Capri Beauty College

Catalog of Policies & Procedures

I have thoroughly read this Catalog of Policies & Procedures, consisting of 44 pages, and have signed my name attesting that I understanding the policies and procedures as written.

X_____

Sign Your Name Date

Print your Name _____

If you have questions or do not understand some or all of the policies & procedures as written, print and sign during your registration appointment after clarification or further explanation is given to your satisfaction.

1938 E. Lincoln Hwy
New Lenox, IL 60451

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Welcome to Capri Beauty College. This publication is to provide students and employees with the rules and regulations of Capri Beauty College (hereafter referred to as "Capri", "the College" or "the Institution" and to disclose the many reporting requirements of the College under The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008). A disclosure requirement is information that a postsecondary education institution is required to distribute or make available to another party, such as students or employees. Throughout this Catalog, students and employees will be notified of the rules, regulations and/or policies in this publication and as represented on addendums to the catalog that may change from time to time and without notice.

Our Mission Statement is Threefold:
Since our founding in 1960, excellence in education has been our driving force. Our staff and management team will settle for nothing but the finest training for Capri Beauty College students.

First and Foremost, Education: To educate qualified students, using state-of-the-art equipment for a lifetime career in the field of Cosmetology.

Second Faculty: To employ qualified, professional faculty and staff for supervision, administration and motivation.

Third Employment: To prepare graduates for entry level positions in the beauty industry and bridge a harmonious relationship between student and salon for entry-level employment opportunities. Notice: Capri Beauty College, its owners, administrators and admission counselors claim no-responsibility nor guarantee of a job in the field of study in which the program prepares the student.

Board of Directors

Amy Ruff..... President / Chairman of the Board
Thomas Seil..... Vice President / Board Member
Tricia Seil..... Vice President / Board Secretary
David Ruff ..... Board Member
Joan C. Seil..... Board Member

School History & Ownership

The College was founded on January 2, 1960 in Chicago. The New Lenox Campus opened May 12, 2008. Capri School of Beauty Culture, Inc (D/B/A Capri Beauty College) is under the common ownership of: Amy Ruff & Thomas Seil

Climate & Culture

Capri Beauty College reserves the right to address conduct that does not rise to the level of the School Climate and Culture. Climate refers to the overall atmosphere including core components of school safety, strong relationships, effective teaching and learning, and a healthy, welcoming environment. School Culture encompasses the shared values, beliefs, and practices within the school community.

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ABOUT OUR CAMPUS LOCATIONS

MAIN CAMPUS OPE ID: 01308800 FAFSA School Code: 01308800
Capri School of Beauty Culture Inc. (DBA Capri Beauty College)
1938 E. Lincoln Hwy. New Lenox, IL 60451
Campus Director: Thomas Seil
Tel: 815- 485-3020 Email: contact@capri.edu

Disability Services & Facilities
View "Accommodations" for details on requesting academic adjustment or auxiliary aids services. Facilities offer handicap Parking, wheelchair access, restroom and an elevator.

Facilities & Equipment
New Lenox campus consists of two floors of expansive cosmetology classrooms, practice rooms, audio-visual equipment, computer kiosk station, free student Wi-Fi, office suites, student salon and spa, atrium patio for breaks, refrigerator, microwave, vending machine, courtyard break area and parking for more than 100 cars.

Hours & Beginning Dates of Classes
Classes Schedules are available online as addendums to the catalog marked Insert 1A & 1C.
View Here: https://capri.edu/education/school-catalog/

Cost of Attendance available on-line: https://capri.edu/education/school-catalog/

Tuition, Books & Equipment, Registration, Room and Board, Transportation and Classes Schedules are available online as addendums to the catalog marked Insert 1A & 1C. Placement & Internship Sites marked Insert 1B. Classes begin every seven weeks. A list of start dates is available from the Admission Office.

Disability Services & Facilities
View "Accommodations" for details on requesting academic adjustment or auxiliary aids services. Facilities available in Main Building offer handicap Parking, wheelchair access and restroom.

Hours & Beginning Dates of Classes
Classes Schedules are available online as addendums to the catalog marked Insert 1A & 1C.

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Admission

Ability to Benefit Exam and Agreements

The College does not recognize an Ability to Benefit exam (ATB) for admission. The College does not have a third-party articulation agreement to train incarcerated students and therefore does not admit. The Main Campus has a training agreement with approved High School Districts. Capri Beauty College enters into Training Agreements with School Districts under the following condition: 1) at least one student is contracted under its own enrollment agreement separate and apart from any training agreements 2) students attending under a training agreement are not considered enrollees of the NACCAS-accredited institution and are not counted in the NACCAS Annual Report 3) the College is not required to have a separate contract with each individual student enrolled under the training agreement 4) the College maintains a copy of any training agreement with a list of students enrolled through the agreement; and 5) the training agreement must specify what is expected of the NACCAS-accredited institution with regard to the contractual relationship (i.e. reporting of attendance and grades, etc.).

Accommodations – Section 504/ADA

Capri Beauty College does not discriminate on the basis of disability in any of its programs, services or activities. The school will not deny any otherwise qualified student with a disability the opportunity to participate in, or benefit from, any aid, benefit or service that Capri Beauty College provides. Capri Beauty College will also strive to accommodate applicants and students with disabilities on an individual basis. Capri Beauty College strives to ensure that all disabled students have full access to the benefits of the College. As such, Capri Beauty College will engage in a good-faith interactive process with all disabled students to attempt to identify reasonable accommodations. Reasonable accommodations do not include measures which fundamentally alter the academic programs of Capri Beauty College, or which place an undue financial burden on the school, or which may endanger the student or others at the College. Laws and regulations that apply to K-12 education are designed to promote the success of students with disabilities. It's important to note that the ADA and Section 504, which apply to college students, are designed instead to provide equal access to programs and services; success is not guaranteed.

How to Requesting Accommodations:

1. Review *Accommodation Procedures for Disabilities* online at capri.edu located under the "Consumer Info" Tab and print an *Accommodations for Disabilities Request Form.* Complete and mail the form to the address listed below with current professional documentation of the condition(s) that necessitate the accommodations.
2. Mail Form and documentation to: Accommodations c/o Amy Ruff. Capri Beauty College 1938 E. Lincoln Hwy. Suite 215 New Lenox, IL 60451

Selection of Applicants

Success in the program requires not only creativity and public relation skills but also specific learning strategies such as problem solving, reading comprehension, vocabulary development and goal setting. Capri Beauty College carefully evaluates each applicant based on a three-step criterion process; campus visit, admission application and academic coursework. Note: maintenance of the initial tour and subsequent scheduled appointments is considered in the admission procedure. Capri Beauty College reserves the right to deny admission to applicants whom do not meet the admission criterion.

Reinstatement

Occasionally, a student terminates from a course of study, and considers reinstating at a later date in time. Reinstatement Applications must be submitted within 180 days from the student's last day of attendance for consideration of full credit of hours and coursework. Reinstatement Applications are reviewed by the Board of Directors on a monthly basis with consideration of the following: satisfactory progress at time of termination, clinic level, any disciplinary records and financial obligation to both the Department of Education and the College. Decision of the Board is final.

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High School Education and Equivalents

To qualify for admission at Capri Beauty College, a prospective student must be able to provide verifiable documentation to support that they have a high school diploma, recognized equivalency and/ or those who are beyond the age of compulsory school attendance in the State where the institution is located prior to being accepted. To meet that requirement, prospective students must:

- Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S high school diploma); or
- Have a recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate; or
- Have completed homeschooling at the secondary level as defined by state law; or
- Have completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
- Have successfully completed at least a two-year college-level program that is acceptable for credit towards a bachelor's degree or completion of an associate degree.

The school does not accept ability to benefit (ATB) students.

Validity of a High School Diploma

If the school or the Department of Education has any reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education, the school will proceed with the two-step validity process. The validity process requires:

The school would to check with the high school to confirm the validity of the student's diploma by collecting documentation from the high school that confirms the validity of the high school diploma, including transcripts or other written descriptions of course requirements, or written and signed statements by principals or executive officers at the high school attesting to the rigor and quality of the coursework at the high school;

If the high school is regulated or overseen by a state agency, Tribal agency, or Bureau of Indian Education, confirm with the relevant department or agency in the state in which the secondary school is located or obtain documentation from that agency that the secondary school is recognized or meets requirements established by that agency;

If the Secretary has published a list of high schools that issued invalid high school diplomas, the school will confirm that the high school does not appear on that list.

A high school diploma is not valid if it:

- Does not meet the applicable requirements established by the appropriate state agency, Tribal Agency, or Bureau of Indian Education in the state where the high school is located;
- Has been determined to be invalid by the Department of Education, the appropriate state agency in the state where the high school was located, or through a court proceeding; or
- Was obtained from an entity that requires little or no secondary instruction or coursework to obtain a high school diploma, including through a test that does not meet the requirements for a recognized equivalent of a high school diploma.

If the School is unable to determine validity of the high school diploma, the prospective student will not be accepted to the school.

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CAPRI PROGRAMS

Language: All Programs of Study are taught in English.

COSMETOLOGY

Cosmetology is the study of hair styling, makeup application, nail care, and skincare.

CIP Code: 12.0401 Certificate Awarded: Cosmetology

Basic Training…	150 Hours
Practical Chemical Application/ Hair Treatments	500 Hours
Hair Styling/Hair/ Hair Dressing	475 Hours
Shop management, Sanitation and interpersonal relations	200 Hours
Esthetics	85 Hours
Electives	35 Hours
Nail Technology.	55 Hours
	Total 1500 Hours

Education objectives

- ✓ To become a professional cosmetologist.
- ✓ To prepare students for an entry level job position.
- ✓ To build a solid basic understanding of cosmetology arts and science.
- ✓ To evaluate students on each phase of education, before attempting to advance.
- ✓ To prepare practically and theoretically to pass the State Board exam for state licensing.
- ✓ To motivate students through our example, this will be in the form of ethics, responsibility, human relations, appearance, communications, and education.

Admission Requirements

1. Have a high school transcript, or its equivalent, showing high school completion from a school recognized by the State's Board of Education providing secondary education or
2. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, this credential must be provided or
3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
4. If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
5. Students must be 16 years or older.

