

April 4, 2013

Iowa College Student Aid Commission
Postsecondary Registration Administrator
603 E 12th St, Fifth Floor
Des Moines, IA 50319

Attention: Carolyn Small

Dear Ms. Small:

Enclosed you will find the following application for 261B – Postsecondary Registration and required attachments for Capri Colleges:

As required, they are enclosed in hard copy format and pdf electronic file format.

Capri College has three locations in Iowa; Dubuque, Cedar Rapids and Davenport. The enclosed application is inclusive of all three locations. If additional information is required, please feel free to call me at (563)588-2379.

Thank you.

Sincerely,

Lois Leytem
Compliance Director

Iowa College Student Aid Commission

Postsecondary Registration Administrator
200 10th Street, Fourth Floor Des Moines,
IA 50309 (515) 725-3470

Postsecondary Registration Iowa Code Chapter 261B

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

Submit one paper copy and one electronic pdf copy of the application.

GENERAL INFORMATION

Q. *Who must register?*

A. Registration is required for any school that maintains or conducts one or more courses of instruction, including courses of instruction by correspondence or other distance delivery offered in this state or which has a presence in this state and offers courses in other states or foreign countries and is not subject to an exception described in Iowa Code Chapter 261B.11.

“School” is defined as an entity which:

Is, owns, or operates a nonprofit postsecondary educational institution.

Provides a postsecondary instructional program or course leading to a degree.

Uses in its name the term “college”, “academy”, “institute”, or “university” or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which charges for its services.

“Presence” means maintaining a physical, postal, telephone or internet address within Iowa. “Presence” does not mean, “located in Iowa”.

Q. *What is required to register?*

A. To register, a school must first be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and be approved by all State of Iowa agencies with approval jurisdiction, and subsequently, except as provided in subsection 2, be approved for operation by the Iowa College Student Aid Commission.

An educational practitioner preparation program that is operated by a school that applies to register the program in accordance with this chapter must be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and in addition, be approved by the state board of education pursuant to section 256.7, subsection 3, and subsequently be approved for operation by the Iowa College Student Aid Commission.

Q. *When must registration and renewal occur?*

A. Registration must occur **prior** to the school commencing instruction which would bring the school under the registration requirement.

1. Registrations must be renewed every four years.

2. Registrations must also be renewed upon any substantive change in program offerings, location or accreditation.

Q. *Must the school also file a bond under Iowa Code §714.17 et seq?*

A. The provisions of *Iowa Code § 714.17 et seq.* require the posting of proof of financial security, as defined by a list of organizations that are *not* required to provide proof of financial security. There is no automatic exemption between chapters 261B and 714.

Whether a school is subject to Iowa Code Chapter 714 depends upon the specific situation of the school. A school must review the provisions of Iowa Code Chapter 714 to determine how the law applies to the school's own situation.

Q. *If the school is incorporated under the laws of a jurisdiction other than Iowa, must the school also obtain a Certificate of Authority to do business in Iowa? Is registration under Chapter 261B required if a Certificate of Authority to do business in Iowa has been granted?*

A. *Iowa Code §490.1501* requires a non-Iowa for profit corporation to obtain a Certificate of Authority from the Secretary of State before business is transacted in Iowa. *Iowa Code §504.1501* similarly requires non-Iowa nonprofit corporations to obtain a Certificate of Authority from the Secretary of State prior to conducting affairs in Iowa. Registration under *Iowa Code Chapter 261B* is not a substitute for obtaining a Certificate of Authority. An incorporated school must review the provisions of *Iowa Code §490.1501 et seq.* or *§504.1501 et seq.* in the context of the school's planned activities to determine whether a Certificate of Authority is required. The Secretary of State may be contacted at the following address.

Secretary of State State
Capitol, Room 105 Des
Moines, Iowa 50319. Phone:
(515) 281-8993 FAX: (515)
242-5952 Website:
www.sos.state.ia.us

Q. What is the fee for registration or renewal?

A. The complete application fee structure is as follows:

Initial application \$4,000 Renewal \$4,000 Substantive
Change or Amendment \$1,000

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator
200 10th Street, Fourth Floor Des Moines, IA 50309 (515)
725-3470

Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD. Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for \$4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator
200 10th Street, Fourth Floor Des Moines, IA 50309

All items must be completed before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:
[(261B.4(2))] and [(261B.4(1))]

Name of School: **CAPRI COLLEGE**
Suite
City: **Dubuque**
State: **Iowa**
Zip: **52001**
Country: **USA**
Telephone Number (including country or area code): **563-588-2379**

Type of corporation:

For-profit
 Non-profit

Address of this school in all in other states, and in foreign countries: **N/A**

Address of all locations in Iowa where instruction is to be provided:

Street	City	State	Zip	Country	Telephone
2540 E. 53 rd Street	Davenport	IA	52807	USA	(563)388-6642
2945 Williams Parkway SW	Cedar Rapids	IA	52404	USA	(319)364-1541
395 Main Street	Dubuque	IA	52001	USA	(563)588-2379

Total tuition charges, fees and other costs payable to the school by a student [(261B.4(3))

Program to be offered in Iowa	Tuition	Fees	Books & Supplies	Other (Uniforms)	Total
Cosmetology	\$15,085	\$1040	\$1655	\$130	\$17890.00
Massage Therapy	\$ 7,550	\$ 370	\$1100	\$ 80	\$ 9100.00
Esthetics	\$ 7,550	\$ 320	\$1250	\$ 90	\$ 9210.00
Nail Technology	\$ 3,600	\$ 170	\$ 540	\$ 40	\$ 4350.00
Cosmetology Instructor	\$ 3,600	\$ 320	\$ 130	\$300	\$ 4,350.00

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))]
If the refund policy is attached, please summarize the policy below.

Refund policy is attached in the Capri College Catalog / Student Handbook page 31 ATTACHMENT A Summarized: Iowa refund policy allows for 90% of tuition pro-rated based on clock hours for up to 60% of the term.

Degrees granted by the school [(261B.4(5))] **N/A**

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: Charles B. Fiegen

Address: 395 Main Street P.O. Box 873

City: Dubuque

State: Iowa

Zip: 52001

Country: USA

Telephone Number (including country or area code) (563)588-2379 Ext. 312

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]
Code section 261b.9 is as follows:

261B.9 DISCLOSURE TO STUDENTS

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section.

1. The name or title of the course: **Pages 11-15 in Capri College Catalog/Student Handbook**
2. A brief description of the subject matter of the course: **Pages 11-15 (see above)**
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum. **Pages 45 in Capri College Catalog/Student Handbook**

4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact. **Pages 31 – 34 in the Student Catalog/Handbook**
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made. **Page 16 in Student Catalog/Handbook**
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school. **(ACCSC) The Accrediting Commission for Career Schools and Colleges found on Page 3 of the Student Catalog/Handbook.**

Response: **The above information can be found in the Capri College Catalog/Student Handbook as noted. This disclosure information is also available on our website: www.capricollege.edu under “consumer information”.**

Name, address and telephone number of a contact person in Iowa [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation’s Iowa registered agent.

Name: Matthew Fiegen, COO Capri College
 Address: 395 Main Street P.O. Box873
 City: Dubuque
 State: IA
 Zip: 52001
 Country: USA
 Telephone Number (including country or area code): (563) 588-2379 Ext. 308

Name, address, and title of the other officers and members of the legal governing body of the school [(261B.4(6))]

Officer Number 1

Name: Charles Fiegen, Owner
 Address: 395 Main Street P.O. Box 873
 City: Dubuque
 State: IA
 Zip: 52001
 Country: USA
 Telephone No. (including country or area code) (563)588-2379 Ext.312

Officer Number 2

Name: Matthew Fiegen, COO
 Address: 395 Main Street P.O. Box 873
 City: Dubuque
 State: IA
 Zip: 52001
 Country: USA
 Telephone No. (including country or area code) (563)588-2379 Ext.308

Officer Number 3

Name: Sara Fiegen-Hull, Secretary/Treasurer
 Address: 395 Main Street P.O. Box 873
 City: Dubuque
 State: IA
 Zip: 52001
 Country: USA
 Telephone No. (including country or area code) (563)588-2379 Ext.309

Names and addresses of persons owning more than 10% of the school [(261B.4(6))]

Owner Number 1

Name: Charles Fiegen, Owner
Address: 395 Main Street P.O. Box 873
City: Dubuque
State: IA
Zip: 52001
Country: USA
Telephone No. (including country or area code) (563)588-2379 Ext.312

Name all agencies accrediting the institution. For each agency, indicate name address telephone number and whether the agency is recognized by the U.S. Department of Education [(261B(4(9)))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.

ATTACHMENT B1 - Letter
ATTACHMENT B2 - Certificate

Accrediting Agency 1

Name: Accrediting Commission for Career Schools and Colleges
Suite: #320
Street: 2101 Wilson Blvd.
City: Arlington
State: VA
Zip: 22201
Country: USA
Telephone number (including country or area code): 1-703-247-4212
Contact Person: Michael McComis, Executive Director

Is this agency recognized by the U.S. Department of Education Yes No

Describe the procedures followed by the school for permanent preservation of student records [(261B.4(12))]

Student records are maintained on a computerized student records software program. The records are automatically downloaded nightly and backed up into an off-site server. Hard copy files are also stored in file cabinets at the home office site in a 18 inch solid rock basement area.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Capri College Office of Student Accounts
Street: 395 Main Street P.O. Box 873
City: Dubuque
State: Iowa
Zip: 52001
Country: USA
Telephone Number (including country or area code) (563)588-2379 Ext. 304

This information is available to the student in the Student Catalog/Handbook page 16

List the states and approval or registration agencies for all states in which the school operates or maintains a presence. **Capri College has locations in Iowa only**

State	Agency Name	Address	Contact Person	Telephone #
Iowa	Department of Health / Professional Licensure Cosmetology Dept.	321 E. 12 th Street Lucas State Office Bldg Des Moines, IA 50319	Susan Reynolds	(515)281-5234
Iowa	Department of Health / Professional Licensure Massage Therapy	Same as above	Pierce Wilson	(515)242-6529

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used; including but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study and portfolio experience and evaluations [(261B/4(13))]

Capri College employs Lecture and Classroom Demonstrations along with Lab/Clinic participation. Iowa Law prescribes the hourly allotment that is to be devoted to academics and clinical for each discipline.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency. **ATTACHMENTS C1,C2,C3,C4, and C5**

Agency Name	Address	Contact Person	Telephone #	Approval Status
Department of Health / Professional Licensure Cosmetology Dept.	321 E. 12 th Street Lucas State Office Bldg Des Moines, IA 50319	Susan Reynolds	(515)281-5234	Current Licensure 2013-2014
Department of Health / Professional Licensure Massage Therapy Dept.	321 E. 12 th Street Lucas State Office Bldg Des Moines, IA 50319	Pierce Wilson	(515)242-5969	Current Approval Through 2014

Is the School subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes No
If Yes, explain below.

Provide the name and contact information for a U.S. Department of Education official who can verify the LST statement.

N/A

Do you:

Enroll students in Iowa Yes No
Employ Iowa faculty Yes No

Do you intend to:

Enroll students in Iowa Yes No
Employ Iowa faculty Yes No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

Enrolling Students: Capri College has uses traditional media advertising; radio, television, mass marketing, and referrals. Additionally we use electronic methods of reaching students; texting, e-mail, tweeting, internet / facebook. We also visit surrounding high schools and organizations providing them with information specific to the fields of cosmetology arts and sciences and massage therapy. We employ full time on-site admissions representatives at each location to assist prospective students in the enrollment process. Capri Colleges does not use commissioned or off-site recruiters for student enrollments.

Employment: Capri College primarily uses two processes for hiring faculty. One way is advertising through newspaper, employment agencies, internet sites. Our accrediting agency requires three years field experience for all instructors. The state of Iowa requires two years of experience and/or the Cosmetology Arts and Science Instructor course, which is offered at Capri College. Consequently, the second hiring method is hiring graduates of our Cosmetology Arts and Science Instructor program, along with appropriate and comparable field experience.

Name, address, telephone number and resume of employees in Iowa. Please identify which employees are full time.

CAPRI COLLEGE - DUBUQUE, IOWA

FACULTY/STAFF ROSTER (NAME, ADDRESS, TELEPHONE NUMBER)
FACULTY QUALIFICATIONS/RESUME

ATTACHMENT(S) D1,D2,D3,D4,D5, and D6

CAPRI COLLEGE – CEDAR RAPIDS, IOWA

FACULTY/STAFF ROSTER (NAME, ADDRESS, TELEPHONE NUMBER)
FACULTY QUALIFICATIONS/RESUME

CAPRI COLLEGE - DAVENPORT, IOWA

FACULTY/STAFF ROSTER (NAME, ADDRESS, TELEPHONE NUMBER)
FACULTY QUALIFICATIONS/RESUME

Will your school comply with Iowa Code section 261.9(1) “e” to “h”

See Iowa Code for details Yes No

Please provide policies that comply with these requirements as attachments.

RESPONSE: Capri College “Student Right-To-Know”, Capri’s Drug and Alcohol Policy and Campus Crime Security Report can all be located on the Student “CONSUMER INFORAMTION” link at the top of the web site: www.capricollege.edu.

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

Yes No

Attach a copy of the applicant school's most recent audit prepared by a certified public accounting firm no-more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

AUDIT REPORT– COMPLIANCE AUDIT AND FINANCIAL AUDIT - ATTACHMENT E1 and E2

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools degree programs. N/A

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

RESPONSE: The curriculum for our programs are established by the Iowa Department of Health: Cosmetology Board- However, all faculty must be licensed in Iowa and provide three years active field experience. Additionally, Capri College has a very active "Advisory Board" that evaluations curriculum twice a year. The Advisory Board is comprised of employers of our graduates and salon owners.

If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facilities purchase or lease or option to purchase or lease. Please include a photograph of the location.

Response: Picture of Dubuque, Cedar Rapids, and Davenport locations – ATTACHMENT(S) F

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document.

RESPONSE: Letter from Chuck Fiegen on Capri College letterhead attached ATTACHMENT - G

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based educational locations, administrative, and service centers operated by the applicant and any parent organization. N/A

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

Response: Student Catalog/Handbook page 28

If applicable, provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

Provide the U.S..Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

ATTACHMENT: DEFAULT LETTERS FROM THE DEPARTMENT OF EDUCATION - ATTACHMENT(S) – H1, H2, and H3

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization.

ATTACHMENT: AVERAGE DEBT DOCUMENTATION – ATTACHMENTS – I1, I2, and I3

Provide the U.S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U.S. Department National Center for Education Statistics.

ATTACHMENT: IPEDS MOST RECENT GRADUATION RATE (2013 SPRING REPORT) – ATTACHMENT J1,J2, and J3

SIGNATURE

Applicant School Chief Executive Officer

Charles B. Fiegen
Name

President/Owner Capri College
Title

see page below for signature
Signature

April 4, 2013
Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.

A registration fee of \$2,000 is due and payable to the State of Iowa upon registration approval

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization.

ATTACHMENT: AVERAGE DEBT DOCUMENTATION – ATTACHMENTS – I1, I2, and I3

Provide the U.S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U.S. Department National Center for Education Statistics.

ATTACHMENT: IPEDS MOST RECENT GRADUATION RATE (2013 SPRING REPORT) – ATTACHMENT J1,J2, and J3

SIGNATURE

Applicant School Chief Executive Officer

Charles B. Fiegen

Name

Charles B Fiegen

Signature

President/Owner Capri College

Title

April 4, 2013

Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.

A registration fee of \$2,000 is due and payable to the State of Iowa upon registration approval



www.capricollege.edu

STUDENT CATALOG

CEDAR RAPIDS CAMPUS

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

DAVENPORT CAMPUS

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

DUBUQUE CAMPUS

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

PUBLISHED APRIL 2013

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Capri College

A MESSAGE FROM THE PRESIDENT

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

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

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

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

Warmest regards

Charles B. Fiegen, President

****The information contained in this catalog becomes effective on April 1, 2013. This publication and the policies contained herein supersede any and all prior publications of the Capri College Catalog and the Student Policies and Procedures Handbook. Please be advised that the policies contained in this catalog may be modified, rescinded, suspended or canceled at any point in time. In addition, new policies may be added without consent.*

I. GENERAL INFORMATION

Capri College Mission Statement

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

Capri College Philosophy

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

Capri College History

- 1966 Capri Cosmetology College, formerly Mr. Terry's University of Cosmetology, was established on February 20, 1966 by Charles Fiegen and Edward Bisenius.
- 1969 Due to downtown urban renewal project, Capri Cosmetology College in Dubuque, Iowa relocated to the present location at 395 Main Street.
- 1977 Capri Cosmetology College was established in downtown Cedar Rapids, Iowa. This location was formerly Paris Beauty Academy.
- 1987 The former Stewarts School of Hairstyling in Davenport, Iowa became the third Capri Cosmetology College.
- 1988 Capri became accredited by ACCSC to expand program offerings to students
- 1992 Capri Cosmetology College name changed to Capri College to reflect the ever developing and expanding program offerings.
- 1992 Capri College launched the first Nail Technology program in Iowa
- 1992 Capri College introduced the Massage Therapy program
- 1995 Ed Bisenius retired and Chuck Fiegen became president and sole owner of Capri College
- 2001 Capri College introduced Esthetics to the list of program offerings
- 2002 Capri College converted from clock hour to credit hour term format
- 2004 Capri College in Cedar Rapids moved to a new state of the art building on Cedar Rapid's West side.
- 2007 Capri College in Davenport acquired a beautiful new facility on the busy and flourishing 53rd Street Corridor.
- 2008 Capri College in Dubuque renovated and restored the historic Main Street building to the original interior. The brick walls and wood interior re-establishes the integrity of the structure and creates a beautiful and historic atmosphere.

Accreditation and Licensing

Capri College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed with the U.S. Department of Education as a nationally recognized accrediting agency.

