



Catalog of Policies & Procedures

15815 Rob Roy Drive
Oak Forest, IL 60452
708-687-3020

1938 E. Lincoln Hwy
New Lenox, IL 60451
815-485-3020



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Welcome to Capri Beauty College! The purpose of the 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 (HEOA). 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 HEA disclosures by the “HEA” acronym in Red. Note: the rules, regulations and/or policies in this publication and as represented on addendums to the catalog 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 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.

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

Capri Beauty College was founded on January 2, 1960 in Chicago. The Oak Forest campus opened on October 17, 1978 and the New Lenox Campus on May 12, 2008.

Ownership

Capri Beauty College is under the ownership of:

Amy Ruff & Thomas Seil

MAIN CAMPUS

Headquarter Contact & Campus Director: Tricia Seil
 Capri Beauty College: 15815 Rob Roy Dr. Oak Forest, Illinois 60452
 Tel: 708-687-3020 Fax 708-687-3092 Email: contact@capri.edu
 School Code 013088

Cost of Attendance - *available on-line: <http://capri.edu/education/school-catalog/>*
 Tuition, Books & Equipment, Registration, Room and Board, Transportation and Classes Starting Times
 See Insert 1A & 1C Placement & Internship Sites: See Insert 1B.

Disability Services & Facilities *HEA*

View “Accommodations” for details on requesting accommodations for disabilities. Facilities available in Main Building offer handicap Parking, wheelchair access and restroom.

Facilities

Oak Forest is reached via Route 6 (159th Street) and is 9 blocks east of Harlem. The campus consists of two buildings, totaling 10,000 square feet; equipped with cosmetology classrooms, practice rooms, offices, a full customer clinic, lunchrooms and parking for 143.

Hours

Full-Time Schedule: Tuesday, Wednesday, Thursday and Friday. 9:00 a.m.- 5:00 p.m.
 30 hours per week for 12 months. Part-Time Evening Schedule: Tuesday thru Friday 6:00 p.m.- 9:00 p.m. and Saturday: 8:30 a.m.- 4:30 p.m. 19.5 hours per week for 18 months. Part-Time Day Schedule: Wednesday thru Friday 9:00am – 1:00pm and Saturday: 8:30 a.m.- 4:30 p.m. 19.5 hours per week for 18 months.

BRANCH CAMPUS

Branch Campus Director: Thomas Seil
 Capri Beauty College: 1938 E. Lincoln Hwy. New Lenox, IL 60451
 Tel: 815- 485-3020 Fax: 815-462-4815 Email: contact@capri.edu
 School Code 013088

Disability Services & Facilities *HEA*

View “Accommodations” for details on requesting accommodations for disabilities. Facilities offer handicap Parking, wheelchair access, restroom and an elevator.

Facilities

New Lenox consists of two floors of expansive cosmetology classrooms, practice rooms, office suites, a full customer clinic, facial room, lunchroom, courtyard break area and parking for more than 100 cars.

Hours

Full Time: 35 hours per week for 10 months. Tuesday, Wednesday, Friday: 9:00 a.m. - 4:30 p.m.
 Thursday: 12:30 p.m.- 8:00 p.m. Saturday: 8:30 a.m. - 4:00 p.m.
 Part Time: 19 hours per week for 79 weeks: Tuesday, Wednesday & Friday 9:00 a.m. - 1:00 p.m.
 Saturday 8:30 a.m. - 4:00 p.m.

Admission Requirements

The school admits, as regular students, only persons having an Official Transcript of graduation from a school recognized by the State's Board of Education providing secondary education (high school, home school or GED). This school does not admit Ability-to-Benefit Exams. Students must complete an Application for Admission, have a personal interview, and sign an official enrollment agreement. The College does not have a third party articulation agreement to train incarcerated students and therefore does not admit.

Transcript Validity

All students will be required to provide an official copy of a high school transcript, GED transcript or Home School transcript in order to enter in to all programs of study at Capri Beauty College. Transcripts may be hand delivered, mailed or received from Parchment. (a copy of a high school transcript will be accepted provided it has been notarized to be a true and exact copy of the original.) These documents need to be presented to the admissions department no later than the day of orientation.

All transcripts or official documents must be presented to the registrar with the school/institution logo or faxed/emailed from the official school/institution where the student received the transcript or official document. The registrar will review all high school, GED and home school transcripts to confirm that they are official documents. No student will be admitted if the registrar does not have documentation that properly validates high school graduation. In the event the required document is not available (such as financial hold, school closing, etc) from the awarding school/institution, the registrar will review alternate documents (certificate of completion, letter from awarding institution, etc.) on a case-by-case basis for confirmation of completion.

