capri College corporate office in Dubuque, Iowa. The name and address to which the complaint/concern should be directed is

Matt Fiegen  
395 Main Street, P.O. Box 873,  
Dubuque, IA 52004-0873  
mfiegen@capricollege.com.

All concerns brought forth to this level should contain written documentation and all prior contacts and actions taken to resolve the problem.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the School Director or on-line. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

The Iowa Cosmetology and Massage Therapy Boards also has a formal complaint policy. Their contact information is:

Iowa Department of Public Health  
321 E. 12th Street  
Lucas State Office Building  
Des Moines, IA 50319  
(515) 281-4416 / (515)281-0254  
<https://idph.iowa.gov/licensure/iowa-board-of-cosmetology-arts-and-sciences/complaints>  
<https://idph.iowa.gov/licensure/iowa-Massage-therapy/complaints>

## IX. MINIMUM CANCELLATION AND SETTLEMENT POLICY

The minimum cancellation and settlement policy assures 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 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 Name:</u> | <u>Program Length</u> | <u>Program Enrollment Period</u>               |
|----------------------|-----------------------|--|
| Cosmetology          | 2100 Clock Hours      | 0—900 Hours / 901-1800 Hours / 1801—2100 Hours |
| Massage Therapy      | 720 Clock Hours       | 0—720 Hours                                    |
| Esthetics            | 720 Clock Hours       | 0—720 Hours                                    |
| Nail Technology      | 360 Clock Hours       | 0—360 Hours                                    |
| Instructor of CA&S   | 1000 Clock Hours      | 0—1000 Hours                                   |

**Cancellation Procedures:** Capri College requires the student (or parent/guardian of a minor student) to give notice of cancellation or withdrawal to the school director or other school administrator

**Cancellation Refund Computation:** This is determined by the number of scheduled hours between the start date of the Enrollment Period to the last date of attendance before withdrawal is determined. Date of official notice of withdrawal from the student is the postmark on written notification, the date on received/confirmed email, or the date said information is communicated to a school administrator. 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 catalog.

**Withdrawal Date:** The withdrawal date for refund computation purposes is the last date student attended prior to the date the student 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 will have the opportunity to withdraw without penalty by notifying the school before midnight of the third business day following either the scheduled orientation, signing the enrollment agreement, making an initial payment, or a tour of the school facility and inspection of equipment, and will be issued a full refund of all monies paid.
- ◆ ***Withdrawal or Dismissal Between Day Four and Two Weeks:*** Near the end of the first two weeks of classes, 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 within the two week period, 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 Two Weeks, But Prior To 60% Of The Scheduled Enrollment Period:*** Student will be charged all tuition, fees, equipment, textbook, and uniform costs associated with the enrollment period. The student account will be credited 90% of the published tuition for the enrollment period, multiplied by the number of remaining scheduled hours in 60% of the enrollment period divided by 60% of the scheduled hours in the enrollment period. If student payments exceed balance after this calculation, Capri will refund the difference within 45 days. (Iowa code 714.23 (a) below, if applicable, supersede this section in regards to tuition refund calculations 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 enrollment period to the total number of scheduled hours in the enrollment period.*
- ◆ **Withdrawal or Dismissal After 60% Of Scheduled Enrollment Period:** Student 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 enrollment period to the total number of scheduled hours in the enrollment period.*

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

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

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

**Course Cancellations/ School Permanently Closing:** If a course is cancelled subsequent to a student's enrollment or the school is permanently closed and no longer offering instruction after the student has enrolled and prior to graduation, the school shall provide a pro rata tuition refund to the student.

**Refund Procedures:** Capri College will make any refund required under the above refund conditions within 45 calendar days after the school dismisses the student or receives notice of withdrawal. Refund calculations are based on tuition only. A student has the right to return any unused or returnable kit items within 20 days of withdrawal, and a pro-rata kit refund will be credited to the student account. Anything returned must be in good condition, electronics wiped clean with no ID or password associated. Students who withdraw from school with a tuition balance owed will not be allowed to remove textbooks/equipment kit until the balance is paid. Capri College will not be held liable or responsible for unclaimed items more than thirty (30) days after the students' enrollment ceases.