The programs offered at Capri College are regulated by:

Iowa State Department of Public Health

Lucas State Office Building

Des Moines, Iowa 50319

Iowa College Student Aid Commission

603 E 12th Street

Des Moines, Iowa 50319

FACILITIES & EQUIPMENT

Capri College – Cedar Rapids, IA

Capri College in Cedar Rapids, Iowa is located just off of Highway 30 on the southwest side of Cedar Rapids at **2945 Williams Parkway SW**. The school is located near Westdale Shopping Mall and many large shopping chains. This innovative building is a beautiful 20,000 square foot, tri-level educational facility and student salon and spa. The main floor opens up to a large retail center for hair, skin, nail and massage products, along with a busy point-of-sale and reception desk. On either side of this area are the admissions and administrative offices and the men's and women's restrooms. After check in at the desk you will be welcomed into the service area which is a massive urban retro 9000 square foot bi-level clinical area for massage, hair and beauty treatments. In addition, for added service, there are two separate and private spa service areas, one for hand and foot nail care and one for esthetics and skin care.

The second level consists of a lofted area that encompasses five large experiential classrooms, and a student restroom. The private lower level of the loft area houses a large massage therapy practical classroom and individual treatment rooms for massage therapy and skin care services. A student library and computer lab, a locker area and student break room, and an entrance, exclusively for student use, completes the lower level of the west end of the campus. On the east side of the building is a private office area for faculty. For parking, there is a large private parking lot for students, clinic customers and staff surrounding the school.

Capri College - Davenport, Iowa

Capri College in Davenport, Iowa is conveniently located between Highway 61 & Interstate 74 at **2540 E. 53rd Street**. The school is near the main thoroughfare of Jersey Ridge Road with neighboring businesses such as Rave Motion Picture, Old Navy, and a variety of great restaurants. This newly renovated, geothermic building is 20,000 square feet with natural light exposure and beautifully landscaped grounds. The main entrance opens into a welcoming reception area followed by a spacious 7,680 square foot cosmetology student salon and spa. Adjacent to the reception desk is the student library and computer lab offering high speed internet access. The faculty office, a cosmetology classroom, and spa area for manicure and pedicures are also on the main floor. A mezzanine area on the west side of the building is dedicated to administrative offices and two additional cosmetology classrooms. Auditorium seating with a capacity of 120 students is located in the northwest corner of the building. The restrooms, storage, and laundry facilities are located along the north wall of the clinic area. Directly across, shampoo bowls form a circle around an innovative circular dispensary. Ten large treatment rooms devoted to skin care and waxing are located to the east of the clinic area. Behind this is a large student lounge. On the east side of the building is the Massage Therapy department with its own private entrance and reception area. There are eight relaxing treatment rooms, instructor offices, student library, and two classrooms in this quiet 3,000 square foot professional setting. On the front and side of the building is plentiful client parking. Faculty and student parking are in the large private lot behind the building.

Capri College - Dubuque, Iowa

Capri College in Dubuque, Iowa is located at **395 Main Street**, centered in a richly historic downtown location, next to the Five Flags Civic Center. The campus is within walking distance of the beautiful new Iowa Welcome Center, Grand Harbor Convention Center and Waterpark, National Mississippi River Museum, Grand River Center, Dubuque Museum of Art, and the new picturesque Mississippi River-walk and Plaza. Capri College Dubuque campus consists of a restored historic three story brick building and attached one story building that was added to accommodate the growing spa industry. The Main Street entrance opens into a large reception area and a 3,500 square foot cosmetology student salon and spa. The first floor also includes a diverse retail center for hair, skin and nail products, a spa area for manicures and pedicures and private skin care rooms for esthetics services. First floor also offers entrance to the administrative and admissions offices and public restrooms. The second floor consists of an additional 4,200 square feet, featuring three large classrooms, a fully equipped student lounge, and a student library and computer lab with high speed internet access. The faculty offices and corporate Financial Aid headquarters are located on second floor. The third floor is storage and reserved for future expansion. A large one story structure adjacent to the cosmetology building accommodates the Esthetics and Massage Therapy classrooms and private treatment rooms for quiet and personal spa services. This spacious 7,000 square foot building is connected to the main building internally and also has separate outside private access for massage therapy clients and students. The corporate administrative and accounting offices are also located in an area of this structure. A large well-lit weather insulated public parking ramp is located directly across the street from the college for student, staff and customer parking convenience

Capri College Kit and Equipment

Capri College uses professional equipment and supplies for instructional purposes. The student kit of equipment is complete with the tools and supplies needed while attending Capri and ultimately become part of the student's personal equipment in their professional career. The kit is reviewed annually, and with the expertise of the Capri College Advisory Board, updates are made that are consistent with industry demands. Students are responsible for maintaining the full kit, text material and equipment required throughout the course. The student may purchase the items from Capri or elsewhere, provided they are of comparable professional quality. Capri is not responsible for lost, loaned, stolen or broken equipment; therefore, borrowing equipment is discouraged.

Capri College Audio/Visual Equipment

Capri College has an extensive audiovisual library, front screen projectors, computerized classroom aids, televisions, and DVD players. The curriculum includes extensive DVD, video and audio recordings to help students in make-up work and stimulate and challenge their personal educational enhancement. The Student Resource Center is readily available to students and is also equipped with computers and high speed internet connection.

Class Size

To ensure that a student has opportunity for maximum participation and personal attention, the individual class sizes at Capri College are limited to a maximum of 35 students. The state of Iowa code requires an average student/instructor ratio of 15 to 1.

II. ADMISSIONS POLICIES

Admission

A prospective student will only be admitted if it is determined the student is capable of successfully completing and benefiting from the training.

Statement of Non-Discrimination

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

Admission Requirements

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

- High School Diploma or GED
- 2.0 GPA or higher from high school or college
- Completed Capri College Enrollment Application with required addenda:
- Campus visit and pre-admissions interview
- \$100 Registration Fee

Admission Procedure

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

1. Schedule and participate in a campus visit and successfully complete a pre-admission interview with a Capri College representative.
2. Submit Capri College application with required addenda. (*as follows*)
 - \$50.00 non-refundable Application Fee
 - Attach photocopy of driver's license or a government issued ID
 - Attach copy of high school diploma or general equivalency (GED) completion certificate.
 - Submit high school or college transcript(s)
The transcript is used to evidence a cumulative 2.0 grade point average or its equivalent. If below 2.0, a waiver of compliance may be submitted by applicant: To apply for the policy waiver the applicant must:
 - Request the policy waiver in writing citing circumstances or hardship
 - Submit two letters of recommendation from individuals who can evidence the applicant's ability to meet the training goals and succeed in the program. The letters must be from employers, teachers/counselors or professionals who can attest to the applicant's aptitude, reliability and character. The recommendation letters may NOT be from a relative of the applicant.
3. Submit \$100 Registration Fee
 - *Registration Fee is due within 30 days of application submission to assure placement in class. The Registration Fee is refundable, upon written request, if admission is withdrawn prior to starting or if admission is denied.*

After the Admissions Procedures are completed the College will send a letter of acceptance. An applicant not accepted by the College is entitled to a refund of all money paid to the school.

Payment Options

The individual who has been accepted as a student at Capri College pays tuition and fees at registration. Information regarding payment plans may be obtained from the Financial Aid or Admissions departments

Campus Visits

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

Class Registration / Orientation Session

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

Registration Fee:

Applicants to the College pay a \$100 registration fee prior to start date. This fee is refundable, upon written request, if the student does not start school or discontinues within three business days after signing the enrollment agreement. In the event the student discontinues training during the Two Week Trial Period, this \$100 fee will be retained by the school. After the second week of class the Minimum Cancellation and Settlement Policy will be applied to students who terminate their enrollment.

Housing

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

Americans with Disabilities ACT (ADA Policy)

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

Legal History / Disclosure

Capri College asks for full disclosure of any prior felony(s) or misdemeanor(s) (other than minor traffic violations) on the enrollment application. This information is used to advise students of licensing complications or potential denial of state licensure. Capri College reserves the right to confirm any information submitted or to complete a background check on any applicant. We reserve the right the right to deny or terminate any student giving false information. The above information, including sex offender status, is kept in a student confidential file.

Two Week Trial Period

Capri College requires our students to participate in a Two Week Trial Period prior to full acceptance to the program. This allows prospective students to participate in classes, meet with teachers and get a feel for the environment at Capri College. If during that two week period, he/she determines not to continue with training, the student withdraws with no additional tuition commitment. Capri College will retain the initial application fee and the \$100 Registration Fee to cover administrative costs; all other monies paid to Capri College will be refunded to the student. The student who discontinues must return any equipment or books that were issued or will be charged accordingly for those items. The Two Week Trial Period also allows Capri College to assess the student's aptitude to determine if the student is capable of successfully completing and benefiting from the program. At the end of the two week trial, a personal interview will be held between the student and a member of the College instructional staff to evaluate the student's training progress. Specific areas that will be evaluated during the Trial Period are:

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

Transfer Students / Transfer Credit

Massage Therapy: Students from other massage therapy programs or other health care educational facilities who may want to transfer credits or contact hours into Capri's Massage Therapy program may opt to test out of portions of the Anatomy and Physiology classes. Students who transfer in A & P credits are still considered full time and must attend all other classes to be considered a graduate of Capri College of Massage Therapy. There is no tuition reduction for this option. Test out Fee: \$200

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

1. Complete all Capri College admissions requirements and procedures
2. Obtain transcript(s) from previous Cosmetology Arts & Science training
3. Meet with School Director and Curriculum Director to determine the amount of credit or clock hours transferable and the classes needed. The following criteria will be used to determine acceptance of transfers
 - a) the previous school hours/credits must have been accrued within the past 24 months
 - b) the student must have accrued more than 525 clock hours / 17.5 credit hours (25% of total program)
 - c) the student must have demonstrated 90% attendance in previous school
 - d) the student must have received a "C" or equivalent letter grade for all transfer classes
 - e) the transfer student must participate in a Capri College Skill & Aptitude Assessment relative to their respective program. Test out Fee: \$200

Students with credits or hours from other cosmetology arts and science schools who transfer into any of Capri College cosmetology arts and science programs with less than 25% of the total course hours will pay full tuition. Students transferring with 25% or more of the program hours or credits completed will have the tuition calculated proportionately based on the remaining credits/hours needed for completion. Fees, books and equipment are charged according to the items needed by an incoming transfer student.

Core Life Science*The State of Iowa allows for transfer of core life science credit (150 clock hours) from one successfully completed Iowa Cosmetology Arts and Science program into the second Cosmetology Arts and Science program.

For information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:
http://www.capricollege.com/sg_userfiles/consumerinformation.pdf

III. PROGRAMS OF STUDY

COSMETOLOGY

2100 Clock Hours

60 Weeks

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

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

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

Cosmetology Curriculum:

Theory (including Core Life Sciences).....165 Clock Hours

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

Instructor Demonstration, Application and Lectures.....570 Clock Hours

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

Supervised Practical Instruction / Clinic.....1365 Clock Hours

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

Cosmetology Course Format

Term I

Basic Training - Skills and Service Orientation: Intro to Cosmetology
525 Clock Hours

Term II

Skill Development Designer Level: Client Experience
525 (1050) Clock Hours

Term III

Speed and Skill Refinement – Advanced Designer Level: Client Development
525 (1575) Clock Hours

Term IV

Career Preparation – Master Designer Level: Salon & Employment Readiness
525 (2100) Clock Hours

Cosmetology Course Schedule:

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

Evening hours of attendance: 12:00 p.m.– 8:00 p.m.

Saturday Hours: 8:00 a.m.– (1:30 p.m.) 3:00 p.m.

Students attend Cosmetology basic training for 10 weeks, Monday through Friday from 8:30 a.m. to 4:30 p.m. Following successful completion of “Basics” the student will be assigned a schedule that includes evening hours and Saturdays. Check with the admissions representative for a specific schedule of classes and hours for the class and location of your choice.

MASSAGE THERAPY

720 Clock Hours

32 weeks

The massage therapy program is designed to train the student in all aspects of Swedish and Deep Tissue Massage. Students will be required to learn massage strokes, understand the various body systems and how to palpate muscles to perform the art of massage.

The massage therapy field offers entry level employment opportunities in health care facilities, chiropractic offices, physical fitness spas and cosmetology salons, as well as providing the entrepreneur the opportunity to open and operate a massage therapy clinic.

The nature of this course is to serve the health, relaxation and wellness needs of the public.

Massage Therapy Curriculum

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

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

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

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

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

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

Business - Business Management and Career Planning,

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

Massage Therapy Course Format

COURSE	TERM I	TERM II	TOTAL CLOCK HOURS
Anatomy & Physiology	60 hours	45 hours	105 Clock Hours
Pathology	30 hours	30 hours	60 Clock Hours
Kinesiology	60 hours	15 hours	75 Clock Hours
Theory of Massage	30 hours		30 Clock Hours
Fundamentals of Massage	135 hours		150 Clock Hours
Massage Therapy II / Deep Tissue		60 hours	60 Clock Hours
Adjunct Therapies	45 hours	30 hours	75 Clock Hours
Business of Massage		30 hours	30 Clock Hours
Clinic / Lab Assignment		150 hours	150 Clock Hours
TOTAL CLOCK HOURS	360 hours	360 hours	720 Clock Hours

Massage Therapy Course Schedule:

Daytime hours of attendance: 9:00 a.m. – 3:30 p.m.

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

Saturdays: 8:00 a.m. – 2:00 p.m.

Classes are typically daytime schedules. Clinical rotations includes nights and Saturdays
Each location has a schedule of classes and hours that are available upon request

ESTHETICS

720 Clock Hours

32 Weeks

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

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

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

Esthetics Curriculum

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

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

Instructor Demonstration, Application and Lectures.....150 Clock Hours

History of Skin Care, Histology of the Skin, Dermatology, Esthetic Procedures, Ingredient and Product Analysis, Nutrition and Health of the Skin, Skin Analysis, Client Consultation, Client Preparation and Draping, Skin Cleansing, Professional Massage, Mask Therapy, Facial Treatments, Machine and Apparatus for Professional Skin Care, Removal of Unwanted Hair, Enemies of the Skin, Aging Skin, Cosmetic Surgery, Esthetics, Aromatherapy, Make-up, Color Theory, Business, Management, and Sales.

Supervised Practical Instruction.....420 Clock Hours

Includes all applied practical and clinical instruction of Esthetics.

Esthetics Course Format

Term I

Theory, Demonstration, Practical Classroom and Introductory Clinical Application

360 Clock Hours

Term II

Advanced Skin Treatments, Practical Application and Supervised Clinic/Lab

360 (720) Clock Hours

Esthetics Course Schedule

Esthetics students will attend school 24 hours per week for 32 weeks (two sixteen week terms) to attain 720 Clock Hours. Contact the Capri College Admissions Department for the specific schedule for your location.

NAIL TECHNOLOGY

360 Clock Hours/12 Semester Credits

16 Weeks

The nail technology course is designed to train students in all aspects of manicuring, pedicuring and professional nail application. Capri College's systematic instruction consists of classroom training and practical experience in a clinical setting.

The nail technology field offers entry level occupations such as nail technologist, manicurist, pedicurist, design specialist, manufacturer representative, sales consultant or nail salon owner.

The nature of this field is to serve the manicuring, pedicuring and artificial nail needs of the general public.

Nail Technology Curriculum

Theory (including Core Life Sciences).....150 Clock Hours

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

Instructor Demonstration, Application and Lectures..... 60 Clock Hours

Manicuring; Pedicuring, Nail Disorders and Diseases, Nail Enhancements, Sculptured Nails, Wraps, Fiberglass, Gels, Repairs and Fills, Superfluous Hair Removal, Massage, Business / Salon Management, Public Relations, Client Communications, and Sales.

Applied Practical Instruction.....150 Clock Hours

Clinic/Lab and applied practical instruction of Nail Technology.

Nail Technology Course Format

Term I

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

180 Clock Hours

Term II

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

180 (360) Clock Hours

Nail Technology Course Schedule

Nail Technology students attend school 24-28 hours per week. Daytime and evening schedules are available and hours and days vary, depending on location. Contact your Capri College Admissions Department for the specific schedule.

INSTRUCTOR OF COSMETOLOGY ARTS & SCIENCES

1000 Clock Hours

32 Weeks

This cosmetology arts and science instructor course is designed to develop cosmetology arts and science course graduates as instructors in their related field. Capri College's systematic teacher development program consists of presenting and implementing teaching methodology, presentation skills, teaching psychology, classroom management, evaluation and testing techniques, and general skill enhancement.

Upon successful completion of the Cosmetology Arts and Science Instructor Program, the student may be qualified for an entry level position as a cosmetology, nail technology, or esthetics instructor, salon educational director, manager or a platform artist demonstrating the skills and products associated with cosmetology arts and sciences.

The nature of this field is to instruct, evaluate, and share knowledge regarding the skills and services of the cosmetology arts and science industry.

CA&S Instructor Curriculum

Theory and Practice of Teaching (Includes Core Life Science transfer)

Fundamentals of Teaching Student Teacher Relationships, Basic Teaching Methods, Presentation Skill Development, Classroom Management, Lesson Planning, Curriculum Development, Student Learning Principles, Evaluation Methods and Procedures, and Teacher Training Workshops310

Applied Practical Skill Application

Supervised Classroom Experiences, Supervised Clinical/Lab Experiences, Theoretical and Lecture Assignments, Evaluation and Advising.690

CA&S Instructor Course Format

Term I

Introduction to Teaching/Teacher Workshop - "Teaching the Teacher to Teach".

