



www.capricollege.edu

STUDENT CATALOG

CEDAR RAPIDS CAMPUS

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

DAVENPORT CAMPUS

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

DUBUQUE CAMPUS

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

WATERLOO CAMPUS – Branch of Dubuque Campus

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

I. General Information

<u>Consumer Protection Disclosure Statement</u>	1
<u>Mission & Philosophy</u>	2
<u>History</u>	2
<u>Accreditation & Licensing</u>	2
<u>Facility</u>	3
<u>Equipment</u>	5

II. Admissions Policies

<u>Statement of Non-discrimination</u>	6
<u>Admissions Requirements</u>	6
<u>Admissions Procedure</u>	6
<u>Payment Options</u>	6
<u>Tuition Schedules</u>	7
<u>ADA Policy</u>	8
<u>Two Week Trial Period</u>	9
<u>Transfer Policy</u>	10

III. Programs of Study

<u>Cosmetology</u>	11
<u>Massage Therapy</u>	12
<u>Esthetics</u>	13
<u>Nail Technology</u>	14
<u>Cosmetology Instructor</u>	15

IV. Academic Policies & Procedures

<u>Definition of Clock Hour</u>	16
<u>Grading Procedure</u>	16
<u>Progress Reports</u>	16
<u>Retake Exams</u>	16
<u>Makeup Work</u>	16
<u>Class Size</u>	16
<u>Graduation Requirements</u>	17
<u>Credential Award (Diploma)</u>	17

V. Satisfactory Progress

<u>Satisfactory Progress Policy</u>	18
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VI. Attendance Policies

<u>General Attendance Policies</u>	20
<u>Absence Notification</u>	20
<u>Tardy Policy</u>	21
<u>Mandatory Saturday/Evening Policy</u>	21
<u>Weather Closings</u>	21
<u>Leave of Absence</u>	22
<u>Attendance Waiver</u>	22

VII. Dress Code

<u>Cosmetology Arts & Sciences Uniform</u>	23
<u>Massage Therapy Uniform</u>	23
<u>Professional Appearance Expectations</u>	23

VIII. General Policies

<u>Reception Desk & Phone Policies</u>	24
<u>Mobile (Cellular) Phone Observance</u>	24
<u>Social Networking Policies</u>	24
<u>Classroom Guidelines</u>	25
<u>Clinic Guidelines</u>	25
<u>Student Code of Conduct</u>	26
<u>Policy Waiver or Deferment</u>	26
<u>Terms of Dismissal</u>	26
<u>Student Complaint and Grievance</u>	27

IX. Cancellation and Settlement Policy

<u>Cancellation Procedures</u>	28
<u>Tuition Refund Policy</u>	28
<u>Return to Title IV—R2T4</u>	30

X. Student Services

<u>Academic Advising</u>	31
<u>Testing Accommodations</u>	31
<u>State Licensing Requirements</u>	31
<u>Employment Advisory Services</u>	31
<u>Student Spa Service Benefits</u>	32
<u>Office of Student Accounts</u>	32
<u>Disclosure/Reports</u>	33
◆ <u>FERPA / Student Records</u>	
◆ <u>Copyright / Peer-to-Peer File Sharing</u>	
◆ <u>Student-Right-To-Know</u>	
◆ <u>Drug and Alcohol</u>	
◆ <u>Annual Security & Fire Safety Report</u>	
◆ <u>Jeanne Cleary / VAWA</u>	
◆ <u>Title IX / Discrimination Statement</u>	
◆ <u>Voter Registration</u>	

Course Calendars & Holidays

<u>Course Starting & Ending Dates</u>	38
<u>Holiday Calendar</u>	39

***The information contained in this catalog becomes effective on July 1, 2020. 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 educational promises and programs are monitored and policies are based on integrity and honest business dealings.

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

Charles B. Fiegen, President

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"
- 2018 LED lighting was installed in the Cedar Rapids, Davenport and Dubuque locations
- 2019 Solar panels were installed in the Cedar Rapids and Dubuque locations
- 2020 Capri College implemented Distance Education for the first time due to COVID-19
- 2020 Capri College - Davenport was awarded ACCSC School of Excellence

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. Solar panels were installed to generate environmental friendly energy. 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 completes the lower level of the west end of the campus. On the east side of the building is a private office area for the faculty. Solar panels were installed to generate environmental friendly energy. There is a large private parking lot for students, clinic customers and staff surrounding the school.