To verify that a school is recognized by the Ill. State Board of Education (ISBE) the registrar will check the ISBE website; www.isbe.net. Home schooled students will be required to provide a transcript from their school and certified by a school official.

Appropriate steps would be enforced for other states as well. The Office of Admission at Capri will verify out-of-state transcripts with the issuing State for official recognition of validity. A student that submits a diploma or official document from a foreign country must provide evidence of secondary level completion by submitting the documentation which would provide them admission to higher education in their home country and will have their document translated by an appropriate official to verify that their diploma is a valid high school diploma. Students should provide originals of both the marks/exams sheet (transcript) and the school leaving certificate (diploma). Sometimes this will be a single document. If these documents are written in the foreign language, the student must also provide a word-for-word English translation for each document

Transcripts deemed "not-valid" is the school's final decision without appeal. Abuse will be reported to the Office of the Inspector General.

Accommodations – Section 504/ADA *HEA*

Capri 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 provides. Capri 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 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, 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
2. Print an *Accommodations for Disabilities Request Form* online at capri.edu located under the "Consumer Info" Tab. Complete and mail the form to the address listed below with current professional documentation of the condition(s) that necessitate the accommodations.

Mail Accommodations for Disabilities Request Form

And documentation to:

Accommodations c/o Amy Ruff
1938 E. Lincoln Hwy
New Lenox, IL 60452

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 carefully evaluates each applicant based on a three step criterion process; personal interview, admission application and academic coursework. Maintenance of scheduled appointments is also considered in the admission procedure. Capri reserves the right to deny admission to applicants whom do not meet the admission criterion.

Reinstatement

available on-line at: <http://capri.edu/forms/>

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.

COURSE OFFERINGS

Language: All Courses of Study are taught in English.

| |
|--------------------|
| COSMETOLOGY |
|--------------------|

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.

Pivot Point Education

At Capri, we proudly display the Pivot Point Legacy School logo throughout our campus. **Pivot Point** is the World Leader in Hair and Beauty Education with locations in over 80 countries. It annually provides hair design training to 50,000 - 75,000 people worldwide. Capri Beauty College has been a prestigious Pivot Point Legacy School since 1986. Wherever you go, whatever you want to do, a Pivot Point education opens many doors and follows you throughout your career.

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 50 years of experience educating hair designers.
- ✓ Advanced education to support a lifetime of learning.

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 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

- Complete 1500 clock hours.
- Pass two semi-final exams with a minimum score of 75%
- Pass written final exam and practical exams with a minimum score of 75%
- Complete progress sheet requirements with a minimum score of 75%
- Achieve a Level Four On Clinic Totals
- Over all GPA 75%
- Final Tuition Payment due for release of Diplomas and Transcripts.

COOPERATIVE COSMETOLOGY PROGRAM

Non-Certificate Program

New Lenox Campus Only: Admits, Cooperative Cosmetology Students from Lincoln-Way Community and Lockport Township High School. Seniors with approval from High School Cosmetology Coordinator will complete Cosmetology Phase 1&2 during their senior year of High School for credit toward graduation. Upon completion of all 201 Level Coursework, students are transferred into the Cosmetology Program and must complete all requirements of this course for graduation. Contact the Admission Department for tuition information and starting dates.

REFRESHER COURSES – 250 Hours

Non-Certificate Program, Transcript of Hours Awarded

Refresher Course – State Board Examination

This course is designed to meet the need of students who have graduated from our Cosmetology Program and are required by the state to attain additional hours of study in order to retake the state licensing exam. This is an academic course which utilizes Pivot Point's *Learn About Beauty (LAB)* on-line program. There are no practical classes in this course.

Refresher Course – License Renewal

This course is designed to renew an expired Illinois Cosmetology License. Using human hair manikins, the student will be reintroduced to shampooing, facial and scalp care, make up, hair color, chemical texture, curl reformation, hair sculpture, hair styling, air forming, thermal iron techniques, long hair styling, manicures, and pedicures.

TEACHER TRAINING

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

It is the purpose of this institution to: 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 gainful 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 for both Teacher Programs:

- a) This school admits only persons having an Official Transcript of graduation from a school providing secondary education (high school, home school or GED).
- b) This school admits only persons having an Official Transcript of graduation from a school providing Cosmetology education.
- c) Must be 18 years of age.
- d) All students must complete an application for admission, and have a personal interview
- e) Pivot Point training recommended but not required.
- f) For short course only: Applicants must meet admission requirements A-E and provide a: VE-COB (Verification of Employment/Experience is available at): <http://www.idfpr.com/dpr/apply/forms/cos-en.pdf>

Class Size

Typical class size is two student instructors per program and location.

