



## Catalog of Policies & Procedures

15815-25 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). 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 Beauty College students.

**First and Foremost: Education**

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

**Second: Faculty**

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

**Third: Employment**

To prepare graduates for entry level positions in the beauty industry and bridge a harmonious relationship between student and salon for entry-level employment opportunities.

**Board of Directors**

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

**School History**

The 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 School of Beauty Culture, Inc (D/B/A Capri Beauty College)  
is under the common ownership of:  
Amy Ruff & Thomas Seil

## ABOUT OUR CAMPUS LOCATIONS

### MAIN CAMPUS

Capri Oak Forest Beauty College (D/B/A Capri Beauty College)  
Headquarter Contact & Campus Director: Tricia Seil  
15815 -25 Rob Roy Dr. Oak Forest, Illinois 60452  
Tel: 708-687-3020 Email: [contact@capri.edu](mailto:contact@capri.edu)  
OPE ID: 01308800 FAFSA School Code: 013088

**Class Start Dates & Cost of Attendance** - available on-line: <https://capri.edu/education/school-catalog/>  
Tuition, Books & Equipment, Registration, Room and Board, Transportation and Classes Schedules are available online as addendums to the catalog marked Insert 1A & 1C. Placement & Internship Sites marked Insert 1B. Classes begin every seven weeks. A list of start dates is available from the Admission Office.

### Disability Services & Facilities *HEA*

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

### Facilities & Equipment

Oak Forest campus (remodeled January 2018) consists of two buildings, totaling 10,000 square feet; one main building at 15815 Rob Roy Drive and an expanded campus at 15825 Rob Roy Drive. The main building is equipped with 2 classrooms, 3 offices, student salon, audio-visual equipment, computer kiosk station, lunchroom, refrigerator, microwave, and vending machine.

The expanded campus is equipped with 3 classrooms, 2 offices, student salon and s, audio-visual equipment, computer kiosk station, lunchroom, refrigerator, microwave, and vending machine.

Both buildings share parking for 143 vehicles and are equipped with free student Wi-Fi, lockers and security cameras.

### Hours

*Full-Time Schedule:* Tuesday, Wednesday, Thursday and Friday. 9:00 a.m.- 5:00 p.m.

30 hours per week for 12 months – Last offered December 2018.

*Full-Time Schedule:* Wednesday, Thursday and Friday. 9:00 a.m.- 5:00 p.m. and Saturday: 8:30 a.m.- 4:30 p.m. 30 hours per week for 12 months. Effective January 2019

*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.

*Part-Time 3-day Schedule:* Wednesday thru Friday 1:00 p.m.- 8:00 p.m. and Saturday: 8:30 a.m.- 4:30 p.m. 20.5 hours per week for 17 months.

### ADDITIONAL LOCATION - BRANCH CAMPUS

Capri Beauty College – New Lenox I  
1938 E. Lincoln Hwy. New Lenox, IL 60451  
Branch Campus Director: Thomas Seil  
Tel: 815- 485-3020 Email: [contact@capri.edu](mailto:contact@capri.edu)  
OPE ID: 01308801 FAFSA School Code: 013088

### Disability Services & Facilities *HEA*

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

## Facilities & Equipment

New Lenox campus consists of two floors of expansive cosmetology classrooms, practice rooms, audio-visual equipment, computer kiosk station, free student Wi-Fi, office suites, student salon and spa, lunchroom, refrigerator, microwave, vending machine, 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 18 months: Tuesday, Wednesday & Friday 9:00 a.m. - 1:00 p.m. Saturday 8:30 a.m. - 4:00 p.m.

## Admission

### Ability to Benefit Exam and Agreements

The College does not recognize an Ability to Benefit exam (ATB) for admission. The College does not have a third-party articulation agreement to train incarcerated students and therefore does not admit. The Branch Campus has a training agreement with high school districts 205 and 210.

### Accommodations – Section 504/ADA *HEA*

Capri Beauty College does not discriminate on the basis of disability in any of its programs, services or activities. The school will not deny any otherwise qualified student with a disability the opportunity to participate in, or benefit from, any aid, benefit or service that Capri Beauty College provides. Capri Beauty College will also strive to accommodate applicants and students with disabilities on an individual basis.

