

Capri

COSMETOLOGY LEARNING CENTERS

N E W Y O R K

Institutional Catalog

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This catalog was written and published by:

Capri Cosmetology Learning Centers
251 West Route 59
Nanuet, New York 10954

Capri Cosmetology Learning Centers
39 North Plank Road
Newburgh, NY 12550

January 2021
Volume 29

WELCOME

Capri Cosmetology Learning Center (furthermore known in this document as “Capri”) is a New York State post-secondary school with campuses in Nanuet and Newburgh. Our programs range from 1 week to 15 months of practical, intensive training delivered with an emphasis on personal attention. Small classes and both modern facilities and equipment, set us apart from other schools. You can be certain that our professional staff values your individual needs and will work with you to ensure your complete satisfaction.

MISSION STATEMENT

Our Mission – *“To improve our students’ quality of life through education;”* to prepare them to pass their exams for licensure and obtain an entry level position in the fields of Cosmetology, Esthetics or Nail Specialty.

HISTORY

Mr. Frank Molinari opened his first cosmetology school in July of 1961. By 1969 Mr. Frank is credited with opening a total of four cosmetology schools and a chain of salons located in New Jersey and New York. Since then, he is credited with teaching thousands of students the fine art of cosmetology.

Mr. Molinari's beliefs have proven that a student must first learn the fine science of cosmetology and then apply it as a fine art. He studied with hair designers in Paris, London, Brussels, Amsterdam, Chicago, and New York.*

In 1990 Mr. Anthony Fiore joined the Capri team and in 1998 became Capri’s new owner. His studies in cosmetology include Capri School of Hair Design, Trevor Sorbie London, Tony & Guy London, Jingles London, L’Oreal Technical Center London, Vidal Sassoon London, Graham Webb International Washington D.C., Jean Louis Deforges Paris, Pivot Point Center Chicago. He was also the first American to be accepted as a platform artist for The Graham Webb International Artistic Team.* His beliefs paralleled Mr. Molinari’s and continues the tradition that he started by running a superior school that benefits the beauty industry as a whole.

Capri students have won **fifteen** International championships, plus many state and local championships.*

Capri students are employed by salons all over the tri-state area: New York (New York City), New Jersey, and Connecticut. Students have enrolled from all over the world.* Information available upon request.

ANTI-DISCRIMINATION STATEMENT

Capri Cosmetology Learning Center does not discriminate on basis of race, color, national or ethnic origin, sex, age or religion in the administration of its financial assistance program, educational policies, admissions policies and other school-administered programs. It admits students of any race, color, national or ethnic origin, sex, age or religion to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

FACILITIES

Nanuet Campus

Capri Cosmetology Learning Center is in a strip mall in a suburb of NYC. It is 5,200 sq. ft. There are separate rooms consisting of freshman classroom, senior classroom, esthetics classroom and spa, clinic area, shampoo area, dispensary, library, administrative offices, lunch and locker room, staff room, and receptionist area. All rooms contain sufficient training aids, tools and equipment. Capri is handicapped accessible. Capri is in proximity to a bus/train station.

Newburgh Campus

Capri Cosmetology Learning Center is in the Mid Valley Mall. It is 4,950 sq. ft. There are separate rooms consisting of freshman classroom, senior classroom, esthetics classroom and spa, clinic area, shampoo area, dispensary, library, administrative offices, lunch

and locker room, staff room, and receptionist area. All rooms contain sufficient training aids, tools and equipment. Capri is handicapped accessible. Capri is located within proximity to a bus/train station.

Capri follows all local fire and health requirements and carries adequate public liability insurance.

ACCREDITATION AND APPROVAL

Capri is licensed by the New York State Education Department and is accredited by the National Accrediting Commission of Career Arts and Sciences.

New York State Education Dept.
Bureau of Proprietary Schools, EBA 560
Albany, New York 12234
518-474-3969

NACCAS
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

ADMINISTRATION AND FACULTY

Anthony W. Fiore – Owner

Administration – Nanuet

Anthony Fiore – Director
Gloria Dwyer – Director of Financial Aid
Ariel White – Student Administrator
Sophia Hetsko-Lorinz – Admissions Representative

Faculty – Nanuet

Shantia Patterson, Front End Manager
Lisa Barbera, Front End Manager
Maria Sanchez, Head Instructor
Lucy Weyant, Instructor
Vickie Hall, Instructor
Jason Kron, Instructor
Brittney McKenzie, Instructor
Joseph Favilla – Lead Instructor
Shawna Miller, Instructor
Gianna Dazza, Instructor
Margaret Ennis, Instructor
Nerimaan Mamur, Instructor
Andrew Pantale, Facilities Manager

Corporate – Blauvelt, NY

Suzanne Brierty – Controller
Lauren Greenbaum – Director of Admissions
Alexandria Ayers – Social Media/Outreach Coordinator
Mandee Costello – Office Assistant

Administration – Newburgh

Nancy Molinari – Director
Jessica Adorno – Admissions Representative
Annelisa Benson – Student Administrator
Andrew Grant – Financial Aid Representative

Faculty – Newburgh

Carla Benedict, Front End Manager
Jessica Wantje, Front End Manager
Lynn Rossi, Lead Instructor
Raphael Flint, Instructor
Ella Dewitt, Instructor
Alyssa O’Neil, Instructor
Gulten Caldas, Instructor
Cori Hopper, Instructor
Julia Mahler, Instructor
Maureen McIntyre, Lead Instructor
Marta Weinberger, Instructor
Friederike Gallagher, Instructor
Katheryn Gutierrez, Instructor
Margaret Ennis, Instructor
Esmeralda Pichardo, Instructor

ENROLLMENT / ADMISSIONS

Entrance Requirements

Capri accepts students that are at least 17 years of age and have a high school diploma, a GED, or an HSE/TASC™. Capri also accepts students who do not have that above requirements, if they successfully take and pass an approved “Ability to Benefit” exam, administered by Wonderlic. ATB students are not eligible for financial aid. Capri does not accept on-line high school diplomas.

Other requirements include:

- A personal interview with the schools’ Admissions Representative, prior to enrollment
- Read and understand the Capri Enrollment Agreement
- Acceptance by Capri Cosmetology Learning Centers

Students may apply for enrollment during business hours. The completion date is governed by the number of hours the student attends each week in accordance with class schedules. Capri Cosmetology Learning Center accepts students regardless of race, color, religion, sex, age and/or ethnic origin. Capri does not recruit students from other schools that offer the same type of training programs that we offer. All courses are taught in English.

Note: Applicants enrolling in the Cosmetic Laser + Intensive Pulse Light Hair Removal Course, must have licenses in Cosmetology, Esthetics, Electrolysis, and/or LPN, RN, MD or equivalent. Those enrolling in the Lash Extension Course must possess graduation documentation from a Cosmetology or Esthetics program.