Teacher Programs' 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
- c) Complete Progress Sheet with minimum score of 80%
- d) Pass a Written Final Exam with a minimum score of 80%
- e) Final Tuition Payment due for release of Diplomas and Transcripts.

Disclosures on the Web

Visit: www.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.

Accommodation Procedures for Disabilities– Printable Document

Accommodation Request Form for Disabilities

Crime Victim Rights in Illinois – Printable Brochure

Annual Safety and Security Statistics and Campus Security Report – Printable Document

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 . 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.

Code of Conduct for Education Loans – Printable Document

Crime Victims Rights in Illinois – Printable Brochure

Diversity, Outcome Rates/Graduation and Transfer– Printable Document

Loan Disclosures – Printable Document

Return of Title IV Funds & Course Cancellation – Printable Document

Satisfactory Academic Progress Policy – Printable Document

Sexual Assault, Discrimination, Harassment and Misconduct Policy

Student financial Aid Rights & Responsibilities– Printable Document

Transfer of Credit Policies – Printable Document

Gainful Employment

U.S. Department of Education requires schools to publish specific information on programs that lead to gainful employment. Statistics and information covered under gainful employment are listed below and can be found on Capri's website at the URL listed above.

- Occupations
- On-time graduation rate for completers
- Tuition and fees, books and supplies, room and board
- Placement rate for completers
- Median loan debt
-

General Information

Accrediting and Licensing

Capri Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences, which is recognized by the U.S. Commission of Education as the National Accrediting Agency for private cosmetology schools, located at 4401 Ford Ave., Suite 1300, Alexandria, VA 22302. (703) 600-7600

Capri Beauty College is licensed by: Illinois Department of Financial and Professional Regulation, 320 W. Washington, Springfield, IL 62786. (217) 785-0800

Procedure for Reviewing Accreditation & Licensure: Request must be made in writing to the Campus Director. Approvals will be delivered to the student within five business days.

Associations

Capri is also associated with:

Cosmetologists Chicago (CC), Cosmetologists Illinois (CI),

Illinois Assn. of Cosmetology Schools (IACS),

Cosmetology Educators of America (CEA)

American Assn. of Cosmetology Schools (AACCS)

Attendance Policy

A Biometric Time Clock is used to track hours. Capri does not edit hours unless there is a time clock failure or for Intern hours. Student will receive credit for hours only after they have punched in and out. Hours are credited in 15 minute increments. Absent Days must be made up in order to reach 1500 total hours. Absent hours over the allowed 5% carry a fee. See Overtime Charge policy. Every day absent delays the graduation date. Attendance Minimum is defined as 80%. **“Tardy”** is marked seven minutes after scheduled start time. Consecutive tardiness will 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 fifteen minute breaks are allowed; one in the A.M. one in the P.M. One thirty minute break is allowed for lunch or dinner according to schedule. For further detail of attendance requirements, see Satisfactory Academic Progress Policy.

Attendance:

Approved Late Arrival with Absent Hours

Student may be allowed to attend classes after the Late Arrival period for the following: doctor’s appointment, mandated court appearance, public aid appointments, or public transportation. All other types of unforeseen circumstances will be evaluated on a case-by-case basis. Note: the Admission Office requires verifiable documentation in order to approve the late arrival. Student will not be allowed to attend classes if documentation is not presented. Absent hours are marked for time off.

Leave Early

Request to leave prior to the end of a scheduled day must be made in writing through the Admission Office or 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 subject to one day out of school suspension. Leaving 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. Student’s who leave campus without notification are subject to disciplinary step process.

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 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 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. 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 Men's Samuel manikin.

Pivot Point Text Books

1 Cosmetology Fundamentals Textbook

1 Cosmetology Fundamentals Study Guide

1 Cosmetology Fundamentals Licensure Exam Preparation Book

1 Ladies/Men's Hair Sculpture

1 Texture Design

1 Color Design

1 Hair Design

1 Salon Success

1 LAB On-Line E-Book Program

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.

Glamorous Opportunities: Theatre, TV/Motion Picture Designer, Celebrity Designer.

Scientific Opportunities: Manufacturer's, Representative, Research Assistant.

Educational Opportunities: Corporate 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 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

Becoming a professional Cosmetologist requires customer service. The development of a clientele and the sale of retail products are required of all students enrolled in the Basic Cosmetology and Cooperative Programs. Student’s will be educated in the art of selling service and products and are expected to establish a client base from existing school clients as well as family and friends. Students are required to provide a model for class credit and/or competition.