Capri College - Davenport, Iowa

Capri College in Davenport, Iowa is conveniently located between Highway 61 & Interstate 74 at **2540 E. 53rd Street**. The campus is near many popular businesses such as Costco, Walmart, Target, TJ Maxx and Old Navy as well as the Cinemark, 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 accessible 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 device 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 device (N/A for the Nail Technology program) 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:

- Complete Capri College's 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. (*Applicant may request, in writing, to have this amount deferred, due to hardship.*)

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. All tuition payment plans must be paid in full prior to graduation.

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, 2020 through June 30, 2021

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
	<i>1-900 Hours</i>	<i>901-1800 Hours</i>	<i>1801-2100 Hours</i>	<i>2100 clock hours</i>
Tuition	\$7,410	\$7,410	\$2,470	\$17,290
Insurance Liab/Accident	\$10	\$10	\$0	\$20
Activity/Test Fees	\$50	\$50	\$0	\$100
Lab Fees	\$220	\$150	\$0	\$370
Total Fees	\$280	\$210	\$0	\$490
Textbooks	\$645			\$645
Equipment & Uniforms	\$1,520			\$1,520
Total at Program	\$9,855	\$7,620	\$2,470	\$19,945

MASSAGE THERAPY

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

ESTHETICS

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

NAIL TECHNOLOGY

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

COSMETOLOGY ARTS & SCIENCE INSTRUCTOR

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

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. Applicant may request, in writing, to have this amount deferred, due to hardship. 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.

Accelerated Learning

Capri College may accept and grant hours of up to 15% of a program based on documented prior knowledge learned. Criteria for hours granted are based on documentable prior education, verified by test-out procedures. The hours granted for accelerated learning shall be documented in the participating student's file. After completion of all entrance requirements, a student may elect to sit for written tests to evaluate the knowledge about subject matter gained from prior learning experience. A student who wishes to be granted hours for prior or concurrent education shall maintain the academic grades and attendance policy standards of Capri College.

Transfer Students / Transfer Credit

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

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 does 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.

Career Objective and Instructor Qualifications

Capri College trains students for entry level, licensed positions in the Beauty and Wellness field (Cosmetology, Esthetics, Nail Technology, Cosmetology Instructor and Massage Therapy). We do not have a specific target population, and accept any who meet our requirements. Our instructors are required to be licensed by Iowa and have three years industry experience before being allowed to oversee instruction of our students. Licensed instructors with less than 3 years industry experience may be employed in class or on our practical training clinic to assist under an instructor with three years industry experience. Students should graduate proficient in the technical skills of their chosen field and able to pass the licensing exam. Capri makes no guarantees that students will pass licensing exam or find employment. Our Student Right to Know and ACCSC completion / placement documents on our website disclose our most recent student population and outcomes.

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

Core Life Sciences

150 Clock Hours

Including theoretical lecture on the topics of: Human Anatomy & Physiology, Bacteriology, Infection Control Practices, Basic Chemistry, Matter, Elements, Basic Electricity, Safety, and Hygiene

Theory, including Instructor Demonstration, Application and Lectures

615 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, Professional Ethics, Grooming, Public Relations, State and Federal Laws and Administrative Rules.

Supervised Practical Instruction / Clinic.

1335 Clock Hours

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

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 & Refinement

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. Students should be aware that attending more than 900 hours in either of the first two 26-week periods (over 34.6 hours a week average), and/or over 30 hours per week during the third (10 week) period (not counting leaves/holiday/weather closures), will reduce financial aid eligibility and could result in a balance owed the school (or a larger balance than would have been owed). Contact the Admissions Department for the specific schedule options 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
TOTAL CLOCK HOURS	360 hours	360 hours	720 Clock Hours

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 Hours
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	A (4.0).....93 — 100%
Needs Improvement	B (3.0).....85 — 92%
Unsatisfactory	C (2.0).....75 — 84%
Failure	F (0.0).....74% & Below

*A failing grade of (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 could result in a zero (0) (Failure) for the class and/or termination. 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 (passing score on final exam required), 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.
- 6) If early testing is allowed, student must pass licensing exam to receive completion certificate (does not apply to any student not planning to practice in Iowa immediately upon graduation).