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

**Return of Title IV Aid (R2T4):** When students withdraw from Capri College (officially or unofficially), the last day of physical attendance (LDA) - calculated from when a student punched in to complete academic activity at the school - is used. Capri College will determine the amount of financial aid earned in each enrollment period. This is determined by the amount of time the student was scheduled to be in attendance based on LDA over the scheduled hours for the enrollment period.

If a student has not reached above 60% attendance in the enrollment period, Capri College is required to return portions of unearned Title IV Funds. If the amount disbursed directly to the student is greater than the amount earned, the student is responsible for returning funds to the Title IV programs. Funds are returned in the following order: 1) Stafford Unsubsidized Loan, 2) Stafford Subsidized Loan, 3) Parent PLUS Loan, 4) Pell Grant, and 5) Federal Supplemental Educational Opportunity Grant (FSEOG). Capri College will return the funds for which it is responsible as soon as possible but no more than 45 days after it determines or should have determined the student withdrew.

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

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

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



## X. STUDENT SERVICES

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

### **Academic Advising**

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

### **Testing Accommodations**

Accommodations for testing may be available for students who need additional time or reading assistance with written tests. Accommodations for any disability must be determined before the student starts class. Applicants (potential students) must fill out Capri College Disability Accommodation Request form and submit it during the admissions process, at least 30 days prior to the class start date. Disabilities requiring supplementary assists will be directed to pre-determined start dates. The testing service for licensure in the state of Iowa requires medical documentation of any disabilities that require special accommodations for the state board exam.

### **Licensing Requirement**

The State of Iowa requires a license to perform Cosmetology Arts and Sciences and Massage Therapy services. The following criterion is required by state licensing boards. Additional states licensing requirements can be obtained from the School Director or Student Services.

1. Completion of program state mandated clock hours;
2. Graduation / Diploma from an approved school / curriculum;
3. Successful passage of a national licensing exam
4. Submission of licensing application and fee.

### **Student Support Services**

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

### **Class Advisors**

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

### **WiFi / Internet / Learning Resource System**

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

### **Employment Advisory Services**

Capri College offers employment advisory services for its students and graduates. Specifically, Capri College offers career preparation classes, resume and portfolio preparation, salon and jobsite tours, mock interviews and on-going 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.**

### **Student Leadership Committee**

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

### **Student Social Events and Career Outreach Activities**

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

### **Student Spa Service Benefits**

Students in any of our programs 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 the School Director for specifics. (Students who are not actively attending, such as being on a leave of absence, 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 Awards: Students in the CA&S programs receive monthly awards, inner school competition prizes, and various awards for exceptional attendance and outstanding performance. Students will be advised of these activities monthly.
- All programs have internal policies that allow for cross servicing. See your School Director for specifics.

### **Financial Assistance**

Financial assistance in the form of loans, grants, scholarships and tuition payment plans are available for those who qualify. For further information or questions, contact Capri College Corporate Financial Aid Office by phone at 563-588-8085 or 1-800-728-7222 or e-mail [finaid@capricollege.com](mailto:finaid@capricollege.com).

### **Financial Aid Records/Office of Student Accounts**

Student financial/tuition accounts, tuition payments, academic transcripts, and enrollment verifications for insurance or are handled through the Corporate Registrar's Office. Academic transcripts are available upon written request and must include a \$10.00 processing fee. To obtain an academic transcript contact the address below. The student account must be paid in full prior to release of an academic transcript.

Capri College Office of Student Accounts.

P.O. Box 873

Dubuque, Iowa 52004 0873

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

E-mail: [finaid@capricollege.com](mailto:finaid@capricollege.com)

### **Lockers and Vanities**

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

## STUDENT CONSUMER DISCLOSURES

The following consumer disclosures and policies can all be found in their entirety on the Capri College Website at <http://capricollege.edu/consumer-information/>

### 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.

### INFORMATION RELEASE

It is the policy of Capri College that parents/spouses/legal guardians/references of our students may be contacted concerning progress reports, attendance records, policy abuse, job placement, loan repayment and/or other information that may affect the student professional development, as deemed necessary by the college. This includes release of personal information and loan status to a third party loan service for default prevention. Students assign permission to this effect by signing the enrollment agreement.