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 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 15815 Rob Roy Drive Oak Forest, IL 60452.

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 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 an hourly rate of \$9.00 per hour and due in full when charged to the tuition ledger. Enrollment may be suspended for non-payment. Official Transcripts are not released without satisfying all financial obligations. Note: Paying Overtime Charges with Title IV funds is prohibited: The College may not use Title IV funds to pay overtime charges for a student who fails to complete his or her academic program within the normal time frame. Section 472 of the HEA defines cost of attendance as the tuition and fees normally assessed a student carrying the same academic workload required of all students in the same course of study. Overtime charges are in addition to normal tuition and fees. Since they are not charges normally assessed, they may not be included in a student's cost of attendance for Title IV purposes.

Absent Hours allowed for traditional enrollment agreements. Cosmetology = 75 hours Teacher Training = 50 hours, Teacher Training (short course) = 25 hours. Non-traditional enrollments include Transfer & Teach-out Agreements.

Calculation of Overtime Charges in relation to Make-up Hours

On occasion and with Manager or above approval, a student may attend classes on a schedule that are 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.

Calendar

A School Calendar is updated annually and available as a Catalog Addendum.

Available on line at www.capri.edu

Conflict Resolution – Grievance Procedure (see Appendix B for a Grievance Form)

Students are encouraged to follow Capri'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. 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 use HEA program funds at the time of registration if, 10 days before the beginning of the payment period:

(i) The College could disburse the title IV, HEA program funds for which the student is eligible; and (ii) 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.

Disciplinary Policies & Procedures

Preventive Discipline

Capri's process for handling student behavioral problems is progressive step discipline policy 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. Refer to the Official Student Handbook for a detailed outline of the Step Process.

Classroom *Rules

Stated here is a list of daily classroom rules. Students must also follow Regulations and Policies as started on Enrollment Agreement, Official School Handbook 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 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 by observing the Professional Code of Conduct daily. Professionalism is required; refrain from loud conversations, profanity or disruptive behaviors. Discord and/or insubordination are prohibited.
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 Drug, Alcohol, and Crime & Weapons free policies.

* These rules may be changed and reposted at the discretion of the Director.

Professional Code of Conduct

Professional Code of Conduct is expected on campus, around campus, during off-campus activities, or while at intern sites, beauty supply stores, local businesses, and travel to and from school. Students are expected to be courteous and professional. Profanity, bullying, verbal, physical or written threats, hostility, stealing, obscene gestures, fighting or yelling, acts of violence, destruction of property, threats to campus safety and violation of drug, alcohol, and weapons policy may result in immediate termination. Actions are taken literally. All students involved will be held equally responsible.

Zero Tolerance Policy: Acts of violence, both verbal and/or physical, are subject to immediate termination without a disciplinary step process.

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 will 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 three 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 are not resolved by the end of the period, the student will be terminated.

Suspension by the College

Capri 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. Refusing a client.
4. Insubordination.
5. Excessive tardiness, absences, or failure to return from scheduled breaks.
6. Gossiping or classroom disruptions.
7. Unprofessional language or behavior.

Termination by the College

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

- A. Violation of School Regulations and or Policy.
- B. Absence for 30 consecutive days without notification and approval.
- C. Acts of Violence, Fighting or Stealing.
- D. On Campus Alcohol, Substance Abuse, or possession of a weapon.
- E. Code of Conduct Violations.
- F. Threats (verbal or physical) to Campus Safety, Hate Crimes, Sexual Harassment, or Bullying,
- G. Academic dishonesty: plagiarism, cheating on tests, falsifying hours/requirements, or forgery.
- H. Attendance Rate below 65%
- I. Violations to the Clery Act, the Illinois Campus Security Enhancement Act or the Violence Against Women Act.

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.

Employment & Employment Assistance:

The Institution 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.

For Placement Rates visit: www.capri.edu/students-right-to-know

Faculty & Staff – Appendix A

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 of dependent students 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 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 Form – See Appendix B

Grading and Marking.

75% is considered passing on exams. Students are issued a breakdown of grades at orientation in their student handbook, and should refer to page 4 of this catalog for a list of Graduation Requirements. In addition to Satisfactory Progress Evaluations, students may be evaluated monthly on grades, attendance and clinic services. A report card may be requested at any time during the course.

Grades

G.P.A Expected Levels of Performance

94%+ High Academic Honors

90-93% Academic Honors

85-89% above Average

75-84% Average

Below 75% Unsatisfactory

Holidays

Capri Observes the following legal holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day.

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 recommends footwear with good support and a skid-resistant sole.

Housing

Off campus housing is not available through the college.