**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 30 minutes prior to the scheduled starting 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. This may be through either a Point or Violation system.

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, 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.

In-School Suspension: If a student fails to meet the requirements under Attendance Supervision, they may be placed on a 3 or 5 day in-school suspension and will not be allowed to take clients during this time.

Zero Tolerance: When a student fails to meet the requirements after their in-school suspensions, 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. These must be worn at all times to identify them as a "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 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 on them. Any color long sleeve tops may be worn under Capri uniform T-shirts with no writing on them as well. 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 every 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 working 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.
- Students/Staff/Instructors may not solicit Capri clients for any outside services/sales apart from informing clients currently "in their chair" of where they will be after graduation.
- 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.
- 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, COO
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

The Iowa Cosmetology and Massage Therapy Boards have 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>

The Iowa College Student Aid Commission also has a formal complaint policy. Their contact information is:

Iowa College Student Aid Commission
475 SW Fifth Street, Suite D
Des Moines, IA 50309-4608
515-725-3425
www.IowaCollegeAid.gov

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 for 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 enrollment period or may arrange to complete the current enrollment period 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.

Veterans Benefit and Transition Act of 2018: Capri College will not impose any penalty for use of VA funds. This includes assessing late fees, denial of access to classes, clinic, or other training, or borrowing funds to cover an institutional balance while waiting on the VA to process enrollment or release funds to college for payment of balance. VA students also have access to all facilities in the college, including the library.

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 may be added to student's balance by a collection agency. The undersigned promises to be responsible for charges incurred, to pay all additional costs, charged 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.

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 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 electronic device (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 business tours, mock interviews and ongoing posting of job openings. Student referrals are not based on direct contact with employers. **Capri College assumes no responsibility for, nor does it guarantee, employment of its students.**

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.

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

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/>

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 and Instagram 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— Notification of Rights / Student Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day School receives a request for access. The student should submit to the School Director, Financial Aid Office or registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
- If Capri College decides not to amend the record as requested, we will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- All student records are on file in the school administrative office. A permanent student record includes, at a minimum, records of date of entry and departure, program of study, course credits, hours and grades.
- Capri College provides privacy and protection concerning information in student files in accordance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). This is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

- The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Capri College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by Capri College in an administrative, supervisory, academic, or support staff position (including law enforcement personnel); or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the

school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request or the disclosure is initiated by the student.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

Directory Information

FERPA requires that the school, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the school may disclose appropriately designated “directory information” without written or authorized electronic consent, unless you have advised the school to the contrary in accordance with school procedures. Capri College has designated the following information as directory information:

- student’s name
- address
- telephone number
- email address
- date and place of birth
- program of study
- honors and awards
- dates of attendance.
- enrollment status

Requests to have directory information about you withheld should be submitted in writing to the school’s Director.

See the list below of the disclosures that postsecondary institutions may make without consent.

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31(a)(15))

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.**

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 the Capri College website <http://capricollege.edu/consumer-information/>

ANNUAL CAMPUS SAFETY & SECURITY REPORT

Capri College has on file the Campus Crime Report filed with the Federal Department of Education. Capri College also has a written policy for crime reporting that is available on-line at <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 Report (ASR), which is distributed to incoming students and reviewed yearly on October 1 and can be found in its entirety on Capri College website. (see Campus 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.

