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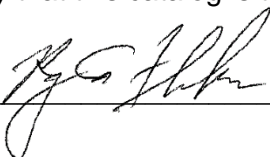
[WWW.ROCKY MOUNTAIN LASER COLLEGE.COM](http://WWW.ROCKY MOUNTAIN LASER COLLEGE.COM)

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

**BY ELECTROLOGY LABORATORY, INC., A COLORADO CORPORATION**

*(ESTABLISHED 1948)*

I hereby certify that this catalog is true and correct in content and policy.

Signature: 

Date: 01/01/2023

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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 Board**.

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 field. Our unique course offers on-line didactic training, clinical classroom training and one-on-one hands-on laser training 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**<sup>®</sup> (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 Brune, Vice President. Today, as a leader in the aesthetic laser industry, the RMLC displays the same ethics and expertise that started in 1948 and has been built to its current level of success.

## MISSION STATEMENT – 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. They have enjoyed their chosen field and its benefits, and likewise, find great pleasure in sharing their career with those who want to learn the skills of aesthetic laser applications. It is their goal to meet the highest standards of professionalism.

The RMLC staff value their 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 course, and will provide a positive learning atmosphere which will enable each student to meet their personal and professional goals.

Jess Brune, CLS.....	Instructor/Owner
Jessica Cozzi, CLS.....	Instructor
Renee Muldoon, CLS.....	Assistant
Krystal Marshall, CLS.....	Assistant
Peyton McCann, CLS.....	Assistant
Leah Royalty, RN.....	Assistant
Ronnie Rubenstein.....	Administrator
Connie Marshall.....	Administrator
Sunny Klabs.....	Administrator
Ray Fluken.....	College Director/Owner
Darrick Payne, M.D.....	Medical Director
Hal Bruno, ESQ.....	Legal Council

## CLASS SCHEDULE

Monday through Friday 8:30am – 5:00pm; Saturday 8:30am – Noon. 1 hour lunch daily.

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 once a month, January through December. Online course allotted time for completion can depend on the student's prior education and experience.

## 2023 CLASS CALENDAR

### January

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

Start Date	End Date
Jan 1	Jan 15
Jan 16	Jan 21
Jan 11 and	Jan 25

### February

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

Start Date	End Date
Feb 1	Feb 12
Feb 13	Feb 18
Feb 8 and	Feb 22

### March

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

Start Date	End Date
Mar 1	Mar 12
Mar 13	Mar 18
Mar 8 and	Mar 22

### April

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

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

### May

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

Start Date	End Date
May 1	May 14
May 15	May 20
May 10 and	May 24

### June

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

Start Date	End Date
June 1	Jun 18
Jun 19	Jun 24
Jun 14 and	Jun 28

### July

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

Start Date	End Date
July 1	July 16
July 17	July 12
July 12 and	July 26

### August

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

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

### September

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

Start Date	End Date
Sept 1	Sept 17
Sept 18	Sept 23
Sept 13 and	Sept 27

### October

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

Start Date	End Date
Oct 1	Oct 15
Oct 16	Oct 21
Oct 11 and	Oct 25

### November

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

Start Date	End Date
Nov 1	Nov 12
Nov 13	Nov 18
Nov 8 only	

### December

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

Start Date	End Date
Dec 1	Dec 10
Dec 11	Dec 16
Dec 6 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 deposit (deposit does not apply to veteran students) along with a completed Enrollment Agreement. \$500 deposit will be applied toward the 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 to attend the Certified Laser Specialist® course.

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 course 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.

Veteran Students: The Colorado State Approving Agency for Veterans Education and Training has approved our course for veterans' education benefits. A Certificate of Eligibility is required for entry into our course. The evaluation of previous post-secondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the course length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

## REGISTRATION AND FEES

Advance registration is imperative - late registrations are not encouraged. Please apply for enrollment 1-month prior to start date by submitting a completed Enrollment Agreement and the \$500 deposit (deposit is waived for veteran benefits students). The Enrollment Agreement and deposit can be submitted by any of the convenient methods below:

1. **Mail:** RMLC – 8015 W Alameda, Suite 200, Lakewood, CO 80226
2. **Online:** [www.RockyMountainLaserCollege.com](http://www.RockyMountainLaserCollege.com)
3. **In person:** Make an appointment by contacting the college.

Upon receipt of the Enrollment Agreement, the RMLC administrators will review the application and arrive to a decision to accept the applicant. All those accepted are invited to visit the RMLC for a personal interview, tour of the RMLC and meet the faculty and administrative staff. RMLC encourages prospective in-state students to visit the college if possible.

