



2023-2024

CATALOG

Student Policy & Procedure Handbook

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The first 8 weeks of the Cosmetology programs take place at an Additional Classroom Space located at 12100 West Center Road, Suite 108, Omaha NE 68144

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Capitol Beauty School (also referred to as **Capitol School** or **Capitol** throughout this catalog) has been training successful professionals in the field of Cosmetology and Esthetics since 1923. Capitol is locally owned. In 1975 we began preparing students to perform the emerging fields of Esthetics and skin care. In 1997 we began offering our Esthetics program, a first in the region. Though primarily regional, students have come from all over the US and parts of the world to learn from our dedicated instructors and to gain experience in a training atmosphere that services over 30,000 clients annually. Our location provides convenience for both our loyal clientele and students. Capitol Beauty School is owned by Capitol Beauty Schools, Inc.

FACILITIES & EQUIPMENT

Capitol Beauty School's main campus facility is located at 10803 John Galt Blvd, conveniently located near the "L" Street exit off Interstate-80, in Omaha, Nebraska. Capitol's main campus is 12,849 sq. ft and sits on a private lot that provides adequate parking for students, clients and staff. In the interest of student and client safety, parking lot lighting was upgraded to LED in 2020 and security cameras installed (an internal camera system has been in place since 2010.) Capitol is LED lighting throughout most of our building, room occupancy sensors, and fresh-air implementation into our HVAC system.

Our student salon clinic has 14 shampoo bowls/chairs and 70 stainless-steel styling stations with updated lighting. The student spa area has 10 student spa treatment rooms, a lash extension room, a spray tan room, and expanded laundry facilities.

Each student is provided with a locker to secure their personal items and student kits. The student breakroom includes 2 microwaves, 2 refrigerators/freezers, Culligan water dispenser and both a snack and drink vending machines. Students are allowed to leave campus for lunch, for which there are several eating establishments within walking distance or a short drive.

In response to the Covid-19 pandemic, Capitol searched for additional classroom space in order to better serve our students. A location was found within a 2-mile radius of our main campus at 12100 West Center Road, Suite 108. Floor to ceiling renovation was completed in May 2021 to produce a beautifully updated classroom for our 1300 sq. ft Additional Classroom Space for Cosmetology Freshmen Training.

MISSION STATEMENT OF CAPITOL BEAUTY SCHOOL

Through meaningful educational experiences, Capitol educates, empowers, and connects our students to their professional goals.

CAPITOL DISCLOSURES

Capitol does not guarantee employment. Capitol prepares students for a license in the state of Nebraska.

The student's responsibility toward their own education is critical. Repeated practice of the skills is a must to assure that the information given in class is retained, refined, and perfected. Additional required consumer information can be found on the Capitol website under Our School in Compliance.

ADMINISTRATION

Nancy Meduna – CEO

Kylie Rader – School Director

Kelly Meduna – Student Services Director

Chelsea Claus – Admissions Director

Beccah Dominguez – Financial Aid Manager

Annual Report Statistics – (2022 Data):

	Cumulative	Cosmetology 1800	Esthetics	Cosmetology Instructor	Esthetics Instructor	Cosmetology 2100
Graduation Rate	92.98%	90.29%	98.33%	N/A	100%	N/A
Placement Rate	92.91%	91.14%	96.36%	N/A	66.67%	N/A
Licensure Rate	99.29%	98.75%	100%	N/A	100%	N/A

UPCOMING START DATES:

COSMETOLOGY*:	ESTHETICS*:
January 8, 2024	March 25, 2024
March 18, 2024	July 29, 2024
May 28, 2024	December 2, 2024
August 5, 2024	
October 14, 2024	*Dates are subject to change

COSMETOLOGY INSTRUCTOR & ESTHETICS INSTRUCTOR & COSMETOLOGY 2100 PROGRAMS:

There are not specific set start dates throughout the year. These Instructor programs typically only have 1 to 2 students enrolled at a time. The school schedules these start dates according to staff availability to appropriately administer the program.

DAYS CLOSED*:

Capitol School observes and is closed on the following Holiday closures in 2023 and 2024:

- New Year’s Day: Closed Monday, January 1, 2024
- Memorial Day: Closed Monday, May 27, 2024
- Independence Day: Closed Thursday, July 4 and Friday, July 5, 2024
- Labor Day: Closed Monday, September 2, 2024
- Fall Break: Closed at 4 p.m. Wednesday, November 27 (no late-night schedule)
Closed Thursday, November 28 through Saturday, November 30, 2024
- Winter Break: Closed Tuesday, December 24, Wednesday, December 25 and Thursday, December 26, 2024

School holidays are not considered in the calculation of cumulative attendance.

* A closing by local area schools (Metro CC, UNO, OPS, etc.) does not mean Capitol will be closed. Students will be given advance notice of closings or late starts due to inclement weather via student app.

Voter Registration – Capitol encourages students to exercise their right to vote. If a student has not registered to vote, they can locate information <https://www.nebraska.gov/featured/elections-voting>.

LICENSING REQUIREMENTS

STATE OF NEBRASKA

Program

Required Program Hours

STATE OF IOWA

Program

Required Program Hours

Cosmetology 1800
 Esthetics 600
 Cosmetology Instructor 600
 Esthetics Instructor 300

Cosmetology 2100

Program Fees

	Cosmetology-1800	Esthetics	Cosmetology Instructor	Esthetics Instructor	Cosmetology-2100
Registration Fee*	150.00	150.00	150.00	150.00	150.00
Kit	2,000.00	2,000.00	300.00	300.00	2,000.00
Tuition	19,700.00	9,300.00	12,045.00	6,025.00	22,700.00
Total Program Cost	21,850.00	12,850.00	12,495.00	6,475.00	24,850.00

* Registration Fee is non-refundable if cancellation occurs after seventy-two (72) hours of enrollment. If cancellation/withdrawal occurs after classes start, please see the schedule of tuition earned in the Refund Policy.

Transfers students for Cosmetology are charged \$11.00 per hour of remaining time needed to complete their respective contracted hours.

Over Contract Fee

Students who do not graduate within contracted time will be charged \$15.00 for every hour scheduled after the contract expires until program completion.

INSTRUCTOR PROGRAM FEE WAIVER

All students enrolling in the Cosmetology Instructor Program or Esthetics Instructor Program are eligible for a program fee waiver by signing a training agreement. This mutually agreed contract would require enrollees to work for Capitol Beauty School as a full-time instructor (35+ hours per week) a minimum of 1 year after successful program completion and licensure.

ADMISSIONS REQUIREMENTS

PROOF OF IDENTITY: Driver's License or any other form of state-issued photo identification.

PROOF OF AGE: Applicant must be 17 years or older on or before the date of enrollment. Proof of age may be documented by valid birth certificate or passport.

PROOF OF EDUCATION: Copy of: high school diploma; GED certificate; transcript showing high school completion; or evidence of completion of home schooling.

Cosmetology Instructor Program or Esthetics Instructor Program applicants: Must hold a current Nebraska Cosmetology or Esthetics License.

TRANSFER STUDENT POLICY

Transferring Cosmetology Students must provide a transcript from the previous School for review in addition to the regular Admission Requirements. Transfers must attend a minimum of 50% of the Cosmetology or Cosmetology 2100 Programs. Theory Grades from the previous school are accepted. The Student's Practical Work will be evaluated before any practical grade credit is applied. The Transfer Student will need to meet all of the regular graduation requirements for cosmetology students. Transferring Cosmetology Students are required to start training in Freshman Class but may be allowed to test-out with approval of the School Director. Transfers are not accepted in our Instructor programs or Esthetics program.

