

# CATALOG 2010

## **Rhine Cobbler School Art of Shoe Repair**

221 E. 17<sup>th</sup> Ave.

Denver, CO 80203

(303) 832-6345

[nigro.brent@rhinescobblerschool.com](mailto:nigro.brent@rhinescobblerschool.com)

Volume No. 1

January 2010

Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board

<b><u>Table of Contents</u></b>	<b><u>Page</u></b>
Introduction	2
Attendance Requirements	3
Class Schedules	2
Conduct Policy	4
Dismissal	4
Educational Services	4
Enrollment Procedures	3
Entrance Requirements	2
Facilities	4
Grading System/Progress Reports	4
Placement Assistance	3
Postponement of Start Date	3
Previous Credits	4
Programs & Courses	2
Progress Policy	4
Refund Policy	5
Student Complaints	5
Student Grievance Procedure	4

## Introduction

The Rhine Cobbler School of Art of Shoe Repair (hereinafter referred to as the School) offers the finest technology and equipment for student training and is staffed with qualified, approved instructors.

The School is owned by Tom Rhine and Brent Nigro.

## Faculty Members

Tom Rhine, Business Instructor  
Brent Nigro, Marketing Instructor  
Tom Rhine, Student Services  
Brent Nigro, Financial Aid Officer

## Programs/Courses Offered

### Diploma/Certificate Program:

Program: Shoe Repair Instruction, 1200 Hours

Occupational Objective: The graduate should be able to acquire an entry level position in shoe repair.

## Program/Course Costs

	<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees</u>	+	<u>Books/Supplies</u> + <u>Equipment</u>
Program: Shoe Repair Instruction	\$5,000	\$50	\$5,050		\$50 + \$200

See **Educational Services** for more details on Programs/Courses offered.

## Class Schedule

Full time Students: Monday through Friday: 8:00am – 4:30pm with one-half hour lunch break  
Saturday: Allowed for make-up 10:30am – 3:00pm

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Martin Luther Holiday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	

## Entrance Requirements

The School does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test approved by the Colorado Department of Higher Education. The school does not administer the test, but will provide information on availability when requested.

## **Enrollment**

The School has two open enrollment periods: January 1 and June 1. Late enrollments will be accepted only one week into the course, depending on length of the course.

## **Postponement of Start Date**

Postponement of a starting date, at the request of the school, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. That the student agrees to the postponement of the school, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **Placement Assistance**

The School offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## **Attendance Requirements**

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 15%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

## **Progress Policy**

Students must maintain an 76% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

## Grading System

96 – 100 = A	Excellent
86 – 95 = B	Above Average
76 – 85 = C	Average
66 – 75 = D	Below Average
Under 66 = U	Unsatisfactory

Every six weeks, progress reports with grades will be issued to students throughout the program.

## Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of School policies may result in permanent dismissal from school.

## Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

## Facilities

The School is located at 221 E. 17<sup>th</sup> Ave, Denver, Co 80203. Our classrooms are furnished with modern equipment. Educational Services

## Educational Services

Within catalog include a list of the following:

Program Length: 1200 hours

Type of Instruction: Practical and Technical

Additional Costs: If training needed beyond the 1200 hours, the student will be assessed a \$5/hour fee.

## Previous Credits

Not applicable.

## Student Grievance Procedure

The School will attempt to resolve student complaints promptly and fairly. The student should first put into writing his/her complaint and present this to the Marketing Instructor. The Marketing Instructor will then be required to set up a meeting no later than one week after receiving the complaint. The Marketing Instructor should seek resolution with the student at that time. Should a resolution not be agreed upon by both parties, the Director, Marketing Instructor, and student will meet no later than one week after the initial discussion with the Marketing Instructor. All attempts will be made to meet a resolution at this time. However, should a resolution not be obtained, the student has the right to refer to the Private Occupational Act of 1981, Section IX. Complaints.

## Student Complaints

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at [www.state.co.us/dpos](http://www.state.co.us/dpos) or by requesting a complaint form at (303) 894-2960. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

## Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program ( <a href="#">Lessons 1 - 2</a> )	90% less cancellation charge
After 10% but within first 25% of program ( <a href="#">Lessons 3 - 5</a> )	75% less cancellation charge
After 25% but within first 50% of program ( <a href="#">Lessons 6 - 10</a> )	50% less cancellation charge
After 50% but within first 75% of program ( <a href="#">Lessons 11 - 15</a> )	25% less cancellation charge
After 75% ( <a href="#">Lesson 16</a> ) [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.