Transfer Students

It is the policy of Capri Cosmetology Learning Centers to grant credit for hours spent in previous training at other schools. All students with previous training will take a practical evaluation based on the completed subject matter on their transcripts. Students will be graded on specific tasks for each subject. Based on 100 points, the total number of tasks evaluated determines the value of those tasks. The number of tasks completed successfully will determine the final grade of the practical exam. Hours granted will be given on a sliding scale as follows: Students scoring below 70% Capri will grant no previous hours, 70-79% Capri will grant 50% of their previous hours, 80-89% Capri will grant 75% of their previous hours, 90-100% Capri will grant 100% of their previous hours.

Students enrolled at Capri Cosmetology Learning Centers can transfer from one of our campuses to the other, if requested. Students who do this, will be accepted with the same scheduled and actual hours, at the new location. Students transferring to either location, who wish to change their course schedule, will be allowed to do so, pending availability in the classroom. Students who transfer to a different Capri location understand that their Enrollment Agreement will be adjusted to reflect the transfer. Transfers are based on availability.

Re-enrollment of students who attended Capri Cosmetology Learning Centers previously will be treated as transfer students.

Capri pro-rates tuition based on a \$14.00 per hour charge for our Hairdressing & Cosmetology program, \$14.00 per hour for our Esthetics & Make-Up program, and \$8.80 for our Nail Specialty program. Kits from previous schools are accepted, however must meet the minimum requirements for our kits, prior to the first day of school.

With regards to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Students transferring from another school with completed hours accepted by our school, will be given an expected graduation date. This date is based on 100% attendance. The student will be informed of the maximum time frame they have to complete the program. The Satisfactory Progress evaluations for these students will be adjusted to ensure the first evaluation will be conducted by the midpoint of their contracted time here at our school.

Termination / Re-enrollment

Any student who was terminated and later accepted for re-enrollment, must pay another non-refundable \$100.00 registration fee. Re-enrollment is based on the discretion of the Director of the school. If a specific campus closes permanently, therefore no longer offering instruction after a student has enrolled, the student is entitled to a refund of all monies paid.

SCHOOL CALENDAR

Capri Cosmetology Learning Centers are in continuous session all year except for the following legal holidays: Memorial Day, Independence Day, Thanksgiving Day and the following day, Christmas Eve through New Year's Day. Classes are not in session the Tuesday during the week of the International Beauty Show.

Classes are not in session for the entire week of July 4th. If July 4th falls on a weekend, school will not be in session the week after July 4th. The school is closed Christmas Eve until January 1st each year.

In the event of inclement weather or emergencies, school closings will be announced on Cancellations.com and pertinent information will be left on the school's voicemail at extension 17. School delays or closings can also be found on our social media sites.

In 2020, Hairdressing & Cosmetology and Esthetics & Make-Up programs will commence on: January 13, March 16 (postponed due to COVID), June 15 (Cosmetology online during COVID closure), July 13 (Esthetics online during COVID closure), September 14 (online and in person), and November 9 (online and in person).

All other programs are subject to enrollment and availability. Please call the campus of your choice for more information.

FINANCIAL INFORMATION

Financial Aid is available to students accepted by the school and who qualify. Capri's Financial Aid Office will provide complete disclosure materials to all students applying for financial assistance.

How to Apply

- You can complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.
 - Our school code is 014122 (this is for both campuses)

Requirements

Your eligibility is based on the required tax forms for the given award year. You must be a U.S. citizen or an eligible non-citizen.

Borrower's Rights

- The borrower has the right to a "Grace Period" before repayment if your loan provides one.
- The borrower has the right to know the full amount of the loan, interest rate and when repayment begins.
- The borrower has the right to know the yearly and total amounts you can borrow, and the maximum and minimum repayment periods.
- The borrower has the right to know the name of the lender and where to write to for questions.
- The borrower has the right to an explanation of default and its consequences.

Borrower's Responsibilities

- When a borrower takes out a loan, the borrower must sign a "Promissory Note" agreeing to repay the loan according to the terms of the note.
- Borrower is responsible to notify lender if they graduate, withdraw, drop to below half time, transfer to another school, change name, address or Social Security number.
- Borrower must repay loan according to repayment schedule provided by school or lender.
- Borrower must make payments even if a bill isn't received.
- Borrower must notify the school/lender of anything that affects ability to repay loan for a deferment or cancellation.
- Borrower must receive entrance counseling before receiving 1st disbursement of loan and must receive exit counseling before leaving school.

Financial Assistance

Our Financial Aid Advisor is available and prepared to help students apply for grants, loans, and other sources of financial assistance.

Capri Cosmetology Learning Center participates in the following financial assistance programs:

Pell Grant

Helps eligible students pay for their education and is provided by the federal government. The current maximum is \$5920.00 depending on your index number. This money is a grant and does not have to be paid back.

Subsidized Guaranteed Student Loan

A student may borrow up to \$3500.00 per academic year to be used towards the cost of attending a post-secondary school. This loan must be repaid. Repayment begins six (6) months after completion or immediately upon leaving school. You have up to 10 years to repay this loan.

Unsubsidized Guaranteed Student Loan

A loan made to students which is used towards the cost of education. Maximum amount a student can borrow is up to \$6000.00 per academic year for an independent student and \$2000.00 for a dependent student. Student has up to 10 years to repay this loan. Parents of dependent students may apply for a PLUS loan for additional funding.

Plus Loans (Parent Loan for Undergraduate Students)

A loan made to parents of dependent students at an interest rate that is adjustable yearly. Parents may borrow up to full amount of tuition per academic year. This loan begins repayment immediately after the final loan disbursement. You have up to 10 years to

repay this loan. Maximum amount a parent may borrow is up to cost of attendance per academic year that is to be used towards the cost of education minus any other financial aid received.

Supplemental Educational Opportunity Grant (SEOG)

This is a grant for those with exceptional financial need and gives priority to Pell recipients. This does not have to be paid back.

We also accept tuition payments from: The Veterans Administration, ACCES VR, Tomorrows Workplace, cash, check, VISA, MasterCard, or Discover.

Disbursement of Funds

Capri Cosmetology Learning Center has developed policies and procedures regarding this method of frequency in disbursing Title IV funds.

For a student to receive financial aid, the student must maintain at least half-time status, and maintain satisfactory progress at the school.

Pell Payments will be disbursed in the following manner providing the school has received a valid ISIR:

- Hairdressing & Cosmetology Program (1000 hours) - 1st disbursement is made when student starts school. 2nd disbursement is made when student reaches 451 clock hours.
- Esthetics & Make-Up Program (600 hours) - 1st disbursement is made when student starts school. 2nd disbursement is made when student reaches 301 clock hours.

Stafford Subsidized/Unsubsidized/PLUS Loan payments will be disbursed in the following manner:

- Hairdressing & Cosmetology Program (1000 hours) 1st disbursement will take place within the first 450 hours (midpoint of the first academic year). 2nd disbursement within 451 - 900 hours. This will complete the first academic year.
- Esthetics & Make-Up Program (600 hours) 1st disbursement will take place within the first 300 hours (midpoint of the first academic year). 2nd disbursement within 301 - 600 hours. This will complete the first academic year.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Capri Cosmetology Learning Centers. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

All students, regardless of whether they are receiving financial aid, must maintain satisfactory academic progress, attend school regularly and complete their course of study within the maximum time frame.