Information Security

Capri is committed to implementing a comprehensive information security program, consistent with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard personally identifiable information against damage or loss. All employees are required to sign an Information Security Policy and adhere to its principle. Capri encourages the use of information systems for business purposes. Such systems include: electronic mail (E-mail), computers (including laptops), Instant Messaging, Internet access, voicemail, fax machines, telephones, two-way radios, pagers, Personal Digital Assistants and any other device used for information processing, communication, and storage (collectively referred to as "Information Systems"). All Information Systems provided by Capri remain the sole property of Capri and consequently, employees shall have no reasonable expectation of privacy in using them

Definitions

Customers are prospective students, who apply for admission, and make application for private or government grants or loans to finance their education. Personally identifiable information is information which is not publicly available, such as:

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your Capri enrollment application
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

Policy

The policy covers all student records in whatever format (hard copy, electronic). The Admission Office shall be responsible for coordinating the school's information security program based on the recommendations of the Information Security Administrator. At least once every three years, the office will assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including but not limited to: Employee training and management / Network and software design/processing, storage, transmission and disposal of information

Ways to detect, prevent, and respond to attacks, intrusions or other systems failures The Admission Office shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records for prospective students (Enrollment Agreement,

State ID, Official Transcripts & Admission Application) who are not accepted or who do not enroll/or start in their requested course s may be held for 6 months. After six months, the records will be destroyed in a secure manner. All other records including but not limited to: Student Aid Reports, Verification Documents, Tax Records, NSLDS records, Promissory Notes, etc. shall be destroyed within one week of official cancellation. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Capri shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customer's personally identifiable information.

Insurance

Health: Dependent Student's covered under their Family Insurance Plan may request an Enrollment Certification Letter from the Office or on –line at capri.edu. As a Nationally Accredited College, Capri's program should be approved by your Insurance Company for continued coverage while enrolled at least full-time at Capri. **Note:** Capri 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's range of liability. **Personal Property:** Personal property must be kept safe by the student. Capri assumes no responsibility for loss, damage or theft of personal property while on campus, at intern sites or school sponsored events.

Internship Program

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. All Code of Conduct, Regulations & Policies of Capri apply.

Interruption in Training

Should a Student find it necessary to be out of school for a significant period of time, they will be required to terminate the program and re-enter at a later date to complete. Upon return, the Student will have the same satisfactory progress status as when he/she left. By completing a Reinstatement Application, Capri may re-enter the student. Applications received within 180 calendar days from last day attended will incur no additional charges. Applications received after 180 calendar days from last day attended will incur a \$25.00 non refundable application fee and a \$75.00 Registration fee. A new Enrollment Agreement must be executed by the Student at the current tuition / books / equipment rates. View "Reinstatement" on page. 9 for additional information.

Licensing Requirements to Obtain Employment

Upon completion of graduation requirements and payment of all monies due to the school, the student will receive a diploma, 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 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. 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 their lockers with others. When a student shares a combination with others they jeopardize the security of the items in the locker.

Make-Up Course Work due to Absence:

Legitimate, reported absence from school, may be marked as “excused” and entitle student for make-up course work for full credit upon return (note: absent hours remain). Unreported absences are unexcused.

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. Final exams and specialty certificates maximum retest grade is 75%.

Parking

Oak Forest: South Lot, along the side and behind of each building for students. New Lenox: 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 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 Capri Beauty College, these fees may be paid according to a pre-arranged payment schedule as outlined on an Enrollment Agreement.

Methods of Payment Include:

Cash: Includes cash, check, money order, Visa, Master Card, Discover, and Debit cards as acceptable method of payment. Payment plan is outlined at the time of enrollment. Payments more than 5 days late are subject to a \$20.00 late fee. Accounts unpaid after 30 days may be subject to suspension from school for non-payment. Tuition account must be paid in full for release of transcript & certificates.

Federal Student Aid: The federal government through 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. FAFSA on the web: fafsa.ed.gov The Federal Direct Loan

Website is: <http://www.dl.ed.gov> *Contact Information:* Financial Aid Counselors are available on campus at Capri. For an appointment, contact the Admissions Department: Oak Forest: 708-687-3020 x 210. New Lenox: 815-485-3020 x 210 Application deadline: May 1st. For more information visit: www.capri.edu/student-services/financial-aid

Financial Aid Budgets for Federal 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, room & board, transportation, and miscellaneous expense.

| | | | |
|-----------------------|-------------------------|-------------------------|----------------|
| Independent Students: | \$1,298.00 Room & Board | \$370.00 Transportation | \$248.00 Misc. |
| Dependent Students: | \$795.00 Room & Board | \$124.00 Transportation | \$128.00 Misc. |

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.

