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www.ROCKY MOUNTAIN LASER COLLEGE.COM

APPROVED AND REGULATED BY THE
COLORADO DEPARTMENT OF HIGHER EDUCATION,
PRIVATE OCCUPATIONAL SCHOOL BOARD

BY ELECTROLOGY LABORATORY, INC., A COLORADO CORPORATION

(ESTABLISHED 1948)

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INTRODUCTION

The Rocky Mountain Laser College (RMLC) wants to thank you for your interest in aesthetic laser training. We are pleased to announce the nation's first "certified laser training" that is approved and regulated by the **Colorado Department of Higher Education – Division of Private Occupational Schools**. The college offers many exciting and different courses to choose from.

Our courses are designed to increase your knowledge in the field of laser aesthetics. Having this more in-depth training will not only aid in your ability to assist your clients, but also add to your professionalism and your good standing in the allied health and medical fields. Our unique courses offer on-line didactic training, clinical classroom training and one-on-one "hands-on" laser applications on live models.

RMLC graduates will have working knowledge in providing quality care to their clients. RMLC will expose the students to practicing laser specialists, aestheticians, manufacture reps and other professionals who will familiarize the students with the demands involved in aesthetic laser applications. The RMLC staff firmly believes that the field of aesthetic laser offers a very rewarding profession and professional fulfillment. The field of aesthetic laser is constantly changing as new advances in techniques and methods continue to be developed. The RMLC is dedicated to excellence by providing professional, ethical and competent training.

Upon completion of our featured course, graduates will be presented with a certificate bearing the credentials **Certified Laser Specialist®** (CLS). This trademark is registered with the United States Patent and Trademark Office (USPTO) and is the property of RMLC and is only given to those who graduate from the Rocky Mountain Laser College.

The RMLC was founded with the idea of providing quality service and training with honest, sincere and expected results. The RMLC is owned by Electrology Laboratory, Inc. whose officers are Ray Fluken, president, Jody Riggs Fluken, shareholder and Jessica Riggs, Vice President. Today, as a leader in the aesthetic laser industry, the RMLC displays the same ethics and expertise that started over 72 years ago and that has built it to its current level of success.

MISSION STATEMENT AND PHILOSOPHY – since 1948

“Providing quality service and training with honest, sincere and expected results.”

FACULTY AND ADMINISTRATION

The staff at RMLC believes that the art of teaching aesthetic laser is truly a privilege. We have enjoyed our chosen field and its benefits, and likewise, find great pleasure in sharing our career with those whom want to learn the skills of aesthetic laser applications. It is our goal to meet the highest standards of professionalism.

The RMLC staff value our own training and are dedicated to higher learning in the practice of laser as a service within a vital and challenging allied health field. We will stress professionalism, knowledge and competence throughout our programs and will provide a learning atmosphere, which will enable each student to meet their personal and professional goals.

Jessica Riggs, C.L.S. Instructor/Owner
Jessica Cozzi, C.L.S..... Instructor
Ronnie Rubenstein..... Marketing
Ray Fluken..... College Director/Owner
Jill Sohayda, M.D.Medical Director

CLASS SCHEDULE

All Students: Monday through Friday 9:00am – 5:00pm; Saturday 9:00am – Noon.

When an unexpected closure occurs due to extraordinary weather conditions, students will be notified as soon as possible by phone/text or email.

Classes are not held on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Course classes are conducted from January through December. Allotted time for the online course completion can depend on the student's prior education and experience.

2020 CLASS CALENDAR

	Start Date	End Date
January 2020		
20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE	Jan 1	Jan 19
40-HOUR INTERMEDIATE LASER/IPL COURSE	Jan 20	Jan 25
100-HOUR POST GRAD LASER HANDS-ON COURSE	Jan 15 and	Jan 29
February 2020		
20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE	Feb 1	Feb 16
40-HOUR INTERMEDIATE LASER/IPL COURSE	Feb 17	Feb 22
100-HOUR POST GRAD LASER HANDS-ON COURSE	Feb 12 and	Feb 26
March 2020		
20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE	Mar 1	Mar 15
40-HOUR INTERMEDIATE LASER/IPL COURSE	Mar 16	Mar 21
100-HOUR POST GRAD LASER HANDS-ON COURSE	Mar 11 and	Mar 25
April 2020		
20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE	Apr 1	Apr 12
40-HOUR INTERMEDIATE LASER/IPL COURSE	Apr 13	Apr 18
100-HOUR POST GRAD LASER HANDS-ON COURSE	Apr 18 and	Apr 22
May 2020		
20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE	May 1	May 10
40-HOUR INTERMEDIATE LASER/IPL COURSE	May 11	May 16
100-HOUR POST GRAD LASER HANDS-ON COURSE	May 16 and	May 20
June 2020		
20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE	June 1	Jun 14
40-HOUR INTERMEDIATE LASER/IPL COURSE	Jun 15	Jun 20
100-HOUR POST GRAD LASER HANDS-ON COURSE	Jun 10 and	Jun 24
July 2020		
20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE	July 1	July 12
40-HOUR INTERMEDIATE LASER/IPL COURSE	July 13	July 18
100-HOUR POST GRAD LASER HANDS-ON COURSE	July 8 and	July 22