RE-ADMISSION POLICY

Students that drop, withdraw, or terminate for any reason will have ONE ADDITIONAL OPPORTUNITY TO RESTART. If the student elects to enroll in the next Class (subject to School Director approval and seating availability) Capitol will allow that student to restart at the previous tuition balance at the time of withdrawal. Any restart date beyond the start date following withdrawal will be at current tuition. All students restarting freshman Training must purchase any additional kit items required. A Restart Fee of \$150 will be assessed and outstanding balances must be paid prior to enrolling.

GRADUATION REQUIREMENTS

Capitol will grant a diploma of graduation when the student has successfully completed all phases of study,

required tests and practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

CONDUCT

All students are expected to conduct themselves in a dignified manner. Students are expected to follow the rules regulations of the school as outlined in this catalog and in the curriculum. Capitol Beauty School will not tolerate prohibited conduct violations. Prohibited conduct violations will bring severe penalties, and the involvement of law enforcement, in some incidents.

PROHIBITED CONDUCT

- Students must obey federal, state, and local laws and the policies of Capitol Beauty School.
- Students are prohibited from making false statements and/or providing false information to Capitol Beauty School's personnel, including Title IX coordinators and investigators.
- Students shall not take pictures or videos of other students, guests, faculty, or staff without consent.
- Students are prohibited from bullying other students. If you see someone being bullied, intervene by telling them to stop or immediately report it to school personnel. Bullying is defined as bullying as any written, verbal, or physical act/electronic communication, including social media, intended to harm a student and will not be tolerated.
- Students are prohibited from possessing weapons or controlled dangerous substances on any school property or at any school function on or off school property.
- The obstruction of teaching; disrupting or obstructing teaching and learning is prohibited.

Disruptions are behaviors that continue after a warning and which a faculty member would view as being likely to interfere with the conduct of a class substantially or repeatedly. Examples may include but are not limited to unauthorized use of cell phones and electronic devices in the classroom and student clinics, persistent speaking without being recognized, talking with classmates while a faculty member or another student who has the floor) is talking, arriving late or leaving early without approval. Capitol Beauty School has a zero-tolerance policy for drug and alcohol use. The manufacture, distribution, dispensing of, possession, use, sale, purchase, offer to buy/sell or use of alcohol, illegal drugs, or related paraphernalia and the illegal use of drugs (including the use of prescription drugs that cause impairment and medical marijuana) at Capitol Beauty School is prohibited.

Tobacco
E-cigarettes (indoors)
Vaping (indoors)
Illegal drugs
Alcohol
Drug paraphernalia
Substance Abuse
Sexual harassment
Sexual misconduct

Sexual Violence
Intimidation
Retaliation
Violence
Physical abuse
Verbal abuse
Stalking
Weapons
Arson

Fraud
Damage of property
Dishonesty/Cheating
Forgery
Theft
Gambling
Discrimination
Disorderly conduct
Harassment

SOCIAL MEDIA

Capitol recognizes the importance of the internet in communicating, interacting, & sharing information. As a future professional in the beauty industry, you will likely interact with other professionals, potential employers, & clients online. It is for this reason that it is critical you conduct yourself in a dignified manner online. This refers to your status updates, tweets, & any photos or videos you post. Capitol supports your right to interact knowledgeably and socially through blogging and interaction in social media. Students may be suspended or dismissed for conduct that disrupts the school or reflects negatively upon the school in any way.

DRESS CODE REGULATIONS

The below dress code defines the suitable attire and accessories for attendance at Capitol. The rules are in place so that students may present the best image of themselves to their peers, instructors, and clients. Failure to abide

by dress code will result in a student being sent home. Multiple dress code violations can result in suspension or termination.

Enrollment at Capitol means students are agreeing to be in dress code prior to checking in for the morning, or they will be clocked out, sent home, and expected to return in full dress code.

FACE, HAIR & NAILS

1. Makeup that reflects a professional face: eye color / lip color / cheek color
2. Hair well-groomed and styled / No wet /greasy hair / no "stubby" ponytails, ponytails MUST be wrapped.
3. Nails must be clean & Estheticians must keep short nails w/ no free edge
4. Students must keep facial hair well-groomed
5. No hats or workout headgear

WAIST UP

6. Esthetics: must order & wear the Capitol Esthetics scrubs (scrubs must be paid out of pocket by student; information will be emailed a month before student's start date)
7. Cosmetology 1800 and Cosmetology 2100: Must wear provided smocks at all times while in class or on clinic floor.
8. When wearing a Capitol smock, you must still have a black and/or white shirt underneath (black & white patterns are approved)
9. No graphic and/or non-Capitol logo shirts / no inside-out clothing
10. Scarves and jewelry may be worn
11. No sleeveless / no low cut / no midriff tops
12. Non-Capitol Attire such as sweatshirts, jackets, coats, vests, "PINK" attire and hoodies ARE NOT ALLOWED
13. Name tags must be worn at all times; the first name tag is provided

WAIST DOWN

1. Black pants must fit well / slight distressing is OK
2. No thin leggings or no sweatpants, black yoga pants and joggers are acceptable
3. Black skirts & dresses must at least touch the knee in length
4. Black mid-calf or longer Capri's
5. Any color of shoes may be worn and must be clean and closed-toe.
6. Black or white socks only
7. Esthetics: must order and wear the Capitol Esthetics scrubs
8. Esthetics: must wear black athletic tennis shoes (Converse and Vans will not be acceptable)

Bottom line is look professional every day. Enrolled students are now considered Image Consultants and must look the part!

ATTENDANCE POLICY

Punctuality is expected at Capitol. Timeliness is critical in this industry. Students must treat their attendance similar to an employment situation. In order to ensure quality education, for students to gain the most exposure to hands on work, and for students to successfully build a clientele here at school, Capitol requires students to maintain a level of attendance that will ensure these possibilities. We also find that creating a structured environment by setting attendance parameters allows students to exercise time management and graduate in a timely manner.

Students are required to maintain a 95% attendance rate throughout their training at Capitol. Attendance Rates will be pulled at the established evaluation periods located within the Satisfactory Academic Progress found later in this catalog.

ABSENTEEISM

The school must be notified of an absence at least 30 minutes prior to that day's regularly scheduled start time (9:00am Monday-Friday, 8:00am Saturday for Cosmetology and Cosmetology 2100 – 8:00am for Esthetics). The process for notifying the school of your absence: **Email out@capitolomaha.com**, include your full name and the reason for your absence in the body of the message. Any student who fails to notify the receptionists 30 minutes prior to the day's start time will be marked as a NO SHOW. If a student calls after the 30 minutes window because they are stuck in traffic and think they may arrive late, the student should continue with their commute in an effort to arrive before their start time. In this case if they do end up arriving late, they will still be

sent home, but will not be categorized as a no call no show. The student will simply miss the hours they were scheduled for that day.

TARDINESS

Tardiness is defined as clocking in 1 minute or more past a student's scheduled start time. Saturday morning, for example, our clinic start time is 8:00am. Any student clocking in 8:01 or later would be sent home for the day. Should tardiness and/or absences continue, the administration reserves the right to administer disciplinary action including termination.

There is a maximum of 15 hours of absenteeism permitted during FRESHMEN training. Students are not allowed "excused" time off due to illness, transportation issues, or other unforeseen issues. As this is a clock hour school, all absences will impact the student's attendance average, regardless of the reason.

THEORY / PRACTICAL MAKE-UP POLICY

Any student not receiving a passing grade in theory and or practical work is encouraged and required to make up their work to receive a passing grade. Any student receiving a failing grade in any area is counseled and given the opportunity to make this work up as quickly as possible.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at the school, regardless of a student's schedule, or payment (cash pay vs. financial aid). It is printed in this catalog to ensure 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.