Capri Beauty College strives to ensure that all disabled students have full access to the benefits of the College. As such, Capri Beauty College will engage in a good-faith interactive process with all disabled students to attempt to identify reasonable accommodations. Reasonable accommodations do not include measures which fundamentally alter the academic programs of Capri Beauty College, or which place an undue financial burden on the school, or which may endanger the student or others at the College.

Laws and regulations that apply to K-12 education are designed to promote the success of students with disabilities. It's important to note that the ADA and Section 504, which apply to college students, are designed instead to provide equal access to programs and services; success is not guaranteed.

### How to Requesting Accommodations:

1. Review *Accommodation Procedures for Disabilities* online at Capri Beauty College.edu located under the "Consumer Info" Tab
2. Print an *Accommodations for Disabilities Request Form* online at Capri Beauty College.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.
3. 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 Beauty College carefully evaluates each applicant based on a three-step criterion process; campus visit, admission application and academic coursework. Note: maintenance of the initial tour and subsequent



scheduled appointments is considered in the admission procedure. Capri Beauty College reserves the right to deny admission to applicants whom do not meet the admission criterion.

### **Reinstatement**

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.

### **Transcript Validity**

High School/GED: Transcripts submitted for admissions to Capri Beauty College may be hand delivered, mailed or emailed from the high school/institution or from Parchment to the registrar. Transcripts will be reviewed to confirm authenticity. No student will be admitted if the registrar does not have documentation that properly validates high school completion. In the event the student cannot obtain a transcript due to mitigating circumstances (financial hold, school closing, early completion, etc) the registrar may review alternate documents (certificate of completion, letter from high school registrar, etc.) on a case-by-case basis for confirmation of completion. These documents need to be presented to the admissions department no later than the day of orientation.

Home school transcripts from Illinois should:

1. Identify the official home school name, address, and telephone number.
2. Indicate grades that have been received for each course from ninth grade year to current.
3. Include the signature of the individual who prepared it and;
4. Include Language arts; Mathematics; Biological and physical sciences; Social sciences; Fine arts; and Physical development and health. A brief summary of course content may be requested.

Foreign Student's Transcript:

A student that submits a diploma or official document from a foreign country must provide evidence that verification of a foreign student's high school transcript has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to U.S. high school completion. Students may provide originals of both the marks/exams sheet (transcript) and the school leaving certificate (diploma). Sometimes this will be a single document.

To verify that a school is recognized by the Ill. State Board of Education (ISBE) the registrar will, if deemed necessary, check the ISBE website; [www.isbe.net](http://www.isbe.net). The registrar will verify out-of-state transcripts with the issuing State for official recognition of validity. Transcripts deemed "not-valid" is the final decision without appeal. Abuse will be reported to the Office of the Inspector General. Appropriate steps would be enforced for other states as well.

## ***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.

#### **Admission Requirements**

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

#### **Admission Procedure**

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

### **Transfer Students - Cosmetology**

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

#### **Admission Requirements**

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

#### **Admission Procedure**

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

### **Internal Transfer of Credit for Prior Education**

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

### **Pivot Point Education**

At Capri Beauty College, we proudly display the Pivot Point Legacy School logo throughout our campus. Pivot Point 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 Beauty College has many salons who will accept you as an intern for 150 hours of your program. You will also be taking various exams which are all required in subjects and Pivot Point Certificates.

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

**Class Size:** Range in size from four to twenty.

#### **Completion / Graduation, Transfer out and Retention Rates**

*available on-line at:*

<http://Capri Beauty College.edu/students-right-to-know/>

Disclosures for certificate or degree-seeking, first time, full-time undergraduate students is available online.

#### **Cosmetology Graduation Requirements**

- a. Complete 1500 clock hours.
- b. Pass two semi-final exams with a minimum score of 75%
- c. Pass written final exam and practical exam with a minimum score of 75%
- d. Complete progress sheet requirement with a minimum final score of 75%
- e. Achieve a Level Four on Clinic Totals. *View Addendum C for details.*
- f. Over all GPA 75%
- g. Made satisfactory payment arrangements on any financial obligations to the school.

#### **Cosmetology Licensure; qualifications - State of Illinois**

- (1) A person is qualified to receive a license as a cosmetologist who has filed an application on forms provided by the Department, pays the required fees, and:
  - a. Is at least 16 years of age;
  - b. Is beyond the age of compulsory school attendance or has received a certificate of graduation from a school providing secondary education, or the recognized equivalent of that certificate;
  - c. Has graduated with 1500 hours in the study of cosmetology from a school of cosmetology approved by the Department; and

- d. Has passed a written examination consisting of 100 multiple choice questions authorized by the Department to determine eligibility to receive a license as a cosmetologist.
- e. has met any other requirements of the Act.