Admission Procedure

1. Applicant will have a campus visit.
2. Applicant will complete an Application for Admission;
3. Applicant will provide proof of identification; Driver's License, State ID, Passport, Passport Card or Birth Certificate.
4. Applicant will sign an enrollment agreement and pre-enrollment disclosure statements to acknowledge their understanding of enrollment terms, costs associated with school, and school policies
5. Applicant will pay registration fee.
6. Applicant will present copies of most recent educational qualifications showing high school completion.

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Transfer Students - Cosmetology

This school accepts transfer students and out-of-state students, upon presentation of proper credit hours, whose prior training was within the preceding 12 months from their school and by approval of the Illinois Department of Professional Regulations. Each applicant's transfer of hours/grades request is reviewed on a case by-case basis. If accepted, Capri Beauty College reserves the right to limit the hours/grades accepted. The transfer of credit will not impact the College's refund policy. The following admissions requirements must be met:

Admission Requirements

1. Have a high school transcript, or its equivalent, showing high school completion from a school recognized by the State's Board of Education providing secondary education or
2. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, this credential must be provided or
3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
4. If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
5. Students must be 16 years or older.

Admission Procedure

1. Applicant will have a campus visit.
2. Applicant will complete an Application for Admission;
3. Applicant will provide proof of identification; Driver's License, State ID, Passport, Passport Card or Birth Certificate.
4. Applicant will sign an enrollment agreement and pre-enrollment disclosure statements to acknowledge their understanding of enrollment terms, costs associated with school, and school policies.
5. Applicant will pay registration fee.
6. Applicant will present copies of most recent educational qualifications showing high school completion.

Internal Transfer of Credit for Prior Education

Students currently enrolled at any College owned by Capri Beauty College may apply for a transfer to a different schedule (day/night) and/or different location. The application for internal transfer may be requested by contacting the Admission Office during regular business hours; additional fees apply. During the transfer application period, the student must continue to attend his or her original class schedule and/or location, or if unable to do so, he or she may withdraw and re-enroll. Internal transfers will be granted based on space availability and at the discretion of the Campus Director.

Pivot Point Education

At Capri Beauty College, we proudly display the Pivot Point Legacy School logo throughout our campus. Pivot Point International is widely recognized and respected in the world of beauty for its educational systems and products. Presently, Pivot Point materials are printed in 13 different languages in 70 countries. With a global network of millions of designers, Pivot Point is the only hair and beauty education curriculum that offers:

- ✓ Education in 13 languages in more than 80 countries.
- ✓ The largest network of schools in North America.
- ✓ Over 60 years of experience educating hair designers.
- ✓ Advanced education to support a lifetime of learning.

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Phase 1: 250 Hours Basic Program Using your human hair manikin, a model or on each other under the supervision of a licensed instructor, the basic program covers introduction to shampooing, facial and scalp care, make up, hair color, chemical texture, curl reformation, ladies and men's hair sculpture, hair styling, air forming, thermal iron techniques, long hair styling, manicures, pedicures, competition training and salon success skills.

Phase 2: 650 Hour Course You will receive a floor orientation; class schedule and you will be assigned to a station on the clinic floor. You will be issued a promotion level sheet stating requirements in retail, client service, client request and overall productivity. All of this will aid you to fulfill your requirements for grades, Pivot Point certificates, promotion and your State Board exam. You will be able to track your appointments on the clinic computer and plan your goals to promote. You will return to the classroom for advance training in thermal styling, hair color, ladies and men's sculpture, salon success, chemical texture, hair extensions, spa services. When class is not in session, your classroom is the clinic floor. Progress Reports are available upon request. Your team coach will guide you monthly and assist you in attaining your goals.

Phase 3: 300 Hour Course Classes will focus on Illinois law, Salon Management and Branding in preparation for graduation and intern placement. The remainder of the hours will be spent on the clinic floor working on building a clientele. Attendance, grades and final exams will be monitored to prepare you for your internship placement. Internship is not mandatory, but is highly recommended. Capri Beauty College has many salons who will accept you as an intern for 150 hours of your program. You will also be taking various exams which are all required in subjects and Pivot Point Certificates.

Segment 4: 300 Hour Course Classes will be given in resume writing, chemistry, color theory, advance perm, final exam review. Any remaining hours will be spent completing clinic services or intern participation. Graduate final practical and written exams will conclude your program.

Class Size: Range in size from four to twenty.

Completion / Graduation, Transfer Out and Retention Rates *available on-line at: http:/capri.edu/students-right-to-know/*
Disclosures for certificate or degree-seeking, first time, full-time undergraduate students is available online.

Cosmetology Graduation Requirements
a. Complete 1500 clock hours. b. Pass a Freshman Final Written Exam within a minimum score of 75% and pass Freshman Final Practical Exams with a minimum combined score of 75% c. Pass an Intermediate Final Written Exam with a minimum score of 75% and pass Intermediate Final Practical Exams with a minimum combined score of 75% d. Pass a Graduate Final Written Exam with a minimum score of 75% and Pass all Graduate Final Practical Exams with a minimum score of 75% e. Complete Phase IV Progress Sheet with a minimum score of 85% f. Achieve a Level Four on clinic totals. g. Overall GPA 75% h. made satisfactory payment arrangements on any financial obligations to the school.

Cosmetology Licensure; qualifications - State of Illinois

(1) A person is qualified to receive a license as a cosmetologist who has filed an application on forms provided by the Department, pays the required fees, and:
   a. Is at least l6 years of age;
   b. Is beyond the age of compulsory school attendance or has received a certificate of graduation from a school providing secondary education, or the recognized equivalent of that certificate;
   c. Has graduated with 1500 hours in the study of cosmetology from a school of cosmetology

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approved by the Department; and

d. Has passed a written examination consisting of 100 multiple choice questions authorized by the Department to determine eligibility to receive a license as a cosmetologist.

e. has met any other requirements of the Act.

Cosmetology License Renewal

Cosmetologists licensed in Illinois are required to complete 14 CEU hours every 2 years.

TEACHER TRAINING PROGRAM

Total Hours 1000 CIP Code: 12.0413 Certificate Awarded: Cosmetology Teacher

Cosmetology Teachers provide students the opportunity to prepare, train and develop skills necessary to teach cosmetology or any practices related to the Cosmetology industry.

Objectives: 1) educate student teachers for the cosmetology teaching profession, through practical, theoretical and psychological application of applied basic knowledge and skills and to 2) prepare each student teacher to pass the State Board examination and to seek employment upon graduation.

Curriculum	Total 1000 Hours
Education Psychology……..…….…	20 Hours
Teaching Methods. ……..…..	20 Hours
Application of Teaching Methods ……..	150 Hours
Business Methods ……..……	50 Hours Post
Graduate Training ……..……..	500 Hours
Student Teaching ……..……	260 Hours

TEACHER TRAINING (Short Course)

Total Hours 500 CIP Code: 12.0413 Certificate Awarded: Cosmetology Teacher. Limited Offering

Curriculum Teacher Training Short Course Total 500 Hours

Education Psychology…..... 20 Hours

Teaching Methods..... 20 Hours

Application of Teaching Methods.....150 Hours

Business Methods.....50 Hours

Student Teaching.....260 Hours

Admission Requirements - Teacher Training and Teacher Training (Short Course)

1. Have a high school transcript, or its equivalent, showing high school completion from a school recognized by the State's Board of Education providing secondary education or
2. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, this credential must be provided or
3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
4. Current Illinois Cosmetology License.
5. Students must be 18 years or older.

Admission Procedure - Teacher Training and Teacher Training (Short Course)

1. Applicant will have a campus visit.
2. Applicant will complete an Application for Admission;
3. Applicant will provide proof of identification; Driver's License, State ID, Passport, Passport Card or Birth Certificate.
4. Applicant will sign an enrollment agreement and pre-enrollment disclosure statements to acknowledge their understanding of enrollment terms, costs associated with school, and school policies.
5. Applicant will pay registration fee.
6. Applicant will present copies of most recent educational qualifications showing high school completion.
7. For short course: Applicants must provide a: VE-COB (Verification of Employment/Experience).

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Transfer Student – Teacher Training and Teacher Training (Short Course)
This school accepts transfer students and out-of-state students, upon presentation of proper credit hours, whose prior training was within the preceding 12 months from their school and by approval of the Illinois Department of Professional Regulations. Each applicant's transfer of hours/grades request is reviewed on a case by-case basis. If accepted, Capri Beauty College reserves the right to limit the hours/grades accepted. The transfer of credit will not impact the College's refund policy. The following admissions requirements must be met:

Admission Requirements

1. Have a high school transcript, or its equivalent, showing high school completion from a school recognized by the State's Board of Education providing secondary education or
2. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, this credential must be provided or
3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
4. Current Illinois Cosmetology License.
5. Students must be 16 years or older.

Admission Procedure

1. Applicant will have a campus visit.
2. Applicant will complete an Application for Admission;
3. Applicant will provide proof of identification; Driver's License, State ID, Passport, Passport Card or Birth Certificate.
4. Applicant will Sign an official enrollment agreement.
5. Applicant will pay registration fee.
6. Applicant will present copies of most recent educational qualifications showing high school completion.

Class Size
Typical class size is two Teacher Training students per program and location.

Teacher Training and Teacher Training Short Course Graduation Requirements:
A student teacher will be considered a candidate for graduation when the following requirements have been met:

a) Complete required clock hours,
b) Complete a Lesson Plan Book with minimum score of 75%
c) Complete Progress Sheet with minimum final score of 75%
d) Pass a Final Exam with a minimum score of 75%
e) Overall Grade Point Average 75%
f) Made satisfactory payment arrangements on any financial obligations to the school.