August 2020

20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE
 40-HOUR INTERMEDIATE LASER/IPL COURSE
 100-HOUR POST GRAD LASER HANDS-ON COURSE

Start Date	End Date
Aug 1	Aug 16
Aug 17	Aug 22
Aug 12 and	Aug 26

September 2020

20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE
 40-HOUR INTERMEDIATE LASER/IPL COURSE
 100-HOUR POST GRAD LASER HANDS-ON COURSE

Start Date	End Date
Sept 1	Sept 13
Sept 14	Sept 19
Sept 9 and	Sept 23

October 2020

20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE
 40-HOUR INTERMEDIATE LASER/IPL COURSE
 100-HOUR POST GRAD LASER HANDS-ON COURSE

Start Date	End Date
Oct 1	Oct 18
Oct 19	Oct 24
Oct 14 and	Oct 28

November 2020

20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE
 40-HOUR INTERMEDIATE LASER/IPL COURSE
 100-HOUR POST GRAD LASER HANDS-ON COURSE

Start Date	End Date
Nov 1	Nov 15
Nov 16	Nov 21
Nov 11 only	

December 2020

20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE
 40-HOUR INTERMEDIATE LASER/IPL COURSE
 100-HOUR POST GRAD LASER HANDS-ON COURSE

Start Date	End Date
Dec 1	Dec 13
Dec 14	Dec 19
Dec 9 only	

ENTRANCE ELIGIBILITY

Qualification for admission to RMLC, in the State of Colorado:

1. Must be eighteen (18) years of age on or before the date of graduation.
2. Must submit a \$500 registration fee along with a completed Enrollment Agreement. \$500 registration fee will be credited toward a course cost or otherwise will be refunded as per the RMLC refund policy.
3. COLORADO residents must have a Cosmetologist or Esthetician license, or be a licensed medical professional for CLS course. For LPT course, Colorado residents must be MD, DO, PA, RN, PT, ATC, LMT or another licensed medical professional.

The RMLC does not discriminate on the basis of race, creed, color, age, national origin, sex, disability, creed, religion, or veteran / marital status in admission and access to, and treatment and employment in, its educational programs and activities. The RMLC takes affirmative action to provide equal opportunity to all students, models and employees.

- No Credit is given for Previous Education
- No Transferability of Credit

The RMLC does not guarantee the transferability of its credits to other institutions unless there is a written agreement with the other institution.

Apprenticeship councils do not accept training from trade schools for advanced placement if program is in the apprenticeship area.

REGISTRATION AND REGISTRATION FEE

A registration fee of **\$500** is required with the Enrollment Agreement to hold your seat for your chosen class date, and the fee will then be applied toward course cost. There is no refund of tuition for on-line modules after the student has begun the on-line training.

Advance registration is imperative - late registrations are discouraged. Please apply for enrollment 1-month prior to start date by submitting a completed application agreement and \$500 deposit. The remaining monies due for training must arrive at the college the last week of the month prior to arrival date and before online begins. The Enrollment Agreement and \$500 registration fee can be submitted by any of the convenient methods below.

1. **Mail:** 651 Garrison Street, Suite 250 – Lakewood, CO 80215
2. **Phone or email:** 303-237-9100 – Info@RockyMountainLaserCollege.com
3. **In person:** Make an appointment with the office by contacting the college.

- *VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER Cards are all accepted -*

Upon receipt of the Enrollment Agreement, the RMLC administrators will review the application for completeness and eligibility. All those accepted are invited to visit the RMLC for a personal interview, a tour of the RMLC and meet the faculty and administrative staff. RMLC encourages all students to visit the college if possible.

JOB PLACEMENT ASSISTANCE

The RMLC **does not offer job placement assistance**. However, we offer counselling on being a working aesthetic laser professional and on starting a business.