### **Cosmetology License Renewal**

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

### **TEACHER TRAINING**

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

It is the purpose of the college 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.

<b>Curriculum</b>	<b>Total 1000 Hours</b>
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

<b>Curriculum Teacher Training Short Course</b>	<b>Total 500 Hours</b>
Education Psychology.....	20 Hours
Teaching Methods. ....	20 Hours
Application of Teaching Methods .....	150 Hours
Business Methods .....	50 Hours
Student Teaching .....	260 Hours

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

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

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

1. Applicant will have a campus visit.
2. Applicant will complete an Application for Admission;
3. Applicant will provide proof of identification; Driver's License, State ID, Passport, Passport Card or Birth Certificate.
4. Applicant will Sign an official enrollment agreement.
5. Applicant will pay registration fee.
6. Applicant will present copies of most recent educational qualifications showing high school completion.
7. For short course: Applicants must provide a: VE-COB (Verification of Employment/Experience is

available at) <https://www.idfpr.com/renewals/apply/forms/cos-t-ex.pdf>

### **Transfer Student – Teacher Training and Teacher Training (Short Course)**

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

#### **Admission Requirements**

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

#### **Admission Procedure**

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

#### **Class Size**

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

#### **Teacher Training and Teacher Training Short Course Graduation Requirements:**

A student teacher will be considered a candidate for graduation when the following requirements have been met:

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

#### **Cosmetology Teacher Licensure; qualifications - State of Illinois**

(a) A person is qualified to receive license as a cosmetology teacher if that person has applied in writing on forms provided by the Department, has paid the required fees, and:

- (1) is at least 18 years of age;
- (2) has graduated from high school or its equivalent;
- (3) has a current license as a cosmetologist;
- (4) has either: (i) completed a program of 500 hours

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

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

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

### **Cosmetology Teacher License Renewal**

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

### ***Disclosures on the Web***

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

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

### **Annual Security Report (ASR)**

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

**Crime Victim Rights in Illinois** – Printable Brochure

**Code of Conduct for Education Loans** – Printable Document

**FA Rights and Responsibilities** – Printable Document

**Loan Disclosures** – Printable Document

**Not Alone** – Online resource center supported by the Office on Violence Against Women.

**Net Price Calculator** – Interactive Calculator

**Price of Attendance** – Printable Document

**Return of Title IV Funds & Course Cancellation** – Printable Document

**Satisfactory Academic Progress Policy** – Printable Document

**Student Body Diversity** – Printable Document

**Student financial Aid Rights & Responsibilities**– Printable Document

**Transfer of Credit Policies** – Printable Document

## General Information

### Accreditation

Capri Beauty College is Accredited by the National Accrediting Commission of Career Arts and Sciences, Inc. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and programs of cosmetology arts and sciences, Electrology, and massage and is located at 3015 Colvin St. Alexandria, VA 22314. Phone: 703-600-7600 Fax: 703-379-2200.

### State License

Illinois Department of Financial and Professional Regulation issued and recognizes Capri Beauty College School of Beauty Culture, Inc. (D/B/A Capri Beauty College) as a Cosmetology School.  
100 West Randolph, 9<sup>th</sup> Floor Chicago, IL 60601 and 320 W. Washington, Springfield, IL 62786.  
Phone: (800) 560-6420

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

### Associations

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

### Attendance Policy

A Biometric Time Clock is used to track hours. Capri Beauty College 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.

### 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. Students 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 Beauty College.edu for Title IV Code of Conduct.

### **Bereavement**

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

### **Book & Equipment List**

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



### **Hair Goods**

8 Piece Manikin System by Pivot Point including:

- 2 Head forms (light and dark)
- 2 Long hair snap caps
- 1 Rectangle snap cap
- 1 Natural snap cap
- 1 Female long hair manikin.
- 1 Men's 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.

*Theatrical Opportunities:* Theatre, TV/Motion Picture Designer, Celebrity Designer.

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

*Educational Opportunities:* Teacher, Education Director, School Owner, Educational Consultant.

### **Cell Phones or Other Devices**

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

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

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

### **Clinic Services**

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.