Cosmetology Teacher Licensure; qualifications - State of Illinois

(a) A person is qualified to receive license as a cosmetology teacher if that person has applied in writing on forms provided by the Department, has paid the required fees, and:
(1) is at least 18 years of age;
(2) has graduated from high school or its equivalent;
(3) has a current license as a cosmetologist;
(4) has either: (i) completed a program of 500 hours

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of teacher training in a licensed school of cosmetology and had 2 years of practical experience as a licensed cosmetologist within 5 years preceding the examination; (ii) completed a program of 1,000 hours of teacher training in a licensed school of cosmetology; or (iii) completed the barber teacher training as specified in subsection (d) of Section 2-4 of this Act and completed a supplemental cosmetology course as established by rule;

(5) has passed an examination authorized by the Department to determine eligibility to receive a license as a cosmetology teacher;

(6) has met any other requirements of the Act.

Cosmetology Teacher License Renewal

Cosmetologist Teachers licensed in Illinois are required to complete **24 CEU hours** every 2 years to maintain licensure. An individual who receives a license as a cosmetology teacher is not be required to maintain an active cosmetology license in order to practice cosmetology as defined in the Act.

Disclosures on the Web

Visit: https://capri.edu/students-right-to-know/

A full version copy of the following disclosures may be viewed or downloaded from our web site at the URL listed above. Students may also request a paper copy from the Admission's Office.

Annual Security Report (ASR)

Published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the State of Illinois Campus Security Enhancement Act and Violence Against Women Act (VAWA). This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Capri Beauty College; and on public property within, or immediately adjacent to and accessible from university property. The report also includes institutional policies on campus security policies concerning alcohol and drug use, crime prevention, the reporting of crimes and other matters.

Crime Victim Rights in Illinois – Printable Brochure
Code of Conduct for Education Loans – Printable Document
FA Rights and Responsibilities – Printable Document
Loan Disclosures – Printable Document
Not Alone – Online resource center supported by the Office on Violence Against Women.
Return of Title IV Funds & Course Cancellation – Printable Document
Satisfactory Academic Progress Policy – Printable Document
General Disclosures for Enrolled and Prospective Students – Printable Document
Student financial Aid Rights & Responsibilities– Printable Document
Transfer of Credit Policies – Printable Document

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General Information

Absent Hours: Overtime & PTO

Every scheduled hour missed is recorded as absent. Some absent hours carry a fee (Overtime Hours) and others are Tuition Free for Personal Time (PTO Hours). Five percent of Program hours (i.e. Cosmetology = 75 hrs.) are allowed for PTO. These tuition free absent hours are for every reason: student illness or injury, vacation, personal or family matters, calling hours, late arrivals, weather, traffic, etc.

Accreditation

Capri Beauty College is Accredited by the National Accrediting Commission of Career Arts and Sciences, Inc. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via Distance Education

State License

Illinois Department of Financial and Professional Regulation issued and recognizes Capri School of Beauty Culture, Inc. (D/B/A Capri Beauty College) as a Cosmetology School. 555 W. Monroe St.5th Floor Chicago, IL 60661 and 320 W. Washington, Springfield, IL 62786. Phone: (800) 560-6420.

Accreditation & Licensure Review Procedure: Request must be made in writing to the Campus Director. Documents will be made available for review within five business days.

Associations

Capri Beauty College is also associated with: American Association of Cosmetology Schools (AACS) Cosmetologists Chicago (CC), Cosmetologists Illinois (CI), Cosmetology Educators of America (CEA), Illinois Assn. of Cosmetology Schools (IACS), Pivot Point International.

Attendance Policy

FAME Time Tracker is used to record official hours. Students must have an IOS Device with a QR Code reader. Capri Beauty College does not edit hours unless there is a time clock failure or for Intern/off campus hours. Student will receive credit for hours only after they have punched in and out. Hours are credited in 15-minute increments. Absent hours must be made up in order to reach 1500 total hours. Absent hours over the allowed 5% carry a fee. Every day absent delays the graduation date. Attendance Minimum is defined as 80%. **"Tardy"** is marked seven minutes after scheduled start time. Consecutive tardiness may result in suspension. **"Late Arrival"** starts 15 minutes after scheduled start time. Students will be asked to leave if they do not punch in prior to the "Late Arrival Mark". Breaks: Two 15min. breaks are allowed; one in the A.M. and one in the P.M. 30 min. break is allowed for lunch or dinner according to schedule. For further detail of attendance requirements, see Satisfactory Academic Progress Policy.

Approved Late Arrival with Absent Hours

Student may be allowed to attend classes after the Late Arrival period, within reason and with verifiable documentation ie: doctor or aid appointment, mandated court appearance, or public transportation. All other unforeseen circumstances will be evaluated on a case-by-case basis. Student may not be allowed to attend classes if documentation is not viewed by Admissions. Absent hours are calculated prior to arrival.

Leave Early

Request to leave prior to the end of a scheduled day must be made in writing through designated attendance personnel. Upon receipt of the fourth leave early requests a verbal and written warning will be issued. The fifth leave early request will be declined and may be subject to one day out of school suspension. Leaving

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early and out of school suspensions are subject to absent hours. Mitigating circumstances apply such as medical, court, and public aid meetings. Documentation must be presented the day following a leave early for consideration of mitigating circumstances. Students who leave campus without notification are subject to disciplinary step process.

Leave of Absence

An authorized leave of absence (LOA) for R2T4 purposes is a temporary interruption in a student's program of study LOA refers to the specific time period during a program when a student is not in attendance and must meet certain conditions deemed appropriate by the school to be counted as a temporary interruption in a student's education. Appropriate conditions may include: long-term illnesses of the student, student's child, maternity, national, state or local pandemic, or other reasons deemed legitimate by the school and which can be substantiated in writing. The period of time for which a student has been approved shall be excluded from the maximum time frame in which an individual student will be expected to complete the program. The student shall return with the same progress status with which he/she left. Contact: admissions@capri.edu for complete policy details and/or to request a Leave of Absence Form.

Make-up Hours

Capri Beauty College allows supervised instructional time outside of the student's contracted attendance schedule, or outside of the published school day, for students to work on academic requirements, practical projects or client services, in a determination of clocked time for that day. Make-up hours are not guaranteed, must be requested and pre-approved prior to clocking in or remaining after scheduled time.

Ban on Recruiter Compensation

Admission Recruiters will not receive or accept any payment or financial benefit as compensation for student enrollment. Also visit capri.edu for Title IV Code of Conduct.

Bereavement

Capri Beauty College will exclude up to two (2) scheduled class days from calculation of overtime charges to a student who provides documentation of the death of an immediate family member to Capri Beauty College Management. For the purposes of this policy, an immediate family member is defined as one of the following individuals: parent, spouse, child, sibling, or grandparent.

Book &Equipment List

The tools of your trade must be kept in a sanitary, working order. Students are expected to have their equipment available while earning credit for graduation. Once equipment is issued to the student it becomes your personal property and should be monitored. Personal styling tools, implements, caddies, or cases not issued in your school kit may not be used at Capri Beauty College. Capri Beauty College is not responsible for lost or stolen items. Items subject to change.

Hair Goods
8 Piece Manikin System by Pivot Point including:
2 Head forms (light and dark)
2 Long Hair snap caps
1 Rectangle snap cap
1 Natural snap cap
1 Female long hair manikin.
1 Male Bearded manikin.
Pivot Point Text Books

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1 Pivot Point Fundamentals Study Guide
1 Pivot Point Fundamentals Life Skills
1 Pivot Point Fundamentals Science
1 Pivot Point Fundamentals Business
1 Pivot Point Fundamentals Client-Centered Design
1 Pivot Point Fundamentals Sculpture
1 Pivot Point Fundamentals Hair Design
1 Pivot Point Fundamentals Long Hair Design
1 Pivot Point Fundamentals Wigs & Hair Additions
1 Pivot Point Fundamentals Color
1 Pivot Point Fundamentals Perm & Relax
1 Pivot Point Fundamentals Skin
1 Pivot Point Fundamentals Nails
1 Pivot Point LAB Access Code
Tools & Implements
A complete list is available through the admission department.

Career Opportunities Available on-line at http://www.onetonline.org

For job analysis and a detailed description of the world of work, visit O* Net Online. The following are some of the examples of career opportunities available to you upon the completion of the Cosmetology or Teacher Training courses.
*Salon Opportunities***:** Hair Designer, Color Specialist, Nail Technician, Salon Owner.
*Travel Opportunities***:** Platform Artist, Competition Designer, Private Consultant.
*Theatrical Opportunities***:** Theatre, TV/Motion Picture Designer, Celebrity Designer.
Scientific Opportunities: Manufacturer's, Representative, Research Assistant.
Educational Opportunities: Teacher, Education Director, School Owner, Educational Consultant.

Cell Phones or Other Devices
The possession and use of a cell phone or other electronic devices are welcomed at Capri Beauty College according to the following guidelines:

1. Welcomed on breaks and only in approved locations (break room, outside, atrium patio).
2. Set to "silent" and kept out of sight in an inconspicuous location, such as a backpack, purse, or locker.
3. Only used in the classroom or clinic when part of the instructor's lesson activities.
4. Prohibited in restroom facilities.

Student will be asked to punched out (with absent hours) for the day if unwilling to comply.

Clinic Services
Capri Beauty College, as part of its educational program and on school premises, offers cosmetology services to the public, through a student clinic, as a means of providing students with practical experience. Services shall be provided by students working under the supervision of one or more teachers. Students shall receive no compensation, including tips, but shall receive credit for hours worked towards the 1500-hour education requirement.

Counseling Services
Capri Beauty College will help you find the right services for your individual needs. Please speak with the Title IX Coordinator or Campus Director who will provide direction and resources.

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Credit Balance Policy /Time frame for paying FSA credit balances

An FSA credit balance occurs whenever the school credits FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. If FSA disbursements to the student's account at the school create an FSA credit balance, the credit balance will (1) be held on the student's account as a credit if authorization is given in writing by student or parent or (2) be paid directly to the student or parent as soon as possible but no later than 14 days after:

- The date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period, or
- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

The law requires that any excess PLUS Loan funds be returned to the parent. Therefore, if PLUS Loan funds create a credit balance; the credit balance would have to be given to the parent. However, the parent may authorize Capri Beauty College (in writing or through StudentLoans.gov) to transfer the proceeds of a PLUS Loan credit balance directly to the student for whom the loan is made (for example, to a bank account in the student's name).

