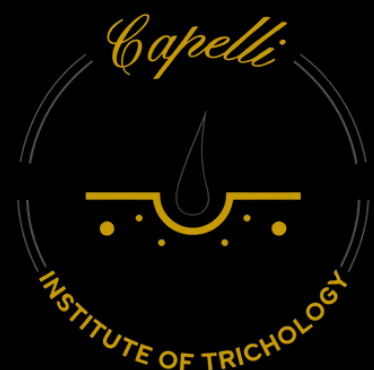


# Student's Code of Conduct

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## PREAMBLE

The Capelli Institute of Trichology is committed to excellence in education, professionalism, ethical practice, and godly values. This Students' Code of Conduct sets out the standards of behaviour, discipline, and professionalism expected of all students enrolled at the Institute. Compliance with this Code is a condition for admission, continued enrolment, and certification.

## PURPOSE OF THE CODE

This Code of Conduct aims to:

- Promote a safe, respectful, and professional learning environment.
- Uphold the reputation, values, and standards of Capelli Institute of Trichology.
- Guide students in ethical conduct, professional behaviour, and personal responsibility.
- Ensure readiness for real-world trichology and hair-care practice.

# GENERAL EXPECTATIONS

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All students of Capelli Institute of Trichology shall:

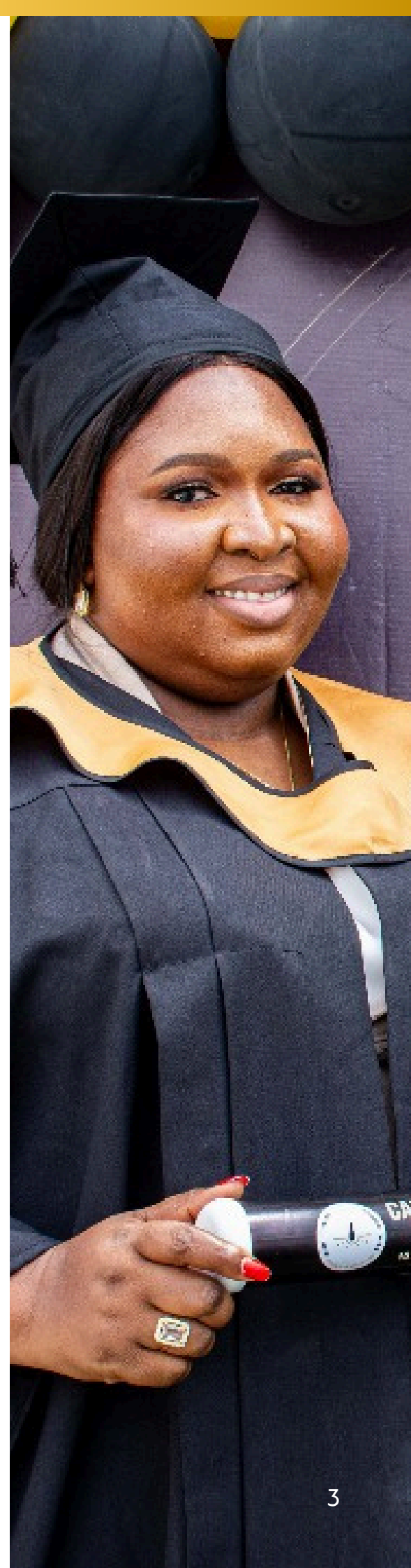
- Conduct themselves with integrity, honesty, humility, and respect at all times.
- Demonstrate commitment to learning, skill acquisition, and personal growth.
- Respect the authority of instructors, management, and administrative staff.
- Uphold the Institute's values both within and outside the campus.

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## ATTENDANCE & PUNCTUALITY

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- Students must attend all lectures, practical sessions, assessments, and assigned activities.
- Punctuality is mandatory. Repeated lateness will attract disciplinary action.
- Absence must be communicated in advance and supported with valid reasons where required.
- Chronic absenteeism may result in suspension or disqualification from examinations.







## DRESS CODE & PERSONAL GROOMING

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To reflect professionalism and industry standards:

- Students must wear the approved Capelli Institute uniform during all academic and practical sessions.
  - Uniforms must be clean, neat, and properly worn at all times.
  - Personal grooming must be professional: clean hair, subtle makeup, tidy nails, and minimal jewellery.
  - Offensive, revealing, or inappropriate clothing is strictly prohibited.
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## PROFESSIONAL CONDUCT & ETHICS

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- Students must treat clients, models, colleagues, and staff with courtesy and respect.
- Confidentiality of client information and records must be strictly maintained.
- Misrepresentation of skills, qualifications, or treatment outcomes is prohibited.
- Students must practice only under supervision and within the scope of their training.

# PRACTICAL SESSIONS & CLINICAL PRACTICE

- Students must strictly follow hygiene, safety, and sanitation protocols.
- Use of tools, equipment, and products must align with Institute guidelines.
- Negligence, reckless practice, or disregard for safety procedures will attract severe sanctions.
- Damage to equipment due to misuse will be the responsibility of the student involved.