### **Counseling Services**

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

### **Credit Balance Policy /Time frame for paying FSA credit balances**

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

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

- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

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

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

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

- Mails the check to the student or parent within the 14-day time frame.
- Student or parent have the right to cancel FSA funds during the 14-day time frame, in writing to the financial aid office here: Capri Beauty College Attn: FA Office 15815 Rob Roy Drive Oak Forest, IL 60452.
- Student or parent have the right to cancel the authorization to hold a credit balance at any time, in writing, and have a check mailed within 14-days of notification.

### **Credit for Previous Work**

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

### **Calculation of Overtime Charges**

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

1. Projected completion is within maximum time to complete the course as outlined on Enrollment Agreement. 2. Fees are paid for the remaining instructional hours at an hourly rate of \$9.00 per hour and due in full when charged to the tuition ledger. Enrollment may be terminated without payment or a contracted payment plan. Official Transcripts are not released without satisfying all financial obligations. Note: Paying Overtime Charges with Title IV funds is prohibited. Absent Hours allowed, without charge, for traditional enrollment agreements: Cosmetology = 75 hours, Teacher Training = 50 hours, Teacher Training (short course) = 25 hours. Non-traditional enrollments include Transfer & Teach-out Agreements and are calculated on a case by case basis.

### **Calculation of Overtime Charges due to Unusual Circumstances**

When a student experiences an unusual circumstance such as major medical illness or death in family, an *Overtime Discharge Form 15C* should be requested from the Campus Director. The *Form* and verifiable documentation, should be submitted to the Campus Director who will send to the Board of Directors.

Student will be notified writing within ten business days of the decision to honor the request. Decision is final and not subject to appeal.

### **Calculation of Overtime Charges in relation to Make-up Hours**

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

### **Calendar**

Available on line at [www.capri.edu](http://www.capri.edu)

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

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

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

### **Copyright Infringement**

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

### **Disbursement of Books and Supplies for Pell Eligible Students**

A Federal Pell Grant eligible student, with a valid Institutional Aid Report on file with the College may purchase, by the seventh day of a payment period, the books and supplies required for the payment period by clarifying their intent to use HEA program funds at the time of registration if, 10 days before the beginning of the payment period:

- (1)(a) The College could disburse the title IV, HEA program funds for which the student is eligible; and
- (b) Presuming the funds were disbursed, the student would have a credit balance.
- (2) The amount the College provides to the Federal Pell Grant eligible student to obtain for purchase books and supplies is the lesser of the presumed credit balance or the amount needed by the student, as determined by the institution.
- (3) The Federal Pell Grant eligible student may opt out of the way the institution provides for the student to obtain or purchase books and supplies.
- (4) If a Federal Pell Grant eligible student uses the way provided by the institution to obtain or purchase books and supplies, the student is considered to have authorized the use of title IV, HEA funds and the institution does not need to obtain a written authorization.

## ***Disciplinary, Policies & Step Procedures***

### **Preventive Discipline**

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

#### **Step 1: Verbal Warning**

In most situations involving conduct or performance problems, a verbal discussion of the problem will be held between the student and the instructor. The student will be advised that a written warning will follow if the conduct continues. Following such discussion, the student 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 3 calendar days for suspension; however, circumstances may dictate a longer or shorter period. During the probationary/suspension period, the student and Director will meet to evaluate the performance or conduct issues. At times, a severe conduct or performance issue may require immediate probation/suspension without verbal or written warnings as outlined in Steps 1 and 2, above.

#### **Step 4: End of Probationary/Suspension Status**

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

#### **Suspension by the College**

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

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

#### **Termination by the College**

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

- A. Absence for 30 consecutive days without notification and approval.
- B. On Campus Alcohol, Substance Abuse, or possession of a weapon.
- C. Physical Human Relation Violations.
- D. 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.
- J. Violations outlined in Capri Beauty College’s Sexual Discrimination, Harassment and Misconduct policy

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

### **Classroom & Clinic Rules**

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

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

### **Code of Conduct & Human Relations Policy**

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

1. Location: Capri Beauty College identifies the following locations where students are expected to uphold professional human relations: inside college owned buildings or rental spaces, outside on campus parking lots and off-campus internship site
2. Conduct Related to Speech: is limited and includes the lewd and obscene, the profane, the libelous, and the insulting or “fighting” words — those which by their very utterance inflict injury or tend to incite an immediate breach of the peace.
3. Conduct Related to Physical with Zero Tolerance: Acts of violence, both verbal and/or physical, destruction of property, threats to campus safety and/or violation of The Clery or Violence Against Women Act (VAWA) may be subject suspension or termination without a disciplinary step process.