A school may not require a student to take any actions to obtain his or her credit balance. It is the sole responsibility of the school to pay, or make available, any FSA credit balance within the 14-day regulatory time frames. Notwithstanding any authorization obtained by the school, the school must provide the student with any remaining FSA credit balance resulting from FSA loan funds by the end of the loan period and any other FSA program credit balances by the end of the last payment period in the award year for which the funds were awarded.

Capri Beauty College will pay a credit balance to a student by issuing a check payable to the student or parent. The school is considered to have issued the check on the date that it:

- Mails the check to the student or parent within the 14-day time frame.
- Student or parent have the right to cancel FSA funds during the 14-day time frame, in writing to the financial aid office here: Capri Beauty College Attn: FA Office 1938 E. Lincoln Hwy. New Lenox IL 60451.
- Student or parent have the right to cancel the authorization to hold a credit balance at any time, in writing, and have a check mailed within 14-days of notification.

Credit for Previous Work

Credit for previous work experience may be granted. Such a grant of credit is at the discretion of Capri Beauty College. This credit will shorten the length and cost of the program proportionately. Credits earned from Capri Beauty College may not transfer to another school.

Calculation of Overtime Charges

At the time of enrollment, students sign a contract which outlines the number of hours allowed for absences during the course of enrollment. This number represents 5% of the total program hours. On occasion, a student exceeds the number of allowed absences. Upon reaching the scheduled program hours, as tracked on the student's official Progress Report/Report Card, a student may continue in the program as long as the following two conditions are met:

1. Projected completion is within maximum time to complete the course as outlined on Enrollment Agreement. 2. Fees are paid for the remaining instructional hours at the hourly rate stated on the Enrollment Agreement when charged to the tuition ledger. Enrollment may be terminated without payment or a contracted payment plan. Official Transcripts/Certificates are not released without satisfying all financial obligations. Note: Paying Overtime Charges with Title IV funds is prohibited. Absent Hours allowed, without charge, for traditional enrollment agreements: Cosmetology = 75 hours, Teacher Training = 50

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hours, Teacher Training (short course) = 25 hours. Non-traditional enrollments include Transfer & Teach-out Agreements and are calculated on a case-by-case basis.

Calculation of Overtime Charges due to Unusual Circumstances
When a student experiences an unusual circumstance such as major medical illness or death in family, an *Overtime Discharge Form 15C* should be requested from the Campus Director. The *Form* and verifiable documentation, should be submitted to the Campus Director who will send to the Board of Directors. Student will be notified writing of the decision to honor the request. Decision is final and not subject to appeal.

Calculation of Overtime Charges in relation to Make-up Hours
On occasion and with Manager approval or above, a student may attend class on a schedule that is not part of their contracted enrollment agreement. Hours attended are tracked as Make-up Hours and will reduce the student's overall absent hours and potentially bring the student back in line with the number of allowed absences. The College's record management system displays both absent hours and make-up hours on the Progress Report/Report Card but calculates the difference in the overall scheduled hours, percent of attendance and revised graduation date. Student interested in knowing their exact number of absent hours to date, can subtract make-up hours from total hours manually. Make-up hours are not guaranteed.

Calendar
A School Calendar is updated annually and

Conflict Resolution – Grievance Procedure (see Appendix B for a Grievance Procedure & Form)
Students are encouraged to follow Capri Beauty College's procedure for resolving conflicts: First, discuss your problem with your instructor. Second, if there is no resolution, talk to the Manager. Finally, if the situation is not resolved, address your complaint in writing to the Campus Director. A grievance form is available in the Main Office and in Appendix B of this catalog. Note: Outside party involvement (parent/spouse) may participate in resolution only when the conflict cannot be resolved by the Campus Director. FERPA applies.

Copyright Infringement
Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities Those found guilty of infringing the exclusive rights of a copyright holder by copying or making use of a creative work without the author's permission may have to pay substantial monetary damages and other fines, and, in some cases, may even be looking at criminal sanctions

Disbursement of Books and Supplies for Pell Eligible Students
A Federal Pell Grant eligible student, with a valid Institutional Aid Report on file with the College may purchase, by the seventh day of a payment period, the books and supplies required for the payment period by clarifying their intent to used HEA program funds at the time of registration if, 10 days before the beginning of the payment period:
(1)(a) The College could disburse the title IV, HEA program funds for which the student is eligible; and
(b) Presuming the funds were disbursed, the student would have a credit balance.
(2) The amount the College provides to the Federal Pell Grant eligible student to obtain for purchase books and supplies is the lesser of the presumed credit balance or the amount needed by the student, as determined by the institution. (3) The Federal Pell Grant eligible student may opt out of the way the institution provides for the student to obtain or purchase books and supplies. (4) If a Federal Pell Grant eligible student uses the way provided by the institution to obtain or purchase books and supplies, the student is considered to have authorized the use of title IV, HEA funds and the institution does not need to obtain a written authorization.

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Disciplinary, Policies & Step Procedures

Preventive Discipline

Capri Beauty College's process for handling student behavioral problems is progressive *Step Discipline Procedure* that is consistently and fairly applied. The basis for such a process is a clear set of rules that students are required to follow. While the intent of discipline is to be positive and corrective, it nonetheless is still discipline.

Step 1: Verbal Warning

In most situations involving conduct or performance problems, a verbal discussion of the problem will be held between the student and the instructor. The student will be advised that a written warning will follow if the conduct continues. Following such discussion, the student may be required to sign an acknowledgment that he/she has been verbally warned.

Step 2: Written Warning

If the student's conduct or performance does not improve following a verbal warning, the student may be given a written warning. After receiving the written warning, the student will be required to sign an acknowledgment that he/she received the written warning. Certain performance or work habit problems will result in a written warning being issued without a Step 1 verbal warning.

Step 3: Probation/Suspension

If the student's conduct or performance does not improve following a written warning, the student may be placed on probation or suspended. A probation period is generally 30 calendar days long and 3 calendar days for suspension; however, circumstances may dictate a longer or shorter period. During the probationary/suspension period, the student and Director will meet to evaluate the performance or conduct issues. At times, a severe conduct or performance issue may require immediate probation/suspension without verbal or written warnings as outlined in Steps 1 and 2, above.

Step 4: End of Probationary/Suspension Status

If the conduct or performance problems that caused the probationary/suspension status are resolved by the end of the period, the student will be removed from probationary/suspension status. If the conduct or performance problems that caused the probationary/suspension status resurface before the end of the period, the student will be terminated.

Suspension by the College

Capri Beauty College reserves the right to suspend or expel a student from school for any of the following infractions:

1. Failure to follow classroom rules
2. Non-payment of tuition
3. Attendance below 75%
4. Refusing a client or to participate in education directed classroom or clinic activities.
5. Excessive tardiness, absences, or failure to return from scheduled breaks.
6. Code of Conduct & Human Relation Violations
7. Violations outlined in Capri Beauty College's Sexual Discrimination, Harassment and Misconduct policy.

Termination by the College

Student may be expelled by a Director of the School for one or all of the following reasons:

A. Non-Payment of Tuition
B. Absence for 30 consecutive days without notification and approval
C. On Campus Alcohol, Substance Abuse, theft, possession of a weapon, destruction of property
D. Code of Conduct & Human Relation Violations, threats to campus safety

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E. Academic dishonesty: plagiarism, cheating on tests, falsifying hours/requirements, or forgery
H. Attendance Rate below 70%
I. Violations to the Clery Act, the Illinois Campus Security Enhancement Act or the Violence Against Women Act
J. Violations outlined in Capri Beauty College's Sexual Discrimination, Harassment and Misconduct policy

Termination/Suspension Appeal Process: In all cases, the student involved may appeal the decision of the Director in writing to the Executive Board within five days of notice of the Director's decision. The decision of the Executive Board, who may approve, modify or reverse the decision of the Director, is final. Notification will be mailed to the student within 30 days of notice.

Classroom & Clinic Rules

Stated here is a list of daily classroom & clinic rules. Students must also follow Regulations and Policies as started on Enrollment Agreement and School Postings. Failure to follow may result in suspension or termination.

1. Wear full uniform prior to clocking in. Clock in and out daily to earn hours; Capri Beauty College does not clock students in or out.
2. Absences must be reported to the office daily no later than 15 minutes after scheduled start time.
3. Standard approved textbooks and equipment required at all times. No borrowing of materials will be tolerated. No outside products or equipment allowed.
4. Students will be held responsible for their own equipment and personal property.
5. No personal items allowed at stations or desk.
6. Respect the learning process of other students.
7. Official Dress Code must be observed daily. Good personal hygiene, sanitation and sterilization of tools should be practiced daily. Students wearing soiled uniform will not be admitted to a classroom.
8. For safety reasons, keep your work area clean; wipe up spills and monitor hot or sharp tools which may harm another student or client.
9. Lockers to be evacuated within ten days after last day of attendance.
10. Follow the Code of Conduct & Human Relations Policy.

Code of Conduct & Human Relations Policy

Preparing for a career in the salon industry includes coursework in *Human Relations* which is defined as "the psychology of getting along with others". Expecting a student to be courteous and polite is part of Capri Beauty College's career training objective. For guidance, Capri Beauty College includes *Professional Development* and *Salon Success* classes as part of the curriculum, faculty and staff demonstrate professional interactions for students to emulate, and guidelines to *Human Relations* are outlined by location, speech and physical:

1. Location: Capri Beauty College identifies the following locations where students are expected to uphold professional human relations: Inside College owned buildings or rental spaces, outside on campus parking lots and off-campus events or internship site.

2. Conduct Related to Speech: includes the lewd and obscene, the profane, the libelous, and the insulting or "fighting" words — those which by their very utterance inflict injury, fear, threat or incite an immediate breach of the peace.
3. Conduct Related to Physical with Zero Tolerance: Acts of violence, both verbal and/or physical, destruction of property, threats to campus safety and/or violation of The Clery or Violence Against Women Act (VAWA) may be subject to suspension or termination without a disciplinary step process.

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Dress Code
Capri Beauty College's everyday dress code is easy to follow and wear; all black top, pants, and shoes, along with a school issued nametag & styling apron. Upon registration, students receive a handout detailing the dress code.