## ACADEMIC INTEGRITY

- Cheating, plagiarism, falsification of records, or examination malpractice is strictly forbidden.
- All assignments, tests, and projects must be original and properly referenced.
- Any form of academic dishonesty may lead to suspension or expulsion.



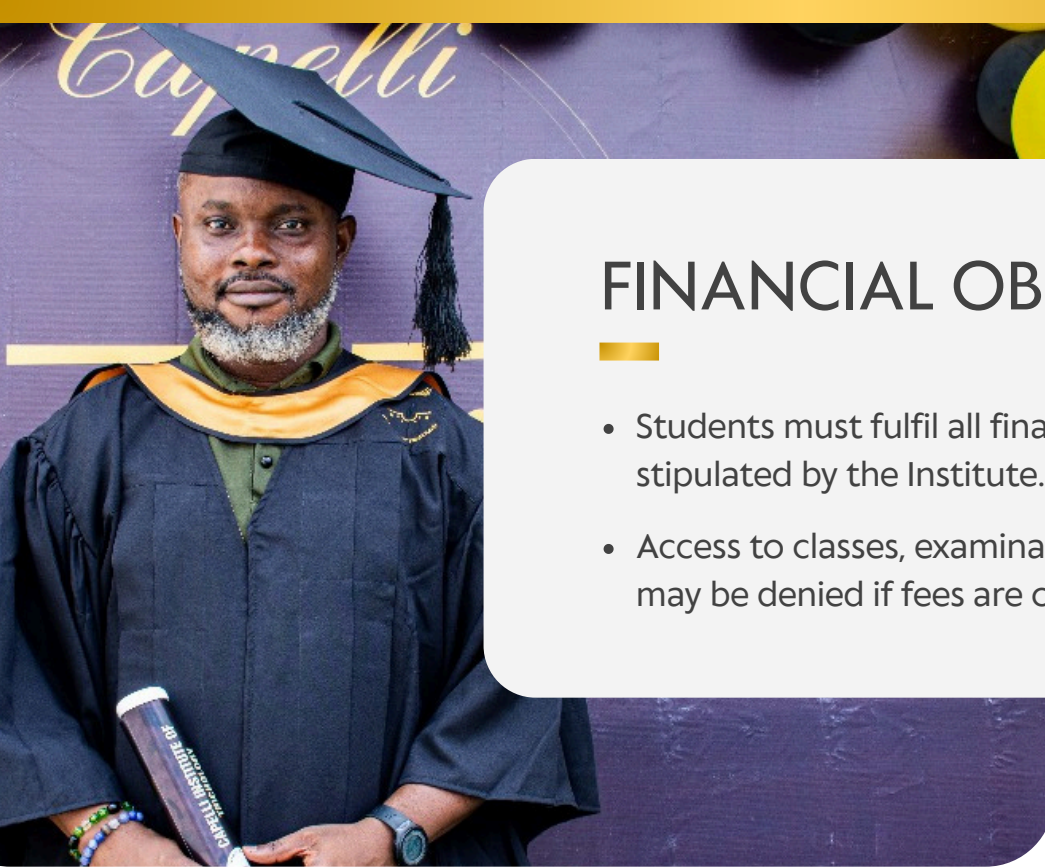
# COMMUNICATION & DIGITAL CONDUCT

- Students must communicate respectfully on all Institute platforms (WhatsApp groups, portals, emails, and social media).
- Abusive language, gossip, misinformation, or insubordination will not be tolerated.
- Recording of classes or practical sessions without permission is prohibited.
- Institute information and materials must not be shared externally without authorization.



## USE OF INSTITUTE PROPERTY

- Institute facilities, equipment, and materials must be used responsibly.
- Theft, vandalism, or misuse of property is a serious offence.
- Students must keep classrooms, clinics, and common areas clean and orderly.



## FINANCIAL OBLIGATIONS

- Students must fulfil all financial commitments as stipulated by the Institute.
- Access to classes, examinations, or certification may be denied if fees are outstanding.

## PROHIBITED CONDUCT

The following behaviours are strictly prohibited:

- Harassment, bullying, intimidation, or discrimination of any kind.
- Physical or verbal abuse.
- Substance abuse (alcohol, drugs, or illegal substances) within Institute premises.
- Sexual misconduct or inappropriate relationships within the learning environment.
- Any act that brings the Institute into disrepute.



# DISCIPLINARY MEASURES

Violation of this Code may result in one or more of the following:

- Verbal or written warning
- Suspension from classes or practical sessions
- Probation
- Expulsion from the Institute
- Withholding of certification

Disciplinary decisions shall be made by the Institute's Management, and such decisions are final.



# STUDENT COMMITMENT

By enrolling at the Capelli Institute of Trichology, each student affirms that they:

- Have read and understood this Code of Conduct.
- Agree to abide by all rules, policies, and standards of the Institute.
- Commit to representing Capelli Institute of Trichology with excellence and professionalism.

**Approved by:** Management, Capelli Institute of Trichology

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STUDENT NAME

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EFFECTIVE DATE

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SIGNATURE

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DATE