Supervised Classroom Teaching, Presentation Skills and Assistant Teaching, Lecture and Theoretical Presentations and Testing Procedures

500 Clock Hours / 16 Weeks

Term II

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

500 (1000) Clock Hours / 16 Weeks

CA&S Instructor Course Schedule

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

IV. ACADEMIC POLICIES & PROCEDURES

Clock Hour Definition

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

Grading Procedure

Grades are given in the following areas:

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

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

(E) (4) Exceptional.....	93-100%
(S) (3) Satisfactory.....	75-92%
(U) (2) Unsatisfactory.....	74% or below
(F) (Failure).....	0%

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

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

Retake Exams

Students who do not attain a 75% on a written exam may retake the exam but must do so within **two weeks** of the initial exam administration. Only one retake per exam will be allowed. If the student passes the retake exam, the exam score will be the minimum passing grade of 75%. If the student fails the second attempt, the second exam score will be recorded. If the student does not retake the test within the two week time frame and has not made prior arrangements for consideration, the student will receive the original unsatisfactory grade. In order to successfully complete the course, students must maintain a minimum passing grade of 75%. In the event an unsatisfactory class or exam falls outside the above procedures and the student finds he/she must retake an exam for successful graduation, the student will be charged for late or additional retakes. Arrangements must be made in advance for this type of accommodation. A \$25.00 fee will be charged for each additional test attempts. This fee must be paid prior to testing.

Make Up Work

It is the student’s responsibility to make up all work missed due to absence or tardiness. Arrangements for make-up work must be made the first day the student returns to school following an absence. All make up work is due within **two weeks** of the absence unless specific arrangements are made between the student, the instructor and/or Student Support Services. Failure to turn in makeup work within the two week time frame will result in a zero (0) (Failure) for the class. As with “retake” exams, students must maintain a minimum passing grade of 75% to successfully pass the course. **ALL** classes/exams must be **ATTEMPTED**. If the student misses the two week deadline for makeup work, the student will be charged a \$25 late fee for the makeup assignment. Arrangements must be made in advance for this type of accommodation and the fee must be paid prior to acquiring the makeup work or exam. Students who miss more than three (practical) class days throughout training will receive an **UNEXCUSED** for the additional missed classes. Continued missed classes and disregard for the training process could result in termination from school.

Progress Reports

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

Parental / Spouse / Guardian Notification

It is the policy of Capri College that parents / spouses / legal guardians / references of our students may be contacted concerning progress reports, attendance records, policy abuse, job placement, loan repayment, and/or other information that may affect student professional development, as deemed necessary by the college. Students assign permission to this effect by signing the enrollment agreement in which this policy is outlined. Note: An adult student may (in writing) retract or deny permission of this notification as per FERPA (Family Educational Rights and Privacy Act).

Graduation Requirements

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

1. Proficiency in academic and technical skills, indicated by an overall grade average of 75% or above in written tests, practical clinic and class work and on final exams.
2. Completion of all credits required for the course, along with written tests, classroom assignments and clinical requirements
3. Completion of state mandated clock hours specific to the program
4. Participation in an exit interview conducted by a college staff member*
5. Payment in full of any and all accounts or outstanding debts with Capri College

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

Diploma Award

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

V. SATISFACTORY PROGRESS

Satisfactory Progress

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

Evaluation Periods for Satisfactory Progress

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

A). Academic (Qualitative) Standard – Students will be given a percentage grade for academic progress. *The minimum grade considered satisfactory is 75%.*

B) Attendance (Quantitative) Standard - Satisfactory progress for attendance is considered to be completion of the required hours/courses for each period by the scheduled completion date. *Attendance below 85% of scheduled time is unsatisfactory.* Department of Education requires that all students must graduate in maximum time of 1.5 of course length. Approved Leaves of Absence are excluded in this time frame. The following schedule is the time frame for Satisfactory Progress Evaluations by program:

COSMETOLOGY... 2100 HOURS

Evaluation Periods: 525 Clock Hours / 1050 Clock Hours / 1575 Clock Hours / 2100 Clock Hours

ESTHETICS....720 HOURS

Evaluation Periods: 360 Clock Hours / 720 Clock Hours

MASSAGE THERAPY... 720 HOURS

Evaluation Periods: 360 Clock Hours / 720 Clock Hours

NAIL TECHNOLOGY... 360 HOURS

Evaluation Periods: 180 Clock Hours / 360 Clock Hours

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

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

Unsatisfactory Status

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

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

Appeals Process

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

Readmission Policy for Satisfactory Progress

Students may be eligible for readmission to the college following Unsatisfactory Progress dismissal from school after a waiting period of six months.

Reinstatement of Aid

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

VI. ATTENDANCE POLICIES

Attendance Policies

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

Capri College projects and encourages 100% attendance from the students. However, we realize sickness and emergencies arise. Therefore, a reasonable attendance percentage of 85% or above has been established and must be maintained throughout training. Students are kept abreast of their attendance status through weekly posting of hours. If a student falls below 85% attendance they must take immediate steps to make up the time to re-establish the required 85% (or above). If the student falls and stays below the 85% expectation, the student will be interviewed and he/she will be placed on *attendance discipline or in-school suspension*. A written course of action will be determined at this time and the 85% expectation must be re-achieved within a specified time frame. The student will only be allowed to fall below the 85% attendance percentage one time while enrolled. If the student brings the attendance percentage back above 85% and then falls below the 85% a second time, the student may be terminated from school.

Absence Policy & Procedure

Capri College absence policy sets the stage for success in the beauty and wellness service industries. Attendance policies have been established through the advice and directives of our industry advisory boards.

EXCUSED ABSENCES is defined as any absence that falls within the 15% allowable absences (with the exception of Saturdays and Evening absences) and follows the proper notification protocol.

UNEXCUSED ABSENCES is defined below and will have disciplinary repercussions:

1. Failure to NOTIFY Capri College of an absence. This must be done at least 30 minutes prior to start time.
2. Excessive ABSENCES (any absence over the allowable 15%)
3. Being TARDY for class or clinic without timely notification. (30 minutes prior to start time)
4. Excessive TARDIES (a consistent pattern of being late for class or clinic, even with notification, is unacceptable.....Excessive would be more than once a month)
5. Leaving school EARLY (before the designated leave time) without prior notification.
6. Not being available or refusing to participate in Class or Clinic activities/appointments..(either scheduled or make-up time)
7. Unapproved “extended” LUNCHES and/or BREAKS
8. Missing more than THREE scheduled classes throughout training
 - a. THREE scheduled classes in Basic Training
 - b. THREE scheduled classes in Advanced Rotation Classes
9. Missing more than THREE Saturdays/Evenings Scheduled throughout training

Absence Notification

If a student is going to be absent or tardy, the student, parent, or spouse must call Capri at least **one-half hour** (30 minutes) **before** the scheduled starting time. Failure to notify the school of an absence or tardy is unacceptable and is considered one of the most egregious violations in a service industry. Disregard of this process will be treated as an UNEXCUSED ABSENCE and will be addressed quickly and strictly.

- Due to privacy issues and accuracy of information, students may not have another student call in for them or report another's absence.
- If an absence is pre-planned, due to a special event, students are asked to submit a written request at least 24 hours in advance.

Tardy Policy

Students are considered tardy when they are not in attendance at the start of the scheduled class or clinic. Students are expected to notify the school of late arrivals or tardiness (as outlined above). Occasionally a student may oversleep or an emergency may arise when en-route to school, however, habitual tardiness is unprofessional and will result in an UNEXCUSED ABSENCE. Extended lunches or breaks (returning late from lunch or not reporting promptly from scheduled leisure time) may also be considered "tardy". Students who exhibit habitual tardiness will be subject to disciplinary action.

Leaving Early:

If a student must leave school at any point in the day, he/she must notify the desk personnel or instructor and fill out Request for Time-Off (RTO). Leaving school early without timely notification is considered an UNEXCUSED ABSENCE. Habitual disregard for this policy will subject the student to disciplinary action.

Saturday/Evening Exclusive Attendance Criterion

Saturdays and evenings are mandatory and essential to the Cosmetology Arts and Science and Massage Therapy service industries and therefore those times are required attendance for students. Saturdays and evenings are vital to the employers who hire our graduates and we have committed to train and develop dependable employees and to instill a mindful work ethic in our students. Therefore, students are allowed to miss only THREE Saturday/Evening schedules. In the event the student disregards the importance of these specific days, he/she will be subject to disciplinary action.

Absences on Scheduled Class Days

Class/Demonstration days are critical to the building blocks of Capri College Curriculum. Moreover, make-up work for missed class days is difficult to schedule and most classes are pre-requisites for successive classes, so missing class hinders the student's progress, puts additional strain on instructors and is frustrating for students who attend class regularly. Therefore, students are allowed to miss only THREE scheduled class/demonstration days in BASIC TRAINING (First 10 weeks) and THREE DAYS for the ADVANCED ROTATION CLASSES throughout the rest of their training. Additional missed classes will subject the student to unexcused absences / disciplinary action.

Time Recording:

Abuse or cheating on time recording is considered a violation of the Student Code of Conduct. Occasional failure or “forgetting” to clock in or out will result in a warning/reminder system. However, habitual forgetfulness or failure to properly record time will result in disciplinary action and, ultimately, this infraction could result in suspension or termination from school. Students may not have another student “clock them in or out”. To do so will be considered as a breach of honesty from both students involved, and both will be subject to disciplinary action and may result in suspension or termination from school.

Lunches and Breaks

Lunches and breaks are added into the regularly scheduled class/clinic day. Lunch time consists of thirty (30) minutes. Classroom and clinical activities (appointment scheduling) determine appropriate lunch times and students will be apprised of their scheduled lunch time by the instructor or receptionist upon request. When scheduled on clinic, students are asked to clear specific lunch times and notify the receptionist if they are leaving the college premises. Abuse of this policy will not be tolerated. Break time is part of the scheduled attendance time, therefore policies regulating where and when break time may be taken are at the discretion of the college. Students may not leave the college premise while on break (or for more than 30 minutes during lunch). **Extended lunches or breaks (returning late from lunch or not reporting promptly from scheduled leisure time) will be considered tardy and will be subject to disciplinary action.**

Weather Closings:

Notice of school closings due to snow or natural disasters will be aired on local radio stations and/or television stations in the city and surrounding areas of all Capri locations. Closings will also be posted on the school’s Facebook page and voicemail system.

Leaves of Absence

Temporary interruptions in the student’s program due to medical or personal reasons may be allowed through the process of a Leave of Absence. The U.S. Department of Education has imposed strict regulations that allow no more than one Leave of Absence during a twelve month period. The allowable time frame for an approved Leave of Absence may range from one week to six months (180 calendar days). Capri College requires the student submit medical (or extreme hardship) documentation for a Leave of Absence. The Leave of Absence request must be submitted in writing and be approved by the school director.

In the event that a student has already taken a leave of absence of 180 days and is then faced with another emergency, the federal regulations require that the student officially terminate from school. If a student does not give formal notice of termination and does not attend school for a period of thirty (30) consecutive days, the college must enact enrollment cancellation procedures.

Absence / Discipline Protocol

Cosmetology: (16 Month Program)

The 1st through 7th Unexcused Absence will result in *notification(s).

The 8th Unexcused Absence will result in **attendance discipline and a written course of action.

The 9th Unexcused Absence will result in an ***in-school suspension.

The 10th Unexcused Absence will result in a second (and final) in-school suspension.

The 11th (or more) Unexcused Absence(s) will result in DISMISSAL from school.

Massage Therapy, Esthetics and Nail Technology: (8 Months (or less) Programs)

The 1st and 2nd Unexcused Absence will result in a notification(s).

The 3rd Unexcused Absence will result in attendance discipline and a written course of action.

The 4th Unexcused Absence will result in an in-school suspension.

The 5th Unexcused Absence will result in a second (and final) in-school suspension.

The 6th (or more) Unexcused Absence(s) will result in DISMISSAL from school.

A student has the opportunity to "erase" an unexcused absence by demonstrating four consecutive weeks of perfect attendance or by volunteering and participating in select community service projects. This must be pre-approved by the school director/student support service coordinator.

***Unexcused Absence Notification:** A written warning identifying the infraction.

****Attendance Discipline:** Students with multiple absence violations will be met with and advised of their tenuous attendance status. At this time, the student may be put on attendance supervision which will allow them to continue with their training. The parameters of the supervision will be established and documented for the student. Students may sign an attendance contract to improve this status, but will be advised that further infractions will take the student to the next disciplinary status of SUSPENSION.

*****In-School Suspension:** Students who do not meet the terms of their attendance discipline or follow the academic, attendance, or conduct code may be placed on an in-school suspension. Students given an in-school suspension are required to attend all class activities but will not be scheduled for clinical assignments. Instead they will be given specific non-client assignments to work on while suspended. In-school suspension students will not be allowed to participate in discounted student services or use the friends and family benefit. Leisure time (breaks & lunches) will be monitored closely. This suspension will last from one (1) week to (3) weeks. A student may be placed on an in-school suspension two times during their training; the third time will result in DISMISSAL from school.

Overtime Charges

If a student is lacking in the mandated hours at the scheduled end of the program they will be charged an "overtime fee" at a per clock hour rate to meet the graduation hour requirement. In cases of severe and extenuating circumstances, such as, prolonged illness, death in the immediate family, difficult pregnancies, or some unforeseen emergency, the student may apply for a policy waiver. This process may relieve the student of overtime charges for that particular absence or situation. Hardship cases will be determined on a case-by-case basis. Written documentation of the hardship must be submitted by the student *at the time of the circumstance*, and illnesses must have medical documentation. In these events, the school director would determine a course of action for make-up time and may waive the overtime charge. Regardless, the student still must attain the state mandated hour requirement to graduate. If a student consistently maintains good attendance throughout training, overtime charges can be avoided.

VII. DRESS CODE

Dress Code

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

- **Cosmetology Arts and Science Uniforms**

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

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

Name Tags: All students will be issued identification badges which are to be worn at all times while in school. If an identification badge is lost, students inform the student services coordinator and must replace the badge on the same day.

Slacks/Pants: Students are required to wear professional, appropriately fitting, conservative BLACK slacks/pants.

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

Shoes: Black low-heeled, closed toe, comfortable shoes must be worn with nude or black hosiery or trouser socks.

Hair: To be a professional stylist, skin care specialist, makeup artist or nail technician one must portray an image that reflects a confident and fashion forward image that looks their best and reflects the beauty industry. Hair must be styled, if a ponytail is worn, it must be curled, styled, and current. Female students must wear makeup every day and it should be checked and re-applied throughout the day when necessary. Polish may be worn, but chipped polish must be removed. Male students must be clean shaven or have a professionally trimmed beard, mustache and sideburns.

- **Massage Therapy Uniforms**

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

General

Tattoos, jewelry and/or fashion accessories must be of a non-controversial design and may not attract undue attention or cause offense or negative response from the public we serve.

Personal Hygiene

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

Apparel to be Avoided

Although Capri College uniform is specific, occasionally there are street clothes that make their way into the school. Following is a sample list of clothing not permitted while in school. This list may be added to as deemed necessary to maintain a professional and tasteful uniform code.

- Hooded sweatshirts (*worn in school on top of or under required uniform*)
- Skirts (skirts are not conducive to pedicuring or stooping)
- Shirts with logos or any wording (other than CAPRI)
- Revealing, low neck, sleeveless or spaghetti strap shirts (all shirts MUST have sleeves)
- Leggings (*on special non-uniform days, leggings may be worn under skirt*)
- Low riding pants
- Sandals / Flip Flops (with bare feet and toes showing)
- Snow boots, Crocks, Uggs, or any other outdoor heavy looking boot
- Stocking Hats (in school)

VIII. GENERAL POLICIES

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

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

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

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

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

- All services performed must have a consultation with an instructor before beginning. All steps to a chemical service must be checked by an instructor. All clients must be checked by an instructor at the end of each service.
- Students are responsible for cleaning and sanitizing work area, linens and tools.
- Students are all assigned a general sanitation for end-of-day clean-up
- Chewing gum, eating, smoking or drinking on the clinic floor is prohibited. (State Law)
- When students are not working with a client while on the clinic floor are expected to be working on practical skills. If students are not productively practicing such skills or studying, they will be instructed to clock out and go home for the remainder of that day.
- Refusal to participate or provide scheduled clinical services or appointments will result in students clocking out and being sent home. (unexcused absence)
- For safety reasons, cosmetology students and clients are not allowed to bring in personal hair care products. Only professional products provided by the school are used with the exception of a physician's prescription.
- Students may receive clinic services at a reduced rate, and in some instances free, on designated days and times based on the respective school policy.
- Instructors are only allowed to perform services on clients or students for demonstration purposes.
- Students must properly sanitize hands before and after all services.

- Appointments are not to be changed or exchanged without an instructor's permission.
- Clinic and Client records are to be accurately completed and maintained for each guest.
- Students are to have all equipment in good order at all times.
- Work stations must be cleaned every day.
- Students are not to swear, use profanity, or hold conversations with each other when servicing clients. The client should have your undivided attention.
- Students may NOT leave a client unattended for any reason, particularly during a chemical service.
- Problems with clients should be immediately referred to an instructor.
- Students are expected to be in compliance with all dress code rules.
- Students are not to have their cell phones on their person while servicing clients.
- Wash hands thoroughly before each service.
- Students must charge for all services performed.
- Guests, family and friends are not allowed to socially visit, or lounge with the student unless they are receiving services.

Assigned Sanitations & Dispensary Duties

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

Reception Desk

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

*Students must have permission from the receptionist to be at the reception desk

*Students may not alter clinic appointments without instructor permission

*Students may not loiter at or near the reception desk.

Telephone Usage / Messages

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

Mobile (Cellular) Phones

Mobile phones are a disruption to class and clinic environment. Students will not be allowed to have cell phone activity during either class and/or clinic.....**includes texting and reading text messages and cell phone internet communication. Phones must be turned OFF, silenced or stored when engaged in clinic or classroom activities.** Further, each school has a designated area for breaks and cell phone usage. Mobile phone activity, including, but not limited to: conversations, photographing, text messaging or retrieving voice mail messages must be confined to only those areas. Disregard of this policy will result in: 1st offense will result in a warning; 2nd and subsequent offenses will result in confiscation of the cell phone for the duration of the day. Continued disregard of this policy will result in the student being dismissed from class, suspension and possible termination from school.