The school utilizes a combination of attendance, written, oral and performance practical testing to determine student's SAP via quantitative and qualitative measures:

Quantitative - in terms of **cumulative clock hours and calendar weeks**

Qualitative – in terms of **cumulative practical work and cumulative theory tests**

In order to maintain SAP, students must meet the following requirements:

Academic – 75% Cumulative Grade Average AND

Attendance – 95% Cumulative Attendance Average

Student performance evaluation periods are based on **actual hours and weeks** completed:

Program	Total Hrs	Evaluation Periods in actual, cumulative hours			
Cosmetology	1800	450 hrs/13 weeks	900 hrs/26 weeks	1350 hrs/39 weeks	
Cosmetology 2100	2100	450 hrs/13 weeks	900 hrs/26 weeks	1350 hrs/39 weeks	1800 hrs/52 weeks
Esthetics	600	300 hrs/9 weeks			
Cosmetology Instructor	600	300 hrs/12.5 weeks			
Esthetics Instructor	300	150 hrs/6.25 weeks			

The frequency of evaluations ensures that students receive a written evaluation at the midpoint of the program, or the academic year, whichever comes first. **An academic year is defined as 900 clock hours in 26 academic weeks.** Evaluations scheduled between 0 and 900 clock hours occur in Academic Year One, and evaluations scheduled between 901 and 1800 clock hours occur in Academic Year Two.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 95% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. The attendance percentage is determined by dividing the total hours accrued (actual hours) by the total number of hours scheduled.

MAXIMUM TIME FRAME (MTF)

The maximum time, which will not exceed 105% of the course length, allowed for students to complete each course at SAP is stated below:

Program		Weeks	MTF Weeks	Hours	MTF Hours
Cosmetology	Full Time	52	54.6	1800	1890
Cosmetology 2100	Full Time	60	63	2100	2331
Esthetics	Full Time	18	18.9	600	630
Cosmetology Instructor	Full Time	20	21	600	630
	Part Time	50	52.5	600	630
Esthetics Instructor	Full Time	10	10.5	300	315
	Part Time	25	26.25	300	315

Students who exceed maximum time frame must be dropped unless otherwise approved by the school director. Students may pursue re-entry as a cash pay student by following and fulfilling the requirements of the re-entry policy. Please note, re-entry is not guaranteed, unless otherwise approved by the school director. If a student can provide medical documentation such as proof of a doctor's appointment, proof of surgery or proof of hospitalization to account for hours missed from the program, these hours will not count against the student when calculating SAP attendance checkpoints. All documentation should be submitted to Student Services upon return to school and will not be applied if presented after the student has hit an SAP checkpoint.

FINANCIAL AID DISBURSEMENTS

Similar to Satisfactory Academic Progress Policy, financial aid disbursements (for those who qualify) are made at the following actual hours **and weeks**:

Program	Total Hrs	Evaluation Periods in actual, cumulative hours			
Cosmetology	1800	450 hrs/13 weeks	900 hrs/26 weeks	1350 hrs/39 weeks	
Cosmetology 2100	2100	450 hrs/13 weeks	900 hrs/26 weeks	1350 hrs/39 weeks	1800 hrs/52 weeks
Esthetics	600	300 hrs/9 weeks			
Cosmetology Instructor	600	300 hrs/12.5 weeks			
Esthetics Instructor	300	150 hrs/6.25 weeks			

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 only when graded as Acceptable or better (See grading scale below). If the performance does not meet satisfactory requirements, it is not counted and the practical skill assessment must be repeated. At least 3 comprehensive, practical skill evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students can make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale, as listed in items below:

1. PRACTICAL WORK:

Manikin sheet must be completed

All Practical Evaluations must be completed

Beginning with the August 2019 Cosmetology/Esthetics classes, clinical service minimums are required of each student.

2. GRADING SCALE – ALL PROGRAMS – WRITTEN TESTS AND PRACTICAL WORK

1	Excellent	93% to 100%
2	Very Good	86% to 92%
3	Good	80% to 85%
4	Acceptable	75% to 79%
5	Needs Improvement	Below 75%

A minimum of 75% is considered “passing” on all tests

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance are considered to be making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each of the evaluations (occurring no later than 7 School Business Days following the established evaluation point). Copies of SAP evaluations are also placed in the student's file. A student who does not achieve the minimum standards for SAP is no longer eligible for Title IV, HEA program funds, and/or VA benefits unless the student is placed on “Financial Aid Warning” or has prevailed upon appeal resulting in a status of probation.

FINANCIAL AID WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on “Warning” and considered to be making SAP progress during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. Students not meeting Satisfactory Academic Progress standards can re-establish SAP and/or financial aid eligibility by attaining the minimum requirements for attendance and academics by the next scheduled evaluation. If, at the end of the warning period, the student has still not met both the attendance and academic requirements, the student will be deemed ineligible to receive Title IV, HEA program funds, and/or VA benefits, and may be terminated from the program, unless the student is eligible to appeal the negative progress determination and meets the requirements to be able to be placed on Probation.

FINANCIAL AID 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 during the probationary period, if the student appeals the negative progress determination and prevails upon appeal. Additionally, only students who have the ability to 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 within their maximum timeframe. 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 ineligible to receive Title IV funds and may be terminated from the program.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress at the end of the Warning Period, the student may appeal the determination within fourteen 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. If a student does not prevail upon appeal, the student will be terminated. Please note: Refunds are calculated based on the

student's last date of attendance.

RE-ADMISSION POLICY

Students that drop, withdraw, or terminate for any reason will have ONE ADDITIONAL OPPORTUNITY TO RESTART. If the student elects to enroll in the next Class (subject to School Director approval and seating availability) Capitol will allow that student to restart at the previous tuition balance at the time of withdrawal. Any restart date beyond the start date following withdrawal will be at current tuition. All students restarting freshman Training must purchase any additional kit items required. A Restart Fee of \$150 will be assessed and outstanding balances must be paid prior to enrolling. An Appeal can be submitted to the Student Services Director.

INTERRUPTION/RE-ENROLLMENT

Students who re-enter the program, will re-enter the program in the same attendance and academic status as prior to the withdrawal. All students who re-enter the program will retain their Satisfactory Academic Progress status from their first enrollment until their next scheduled evaluation, regardless of time of withdrawal. Course incompletes, repetitions and non-credit remedial courses have no effect upon the school's Satisfactory Academic Progress Policy.

TRANSFER STUDENTS (RELATING TO SAP)

Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. The SAP evaluation periods for a transfer student are based on actual contracted hours at the institution.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is defined as an approved interruption of training for extenuating circumstances. A leave of absence has no effect on Satisfactory Academic Progress standards, and the student will return to school in the same progress status as prior to the leave of absence. All requests for a leave of absence must be submitted in writing to the School Director or Director of Student Services. The Leave of Absence will extend the student's contract period and maximum time frame by the same number of calendar days as taken in the leave of absence. If a student fails to return from the leave of absence, he/she will be dropped from the program. The drop date will always be the student's last day of physical attendance. For more information, please see the Leave of Absence Policy.

LEAVE OF ABSENCE POLICY

An authorized Leave of Absence (LOA) refers to the specific time period during a program when a student is not in attendance at Capitol (the institution). A LOA is not required if a student is not in attendance due to an institutionally scheduled break (such as a holiday closing). However, an institutionally scheduled break may occur during a LOA.