Employment& Employment Assistance:
Capri Beauty College does not guarantee employment. Employment assistance is made available during Resume, Interview and Internship classes where students learn the skills necessary to begin the job search. Salon job opportunities are posted on campus and through the Career Service Coordinator. Students may also pick-up a Career Services Brochure from the Main Office.

Employment & Intern Sites: Insert 1B view online: https://capri.edu/education/school-catalog/

Faculty & Admin. Staff – Catalog Insert 1D. View online: https://capri.edu/education/school-catalog/

Family Educational Rights and Privacy Act (FERPA)
A student who is of majority age has the right to: Inspect and review the student's education records within 45 days of the day the college receives a request for access. Request the amendment of the student's education records that the student believes are inaccurate or misleading. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required if the disclosure meets certain conditions. A few exceptions are: College employees who have a legitimate need to know, parents or guardians of dependent minors as defined by the IRS Code, Persons who need to know in cases of health and safety emergencies, Accrediting Organizations to carry out accrediting functions, Appropriate parties in connection with financial aid to a student, Federal, State and local governmental officials for purposes authorized by law, or other schools to which a student is applying or transferring.

For a copy of FERPA visit: www.capri.edu/students-right-to-know

FERPA Complaint Procedure
Parents & eligible students who need assistance or wish to file a complaint under FERPA or PPRA should do so in writing to: Family Policy Compliance Office Us Dept. of Education 400 Maryland Ave SW Washington, DC 20202

FERPA & Disclosure without Consent
Capri Beauty College refrains from disclosure or release of information over the telephone regardless of the situation or relation to the student. Interested parties (parents/family members) are encouraged to have the STUDENT book an appointment with the Manager or Director. During the appointment, a *Consent to Release Information* will be signed by the student and questions will be answered.

Grievance Procedure & Form – See Appendix B

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Grading and Types of Tests.
75% is considered "Making Satisfactory Academic Progress" on evaluations. Students are evaluated on grades (written and practical) and clinic services. Instructors use a variety of testing methods: 1) multiple choice, 2) true/false, 3) matching, 4) short answer, 5) essay, 6) oral, and 7) computational.

Grading Scale
G.P.A Expected Levels of Performance
95%+ High Academic Honors
90-94% Academic Honors
85-89% Above Average
75-84% Average
Below 75% Unsatisfactory

Holidays & School Closure
Capri Beauty College observes the following legal holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas Break from Dec 24-26th. Weather related school closings are posted at capri.edu by 7:00 a.m.

Health, Physical & Safety Requirements of the Industry
It is good practice to have a physical prior to enrolling at school and discuss your career choice.
In addition to your general wellness, you may want to discuss allergies, color blindness, and the ability to stand for long periods of time. Allergies: You will be exposed to cosmetic products such as; shampoo, makeup, latex, hair spray, gel, nail polish removers, cleaning supplies and chemicals used to color/highlight/perm and or chemically relax hair a just a few examples. People who are sensitive to these types of products may suffer severe reactions or become ill if they inhale, splash, or have direct hand, skin, mouth or eye contact with products used in the school or a professional salon. Color Blindness: Partial or total inability to see colors may keep a person from becoming a cosmetologist. Standing: All cosmetologists are required to be on their feet for long periods of time. It is recommended you consider the condition of your back and feet for strain could be a problem. Capri Beauty College recommends footwear with good support and a skid-resistant sole.

Housing
Off campus housing is not available through the college.

FTC Standards for Safeguarding Customer Information
Privacy Policy provided online: https://capri.edu/privacy/

Insurance
Health: Dependent Student's covered under their Family Insurance Plan may request an Enrollment Certification Letter from the Office or on –line at capi.edu. As a Nationally Accredited College, Capri Beauty College's program should be approved by your Insurance Company for continued coverage while enrolled at least full-time at Capri Beauty College. Note: Capri Beauty College does not offer health insurance plans to students. All students should carry personal health insurance. Students are NOT considered employees of the school and not covered under Workmen's Compensation. Self-inflicted injuries such as, but not limited to: cuts, scrapes, burns are not covered under Capri Beauty College's range of liability. Personal Property: Personal property must be kept safe by the student. Capri Beauty College assumes no responsibility for loss, damage or theft of personal property while on campus, at intern sites or school sponsored events.

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Internship Program
At 1300 hours, eligible students may participate in a State Approved Intern Program. The program allows 150 hours of the 1500-hour program to be spent in a registered salon. Students earn credit in hours and practical services under supervision of a licensed stylist. By law, Internships are unpaid. All Code of Conduct, Regulations & Policies of Capri Beauty College apply to the internship setting. Students may request application and information from the Campus Director.

Licensing Requirements to Obtain Employment - *View details under Course Offerings*
Upon completion of graduation requirements and payment of all monies due to the school, the student will receive a certificate, official transcript and instructions for State Board filing. Fees charged by State Board Testing Agencies are not covered in tuition and fees charged by Capri Beauty College and must be paid by the student. For a copy of the ACT, licensing, rules & limitations and applicable fees for State Board Testing visit: http://www.idfpr.com/PROFS/Info/cosmo.asp

Licensing & Requirements Set Forth by Employers:
Before you begin your job search, it is recommended that you prepare a Resume and obtain knowledge on general interview procedures. Prior to the graduate level, all Capri Beauty College students participate in classes that cover these basic topics. In addition, Illinois State Law requires proof of filing for the State Board Examination in order to work in the field. This means, your employer may ask you to provide a copy of the confirmation number emailed to you from the State as proof of completing the application process. Once filed, you may work unlicensed until the day of your Examination. If you pass, congratulations! You may continue to work and will be required to display your license at your place of employment. If you fail, you must stop working and cannot work until you retake the Examination (you may not work in the interim).

Lockers
The ownership of the locker is retained by the school and not responsible for its contents. The school retains the right to inspect and search lockers at any time and under any circumstance. School authorities shall not grant the right of searching students' lockers to police or authorities unless a valid search warrant has been obtained or such permitted search is otherwise permissible under the law. Students are encouraged not to share school locker/s with others and keep locked at all times. Graduated, Withdrawn or dropped students must evacuate school locker/s within 7 days from last date attended. After day 7, locker contents are discarded. Capri Beauty College is not responsible for lost or stolen items.

Logo
The College name and logos, and all related names, logos and service names, designs and slogans are proprietary to Capri School of Beauty Culture, INC. unless otherwise clearly specified in writing. You may not use such marks without the prior written permission of the Company.

Make-Up Course Work due to Absence:
Legitimate, reported absence from school, may be marked as “excused” (with absent hours) and entitle student for make-up course work for full credit upon return. Unreported absences are unexcused without the opportunity to makeup work. Make-up work must be complete during the same phase of education.

Make-Up Course Work due to Failure:
Unless the student’s overall grade point average is below 75% make up course work is not required. Retest maximum grade is 75%.

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Parking
West lot behind Atrium Point is for students. For safety reasons, store all personal items in your trunk. Do not leave purses, bags, phones in your vehicle. Capri Beauty College is not responsible for vehicles or its contents

Paying for College

Upon enrollment, the tuition, book & equipment fees are due and payable in full. However, at the option of the College, fees may be paid according to a pre-arranged payment schedule on the Enrollment Agreement.

Methods and Terms of Payment
Payment of monies include: cash, check, money order, credit card, debit card, Title IV funds, and scholarships. Scheduled payments that are five or more days late are subject to a late charge of $20.00. Checks returned for non-sufficient funds will be charged a Non-Sufficient Funds fee of $15.00.

FAFSA on the web**: fafsa.ed.gov** The Federal Direct Loan Website is: **htttp://www.dl.ed.gov** *Contact Information*: Financial Aid Counselors are available on campus at Capri Beauty College. For an appointment, contact the Admissions Department: Application deadline: May 1st.

Federal Student Aid & Budgets: The federal government though it's Department of Education has Federal Monies to aid qualifying students. Once a valid application is processed and submitted to the College, an award will be determined which may include **State Assistance Grants** (Pell Grants) Federal Student Loans and Federal Parent PLUS loans. The Director of Financial Aid calculates loan budgets every other academic school year using periodic student surveys, local housing/rent data and gas prices. Allowable costs include: tuition & fees, books, supplies, loan fees, housing and food, transportation and maintenance.

Federal Student Aid: Unusual and or Special Circumstances
There are unique situations where a financial aid administrator at Capri Beauty College will need to exercise discretion to make appropriate, reasonable adjustments to reflect a student's situation more accurately and modify data used to calculate the Student Aid Index (SAI). Any student may request professional judgment based on Special Circumstances, Unique Circumstances or both. All requests will be documented by a financial aid administrator whom may either approve or deny a student's request for an adjustment. Special Circumstances refer to the financial situations that justify an aid administrator adjusting data elements in the Cost of Attendance or in the SAI. Some examples include but are not limited to: change in employment status, income, or assets; change in housing status (e.g., homelessness); tuition expenses at an elementary or secondary school; additional family members enrolled in college; medical, dental, or nursing home expenses not covered by insurance; child or dependent care expenses; severe disability of the student or other member of the student's household; and other changes or adjustments that impact the student's costs or ability to pay for college. Unusual Circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abuse, abandonment, or incarceration), more commonly referred to as a dependency override.

Federal Pell Grant
The Federal Pell Grant is an award of money to help first time undergraduate students pay for their education. This type of aid does not have to be paid back; however, students must qualify, and remain eligible at each payment period according to the College's Satisfactory Financial Aid Policy.

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Federal Direct PLUS Loan
The Federal Direct PLUS Loan is for parents who wish to borrow money to help pay for their child's education. This loan provides additional funds for educational expenses and is available directly from the Federal Government. This loan is approved based on credit worthiness, not on need. The maximum amount of PLUS Loan per academic year is found using the formula: Total need in dollars minus other financial aid received.

Federal Stafford Loans are low interest loans for qualifying students. Loans are made directly by the Federal Government. The maximum amount of Federal Subsidized Stafford Loan per full academic year is $3,500.00. The maximum amount of Federal Unsubsidized Stafford Loan: dependent student: $2000.00, independent students: $6,000.00 per full academic year. Loans must be repaid. Visit **studentloans.gov** for repayment information.