Photography or Electronic Photo Imaging Communications

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

Social Network Sites:

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

Policy Prohibiting Harassment and Discrimination

Capri College strives to maintain an environment free from discrimination and harassment, where students treat each other with respect, dignity and courtesy. This policy applies to all students and employees of the school. If a student feels they are being subjected to harassment or discrimination they should contact Student Support Services or the School Director immediately

Student Code of Conduct

Capri College represents honesty and integrity to the beauty and wellness industries and to the community. These philosophies are the basis of our business ethics and our commitment to educational excellence. Respect and adherence to these philosophies are demanded of all staff and students. It is important to the school that the conduct of all students be governed by a set of rules and that these rules are enforced. Accordingly, violation of any of the following “Code of Conduct” issues will result minimally in disciplinary action: But because many of the major points outlined below also carry a civil penalty, violation may result in suspension or termination from Capri College.

- *abuse or disregard for the policies stated in this handbook, including attendance.
- *conduct which disrupts the teaching or administrative activities of the college or which interferes with the rights of other members of the college community
- *dishonesty (cheating)
- *theft, stealing, or damage of college property or property on campus belonging to any member of the college community
- *unauthorized entry to or use of college property or facilities
- *failure to comply with the college regulations or with the directions of college officials acting within the scope of their duties
- *discrimination of any kind toward any staff, student or client
- *harassment of any nature, including sexual harassment, of any person (staff, student, or client) on campus or at college functions
- **“bullying” of fellow students, Capri clients or employees will not be tolerated. This includes abuses that are verbal, physical; involve electronic devices (internet or social networking pages, cell phones, photography, video or text messaging
- *physical or verbal abuse of any person on campus (staff, student, or client) or at college functions
- *repeated or uncontrolled use of foul or offensive language
- *concealed weapons, guns, firearms, explosives or dangerous chemicals, etc. are not allowed on school premise, on college owned or controlled property or at college sponsored activities, this includes lunch and break time. Any infraction will be immediately turned over to local police and possible charges will be filed
- *use, possession or distribution of alcohol or illegal drugs etc. while on college premise, on college owned or controlled property or at college sponsored activities, including lunch and break time, will not be tolerated. Age legality will not be factored. *see drug and alcohol policy
- *engaging in unlawful conduct
- *failure to notify school official if any observed or known violation of the Student Code of Conduct, including, but not limited to alcohol or drug use, theft, vandalism or destruction of school or college community property, or infringement of any of the above conduct guidelines. Students who are aware of circumstances surrounding any of the above violations and knowingly withhold information will be subjected to disciplinary action including suspension or termination
- *Unauthorized video or photography shot on school property
- *Infringement of copyright laws, illegal downloading, and/or peer to peer file sharing will not be tolerated. Students will be subject to standard Capri College disciplinary measures, as well as, any local, state or federal punishment

Policy Waiver or Deferment

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

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

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

Terms of Dismissal: A student may be dismissed for:

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

Student Complaint and Grievance Procedure

To insure that the student is given consideration to channel grievances or concerns, Capri has developed the following methods of intervention: advisory programs; problem solving forms; written (documented) advising forms; periodic interviews with school officials; and student council/leadership. These methods give the students an opportunity to work with the administration and staff to develop a healthy, creative atmosphere for both personal and professional growth. If a student has a complaint or concern that cannot be resolved by above mentioned methods, the student should contact the School Director.

If all above attempts fail to reach resolution, the student may contact the Capri College corporate office in Dubuque for arbitration. All concerns brought forth to this level must contain written documentation and all prior contacts and actions taken to resolve the problem.

If complaint/dispute/grievance cannot be resolved between student and school (including any employee, officer, owner, or agent), the student and school agree, by signing Handbook Acknowledgement, that they voluntarily and irrevocably elect arbitration as the remedy for any unresolved dispute they may have and waive any rights they may have to bring a lawsuit in any state or federal court. Student and school further agree to be bound by binding arbitration before a single, neutral arbitrator under the Federal Arbitration Act. Student also agrees they may only act on their own behalf, and not in relation to complaints of other students.

Colleges accredited by the Accrediting Commission for Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered must be in written form, with permission from the complainants, to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint as well as to the final resolution by the Commission. Please direct inquiries to:

*Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite #302
Arlington, VA 22201
(703)247-4212*

A copy of the commission complaint form is available at the college and may be obtained by contacting the school director.

MINIMUM CANCELLATION AND SETTLEMENT POLICY

The minimum cancellation and settlement policy is to assure that each applicant/student is provided a fair and equitable refund when eligible.

Rejection: If the candidate's application for enrollment (prior to start date) is rejected by the college the applicant is entitled to a full refund of all monies paid.

Enrollment Period: Enrollment Periods are equal time segments based on the specific clock hours for that program. The following chart defines each enrollment period/term according to program length:

Program:

Cosmetology:	1) 0-525 Hours;	2) 526-1050 Hours;
	3) 1051-1575 Hours;	4) 1576-2100 Hours
Massage Therapy:	1) 0-360 Hours;	2) 361-720 Hours
Esthetics:	1) 0-360 Hours;	2) 361-720 Hours
Nail Technology	1) 0-180 Hours;	2) 181-360 Hours
Instructor of CA&S	1) 0-500 Hours;	2) 501-1000 Hours

Cancellation computation is determined by the number of scheduled hours between the start dates of the Enrollment Period to the date of official notice of withdrawal from the student. The postmark on written notification or the date on received/confirmed email or the date said information is delivered in writing to the school administrator in person will determine the official withdrawal date. If the college enacts withdrawal, or a student does not notify the school of withdrawal, after the 30th day of absence, the school will withdraw the student from school using the last recorded day of attendance for refund computation purposes.

Cancellation Procedures: Capri College requires the student (or parent or guardian of a minor student) to give written notice of cancellation or withdrawal to the school director.

Termination: Termination may result if a student violates the student code of conduct, policies of Capri College, or if he/she does not maintain satisfactory academic or attendance progress as outlined in the student handbook/catalog.

Withdrawal Date: The withdrawal date for refund computation purposes is the date the student officially notifies the school of withdrawal. When the college enacts termination, the last physical day of attendance will be used for refund calculations.

CAPRI COLLEGE TUITION REFUND POLICY:

- **Cancellation Within Three Business Days:** An applicant who has not visited the school prior to enrollment will have the opportunity to withdraw without penalty before midnight of the third business day following either the scheduled orientation or a tour of the school facility and inspection of equipment. Any student who withdraws by mailing or delivering a written notice of cancellation to Capri College before midnight of the third business day after signing the enrollment agreement will be entitled to a full refund of all money paid (less the initial enrollment application fee). Refunds will follow the published refund procedures.

- **Withdrawal or Dismissal within the First Two Weeks of Classes:** Upon the completion of the trial period a personal interview will be held between the student and a member of the College staff to evaluate the student's progress, grades, attendance, and the student's commitment to continue training. If the college determines the student is not suited to the program (failing grades or attendance), or the student decides to discontinue, the student's training shall be terminated and the student shall be entitled to a refund of all monies paid minus a \$100 registration fee and \$50 enrollment application fee, which shall be retained by the school. In either circumstance, the student must return all textbooks, handouts, and equipment issued during the first two weeks, in good condition, or will be charged published cost.
- **Withdrawal Or Dismissal After the Trial Period (Two Weeks), But Prior To 60% Of The Scheduled Enrollment Period:** A student who withdraws or is dismissed from Capri College after the Trial Period (first two weeks of training), but prior to 60% of the scheduled enrollment period, will be charged any fees, equipment, textbook, and uniform costs associated with the enrollment period. Additionally, students will be charged 10% of tuition assessed during enrollment period, as well as the ratio of scheduled hours (up to the date of official withdrawal), divided by 60% of the scheduled hours in the enrollment period, multiplied by 90% of the published tuition for the enrollment period (*Iowa code 714.23 (a) below, if applicable, supersedes this section in regards to tuition refunds to Iowa resident students*).
 - *If, at any time, an Iowa resident student terminates a postsecondary educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city (student must request either in writing and provide professional, verifiable documentation), the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of remaining scheduled hours in the term to the total number of scheduled hours in the term.*
- **Withdrawal or Dismissal After 60% Of Scheduled Enrollment Period:** A student who withdraws or is dismissed from Capri College after 60% of the scheduled term is not eligible for any refund (except in specific cases addressed in *Iowa Code 714.23 (b)*, summarized below).
 - *For each Capri College location specifically: If the cohort default rate for students under the Stafford loan program as reported by the United States department of education for the most recent federal fiscal year is more than one hundred ten percent of the national average cohort default rate of all schools for the same federal fiscal year or six percent, whichever is higher, Iowa resident students who terminate will receive a refund of tuition charges in an amount that is not less than ninety percent of the amount of tuition charged to the student multiplied by the ratio of the remaining number of scheduled hours in the term to the total number of scheduled hours in the term.*

The published fees, textbooks, uniform and equipment are not included in the pro-rata refund.

All refunds will be made within 30 days of termination. All above examples assume tuition for term is paid in full. Refunds are net of amount unpaid for current school term.

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

V.A. Program: The refund procedure outlined by the V.A. Policies applies to all students enrolled at Capri College under the V.A. Program and supersedes any refund policies outlined in the enrollment agreement for the students who qualify. The V.A. Policy specifically requires that a student's VA benefits may be interrupted and/or the student's enrollment may be cancelled if they are absent for more than 10 consecutive days.

Course Cancellations: If a course is cancelled subsequent to a student's enrollment, the school shall provide a pro rata tuition refund to the student.

School Permanently Closing: If the school is permanently closed and no longer offering instruction after the student has enrolled, the student shall be entitled to a pro rata tuition refund.

Refund Procedures: Capri College will make any refund required under the above refund conditions within thirty (30) calendar days after the school dismisses the student or receives notice of withdrawal. Refund calculations are based on tuition only. Because of the pre-packaged nature of the kit of equipment and text books, refunds do not include books, equipment or uniforms. Students who withdraw from school with a tuition balance owed will not be allowed to remove textbooks/equipment kit until the balance is paid. Capri College will not be held liable or responsible for unclaimed items more than thirty (30) days after the students' enrollment ceases.

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

Title IV Repayment Allocation: The Department of Education Higher Education Amendments of 1998, section 484B prescribe the amount of Title IV HEA program assistance a student has earned as of the time he or she ceases attendance. The amount of Title IV earned is based on the percent of time the student spent in academic attendance; it has no relation to the incurred institution charges during the enrollment period. Refund and repayment amounts must be distributed according to a specific order of priority prescribed in the law and regulations. The school's refund or repayment allocation may not deviate from the prescribed order. Refunds on behalf of Student Financial Aid recipients must be distributed in following order:

- 1) Direct Loans - Unsubsidized Stafford Loans/ Subsidized Stafford Loans/ PLUS Parent Loans;
- 2) Federal Pell Grants/ FSEOGs;
- 3) Other Third Party Funding Agencies
- 4) The Student.

If all Aid is earned, the college will refund any credit balance in the following order:

- 1) Direct Loans - Stafford Student Loan / PLUS Parent Loan;
- 2) Alternative Loans;
- 3) The Student

If all Financial Aid is earned, the student may rescind this order if requested in writing.

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

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

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

IX: STUDENT SERVICES

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

Academic Advising

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

Testing Accommodations

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

State Licensing Requirements / Fees

Information and counseling regarding professional licensure in Iowa and other states are available to the student upon request. **Capri College provides the National testing fee for the Iowa Cosmetology Arts and Sciences State Board Exam and also for the National Exam for Massage Therapy.** This is the exam fee only and does not include the Iowa state licensing fee. If the student opts to license in another state the cost of that state's exam and licensing fee is the responsibility of the student/graduate. Each state has its own licensing requirements and some states may require additional fees and specific state testing for licensure.

Student Support Services

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

Class Advisors

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

Internet / Student Resource Center

High speed internet access, as well as industry related reference books, periodicals, electronic media (tapes, DVD's etc.) and electronic communication sites for research projects, are available to students through the Student Resource Center (Library).

Employment Advisory Services

Capri College offers employment advisory services for its students and graduates. Specifically, Capri College offers career preparation classes, resume and portfolio preparation, salon and jobsite tours, mock interviews and ongoing posting of job openings. Student referrals are not based on direct contact with employers. Capri College assumes no responsibility for, nor does it guarantee, employment of its students/graduates.

Financial Assistance

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

Financial Aid Records

Financial Aid record/transcript will be furnished upon written. Please direct your request to:
Capri College Financial Aid Office
P.O. Box 873
Dubuque, IA 52004-0873
Phone: 563-588-8085 or toll-free 1-800-728-7222
E-mail: finaid@capricollege.com

Office of Student Accounts

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

Capri College Office of Student Accounts.
P.O. Box 873
Dubuque, Iowa 52004-0873
Phone: 563-588-8085 or toll free at 1-800-728-7222
E-mail: finaid@capricollege.com

Student Records

All student records are on file in the school administrative office. A permanent student record includes, at a minimum, records of date of entry and departure, program of study, course credits, hours and grades.

Information Release

With the signing of the enrollment agreement containing the following disclaimer, the student gives Capri College permission and rights to use his/her name and photo on any and all marketing media, including Facebook, to promote the school and student functions, as well as any student achievements. The student further agrees that Capri College may disclose my name and clinic schedules to clients for the purpose of scheduling client services.

Confidentiality of Student Records:

Capri College provides privacy and protection concerning information in student files in accordance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). This is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. *By the signing of the enrollment agreement which includes a disclaimer to release academic and attendance records, the student gives Capri College the right to contact my parent/spouse/legal guardian and/or references, regarding any issue the school feels appropriate in regards to academic progress, attendance, rule violations, loan repayment and job placement. In accordance with FERPA, this permission may be withdrawn at any time with written notice of an adult student.*

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies (Capri College charges a \$10 fee).
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, Capri College must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations

Lockers and Vanities

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

Student Leadership Committee

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

Student Social Events and Career Outreach Activities

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

Student Spa Service Benefits

Students in the Cosmetology Arts and Science programs and also the Massage Therapy Program are able to participate in the services of their training. All programs have access to the services of their sister service providers, either by free services within their own program, or at a reduced rate for services outside their own area of study.

- Personal hair and spa services: Cosmetology Arts and Sciences Students have the opportunity for free or greatly discounted hair and skin care services at scheduled times throughout their training. Massage Therapy Students participate in frequent massage and spa services within their schedule. Each Capri location has procedures and guidelines for this benefit and students must follow this protocol. See School Director for specifics. (Students who are not actively attending, such as being on a leave of absence or a suspension, may not receive discounted hair or spa services).
- Retail Products: Students receive up to a 50% discount on most home care products.
- Friends & Family Discount: Students can list two family members or friends to receive discounted prices for services performed by the student while they are in school.
- Capri Rewards: Students in the CA&S programs receive monthly awards, inner school competition prizes, and various rewards for exceptional attendance and outstanding performance. Students will be advised of these activities monthly.
- All programs have internal policies that allow for cross servicing. See your school director for specifics.

Capri College Drug and Alcohol Policy

The Drug and Alcohol Prevention Program policy applies to all Employees/students. The unlawful manufacture/distribution/dispensation/possession and/or use of a controlled substance (drugs) and the unlawful possession or use of alcohol are prohibited in and on property owned or controlled by Capri College.

No employee or student is to report for work/school, attend class, or participate in a Capri College activity while under the influence of illegal drugs, alcohol, or prescription drugs that would affect his/her performance. Employees/Students not complying with these standards will be subject to institutional sanctions outlined in the Student Handbook. The prohibitions for use, possession, and distribution of illegal drugs or alcohol apply to all students on school property or as part of any school activity.

Capri College Disciplinary Sanctions:

Violation of the policies and laws referenced above by an employee or student will be grounds for disciplinary actions up to and including termination or expulsion in accordance with the applicable Capri College policies. A referral may also be made for prosecution consistent with local, state and federal criminal laws. Disciplinary action taken against a student or employee by the School does not preclude the possibility of criminal charges being filed against that individual. The filing of criminal charges similarly does not preclude action by Capri College.

Capri College may conduct searches for illegal drugs or alcohol on School facilities at any time, without prior notice to employees and students. With regard to employees, School Facilities include, without limitation: offices, desks, drawers, cabinets, files, lockers, equipment, including computers, email and voicemail, School vehicles, and any area on the School's premises. With regard to students, School Facilities include, without limitation: desks, drawers, lockers, and any area on the School's premises. These examples are provided as an illustration only and do not create an expectation of privacy in locations not listed. Students and employees should have no expectation of privacy with respect to items brought onto Company property and/or stored in company facilities. In addition, when Capri College has a reasonable suspicion that a School policy is being violated that necessitates a search, employees and students may be required to submit to reasonable searches of personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes, student kits or any other possessions or articles brought on to the company's property.

Employees and students are expected to fully cooperate. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including discharge.

As a condition of employment, Capri College employees must consent to a drug or alcohol screening at any time during employment if the School has reasonable suspicion that the employee is under the influence of drugs and/or alcohol. The refusal to consent to testing may result in disciplinary action, including termination. Capri College will cover the costs associated with such drug and/or alcohol screening.

Local, State and Federal Sanctions:

Local State and Federal laws prohibit the possession of alcoholic beverage by persons under age 21. No person may sell, give, or serve alcoholic beverages to a person under age 21, and it is unlawful for a person under age to misrepresent his or her age in order to obtain alcohol. It is a crime for any person to possess or distribute a controlled substance (drug).

The State of Iowa has established ordinances regarding the regulation, licensing and sales of alcoholic beverages. As well, the individual cities in Iowa have ordinances that deal with the consumption of alcohol on public streets, sidewalks and/or alleyways. The violation is a petty offence resulting in a monetary fine and/or up to 30 days in jail.

