

STUDENT GRIEVANCE FORM



Student Name _____
Email _____
Cell Phone Number _____
Address _____
Social Media ID _____

Please be as specific as possible when filling out this form and use full names when referring to involved parties.

1. Please provide a one or two sentence description of your grievance.

2. Please describe the nature of your grievance 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 grievance 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 grievance are truthful and accurate.

Signature of Student _____

Date _____

STUDENT GRIEVANCE PROCEDURE



Note: This is not a Title IX grievance policy.

In accordance with the institution's mission statement, the school will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school in order to determine the frequency, nature, and patterns of grievances for the institution. The following procedure outlines the specific steps of the grievance process.

- 1. Prior to filing a formal grievance, the student should notify any staff member of the situation. If the staff member is unable to resolve the grievance, the student shall notify the School Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.**
- 2. The student should register the grievance in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred.**
- 3. The grievance form will be given to the School Director.**
- 4. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.**
- 5. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.**
- 6. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.**
- 7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management 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 grievance 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 90 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. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.**