**Dress Code**

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

**Employment & Employment Assistance:**

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

For Placement Rates visit: [www.capri.edu/students-right-to-know](http://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 or guardians of dependent minors as defined by the IRS Code, Persons who need to know in cases of health and safety emergencies, Accrediting Organizations to carry out accrediting functions, Appropriate parties in connection with financial aid to a student, Federal, State and local governmental officials for purposes authorized by law, or other schools to which a student is applying or transferring.

For a copy of FERPA visit: [www.capri.edu/students-right-to-know](http://www.capri.edu/students-right-to-know)

**FERPA Complaint Procedure**

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

**FERPA & Disclosure without Consent**

Capri Beauty College refrains from disclosure or release of information over the telephone regardless of the situation or relation to the student. Interested parties (parents/family members) are encouraged to have the STUDENT book an appointment with the Manager or Director. During the appointment, a *Consent to Release Information* will be signed by the student and questions will be answered.

**Grievance Procedure & Form – See Appendix B****Grading and Types of Tests.**

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

**Grading Scale**

G.P.A Expected Levels of Performance

94%+ High Academic Honors



90-93% Academic Honors  
85-89% above Average  
75-84% Average  
Below 75% Unsatisfactory

### **Holidays & School Closure**

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

### **Health, Physical & Safety Requirements of the Industry**

It is good practice to have a physical prior to enrolling at school and discuss your career choice.

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

### **Housing**

Off campus housing is not available through the college.

### **Information Security**

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

### **Internship Program**

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

To be registered for this program, the student must:

1. Have met attendance, academic, and clinic requirements.
2. Interview with Capri Beauty College's Internship Coordinator.
3. Complete an Internship Application.
4. Secure an Internship Site.
5. Complete and return a signed Salon Internship Contract to Capri Beauty College's Internship Coordinator.

### **Licensing Requirements to Obtain Employment -**

*View details under Course Offerings*

Upon completion of graduation requirements and payment of all monies due to the school, the student will receive a certificate, official transcript and instructions for State Board filing. Fees charged by State Board Testing Agencies are not covered in tuition and fees charged by Capri Beauty College and must be

paid by the student. For a copy of the ACT, licensing, rules & limitations and applicable fees for State Board Testing visit: <http://www.idfpr.com/PROFS/Info/cosmo.asp>

### **Licensing & Requirements Set Forth by Employers:**

Before you begin your job search, it is recommended that you prepare a Resume and obtain knowledge on general interview procedures. Prior to the graduate level, all Capri Beauty College students participate in classes that cover these basic topics. In addition, Illinois State Law requires proof of filing for the State Board Examination in order to work in the field. This means, your employer may ask you to provide a copy of the confirmation number emailed to you from the State as proof of completing the application process.

Once filed, you may work unlicensed until the day of your Examination. If you pass, congratulations! You may continue to work and will be required to display your license at your place of employment. If you fail, you must stop working and cannot work until you retake the Examination (you may not work in the interim).

### **Lockers**

The ownership of the locker is retained by the school. 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 and keep locked at all times.

### **Make-Up Course Work due to Absence:**

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

### **Make-Up Course Work due to Failure:**

Unless the student’s overall grade point average is below 75% make up course work is not required. 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 Beauty College is not responsible for vehicles or its contents

## ***Paying for College***

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

### **Methods and Terms of Payment**

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

**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](http://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

Beauty College. For an appointment, contact the Admissions Department: Oak Forest: 708-687-3020 x 210. New Lenox: 815-485-3020 x 210 Application deadline: May 1<sup>st</sup>.

### **Federal Loan Budgets**

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.

### **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 Stafford Loans** 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](http://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.

### **Fee Waiver Policy**

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

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

- Student lives in federally subsidized public housing, a foster home or is homeless.
- Student is a ward of the state or an orphan.

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

### **Loan Counseling**

Before a Direct loan will be disbursed, the College ensures that entrance counseling is conducted online at [studentloans.gov](http://studentloans.gov). One of the borrower's obligations is to participate in Exit Counseling. This is also available at [studentloans.gov](http://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](http://www.capri.edu)

Industry and College sponsored scholarship opportunities are available for review online.