Satisfactory progress requires a minimum of 85% attendance and a minimum of a 70% or C average at each evaluation period/payment period.

EVALUATION PERIODS

Courses	Scheduled Evaluations/Payment Periods
Hairdressing & Cosmetology	450, 900 actual hours
Esthetics & Make-Up	300 actual hours
Nail Specialty	125, 250 actual hours
Hairdressing & Cosmetology - Supplement	100, 200 actual hours

*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Transfer hours that are accepted count as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation period are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. While on warning, students will be reviewed monthly to determine if the student can successfully complete the program within the maximum time frame (118% of course length). Students may reestablish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of a warning or probationary period.

Maximum Time Frame

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Students who have not completed the course within the maximum timeframe will be withdrawn and may apply for reenrollment after a six-month waiting period.

Maximum Time in Which to Complete

Hairdressing & Cosmetology - The Hairdressing & Cosmetology program is 1000 hours. The normal time it takes to complete the program depends on the schedule the student attends, excluding school closings:

- Full time, 35 hours per week, 29 weeks
- Part-time, 16 hours per week, 63 weeks

The maximum time a student may complete the Hairdressing & Cosmetology Program is 118% of the normal time frame:

- Full time, 35 hours per week, 33.71 weeks
- Part-time, 16 hours per week, 73.75 weeks

Each marking period must be completed as follows:

- Full time, 35 hours per week, 13 weeks
- Part-time, 16 hours per week, 29 weeks

All students must complete their course within this time or be charged \$15.00 per hour for additional instruction needed to complete the course.

Esthetics & Make-Up - The Esthetics & Make-Up program is 600 hours. The normal time it takes to complete the program depends on the schedule the student attends, excluding school closings:

- Full time, 37.5 hours per week, 16 weeks
- Part-time, 16 hours per week, 38 weeks

The maximum time a student may complete the Esthetics & Make-Up Program is 118% of the normal time frame:

- Full time, 37.5 hours per week, 18.88 weeks
- Part-time, 16 hours per week, 44.25 weeks

Each marking period must be completed as follows:

- Full time, 37.5 hours per week, 8 weeks
- Part-time, 16 hours per week, 19 weeks

All students must complete their course within this time or be charged \$15.50 per hour for additional instruction needed to complete the course.

Nail Specialty - The Nail Specialty program is 250 hours. The normal time it takes to complete the program depends on the schedule the student attends, excluding school closings:

- Full time, 35 hours per week, 8 weeks
- Part-time, 16 hours per week, 16 weeks

The maximum time a student may complete the Nail Specialty Program is 118% of the normal time frame:

- Full time, 35 hours per week, 8.43 weeks
- Part-time, 16 hours per week, 18.44 weeks

Each marking period must be completed as follows:

- Full time, 35 hours per week, 4 weeks
- Part-time, 16 hours per week, 8 weeks

All students must complete their course within this time or be charged \$8.80 per hour for additional instruction needed to complete the course.

Hairdressing & Cosmetology - Supplement - The Hairdressing & Cosmetology – Supplement program is 200 hours. The normal time it takes to complete the program depends on the schedule the student attends, excluding school closings:

- Full time, 35 hours per week, 6 weeks
- Part-time, 16 hours per week, 13 weeks

The maximum time a student is given to complete the Hairdressing & Cosmetology - Supplement Program is 118% of the normal time frame:

- Full time, 35 hours per week, 6.74 weeks
- Part-time, 16 hours per week, 14.75 weeks

Each marking period must be completed as follows:

- Full time, 35 hours per week, 3 weeks
- Part-time, 16 hours per week, 5 weeks

Please note that transfer hours from other institutions will affect a student's pace. Each transfer student will be evaluated based on his/her individual program. Course incompletes, repetitions and non-credit remedial courses do not apply to our school. Therefore, they have no effect upon the institutions SAP standards.

ACADEMIC POLICIES

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is counted, however the performance may be repeated. At least two comprehensive practical skills evaluations will be conducted throughout the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students may make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading Scale:	90-100	A	Excellent
	80-89	B	Good
	70-79	C	Fair
	0-69	D	Unsatisfactory

Theory exams will be graded numerically. Practical exams will be graded based on the successful completion of each task assigned. Numerical grades will be assigned for each task based on the number of tasks required divided into 100 points.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation points, are considered making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

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

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have can meet the Satisfactory Academic Progress Policy standards, by the end of the evaluation period, may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same progress status as at the time of withdrawal.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered making satisfactory progress at the point of re-entry.

A student, who has been terminated at the end of probation and wishes to return to school, may be reinstated in the same progress status.

Course incompletes, repetitions and non-credit remedial courses do not apply to this school. As such, this has no effect on a student's satisfactory progress status in this school.

Students Satisfactory Academic Evaluations are kept in the students' personal files and are available for viewing by contacting the administrative assistant and set an appointment.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

EVALUATIONS

Written evaluations of satisfactory progress will be conducted at the end of each evaluation period and given to the student. Scheduled hours are determined by date of enrollment and evaluations are given when that number of hours has been offered to the student. Actual hours a student has attended at that time may differ.

COMPLETION REQUIREMENTS

Upon successfully satisfying the following, students will receive a Certificate of Completion and an application for licensing*:

- Completion of the required number of clock hours
- Completion of all curriculum requirements
- Maintenance of a passing average for all written and practical exams
- Meeting all financial responsibilities unless other arrangements have been made
- Taking a written and practical final exam and have achieved passing grades for both
- Completing a portfolio with a resume

*Certificates of Completion and Transcripts will not be issued unless the student has met all curriculum requirements and has satisfied all monetary obligations to the school.

LEAVE OF ABSENCE (LOA) POLICY

A Leave of Absence (LOA) is a temporary interruption that extends the students contract period by the same number of days taken in the approved LOA. Leaves of absence will typically not be granted prior to six (6) weeks of attendance in school. If a leave of absence is requested during the first six (6) weeks of enrollment an individual review of the circumstances will be conducted to determine whether an LOA is appropriate. A leave of absence will be granted in extenuating circumstances, such as, but not limited to, an accident, prolonged illness, death of a relative, or financial difficulties. The LOA together with any additional leaves of absences must not exceed a total of 180 days in any 12-month period. The minimum time allowed for an authorized LOA is fourteen (14) consecutive calendar days.

An LOA must be requested in writing, in advance, unless unforeseen circumstances prevent the student from doing so. If the student is unable to submit the request in advance, it may be submitted on a later date. The beginning date of the LOA would be determined by Capri to be the first date the student was unable to attend school due to the circumstances. Capri will document the reason for its decision. In this example, if a student were injured in a car accident and needed a few weeks to recover before returning to classes, the student would not have been able to request the LOA in advance. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend classes due to the accident. The student must follow the institution's policy in requesting the LOA.

The written LOA request must include the reason for the student's request and the student's signature. The School Director will review the request with the student, but not all LOA requests will be granted. There must be a reasonable expectation that the student will return from the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The student will not incur any additional institutional charges due to their LOA.