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.

Federal Direct Stafford Loans (Subsidized and Unsubsidized). Federal Direct 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

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.

Loan Counseling

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.

Industry & Institutional Scholarships

Available on line at www.capri.edu

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 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 verifies all applicants selected through the random process as well as others. Upon identification, Capri 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 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.

Return of Title IV Funds & Course Cancellation

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 (Capri) will calculate the amount of financial aid to be returned to the Title IV, HEA programs according to the policies listed below.

Return of Title IV (R2T4) Policy

This policy applies to students who officially withdraw, unofficially withdraw, fail to return from a leave of absence, 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 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: The student is considered to have withdrawn from the program when 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

When the student gives formal notification of his/her intention to withdraw, the last date of attendance (LDA) is the date the school determined the student withdrew. For purposes of returning title IV funds, refunds will be made within 45 calendar days from the LDA.

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 student's last date of academic 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 enrollment 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 within 45 calendar days from the LDA.

Determining Aid Earned

To determine the amount of aid you earned up to the time of withdrawal, Capri 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
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 Program

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 Program

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 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

Post-Withdrawal Disbursement

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, Capri Beauty College must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the college within 14 days.

Capri Beauty College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the college needs the student's permission to use the post-withdrawal grant disbursement for all other college charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the college to keep the funds to reduce the student's debt.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

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:

<http://www.ifap.ed.gov/aidworksheets/attachments/2010IASGClockHourR2T4Final.pdf>

Information is also available at Student Aid on the Web www.studentaid.ed.gov.

Course Cancellation

Buyer's right to cancel: The 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 and demand his/her money back in writing until midnight of the fifth business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time of the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a full refund of all monies paid to date within ten days of cancellation. The official cancellation date or withdrawal will be determined by the post mark on written notices, or the date said information is delivered in person.

- a. An applicant not accepted by the Capri Beauty College shall be entitled to a refund of all monies paid.
- b. If the school cancels or discontinues a course, the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under rules promulgated by the Department.
- c. If the school is permanently closed and no longer offering instruction after a student is enrolled, the student shall be entitled to a pro-rata refund of tuition.
- d. 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.
- e. A student must give formal notice of cancellation to the school. The Capri shall mail a written acknowledgement of a student's cancellation or withdrawal within 15 calendar days of the postmark date of notification.
- f. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student, or within 45 days of the date of formal termination as determined by the institution which may occur according to the termination policy stated in the Official School Catalog.

State of Illinois Refund Policy

Upon completion of the Return of Title IV Calculation, Capri Beauty College will determine the amount of tuition owed from the student who enrolls in and begins classes. Tuition adjustment shall be made using the State of Illinois Refund Policy stated below:

| Percent of elapsed ^enrollment time at notice of cancellation compared to total time of course. | Percent of tuition and other instructional charges which the school may retain: |
|--|--|
| Within 5 days after date of enrollment | 0 |
| After the fifth day following enrollment but before the completion of the student's first day of class attendance. | Application-registration fee(may not exceed \$100.00) plus the cost of any books or materials which have been provided by school and retained by student |
| After the student's completion of the first day of class attendance, but prior to completion of 5% of the course. | Application-registration fee, 10% of tuition or \$300, whichever is less and cost of books and materials. |
| 5.0%-9.9% | 30% of tuition* |
| 10%-14.9% | 40% of tuition* |
| 15%-24.9% | 45% of tuition* |
| 25%-49.9% | 70% of tuition* |
| 50% and OVER | 100% of tuition* |

Plus application registration fee and materials

^Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

Note to student:

If your tuition account received excess funds that must be returned, the school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of the excess funds. If a portion of the excess was disbursed directly to you for living related expenses, you are responsible for returning those funds in full at the time of termination. If the school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) must repay the loan in accordance with the terms of the promissory note.

Refund of Books & Equipment: If you withdraw from this program; you are eligible to 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

School Closure Policy

If Capri Beauty College is permanently closed, a list of all students who were enrolled at the time of closure & pro-rata refund will be submitted to accrediting body.

Termination/Withdrawal Fee. Students who withdraw (Official/Unofficial) prior to course completion or are terminated will be charged a \$100.00

Regulatory Oversight Restrictions

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

Retail Sales Act

Capri 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 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 the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. 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 United States Department of Education.

Evaluation Periods

Formal Evaluations for Satisfactory Progress are conducted as follows: Cosmetology 450, 900, 1200 clocked (actual) hours Cosmetology Instructor 450, 900 clocked (actual) hours Teacher Training 250 clocked (actual) hours. 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.

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.