Before a Direct loan will be disbursed, the College ensures that entrance counseling is conducted online at studentloans.gov. One of the borrower's obligations is to participate in Exit Counseling. This is also available at studentloans.gov and one-on-one with the financial aid office before the student leaves the College. Interest rates and repayment schedules are available upon request. This information may be found on the Federal Direct Loan website, and in the *Students Guide to Federal Financial Aid Programs*. This pamphlet is published by the United States Department of Education.

Fee Waiver Policy
Income-eligible students may qualify for a *Registration Fee Waiver*. To apply, request a *Registration Fee Waiver Form* from the admission department during the interview or prior to registering for class. To be considered for a waiver, the *Registration Fee Waiver* form must be authorized by the student's high school counselor, dean of students, principal or case worker. Student must meet at least one of the following:

- Student has received or is eligible to receive an ACT or SAT testing fee waiver.
- Student is enrolled in or eligible to participate in the Federal Free or Reduced-Price Lunch program (FRPL).
- Student's annual family income falls within the income Eligibility Guidelines set by the USDA Food and Nutrition Service.
- Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- Student's family receives public assistance.
- Student lives in federally subsidized public housing, a foster home or is homeless.
- Student is a ward of the state or an orphan.

The *Waiver Fee* form must be submitted with the application for admission and is valid only for the start date indicated on the application for admission. Final approval will be determined by the Office of Admission.

Financial Aid Disbursement Procedure
Once eligible, Federal funds are credited electronically to the student's tuition ledger, according to the payment period end marks as defined in the Satisfactory Progress Policy. A paper receipt, identifying aid type and amount, is issued to the student. If the student or parent borrower wishes to cancel all or a portion of a loan, he or she must inform the school. A school must return the loan proceeds, cancel the loan, or do both, provided that the school receives the loan cancellation request within the following time-frames: the school obtains affirmative confirmation from the student, by the later of the first day of a payment period or 14 days after the date the school notifies the student or parent of his or her right to cancel all or a portion of a loan. Credit Balances are mailed to the address on file.

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Industry & Institutional Scholarships
Industry and College sponsored scholarship opportunities are available from the Admissions Office.

Self-Certification – Truth in Lending Act
The school is required on request to provide a self-certification signed by the applicant before disbursing a private education loan. The form or the required information is only for students admitted or enrolled at the school.

Verification
Some student financial aid applicants will be selected for a process called verification. Capri Beauty College identifies the students selected for verification during the financial aid application process by viewing the FAFSA output document called the Institutional Student Information Record (ISIR). Capri Beauty College verifies all applicants selected through the random process as well as others. Upon identification, Capri Beauty College will notify, in writing the documentation required for verification and timeframe for return. It is the responsibility of all students chosen for verification to submit the required verification documentation. Should there be discrepancies in the information provided by the student or parent, the Financial Officer will notify them that additional information may be required to resolve the conflict. Based on signed documentation provided by the student or parent, the Financial Officer will submit any required corrections. Students, who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds cancelled. Capri Beauty College considers the student to be the responsible party for providing information and completing the verification process. Students can complete the verification process with the Financial Officer who will enter the corrections (if needed) into the Central Processing System and inform the students of any changes in eligibility. Students selected for verification of Identity/Statement of Educational Purpose is required to present documentation to one of the following institutionally authorized individuals: Amy Ruff or Nedina Ochoa. Individuals who provide false or misleading information on the FAFSA to obtain Federal student aid will be referred to the Office of Inspector General by the school.

Protests and Demonstrations Policy
The right of freedom of expression at Capri Beauty College includes peaceful protests and orderly demonstrations. At the same time, the College recognizes that the right to protest and demonstrate does not include the right to engage in conduct that disrupts the College's operations or endangers the safety of others. All people participating in protests and demonstrations are expected to provide a form of government issued identification upon request from a College official. Furthermore, a protest or demonstration that significantly disrupts the operations of the College or fails to adhere to building closures may lead to arrest and prosecution for violations of City ordinances or State or Federal statutes. "Disruptive conduct is conduct by any member of the College community that substantially obstructs, impairs, or interferes with teaching, study, practical service, or administration of the College. Any member of the College who engages in disruptive conduct will be subject to disciplinary action.
Disruptive conduct includes but is not limited to (1) obstruction, impairment, or interference with the College sponsored or authorized activities or facilities in a manner that is likely to or does deprive others of the benefit or enjoyment of the activity or facility and (2) use or threatened use of force against any member of the College community and directly bears upon the member's functions within the College".

Return of Title IV Funds

When a student applies for financial aid, the student agrees that financial aid funds will be used for educational purposes only. Therefore, if a student withdraws before completing their program, a portion of the funds received may have to be returned. Capri Beauty College will calculate the amount of financial aid to be returned to the Title IV, HEA programs according to the policies listed below.

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Return of Title IV (R2T4) Policy

This policy applies to students who officially withdraw, unofficially withdraw, or are dismissed from enrollment at Capri Beauty College. The Federal Return of Aid Policy is mandated by the U.S. Department of Education. The amount of Title IV (federal) aid earned is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs. Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

Timeline for Returning Title IV Funds

Capri Beauty College will return any unearned Title IV funds it is responsible for returning within 45 calendar days of the date Capri Beauty College determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within 30 calendar days of that date.

When a student is Considered a Withdraw for R2T4 funds:

The student is considered to have withdrawn from a payment period or period of enrollment if:
the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

A. *Official Withdrawal Process*

If a student wishes to withdraw from school, they must notify the Financial Aid Officer of the school. The notification must be in writing. The date the notification is received is the date of determination. The Financial Aid Officer must begin the withdrawal process. The withdrawal date would be the student's last day of physical attendance (LDA). For purposes of returning title IV funds, refunds will be made within 45 calendar days from the LDA. Notification of Withdrawal Form: https://capri.edu/forms/withdrawal/

B. *Unofficial Withdrawal - when absences are treated as a withdrawal*.

In the case of unexplained consecutive absences, the school will determine withdrawal no later than 14 days after the students last date of physical attendance as determined by the school from attendance records. This date (day 14) is recorded as the date the school determined that the student withdrew. For purposes of returning Title IV funds, refunds will be made within 45 calendar days from the date the school determined the student withdrew. If the student provides notification to the school of his or her withdrawal prior to the date that the school normally would determine that the student withdrew, the date of determination is the date of the student's notification.

C. *Expelled Student*

The student that is expelled by the school is considered to have not completed all the clock hours and weeks of instruction time in the payment period or period of enrollmnent that the student was scheduled to complete. The LDA is the date the school will use to determine termination. For purposes of returning title IV funds, refunds will be made withing 45 calendar days from the LDA.

Determining Aid Earned

To determine the amount of aid you earned up to the time of withdrawal, Capri Beauty College will calculate the percent of scheduled hours earned in the payment period. The resulting percentage is then used, along with your institutional costs and total federal funds that you received (funds that were disbursed directly to your student account and possibly refunded to you) or that you were eligible to receive (disbursement owed) to determine the amount of aid that you are allowed to keep.

Order of Return

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 funds is retracted in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan

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3. Direct Plus Loan
4. Pell Grant

After the Return of Aid has been completed it may result in the student owing for tuition that was once awarded from Title IV Aid. In addition, the student may be required to refund monies back to the Title IV Program.

Withdrawal Before 60% Point of the Payment Period

Capri Beauty College must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point of scheduled hours earned in the payment period of enrollment. The College will use the U.S. Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal.

Withdrawal After 60% Point of the Payment Period

For a student who withdraws after the 60% point of scheduled hours earned in the payment period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Thus, there are no unearned funds. Capri Beauty College must still perform a R2T4 to determine the amount of aid that the student has earned and whether or not the student is eligible for a post withdrawal disbursement.

Payment Periods are defined according to the following Cosmetology hours:

Payment Period 1 = 0 -450 hours	Payment Period 3 = 901 – 1200 hours
Payment Period 2 = 451 -900 hours	Payment Period 4 = 1201 -1500 hours

Payment Periods are defined according to the following Teacher Training hours:

Payment Period 1 = 0 -450 hours	Payment Period 3 = 901 – 1000 hours
Payment Period 2 = 451 -900 hours	

Post-Withdrawal Disbursement

If the R2T4 results in a credit balance, it will be disbursed as soon as possible and no later than 14 days after the calculation of R2T4. If the post withdrawal disbursement includes grants, the college must disburse the grant funds as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew (no confirmation from the student is required). If the post-withdrawal disbursement includes loan funds, they will be offered to the student or parent (in the case of PLUS loans) within 30 days of the date the school determined the student withdrew, allowing the student or parent (in the case of PLUS loans) at least 14 days to respond to accept or decline the funds. The college must obtain the student's or parent's (in the case of PLUS Loans) permission before it can disburse the Direct Loan funds. A student or parent may choose to decline some or all of the Direct Loan funds, so the student or parent do not incur additional debt.

The College may automatically use all or a portion of a post-withdrawal disbursement of grant funds for institutional charges. The College needs to obtain permission from the student to apply Title IV funds for other educationally related expenses. Post-withdrawal disbursements will be made from Pell Grant funds first if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be created to the student's account. Any remaining Pell funds will be released to the student without the student having to take any action.

Return to Title IV Questions

If you have questions regarding Title IV, HEA program funds after visiting with or emailing SFAS, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. For a printable worksheet for calculating federal refunds visit:

FSA Partners

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Institutional Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The Institutional Refund Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. All refunds are based on scheduled hours. Tuition refund requests are to be directed to the Financial Aid Office.