The contract scheduled graduation date will be adjusted and an Enrollment Agreement Addendum will be signed by all parties. The School will explain the implications of an LOA to the student. If the student takes an unapproved LOA or fails to return on the agreed upon date, without prior notice, the student will be deemed as a withdrawal and a refund calculation performed. When calculating the refund, the student's last date of attendance will be used at the official withdrawal date.

Leave of Absence (LOA) / Interruption of Education / Drop Out

A student returning to school after an interruption in their education or after being dropped must return to school in the same satisfactory progress status as prior to their departure. A Leave of Absence will extend the students contract period and their maximum time frame for completing the course by the number of days taken in their Leave of Absence.

CODE OF CONDUCT

Conduct, Dismissal, and Attendance

Absences must be reported by phone before 9:00 AM for day programs and 6:00 PM for evening programs. Excessive absences can lead to termination. All absences and lost time must be made up. Students who are absent more than 10% of their monthly progress will be made aware with a written warning. Students who receive a written warning and do not improve their attendance, within one month for full time students or two months for part time students, may be terminated from the school.

Students are expected to conduct themselves in a respectful manner, comply with school rules and regulations, and respect school property and personnel. The following are some examples of violations that may lead to termination. A full list of Rules and Regulations will be reviewed during orientation prior to the first day of classes.

- Physical Violence/Foul Language
- Possession of Drugs or Alcohol
- Stealing
- Vandalism

The student agrees to comply with the following stipulations:

- That he/she shall attend classes regularly and do the work assigned to the best of his/her ability.
- That he/she will be attentive to his/her instructors and courteous to his/her classmates.
- The school reserves the right to dismiss a student for failure to meet the agreed installment payments when due, fails to attend classes punctually, breaches school rules or regulations.

Arriving Late

Students arriving late will not be allowed into the classrooms after 9:05 or 6:05. Any student arriving after these times will not be allowed in school until their designated break time. Repeated tardiness will result in disciplinary action.

Leaving Early

To sign out early, students must fill out the early dismissal book and have their instructor approve and sign the book. Students that excessively leave early will face disciplinary action.

Make Up Time

Students must complete their total hours of instruction by their enrollment agreement's stated completion date or be charged \$15.00/hour for Hairdressing & Cosmetology, \$8.80/hour for Nail Specialty, and \$15.50/hour for Esthetics & Make-Up. Charges for make-up time must be paid for prior to scheduling of make-up hours unless other arrangements have been made.

Students must make up all time missed from their agreed course schedule. This includes time missed from arriving late, leaving early, and absences. Excluded is time missed due to Leaves of Absence and school closings.

Special consideration will be given for students who submit in writing within two (2) weeks of actual start date, a religious conflict and or extenuating circumstances approved by the Director.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of unlawful discrimination and will not be tolerated. Sexual harassment occurs when a person is subjected to conduct that explicitly or implicitly affects an individual's employment or education, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The forms of prohibited conduct cover sex-based harassment, including but not limited to sexual harassment, sexual assault, and sexual exploitation as well as harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. If an incident occurs and needs to be addressed it should be reported to the Title IX coordinator at the school, Erin Scully in Nanuet at 845-623-6339, 251 W. Route 59, Nanuet, NY 10954 and Dina Crawford in Newburgh at 845-563-3090, 39 N. Plank Road, Newburgh, NY 12550.

UNLAWFUL HARASSMENT POLICY

Capri is committed to providing a work environment free of unlawful harassment of any kind. Prohibited unlawful harassment is unwelcome verbal, written or physical conduct that denigrates or shows hostility or aversion towards a person on the basis of any of the characteristics which has the purpose or effect of creating an intimidating, hostile or offensive environment, or has the purpose or effect of unreasonably interfering with a student or employee's work performance. The harasser can be a supervisor, a co-worker, or a non-employee, such as a student or vendor.

The following information can be obtained by visiting the indicated websites:

- To register to vote go to www.elections.state.ny.us/Voting.html and the form is also available in the main office
- Code of Conduct is available at www.caprinow.com
- P2P file sharing/Copyright Infringement information is available at www.caprinow.com
- Sex Offender List www.criminaljustice.state.NY.US/NSOR
- For Entrance and Exit Counseling on your student loans go to www.dl.ed.gov
- For more information on Alcohol, Drug Abuse, and Violence Prevention go to www.higheredcenter.org

GRIEVANCE PROCEDURE

The following procedure should be followed to file a grievance:

- A student that has a grievance should first discuss the issue with their instructor. If the instructor cannot correct the situation, the student must complete an incident report.
- Once the grievance is in writing the office will address the issue within five (5) business days.
- The grievances will be investigated and handled by the Director.
- Students may contact New York State Education Department, Postsecondary Complaint Registry, 116 West 32nd Street, 5th floor, New York, N.Y. 10001 or call: (212) 643-4760
- Students may also contact the National Accrediting Commission of Career Arts & Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314 or call: (703) 600-7600

No adverse actions are taken against students filing a grievance. For further information on the New York State Grievance Procedures, see page 26.

CANCELLATION AND REFUND POLICY

Capri's cancellation and refund policy complies with the NYS mandated policy and applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Refund calculations are performed and refunds are made in a timely manner.

- An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- A student may cancel this agreement at no penalty or cost by notifying the school prior to or during the first week of instruction except for the non-refundable registration fee.
- Kits are not returnable after accepted by the student. All monies due for kit are owed to the school once kit is accepted.
- Any student attending Capri Cosmetology Learning Centers for the first time, and is receiving Title IV financial aid, is entitled to a Return of Title IV funds.
- After the first week, if the student has continued into instruction and wishes to withdraw, cancel, or discontinue, based on the last physical day of attendance, the school may retain:

Quarters Refund Policy

Hairdressing & Cosmetology - 1000 Hours

FULL TIME: 3 Quarters, 29 weeks of 11, 9, 9 weeks each or

PART TIME: 5 Quarters, 63 weeks of 13, 13, 13, 12, 12 weeks each

Nail Specialty - 250 Hours

FULL TIME: 1 Quarter, 8 weeks

PART TIME: 2 Quarters, 16 weeks of 8 weeks each

Esthetics & Make-Up - 600 Hours

FULL TIME: 2 Quarters, 16 weeks of 8 weeks each

PART TIME: 4 Quarters, 38 weeks of 11, 9, 9, 9 weeks each

IF TERMINATION OCCURS:

SCHOOL MAY KEEP

First Quarter

Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

Subsequent Quarters

During the first week	25%
During the second week	50%
During the third week	75%
After the third week	100%

MUD Beauty Essentials - 84 Hours

Eyelash Extension Course – 16 hours

Cosmetic Laser + Intensive Pulse Light Hair Removal - 32 Hours

A student who cancels within seven (7) days of signing the enrollment agreement, but before instruction begins, receives all monies returned, except the non-refundable registration fee. Thereafter, a student will be liable for the non-refundable registration fee plus the cost of any textbooks or supplies accepted plus tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If termination occurs school may retain:

- 0 - 15% of the program 0%
- 16 - 30% of the program 25%
- 31 - 45% of the program 50%
- 46 - 60% of the program 75%
- After 60% of the program 100%

WEEKLY TUITION LIABILITY CHARTS

The following charts explain the amount of tuition refund a student will receive if he/she withdraws or is dismissed during a specific week of their program. The amounts shown are based on the student paying their tuition in full at the beginning of their program. Any funds returned to Title IV programs to the student or on behalf of the student will reduce the refund by that amount.