*Note: An adult student may (in writing) retract or deny permission of this notification per FERPA. (Family Educational Rights and Privacy Act.)*

### MARKETING RELEASE

With the signing of the enrollment agreement, the student gives Capri College permission and rights to use his/her name and photo on any and all marketing media, including Facebook, to promote the school and student functions, as well as any student achievements. It further releases Capri College to disclose the student's name and clinic schedules to clients for the purpose of scheduling client services.

### FERPA (Family Educational Right to Privacy Act) / 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. **Capri College / FERPA policy in it's entirety can be found on our website at <http://capricollege.edu/consumer-information/>**

### COPYRIGHT & PEER TO PEER FILE SHARING POLICY

Capri College will not tolerate any infringement of copyright laws or illegal downloading; including peer-to-peer file sharing. Students will be subject to standard Capri College disciplinary measures, as well as, any local, state or federal punishment. This policy in full is available at our website <http://capricollege.edu/consumer-information/>

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

### STUDENT RIGHT TO KNOW DISCLOSURES

Capri College meets the federal guidelines of publishing the mandated Student Right-To-Know which outlines the graduation, state board passing, and placement percentages for Capri, in addition to other pertinent industry and employment information. This policy is made available on-line at <http://capricollege.edu/consumer-information/> and students are given a copy when they register for classes. This report is updated and reviewed every year on July 1.

### DRUG & ALCOHOL POLICY

Capri College has a comprehensive and strict Drug and Alcohol Policy. This written policy for all employees and students is distributed to all new employees and students at orientation and is available in its entirety on Capri College website <http://capricollege.edu/consumer-information/>

## **ANNUAL SECURITY & FIRE SAFETY 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 <http://capricollege.edu/consumer-information/> This information is also issued and reviewed at orientation.

## **JEANNE CLERY ACT**

The Clery Act, named after Jeanne Clery, a university freshman, who was raped and murdered in her dorm room by a fellow student on April 5, 1986. Her parents championed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) in her memory. This Act is a federal law that requires colleges to report school safety policies and any crimes that occur “on campus”. This information is available each year in an Annual Security & Fire Safety Report, which is distributed to incoming students and reviewed yearly on October 1 and can be found in its entirety on Capri College website. (see Annual Security & Fire Safety Report). The Clery Act also requires schools to send timely warnings to the school community when there are known risks to public safety on campus and also contains the Campus Sexual Assault Victim’s Bill of Rights, which requires colleges to disclose educational programming, campus disciplinary process, and victim rights regarding sexual violence complaints.

In 2013, President Obama signed a bill which amends the Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking. The Violence Against Women Act (VAWA) can be found in its entirety on Capri’s website at <http://capricollege.edu/consumer-information/>

## **VIOLENCE AGAINST WOMEN ACT (VAWA)**

Capri College has on file the VAWA Report filed with the Federal Department of Education. Capri College also has a written policy for Title IX (VAWA) regulations, procedures and reporting that is available on-line at <http://capricollege.edu/consumer-information/> and is also included in the new student and new employee orientation packet and reviewed yearly. 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 <https://www.iowacasa.org/help>

## **TITLE IX NON-DISCRIMINATION DISCLOSURE**

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of a recipient’s educational programs and activities.

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

## **VOTER REGISTRATION**

Capri College has information for voter registration available at orientation and also prior to major federal and state elections. The voter registration information is distributed to students with a specific on-line registration address for electronic registration at <https://sos.iowa.gov/elections/voterinformation/voterregistration.html> and also paper hard copy registration forms are readily available to students. Voter registration information for non-Iowa students is also available on request.