RMLC DOES NOT GUARANTEE JOB PLACEMENT

ATTENDANCE POLICIES AND SCHOOL PROCEDURES

1. School hours are 9:00am to 5:00pm. Each student must attend promptly for all sessions, unless excused. The college must be notified prior to any intended absences.
2. Each student must sign attendance roster each day in accordance with DPOS regulations.

3. Unexcused absences will not be tolerated and may lead to withdrawal or to re-taking the course.
4. All students must wear appropriate casual work attire. Students not dressed appropriately will not be permitted to work on models. Scrubs are suggested attire.
5. Students have embarked on a professional career and are asked to conduct themselves accordingly.
6. Incoming calls are permitted only in the case of an emergency.
7. **NO SMOKING** is permitted on the RMLC premises. Designated smoking areas are outside of the building.
8. Study requires diligent and exacting application of a student to his/her work. This can best be done in harmonious surroundings. Any student who, by gossip or action, causes discord among fellow students, may be subject to dismissal.
9. A laser professional must realize that they will be interfacing with clients daily, and should be concerned with good hygiene.
10. Persistent violation of these rules will be considered sufficient grounds for permanent expulsion without redress. The right to expel a student for violation of school rules is therefore reserved by the school.
11. Any deviation from an acceptable behavior, such as cheating, stealing, vandalism, or use of abusive language, will subject the student to expulsion.
12. The RMLC is not responsible for the student's personal property.

The school reserves the right to change these rules at any time. All such changes will be posted.

EXAMINATION AND GRADING STANDARDS

Graded reports will be based on the student's final examination results and hands-on skills. Students are notified of their grades after the final testing period. A student with a failing grade must repeat the course and retake the final exam before a certificate is issued, there may be costs to the student.

GRADE	NUMERICAL GRADE
Excellent	90-100
Good	80-89
Average	70-79
Failure	Below 70

RMLC will provide daily feedback of tests at the end of the day, to recap that day's lessons. Progress grades must be maintained at 70% minimum or the student may be put on probation.

WITHDRAWAL, RE-ADMITTANCE AND PROBATION POLICY

Students wishing to cancel the RMLC Enrollment Agreement are required to inform the RMLC in writing.

Notice of cancellation should be mailed to:

ROCKY MOUNTAIN LASER COLLEGE – 651 GARRISON STREET, SUITE 250 – LAKEWOOD, CO 80215
OR EMAILED TO INFO@ROCKYMOUNTAINLASERCOLLEGE.COM

The method of determining the official date of termination is based on the last date of sign-in on attendance roster. Refunds, if any, will be made within 30 days from receipt of cancellation notice, pursuant to the REFUND POLICY. Monies paid for personal books or supplies that are not required by the College are not refundable.

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 the next class. Proper documentation will be required to substantiate a student's withdrawal.

If a student is dismissed for violation of the attendance policies and/or school procedures, there will be a refund in accordance to the REFUND POLICY and the student will not be re-admitted.

A student put on probation for low progress grades may be withdrawn from the program and given a refund per the REFUND POLICY, or may be allowed to return the next class to complete the course, depending upon the decision of the College Director, which is final.

FACILITIES, EQUIPMENT AND TEACHING AIDS

The Rocky Mountain Laser College (RMLC) is located in Lakewood Colorado just 10 minutes west of Downtown Denver, 5 minutes from Belmar Shopping Center and 45 minutes from Loveland Ski Resort.

Lakewood is comprised of many upscale retail stores, restaurants and full-scale spa facilities. The college provides a professional atmosphere, with professional rooms for didactic, clinical and comprehensive learning.

All classes are held at the Rocky Mountain Laser College, 651 Garrison Street, Suite 250, Lakewood Colorado 80215.

Inventory:

- Individual Desks and chairs for students and instructors
- Private Offices and Board Room
- Dry Erase White Boards
- 2 - 70" Plasma Screens
- 3 - Complete Treatment Rooms (including 10 different lasers)
- 2 - Lab stations

Teaching aids, material and supplies used:

- 11 Power Point presentations, including before and after client photos
- Skin and Hair (Laminated) Charts – Human Anatomical Educational Models
- Hands-on assistance with 3 instructors and 1 medical director

Textbooks referenced:

- American Society of Laser Medicine and Surgery
- Fitzpatrick's Dermatology in General Medicine

Catalog:

- RMLC 2017 Catalog – Volume 69 – Number 1

Reference Materials Used:

Aesthetic Laser Course

- Procedures in Cosmetic Dermatology: Lasers and Lights, 3rd Edition 2013 – Jeffrey S Dover, Murad Alam, George Hruza, Matthew Avram

Laser Phototherapy Course

- Use of Low Level Laser Therapy (LLLT) for Musculoskeletal Pain – Hamblin et al / Journal of Orthopedics & Rheumatology, 2015
- BiPhasic Dose Response in Low Level Light Therapy – Huang, Chen, Carroll, Hamblin / Wellman Center for Photomedicine, Massachusetts General Hospital, © 2009 University of Massachusetts

STAND ALONE COURSE SCHEDULE / TUITION

Course cost includes tuition, RMLC workbooks, work sheets, tests, lodging, lunches and transportation to the school each day and back to the hotel.