Full Time Hairdressing & Cosmetology: (29 Weeks) 3 Quarters of 11, 9, 9 weeks. \$5000.00 per Quarter

<u>1st Quarter</u>		<u>Subsequent Quarters</u>	
Week 1	\$5000.00	Week 1	\$3750.00
Week 2	\$3750.00	Week 2	\$2500.00
Week 3	\$2500.00	Week 3	\$1250.00
Week 4	\$1250.00	Week 4-9	\$0.00
Week 5-11	\$0.00		

Part Time Hairdressing & Cosmetology: (63 Weeks) 5 Quarters of 13, 13, 13, 12, 12 weeks. \$2800.00 per Quarter

<u>1st Quarter</u>		<u>Subsequent Quarters</u>	
Week 1	\$3000.00	Week 1	\$2250.00
Week 2	\$2250.00	Week 2	\$1500.00
Week 3	\$1500.00	Week 3	\$750.00
Week 4	\$750.00	Week 4-13	\$0.00
Week 5-13	\$0.00		

Full Time Esthetics & Make-Up: (16 Weeks) 2 Quarters of 8 weeks. \$4647.50 per Quarter

<u>1st Quarter</u>		<u>Subsequent Quarters</u>	
Week 1	\$4647.50	Week 1	\$3485.63
Week 2	\$3485.63	Week 2	\$2323.75
Week 3	\$2323.75	Week 3	\$1161.88
Week 4	\$1161.88	Week 4-9	\$0.00
Week 5-9	\$0.00		

Part Time Esthetics & Make-Up: (38 Weeks) 4 Quarters of 11, 9, 9, 9 weeks. \$2323.75 per Quarter

<u>1st Quarter</u>		<u>Subsequent Quarters</u>	
Week 1	\$2323.75	Week 1	\$1742.81
Week 2	\$1742.81	Week 2	\$1161.88
Week 3	\$1161.88	Week 3	\$580.94
Week 4	\$580.94	Week 4-9	\$0.00
Week 5-11	\$0.00		

Full Time Nail Specialty: (8 Weeks) 1 Quarter of 8 weeks. \$2200.00 per Quarter

<u>1st Quarter</u>	
Week 1	\$2200.00
Week 2	\$1650.00
Week 3	\$1100.00
Week 4	\$550.00
Week 5-8	\$0.00

Part Time Nail Specialty: (16 Weeks) 2 Quarters of 8 weeks. \$1100.00 per Quarter

<u>1st Quarter</u>		<u>Subsequent Quarters</u>	
Week 1	\$1100.00	Week 1	\$825.00
Week 2	\$825.00	Week 2	\$550.00
Week 3	\$550.00	Week 3	\$275.00
Week 4	\$275.00	Week 4-8	\$0.00
Week 5-8	\$0.00		

MUD Beauty Essentials (84 hours) Non-Capri Graduate Mini Refund Policy

0-12.6 Hours	\$1,200.00
12.6-25.2 Hours	\$900.00
25.2-37.8 Hours	\$600.00
37.8-50.4 Hours	\$300.00

MUD Beauty Essentials (84 hours) Capri Graduate Mini Refund Policy

0-12.6 Hours	\$1,000.00
12.6-25.2 Hours	\$750.00
25.2-37.8 Hours	\$500.00
37.8-50.4 Hours	\$250.00

Cosmetic Laser + Intensive Pulse Light Hair Removal (2 Weekends) \$387.50

0-5.63 hours	\$1550.00
5.63-11.25 hours	\$1162.50
11.25-16.88 hours	\$775.00
16.88-22.5 hours	\$378.50
22.5-32 hours	\$0.00

Enrollment time is defined as the time elapsed between the actual start date and the date of the students' last physical day of attendance in the school. Any monies due the applicant or student shall be refunded within 14 days from official date of cancellation. Official date of cancellation is determined by the postmark on written notification or date that said information is delivered to the school administrator in person by the student. Formal termination by the school shall occur no more than 30 days from last physical day of attendance, or in the case of an approved Leave of Absence, the documented date of return. If the student on an approved Leave of Absence notifies the school that he/she will not be returning from their approved Leave of Absence the date of the official cancellation will be the date that the student notifies the school that they will not be returning.

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition pursuant of Section 5002 of the Educational Law.

A student must complete total hours of instruction by the expected completion date or be charged for make-up time at the rate of \$15.00 per hour for Hairdressing & Cosmetology, \$8.80 for Nail Specialty, and \$15.50 per hour for Esthetics & Make-Up. Charges for make-up time must be paid prior to scheduling of make-up time unless other arrangements have been made.

If a course is canceled after a student's enrollment, the school shall provide a full refund of all monies paid. If the school is permanently closed and no longer offering instruction after a student is enrolled, the student shall be entitled to a full refund of tuition.

A transcript of student records will be issued to the student provided all payments have been made with all the above provisions.

All payments must be kept current. Failure to do so will cause an interruption in the student's education until payments are made.

A student that gives Capri their e-mail address understands that they will receive updates on shows, events, surveys etc.

STUDENT SERVICES

Capri offers student advising appointments throughout the school day. All students are welcome to discuss any concerns or circumstances they may have. These advisory sessions will be held in the privacy of the offices. Capri also has listings of services offered through the community that are available to our students. These services include childcare, Alcoholic Anonymous, rape hotline, welfare assistance, etc. This information is handed out during orientation.

PLACEMENT ASSISTANCE

- Capri School offers students lifetime placement assistance.
- Capri School provides an employment page on its website that is available to all graduates.
- While placement assistance is provided, it is understood that the school cannot promise or guarantee employment to any student or graduate.

SOCIAL MEDIA POLICY

The use of Social Media can be extremely beneficial to the success of a salon, spa, or independent contractor. For this reason, Capri Cosmetology Learning Centers supports the rights of students to utilize social media platforms, if done so during personal time, however all students can be held accountable for the contents they post on the Internet. "Social Media" refers to all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Yelp, Twitter, YouTube, personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content that they post on the internet. Capri Cosmetology Learning Centers does not permit obscenity, negative comments, personal attacks, cyber bullying or any conduct that is not in compliance with the school's standards of conduct. For any content that is posted on/within any of Capri Cosmetology Learning Centers social media outlets, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the Internet are non-reversible and may reflect negatively on an individual over time. Practicing courtesy and professionalism in online environments is strongly encouraged. However, disciplinary action may be necessary in response to non-compliance with these Social Media Guidelines.

STUDENT RECORDS

Attendance records, progress reports, financial aid records, and tuition records are maintained for each student and are available for inspection, during office hours. Student records are held in privacy and only the student or parents of dependent minors have the right to review the student's file. Records are released only with written consent by the student or parents of dependent minors. Information from student files can be released for accreditation or legal purposes. These records will be held and maintained for 20 years.