1. The LOA is a temporary interruption in a student's program of study
2. LOA may be approved for the following reasons/needs of the student:
 - a. Medical (Covid) / Family (funeral/family health issues)
 - b. Legal
 - c. Military
 - d. Financial
3. Students must follow this policy in requesting a LOA & there must be reasonable expectation the student will return from the LOA
4. The student must request the LOA in advance, unless unforeseen circumstances prevent the student from doing so
 - a. The request must be in writing
 - b. The request must include the student's reason for the LOA
 - c. The request must be signed by the student
5. The LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:
 - a. The institution documents the reason for its decision and
 - b. Collects the request from the student at a later date and
 - c. The beginning date of the approved LOA would be determined to be the first date the student was unable to attend the institution.
6. The student will not be assessed any additional charges as a result of the LOA

7. LOA Policy for Cosmetology and Cosmetology 2100 programs combined with any other granted LOA's cannot exceed 60 calendar days and is no shorter than 14 calendar days.
8. LOA policy is limited to a maximum of 7 calendar days leave for the Esthetics program, Cosmetology Instructor Program, and Esthetics Instructor Programs.
9. A student granted a LOA, in accordance with the institution policy, is not considered to have withdrawn, therefore no refund calculation is required at that time
10. The student's contract period will be extended by the same number of days taken in the LOA. Such changes to the contract period must be either:
 - a. Initialed by all parties or
 - b. An addendum to the enrollment agreement signed by all parties
11. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.
12. The Request for Leave of Absence must be submitted for approval to the Director of Student Services or School Director.

COSMETOLOGY PROGRAM 1800 CLOCK HOURS

COSMETOLOGY PROGRAM DESCRIPTION: The Cosmetology course is a comprehensive training program that is an all-inclusive study of practices relating to cosmetology.

COSMETOLOGY PROGRAM OBJECTIVE

Our program aims to go 'above and beyond' more than the basic requirements to earn a Cosmetology diploma, but to thrive as a professional through our hands-on training methods and knowledge acquired during school.

COSMETOLOGY PROGRAM INSTRUCTIONAL METHODS

Material is presented to the student body in the form of lectures, discussions, group projects and hand on classes that continue to build on knowledge previously acquired. An adequate mix of theory and hands-on--both in the classroom and on the student clinic--is provided.

COSMETOLOGY PROGRAM GRADING PROCEDURES

Student evaluation will utilize written tests as well as observation of manual skills. Observations are documented in the form of grades and council records. Personal conferences are also held to assist the student in maintaining the proper level of progress.

COSMETOLOGY FRESHMAN PROGRAM REQUIREMENTS

During Freshman Training students must meet all freshman written and practical test requirements. Until these requirements are met, no clients may be assigned. All written and practical tests required during the remainder of the program must be completed and passed. Absences exceeding 15 hours during the 8 weeks of Freshmen Training will result in being dropped from the program.

PRE-CLINIC TRAINING (COSMETOLOGY)

Nebraska Cosmetology Board requires 200-hour minimum training prior to providing services to the public. Capitol students train for 8 weeks, 75% of which is hands-on, prior to being scheduled on the student clinic, covering the subjects listed below in the "FRESHMAN COSMETOLOGY THEORY AND PRACTICAL CURRICULUM" portion of UNITS OF INSTRUCTION.

Once scheduled on the clinic, all services are performed under the supervision of licensed instructors.

COSMETOLOGY COURSE UNITS OF INSTRUCTION	
FRESHMAN COSMETOLOGY THEORY AND PRACTICAL CURRICULUM (PRE-CLINIC TRAINING)	
Hours	Subjects to Include:
200	Chemical Texturizing (Permanent Waving, Relaxers, Curl re-forming) Haircutting (Tools, including shears, razors and clippers; Basic Haircuts) Hairstyling (Wet Styling and Thermal Styling) Hair Coloring (Depositing and Lightening) Shampoos, Conditioners, and Scalp Treatments General Sciences (Infection Control; Diseases and disorders) Facials and Body Services (Massage; Treatment; Contouring and Custom Blending; Contraindications; Infection Control Practices) Hair Removal (Tweezing; Waxing; Contraindications; Infection Control Practices) Nail Services (Anatomy; Infection Control; Diseases and Disorders) Nebraska Statutes, Rules and Regulations
ADVANCED COSMETOLOGY THEORY CURRICULUM	
Hours	Subject
200	Chemical Texturizing (Permanent Waving; Relaxers; Curl re-forming) Haircutting (Tools, including shears, razors, and clippers; Advanced Haircutting Techniques) Hairstyling (Wet Styling; Thermal Styling; Wiggery) Hair Coloring (Depositing; Lightening; Corrections) Shampoos, Conditioners, and Scalp Treatments General Sciences (Infection Control; Human Anatomy; Chemistry; Diseases and Disorders; Applied Electricity) Facials and Body Services (Massage; Treatment; Contouring and Custom Blending; Contraindications; Infection Control Practices) Hair Removal (Tweezing; Waxing; Contraindications; Infection Control Practices) Nail Services (Anatomy; Infection Control Practices; Diseases and Disorders; Nail Enhancements) Nebraska Statutes, Rules and Regulations, and Salon Management and business. Electricity Anatomy Professionalism State Law
ADVANCED CLINICAL CURRICULUM	
Hours	Subject
200	Chemical Texturizing
300	Haircutting
200	Hairstyling
300	Hair Coloring
5	Shampoos, Conditioners, and Scalp Treatments
60	Facials and Body Services
30	Hair Removal
50	Nail Services
20	Infection Control
235	Flexible Hours
1400	Total Advanced Clinical Curriculum

COSMETOLOGY PROGRAM 2100 CLOCK HOURS

COSMETOLOGY 2100 PROGRAM DESCRIPTION: The Cosmetology 2100 course is a comprehensive training program that is an all-inclusive study of practices relating to cosmetology.

COSMETOLOGY 2100 PROGRAM OBJECTIVE

Our program aims to go 'above and beyond' more than the basic requirements to earn a Cosmetology diploma, but to thrive as a professional through our hands-on training methods and knowledge acquired during school.

COSMETOLOGY 2100 PROGRAM INSTRUCTIONAL METHODS

Material is presented to the student body in the form of lectures, discussions, group projects and hand on classes that continue to build on knowledge previously acquired. An adequate mix of theory and hands-on-- both in the classroom and on the student clinic--is provided.

COSMETOLOGY 2100 PROGRAM GRADING PROCEDURES

Student evaluation will utilize written tests as well as observation of manual skills. Observations are documented in the form of grades and council records. Personal conferences are also held to assist the student in maintaining the proper level of progress.

COSMETOLOGY 2100 FRESHMAN PROGRAM REQUIREMENTS

During Freshman Training students must meet all freshman written and practical test requirements. Until these requirements are met, no clients may be assigned. All written and practical tests required during the remainder of the program must be completed and passed. Absences exceeding 15 hours during the 8 weeks of Freshmen Training will result in being dropped from the program.

PRE-CLINIC TRAINING (COSMETOLOGY 2100)

Nebraska Cosmetology Board requires 200-hour minimum training prior to providing services to the public. Capitol students train for 8 weeks, 75% of which is hands-on, prior to being scheduled on the student clinic, covering the subjects listed below in the "FRESHMAN COSMETOLOGY THEORY AND PRACTICAL CURRICULUM" portion of UNITS OF INSTRUCTION.

Once scheduled on the clinic, all services are performed under the supervision of licensed instructors.