CLASSROOM COURSE: 20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE
COURSE COST: \$500.00
COURSE LENGTH: 5-DAYS
AWARD: NONE
CONTACT HOURS: THEORY: 20 LAB: 0 TOTAL: 20
TRAINING UNITS: 1 AND 3
PREREQUISITE: NO PREREQUISITES REQUIRED OTHER THAN THIS COURSE IS THE MANDATORY PREREQUISITE FOR THE 40 HOUR INTERMEDIATE LASER/IPL COURSE AND IS NOT OFFERED SEPARATELY.
COURSE OBJECTIVE: THIS COURSE TEACHES LASER INTRODUCTION, SAFETY AND PHYSICS, TISSUE INTERACTION, UNIVERSAL PRECAUTIONS, NEEDED TO BRING ALL STUDENTS UP TO A BASIC KNOWLEDGE LEVEL PRIOR TO CLASSROOM INSTRUCTION.

CLASSROOM COURSE: 40-HOUR INTERMEDIATE LASER/IPL COURSE
COURSE COST: \$6,000
COURSE LENGTH: 6-DAYS
AWARD: CERTIFIED LASER SPECIALIST CERTIFICATE
CONTACT HOURS: THEORY: 24 LAB: 16 TOTAL: 40
TRAINING UNITS: 1, 2, 3, 4, 5 and 6
PREREQUISITE: 20-HOUR ONLINE LASER/IPL TERMINOLOGY/THEORY COURSE
COURSE OBJECTIVE: THIS COURSE IS DESIGNED FOR THOSE WHO DO NOT HAVE PRIOR LASER EXPERIENCE. THIS COURSE TEACHES LASER SAFETY, LASER PHYSICS, SKIN TYPES, HAIR BIOLOGY AND GROWTH CYCLES. STUDENTS WILL LEARN TO DETERMINE THE PROPER AMOUNTS OF ENERGY AND TREATMENT PROTOCOLS IN HANDS ON SESSIONS ON LIVE MODELS.

CLASSROOM COURSE: 100-HOUR POST GRAD LASER HANDS-ON COURSE
COURSE COST: \$1,500.00
COURSE LENGTH: 6 TO 12 MONTHS
AWARD: CERTIFICATE OF COMPLETION
CONTACT HOURS: THEORY: 0 LAB: 100 TOTAL: 100
TRAINING UNITS: 6
PREREQUISITE: ROCKY MOUNTAIN LASER COLLEGE GRADUATES ONLY
COURSE OBJECTIVE: THIS COURSE IS DESIGNED FOR GRADUATES WHO HAVE BEEN THROUGH TRAINING OR HAVE BEEN TRAINED ON THE JOB BUT DESIRE KNOWLEDGE IN CLIENT SELECTION, LASER SETTINGS WITH AN EMPHASIS ON HANDS-ON WITH CLIENTS. INSTRUCTORS ARE AVAILABLE FOR EACH TREATMENT, BUT THE OBJECTIVE OF THIS COURSE IS FOR THE STUDENT TO GAIN EXPERIENCE SETTING THE LASER AND PERFORMING TREATMENTS.

CLASSROOM COURSE: **14-HOUR LASER PHOTOTHERAPY COURSE**
COURSE COST: \$2,000.00
COURSE LENGTH: 2 DAYS
AWARD: CERTIFICATE OF COMPLETION
CONTACT HOURS: THEORY: 7 LAB: 7 TOTAL: 14
TRAINING UNITS: 1, 2, 4, 5, 6
PREREQUISITE: MD, DO, RN, CHIROPRACTOR, ATHLETIC TRAINER, PHYSICAL TRAINER, PERSONAL TRAINER, OCCUPATIONAL THERAPIST
COURSE OBJECTIVE: THIS COURSE IS DESIGNED FOR MEDICAL PERSONS WHO HAVE AN UNDERSTANDING OF HUMAN ANATOMY. THIS COURSE IS INTENDED TO FULLY TEACH THE USE OF THERAPY LASERS FOR PAIN REDUCION AND SOFT TISSUE HEALING AND THEIR APPLICATIONS ON THE HUMAN BODY. THE STUDENT WILL GAIN HANDS-ON EXPERIENCE SETTING THE LASER AND PERFORMING TREATMENTS.