IOWA Penalties for DRIVING UNDER THE INFLUENCE OF ALCOHOL/DRUGS

OFFENSE	FINE	JAIL
1 st	Up to \$1250	48 hours to 1 year
2 nd	\$1875 minimum	7 days to 2 years
3 rd and Subsequent	\$3125 minimum	30 days to 5 years

FEDERAL Penalties for Illegal Possession of Controlled Substances:

21 U.S.C. 844 (a)

- 1st conviction: Up to 1 year imprisonment and fined at least \$1000 but not more than \$100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2500 but not more than \$250,00, or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeding 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeding 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment (see special sentencing provisions re: crack.)

21 U.S.C 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844(a)

Civil fine of up to \$10,000 (pending adoption of final regulations.)

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, for up to 1 year for first offense, up to 5 years for second and subsequent offenses.

Federal Drug Free Work-Place Requirements:

The following are required of the Capri College and its employees and students:

1. An employee or student shall notify his or her supervisor, or other appropriate management representative, of any criminal drug statute conviction for a violation occurring in the work place no later than (5) days after such conviction.
2. The School shall notify any federal contacting agency within ten days of having received notice that an employee or student engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the work place.
3. The School will take appropriate action against any employee or student who is convicted for a violation occurring in the work place and will require the employee or student's satisfactory participation in a drug abuse assistance or rehabilitation program.

Drug Violation-Financial Aid Eligibility:

Federal Law prohibits illegal drug possession or sale.

A student who is convicted of either offense, while receiving Federal Financial Aid, will lose Federal Financial Aid eligibility, as follows:

1. Possession of Illegal Drug

Possession conviction results in loss of Federal Aid for 1 year from date of conviction;
Two possession convictions results in 2 years from conviction date.

2. Sale of Illegal Drug

Conviction of the sale of illegal drugs results in loss of Federal Aid for 2 years from date of conviction.

A student may reinstate Federal Financial Aid eligibility upon documented successful completion of an acceptable drug rehabilitation program, which includes at least two unannounced drug tests, and: The program is qualified to receive funds from federal, state or local government or from a federally (or state) licensed insurance company or be administered or recognized by a Federal, State or local government agency or court, or federally or state-licensed hospital, health clinic or medical office.

Health Risks Associated with use and abuse of Alcohol and Illegal Drugs:

Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. The use of even small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol also increases the likelihood of a variety of aggressive acts.

Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may result in chronic depression and suicide, and may also be associated with the abuse of other drugs. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce effects described above for very high doses. Long-term, heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to early death.

Repeated use of alcohol can lead to dependence, and at least 15-20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions, which can be life threatening. The use of illegal drugs, and the misuse of prescription and other drugs, poses a serious health threat. For example, the use of marijuana (cannabis) may cause impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration.

The use of marijuana also may cause lung damage, paranoia and possible psychosis. The use of narcotics, depressants, stimulants and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.

There are significant risks associated with the use of alcohol and drugs. These risks include impaired academic or work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with friends and others; vandalism, theft and murder, sexual assault and other unplanned sexual relationships; spouse and child abuse; sexually transmitted diseases; and unusual or inappropriate risk-taking which may result in physical or emotional injury or death.

The school maintains drug and alcohol education information that can be obtained from the Student Services Director.

CAPRI COLLEGE
BREAK and HOLIDAY SCHEDULE
May 2013 through January 2015

Memorial Day Break	Mon, Tues	May 27 & 28, 2013
Independence Day Summer Holiday Break	Thurs, Fri, Sat	July 4, 5, & 6, 2013
Lab or Day Break	Mon, Tues	September 2 & 3 2013
Thanksgiving Holiday Break	Thurs, Fri, Sat	November 28, 29, & 30, 2013
Winter Holiday Break	Tues, Wed, Thurs	December 24, 25, & 26, 2013

New Year's Holiday	Wed, Thurs	January 1 & 2, 2014
Memorial Day Break	Mon, Tues	May 26 & 27, 2014
Independence Day Summer Holiday Break	Thurs, Fri, Sat	July 3, 4, & 5, 2014
Labor Day Break	Mon, Tues	September 1 & 2, 2014
Thanksgiving Holiday Break	Thurs, Fri, Sat	November 27, 28, & 29, 2014
Winter Holiday Break	Thurs, Fri, Sat	December 25, 26, & 27, 2014
New Year's Holiday	Thurs, Fri, Sat	January 1, 2, & 3, 2015

COSMETOLOGY - ALL CAMPUSES

<u>Program Start Date</u>	<u>1st Term</u>	<u>2nd Term</u>	<u>3rd Term</u>	<u>4th Term</u>
March 18, 2013	03/18/12 - 06/29/13	07/01/13 - 10/12/13	10/14/13 - 01/25/14	01/27/14 - 05/10/14
June 17, 2013	06/17/13 - 09/28/13	09/30/13 - 01/18/14	01/20/14 - 04/26/14	04/28/14 - 08/09/14
August 26, 2013	08/26/13 - 12/07/13	12/09/13 - 03/22/14	03/24/14 - 06/28/14	06/30/14 - 10/11/14
October 28, 2013	10/28/13 - 02/08/14	02/10/14 - 05/17/14	05/19/14 - 08/30/14	09/01/14 - 12/13/14
January 20, 2014	01/22/13 - 05/04/13	05/06/13 - 08/17/13	08/19/13 - 11/23/13	11/25/13 - 03/15/14
March 17, 2014	03/19/12 - 06/29/13	07/01/13 - 10/12/13	10/14/13 - 01/25/14	01/27/14 - 05/10/14
June 16, 2014	06/19/12 - 10/06/12	10/08/12 - 01/26/13	01/28/13 - 05/18/13	05/20/13 - 09/07/13
August 25, 2014	08/21/12 - 12/08/12	12/10/12 - 03/23/13	03/25/13 - 06/29/13	07/01/13 - 10/12/13
October 27, 2014	10/23/12 - 02/09/13	02/11/13 - 05/18/13	05/20/13 - 08/31/13	09/02/13 - 12/14/13

CEDAR RAPIDS - MASSAGE THERAPY

<u>Program Start Date</u>	<u>1st Term</u>	<u>2nd Term</u>
June 17, 2013	06/17/13 - 10/05/13	10/07/13 - 01/25/14
September 16, 2013	09/16/13 - 01/04/14	01/06/14 - 04/26/14
January 20, 2014	01/21/13 - 05/04/13	05/06/13 - 08/24/13
June 16, 2014	06/18/12 - 10/06/12	10/08/12 - 02/02/13
September 15, 2014	09/17/12 - 01/12/13	01/14/13 - 04/27/13

CEDAR RAPIDS - ESTHETICS

<u>Program Start Date</u>	<u>1st Term</u>	<u>2nd Term</u>
March 20, 2013	03/20/13 - 07/20/13	07/22/13 - 11/16/13
September 16, 2013	09/16/13 - 01/25/14	01/27/14 - 05/24/14
March 17, 2014	03/20/13 - 07/20/13	07/22/13 - 11/16/13
September 15, 2014	09/16/13 - 01/25/14	01/27/14 - 05/24/14

DAVENPORT - MASSAGE THERAPY

<u>Program Start Date</u>	<u>1st Term</u>	<u>2nd Term</u>
March 18, 2013	03/18/13 - 06/29/13	07/01/13 - 10/19/13
September 16, 2013	09/16/13 - 01/11/14	01/13/14 - 04/26/14
March 17, 2014	03/20/13 - 07/20/13	07/22/13 - 11/16/13
September 15, 2014	09/16/13 - 01/25/14	01/27/14 - 05/24/14

DAVENPORT - ESTHETICS

<u>Program Start Date</u>	<u>1st Term</u>	<u>2nd Term</u>
March 18, 2013	03/18/13 - 06/29/13	07/01/13 - 10/19/13
September 16, 2013	09/16/13 - 01/25/14	01/27/14 - 05/24/14
March 17, 2014	03/20/13 - 07/20/13	07/22/13 - 11/16/13
September 15, 2014	09/16/13 - 01/25/14	01/27/14 - 05/24/14

DUBUQUE - MASSAGE THERAPY

<u>Program Start Date</u>	<u>1st Term</u>	<u>2nd Term</u>
April 22, 2013	04/22/13 - 08/17/13	08/19/13 - 11/16/13
July 22, 2013	07/22/13 - 11/09/13	11/11/13 - 03/01/14
October 28, 2013	10/28/12 - 02/1/13	02/11/13 - 06/01/13
February 24, 2014	02/25/13 - 06/15/13	06/17/13 - 10/05/13
July 28, 2014	07/22/13 - 11/09/13	11/11/13 - 03/01/14
October 27, 2014	10/22/12 - 02/09/13	02/11/13 - 06/01/13

DUBUQUE - ESTHETICS

<u>Program Start Date</u>	<u>1st Term</u>	<u>2nd Term</u>
March 18, 2013	03/18/13 - 07/06/13	07/08/13 - 10/26/13
September 16, 2013	09/16/13 - 01/25/14	01/27/14 - 05/24/14
March 17, 2014	03/20/13 - 07/20/13	07/22/13 - 11/16/13
September 15, 2014	09/16/13 - 01/25/14	01/27/14 - 05/24/14

***NAIL TECHNOLOGY CLASSES - TBA Contact campus for Start Dates**

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

COSMETOLOGY

\$7.19 @ clock hour	1st Term	2nd Term	3rd Term	4th Term	Program Total
	0-525 Hours	526-1050 Hours	1051-1575 Hours	1576-2100 Hours	
Tuition	\$4,950.00	\$4,491.00	\$3,350.00	\$2,294.00	\$15,085.00
Insurance: Liab/Accid	\$10.00	10.00	10.00	10.00	\$40.00
Activity /Test Fees	\$50.00	50.00	50.00	50.00	\$200.00
Classroom Lab Fee	\$500.00	100.00	100.00	100.00	\$800.00
Total Fees	\$560.00	\$160.00	\$160.00	\$160.00	\$1,040.00
Textbooks	\$645.00				\$645.00
Kit of Equipment	\$990.00				\$990.00
Uniforms	\$130.00				\$130.00
TOTAL @ Term	\$7,275.00	\$4,651.00	\$3,510.00	\$2,454.00	\$17,890.00

MASSAGE THERAPY

\$10.49 @ clock hour	1st Term	2nd Term			Program Total
	0-360 Hours	361 -720 Hours			
Tuition	\$4,275.00	\$3,275.00			\$7,550.00
Insurance: Liab/Accid	\$10.00	\$10.00			\$20.00
Activity /Test Fees	\$150.00	\$150.00			\$300.00
Lab Fee	\$25.00	\$25.00			\$50.00
Total Fees	\$185.00	\$185.00			\$370.00
Kit of Equipment	\$625.00				\$625.00
Textbooks	\$475.00				\$475.00
Uniforms	\$80.00				\$80.00
TOTAL @ Term	\$5,640.00	\$3,460.00			\$9,100.00

ESTHETICS

\$10.49 @ clock hour	1st Term	2nd Term			Program Total
	0-360 Hours	361 -720 Hours			
Tuition	\$4,275.00	\$3,275.00			\$7,550.00
Insurance: Liab/Accid	\$10.00	\$10.00			\$20.00
Activity /Test Fees	\$100.00	\$100.00			\$200.00
Lab Fee	\$50.00	\$50.00			\$100.00
Total Fees	\$160.00	\$160.00			\$320.00
Kit of Equipment	\$975.00				\$975.00
Textbooks	\$275.00				\$275.00
Uniforms	\$90.00				\$90.00
TOTAL @ Term	\$5,775.00	\$3,435.00			\$9,210.00

NAIL TECHNOLOGY

\$10.00 @ clock hour	1st Term	2nd Term			Program Total
	0-180 Hours	181-360 Hours			
Tuition	\$1,800.00	\$1,800.00			\$3,600.00
Insurance: Liab/Accid	\$10.00	\$10.00			\$20.00
Activity /Test Fees	\$50.00	\$50.00			\$100.00
Lab Fee	\$25.00	\$25.00			\$50.00
Total Fees	\$85.00	\$85.00			\$170.00
Kit of Equipment	\$400.00				\$400.00
Textbooks	\$140.00				\$140.00
Uniforms	\$40.00				\$40.00
TOTAL @ Term	\$2,465.00	\$1,885.00			\$4,350.00

COSMETOLOGY ARTS & SCIENCE INSTRUCTOR

\$3.60 Clock Hour	1st Term	2nd Term			Program Total
	0-500 Hours	501 - 1000 Hours			
Tuition	\$1,800.00	\$1,800.00			\$3,600.00
Insurance: Liab/Accid	\$10.00	\$10.00			\$20.00
Activity /Test Fees	\$150.00	\$150.00			\$300.00
Total Fees	\$160.00	\$160.00			\$320.00
Textbooks	\$130.00				\$130.00
Uniforms	\$300.00				\$300.00
TOTAL @ Term	\$2,390.00	\$1,960.00			\$4,350.00



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703.247.4212
703.247.4533 fax
www.accsc.org

July 20, 2011

UPS GROUND

Lois Leytem
Director
Capri College
395 Main Street
Dubuque, Iowa 52004-0873

School #M059174

Dear Ms. Leytem:

The Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) has received the response to the March 9, 2011 and June 13, 2011 letters directing Capri College located in Dubuque, Iowa to submit additional information in conjunction with the school’s Application for Renewal of Accreditation. This is to inform you that the school has satisfied the requirements of the stipulation through documentation provided in response to the Commission’s letter and demonstrated compliance with the applicable accrediting requirements. Accordingly, the Commission’s March 9, 2011 decision is final.¹

Through the renewal of accreditation, Capri College has continued its partnership with other educators who are committed to providing programs of quality and to conducting their affairs with integrity. The Commission is confident that the school will take this responsibility seriously with consideration for the many other ACCSC-accredited institutions that have embraced accreditation as a means to enhance student learning and achieve educational goals.

In accordance with this action, the Commission has included a Certificate of Accreditation for Capri College with this letter. The Commission expects that the school will adhere to the *Standards of Accreditation* on an on-going basis and as revisions are approved and disseminated. Please consult the ACCSC website at www.accsc.org regularly for updates, important due dates, initiatives, and special events that are planned for the benefit of the Commission’s accredited institutions.

Please note that ACCSC-accredited institutions are required to prepare and submit the 2011 Annual Report electronically. Instructions regarding the preparation of the electronic version of the Annual Report are available at www.accsc.org. Further, ACCSC-accredited institutions are required to submit annual financial statements in accordance with the ACCSC Instructions for the Submission of Financial Statements and Related Information and the due dates established therein.

For assistance or additional information, please contact Bettina Falwell at 703.247.4538 or bfalwell@accsc.org.

Sincerely,

Michale S. McComis, Ed.D.
Executive Director

¹ According to ACCSC’s records, the Commission previously granted Capri College renewal of accreditation for five (5) years effective August 2005. Therefore, the school’s accreditation is effective for a period of five (5) years going forward from August 2010.



The Accrediting Commission of Career Schools and Colleges

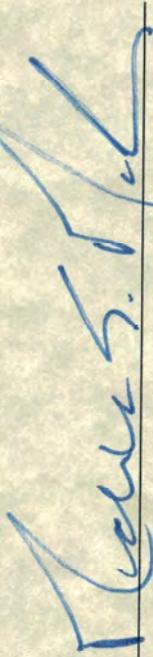
recognizes

**Capri College
Dubuque, IA**

as an accredited institution.

The Accrediting Commission of Career Schools and Colleges is listed by the

U.S. Department of Education as a nationally recognized accrediting agency.

A blue ink signature of Michale S. McComis, Executive Director.

Michale S. McComis, Ed.D., Executive Director

August 2010

Effective Date





Iowa Department of Public Health
Promoting and Protecting the Health of Iowans

Mariannette Miller-Meeks, B.S.N., M.Ed., M.D.
Director

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Athletic Training
515/281-4422

Barbering
515/281-6959

Behavioral
Science
515/281-4422

Chiropractic
515/281-4287

Cosmetology
515/281-4416

Dietetics
515/281-6959

Hearing Aid
Dispensers
515/281-6959

Massage Therapy
515/281-6959

Mortuary Science
515/281-4287

Nursing Home
Administrators
515/281-6959

Optometry
515/281-4287

Physical &
Occupational
Therapy
515/281-4287

Physician
Assistants
515/281-6959

Podiatry
515/281-4287

Psychology
515/281-4287

Respiratory Care
515/281-4287

Sign Language
Interpreters and
Translitterators
515/281-4287

Social Work
515/281-4422

Speech Pathology
& Audiology
515/281-6959

DATE: August 1, 2012

TO: Iowa Schools of Cosmetology

FROM: Susan Reynolds, Board Executive 
Iowa Board of Cosmetology Arts & Sciences
Bureau of Professional Licensure

RE: Legislation Approving Cosmetology Schools as
Postsecondary Education Providers

Effective July 1, 2012, all schools of cosmetology licensed through the Iowa Department of Public Health are approved as providers of postsecondary education. Legislation passed during the 2012 legislative session modified Iowa Code § 157.8 requiring licenses issued to schools of cosmetology contain a statement acknowledging they are approved as postsecondary education providers.

A new certificate with the postsecondary designation is enclosed. Please return your old certificate to the board office at the address below. Thank you.

Rosemary Bonnano
Iowa Department of Public Health
321 East 12th Street
Des Moines, IA 50319

Enclosure

State of Iowa

Board of Cosmetology Arts and Sciences

Hereby Authorizes and Licenses
CAPRI COLLEGE

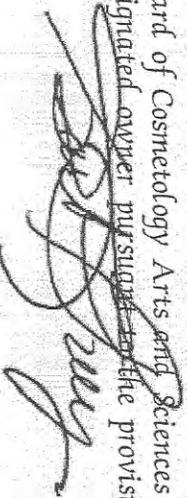
Charles Fiegen
395 N MAIN ST
PO BOX 873
DUBUQUE, IA 52004

Approved as a provider of postsecondary education.