COSMETOLOGY 2100 COURSE UNITS OF INSTRUCTION	
FRESHMAN COSMETOLOGY THEORY AND PRACTICAL CURRICULUM (PRE-CLINIC TRAINING)	
Hours	Subjects to Include:
200	Chemical Texturizing (Permanent Waving, Relaxers, Curl re-forming) Haircutting (Tools, including shears, razors and clippers; Basic Haircuts) Hairstyling (Wet Styling and Thermal Styling) Hair Coloring (Depositing and Lightening) Shampoos, Conditioners, and Scalp Treatments General Sciences (Infection Control; Diseases and disorders) Facials and Body Services (Massage; Treatment; Contouring and Custom Blending; Contraindications; Infection Control Practices) Hair Removal (Tweezing; Waxing; Contraindications; Infection Control Practices) Nail Services (Anatomy; Infection Control; Diseases and Disorders) Nebraska Statutes, Rules and Regulations
ADVANCED COSMETOLOGY THEORY CURRICULUM	
Hours	Subject
200	Chemical Texturizing (Permanent Waving; Relaxers; Curl re-forming) Haircutting (Tools, including shears, razors, and clippers; Advanced Haircutting Techniques) Hairstyling (Wet Styling; Thermal Styling; Wiggery) Hair Coloring (Depositing; Lightening; Corrections) Shampoos, Conditioners, and Scalp Treatments General Sciences (Infection Control; Human Anatomy; Chemistry; Diseases and Disorders; Applied Electricity) Facials and Body Services (Massage; Treatment; Contouring and Custom Blending; Contraindications; Infection Control Practices) Hair Removal (Tweezing; Waxing; Contraindications; Infection Control Practices) Nail Services (Anatomy; Infection Control Practices; Diseases and Disorders; Nail Enhancements) Nebraska Statutes, Rules and Regulations, and Salon Management and business. Electricity Anatomy Professionalism State Law
ADVANCED CLINICAL CURRICULUM	
Hours	Subject
200	Chemical Texturizing
300	Haircutting
200	Hairstyling
300	Hair Coloring
5	Shampoos, Conditioners, and Scalp Treatments
60	Facials and Body Services
30	Hair Removal
50	Nail Services
20	Infection Control
235	Flexible Hours

1400	Total Advanced Clinical Curriculum
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SUPPLEMENTAL CLINICAL CURRICULUM	
Hours	Subject
65	Chemical Texturizing
70	Haircutting
65	Hairstyling
70	Hair Coloring
10	Shampoos, Conditioners, and Scalp Treatments
10	Hair Removal
10	Infection Control
300	Total Supplemental Clinical Curriculum
2,100	Total Hours – 2,100 Cosmetology Program

ESTHETICS PROGRAM OUTLINE 600 CLOCK HOURS

ESTHETICS PROGRAM DESCRIPTION

The Esthetics course is a comprehensive training program that is an all-inclusive study of practices relating to esthetics.

ESTHETICS PROGRAM OBJECTIVE

Our program aims to go 'above and beyond' more than the basic requirements to earn an Esthetics diploma, but to thrive as a professional through our hands-on training methods and knowledge acquired during school.

ESTHETICS PROGRAM INSTRUCTIONAL METHODS

Material is presented to the student body in the form of lectures, discussions, group projects and hand on classes that continue to build on knowledge previously acquired. An adequate mix of theory and hands-on-- both in the classroom and on the student clinic--is provided.

ESTHETICS PROGRAM GRADING PROCEDURES

Student evaluation will utilize written tests as well as observation of manual skills. Observations are documented in the form of grades and council records. Personal conferences are also held to assist the student in maintaining the proper level of progress.

ESTHETICS FRESHMAN PROGRAM REQUIREMENTS

During freshman training, students must meet all freshman written and practical tests requirements. Until this is met, no clients may be assigned. All written and practical tests required during the remainder of the program must be completed and passed. Absences exceeding 15 hours during the 4 weeks of Freshmen Training will result in being dropped from the program.

PRE-CLINIC TRAINING (ESTHETICS)

Nebraska Cosmetology Board requires a minimum of 76 hours training prior to providing services to the public. Capitol students train for 4 weeks, 75% of which is hands-on, prior to being scheduled on the student clinic, covering the subjects listed below in the Freshman Theory/Related Theory portion of UNITS OF INSTRUCTION.

ESTHETICS PROGRAM UNITS OF INSTRUCTION Esthetics Freshman Theory/Related Theory	
Hours	Subject
1	Orientation
3	Sanitation
6	Product Information
15	Basic Facials w/ Skin Analysis
3	Facial Massages
18	Hair Removal/Tweezing/Waxing
10	Body Treatments
5	Chemical/Manual/Machine-aided Exfoliation
3	Anatomy – Cells

5	Physiology/Histology
2	Skin Analysis
5	Disease and Disorders of the Skin
76	Total Freshman Theory/Related Theory Curriculum

Esthetics Senior Theory/Related Theory Curriculum	
3	Nebraska State Law Rules and Regulations
12	Anatomy
5	Business
7	Disease and Disorders of the Skin
7	Product Ingredients and Chemistry
9	Bacteriology
6	Basic Makeup & Color Psychology
5	Electricity/Machines
3	Hair Removal / Tweezing / Waxing
2	Aromatherapy
7	Physiology / Histology
4	Nutrition
1	Sanitation
4	Back Treatments
12	Skin Diseases and Disorders
3	Advanced Waxing
4	Chemical and Manual Exfoliation
4	Electricity / Machines
2	Facial Massage
16	Makeup
4	Para -Medical Makeup
2	Cosmetic Surgery Information
4	Custom Blended Cosmetics
6	Hydrfacial Treatments
6	Professional Career Development – Professionalism, Resume Development, Interview Prep, Job Search Skills
138	Total Esthetics Senior Theory/Related Theory Curriculum

Esthetics Senior Clinical Practical Curriculum	
200	Facial Treatments
40	Chemical / Manual Aided Exfoliation
40	Machine Aided Exfoliation
30	Body Treatments with Skin Analysis
50	Hair Removal / Tweezing / Waxing
26	Makeup Application
386	Total Esthetics Senior Clinical Practical Curriculum

COSMETOLOGY INSTRUCTOR PROGRAM OUTLINE 600 CLOCK HOURS

COSMETOLOGY INSTRUCTOR PROGRAM DESCRIPTION

This program builds on the student's knowledge previously acquired in Cosmetology and trains the individual how to prepare, implement, & revise lesson plans in the classroom & instruct in the student clinic.

COSMETOLOGY INSTRUCTOR PROGRAM OBJECTIVE

To provide the new instructor with management skills, laboratory competency, organizational abilities and counseling skills. The goal is a well-rounded teacher that has the ability to deal with learning skills on an individual basis to accommodate all types of students.

COSMETOLOGY INSTRUCTOR PROGRAM INSTRUCTIONAL METHODS

Material is presented to the student body in the form of lectures, discussions, group projects and hand on classes that continue to build on knowledge previously acquired.

COSMETOLOGY INSTRUCTOR PROGRAM GRADING PROCEDURES

Student evaluation will utilize the written test as well as observation of manual skills. Observations are documented in the form of grades and council records. Personal conferences are also held to assist the student in maintaining the proper level of progress. The student instructor will be evaluated while teaching, preparing class materials and supervising students in a classroom and clinic setting. The student must complete at least 50% of the required lesson plan requirements by the first evaluation.

PRE-CLINIC TRAINING (COSMETOLOGY INSTRUCTOR)

Nebraska Cosmetology Board does not require an explicit minimum training length prior to training on the student clinic. At Capitol, students spend the first 20 hours on the following subjects: Introduction to Faculty/Staff/Student body, review School Policy, Overview of the Student Instructor Training Program, Statutes and Regulations, Sanitation and Sterilization Regulations, Teaching Techniques/Educational Tools, Student and Instructor Relations/Counseling.