### **Self-Certification – Truth in Lending Act**

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

### **Verification**

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

### ***Return of Title IV Funds***

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

### **Return of Title IV (R2T4) Policy**

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

### **Timeline for Returning Title IV Funds**

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

### **When a Student is Considered a Withdraw for R2T4 funds:**

The student is considered to have withdrawn from a payment period or period of enrollment if:

- the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

#### ***A. Official Withdrawal Process***

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

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

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

#### ***C. Expelled Student***

The student that is expelled by the school is considered to have not completed all the clock hours and weeks of instruction time in the payment period or period of 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 withing 45 calendar days from the LDA.

### **Determining Aid Earned**

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

### **Order of Return**

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

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Plus Loan
4. Pell Grant

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

### **Withdrawal Before 60% Point of the Payment Period**

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

### **Withdrawal After 60% Point of the Payment Period**

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

Payment Periods are defined according to the following 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](http://www.studentaid.ed.gov).

## Institutional Refund Policy

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

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

- A. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- B. A student notifies the institution of his/her withdrawal in writing. The school shall mail a written acknowledgement of a student's cancellation or withdrawal within 15 calendar days of the postmark date of notification.
- C. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- D. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing within five (5) business days of signing an enrollment agreement or contract, all monies collected by the school shall be refunded. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- E. Notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the registration fee, and the cost of any books or equipment that have been provided by the school and retained by the student.
- F. Notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the registration fee, 10% of the tuition or \$300, whichever is less, and the cost of any books or equipment that have been provided by the school and retained by the student.
- G. A student has completed 5% or more of the course of instruction, the school may retain the registration fee and the cost of any books and equipment provided by the school, and will determine the amount of tuition owed from the student using the following *State of Illinois Schedule of Tuition Adjustment*:

PERCENTAGE OF A SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- H. All refunds will be calculated on the student's last day of physical attendance in the school. Unexplained absence from school for more than fourteen (14) days shall constitute notice of cancellation. If there is notification of extenuating circumstances student will be allowed a maximum of 30 days before termination.
- I. All refunds of monies due the student will be paid by the school within forty-five (45) days after formal notification of cancellation or termination. The school maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.
- J. If a course is cancelled after a student's enrollment, the school shall at its option: 1. Provide a full refund of all monies paid; or 2. Provide completion of the course at a later time.
- K. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- L. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of student, the school makes a settlement which is reasonable and fair to both.

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

#### **Termination/Withdrawal Fee**

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

#### **Regulatory Oversight Restrictions**

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

#### **Retail Sales Act**

Capri Beauty College complies with all applicable requirements of the "Retail Installment Sales Act". Students are not allowed to solicit items for sale while on campus or during school sponsored events. This includes but is not limited to; fundraising items such as candy, tickets, cosmetics, jewelry, purses, accessories, home goods, etc.

## **Satisfactory Academic Progress Policy**

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

#### **Evaluation Periods & Total Length Measured in Clock Hours**

Corresponding Academic Year for each program is defined as 900 clock hours.

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology (1500 Hours): 450, 900, 1200 clocked (actual) hours

Teacher Training (1000 Hours): 450, 900 clocked (actual) hours



Teacher Training (short course) (500 hours): 250 clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students will be notified of any evaluation period that impacts the student's eligibility for federal financial aid. Informal Evaluations may be conducted throughout the program to identify at-risk students. (Note: all evaluations are completed within seven School business Days following the established evaluation periods).

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

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

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

### **Academic Progress Evaluations**

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

according to the following scale: 94%-100% High Academic Honors, 90-93% Academic Honors, 85-89% Above Average, 75-84% Average, Below 75% Unsatisfactory.

### **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 meet with a school official at the end of each evaluation period, sign an SAP Evaluation Form and receive a hard-copy of the Progress Report (Report Card) that was used to determine Satisfactory Progress at the time of each of the evaluation. Capri maintains both SAP Evaluation Form and Report Card on file as verification of student receipt. Students deemed not maintaining SAP will be informed of actions required and may have their Title IV Funding interrupted or terminated, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **Warning**

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

### **Probation**

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

- a) The college evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c) The college determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d) The college develops an academic plan for the student that, if followed, will ensure that the student is able to meet the college's satisfactory academic progress requirement by a specific point within the maximum timeframe established for the individual student.

Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the probation period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **Appeal Procedure**

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

1. The student submits an appeal on Form 17C, available from the Campus Director, and includes the following:
  - a. Why the student did not meet minimum SAP standards; and

- b. supporting documentation of the reasons why the determination should be reversed; and
  - c. information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.
2. The following are acceptable examples to file an appeal
- a. death of a family member, b. injury or illness of the student, c. extenuating unusual circumstances
3. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If an appeal is denied, the student has the option of continuing the program on a cash pay basis.

**Example: 2 Consecutive Failed Evaluation Periods and Outcomes**

450 Hr	451-900 Hrs	900 Hr	901-1200 Hrs	1200 Hr
Fail SAP No action required.	<b>FA Warning.</b> Remain Title IV eligible for this evaluation period.	Fail SAP Title IV ineligible without successful appeal.	<b>FA Probation</b> with successful appeal. Remain Title IV eligible for this evaluation period.	Fail SAP Title IV ineligible.

### Re-establishment of Satisfactory Academic Progress

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

### Withdrawals

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.

### Course Incompletes, Noncredit & remedial courses

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

### Transfer Students & Satisfactory Academic Progress

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

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

**Sexual 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 Beauty College also provides equality of opportunity in education and employment for all students and employees. Discrimination based upon race, color, sex, religion, age, national origin, ancestry, marital status, disability, Vietnam War veteran status, sexual orientation, or any other basis of discrimination precluded by federal and state statutes is strictly prohibited. For additional information concerning sexual harassment or discrimination, or to file a complaint, contact to the Civil Rights Office at (217) 581-5020.

#### *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.

Title IX Coordinator. **Tricia Seil** Email: [tricia@capri.edu](mailto:tricia@capri.edu)

Phone: (708)687-3020 Office Location: 15815-25 Rob Roy Drive Oak Forest, IL 60452

### **Smoking, Tabaco & Electronic Cigarettes**

Capri Beauty College strictly follows The Smoke Free Illinois Act. Students are not allowed to use Tabaco or electronic/vapor cigarettes anywhere in front of the school or within 15 feet of entrances, exits, windows that open or ventilation intakes. If you smoke it is suggested that you wash your hands and freshen your breath before returning to the clinic floor. 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 Beauty College'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 Beauty College, 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 Beauty College. Except as may otherwise be legally protected, students also should not make statements that either actually or potentially have a negative impact on Capri Beauty College or Capri Beauty College students. Any use of social media on behalf of Capri Beauty College must be approved in advance by an Officer of Capri Beauty College.

Violators will be held legally responsible and subject to disciplinary procedures outlined by Capri Beauty College.

### **Statement of Non-Discrimination.**

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

### **Student Access and Information Release Policy**

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

### **Student Rights & Consumer Information**

For additional assistance with Consumer Information, email the Compliance Coordinator:

[contact@capri.edu](mailto: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, cancellation MUST be in writing and given to the registered agent, if any, or managing employee of the school.
8. You have the RIGHT to know the number of students who did not complete the course of instruction for which they enrolled for the past calendar year as compared to the numbers of students who enrolled in the school during the school's past calendar year.
9. You have the RIGHT to keep all hours earned during your course of study. Once hours are earned they cannot be taken away.
10. You have the RIGHT to receive an official transcript upon your graduation or other permanent exit from the school provided you have met all financial obligations set forth in your enrollment agreement.
11. You have the RIGHT to a refund for certain unearned tuition, fees, and other charges. The refund policy is contained in the Illinois Barber, Cosmetology, Esthetics and Nail Tec. Act of 1985

12. You have the RIGHT to register complaints against the school with the Department of Financial and Professional Regulation. Direct your written complaints to COMPLAINT INTAKE UNIT, Department of Financial and Professional Regulation, Division of Professional Regulation, The James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, Illinois 60601. You may also submit a complaint on the Department's Website at [www.idfpr.com](http://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 submitted using the electronic form available which may be found at <https://capri.edu/forms/transcript/> Tuition and fees must be paid in full for release otherwise a *Financial Hold* will be placed on Transcripts. Photo ID required for all transcripts issued in person. 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.