License No: 00069

Issue Date: 08/01/1967

The Board of Cosmetology Arts and Sciences hereby authorizes this Establishment to operate at the designated location under the designated owner pursuant to the provisions of Iowa Code Chapter 157 and the rules promulgated thereunder.



Barb Huey, Bureau Chief

Professional Licensure

Board of Cosmetology Arts and Sciences



Mariannette Miller-Meeks, B.S.N., M.Ed., M.D.

Director

Iowa Department of Public Health



State of Iowa

Board of Cosmetology Arts and Sciences

Hereby Authorizes and Licenses
CAPRI COLLEGE

Charles Fiegen
2945 WILLIAMS PKWY SW
CEDAR RAPIDS, IA 52404

Approved as a provider of postsecondary education.

License No.: 00110

Issue Date: 10/14/2003

Verify the information on this card. If not correct call (515) 242-5937

Display this card with your license certificate

IOWA DEPARTMENT OF PUBLIC HEALTH
PROFESSIONAL LICENSURE BUREAU
LUCAS STATE OFFICE BLDG, 5th FLOOR
321 E 12th STREET DES MOINES, IA 50319-0075
Web: www.idph.state.ia.us/licensure

Profession: Cosmetology School

CAPRI COLLEGE

Authorizes this Establishment to operate at the designated location under
Code Chapter 157 and the rules promulgated thereunder.

Mariannette J. Miller-Meeks MD

Mariannette Miller-Meeks, B.S.N., M.Ed., M.D.
Director

Iowa Department of Public Health



State of Iowa

Board of Cosmetology Arts and Sciences

Hereby Authorizes and Licenses
Capri College
Charles Fiegen
2540 E 53rd St
Davenport, IA 52807

Approved as a provider of postsecondary education.

Issue Date: 08/28/2007

License No: 000119

The Board of Cosmetology Arts and Sciences hereby authorizes this E.
the designated owner pursuant to the provisions of Iowa Code Chapt



Barb Huey, Bureau Chief
Professional Licensure
Board of Cosmetology Arts and Sciences



Verify the information on this card. If not correct call (515) 242-5937
Display this card with your license certificate

IOWA DEPARTMENT OF PUBLIC HEALTH
PROFESSIONAL LICENSURE BUREAU
LUCAS STATE OFFICE BLDG, 5th FLOOR
321 E 12th STREET DES MOINES, IA 50319-0075
Web: www.idph.state.ia.us/licensure

Profession: Cosmetology School

CAPRI COLLEGE



Iowa Department of Public Health
Promoting and Protecting the Health of Iowans

Thomas Newton, MPP, REHS
Director

Chester J. Culver
Governor

Patty Judge
Lt. Governor

June 24, 2008

Athletic Training
515/281-4401

Barbering
515/281-6959

Behavioral
Science
515/281-4422

Chiropractic
515/281-4287

Cosmetology
515/281-4416

Dietetics
515/281-6959

Hearing Aid
Dispensers
515/281-6959

Massage Therapy
515/281-6959

Mortuary Science
515/281-4287

Nursing Home
Administrators
515/281-4401

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Physical &
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515/281-4401

Physician
Assistants
515/281-4401

Podiatry
515/281-4287

Psychology
515/281-4401

Respiratory Care
515/281-4287

Sign Language
Interpreters and
Transliterators
515/281-4287

Social Work
515/281-4422

Speech Pathology
& Audiology
515/281-6959

Lois Leytem, Capri College Corporate Advisor
395 Main Street
Dubuque, IA 52004-0873

Dear Ms. Leytem:

The Iowa Board of Massage Therapy has received your curriculum application with a request to approve an increase in curriculum hours. The board approves your request to increase program hours to 720 clock hours/ 24 semester credits. Your notice of the results of your curriculum application will be sent in a separate letter.

Thank you for keeping the board informed of curriculum issues.

If you have any questions please contact the Board office, 515/281-6959.

Sincerely,

Pierce Wilson, Board Executive
Iowa Massage Therapy Board

PW/th

FACULTY and STAFF ROSTER

4/12/2013

Dept	S	Last Name	First Name	Address	City	ST	Zip	Home Phone	Cell Phone	E-mail
COS	F	BONIFAS	DIANA	Box 12	LaMotte	IA	52054	(563)773-8818	(563)451-5819	dianamariab@netins.net
RECEPTION	P	BORKE	MICHAELA	725 Lutheran	Platteville		53818	*****	(608)778-7938	michaelabork@gmail.com
FA	F	BRADLEY	RACHEL	10651 Higgensport Road	Zwingle	IA	52079	*****	(563)580-7919	rachelrae@iowatelecom.net
ADMISSIONS	F	BROWN	ELLEN	1849 Avalon Road	Dubuque	IA	52001	(563)582-9790	(563)581-7928	ellenewgb@gmail.com
FA	F	CARLSON	ANGELA	435 English Lane	Dubuque	IA	52003	*****	(563)5802874	acarlson@capricollege.com
COS	P	CHRISTOPHERSON	SARAH	2939 Van Buren Ave.	Dubuque	IA	52001	*****	(563)543-1817	pixytrixy20@aim.com
MARKETING	F	DEGENHARDT	ABBEY	136 Cherokee Drive	Dubuque	IA	52003	*****	(563)581-5211	abhurm@yahoo.com
COS	F	DOBSON	MEGGAN	2165 Clarke Drive	Dubuque	IA	52001	*****	(563)581-0975	dobson1ia@yahoo.com
		FIGEN	CHUCK	543 West Heller Drive	E. Dubuque	IL	61025	(815)747-7755	(563)590-6324	ctcapri1@capricollege.com
		FIGEN	ERIN	335 Nevada Street	Dubuque	IA	52001	*****	(563)599-6627	efiegen@capricollege.com
EST	P	FIGEN	KAITY	2329 Carter Road	Dubuque	IA	52001	563-582-2218	(563)599-7623	kaitycobbins@yahoo.com
		FIGEN	MATT	18518 Raylyn Road	Durango	IA	52039	(563)552-2206	(563)590-6370	fiegen@hotmail.com
		FIGEN-HULL	SARA	3316 Highway 11	Hazel Green	WI	53811	(608)748-5202	(563)599-7866	fiegen-hull@hotmail.com
MT	P	FISCHER	TRACY	882 Laurel Street	Dubuque	IA	52003	(563)583-6409	(563)590-7436	my4boys@mchsi.com
COS	F	FOLEY	MARY	225 Francis St.	Shullsburg	WI	53586	*****	(608)778-6727	mfoley@live.com
COS	F	GONNER	TERI	701 Spring Street	Bellevue	IA	52031	*****	(563)495-2067	tgonner@hotmail.com
COS / EST	F	HAXMEIER	HEATHER	896 Cassandra Dr.	Peosta	IA	52068	*****	(563)590-8133	hhaxmeier14@yahoo.com
MT	P	HENNEY	CARMEN	519 Charlotte Street	Earlville	IA	52041	(563)923-2033	(563)608-4958	culdrieh@hotmail.com
COS	F	HURST	CORINNE	1652 Lawndale	Dubuque	IA	52001	*****	(563)599-2511	cnhurst71@yahoo.com
COS	F	KUNKEL	TERESA	667 Maryville Drive	Hazel Green	WI	53811	(608)748-5019	(563)590-1147	tskunkel@yousq.com
**	F	LEYTEM	LOIS	15811 Hales Mill Road	Dubuque	IA	52002	(563)583-2024	(563)590-5658	lleytem@capricollege.com
MAINTENANCE	P	MCDONALD	MARK	4504 Lark Drive	Dubuque	IA	52001	(563)583-6964	(563)599-4800	markymark@aol.com
MT	F	MILLER	JOSH	1170 Glen Oak	Dubuque	IA	52001	*****	(563)451-2540	mtdbg@capricollege.com
MT	P	NORMAN	KRISTI	1170 Glen Oak	Dubuque	IA	52001	*****	(563)580-3415	kristibalancebodywork@gmail.com
FA	F	RETTENBERGER	JULIE	17206 Pepper Lane	Dubuque	IA	52001	(563)557-9718	(563)580-3691	irettenberger@capricollege.com
RECEPTION	F	SCHICK	JESSICA	706 Hennepin	Dubuque	IA	52001	(563)556-8019	(563)451-4002	jessicaschick86@gmail.com
COS	F	SCHROEDER	SAMANTHA	6292 Chuck's Court	Peosta	ia	52068	*****	(563)590-2715	skshair11161986@live.com
EST / COS	P	SCHUSTER	STACY	9402 Scenic Acres Lane	Dubuque	IA	52003	*****	(608)732-2092	stacy.reynolds05@gmail.com
FA	P	SCHWINN	LINDA	Box 216	Kieler	WI	53812	(608)568-3255	(608)778-0754	lschwinn@capricollege.com
RECEPTION	F	SCOTT	SHANELLE	4226 Bluff Point Court	Hazel Green	WI	53811	(608)568-7515	(563)451-7515	tobyngo53812@gmail.com
MT	P	SMITH	NIKKI	2279 Chaney Road	Dubuque	IA	52001	*****	(563)495-5631	nmsmith1282@yahoo.com
COS	F	THEISEN	TRUDY	23677 415th Ave.	Bellevue	IA	52031	(563)872-3264	(563)543-4974	trudyT07@hotmail.com
RECEPTION	F	VANDEWIEL	EME	248 W. 11th 3C	Dubuque	IA	52001	*****	(563)258-2785	emvandewiel@hotmail.com
MAINTENANCE	P	WEAVER	CRYSTAL	9442 Noonan St. Lot 630	Dubuque	IA	52003	*****	(563)495-5298	
MT	P	WEST	DARLA	12240 Forest Meadow Drive	Dubuque	IA	52001	*****	(563)564-9419	fhmcfred@mchsi.com
COS	P	WILHELMSON	BROOKE	1041 Clay Street	Darlington	WI	53530	*****	(608)574-8318	brooke.wilhelmson@gmail.com

<i>Instructor Name</i>	<i>Course(s) taught</i>	<i>Description of Work Experience</i>	<i>From (m/y)</i>	<i>To (m/y)</i>
Diana Bonifas	Cosmetology	Silver Comb, Stylist	1/1976	9/1977
		Sunset Styling, Stylist	1/1988	Present
		Capri College, Instructor	1/1976	Present
Mary Foley	Cosmetology / CA&S Instructor	Elementary Education Teacher	9/1977	6/1983
		Beauty Bar, Stylist	10/1985	8/1987
		Capri College, Instructor	2/1986	present
Teresa Kunkel	Cosmetology	Trade Secret, Manager & Stylist	9/1990	10/2008
		Cosmetology Instructor Assistant	9/1990	2/1992
		Capri College Instructor	2/1992	Present
Trudy Theisen	Cosmetology	Capri College, Admissions Representative	6/1976	5/1981
		Command Performance, Stylist	6/1981	5/1982
		Mane Event, Stylist	5/1982	9/1986
		Mark's Hair Co, Owner / Stylist	9/1986	6/2001
		Capri College, Instructor	6/2001	Present
Teri Gonner	Cosmetology	Upper Kutz, Stylist	7/2003	11/2005
		Abeyance Salon/Spa, Stylist	11/2005	Present
		Capri College, Instructor Assistant	7/2003	7/2005
		Capri College, Instructor	7/2005	Present
Meggan Dobson	Cosmetology	Style Masters, Stylist	6/2001	10/2006
		Abeyance Salon/Spa, Stylist	2/2006	Present
		Capri College, Instructor	11/2003	Present

Sarah Christopherson	Cosmetology	Contempo Salon/Spa, Stylist	9/2005	2/2009
		Moxxie Salon & Spa, Stylist	2/2009	6/2011
		Fringe Salon	6/2011	Present
		Capri College, Instructor Assistant	9/2005	6/2008
		Capri College, Instructor	6/2008	Present
Stacy Reynolds/Schuster	Cosmetology / Nail Technology / Esthetics	HC & Co, Receptionist / Bookkeeping	6/2005	10/2006
		Abeyance Salon & Spa, Stylist	2/2007	6/2011
			6/2011	Present
		Capri College Student Instructor	2/2007	10/2007
		Capri College, Instructor Assistant	11/2007	1/2009
	Capri College, Instructor	1/2009	Present	
Corinne Hurst	Cosmetology	Westside Salon, Stylist	1/2010	Present
		Capri College Student Instructor	4/2011	1/2012
		Capri College, Instructor Assistant	1/2012	Present
Brooke Wilhelmson	Cosmetology	Capri College Student Instructor	1/2009	8
		Main Attraction, Stylist	6/2009	6/2009
		Capri College, Instructor Assistant	9/2009	Present
				Present
Heather Haxmeier	Esthetics / Cosmetology	Capri College Student Instructor	10/1997	7/1998
		Martin Cosmetology College Cosmetology & Esthetics Instructor	7/1998	8/1999
		JC Penney, Stylist (DBQ & Grn Bay)	10/1997	8/1999
		Aquage Product Representative	1/2000	6/2001
		Images on Bryant, Stylist / Esthetician	8/1999	6/2008
		Abeyance, Stylist / Esthetician	6/2008	Present

		Capri College, Instructor	8/1999	Present
Katie Fiegen-Cobbins	Esthetics	Capri College Esthetics	3/2006	1/2007
		Capri College Nail Technology	1/2007	6/2007
		Aspire Salon / Spa, Stylist & Esthetician	5/2009	Present
		Esthetics Instructor	5/2009	Present
Josh Miller	Massage Therapy	Massage Therapy, self employed	9/1997	5/2006
		Massage Therapist, HC & Co Salon/Spa	6/2006	5/2007
		Massage Therapist, Harbor Fitness	6/2007	12/2008
		Capri College, MT Instructor	2/2009	Present
Kristie Norman	Massage Therapy	Elementary Education Teacher	9/1998	5/2006
		Wild Clover Day Spa, Massage Therapist	12/2005	3/2007
		Kobusch Chiropractic, Massage Therapist	4/2007	8/2008
		Massage Therapist, self employed	8/2008	Present
		Capri College, MT Instructor	10/2008	Present
Darla West	Massage Therapy	Elite Therapeutic Massage, self employ	6/2007	Present
		Instructor Assistant, Clinic Floor Monitor	9/2007	present
Tracy Fischer	Massage Therapy / A&P	Secondary Education Teacher	9/1990	6/1995
		Capri College A&P Instructor	6/1993	Present

Toccora Baker
Front Desk
6 Chapleridge Cir Apt I
Marion, IA 52302
cell# 319-202-5074
B-day 9/3
Start Date: 10/10/2011
mom3402@gmail.com

Heidi Wallace-Graff
Cosmetology Instructor
4726 Riverside Ct NE
Cedar Rapids, IA 52411
cell # 319-558-8806
B-day 8/29
Start Date: 8/30/2004
heidi.wallace.graff@gmail.com

Audrey Beadle
Esthetics Director
3030 16th Ave
Marion, IA 52302
cell # 319-491-4783
B-day 4/4
Start Date: 12/2/2011
audrey.beadle4439@gmail.com

Bridgett Cardenas
Student Instructor
216 15th St NE
Cedar Rapids, IA 52402
cell # 319-981-9872
B-day 11/18
cardenas.bridgett@gmail.com

Pat Coats
Maintenance
945 12th St NE
Cedar Rapids, IA 52402
Home #319-362-1560
cell # 319-360-2593
B-day 8/20
Start Date: 9/1/2001
pacoa@q.com

Melissa Cooper
Front Desk
9620 Grand Oaks Dr NE
Cedar Rapids, IA 52402
cell #319-573-8277
B-day 11/2
Start Date: 12/12/2009
4cooperz@gmail.com

Angela Crawford
Cosmetology Instructor
2395 14th Ave
Marion, IA 52302
cell # 319-389-4922
B-day 8/14
Start Date: 10/22/2012
acrawford416@gmail.com

Jennifer Crowley
Cosmetology Instructor
103 Main Street
Center Point, IA 52213
cell # 319-480-3730
B-day 2/27
Start Date: 2/11/2008
bcjgcrowley@msn.com

Christe Davis
Massage Therapy
910 1st Ave NE #4
Cedar Rapids, IA 52314
cell # 319-981-5946
B-day 11/27
Start Date: 10/27/2012
christedavis@yahoo.com

Chris Fiegen
School Director
2543 Wilbricht Lane
Dubuque, IA 52001
cell # 563-590-9025
B-day 10/4
Start Date: 5/1/2003
clfiiegen@capricollege.com

Tara Gavin-Hiatt
Cosmetology Instructor
1010 Rachael St #302
North Liberty, IA 52317
cell # 319-936-2455
B-day 8/16
Start Date: 3/26/2009
taragavin79@yahoo.com

Becca Gibbs
Cosmtology Instructor
23628 Highwater Road
Manchester, IA 52057
cell # 563-608-4849
B-day 7/8
Start Date: 8/14/2012
becca_gibbs@hotmail.com

Ingrid Glessner
Cosmetology Instructor
72 Miller Ave SW Unit 8
Cedar Rapids, IA 52404
cell # 319-721-9807
B-day 4/18
Start Date: 12/1/2010
captivating418@hotmail.com

Laura Gordon
Assistant School Director
3200 Lafayette Rd
Alburnett, IA 52202
cell# 319-560-7179
B-day 12/5
Start Date: 1/19/2004
lgordon@capricollege.com

Jes Harrington
Inventory/Dispense
3300 Ellis Road
Cedar Rapids, IA 52405
cell# 319-981-7295
B-day 8/29
Start Date: 5/21/2012
JessicaHarrington123@yahoo.com

Sara Hollingshead
Administrative/Student Services
406 W Main
Wyoming, IA 52362
cell # 319-480-6393
B-day 1/27
Start Date: 7/23/2008
sjhollingshead@gmail.com

Amber Hutchins
Cosmetology Instructor
275 S 19th St Crt.
Marion, IA 52302
Home # 319-373-2255
cell # 319-491-3154
B-day 12/12
Start Date: 6/20/2011
amberhutchins13@yahoo.com