COSMETOLOGY INSTRUCTOR PROGRAM UNITS OF INSTRUCTION	
Hours	Subject
16	Orientation
40	Student Evaluations
40	Inside the Human Mind: Types of Learning
44	Administrative Techniques
50	Preparation of a Cosmetology Program
60	Professional Career Development
350	Theory and Clinical Techniques
600	Total Cosmetology Instructor Course

ESTHETICS INSTRUCTOR PROGRAM OUTLINE 300 CLOCK HOURS

ESTHETICS INSTRUCTOR PROGRAM DESCRIPTION

This program builds on the student's knowledge previously acquired in Esthetics and trains the individual how to prepare, implement, & revise lesson plans in the classroom & instruct in the student clinic.

ESTHETICS INSTRUCTOR PROGRAM OBJECTIVE

To provide the new instructor with management skills, laboratory competency, organizational abilities and counseling skills. The goal is a well-rounded teacher that has the ability to deal with learning skills on an individual basis to accommodate all types of students.

ESTHETICS INSTRUCTOR PROGRAM INSTRUCTIONAL METHODS

Material is presented to the student body in the form of lectures, discussions, group projects and hand on classes that continue to build on knowledge previously acquired.

ESTHETICS INSTRUCTOR PROGRAM GRADING PROCEDURES Student evaluation will utilize the written test as well as observation of manual skills. Observations are documented in the form of grades and council records. Personal conferences are also held to assist the student in maintaining the proper level of progress. The student instructor will be evaluated while teaching, preparing class materials and supervising students in a classroom and clinic setting.

PRE-CLINIC TRAINING (ESTHETICS INSTRUCTOR)

Nebraska Cosmetology Board does not require an explicit minimum training length prior to training on the student clinic. At Capitol, students spend the first 20 hours on the following subjects: Introduction to Faculty/Staff/Student body, review School Policy, Overview of the Student Instructor Training Program, Statutes and Regulations, Sanitation and Sterilization Regulations, Teaching Techniques/Educational Tools, Student and Instructor Relations/Counseling.

ESTHETICS INSTRUCTOR PROGRAM UNITS OF INSTRUCTION	
Hours	Subject
16	Orientation
20	Student Evaluations
20	Inside the Human Mind: Types of Learning
44	Administrative Techniques
50	Preparation of a Cosmetology Program
150	Theory and Clinical Techniques
300	Total Esthetics Instructor Course

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Notifications of cancellation or withdrawal need to be provided in writing to Chelsea Claus at Chelsea@capitolomaha.com or Kelly Meduna in Student Services at Kelly@capitolomaha.com. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school, in which the applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$150.
4. A student notifies the institution of his/her withdrawal in writing to one of the contacts listed above.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence, or the date the student notifies the institution that he/she will not be returning. The last date of attendance is used as the withdrawal date when calculating the refund.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4, or 5 official cancellations/withdrawals listed above, the cancellation date is determined by the postmark on written notification, or the date said information is delivered to the school in person.
8. A student who has not visited the school facility prior to enrollment will be given an opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percent of Scheduled Time Enrolled to Total Program Length	Total Tuition School Shall Retain
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged an administrative withdrawal fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the enrollment agreement.
- A full refund is due students whose contracted educational services are denied as a result of intentional deception, or misrepresentation of facts, or the use of advertising which is known to be false, inaccurate, or misleading.

FINANCIAL AID

Capitol School is committed to helping you make smart decisions when it comes to financing your education and incurring the lowest amount of student loan debt possible. All program, with the exception of the Esthetics Instructor program, can qualify for federal student aid.

APPLYING FOR FEDERAL STUDENT AID

To receive consideration for any federal student aid program, you must first file the Free Application for Federal Student Aid (FAFSA). When you fill out the FAFSA, you are applying for aid for a specific year; therefore, you will need to renew your FAFSA application each award year.

To qualify for federal student aid, you have to meet the following general eligibility requirements:

- Demonstrate financial need;
- Be a U.S. citizen or an eligible noncitizen;
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- Be enrolled/accepted for enrollment as a regular student in an eligible degree/certificate program;
- Be enrolled at least half-time to be eligible for Direct Loan Program funds;
- Maintain satisfactory academic progress in college or career school;
- Sign the certification statement on the *Free Application for Federal Student Aid (FAFSA®)* stating that:
 - You are not in default on a federal student loan and do not owe money on a federal student grant and
 - You will use federal student aid only for educational purposes; and
- Show you're qualified to obtain a college or career school education by:
 - Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate; or
 - Completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law)

There are two types of federal student aid, known as Title IV Funding, available to Capitol School students who qualify.

- 1) **Federal Pell Grant** – grant funds offered to undergraduate students with financial need to help pay for college. The Pell Grant, unlike loans, does not need to be repaid and could change yearly depending on funding and your completed FAFSA information and enrollment status.
- 2) **William D. Ford Federal Direct Loan Program** – student loans, unlike grants, are borrowed funds that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible student and parents borrow directly from the U.S. Department of Education.

There are three types of loans in this program:

- **Direct Subsidized Loan** – are loans made to eligible undergraduate students who demonstrate financial need to help cover the cost of high education at a college or career school. The fixed interest rate for 2022/2023 is 4.99%
- **Direct Unsubsidized Loan** – are loans made to eligible undergraduate students, but eligibility is not based on need. The fixed interest rate for 2022/2023 is 4.99%.
- **Direct PLUS Loan** – are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have adverse credit history must meet additional requirements to qualify. The fixed interest rate for 2022/2023 is 7.54%

FINANCIAL AID DISBURSEMENTS

Financial Aid disbursements (for those who qualify) are made at the following actual hours **and weeks**:

Program	Evaluation Periods in actual, cumulative hours			
Cosmetology	450 hrs/13 weeks	900 hrs/26 weeks	1350 hrs/39 weeks	
Cosmetology 2100	450 hrs/13 weeks	900 hrs/26 weeks	1350 hrs/39 weeks	1800 hrs/52 weeks
Esthetics	300 hrs/9 weeks			
Cosmetology Instructor	300 hrs/12.5 weeks			
Esthetics Instructor	Program does not qualify for federal student aid funding			

ADDITIONAL FINANCIAL BENEFITS

NEBRASKA OPPORTUNITY GRANT PROGRAM (STATE GRANT FUND)

Nebraska Opportunity Grant (NOG) is a need-based grant program funded by the State of Nebraska available to Nebraska residents. Students must meet eligibility criteria and display financial need as defined by state statutes to be considered for this award. Students will be reviewed for NOG eligibility automatically during the financial packaging process and need not submit any separate application for consideration for the award. Student names are submitted for final state approval to award on a first come, first served basis. If approved, grant funds will be applied to the student's account and/or ledger when received. More information regarding NOG is available on the following site: <https://ccpe.nebraska.gov/nebraska-opportunity-grant-nog>

VETERANS EDUCATION BENEFITS

Capitol School is approved for veteran's educational benefits for veterans, eligible dependents of deceased or disabled veterans, and active status National Guard and Reserve personnel. Any Student interested in this type of benefit must verify with the school representative that the school is approved by the State Approving Agency for Veterans' Educational Benefits.

Students eligible for VA Benefits should provide a copy of the Student's VA certificate of eligibility letter or entitlement information from "eBenefits".

Apply online at www.gibill.va.gov

VETERANS BENEFITS AND TRANSITION ACT OF 2018 COMPLIANCE

"Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Section 103, Capitol Beauty School will not impose any penalties due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs on recipients of Chapter 31 and Chapter 33 VA Benefits. Capitol Beauty School will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides Capitol Beauty School a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates: 1) The date on which payment from the VA is made to the institution or 2) 90 days after the date the institution certified tuition and fees following the receipt of the COE (Certificate of Eligibility).