## ATTENDANCE POLICIES AND SCHOOL PROCEDURES

1. School hours are 8:30am to 5:00pm. Each student must attend promptly and completely for all sessions. No absences will be excused, students must attend every day.
2. Each student must sign attendance roster each day in accordance with DPOS regulations.
3. Unexcused absences will not be tolerated and will lead to taking the course again.
4. All students must wear appropriate casual work attire. Students not dressed appropriately will not be permitted to work on models. Medical scrubs are suggested.
5. Incoming calls are permitted only in the case of an emergency. No texting is allowed in class.
6. **NO SMOKING** is permitted on the RMLC premises. Designated smoking areas are outside of the building.
7. 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 his/her fellow students, may be subject to dismissal.
8. The potential professional must realize that they will be interacting with models daily and should be concerned with good hygiene.
9. 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 and is final.
10. Any deviation from an acceptable behavior, such as cheating, stealing, vandalism, alcohol or drug use during class or use of abusive language, will subject the student to expulsion.
11. The RMLC is not responsible for personal property.
12. In the event the instructors determine a student's progress is unsatisfactory, the director will determine the nature (language barrier, aptitude and attitude, etc) of the unsatisfactory progress and will offer a refund per the RMLC refund policy.
13. Students who are suspended or dismissed for unsatisfactory grades or progress will not be re-admitted to the college and will receive a refund per the RMLC refund policy.

The school reserves the right to change these rules at any time. All such changes will be posted. The method of determining the official date of termination is based on the board's decision (absolute relevance). Upon enrollment, the students have embarked on a professional career and are asked to conduct themselves accordingly.

## 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**

## EXAMINATION AND GRADING STANDARDS

Students are notified of their daily quiz grades at the end of each day. The student's final grade will be based on the student's final examination results only. A failing grade means the course must be repeated before a certificate is issued, there may be additional costs.

<u>GRADE</u>	<u>NUMERICAL GRADE</u>
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.

Student records are kept on site at the RMLC. Records contain pre-tests and final exam, certificates and transcript with final grade percentage, and are also given to the student.

## WITHDRAWAL, RE-ADMITTANCE AND PROBATION POLICY

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

The RMLC gives tests each morning to all students, and test scores are reviewed with the students daily. Unsatisfactory daily test score of less than 70% will put the student on academic probation. Since this is a short course, the student only has 2 days to raise their daily test score to above 70%. If the student does not/cannot maintain academic standards the student will be removed from the course and refunded tuition in accordance with the RMLC refund policy.



## FACILITIES, EQUIPMENT AND TEACHING AIDS

The Rocky Mountain Laser College (RMLC) is in Lakewood Colorado just 10 minutes west of Downtown Denver, 2 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, 8015 W Alameda Ave, Suite 220, 230 and 240, Lakewood, CO 80226

### Inventory:

- Individual Desks and chairs for students
- Private offices for instructors and administration
- Dry erase white boards
- 65" TV for power point presentations
- 20+ – Laser devices
- 6 - Complete Treatment Rooms
- 3 – Classroom lab stations

### Teaching aids, material and supplies used:

- 11 Power Point presentations, including before and after client photos
- Skin and Hair (Laminated) Charts for human anatomical education
- Models and hands-on training

### Textbooks referenced:

- ANSI Z-136.3 The safe use of Lasers in Health Care Facilities
- American Society of Laser Medicine and Surgery monthly journals
- Fitzpatrick's Dermatology in General Medicine

### Reference Materials Used:

- Procedures in Cosmetic Dermatology: Lasers and Lights, 3<sup>rd</sup> Edition 2013 – Jeffrey S Dover MD, Murad Alam MD, George Hruza MD, Matthew Avram MD
- Introduction to Lasers – Jessica Riggs/Rocky Mountain Laser College
- Laser Safety – Ray Fluken/Rocky Mountain Laser College
- Laser Physics –Ray Fluken/Rocky Mountain Laser College
- Laser Hair Removal – Jessica Riggs/Rocky Mountain Laser College
- Laser Tattoo Removal – Jessica Riggs/Rocky Mountain Laser College
- Laser Skin Rejuvenation, Color and Texture– Jessica Riggs/Rocky Mountain Laser College
- Laser Skin Rejuvenation/Tightening – Ray®® Fluken/Rocky Mountain Laser College

## STAND ALONE COURSE SCHEDULE / TUITION

**CLASSROOM COURSE:** **20-HOUR ON-LINE LASER/IPL TERMINOLOGY/THEORY COURSE**  
**COURSE COST:** \$500.00 (\$0 cost for Veteran Students)  
**COURSE LENGTH:** 5-DAYS  
**AWARD:** NONE  
**CONTACT HOURS:** THEORY: 20      LAB: 0      TOTAL: 20  
**TRAINING UNITS:** 1, 2, 3 AND 4  
**PREREQUISITE:** THE 20-HOUR ON-LINE COURSE IS HIGHLY ENCOURAGED BUT NOT REQUIRED TO MEET THE 40 HOURS OF CERTIFIED LASER SPECIALIST COURSE INSTRUCTION REQUIREMENTS.  
**COURSE OBJECTIVE:** THIS COURSE TEACHES LASER INTRODUCTION, LASER SAFETY, LASER PHYSICS, TISSUE INTERACTION, AND UNIVERSAL PRECAUTIONS NEEDED TO BRING ALL STUDENTS UP TO A BASIC KNOWLEDGE LEVEL PRIOR TO CLASSROOM INSTRUCTION.