HIGH SCHOOL DIPLOMA VALIDITY POLICY

If Capri Cosmetology Learning Center has reason to doubt the validity of a high school diploma, GED, or HSE/TASC™ an official transcript will be requested and evaluated by the School Director prior to enrolling the student. If the information cannot be verified, or if the school name on the diploma cannot be identified on either the FAFSA or NECS websites, the applicant will be required to take and pass an HSE/TASC or Ability to Benefit (ATB) test prior to enrollment.

VACCINATION POLICY

Capri Cosmetology Learning Centers does not have a vaccination policy. Vaccinations are not required to enroll at our school.

COURSES OFFERED

HAIRDRESSING & COSMETOLOGY - 1000 HOURS

Course Objectives

To teach and develop the skills necessary to attain proficiency in the many aspects of Cosmetology. To develop an understanding of the design and artistic principles applied in all cosmetology subjects. To prepare students to pass the state board examination which will result in licensure and employment.

Course Outline - Hairdressing & Cosmetology

Professional Requirements	24
Safety & Health	26
Anatomy & Physiology	15
Hair Analysis	10
Hair & Scalp Disorders & Diseases	10
Chemistry as Applied to Cosmetology	5
Shampoos, Rinses, and Conditioners & Treatments	30
Haircutting & Shaping	175
Hairstyling	245
Chemical Restructuring	180
Hair Coloring & Lightening	180
Nail Care & Procedures	40
Skin Care & Procedures	60
 Total Hours:	 1000

Tuition & Fees

Tuition	\$15,000.00
Tools/Equipment	\$2030.00
Books	\$340.00
Uniform	\$25.00
Registration Fee (Non-Refundable)	\$100.00
TOTAL:	\$17,495.00
Required down payment	\$4,500.00
Monthly payments - Full time	\$1,842.14
Monthly payments - Part time	\$921.07
- Balance due at scheduled 900 hours	
*Methods of payment include but are not limited to cash, checks, credit cards (no AMEX), money orders, Title IV, loans, etc.	

Equipment List

3 dz. Beige Rollers	Razor	Clipper &	Nail Polish Kit	Repechage Facial
3 Capes	Scissor Pouch	Attachments	Nail Files	Kit
Water Bottle	Scissor Set	4 Mannequins	Nail Glue	Pedicure Slippers
Mannequin	Thinning Shear	Textbook Bundle	Orange Wood	Foam Makeup
Holder	Box of Razors	Quick Dry Oil	Sticks	Wedges
Cutting Clips	Tint Brushes	Cosmetology	Manicure Bowl	Foot File
Pin Curl Clips	Vent Brush	Handout Book	White Buffing	Toe-Nail Clipper
Roller Clips	Cushion Brush	Carrying Case	Blocks	Acetone and Non-
Tail Comb	Denman Brush	Backpack	Cosmetic	Acetone Polish
Pin Tail Comb	Curling Iron	Uniform	Collection	Remover
Cutting Combs	Blow Dryer	Flat Iron	Nail Tips	Pedicure Kit
Large Tooth Comb		Round Brushes	Toe Separators	

Upon receipt and acceptance of kit, students acknowledge that it is now their personal property. Capri will not be responsible for lost, stolen or damaged books, tools or equipment. Items in kits cannot be returned due to health and sanitary reasons.

Capri has a full supply of all the necessary training aids, tools, chemicals, audio visual aids, a library of books and periodicals, and equipment necessary for the student's use and study. This keeps the student well up to date with the constant changes in fashion and cosmetology. Capri also uses many modern audio and visual aids. Guest artists of high-quality, visit Capri for special lessons and appearances, when available.

Please note that Capri charges a \$50 schedule change fee, a \$20 bounced check fee, and a \$20 late fee for tuition payments.

Licensing Requirements for Cosmetology

New York State requires 1000 hours of training in an approved school licensed by the State of New York. Capri is licensed by the New York State Education Department. Capri is accredited by the National Accrediting Commission of Career Arts and Sciences.

* New York State Department of State, Division of Licensing requires a \$50.00 fee for license application, \$15.00 fee for each written exam taken and \$15.00 fee for each practical exam taken.

ESTHETICS & MAKE-UP - 600 HOURS

Course Objectives

The Esthetics & Make-Up course is designed so graduates are prepared to pass the State Board and to attain an entry level position in Esthetics and/or Make-Up.

Course Outline - Esthetics & Make-Up

Orientation	4	Safety and Health	8
Bacteriology	18	Anatomy & Physiology	30
Structure & Functions of Skin	18	Nutrition for Healthy Skin and Body	5
Skin Disorders and Diseases	12	Superfluous Hair	60
Skin Analysis	18	Chemistry	3
Chemistry applied to Cosmetics	21	Electricity & Machines	18
Facial and Body Procedures	240	Make up Techniques	84
Business Practices	30	Career Skills	12
Intro. to Advanced Esthetics	9	State Board Preparation	10
 Total Hours:	 600		

Tuition & Fees

Tuition	\$9,295.00
Registration Fee (Non-Refundable)	\$100.00
Tools/Equipment	\$1255.00
Books	\$320.00
Uniform	\$25.00
TOTAL:	\$10,995.00
Required Down payment	\$2,500.00
Monthly payments Full Time	\$2,098.75
Monthly payments Part Time	\$923.77
- Balance due at scheduled 500 hours	

*Methods of payment include but are not limited to cash, checks, credit cards (no AMEX), money orders, Title IV, loans, etc.

Equipment List

Carrying Case and Pad Lock	Uniform	Botanical Science Restore Moisturizer
Botanical Science Chamomile Cleanser	Botanical Science Aloe Mask	Botanical Science Massage Cream
Botanical Science Borage Cleanser	Botanical Science Camphor Mask	Repechage Seaweed Mask
Botanical Science Toner	Botanical Science Sage Moisturizer	Repechage Eye Treatment
Botanical Science Astringent	Make-up Kit	Spa Wrap
Disposable waxing applicators and strips	Textbook Bundle	Waxing Lotion Pre-pack

Capri supplies necessary materials for this course. In Esthetics and Make-Up there are many disposable materials. When used, the student must replace these materials. They may be purchased at Capri or outside of the school.

Note: Books and Equipment cannot be returned due to health and sanitary reasons.

Please note that Capri charges a \$50 schedule change fee, a \$20 bounced check fee, and a \$20 late fee for tuition payments.

Licensing Requirements for Esthetics and Make-Up

New York State requires 600 hours of training in an approved school licensed by the New York State Education Department. Capri is licensed by the New York State Education Department and accredited by the National Accrediting Commission of Career Arts and Sciences.

* New York State Department of State, Division of Licensing requires a \$50.00 fee for license application, \$15.00 fee for each written exam taken and \$15.00 fee for each practical exam taken.

NAIL SPECIALTY - 250 HOURS

Course Objectives

To teach and develop skills for a student to become employed in an entry level position as a Nail Specialist. To prepare a student to pass their state board examination and to teach a student safety and health standards.