Additionally, Capitol Beauty School will not require that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to Capitol Beauty School due to the delayed disbursement of funding from the Department of Veterans Affairs under

chapter 31 or 33. A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® benefits, and has been verified by the school certifying official as benefit eligible. This requirement is limited to the portion of funds paid by VA."

VETERANS STANDARD OF PROGRESS

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. Veteran and/or eligible person Standard of Progress will be determined for veteran/eligible students and non-veteran students alike utilizing the Satisfactory Academic Progress policy as listed in this catalog consisting of: overall grade point average, pace, program length, maximum time for completion, attendance and/or conduct at the following checkpoints:

Cosmetology	450 hours/13 weeks	900 hours/26 weeks	1350 hours/39 Weeks
Cosmetology 2100	450 hours/13 weeks	900 hours/26 weeks	1350 hours/39 Weeks
	1800 hours/52 weeks		
Esthetics & Cosmetology Instructor	300 hours/10 weeks		
Esthetics Instructor	150 hours/5 weeks		

VETERANS POLICY

1. Prohibits automatic renewal of a covered individual in a course and/or program.
2. Ensures each covered individual approves of the enrollment in a course.
3. Allows enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
4. Accommodates short absences for such services in the Armed Forces.
5. POINT OF CONTACT: Our Financial Aid Director is the point of contact for covered individuals and family members seeking assistance with: Academic Counseling, Financial Counseling, Disability Counseling, and Other information regarding completing a course of education.

INSTITUTIONAL POST GRADUATE AWARDS:

CAPITOL PREMIER – COSMETOLOGY STUDENTS ONLY

Capitol Premier Perks

- \$500 Post Graduate Award
- Permanent station
- Permission to dress professionally on Thursday and Fridays
- Removal from duty list
- Capitol Premier Program can be listed on the student's resume.

To become a candidate for Capitol Premier, a student must meet the following eligibility requirements:

- Up to date with theory subjects, manikin work, evaluations
- Achieved \$6500 in Service Sales and \$2000 in Retail Sales prior to 1000 clock hours
- Complete the Capitol Premier Goal Checklist sheet
- Undergo a professionalism evaluation

For further information, or the Premier document to complete, please see school administration.

CAPITOL ELITE

Capitol Elite Perks

- Eligible to win a Capitol Elite Post-graduation award
- Become a mentor to newer students
- Recognition as an exceptional student
- Allowed to wear professional dress until graduation (subject to review)
- Overall classic professional look is expected / No open-toed shoes/blue jeans/graphic tees
- Choose a permanent station / treatment room

To become a candidate for Capitol Elite, a student must meet the following eligibility requirements:

- Minimum of 90% GPA
- No terminations, suspensions, withdrawals, or non-medical leave of absence
- Social media will be reviewed, unprofessional or distasteful content will not be tolerated

- Must be current on all academic and practical testing
- Minimum of 97% Attendance
- Overall Performance will be reviewed
- Service & Retail Goals must be met prior to hour deadline as follows:

	Cosmetology	Esthetics
Service Sales	\$9,500	\$2,000
Retail Sales	\$2,500	\$2000
Application Deadline	1350 hours	450 hours

The Application process to become Elite includes:

- Signed Elite agreement
- Current Resume
- Letter of Recommendation (from a current or past employer, educator, or client)
- Complete an Essay (on your professional goals/ why you chose this career/ what does five years from now look like for you / why do you want to become Elite?)
- Pass a Practical Problem-Solving Evaluation
- **Cosmetology students:** Complete a highlight, balayage, or perm service on a live model & a haircut on a second model. (90% min grade required)
- **Esthetics students:** Complete a practical facial evaluation (90% min grade required)
- A formal interview

In addition to the above perks, any Elite student in good standing, fulfilling ALL requirements listed above may also be eligible for a Post-Graduation award by meeting the following requirements:

- 99% Attendance rate at Graduation
- Passes State Exam for licensure
- Gains employment in the Cosmetology/Esthetics industry
- Complete the Student Impact Program
- Student history reflects no issues with attendance, dress code, attitude, etc.
- Deadline for these goals is 1800 clock hours for either Cosmetology programs & 600 hours for Esthetics

Award Level	Services	Retail	Post Graduate Award Amount	Awarded Over
Cosmetology Gold	\$20,500	\$8,000	\$10,000	3 years
Cosmetology Silver	\$17,500	\$6,500	\$5,000	2 years
Cosmetology Bronze	\$15,000	\$4,500	\$3,000	1 year
Esthetics	\$5,000	\$3,500	\$2,000	2 years

For further information, or for Elite agreement documentation, please see school administration.

STUDENT ACCESS OF FILES

Information regarding an individual student (excluding "directory information", which is described more fully below) is only released after written permission from the student or if the student is under 18, a dependent minor (as described below) and not emancipated, from the student's parent or guardian. This includes release of information to third parties. Capitol School may, however, permit access to student records and other Capitol records as required for an accreditation process or in response to a directive of the National Accrediting Commission of Career Arts and Sciences (NACCAS) without obtaining prior written consent of the student.

One official transcript is given to each student at graduation or withdrawal from school after all financial obligations are met. To obtain any additional copies of an official transcript, a student may request the transcript to our Financial Aid or Student Services Offices, and pay a \$15 fee per transcript.

The Family Educational Rights and Privacy Act ("FERPA") grants certain rights to students with regarding to their educational records. These rights include:

1. The right to inspect and review the student's own educational records within 45 days of the date Capitol receives a request for access. This written request for access should be submitted to the Financial Aid Director and should identify the records the student wishes to inspect. Financial Aid Director will make arrangements for the student's access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by Financial Aid Director, the student shall be advised of the correct person to whom the request can be submitted.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to amend a record shall submit a written request to Financial Aid Director, identify the part of the record the student wants amended and provide the reason or basis for why the student asserts the record should be changed. If Capitol determines that the record will not be amended as requested, Capitol will notify the student in writing and advise the student of his/her right to a hearing regarding the requested amendment. Additional information regarding the hearing process will be provided with this notification.
3. The right to provide written consent before Capitol discloses personally identifiable information from the student's educational records, except to the extent FERPA authorizes disclosure without such consent. Capitol may, in accordance with FERPA, disclose records without the student's consent to school officials with legitimate educational interests. A "school official" is defined as a person employed by Capitol in an administrative, supervisory, academic, research or support staff position, a person or company with whom Capitol has contracted as its agent to provide a service instead of using an Capitol official (e.g., attorney, auditor, collection agency), or a student or person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review the education record in order to fulfill his/her professional responsibilities to Capitol.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by Capitol to comply with the requirements of FERPA.
5. The office that handles FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

As used in this policy, "educational records" includes files, materials and documents which contain information directly related to a student and that are maintained by Capitol. Educational records include the student's admission packet, orientation sign-off sheets, financial assistance application documents, student loan information, attendance records, grades, progress reports. Educational records may also include copies of the student's driver's license, social security card and proof of prior education.

A student is not entitled to inspect the financial records of his/her parent that may have been submitted to the school.

Capitol Beauty School reserves the right to disclose directory information regarding students. Directory information is information contained in a student's education record that is generally not considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to the following: student's name, address, telephone, e-mail address, photograph, date and place of birth, program(s) in which he/she was enrolled, enrollment status (full time, part time, time in program), dates of attendance, degrees, honors and awards received and the most recent educational agency or institution attended. Directory information does not include the student's social security number or student identification number. An individual student must notify Capitol in writing at least thirty (30) days in advance of any disclosure of directory information if he/she does not want such directory information being disclosed. Such written notice to "opt out" of disclosure of directory information will be honored unless and until the student or his/her parent rescinds the notice. Students are notified of the FERPA policy annually prior to enrollment.