Samantha Ieronimo
Cosmetology Instructor
2600 Carlton Lane Unit C16
Springville, IA 52336
cell # 319-423-1123
B-day 9/14
Start Date: 9/10/2012
samieronimo@gmail.com

Cindy Lampe
Admissions Director
205 Hope Ave
Urbana, IA 52345
Home # 319-443-3835
cell # 319-480-4176
B-day 12/10
Start Date: 3/1/2003
cradm@capricollege.com

Chelsea Lob
Cosmetology Instructor
5824 Golden Court NE
Cedar Rapids, IA 52402
cell# 319-855-8737
B-day 9/7
Start Date: 10/24/2012
ChelseaLob@yahoo.com

Ariel Makepeace
Cosmetology Instructor
218 2nd Ave NE
Independence, IA 50644
cell # 319-327-2515
B-day 10/23
Start Date: 6/7/2012
ariel.makepeace@gmail.com

Abby Mariner
Front Desk
3000 J St SW #2305
Cedar Rapids, IA 52404
cell # 319-538-8550
B-day 5/16
Start Date: 10/13/2012
amariner2572@yahoo.com

Angela McCullough
Cosmetology Instructor
4085 25th Street
Oxford Junction, IA 52323
cell # 319-480-6298
B-day 3/28
Start Date: 7/23/2007
Ang.Mcc@live.com

Stormy O'Neal
Massage Therapy
178 17th Ave SW
Cedar Rapids, Iowa 52404
cell# 319-558-9959
B-day 6/9
Start Date: 9/10/2012
skite302@gmail.com

Melinda Rogness
Cosmetology Instructor
897 Clinton Ave PO Box 293
Marengo, IA 52301
cell # 319-430-3493
B-day 8/16
Start Date: 6/5/2012
matildamarie008@hotmail.com

Patty Russo
Public Relations
450 Forest Dr SE
Cedar Rapids, IA 52403
Home # 319-366-5213
cell# 319-573-4193
B-day 4/7
Start Date: 5/4/2010
russopatty@hotmail.com

William Ryder
Massage Therapy
7500 Princeton Dr NE
Cedar Rapids, IA 52402
Home # 319-373-3563
cell # 319-329-1177
B-day 5/7
Start Date: 7/7/2012
ryderchiro@yahoo.com

Madison Seaborn
Cosmetology Instructor
209 Main Street
Elberon, IA 52225
cell# 319-360-3118
B-day 10/18
Start Date: 11/1/2009
madibeagle@yahoo.com

Carol Sebetka
Cosmetology Instructor
2466 Hwy 21
Dysart, IA 52224
Home # 319-476-3795
cell # 319-360-3120
B-day 12/10
Start Date: 10/1/2003
csebetka@gmail.com

Jeanne Thomas-Dietsch
Massage Therapy
414 2nd Ave NW
Mt. Vernon, IA 52314
cell # 319-210-5242
B-day 5/30
Start Date: 4/26/1999
jthomasdietsch@gmail.com

Instructor Name	Course(s) Taught	Description of Work Experience	From	To
Audrey Beadle	Esthetics Cosmetology	Cost Cutters/Stylist Great Clips/Stylist Oasis Salon & Spa/Stylist/Esthetician Self Employed	2/06 10/06 1/09 11/09	10/06 4/09 11/09 present
Angela Crawford	Cosmetology	Expressions Salon & Spa/Stylist	5/10	Present
Jennifer Crowley	Cosmetology	Great Clips/Stylist	12/03	12/08
Christene Davis	Massage Therapy	Inspired Touch Massage Therapy/Owner MAC Extreme The Therapeutic Collective	12/07 1/09 1/12	Present 12/11 present
Sara Jo Fountain	Cosmetology			
Ingrid Glessner	Cosmetology	Cost Cutters/Stylist Visions Hair Studio/Stylist	2007 9/10	2010 3/12
Tara Hiatt	Cosmetology	Cost Cutters/Salon Manager Body & Balance-Facility/Co-Manager Tara G's Salon-Owner/Operator	2000 2004 2006	2004 2006 present
Samantha Ieronimo	Cosmetology	Great Clips/Stylist Mastercuts/Stylist	12/10 3/08	9/12
Shari Kahle	Massage Therapy	Massage Therapist/Self-Employed Carlson College of Massage Therapy/Instructor	2/00 8/01	Present 11/02
Chelsea Lob	Cosmetology	Cost Cutters/Stylist	10/11 8/12	5/12
Ariel Makepeace	Esthetics Cosmetology	Hairs Lookin at you/Stylist	1/11	4/12
Angela McCullough	Cosmetology	Self Employed Irving Points Salon	07 2008	08 2009
Stormy O'Neal	Massage Therapy	SJK Massage-Owner/Massage Therapist A Simple Touch-Owner/Massage Therapist	4/04 8/09	2/08 present
Malenda Rogness	Cosmetology	Hair Supply/Stylist	2/09	present
Patricia Russo	Cosmetology	Victoria Secret Beauty Salon/Cosmological services	9/96	2/99
William Ryder	Massage Therapy	Tri-State Rehab Center/Director of Rehab Ryder Chiropractic Center/Owner	1989 1992	1991 present
Madison Seaborn	Cosmetology			
Carol Sebetka	Cosmetology	LaJames College of Hair/Instructor JCPenney Salon/Stylist Carol's Beauty Salon/Stylist	1/03 7/03 8/81	6/03 9/03 present
Jeanne Thomas-Dietsch	Massage Therapy	Total Health Chiropractic/Massage Therapist Jeanne Thomas Dietsch/Owner MT clinic Soma Therapeutic Massage-Massage therapist	5/96 11/96 11/03	8/03 9/03 present
Heidi Wallace Graff	Cosmetology	Grand Headlines	3/99	6/03

		Great Clips/Stylist	2/03	8/03
		Iowa School of Beauty-Instructor	8/03	8/04
		Hair by Stewarts/Stylist	11/04	5/05
		Great Clips/Stylist	11/07	4/08

Instructor Name	Course(s) taught	Description of Work Experience	From (m/y)	To (m/y)
Amy Bailey	Cosmetology Esthetics Nail Technology	Joel Maddy Salon- Nail Technologist	2/98	8/98
		The Hair Society- Stylist	8/98	3/99
		Styling Technology- Stylist	3/97	7/00
		FPO- Educator	7/00	1/02
Heather Caldwell	Cosmetology	Allusions Hair Studio – Stylist	6/06	6/11
Katherine Keesy	Cosmetology	Mastercuts – Stylist	9/09	9/11
Tiffany Kimble	Cosmetology Esthetics	Capri College (CR) – Educator	6/09	11/09
		Salon Prof. Academy – Educator	9/08	5/09
		TSPA – Educator	11/06	8/08
		Inspirations Med Spa	6/04	11/05
		LaJames College – Educator	9/02	6/04
		Trade Secret Salon – Stylist	8/01	9/02
		Cutting Edge – Stylist & Owner	4/99	7/01
		Classique Design - Stylist	11/93	2/99
Lisa McGown	Cosmetology	J.C. Penny Salon- Stylist	2/06	6/12
		Nancy's Country Curl – Stylist	2/13	present
Kaitlin Mills	Cosmetology	Smart Styles – Stylist	11/06	3/08
Stephanie Roessler	Cosmetology	Smart Styles – Stylist & Manager	9/02	6/12
Nicole Seams	Cosmetology	May's Nail Studio – Stylist	12/07	present
Elyssa Shontz	Cosmetology	Regis Salon – Stylist & Manager	1/08	6/11
		J.C. Penny Salon – Stylist	7/11	10/11
Dedra Smith	Cosmetology	J.C. Penny Salon – Stylist	8/06	8/09
		Images of You Salon - Stylist	8/09	9/10
Lyndsey Sullivan	Cosmetology	J.C. Penny Salon - Stylist	11/11	present
Billie Woods	Cosmetology	State Beauty Supply – Rep.	1/99	2/10
		Salon Halo – Stylist & Owner	1/09	present
Sandy Worrall	Cosmetology	Millers Manor- Stylist	3/93	7/96
		Blades 5 th Avenue- Stylist	1/98	3/01
		A Hair Off Brady- Stylist & Co-Owner	3/01	4/02
		Tango Salon- Stylist	4/02	7/03
		Allusions Salon- Stylist	7/03	Present
Michelle Bequeaith	Massage Therapy	The Healthy Touch- LMT & Owner	4/92	Present
Dr. Brooke Eckhardt	Massage Therapy	Brown Mackie College - Educator	8/04	11/07
		Shipman Chiropractic – LMT & Chiropractor	11/05	Present
Janelle Thistle	Massage Therapy	Afterimae Salon & Spa – LMT & Stylist	9/07	present
Carol VenHorst	Massage Therapy	Wm. Wesley Salon & Spa- LMT	9/97	6/98
		New Image Massage- LMT	6/98	4/99
		Riverbend Massage- LMT	4/99	5/00
		Health Enhancing Massage- LMT	5/00	Present

CAPRI
college

student salon & spa

hair • nails • skin
massage

395 main street

classes starting soon

**FILM
FESTIVAL
VENUE**

FIVE FLAGS
THEATER

CAPRI

college

hair
skin
massage
nails

2540

2540





I, Charles B. Fiegen, Chief Executive Officer of Capri Colleges, have demonstrated commitment to the delivery of Iowa Cosmetology and Massage Therapy Education through 45 years of business in the state of Iowa. In the event that the school closes any program before the student has completed their course of study, Capri College has provided a fair and equitable refund policy that addresses this in the "Cancellation and Settlement" Contract. Also, Capri College is an active member in the Iowa Cosmetology School's Association, which has a "teach out" agreement with all other cosmetology schools in the state of Iowa.

Charles B. Fiegen

Charles B. Fiegen

4-1-13

Date

do what you love



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National Student Loan Data System (NSLDS)



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Report List | Web Report List

FSA ID: LINDA.SCHWINN.FSA logged on as: LINDA SCHWINN from CAPRI COLLEGE / TG51681 / SC101FA



Return to Report
List

ID: DRC035 Type: --Select--

Name: SCHOOL COHORT DEFAULT RATE HIST RPT

Go to Report List

Report Parameters

School: 007588

Sort By: --Select--

Output Medium: SAIG

Capri College
395 Main St. - PO BOX 873
Dubuque, IA 52004-0873

Cohort Default Rate History List

Select	Fiscal Year	Rate Type	Numerator	Denominator	Rate	Process Date
<input type="checkbox"/>	2010	2YR OFFICIAL	10	82	12.1	08/04/2012
<input type="checkbox"/>	2009	2YR DRAFT	11	82	13.4	02/11/2012
<input type="checkbox"/>	2009	2YR OFFICIAL	6	104	5.7	07/30/2011
<input type="checkbox"/>	2009	2YR DRAFT	6	106	5.6	01/16/2011
<input type="checkbox"/>	2009	3YR OFFICIAL	8	103	7.7	08/05/2012
<input type="checkbox"/>	2009	3YR DRAFT	9	103	8.7	02/12/2012
<input type="checkbox"/>	2008	2YR OFFICIAL	1	91	1	07/31/2010
<input type="checkbox"/>	2009	2YR DRAFT	1	91	1	01/02/2010
<input type="checkbox"/>	2009	3YR TRIAL	4	91	4.3	04/14/2011
<input type="checkbox"/>	2007	2YR OFFICIAL	4	84	4.7	08/01/2009
<input type="checkbox"/>	2009	2YR DRAFT	4	84	4.7	01/03/2009
<input type="checkbox"/>	2009	3YR TRIAL	6	84	7.1	10/30/2009
<input type="checkbox"/>	2006	2YR OFFICIAL	5	105	4.7	08/02/2008
<input type="checkbox"/>	2009	2YR DRAFT	5	105	4.7	01/05/2008
<input type="checkbox"/>	2009	3YR TRIAL	7	105	6.6	10/29/2009
<input type="checkbox"/>	2005	2YR OFFICIAL	0	86	0	07/28/2007
<input type="checkbox"/>	2009	2YR DRAFT	0	86	0	01/06/2007
<input type="checkbox"/>	2009	3YR TRIAL	2	86	2.3	10/29/2009
<input type="checkbox"/>	2004	2YR OFFICIAL	3	99	3	07/29/2006



Menu **Aid** **Enroll** **Org** **Report** **Tran**



Report List | Web Report List

FSA ID: LINDA.SCHWINN.FSA logged on as: LINDA SCHWINN from CAPRI COLLEGE / TGH6544 / SC363XW



Return to Report
List

ID: DRC035 Type: --Select--

Name: SCHOOL COHORT DEFAULT RATE HIST RPT

Go to Report Log

Report Parameters

School: 020903

Sort By: --Select--

Output Medium: SAIG

Capri College
2945 Williams Parkway SW
Cedar Rapids, IA 52404

Cohort Default Rate History List

Select	Fiscal Year	Rate Type	Numerator	Denominator	Rate	Process Date
<input type="checkbox"/>	2010	2YR OFFICIAL	16	125	12.8	08/04/2012
<input type="checkbox"/>	2009	2YR DRAFT	16	126	12.6	02/11/2012
<input type="checkbox"/>	2009	2YR OFFICIAL	6	108	5.5	07/30/2011
<input type="checkbox"/>	2009	2YR DRAFT	7	109	6.4	01/16/2011
<input type="checkbox"/>	2009	3YR OFFICIAL	10	108	9.2	08/05/2012
<input type="checkbox"/>	2009	3YR DRAFT	10	108	9.2	02/12/2012
<input type="checkbox"/>	2008	2YR OFFICIAL	7	138	5	07/31/2010
<input type="checkbox"/>	2009	2YR DRAFT	7	138	5	01/02/2010
<input type="checkbox"/>	2009	3YR TRIAL	14	138	10.1	04/14/2011
<input type="checkbox"/>	2007	2YR OFFICIAL	9	116	7.7	08/01/2009
<input type="checkbox"/>	2009	2YR DRAFT	11	117	9.4	01/03/2009
<input type="checkbox"/>	2009	3YR TRIAL	15	116	12.9	10/30/2009
<input type="checkbox"/>	2006	2YR OFFICIAL	7	130	5.3	08/02/2008
<input type="checkbox"/>	2009	2YR DRAFT	7	130	5.3	01/05/2008
<input type="checkbox"/>	2009	3YR TRIAL	9	130	6.9	10/29/2009
<input type="checkbox"/>	2005	2YR OFFICIAL	10	134	7.4	07/28/2007
<input type="checkbox"/>	2009	2YR DRAFT	12	134	8.9	01/06/2007
<input type="checkbox"/>	2009	3YR TRIAL	17	134	12.6	10/29/2009
<input type="checkbox"/>	2004	2YR OFFICIAL	7	144	4.8	07/29/2006



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Report List | Web Report List

FSA ID: LINDA.SCHWINN.FSA logged on as: LINDA SCHWINN from CAPRI COLLEGE / TGH6543 / SC363XV



Return to Report
List

ID: DRC035 Type:

Name: SCHOOL COHORT DEFAULT RATE HIST RPT



Go to Report Log

Report Parameters

School: 007717

Sort By:

Output Medium: SAIG

Capri College ✓
2540 East 53rd Street
Davenport, IA 52807

Cohort Default Rate History List

Select	Fiscal Year	Rate Type	Numerator	Denominator	Rate	Process Date
<input type="checkbox"/>	2010	2YR OFFICIAL	15	120	12.5	08/04/2012
<input type="checkbox"/>	2009	2YR DRAFT	15	120	12.5	02/11/2012
<input type="checkbox"/>	2009	2YR OFFICIAL	10	118	8.4	07/30/2011
<input type="checkbox"/>	2009	2YR DRAFT	10	120	8.3	01/16/2011
<input type="checkbox"/>	2009	3YR OFFICIAL	13	118	11	08/05/2012
<input type="checkbox"/>	2009	3YR DRAFT	14	118	11.8	02/12/2012
<input type="checkbox"/>	2008	2YR OFFICIAL	8	85	9.4	07/31/2010
<input type="checkbox"/>	2009	2YR DRAFT	8	85	9.4	01/02/2010
<input type="checkbox"/>	2009	3YR TRIAL	8	85	9.4	04/14/2011
<input type="checkbox"/>	2007	2YR OFFICIAL	7	118	5.9	08/01/2009
<input type="checkbox"/>	2009	2YR DRAFT	8	118	6.7	01/03/2009
<input type="checkbox"/>	2009	3YR TRIAL	16	118	13.5	10/30/2009
<input type="checkbox"/>	2006	2YR OFFICIAL	9	116	7.7	08/02/2008
<input type="checkbox"/>	2009	2YR DRAFT	9	116	7.7	01/05/2008
<input type="checkbox"/>	2009	3YR TRIAL	15	116	12.9	10/29/2009
<input type="checkbox"/>	2005	2YR OFFICIAL	6	106	5.6	07/28/2007
<input type="checkbox"/>	2009	2YR DRAFT	6	106	5.6	01/06/2007
<input type="checkbox"/>	2009	3YR TRIAL	13	106	12.2	10/29/2009
<input type="checkbox"/>	2004	2YR OFFICIAL	16	123	13	07/29/2006

DUBUQUE - Disclosure Information - Dept of Education Disclosure Requirements

Award Year	CIP Code	SOC Code	Title IV Loan Debt	Standard Occupation Codes	Median	Private Loan Debt	Institutional Loan Debt
				Median	Median		
2011-2012	Cosmetology 12.0401	Cosmetology 39-5012	\$10,189		0	0	0
2011-2012	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,400		0	0	0
2011-2012	Esthetics 12.0409	Esthetics 39-5094	\$4,290		0	0	0
2011-2012	COS Instructor 12.0413	COS Instructor 39-5012	\$0		0	0	0
Award Year	CIP Code	SOC Code	Title IV Loan Debt		Private Loan Debt	Institutional Loan Debt	
2010-2011	Cosmetology 12.0401	Cosmetology 39-5012	\$9,624		0	0	0
2010-2011	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,728		0	0	0
2010-2011	Esthetics 12.0409	Esthetics 39-5094	\$5,500		0	0	0
2010-2011	COS Instructor 12.0413	COS Instructor 39-5012	\$0		0	0	0
Award Year	CIP Code	SOC Code	Title IV Loan Debt		Private Loan Debt	Institutional Loan Debt	
2009-2010	Cosmetology 12.0401	Cosmetology 39-5012	\$10,378		0	0	0
2009-2010	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,474		0	0	0
2009-2010	Esthetics 12.0409	Esthetics 39-5094	\$4,727		0	0	0
2009-2010	COS Instructor 12.0413	COS Instructor 39-5012	\$0		0	0	0
Award Year	CIP Code	SOC Code	Title IV Loan Debt		Private Loan Debt	Institutional Loan Debt	
2008-2009	Cosmetology 12.0401	Cosmetology 39-5012	\$7,092		0	0	0
2008-2009	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,023		0	0	0
2008-2009	Esthetics 12.0409	Esthetics 39-5094	\$4,321		0	0	0
2008-2009	COS Instructor 12.0413	COS Instructor 39-5012	\$0		0	0	0
Award Year	CIP Code	SOC Code	Title IV Loan Debt		Private Loan Debt	Institutional Loan Debt	
2007-2008	Cosmetology 12.0401	Cosmetology 39-5012	\$6,035		0	0	0
2007-2008	Massage Therapy 51.3501	Massage Therapy 31-9011	\$3,178		0	0	0
2007-2008	Esthetics 12.0409	Esthetics 39-5094	\$2,889		0	0	0
2007-2008	COS Instructor 12.0413	COS Instructor 39-5012	\$0		0	0	0

Loan Debt as per Annual Award Year July 1, 2011 - June 30, 2012 of course completers.