Course Outline - Nail Specialty

Orientation	4	Safety & Health	8
Anatomy & Physiology of the Nail, Hand, Arm, Foot & Leg	10	Bacteria & Infectious Diseases: Nail, Foot, Skin Disorders & Diseases	10
Methods of Infection Control	10	Client Consultation	4
Manicuring & Hand / Arm Massage	20	Pedicuring	15
Tips Application and Design	12	Nail Wraps	25
Liquid & Powder Nail Extensions	50	Gel Nails	20
Nail Art	4	Business Practices	14
Job Skills	6	State Board Preparation	38

Total Hours: 250

Tuition & Fees

Tuition	\$2,200.00	Required Down payment	\$1,000.00
Tools/Equipment	200.00		
Books	\$105.00		
Uniform	\$ 45.00	Monthly payments - Full time	\$995.00
Registration Fee (Non-Refundable)	\$100.00	Monthly payments - Part time	\$350.00
TOTAL:	\$2,650.00	- Balance due at scheduled 200 hours	

*Methods of payment include but are not limited to cash, checks, credit cards (no AMEX), money orders, Title IV, loans, etc.

Equipment List

Carrying Case	Capri Student Uniform	Disinfecting System	Stainless Steel Cuticle Nipper
Metal Cuticle Pusher	Plastic Cuticle Pushers	Dapping Dishes	Finger Bowl
Manicure Brush	Orange Wood Sticks	Gold Digger Files	Purifiles
White Block Buffers	Pump Dispenser	3 gm Tube Nail Glue	Delore Polish Kit
Box of 50 Alpha 9 Tips	Alpha 9 Acrylic Kit	Linen Wrap	China Silk Wrap
San Francisco Nail Art Kit	Pair of Wrap Scissors	Pair of Toenail Clippers	Alpha 9 Fiberglass Wrap Kit
"The Art & Science of Nail Technology" Textbook			

Capri supplies necessary materials for course. In Nail Specialty there are many disposable materials. When used, the student must replace these materials. They may be purchased at Capri or outside of the school.

Note: Books, Tools, and Equipment cannot be returned due to health and sanitary reasons.

Please note that Capri charges a \$50 schedule change fee, a \$20 bounced check fee, and a \$20 late fee for tuition payments.

Licensing Requirements for Nail Specialty

New York State requires 250 hours of training in an approved school licensed by the New York State Education Department. Capri is licensed by the New York State Education Department and accredited by the National Accrediting Commission of Career Arts and Sciences.

* New York State Department of State, Division of Licensing requires a \$50.00 fee for license application, \$15.00 fee for each written exam taken and \$15.00 fee for each practical exam taken.

HAIRDRESSING & COSMETOLOGY - SUPPLEMENT - 200 HOURS

Enrollment

Any student wishing to enroll in the 200-hour supplemental course may do so at no extra cost. Administrative office must be notified 30 days before graduation. This course is only available to students who graduate with a 90% attendance rate and an 80% grade point average from our Hairdressing & Cosmetology course. This rate must be maintained while completing the 200-hour course.

Course Objectives

The Hairdressing & Cosmetology - Supplement course is designed to further a student's education beyond the state requirement.

Course Outline - Hairdressing & Cosmetology - Supplement

Hairstyling	60	Permanent Waving	40
Color	40	Relaxers	10
Manicuring	10	Shaving	40

Total Hours: 200

Tuition/Fees

No cost is incurred by students for this course. However, this course is only available for students who successfully complete 1000 hours Hairdressing & Cosmetology course at Capri Cosmetology Learning Center's Nanuet location.

Books & Equipment

Students will be required to use the books, tools, and equipment that were issued to them for their 1000-hour Hairdressing and Cosmetology course.

Please note that Capri charges a \$50 schedule change fee, a \$20 bounced check fee, and a \$20 late fee for tuition payments.

MUD BEAUTY ESSENTIALS - 84 HOURS

Course Objectives

This course is designed as an introduction to beauty make-up with an emphasis on the techniques required today in this multi-faceted industry. In this course, you will start by learning facial analysis, base matching and application, correction, contours, and highlights, and focus on eyes and lips. The course finishes with complete make-up applications ranging from one hundred percent corrective to natural make-up.

Course Outline

Make-up Theory Unit	3.5	Base Unit	10.5
Corrective Unit	7	Highlight and Shadow Unit	14
Eye Unit	21	Lip Unit	7
Beauty Make-up Unit	10.5	Natural Make-up Unit	7
Assessment	3.5		

Total Hours: 84

Tuition & Fees

Tuition	\$1,596.00
Tools/Equipment	\$ 1,200.00
Registration Fee (Non-Refundable)	\$100.00
TOTAL:	\$2,896.00

-Payment in Full due by the start of the class

*Methods of payment include but are not limited to cash, checks, credit cards (no AMEX), money orders, Title IV, loans, etc.

Please note that Capri charges a \$50 schedule change fee, a \$20 bounced check fee, and a \$20 late fee for tuition payments.

MAKE-UP ARTISTRY - 50 HOURS

Course Objectives

To prepare students for an entry level position as a makeup artist, sales representative for makeup companies, and as freelanced makeup artists.

Course Outline - Make-Up Artistry

Tools of the Trade	2
Client Consultation and Preparation	3
Color Theory	5
Facial Features and Shapes	5
Highlight and Contour	5
Eye, Lip, Cheek Color and Application Technique	10
Age, Gender and Ethnic Specific Applications	5
Specialty Makeup Applications	15
Total Hours:	50

Tuition & Fees

Tuition	\$1,300.00
Equipment	\$ 650.00
Registration Fee (Non-Refundable)	\$100.00
TOTAL:	\$2,050.00

-Payment in Full due by the start of the class

*Methods of payment include but are not limited to cash, checks, credit cards (no AMEX), money orders, Title IV, loans, etc.

Please note that Capri charges a \$50 schedule change fee, a \$20 bounced check fee, and a \$20 late fee for tuition payments.

COSMETIC LASER AND INTENSIVE PULSE LIGHT HAIR REMOVAL - 32 HOURS

Course Objectives

Upon completion, the student will be qualified to perform laser hair removal services.

Course Outline - Laser Hair Removal

Bacterial / Sanitation & Disinfection	2
Structure and Skin Function	2
Structure of Hair Function	2
Endocrine System	2
Laser / IPL Theory & Safety	24
Total Hours:	32

Tuition & Fees

Tuition	\$1,550.00
Registration Fee (Non-Refundable)	\$100.00
TOTAL:	\$1,650.00

- Payment in Full due by the start of the class

*Methods of payment include but are not limited to cash, checks, credit cards (no AMEX), money orders, Title IV, loans, etc.

Please note that Capri charges a \$50 schedule change fee, a \$20 bounced check fee, and a \$20 late fee for tuition payments.

EYELASH EXTENSION TRAINING - 16 HOURS

Course Objectives

To certify licensed cosmetologists and estheticians in the art of eyelash extensions.

Course Outline - Eyelash Extension Training

Product Knowledge, Safety, Sanitation and First Aid, Contraindications and Side Effects, Lash Thickness, Types and Styles, Consultation, Eyelash: Prep, Application, Removal, and Fill Procedures. Total Hours: 16.