**CLASSROOM COURSE:** **40-HOUR CERTIFIED LASER SPECIALIST® 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 AND TISSUE INTERACTION. STUDENTS WILL LEARN TO DETERMINE THE PROPER AMOUNTS OF ENERGY, PULSE DURATIONS WITH TREATMENT PROTOCOLS AND 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 OUR CERTIFIED LASER SPECIALIST® COURSE AND DESIRE KNOWLEDGE IN CLIENT SELECTION, LASER SETTINGS WITH AN EMPHASIS ON HANDS-ON WITH CLIENTS. INSTRUCTORS ARE AVAILABLE FOR EACH TREATMENT. THE OBJECTIVE OF THIS COURSE IS FOR THE STUDENT TO GAIN EXPERIENCE SETTING THE LASER AND PERFORMING TREATMENTS.

## LASER/IPL TRAINING UNITS

**Unit 1 – LASER SAFETY AND LASER PHYSICS – 6 hours** – This unit instructs students in the importance of **laser safety and laser physics**.

- *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 – 6 hours** – 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 – 2 hours** – 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 – 4 hours**— This unit instructs students on the importance of determining the **proper amounts of energy, pulse duration, 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 – 6 hours** – This unit instructs students on the types of lasers and 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 – 16 hours** - 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 CERTIFIED LASER SPECIALIST® (CLS) course. Certificate is presented upon the completion of:

1. The student must have completed the required hours of instruction.
2. The student must have a passing grade on the final exam.
3. The student must be free from all indebtedness to the RMLC.

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

### REFUND POLICY (Non-VA Students)

Students not accepted to the school are entitled to all deposit money 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: (Non-VA Students)

<b><u>Student is entitled to upon withdrawal/termination</u></b>	<b><u>Refund</u></b>
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:
  - The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - The date on which the student violates published school policy, which provides for termination.
  - 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.

## REFUND POLICY (VA Students)

### **NON-ACCREDITED COURSES IN ACCORDANCE WITH VA REGULATION 21.4255-1**

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any students withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid including the registration fee in excess of \$10.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee 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 FOR VETERAN STUDENTS

<b><u>Student withdrawal/termination within</u></b>	<b><u>Entitled to refund</u></b>
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

1. The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.
2. The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program 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. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed in writing with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

### **Title 38, USC 3679(e), The Colmery Act (VA Students)**

**Sec. 103 states:** Disapproval for purposes of educational assistance programs of Department of Veterans Affairs of certain courses of education that do not permit individuals to attend or participate in courses pending payment: This provision would require that in order for a school or training program to be approved for GI Bill® benefits they must adopt a policy that disallows the school or training program from imposing a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

This would only apply if the payments have not been received within 90 days of the beginning of the term and the Secretary would have the authority to waive this requirement. Schools would be allowed to require students to provide documentation to ensure that they are entitled to GI Bill benefits.

The restriction on penalties would not apply in cases where the student owes additional payment to the school beyond the amount of the tuition and fee payment from VA to the school. VA would have to make payments to schools no later than 60 days after receiving the tuition and fee certification from the school, and they would have to report semiannually to Congress any cases in which VA fails to make such payments within 60 days of certification.

The Rocky Mountain Laser College complies with VA Title 38, The Colmery Act by stating:

1. For each semester of enrollment, protection for covered individuals begins when the student provides the school with a COE or statement of benefit and requires that the school:
  - a. Cannot deny a student access to classrooms, libraries or other institutional facilities available to other students who have satisfied their tuition and fees.
  - b. Cannot make the student borrow money to cover the cost while waiting for payment.
  - c. Cannot charge a student a late fee or penalty.
2. Protection period ends when VA makes payment or 90 days after the date the school certified tuition and fees, whichever is earlier.
3. This policy applies to all Chapter 31 and Chapter 33 students

## 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 [higher.ed.colorado.gov/dpos](http://higher.ed.colorado.gov/dpos). 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](mailto:Info@RockyMountainLaserCollege.com) to obtain your Enrollment Agreement Form.

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