If a student terminates his or her program, or the institution terminates the student from his or her program, the State Refund Policy will be used. For students eligible for Title IV Funds, the Return to Title IV calculation will be used to determine the amount of Federal Title IV funds that may be credited to the student's account. For any remaining balance due, the student will be personally responsible for payment to the school within forty-five (45) days. Any monies due the applicant or students shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates when:

A. An applicant is not accepted by the school, the applicant shall be entitled to a refund of all monies paid. Capri may make refunds which exceed those required by this section.
B. A student notifies the institution of his/her withdrawal in writing. The school shall mail a written acknowledgement of a student's cancellation or withdrawal within 15 calendar days of the postmark date of notification. Written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
C. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
D. **Buyer's Right to Cancel**: A student (or in the case of a student under legal age, his/her parent or guardian) has the right to cancel the initial enrollment agreement until midnight of the fifth business days after signing the initial enrollment agreement and receive a refund of the registration fee, tuition and any other charges. Notice of cancellation must be in writing and delivered to the Admission Registrar of the school. The postmark on written notification will determine the cancellation date, or the date said information was delivered in person to the Admission Registrar. This policy applies regardless of whether or not the student has actually started.
E. Notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the registration fee, and the cost of any books or equipment that have been provided by the school and retained by the student.
F. Notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the registration fee, 10% of the tuition or $300, whichever is less, and the cost of any books or equipment that have been provided by the school and retained by the student.

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G. A student has completed 5% or more of the course of instruction, the school may retain the registration fee and the cost of any books and equipment provided by the school, and will determine the amount of tuition owed from the student using the following *State of Illinois Schedule of Tuition Adjustment*:

PERCENTAGE OF A SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

H. All refunds will be calculated on the student's last day of physical attendance in the school. Unexplained absence from school for more than fourteen (14) days shall constitute notice of cancellation. If there is notification of extenuating circumstances the student will be allowed a maximum of 30 days before termination.

I. All refunds of monies due the student will be paid by the school within forty-five (45) days after formal notification of cancellation or termination. The school maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.

J. If a course is cancelled after a student's enrollment, the school shall at its option: 1. Provide a full refund of all monies paid; or 2. Provide completion of the course at a later time.

K. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

L. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of student, the school makes a settlement which is reasonable and fair to both.

M. Transcripts: Each student and former student shall be entitled to receive from the school that the student attends or attended an official transcript of all hours completed by the student at that school for which the applicable tuition, fees, and other charges have been paid, together with the grades earned by the student for those hours, provided that a student who withdraws from or drops out of a school, by written notice of cancellation or otherwise, shall not be entitled to any transcript of completed hours following the expiration of the 7-year period that began on the student's first day of attendance at the school. A fee of $2 is charged for each transcript after the initial free transcript.

Refund of Books & Equipment: The student may return any unused equipment. For sanitary purposes, equipment must be in same condition as when received: books not written in, hair goods not cut. Rollers, clips, brushes, combs, shears, razor, blow dryer, clippers, thermal irons, etc. must be unused and in original package to be returned. You have 20 days to return unused equipment after your last day of attendance. Any monies to be returned will first be distributed to the balance owed at time of termination.

Termination/Withdrawal Fee

Students who withdraw (Official/Unofficial) prior to course completion or are terminated by the school will be charged a $100.00 Withdrawal Fee

Regulatory Oversight Restrictions

U. S. Department of Education, IDFPR Regulatory Changes and NACCAS program guidelines may require Capri Beauty College to change course outline contents, policies or procedures without notification.

Retail Sales Act

Capri Beauty College complies with all applicable requirements of the "Retail Installment Sales Act". Students are not allowed to solicit items for sale while on campus or during school sponsored events. This

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includes but is not limited to; fundraising items such as candy, tickets, cosmetics, jewelry, purses, accessories, home goods, etc.

Satisfactory Academic Progress Policy

Is consistently applied to all students enrolled at Capri Beauty College in a NACCAS approved program and scheduled for a particular category of attendance (part-time/full-time). It is available online and printed in the Official School Catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the U.S. Department of Education.

Evaluation Periods & Total Length Measured in Clock Hours & Weeks

Corresponding Academic Year for each program is defined as 900 clock hours and 26 weeks. Students are evaluated for Satisfactory Academic Progress using actual hours with the following requirements: 80% attendance average and a 75% academic average.

Program Name	**1**	**2**	**3**
Cosmetology	450 Hrs. 13 Weeks	900 Hrs. 26 Weeks	1200 Hrs. 34 Weeks
Teacher Training	450 Hrs. 14 Weeks	900 Hrs. 28 Weeks	
Teacher Training (Short Course)	250 Hrs. 11 Weeks		

Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students will be notified of any evaluation period that impacts the student's eligibility for federal financial aid. Informal Evaluations may be conducted throughout the program to identify at-risk students. Evaluations are completed within seven School business Days following the established evaluation periods. Evaluations are signed and dated by the student and Administration. Access to progress evaluations is available, upon request, through the Financial Aid Office.

Attendance Progress Evaluations

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Interruptions (LOA)

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

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Maximum Time Frame

The time frame in which a student must complete the program may not be more than 125% of the published length of the program, based on 80% attendance schedule measured in clock hours completed. The periods during which a student doesn't receive Title IV aid will be counted toward maximum timeframe. Students who are unable to complete within the maximum timeframe are not eligible for Title IV funds. Students who exceed the maximum timeframe must go on a cash pay basis or terminate.

Course	Maximum Time Allowed Weeks	Scheduled Hours
• Cosmetology (FT 35 hrs./wk.) - 1500	53.5	1875
• Cosmetology (FT 30 hrs./wk.) - 1500	62.5	1875
• Cosmetology (PT 20.5 hrs./wk.) - 1500	91	1875
• Cosmetology (PT 19.5 hrs./wk.) - 1500	96	1875
• Cosmetology (PT 19 hrs./wk.) – 1500	99	1875
• Teacher Training (FT 32.5 hrs./wk.) - 1000	38	1250
• Teacher Training (FT 30 hrs./wk.) – 1000	42	1250
• Teacher Training (PT 19.5 hrs./wk.) – 1000	64	1250
• Teacher Training (Short Course) (PT 19.5 hrs./wk.) – 500	32	625

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be based on 80% of the scheduled contracted hours.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each level. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it must be repeated if the overall grade point average is less than 75%. Three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to set procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an overall grade point average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed final exam tests and incomplete assignments that are required. Numerical grades are considered according to the following scale: 95%-100% High Honors, 90-94% Honors, 85-89% Above Average, 75-84% Average, below 75% Unsatisfactory.

Determination and Notification of Progress Status

All periods of enrollment count toward SAP (Fall, Winter, Spring, and Summer), including periods when a student does not receive Title IV aid. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive written notification of Progress Status (Pass or Fail) from a school official at the end of each evaluation period where they will sign a paper copy of their SAP Evaluation Form and receive a hard-copy of the Progress Report that was used to determine Satisfactory Progress at the time of each of the evaluation. Capri maintains both SAP Evaluation Form and Report Card on file as verification of student receipt. Students deemed not maintaining SAP will be informed of actions required and may have their Title IV Funding interrupted or terminated, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

The status of warning lasts one evaluation period only and does not require action (such as an appeal) by the student. Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation period. If at the end of the warning period, the student has still not met both the attendance and academic

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requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

The college may allow for the status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

a) The college evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and

b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and

c) The college determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or

d) The college develops an academic plan for the student that, if followed, will ensure that the student is able to meet the college's satisfactory academic progress requirement by a specific point within the maximum timeframe established for the individual student.

Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probation period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. if:

1. The student submits an appeal on Form 17C, available from the Campus Director, and includes the following:
   a. Why the student did not meet minimum SAP standards; and
   b. supporting documentation of the reasons why the determination should be reversed; and
   c. information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.
2. The following are acceptable examples to file an appeal
   a. death of a family member, b. injury or illness of the student, c. extenuating unusual circumstances
3. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If an appeal is denied, the student will be determined as not making satisfactory progress and may be terminated.

Example: Two Consecutive Failed Evaluation Periods and Outcomes

450 Hrs.	450-900 Hrs.	900 Hrs.	900-1200 Hrs.	1200 Hrs.
Fail SAP **FA Warning**	**FA Warning Period** Remain Title IV Eligible for this Evaluation Period	Fail SAP **FA Probation** Title IV Ineligible Without Successful Appeal	**FA Probation Period** With Successful Appeal Remain Title IV Eligible for this Evaluation Period	Fail SAP Title IV Ineligible

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Re-establishment of Satisfactory Academic Progress
Students may re-establish satisfactory academic progress and eligibility for Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the *warning* or *probation* period.

Withdrawals
A student who withdraws prior to completion of the course and wishes to re-enter the institution will re-enter in the same progress status as when they left. Time elapsed between enrollment periods will reduce the number of months allowed during the grace period for repayment of Direct Student Loans

Course Incompletes, Repetitions, and Noncredit Remedial Courses
Course Incompletes, Repetitions and Noncredit Remedial Courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Transfer Students & Satisfactory Academic Progress
With regard to Satisfactory Academic Progress, transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school.

School Orientation
New student Orientation is held the Friday or Saturday prior to the first day of class. All students are expected to attend and are welcome to bring parents/spouse or a guest. Members of the Education & Admission Staff explain policies and procedures with a power-point presentation. Campus security information including Capri Beauty College's Healthy Life / Healthy You Drug Prevention Program and Violence against Women is reviewed as part of the Colleges Annual Security Program.

Sexual Assault Rights and Options *available on-line at: http://capri.edu/students-right-to-know/*
It is the policy of Capri Beauty College that sexual harassment of one member of the campus community by another will not be tolerated. Additionally, sexual harassment is illegal, and may include conduct from one employee toward another or from one student to another. Capri Beauty College also provides equality of opportunity in education and employment for all students and employees. Discrimination based upon race, color, sex, religion, age, national origin, ancestry, marital status, disability, Vietnam War veteran status, sexual orientation, or any other basis of discrimination precluded by federal and state statutes is strictly prohibited. For additional information concerning sexual harassment or discrimination, or to file a complaint, contact to the Civil Rights Office at (217) 581-5020.

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Smoking, Tabaco & Electronic Cigarettes
Capri Beauty College strictly follows The Smoke Free Illinois Act. Students are not allowed to use Tabaco or electronic/vapor cigarettes anywhere in front of the school or within 15 feet of entrances, exits, windows that open or ventilation intakes. If you smoke it is suggested that you wash your hands and freshen your breath before returning to the clinic floor. Properly dispose of cigarettes in the smoking receptacles.