# CAPRI COLLEGE PROGRAM START AND ENDING DATES 2018-2019

| <b>COSMETOLOGY</b><br><i>All CAMPUSES</i> |                    |
|---|--------------------|
| START DATES                               | ENDING DATES       |
| June 19 , 2018                            | August 24, 2019    |
| September 11, 2018                        | November 9, 2019   |
| November 16, 2018                         | January 18, 2020   |
| February 5, 2019                          | May 9, 2020        |
| April 16, 2019                            | July 18, 2020      |
| June 18, 2019                             | September 19, 2020 |
| August 27, 2019                           | November 28, 2020  |
| October 29, 2019                          | February 6, 2021   |

| <b>ESTHETICS</b> |                    |                  |
|------------------|--------------------|------------------|
| CAMPUS           | START DATES        | ENDING DATES     |
| Cedar Rapids     | September 10, 2018 | May 4, 2019      |
|                  | March 20, 2019     | November 9, 2019 |
|                  | September 16, 2019 | May 9, 2020      |
| Davenport        | September 10, 2018 | April 20, 2018   |
|                  | March 18, 2019     | October 26, 2019 |
|                  | September 16, 2019 | April 25, 2020   |
| Dubuque          | September 12, 2018 | April 20, 2019   |
|                  | March 18, 2019     | October 26, 2019 |
|                  | September 18, 2019 | May 2, 2020      |
| Waterloo         | July 23, 2018      | January 26, 2019 |
|                  | January 21, 2019   | July 13, 2019    |
|                  | July 22, 2019      | January 18, 2020 |

| <b>MASSAGE THERAPY</b> |                    |                    |
|------------------------|--------------------|--------------------|
| CAMPUS                 | START DATES        | ENDING DATES       |
| Cedar Rapids           | July 23, 2018      | February 9, 2019   |
|                        | January 21, 2019   | July 27, 2019      |
|                        | July 22, 2019      | February 1, 2020   |
| Davenport              | September 10, 2018 | March 23, 2019     |
|                        | March 18, 2019     | September 28, 2019 |
|                        | September 16, 2019 | March 28, 2020     |
| Dubuque                | July 23, 2018      | March 2, 2019      |
|                        | January 21, 2019   | August 17, 2019    |
|                        | July 22, 2019      | February 22, 2020  |
| Waterloo               | October 15, 2018   | April 27, 2019     |
|                        | March 18, 2019     | September 28, 2019 |
|                        | September 16, 2019 | March 28, 2020     |

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| <b>NAIL TECHNOLOGY</b>   |
| Contact the Capri Campus for<br>Nail Technology Start Dates and Schedule |

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| <b>COSMETOLOGY ARTS &amp; SCIENCE INSTRUCTOR</b>   |
| Contact the Capri College Campus for<br>Cosmetology Arts & Sciences Instructor Start Dates and Schedules |

Capri College reserves the right to establish and fulfill course start dates based on minimum enrollment requirements. Contact the school prior to starting classes for final registration details.

CAPRI COLLEGE  
BREAK & HOLIDAY SCHEDULE

*July 2018 through May 2020*

|                                 |                  |                                  |
|---------------------------------|------------------|----------------------------------|
| Independence Day “Summer” Break | Tues, Wed, Thurs | July 3,4 & 5, 2018               |
| Labor Day “End of Summer” Break | Mon, Tues        | September 3 & 4, 2018            |
| Thanksgiving Holiday Break      | Thurs, Fri, Sat  | November 22, 23, & 24, 2018      |
| Winter Holiday Break            | Mon, Tues, Wed   | December 24, 25 & 26, 2018       |
| New Year’s Holiday              | Mon, Tues, Wed   | December 31, January 1 & 2, 2019 |
| Memorial Day “Spring” Break     | Mon, Tues        | May 27 & 28, 2019                |
| Independence Day “Summer” Break | Thurs, Fri, Sat  | July 4,5 & 6, 2019               |
| Labor Day “End of Summer” Break | Mon, Tues        | September 2 & 3, 2019            |
| Thanksgiving Holiday Break      | Thurs, Fri, Sat  | November 28, 29 & 30, 2019       |
| Winter Holiday Break            | Tues, Wed, Thurs | December 24, 25 & 26, 2019       |
| New Year’s Holiday              | Wed, Thurs       | January 1 & 2, 2020              |
| Memorial Day “Spring” Break     | Mon, Tues        | May 25 & 26, 2020                |