LASER/IPL TRAINING UNITS

Unit 1 – LASER SAFETY AND LASER PHYSICS – This unit instructs students in the importance of **laser safety and physics**. This must be taken first for the safety of both the student and the instructors.

- *Laser Safety* — OSHA regulations, nominal hazard zone, proper eyewear and posted signage
- *Terminology* – For lasers and light based devices
- *Laser Physics* - What makes the laser work
- *Laser/IPL* - Differences and uses for each

Unit 2 – CLIENT SELECTION, TISSUE INTERACTION AND CONTRAINDICATIONS – This unit instructs students the aspect of **providing a treatment that is both effective and tolerable**. Students will be able to observe tissue interaction in relation to the laser treatment, prior to hands-on application.

- *Client Selection* — Which clients will or will not benefit
- *Tissue Interaction* — What to expect on the skin during and after treatment
- *Client Observation* — Observing laser treatments prior to hands-on training
- *Contraindications* — Treatment precautions and photosensitive drugs and disorders

Unit 3 – SKIN TYPING, HAIR BIOLOGY AND GROWTH CYCLES – This unit instructs students to determine a **client's skin type**, which is a necessity in providing an effective laser treatment. Students will learn **hair biology and growth cycles**, then learn to determine which energy level should be used in treating clients.

- *Hair / Skin Biology* — The parts of the hair and skin
- *Hair / Skin Analysis* — What type of hair and skin will benefit most
- *Hair Growth Cycles* — Anagen, catagen, and telogen hair cycles
- *Types of Skin* – Full Study of Fitzpatrick Skin Type Scale

Unit 4 – LASER PARAMETERS AND CHROMOPHORES – This unit instructs students on the importance of determining the **proper amounts of energy**, depth of penetration and what the laser is attracted to (chromophore) in respect to the client's skin and hair type.

- *Laser Parameters* — Learning the settings of your laser
- *Spot Size* — How to control treatment efficacy via the depth of penetration
- *Pulse Duration* — How to control treatment efficacy via the beam time
- *Laser Chromophores* — What attracts or repels the laser energy/fluence and why

Unit 5 – LASER PROTOCOLS – This unit instructs students on the types of lasers and their uses

- *Different types of lasers and what they can do*
- *Permanent versus maintenance treatment protocol*
- *Different types of lasers settings for different areas of the body*
- *Cleaning and sterilization of the lasers*

Unit 6 – CLIENT CARE – This unit instructs students to understand how to interact with the client during the initial consultation and how to **treat a client** before, during and after the treatment, which will make the aesthetic laser process easier for both practitioner and client.

- *Client Consultations* – Proper medical history and contraindications
- *Photos* – The importance of before and after pictures
- *Client care* – Pretreatment options, client draping, cleanliness and sterilization
- *Topical Applications* — Prescription topical anesthetics explained
- *Hands-On Practice* — Working in detail with the client
- *Post Treatment Care* – Ointments, dressings and post treatment instructions

CERTIFICATION

20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE - None

40-HOUR INTERMEDIATE LASER/IPL COURSE - **CERTIFIED LASER SPECIALIST® (CLS)**

certificate presented upon the completion of:

1. The student must have completed the required hours of instruction.
2. The student must have a passing grade in each module of instruction.
2. The student must be free from all indebtedness to the RMLC.

100-HOUR POST GRAD LASER HANDS-ON COURSE – Certificate of completion

14-HOUR LASER PHOTOTHERAPY COURSE – Certificate of completion

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 completion, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table pursuant to the Division of Private Occupational School Board rules:

<u>Student is entitled to upon withdrawal/termination</u>	<u>Refund</u>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [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.

STUDENT GRIEVANCE PROCEDURE

RMLC is committed to mutual respect among all constituents of the college community. This commitment includes students, faculty, staff and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, we are committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process.

STUDENT COMPLAINTS

Student Complaints should be brought to the attention of the College Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. The student may file a written complaint online with the Division of Private Occupational Schools at higherred.colorado.gov/dpos or by requesting a complaint form at 303-862-3001. 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.

POSTPONEMENT CLAUSE

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

- (a) Whether the postponement is for the convenience of the school or the student 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 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.

GETTING STARTED

Please call the College at 303-237-9100 or email us at Info@RockyMountainLaserCollege.com to obtain your Enrollment Agreement Form.

**THANK YOU FOR YOUR INTEREST IN LASER TRAINING AT
ROCKY MOUNTAIN LASER COLLEGE**