Tuition & Fees

Tuition	\$1,100.00
Registration Fee (Non-Refundable)	\$100.00
TOTAL:	\$1,200.00

-Payment in Full due by the start of the class

*Methods of payment include but are not limited to cash, checks, credit cards (no AMEX), money orders, Title IV, loans, etc.

Please note that Capri charges a \$50 schedule change fee, a \$20 bounced check fee, and a \$20 late fee for tuition payments.

COURSE SCHEDULES

Hairdressing & Cosmetology - 1000 Hours, Entrance dates - Based on Availability

Full Time: Monday – Friday 35 hours per week / 29 weeks / 7.25 months completion
9:00AM - 4:30PM*

*includes 30-minute daily lunch break

Part Time: Monday – Thursday 16 hours per week / 63 weeks / 15 months completion
6:00PM - 10:00PM

Nail Specialty - 250 Hours, Entrance dates - Based on Availability

Full Time: Monday – Friday 35 hours per week / 7.25 weeks / 2 months completion
9:00AM - 4:30PM*

*includes 30-minute daily lunch break

Part Time: Monday – Thursday 16 hours per week / 16 weeks / 4 months completion
6:00PM - 10:00PM

Esthetics & Make-Up - 600 Hours, Entrance dates - Based on Availability

Full Time: Monday - Friday 37.5 hours per week / 16 weeks / 4 months completion
9:00AM - 5:00PM*

*includes 30-minute daily lunch break

Part Time: Monday – Thursday 16 hours per week / 38 weeks / 9.5 months completion
6:00PM - 10:00PM

Hairdressing & Cosmetology – Supplement, Entrance dates - Based on Availability

Full Time: Monday – Friday 35 hours per week / 6 weeks / 2.5 months completion
9:00AM - 4:30PM*

*includes 30-minute daily lunch break

Part Time: Monday – Thursday 16 hours per week / 12.5 weeks / 3.5 months completion
6:00PM - 10:00PM

Mud Beauty Essentials – 84 Hours, Entrance dates - Based on Availability

Full Time: Monday – Friday 35 hours per week / 3 weeks completion**
9:00AM - 4:30PM*

*includes 30-minute daily lunch break

**during 3rd week, classes will only be held on Monday and Tuesday

Part Time: Monday – Thursday 16 hours per week / 6 weeks completion
6:00PM - 9:30PM

Make-Up Artistry – 50 Hours, Entrance dates - Based on Availability

Full Time: Monday – Friday 25 hours per week / 2 weeks completion
9:15AM - 2:45PM* 2 Weeks

*includes 30-minute daily lunch break

Part Time: Monday – Thursday
6:30PM - 9:45PM

Cosmetic Laser + Intensive Pulse Light Hair Removal – 32 Hours, Entrance dates - Based on Availability

Part Time: Saturday - Sunday 2 weekends completion
9:00AM – 5:30PM

Eyelash Extension Training – 16 Hours, Entrance Dates - Based on Availability

Part Time: Saturday – Sunday 1 weekend completion
9:00AM – 5:30PM*

*includes a 30-minute daily lunch break

“Student’s Right to Know”

NYS OCCUPATIONAL EDUCATION DATA SURVEY (OEDS)

July 1, 2017 – June 30, 2018

	<u>Hairdressing & Cosmetology</u>		<u>Esthetics & Make-Up</u>	
	Nanuet	Newburgh	Nanuet	Newburgh
A. Enrollment				
Full Time	86	60	52	59
Part Time	38	28	34	26
Total	124	88	86	85
B. Completion				
Graduates	49	64	44	59
Non-Completers	29	35	12	12
Continuing Students	32	33	22	45
C. Placement of Program Completers				
Employed, Related Field	31	35	21	31
Employed, Unrelated Field	0	0	0	0
Waiver, Military	0	0	0	0
Waiver, Continuing Education	0	0	0	0
Unavailable for Employment	0	0	0	0
Seeking Employment	0	0	0	0
Status Unknown	18	29	23	28

**NACCAS ANNUAL REPORT STATISTICS FOR
January 1, 2018 - December 31, 2018**

Graduation Rate	80%
Placement Rate	69.16%
Licensure Rate	100%

INFORMATION FOR STUDENTS - DISCLOSURE PAMPHLET

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What You Should Know about Licensed Private Schools and Registered Business Schools in New York State

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools which are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint.

When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans?"

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, Pell grants provided by the federal government). Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you. It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

**New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760**

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/ Computer Training Facilities.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day Capri receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. A Capri official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Capri official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Capri to amend a record should write the Capri official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Capri decides not to amend the record as requested, Capri will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before Capri discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Capri discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Capri in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Capri has contracted as its agent to provide a service instead of using Capri employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Capri.

Upon request, Capri also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Capri to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

(5) I am aware that every year Capri must notify me while in attendance, that I have the right to inspect and review my educational records.

CONSUMER DISCLOSURES

Hairdressing & Cosmetology

If you would like more information on this profession or related careers associated with this profession log onto:
<http://www.onetonline.org/crosswalk> or <http://www.onetcodeconnector.org>

OPE ID#	020564	Tuition:	\$ 15,000
SOC Code	9-5012.00	Equipment, Books & Fees:	\$ 2,495
CIP Code	12.0401	Total:	\$ 17,495
Credential Level	01		

NANUET

Median Loan Debt:

Title IV Debt	\$5,500
Private Educational Loan Debt	\$0
Institutional Finance Plans (if owed when graduating)	\$0

NEWBURGH

Median Loan Debt:

Title IV Debt	\$8,528
Private Educational Loan Debt	\$0
Institutional Finance Plans (if owed when graduating)	\$0

Esthetics & Make-Up

If you would like more information on this profession or related careers associated with this profession log onto:
<http://www.onetonline.org/crosswalk> or <http://www.onetcodeconnector.org>

OPE ID#	020564	Tuition:	\$ 9,295
SOC Code	39-5094.00	Equipment, Books & Fees:	\$ 1,700
CIP Code	12.0409	Total:	\$ 10,995
Credential Level	01		

NANUET

Median Loan Debt:

Title IV Debt-	\$3,666
Private Educational Loan Debt	\$0
Institutional Finance Plans (if owed when graduating)	\$0

NEWBURGH

Median Loan Debt:

Title IV Debt	\$4,028
Private Educational Loan Debt	\$0
Institutional Finance Plan (if owed when graduating)	\$0

Nail Specialty

If you would like more information on this profession or related careers associated with this profession log onto:
<http://www.onetonline.org/crosswalk> or <http://www.onetcodeconnector.org>

OPE ID#-	020564	Tuition:	\$ 2,200
SOC Code-	39-5092.00	Equipment Books & Fees:	\$ 450
CIP Code-	12.0410	Total:	\$ 2,650
Credential Level	01		

There is no Title IV funding for this program

DISCLOSURE STATEMENT

This catalog is an official document that describes the faculty, staff listings, policies, procedures, and courses offered at Capri Cosmetology Learning Center. The administration has made every reasonable effort to present information that is accurate at the time of preparation. However, this catalog does not establish contractual relations. Capri reserves the right to change or modify the regulations, curricula, courses, tuition, fees, or any aspect of its programs prescribed in this catalog without prior notice.