Social Networking
It's important to understand the distinction between personal and professional online presence, especially as a cosmetology student. While social networking and blogging are valuable tools for building networks, remember to maintain separate profiles for your personal and student life. Clearly indicate "Cosmetology Student" or "Student" in your professional bio to avoid any misconceptions about your affiliation with Capri. Additionally, Capri Beauty College's policies extend to your online activities. Confidentiality, media contacts, anti-bullying, discrimination, and harassment policies all apply. Be mindful of how your online presence can affect the college, its reputation, and your fellow students. Unless explicitly authorized, avoid representing yourself as a Capri employee or speaking on behalf of the college on social media. Refrain from making statements that could negatively impact the college or its students. Any social media activity on behalf of the college requires prior approval from a college officer. Violations may result in legal action and disciplinary consequences.

Statements of Non-Discrimination
The College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law (including Title IX of the Education Amendments of 1972).

Statement of Sex Non-Discrimination
Capri Beauty College is committed to providing a learning atmosphere that is free from intimidation or harassment; therefore, sex discrimination will not be tolerated. Capri Beauty College does not discriminate on the basis of sex in its educational programs and employment policies in conformance with Title IX of the Educational Amendments of 1972. In accordance with Title IX, upon receipt of a complaint, the college will take immediate action and appropriate steps to investigate what occurred, to take prompt and effective action to end the harassment, to remedy the effects, and to prevent the harassment from occurring again.), the Title IX Coordinator, Office of Civil Rights (ocr@ed.gov) or both. Title IX Coordinator. **Tricia Seil** tricia@capri.edu
Phone: (708)687-3020 x 219 Office Location: 1938 E. Lincoln Hwy. New Lenox, IL 60451

Student Access and Information Release Policy
(a) Capri Beauty College will provide and permit access to the student and other school records as required from any accreditation process initiated by the institution or by the National Accrediting Commission of Career Art and Sciences responses to directive of the Commission
(b) Capri Beauty College will guarantee each student, parent or guardian of a dependent minor the right to gain access to that student's record;
(c) Capri Beauty College requires written consent from the parent or guardian of a dependent minor for the release of records in response to each third-party request unless otherwise required by law; and
(d) Before publishing "directory information" such as name, address and phone of student, date and place of birth, major field of study, dates of absence, degrees and awards received, date of graduation previous school attended and/or date of graduation from previous school, Capri Beauty College allows the student or guardian to deny authority to publish one or more of these items.

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Student Rights & Consumer Information
For additional assistance with Consumer Information, email the Compliance Coordinator:
contact@capri.edu
Students enrolled in an approved school in the State of Illinois, you have the following RIGHTS:

1. You have the RIGHT to a completed enrollment agreement (student contract) before you sign it. This means there should be NO blank spaces on the agreement.
2. If the enrollment agreement is negotiated orally in a language other than English, you have the RIGHT to receive a copy of all disclosures written in the language in which the agreement was negotiated prior to signing the enrollment agreement.
3. You have the RIGHT to receive an exact copy of the enrollment agreement (student contract).
4. You have the RIGHT to know the schedule starting and calculated completion date of course of study
5. You have the RIGHT to know the total cost of the course of instruction including any charge made by the school for tuition, books, materials, supplies, and other expenses.
6. You have the RIGHT to cancel your initial enrollment agreement up to midnight of the fifth business day after you have been enrolled.
7. Should you use your RIGHT to cancel your initial enrollment agreement, cancelation MUST be in writing and given to the registered agent, if any, or managing employee of the school.
8. You have the RIGHT to know the number of students who did not complete the course of instruction for which they enrolled for the past calendar year as compared to the numbers of students who enrolled in the school during the school's past calendar year.
9. You have the RIGHT to keep all hours earned during your course of study. Once hours are earned they cannot be taken away.
10. You have the RIGHT to receive an official transcript upon your graduation or other permanent exit from the school provided you have met all financial obligations set forth in your enrollment agreement.
11. You have the RIGHT to a refund for certain unearned tuition, fees, and other charges. The refund policy is contained in the Illinois Barber, Cosmetology, Esthetics and Nail Tec. Act of 1985
12. You have the RIGHT to register complaints against the school with the Department of Financial and Professional Regulation. Direct your written complaints to COMPLAINT INTAKE UNIT, Department of Financial and Professional Regulation, Division of Professional Regulation, The James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, Illinois 60601. You may also submit a complaint on the Department's Website at www.idfpr.com, or call the Complaint Intake Unit at 312/814-6910
13. You may obtain a copy of the Illinois Barber, Cosmetology, Esthetics, Hair Braiding and Nail Tec. Act of 1985 and the Rules for the Administration of the Act by calling 217/7828556 or on-line: idfpr.com
14. You have the RIGHT to review your files by appointment at the end of each 500 hours of attendance, upon graduation or termination, under the supervision of management.

Training Aids/Tutorials
Modern training aids include a reference library, power point equipment, Video and DVD programs, LAB on-line learning available on campus along with state-of-the-art salon and spa software.

Transcripts
Each student and former student shall be entitled to receive an official transcript of all hours completed by the student for which the applicable tuition, fees, and other charges have been paid, together with the grades earned by the student for those hours. A Student who withdraws from or drops out, shall not be entitled to any transcript of completed hours following the expiration of the 7-year period that began on the student's first day of attendance at the school. Request for transcripts must submitted using the electronic form available at https://capri.edu/forms/transcript/ Tuition and fees must be paid in full for release otherwise a *Financial Hold* will be placed on Transcripts. Photo ID required for all transcripts issued in person A fee of is charged for each transcript after the initial free transcript

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Transferability of Capri Beauty College Credit
Capri Beauty College cannot guarantee transferability of credit (hours or grades) without a written agreement with/from another school/college/university.

Professional License Credit
Illinois Barbers with an active license may present an Official Transcript of Hours from the Barber School attended. Hours, grades and accreditation status of the Barber School will be evaluated for credit toward the Cosmetology Program. Capri Beauty College reserves the right to limit the hours/grades accepted.

Transfer Student Tuition and Fees
Charges for approved transfers will be based on the number of hours/credits needed and will be assessed at the tuition rate at the time of the transfer student's class start date. A standard registration fee also applies. Additional educational material fees will be assessed on a case-by-case basis and appropriate charges and taxes will apply.

Unsuccessful Course Completion
A student may continue beyond the 1500-hour completion mark, up to the maximum scheduled time to complete (1875 hours), if unsuccessful in achieving a passing grade on graduation requirements; academic and/or clinic. Additional tuition fees apply.

Video Surveillance Equipment
Locations may be equipped with surveillance equipment to protect the personal property belonging to Capri Beauty College. It is not a monitoring device for a student's personal property. Requests to review video tapes will only be honored to aid in police investigations or a required court subpoena.

Vaccination Policy at Capri Beauty College, any additional vaccinations are not needed according to the mandates set forth by the State of Illinois

Voter Registration
To register to vote, you must be: A U.S. citizen, at least 18 years old by Election Day, and a resident of your precinct at least 30 days prior to an election. Illinois voters do not need to register by political party or declare a political party membership or preference. However, voters may select a specific political party's ballot at their polling place when voting in a primary election. Visit: http://www.voterinfonet.com for additional information or Capri Beauty College.edu

Web Site
Found at Capri Beauty College.edu, offers a variety of services to students and parents such as; Enrollment Verification, Transcript Requests and live news feed with updates on Campus News. Students are advised to check daily for announcements such as school closings, Emergency Announcements, F.A. Deadlines, etc.

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APPENDIX A

Grievance Procedure and Form – Page 41-42

APPENDIX B

Clinic Graduation Requirement –
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Appendix A

Capri Beauty College – Student Grievance Procedure

In accordance with the institution's mission statement, the College will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution.

Conflict Resolution Procedure:

1. The student must first, discuss the problem with their Coach or Instructor. Second, if there is no resolution, the student should talk to the Manager. Finally, if the situation is not resolved, the student should address the complaint in writing on the following Grievance Form to the Campus Director.
2. The student should register the complaint in writing on the Grievance Form within 30 days of the date that the act which is the subject of the grievance occurred.
3. The Form will be given to the Campus Director.
4. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
5. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
6. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school whom has no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the College or related to the College owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the colleges' response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendation of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
8. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

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Capri Beauty College – Grievance Form

Name _____Student ID #_____

Address _____City_____Zip_____

1. Please provide a one or two sentence description of your complaint.

_____
_____
_____

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

_____
_____
_____
_____

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

_____
_____
_____

4. Indicate what specific resolution you are seeking or recommending.

_____
_____
_____

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

_____ _____
Signature of Complainant Date

Official use only:

Name: _____Title: _____

Date Received: _____ Date Response Mailed to Student: _____

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Appendix B

600 Hour Co-Op Course Completion Requirement: Level 2

1500 Hour Clinic Graduation Requirement: Level 4

^Subject to Change with Notice

	L1	L2	L3	L4	L5	L6
Total Clients	8	30	60	125	175	200
Total Services	12	50	90	150	225	300
Female Cuts	1	7	25	40	50	55
Male Cuts	1	7	15	20	25	30
Blow dry Style	1	7	15	30	40	45
Roller/Iron Set	1	4	7	12	20	25
Special Occasions	1	4	7	12	15	20
Color	1	10	20	30	50	60
Relaxer/Perm	1	2	3	4	5	6
Add On	3	9	12	15	20	25
Manicures	1	3	7	10	12	15
Pedicures	1	3	7	10	12	15
Facials	1	3	5	10	12	15
Retail	$10	$30	$50	$75	$100	$125
*New Requests	2	10	15	25	30	35
Regular Requests	1	10	20	30	40	50

*New Requests are first time clients that specifically request the student. This could be family, friends, or acquaintances of the student. ^Totals are based on training needs for an entry level salon position, community clients, salon trends and health and safety guidelines published by the State or local Health Departments. Capri reserves the right to increase or decrease graduation totals with notice.

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LIST OF INSERTS

Available Online

Tuition, Fees, Hours & Beginning Dates of Classes 1A & 1C

Employment & Intern Sites 1B

Faculty & Administrative Staff 1D

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