Cedar Rapids -- Disclosure Information - Dept of Education Disclosure Requirements

Standard Occupation Codes

<u>Award Year</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>Median</u> <u>Title IV Loan Debt</u>	<u>Median</u> <u>Private Loan Debt</u>	<u>Median</u> <u>Institutional Loan Debt</u>
2011-2012	Cosmetology 12.0401	Cosmetology 39-5012	\$10,362	0	0
2011-2012	Massage Therapy 51.3501	Massage Therapy 31-9011	\$6,864	0	0
2011-2012	Esthetics 12.0409	Esthetics 39-5094	\$4,400	0	0
2011-2012	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0

<u>Award Year</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>Median</u> <u>Title IV Loan Debt</u>	<u>Private Loan Debt</u>	<u>Institutional Loan Debt</u>
2010-2011	Cosmetology 12.0401	Cosmetology 39-5012	\$10,710	0	0
2010-2011	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,500	0	0
2009-2010	Esthetics 12.0409	Esthetics 39-5094	\$7,517	0	0
2010-2011	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0

<u>Award Year</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>Median</u> <u>Title IV Loan Debt</u>	<u>Private Loan Debt</u>	<u>Institutional Loan Debt</u>
2009-2010	Cosmetology 12.0401	Cosmetology 39-5012	\$10,512	0	0
2009-2010	Massage Therapy 51.3501	Massage Therapy 31-9011	\$6,092	0	0
2009-2010	Esthetics 12.0409	Esthetics 39-5094	\$5,474	0	0
2009-2010	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0

<u>Award Year</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>Median</u> <u>Title IV Loan Debt</u>	<u>Private Loan Debt</u>	<u>Institutional Loan Debt</u>
2008-2009	Cosmetology 12.0401	Cosmetology 39-5012	\$7,922	0	0
2008-2009	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,474	0	0
2008-2009	Esthetics 12.0409	Esthetics 39-5094	\$4,087	0	0
2008-2009	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0

<u>Award Year</u>	<u>CIP Code</u>	<u>SOC Code</u>	<u>Median</u> <u>Title IV Loan Debt</u>	<u>Private Loan Debt</u>	<u>Institutional Loan Debt</u>
2007-2008	Cosmetology 12.0401	Cosmetology 39-5012	\$6,037	0	0
2007-2008	Massage Therapy 51.3501	Massage Therapy 31-9011	\$3,946	0	0
2007-2008	Esthetics 12.0409	Esthetics 39-5094	\$4,000	0	0
2007-2008	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0

DAVENPORT-- Disclosure Information - Dept of Education Disclosure Requirements

Standard Occupation Codes

Award Year	CIP Code	SOC Code	Median		Median	
			Median Title IV Loan Debt	Private Loan Debt	Median Title IV Loan Debt	Institutional Loan Debt
2011-2012	Cosmetology 12.0401	Cosmetology 39-5012	\$9,806	0	0	0
2011-2012	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,066	0	0	0
2011-2012	Esthetics 12.0409	Esthetics 39-5094	\$5,500	0	0	0
2011-2012	COS Instructor 12.0413	COS Instructor 39-5012	N/A	N/A	0	0

Award Year	CIP Code	SOC Code	Title IV Loan Debt		Private Loan Debt		Institutional Loan Debt	
			Median Title IV Loan Debt	Private Loan Debt	Private Loan Debt	Institutional Loan Debt		
2010-2011	Cosmetology 12.0401	Cosmetology 39-5012	\$10,861	0	0	0		
2010-2011	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,500	0	0	0		
2010-2011	Esthetics 12.0409	Esthetics 39-5094	\$5,285	0	0	0		
2010-2011	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0	0		

Award Year	CIP Code	SOC Code	Title IV Loan Debt		Private Loan Debt		Institutional Loan Debt	
			Median Title IV Loan Debt	Private Loan Debt	Private Loan Debt	Institutional Loan Debt		
2009-2010	Cosmetology 12.0401	Cosmetology 39-5012	\$10,817	0	0	0		
2009-2010	Massage Therapy 51.3501	Massage Therapy 31-9011	\$5,474	0	0	0		
2009-2010	Esthetics 12.0409	Esthetics 39-5094	\$3,542	0	0	0		
2009-2010	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0	0		

Award Year	CIP Code	SOC Code	Median Title IV Loan Debt		Private Loan Debt		Institutional Loan Debt	
			Median Title IV Loan Debt	Private Loan Debt	Private Loan Debt	Institutional Loan Debt		
2008-2009	Cosmetology 12.0401	Cosmetology 39-5012	\$7,922	0	0	0		
2008-2009	Massage Therapy 51.3501	Massage Therapy 31-9011	\$6,196	0	0	0		
2008-2009	Esthetics 12.0409	Esthetics 39-5094	\$3,980	0	0	0		
2008-2009	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0	0		

Award Year	CIP Code	SOC Code	Median Title IV Loan Debt		Private Loan Debt		Institutional Loan Debt	
			Median Title IV Loan Debt	Private Loan Debt	Private Loan Debt	Institutional Loan Debt		
2007-2008	Cosmetology 12.0401	Cosmetology 39-5012	\$6,134	0	0	0		
2007-2008	Massage Therapy 51.3501	Massage Therapy 31-9011	\$4,032	0	0	0		
2007-2008	Esthetics 12.0409	Esthetics 39-5094	\$5,938	0	0	0		
2007-2008	COS Instructor 12.0413	COS Instructor 39-5012	\$0	0	0	0		

Institution: Capri College-Dubuque (153074)

User ID: P1530741

Summary**2012 IPEDS Graduation Rate Component Data Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the ExPT and sent to your institution's CEO in November 2013.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

Overall Graduation Rate	
Graduation Rate	74%
Total number of students in the Adjusted Cohort	80
Total number of completers within 150% of normal time	59

Summary

2012 IPEDS Graduation Rate Component Data Summary

IPEDS collects important information regarding your institution. All data reported in IPEDS surveys are components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the ExPT and sent to your institution's CEO in November 2013.

Please review your data for accuracy. If you have questions about the data displayed below or after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at 877-225-2568 or ipedshelp@rti.org.

Overall Graduation Rate

Graduation Rate	67%
Total number of students in the Adjusted Cohort	57
Total number of completers within 150% of normal time	38

Institution: Capri College-Cedar Rapids (153083)
User ID: P1530831

Overview

Graduation Rates Overview

The Graduation Rates component of the IPEDS survey collects data on the cohort of first-time, full-time, degree/certificate-seeking undergraduates and tracks them for 150% of the normal time of their program to see how many complete. This information is collected as part of the Student-Right-to-Know Act.

Data Reporting Reminders

Once a student is in the cohort, they remain in the cohort, even if they switch to part-time or drop out. However, adjustments can be made to the initial cohort for exclusions, which include the death of a student, permanent disability, military deployment, or an official church mission.

Resources:

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

Screening questions

Does your institution post the Student-Right-to-Know student athlete graduation rates on a website?

No.

Yes. Please provide the URL.

http://

Based on your institution's response to the predominant calendar system question (B3) on the Institutional Characteristics Header survey from the IPEDS Fall 2012 Data Collection, your institution must report graduation rates data using a

Full-Year Cohort (September 1, 2009 - August 31, 2010)

A fall cohort is used by institutions with standard academic terms (semester, trimester, quarter, 4-1-4). A full-year cohort is used by institutions offering primarily occupational/vocational programs and operating on a continuous basis.

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Graduation Rate - Establishing cohort

Cohort of Full-time, first-time degree/certificate-seeking students

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

NOTE: Reporting using the new race categories is now mandatory. On this screen you will need to establish your 2009 cohort using the new race/ethnicity categories. For information and assistance with this, please visit [AIR's Race/Ethnicity FAQ](#) page.

Screen 1 of 4

Cohort year 2009

Cohort

(Column 01)

Men

<u>Nonresident alien</u>	0
<u>Hispanic/Latino</u>	0
<u>American Indian or Alaska Native</u>	0
<u>Asian</u>	0
<u>Black or African American</u>	1
<u>Native Hawaiian or Other Pacific Islander</u>	0
<u>White</u>	5
<u>Two or more races</u>	0
<u>Race and ethnicity unknown</u>	0
Total men	6

Women

<u>Nonresident alien</u>	0
<u>Hispanic/Latino</u>	2
<u>American Indian or Alaska Native</u>	0
<u>Asian</u>	1
<u>Black or African American</u>	4
<u>Native Hawaiian or Other Pacific Islander</u>	0
<u>White</u>	55
<u>Two or more races</u>	1
<u>Race and ethnicity unknown</u>	0
Total women	63
Total men + women	69

Graduation Rate - 2-year institutions completers within 150%

Cohort of Full-time, first-time degree/certificate-seeking students

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Screen 2 of 4

Cohort year 2009

	Cohort (Column 10)	Cohort students who completed their program within 150% of normal time to completion		Total completers within 150% (Column 29)
		Completers of programs of <2-yrs (Column 11)	Completers of programs of 2<4-yrs (Column 12)	
Men				
Nonresident alien	0	0	0	0
Hispanic/Latino	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	1	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	5	3	0	3
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total men	6	3	0	3
Women				
Nonresident alien	0	0	0	0
Hispanic/Latino	2	0	2	2
American Indian or Alaska Native	0	0	0	0
Asian	1	0	1	1
Black or African American	4	0	1	1
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	55	7	34	41
Two or more races	1	0	1	1
Race and ethnicity unknown	0	0	0	0
Total women	63	7	39	46
Total men + women	69	10	39	49

Graduation Rate - 2-year institutions transfers/exclusions

- In the columns below, report the status of the full-time, first-time degree/certificate-seeking students in cohort in Column 10, who did not complete a program as of August 31, 2012.
- Report transfers-out who did not complete a program in Column 30. If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution WITHOUT having completed their programs, you should report transfer-out data in Column 30. A school is required to report only on those students that the school knows have transferred to another school. A school must document that the student actually transferred. If it is not part of your mission, you may report transfer-out data if you wish.
- Report exclusions from the cohort in Column 45. The ONLY allowable categories for this column are:
 students who died or became permanently disabled
 students who left school to serve in the armed forces (or have been called up to active duty)
 students who left school to serve with a foreign aid service of the Federal Government
 students who left school to serve on an official church mission
- Column 52 - No longer enrolled - will be calculated for you. This includes students who have dropped out as well as students who completed in greater than 150% of normal time.
- If you do not have any values to enter in either Columns 30, 45, or 51, you must enter at least one zero in a field on this screen

Cohort of full-time, first-time degree/certificate-seeking students

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Screen 3 of 4

Cohort year 2009

	Cohort (Column 10)	Total completers within 150% (Column 29)	Total transfer-out students (Column 30)	Total exclusions (Column 45)	Still enrolled (Column 51)	No longer enrolled (Column 52)
Men						
Nonresident alien	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Black or African American	1	0	0	0	0	1
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	5	3	0	0	0	2
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total men	6	3	0	0	0	3
Women						
Nonresident alien	0	0	0	0	0	0
Hispanic/Latino	2	2	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0
Asian	1	1	0	0	0	0
Black or African American	4	1	0	0	0	3
	0	0	0	0	0	0

Native Hawaiian or Other Pacific Islander							
White	55	41	0	0	0	0	14
Two or more races	1	1	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0	0
Total women	63	46	0	0	0	0	17
Total men + women	69	49	0	0	0	0	20
Total in prior year (men and women)	84		1				

Graduation Rate - 2-year completers within 100%

- In the columns below, report the status of the full-time, first-time degree/certificate-seeking students reported in the cohort in Column 10.
- Those who completed their program within 100% of normal time should be reported in either Column 55 or 56, depending on the length of the program.

Cohort of Full-time, first-time degree/certificate-seeking students

Screen 4 of 4	Cohort year 2009				
	<u>Revised cohort</u>	<u>Exclusions</u>	Cohort students who completed their program within 100% of normal time to completion		Total completers within 100% (Column 55 + 56)
			Completers of programs of <2-yrs (Column 55)	Completers of programs of 2<4-yrs (Column 56)	(Column 57)
Total men + women	69	0	7	28	35

Graduation rates

Calculation of graduation and transfer-out rates

Screen 1 of 1

Cohort year 2009

	<u>Revised cohort</u>	<u>Total exclusions</u>	<u>Total completers within 150%</u>	<u>Total transfer-out students (non-completers)</u>	<u>Graduation rate</u>	<u>Transfer-out rate</u>
Overall Rates, will be displayed on College Navigator					71	0
Men						
<u>Nonresident alien</u>	0	0	0	0		
<u>Hispanic/Latino</u>	0	0	0	0		
<u>American Indian or Alaska Native</u>	0	0	0	0		
<u>Asian</u>	0	0	0	0		
<u>Black or African American</u>	1	0	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0		
<u>White</u>	5	0	3	0	60	0
<u>Two or more races</u>	0	0	0	0		
<u>Race and ethnicity unknown</u>	0	0	0	0		
Total men	6	0	3	0	50	0
Women						
<u>Nonresident alien</u>	0	0	0	0		
<u>Hispanic/Latino</u>	2	0	2	0	100	0
<u>American Indian or Alaska Native</u>	0	0	0	0		
<u>Asian</u>	1	0	1	0	100	0
<u>Black or African American</u>	4	0	1	0	25	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0		
<u>White</u>	55	0	41	0	75	0
<u>Two or more races</u>	1	0	1	0	100	0
<u>Race and ethnicity unknown</u>	0	0	0	0		
Total women	63	0	46	0	73	0
Total (men and women)						
<u>Nonresident alien</u>	0	0	0	0		
<u>Hispanic/Latino</u>	2	0	2	0	100	0
<u>American Indian or Alaska Native</u>	0	0	0	0		
<u>Asian</u>	1	0	1	0	100	0
<u>Black or African American</u>	5	0	1	0	20	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0		
<u>White</u>	60	0	44	0	73	0
<u>Two or more races</u>	1	0	1	0	100	0
<u>Race and ethnicity unknown</u>	0	0	0	0		
Total	69	0	49	0	71	0

Graduation rates

Calculation of 4-year average rates: cohort adjustment

Screen 1 of 3	2006	2007	2008	2009	4-year Total
Men					
Revised cohort (III,10)	4	3	8	6	21
Total exclusions (III,45)				0	0
Adjusted cohort	4	3	8	6	21
Women					
Revised cohort (III,10)	76	71	76	63	286
Total exclusions (III,45)				0	0
Adjusted cohort	76	71	76	63	286
Total (men and women)					
Revised cohort (III,10)	80	74	84	69	307
Total exclusions (III,45)				0	0
Adjusted cohort	80	74	84	69	307

Graduation rates

Calculation of 4-year average rates: completers within 150% of normal time

Screen 2 of 3	2006	2007	2008	2009	4-year Total
Men					
<2-yr completers (III,11)	3	3	4	3	13
2<4-yr completers (III,12)				0	0
Total completers within 150%	3	3	4	3	13
Women					
<2-yr completers (III,11)	54	44	44	7	149
2<4-yr completers (III,12)				39	39
Total completers within 150%	54	44	44	46	188
Total (men and women)					
<2-yr completers (III,11)	57	47	48	10	162
2<4-yr completers (III,12)				39	39
Total completers within 150%	57	47	48	49	201

Prepared by

This survey component was prepared by:

<input checked="" type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact	<input type="radio"/>	Finance Contact	<input type="radio"/>	Other
Name:	<input type="text" value="Laura Gordon"/>								
Email:	<input type="text" value="lgordon@capricollege."/>								

How long did it take to prepare this survey component? hours minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

Summary**2012 IPEDS Graduation Rate Component Data Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the ExPT and sent to your institution's CEO in November 2013.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

Overall Graduation Rate	
Graduation Rate	71%
Total number of students in the Adjusted Cohort	69
Total number of completers within 150% of normal time	49

Graduation Rates

Capri College-Cedar Rapids (153083)

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	The calculated graduation rate based on the numbers entered this year (71.01) is falling outside of the expected range when compared to last year's value. The expected range is between 46 and 68. Please correct your data and click Perform Edits on the Surveys page to update the calculations; or provide an explanation if these data are correct. (Error #4404)	Explanation	Yes	
Reason:	We had a higher graduation rate compared to last year.			
Related Screens:	2-year transfers/exclusions, 2-year completers 150%, Establishing cohort			