Maximum Time Frame

The College requires a student to progress through the program toward graduation within an established timeframe. Based upon the College's requirement for 80% attendance, the maximum timeframe during which students are to complete any course is 125% of the published course length. Any student who falls below 80% attendance is advised that he or she may be in jeopardy of not completing within maximum timeframe. A student in this situation must increase his or her cumulative attendance average immediately. Failure to increase the attendance rate by the Official Evaluation period may result in termination from the program. Calculation is as follows:

- Cosmetology - 1875 Scheduled Hours.
- Teacher Training - 1250 Scheduled Hours.
- Teacher Training (Short Course) - 625 Scheduled Hours.
- Transfer Hours calculated on a case-by-case basis.

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 text 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:

| | | | |
|----------|----------------------|--------|----------------------|
| 94%-100% | High Academic Honors | 75-84% | Average |
| 90-93% | Academic Honors | 75% | Below Unsatisfactory |
| 85-90% | Above Average | | |

Determination 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 a hard-copy of the Progress Report (Report Card) that was used to determine Satisfactory Progress at the time of each of the evaluations. Capri maintains an initialed copy of the Progress Report (Report Card) on file as verification of student receipt. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation

Warning

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. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student is ineligible to receive further Title IV funds. Eligibility for further Title IV funds may be re-established by successfully appealing the SAP decision and being placed on financial aid probation, or by meeting SAP requirements in the future.

Appeal Procedure

If a student is determined to not be making satisfactory progress during the warning period, the student may appeal the determination. The student must submit a written appeal to the school within ten calendar days from notice of probation on designated form (17C) with supporting documentation of the reasons why the determination should be reversed. Example reasons may include circumstances beyond student control such as illness of student/parent/child, accident, family death, and the like. Example documentation may include a written statement from student/physician/third party. This information should include a Corrective Action Plan stating what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made to determine if standards can be met by next evaluation and reported to the student within 30 calendar days. The appeal result of appeal and decision documents will be noted on the bottom of form (17C) and 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.

Probation

If the student's appeal is accepted, the student will be placed on financial aid probation, and eligibility will be reinstated for 1 evaluation period. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on 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, the student is ineligible to receive further Title IV funds. Eligibility for further Title IV funds may only be re-established by meeting SAP standards.

Re-establishment of Satisfactory Progress

Students may re-establish satisfactory progress and Title IV aid by meeting minimum attendance and academic requirements at any time.

Interruptions, course incompletes & withdrawals

Students who withdraw prior to completion of the course and wish 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. In the event a

student does not satisfactorily complete graduation requirements at the end of program hours the student will be recorded as an Incomplete Graduate. Upon confirmation, the student may Appeal the Incomplete Graduate Status within ten days of confirmation. If approved, the student may reenroll into the same program and start at the beginning of the phase of the course he/she failed. The student must take all exams in that phase (i.e. repeat); the newer score will be used and will impact the student's satisfactory academic progress determination.

Noncredit & remedial courses

Noncredit, remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Transfer students & SAP

All transfer students are required to maintain satisfactory academic progress in order to successfully move toward graduation. Hours accepted from a transfer-in or re-admit will be taken into consideration when calculating SAP status. The hours will be counted as both attempted and completed. The maximum timeframe established, shall be based on 125% of the transfer student's contracted hours and clock hours that were transferred into the program.

Change in Majors

Change in Majors does not apply at this institution. Therefore, this item has no effect upon the school's satisfactory progress standards.

Pursuit of a Second Degree or Certificate

A student's satisfactory academic progress in one program does not impact the satisfactory academic progress evaluation during the pursuit of a second degree or certificate in another program.

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's Healthy Life / Healthy You Drug Prevention Program and Violence against Women is reviewed as part of the Colleges Annual Security Program.

Sexual Harassment and Non-discrimination policy 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 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.

Statement of Purpose

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 college has designated the Oak Forest Campus Director and Vice President as the Title IX Coordinator. **Tricia Seil** Email: tricia@capri.edu
Phone: (708)687-3020 Office Location: 15815 Rob Roy Drive Oak Forest, IL 60452

Smoking & Electronic Cigarettes

Capri strictly follows *The Smoke Free Illinois Act*. Students are not allowed to smoke or use 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. Smoking receptacles on campus are designated smoking areas. Properly dispose of cigarettes in the smoking receptacles.