STUDENT GRIEVANCE PROCEDURE

Note: This is not a Title IX grievance policy.

In accordance with the institution's mission statement, the school will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school in order to determine the frequency, nature, and patterns of grievances for the institution. Should a grievance not be resolved, an appropriate agency may be contacted for further guidance:

Nebraska Department of Health and Human Services Bureau of Examining Boards Credentialing Division
301 Centennial Mall South
Lincoln, NE 68509 (402) 471-2399

Nebraska Department of Education
Private Postsecondary Career Schools and Veterans Education
P.O. Box 94987 Lincoln, NE 68509-4987

NACCAS -National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314 (703) 600-7600

Iowa Bureau of Professional Licensure
321 E. 12th Street, Des Moines, IA 50319 (515) 281-0254

GENERAL INDUSTRY INFORMATION

SAFETY REQUIREMENTS

The Cosmetologist and Esthetician must also know how chemicals affect the structure of the hair, eyes, and skin of the client, as well as themselves in order to safely practice. The handling and cleaning of sharp instruments and tools are also important. The Cosmetologist and Esthetician must know the fire exits and storm routes to protect themselves and their clients.

EMPLOYMENT OUTLOOK OPPORTUNITIES AND DISCLOSURE

Capitol School makes no guarantee of any specific compensation to students after graduation, nor any guarantee of licensure or employment. The process towards employment starts with graduating school, applying for and passing the state licensing exam in order to become a Board-Licensed Cosmetologist or Esthetician. Every salon is looking for different factors when it comes to hiring employees, some of them are: punctuality; professional hairstyle, face & dress; and an ability to market oneself to gain new clients. These are some, but not all, generally known pre-requisites for employment. While the school cannot guarantee employment for graduates, students receive training in professionalism and job search skills including resume writing and interview techniques. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment opportunities. In addition, the school maintains a network of relationships with professionals and employers.

POTENTIAL CAREER OUTCOMES/OPPORTUNITIES IN THE PROFESSION ONCE YOU BECOME LICENSED

- Those who graduate, become licensed, and become employed can expect different forms of compensation when working in a state licensed salon or spa facility. Compensation often is either an hourly wage, or a commission based on a percentage of each service completed. Many professional salons/spas also offer a commission on take-home products retailed to clients. Client tips are also commonplace in this industry for licensed professionals working in board-licensed facilities.
- Salaried wages not very common in this industry.
- "Chair Rental" or "Booth Rental" is an option for you in which you pay a defined monthly or weekly rent to rent your styling station or spa room.
- Suite rental is an option in which the individual suite owners rent their own room, and they run their individual businesses.

- Salon/spa ownership or management is an option.
- Instructors of Cosmetology and Esthetics are usually compensated on a per hour basis or a fixed Salary.
- Platform artists or educator can be hired by beauty product manufacturers as brand reps. This position involves traveling to educate other salon professionals at beauty shows (similar to trade convention.)
- Session stylists are hired by modeling agencies and magazine to style models for photo shoots.
- One could start your own product line to be manufactured and sold in salons.
- Beauty Professionals can become sales reps for the distributors who sell professional products.

PHYSICAL DEMANDS

The physical demands are from the constant range of use of the hands and arms, to standing, leaning and bending over throughout the course of each day. Fingers, hands, wrists, elbows, shoulders, knees, ankles, and shoulders are often affected in this line of work. Care must be taken to be physically fit, to wear proper attire (especially shoes), and to eat food high in nutritious value.

LICENSING REQUIREMENTS

NEBRASKA: State of Nebraska requires all applicants to complete hours in an accredited school as follows: 1800 hours in a school of cosmetology; 600 hours in a school of esthetics; 600 hours in an approved Cosmetology Instructor program and 300 hours in an approved Esthetics Instructor program. A work permit can be obtained between graduation and completion of the state board examination and a Renewal of License requires 8 hours of continuing education every two years. Criminal history disclosure is also required if you have EVER received a ticket from law enforcement or animal control, check the court system to see if the ticket is on your record as a misdemeanor or felony conviction. Speeding tickets are not misdemeanors or felonies. You are required to list ALL convictions (regardless of when they occurred) on the licensing application; you are NOT required to list infractions, diversions or dismissals. Any questions about criminal convictions should be directed to the Licensure Unit with the State of Nebraska at (402)471-2399.

IOWA: Capitol Beauty School has created the Cosmetology 2100 program to aid the Iowa residents who enroll at Capitol due to the campus's geographically close proximity to the State of Iowa. The State of Iowa requires all applicants to complete 2,100 hours in an accredited school, as well as the following:

- Application and fee (\$60). All application fees are nonrefundable.
To apply, create account, apply and pay online at: <https://ibpllicense.iowa.gov/>
- Education or Experience Requirement: 1. Official transcript or diploma sent directly to the Board office from a board licensed cosmetology school verifying completion of 2,100 hours of education, OR 2. Official transcript or diploma sent directly to the Board office from the educational program showing completion of a course of study that meets the requirements of Iowa Administrative Code 645--61.14(157), OR 3. Official verification of licensure verifying the applicant has held an active license in another state for at least 12 of the last 24 months directly preceding submission of the application. The license verification must include license issue date, expiration date and any pending or past disciplinary action. The verification may be printed from another state licensing board's website if it contains all of the required information. If web-based verification is not available, the verification must be sent directly to the Board office by the state(s) where the applicant has been licensed, registered, or certified. If the applicant has never been licensed in another state, ignore this item.
- Examination Requirement - Passing score of 75% or higher on the NIC cosmetology exam.
Bureau of Professional Licensure 321 E. 12th St., Des Moines, IA 50319 Phone: 515-281-0254
Bureau Homepage: www.idph.iowa.gov/licensure Online Services: <https://ibpllicense.iowa.gov>

STUDENT RESOURCES/ HELP LIST

A student can obtain a hard copy in the Student Services office.

ORGANIZATION	PHONE	WEBSITE
Nebraska Self Help Organization	See Website	https://www.legalaidofnebraska.org/how-we-help/resources/
Omaha Crime Stoppers	402.444.7867	http://www.omahacrimestoppers.org/
Nebraska Coalition to End Sexual and Domestic Violence	402.476.6256	https://www.nebraskacoalition.org/
Child Abuse Hotline	800.422.4453	childhelp.org
Alcoholics Anonymous	See Website	www.aa.org
Narcotics Anonymous	818.773.9999 x 133	www.na.org
Marijuana Anonymous	800.766.6779	www.marijuana-anonymous.org
Gamblers Anonymous	402.235.9979	www.gamblersanonymous.org
Suicide Prevention Lifeline	800.273.8255	suicidepreventionlifeline.org
Mental Health Assoc. of Nebraska	402.441.4371	https://mha-ne.org/
Eating Disorder Treatment CCA Omaha	402.932.2296	https://www.ccaomaha.com
Overeaters Anonymous	505.891.2664	www.aa.org
Homeless Shelter Sienna Francis House	402.341.1821	https://sienafrancis.org/
Apply for Food stamps	800.221.5689	https://dhhs.ne.gov/Pages/SNAP.aspx
Veterans Crisis Line	800.273.8255	www.veteranscrisisline.net

CAPITOL SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, AGE, RELIGION OR ETHNIC ORIGIN.

The information provided in this catalog is "Certified as true & correct in content and policy".

Nancy Meduna

01/02/2024

CEO

Date