### **Professional License Credit**

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

### **Transfer Student Tuition and Fees**

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

### **Unsuccessful Course Completion**

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

### **Video Surveillance Equipment**

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

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

### **Voter Registration**

To register to vote, you must be: A U.S. citizen, at least 18 years old by Election Day, and a resident of your precinct at least 30 days prior to an election. Illinois voters do not need to register by political party

or declare a political party membership or preference. However, voters may select a specific political party's ballot at their polling place when voting in a primary election. Visit: <http://www.voterinfonet.com> for additional information or Capri Beauty College.edu

**Web Site**

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

## **ADDENDIX A**

Faculty & Staff – Page 41

## **APPENDIX B**

Grievance Procedure and Form – Page 42-43

## **APPENDIX C**

Clinic Graduation Requirement  
Totals by Campus – Page 44



## Appendix A

**OWNERSHIP**

Amy Ruff  
 President & Owner – 32 years  
 FSA Coordinator  
 M.A. Administration & Supervision  
[amy@capri.edu](mailto:amy@capri.edu)

Thomas Seil  
 Vice President & Owner  
 Educator – 34 yrs.  
[tom@capri.edu](mailto:tom@capri.edu)

**ADMISSIONS**

Serving both Locations

Nedina Ochoa  
 Admission Director, FSA Administrator  
 Associates Degree -23 yrs.  
[nedina@capri.edu](mailto:nedina@capri.edu)

**OAK FOREST CAMPUS**

Tricia Seil  
 Vice President - Oak Forest Campus Director  
 Title IX Coordinator  
 Educator 36 yrs.  
[tricia@capri.edu](mailto:tricia@capri.edu)

Amanda Opel-Roppolo  
 Educator – 1 yr

Allison VanDerMolen  
 Director of Education / Educator-16 yrs.  
 Title IX Reporting Agent, CSA  
[allison@capri.edu](mailto:allison@capri.edu)

Sandra West-Miller  
 Educator – 9 yrs.

Marcia White  
 Educator – 3 yrs.

**NEW LENOX CAMPUS**

Thomas Seil  
 New Lenox Campus Director  
 Educator – 34 years  
[tom@capri.edu](mailto:tom@capri.edu)

Elizabeth Beaumont  
 Educator – 2 year  
[beth@capri.edu](mailto:beth@capri.edu)

Brittany Fraley  
 Program Manager – 10 yrs.  
[brittany@capri.edu](mailto:brittany@capri.edu)

Travis Jennings  
[travis@capri.edu](mailto:travis@capri.edu)  
 Educator – New Hire

Victoria Monaco  
[tori@capri.edu](mailto:tori@capri.edu)  
 Educator – New Hire

**GUEST SERVICES**

Kristen Beeck  
 Receptionist – 1 yr.

Victoria Voss  
 Receptionist – 10 years  
[vicki@capri.edu](mailto:vicki@capri.edu)

### ***Capri Beauty College – Student Grievance Procedure***

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

#### **Conflict Resolution Procedure:**

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

## *Capri Beauty College – Grievance Form*

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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

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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.

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

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

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

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

### **Official use only:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Response Mailed to Student: \_\_\_\_\_

## Appendix C

**Clinic Graduation Requirement Totals****New Lenox**

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

**Oak Forest**

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<b>Total Clients</b>	<b>10</b>	<b>30</b>	<b>60</b>	<b>125</b>	<b>175</b>	<b>200</b>
<b>Total Services</b>	<b>24</b>	<b>66</b>	<b>140</b>	<b>200</b>	<b>240</b>	<b>335</b>
<b>Female Cuts</b>	<b>3</b>	<b>10</b>	<b>30</b>	<b>40</b>	<b>45</b>	<b>55</b>
<b>Blow Dry Style</b>	<b>10</b>	<b>20</b>	<b>45</b>	<b>60</b>	<b>75</b>	<b>100</b>
<b>Iron/Roller Set</b>						
<b>Male</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Color</b>	<b>2</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>45</b>	<b>60</b>
<b>Relaxer/Perm</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>8</b>	<b>10</b>	<b>12</b>
<b>Add On</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>	<b>30</b>
<b>Retail</b>	<b>\$10</b>	<b>\$30</b>	<b>\$50</b>	<b>\$75</b>	<b>\$100</b>	<b>\$125</b>
<b>*New Requests</b>	<b>2</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>30</b>	<b>35</b>
<b>Regular Requests</b>	<b>1</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>	<b>50</b>
<b>Manicure</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Pedicure</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Facial</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>Special Occasion</b>	<b>1</b>	<b>4</b>	<b>7</b>	<b>10</b>	<b>12</b>	<b>15</b>

\*New Requests are first time clients that specifically request the student. This could be family, friends, or acquaintances of the student.