Cedar Rapids Team

Title IX Coordinator: Whitney Connor, wconnor@capricollege.com

Title IX Investigator: Sara Hollingshead, shollingshead@capricollege.com

Title IX Decision Maker: Chris Fiegen, clfiegen@capricollege.com

Davenport Team

Title IX Coordinator: Sarah Weinert, davadm@capricollege.com

Title IX Investigator: Melody Sawvell, msawvell@capricollege.com

Title IX Decision Maker: Matt Fiegen, mfiegen@capricollege.com

Dubuque Team

Title IX Coordinator: Meggan Merrick, mdobson@capricollege.com

Title IX Investigator: Josh Miller, jmiller@capricollege.com

Title IX Decision Maker: Matt Fiegen, mfiegen@capricollege.com

Waterloo Team

Title IX Coordinator: Julia Surprenant, jsurprenant@capricollege.com

Title IX Investigator: Trish Erger, terger@capricollege.com

Title IX Decision Maker: Matt Fiegen, mfiegen@capricollege.com

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 2020-2021

COSMETOLOGY <i>Cedar Rapids, Davenport & Dubuque Locations</i>		COSMETOLOGY <i>Waterloo Location</i>			
START DATES	ENDING DATES	START DATES	ENDING DATES	START DATES	ENDING DATES
June 16, 2020	September 18, 2021	August 4, 2020	November 27, 2021	April 6, 2021	July 23, 2022
August 18, 2020	November 13, 2021	September 1, 2020	December 25, 2021	May 4, 2021	August 20, 2022
October 20, 2020	January 22, 2022	October 6, 2020	January 22, 2022	June 8, 2021	September 24, 2022
February 2, 2021	April 23, 2022	November 3, 2020	February 26, 2022	July 6, 2021	October 22, 2022
April 13, 2021	July 9, 2022	December 8, 2020	May 21, 2022	August 3, 2021	November 19, 2022
June 15, 2021	September 10, 2022	January 12, 2021	February 19, 2022	August 31, 2021	December 24, 2022
August 17, 2021	November 12, 2022	February 9, 2021	May 28, 2022	October 5, 2021	January 28, 2023
October 19, 2021	January 21, 2023	March 9, 2021	June 18, 2022		

ESTHETICS		
CAMPUS	START DATES	ENDING DATES
Cedar Rapids	September 14, 2020	May 8, 2021
	March 17, 2021	October 30, 2021
	September 13, 2021	May 7, 2022
Davenport	October 5, 2020	May 15, 2021
	March 29, 2021	October 30, 2021
	September 20, 2021	April 30, 2022
Dubuque	September 16, 2020	May 1, 2021
	March 15, 2021	October 23, 2021
	September 15, 2021	April 23, 2022
Waterloo	September 14, 2020	March, 14, 2021
	July 19, 2021	January 8, 2022

MASSAGE THERAPY		
CAMPUS	START DATES	ENDING DATES
Cedar Rapids	July 20, 2020	January 23, 2021
	January 18, 2021	July 24, 2021
	July 19, 2021	January 22, 2022
Davenport	October 12, 2020	April 17, 2021
	March 29, 2021	October, 1, 2021
	September 20, 2021	March 19, 2021
Dubuque	September 14, 2020	April 17, 2021
	March 15, 2021	October 16, 2021
	September 13, 2021	April 9, 2022
Waterloo	July 20, 2020	January 31, 2021
	March 15, 2021	September 25, 2021
	September 13, 2021	March 19, 2022

NAIL TECHNOLOGY
Contact the Capri Campus for Nail Technology Start Dates and Schedule

COSMETOLOGY ARTS & SCIENCE INSTRUCTOR
Contact the Capri College Campus for Cosmetology Arts & Sciences Instructor Start Dates and Schedules

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

**CAPRI COLLEGE
BREAK & HOLIDAY SCHEDULE**

July 2020 through June 2022

Independence Day “Summer” Break	Fri, Sat	July 3 & 4, 2020
Labor Day “End of Summer” Break	Mon, Tues	September 7 & 8, 2020
Thanksgiving Holiday Break	Thurs, Fri, Sat	November 26, 27 & 28, 2020
Winter Holiday Break	Thurs, Fri, Sat	December 24, 25 & 26, 2020
New Year’s Holiday	Fri, Sat	January 1 & 2, 2021
Memorial Day “Spring” Break	Mon, Tues	May 31 & June 1, 2021
Independence Day “Summer” Break	Sat, Mon	July 3 & 5, 2021
Labor Day “End of Summer” Break	Mon, Tues	September 6 & 7, 2021
Thanksgiving Holiday Break	Thurs, Fri, Sat	November 25, 26, 27, 2021
Winter Holiday Break	Fri, Sat	December 24 & 25, 2021
New Year’s Holiday	Sat	January 1, 2022
Memorial Day “Spring” Break	Mon, Tues	May 30 & 31, 2022