



STUDENT COMPLAINT PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 10 days of the date that the act which is the subject of the complaint occurred.
2. The complaint form will be given to the School Director.
3. The complaint will be reviewed by the School Director and Corporate Office and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for a final resolution of the problem but will notify the Student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the School and/or Home Office it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the School will appoint a Hearing Committee consisting of one member selected by the School who has had no involvement in the dispute and who may also be a Corporate Officer, another member who may not be related to the student filing the complaint or another student in the School, and another member who may not be employed by the School or related to the School Owners. The hearing will occur within 30 days of committee appointment. The hearing will be informal with the Student presenting his/her case followed by the School's response. The Hearing Committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. The Corporate Office shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the School's Student Complaint Procedure before submitting the complaint to the State or School's accrediting agency.



STUDENT GRIEVANCE FORM

NAME _____ **TELEPHONE (_____)** _____

1. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this complaint and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

Date