Social Networking

Participating in social networking sites (such as Face book, Instagram, LinkedIn, Twitter etc.) and blogging can be an excellent way to develop personal and professional networks. Such participation should be during non school hours. Moreover, it is critical to remember that Capri's policies such as confidentiality, media contacts/public statements, information systems and policies prohibiting bullying, discrimination and harassment apply even in this context. Students must be mindful of the potential impact that social networking can have on Capri, its reputation, and other students. Absent explicit authorization, students engaged in social or professional networking, electronic or otherwise, should not represent, and appear to represent, or speak on behalf of Capri. Except as may otherwise be legally protected, students also should not make statements that either actually or potentially have a negative impact on Capri or Capri students. Any use of social media on behalf of Capri must be approved in advance by an Officer of Capri. Violators will be held legally responsible and subject to disciplinary procedures outlined by Capri.

Student Information Release Policy

- (a) 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 the Cosmetology Arts And Science, responses to directive of the Commission
- (b) Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's record;
- (c) Require written consent from the student guardian for the release of records in response to each third party request unless otherwise required by law;
- (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, allow the student or guardian to deny authority to publish one or more of these items.

Student Personal Services

Career Services: Employment assistance such as Resume, Interview and Internship classes are available to all students. Help Wanted Ads are posted in-house and at capri.edu. Students are advised that the law prohibits any school, college, etc. from guaranteeing placements as an inducement to enter said school.

Counseling Services: the administrative office maintains a Community Service Referral List should a student need professional counseling.

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 schools 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

Request for transcripts must be in writing. Forms are available at www.capri.edu. Tuition and fees must be paid in full for release. Photo ID required for all transcripts issued in person. There is no fee for the first Transcript. Subsequent Transcripts have a \$2.00 Fee.

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.

Transfer Students**External Credit for Prior Education**

Capri does not typically accept credit for prior training and reserves the right to review requests for transfer of credit from students whose prior training was within the preceding 12 months. No hours/grades will be granted if the transfer applicant has been out of school for more than 12 months from the date of his or her application. No credit will be considered from courses other than that for which he or she is applying. 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. An original transcript is required prior to acceptance to determine proper course placement. A placement test may be required prior to acceptance for credit over 300 hours. All external transfer applicants must apply for admission through the admissions office and must otherwise meet all admissions requirements. Transfers will only be accepted when space is available. Full course starts are granted priority. The transfer of credit will not impact the College's refund policy.

Internal Credit for Prior Education

Students currently enrolled at any College owned by Capri School of Beauty Culture, Inc. may apply for a transfer to a different schedule (day/night) and/or different location. The application for internal transfer may be found online at www.capri.edu or 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.

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 Coursework

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.edu

Web Site

Found at capri.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.

ADDENDIX A

Faculty & Staff – Page 40

APPENDIX B

Grievance Form – Page 41

Appendix A

OWNERSHIP

Amy Ruff
 President & Owner
 Compliance Coordinator-30 yrs
 M.A. Administration & Supervision
amy@capri.edu

Thomas Seil
 Vice President & Owner
 Educator – 32 years
tom@capri.edu

ADMISSIONS

Serving both Locations

Nedina Ochoa
 Admission & Financial Aid -22 yrs
 Associates Degree
nedina@capri.edu

OAK FOREST CAMPUS

Tricia Seil
 Vice President - Oak Forest Campus Director
 Title IX Coordinator
 Educator 33 yrs
tricia@capri.edu

Jennifer Arroyo
 Educator – New Hire

Cortney Johnson
 Educator – New Hire

Amanda Roppolo
 Educator – New Hire

Antonia Sanders
antonia@capri.edu
 Evening Program Manager/ Salon Link
 Coordinator–6yrs

Allison VanDerMolen
 Program Manager / Educator-14 yrs

Title IX Reporting Agent, CSA
allison@capri.edu

Sandra West-Miller
 Educator – 7 yrs

Marcia White
 Educator – 1 yr

NEW LENOX CAMPUS

Thomas Seil
 New Lenox Campus Director
 Educator – 32 years
tom@capri.edu

Elizabeth Beaumont
 Educator - New Hire
beth@capri.edu

Brittany Fraley
 Program Manager – 8 yrs
brittany@capri.edu

Kristyn Nevills
 Educator – New Hire

Tracy White
 Educator –5 yrs
 Title IX Reporting Agent, CSA
tracy@capri.edu

GUEST SERVICES

Kaylee Kessler
 Receptionist – New Hire

Victoria Voss
 Receptionist – 9 years
vicki@capri.edu

SUBSTITUTE FACULTY

Christina Conner
 Educator – 5 yrs

Capri Beauty College – Student Grievance Form

Conflict Resolution Procedure: Students are encouraged to follow Capri’s procedure for resolving conflicts. First, discuss your problem with your Coach or 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 using this grievance form. Response will be provided within three school days.

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: _____